

Warwickshire County Council Early Education Entitlement Funding - Guidance for completing the Parent - Guardian Declaration Form for 9+ months, 2, 3 & 4 Year Old Early Years Entitlements

An updated Parent - Guardian Declaration Form has been produced following the expansion of the new funding entitlements from September 2024.

The Form combines all funding entitlements for 9+ months, 2, 3 & 4 year olds on one form.

The form must be completed for ALL children claiming funding in the academic year 2024/2025, starting in September.

The Parent - Guardian Declaration Form is to be used for all funding entitlements and MUST be fully completed for the correct funding entitlement the parent is claiming for.

- Parents **MUST** complete a Parent - Guardian Declaration Form (PDF) for a provider to claim funding for the term as this gives the parent's consent for the provider to make the funding claim for their child. Only children with a completed and signed PDF can be funded. ***Without a completed PDF, WCC reserves the right to reclaim funding paid.***
 - The provider **MUST** issue each parent with the **Parent - Guardian Declaration Form** for the correct academic year for them to complete with The Parent/Carer copy of the terms.
 - **All boxes marked with an Asterix * are mandatory and must be fully completed.**
 - The Parent - Guardian Declaration Form (PDF) can be downloaded, printed and handed to the parent to complete in paper form.
- Or
- Sent to the parent **electronically** (by email) for the parent to download, complete electronically or in paper form and return to the provider prior to the Headcount date each term.
 - Parent - Guardian Declaration Forms returned electronically can either be printed by the provider or filed in a secure electronic file.
 - Parent - Guardian Declaration Forms **must** be updated on a termly basis, therefore the form will need to be handed or sent electronically (by email) to the parents each term to update and sign for the relevant term.

How to complete the form electronically:

- Download the Parent - Guardian Declaration Form file.
- The boxes are formatted to allow the requested information to be typed directly onto the form.
- Parents and providers can type their full name as a signature.
- Save the completed form in a file and email to their early years provider.
- If the parent has typed their signature, the provider must retain a copy of the email the form is attached to as evidence of receipt.

Note: Completed Parent - Guardian Declaration Forms must **NOT** be emailed to the Early Years Funding Office.

How to Complete the Parent -Guardian Declaration Form (PDF):

The updated Parent - Guardian Declaration Form has 4 Parts. All parts must be fully completed.

Part 1 – Childs details:

- All sections marked with an Asterix * must be fully completed.

*Provider Name: (Setting A)	
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Part 1 - Childs Details			
*Child's Legal First Name:	*Child's Legal Middle Name:	*Child's Legal Last Name:	Preferred Last Name:
*Address:			*Post Code:
Parent's Email Address:			
Parent's mobile telephone number:			
*Child's Date of Birth (dd/mm/yyyy):			
*Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>

- Parents contact email and telephone number are not mandatory and will only be used for funding purposes.
- Ethnicity from the list must be select by adding a **tick** in the appropriate box and entered correctly into the Provider Portal in the Child's details on the Headcount claim.

*Ethnicity – Please tick one box below			
White-British (WBRI)	<input type="checkbox"/>	Pakistani (APKN)	<input type="checkbox"/>
White - Irish (WIRI)	<input type="checkbox"/>	Bangladeshi (ABAN)	<input type="checkbox"/>
Traveller of Irish heritage (WIRT)	<input type="checkbox"/>	Any other Asian background (AOTH)	<input type="checkbox"/>
Any Other White Background (WOTH)	<input type="checkbox"/>	Black Caribbean (BCRB)	<input type="checkbox"/>
Gypsy/Roma (WROM)	<input type="checkbox"/>	Black - African (BAFR)	<input type="checkbox"/>
White and Black Caribbean (MWBC)	<input type="checkbox"/>	Any other Black background (BOTH)	<input type="checkbox"/>
White and Black African (MWBA)	<input type="checkbox"/>	Chinese (CHNE)	<input type="checkbox"/>
White and Asian (MWAS)	<input type="checkbox"/>	Any other ethnic group (OOTH)	<input type="checkbox"/>
Any other mixed background (MOTH)	<input type="checkbox"/>	Refused (REFU)	<input type="checkbox"/>
Indian (AIND)	<input type="checkbox"/>		

Part 2 – Accessing the Entitlements:

The correct funding entitlement is to be selected and ticked:

Part 2 – Accessing the Entitlements – please tick the correct box		
<input type="checkbox"/> 2Help Funded Entitlement		
For parents who meet the criteria for the 2Help entitlement funding who have confirmed eligibility via the Warwickshire County Council website and provided a funding confirmation letter with the EY Voucher Code issued. If you do not have evidence that your child is eligible, you will be liable to pay for any additional hours accessed where the provider is unable to claim funding for your child. Please complete the information below:		
*EY Voucher Code:	*Start Date:	*For provider Copy of confirmation letter/email taken
		YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Universal 15 hours Funded Entitlement for 3 & 4 year olds		
For all three- and four-year-olds from the term after their third birthday. NO ELIGIBILITY CODE is required.		
<input type="checkbox"/> Working Parent 15 hours Expanded Entitlement from the term after 9 months – 2 years*		
<input type="checkbox"/> Working Parent 15 hours Expanded Entitlement from the term after 2 years*		
<input type="checkbox"/> Working Parent 15 hours Extended Entitlement for 3 & 4 years olds*		

2 year old entitlement for disadvantaged children:

- The EY Voucher code from the Confirmation of Eligibility letter will need to be entered in the EY voucher code box.
- Enter the start date of the EY Voucher code in the Start Date box. The start date is found on the Eligibility Confirmation letter issued to the parent.

Part 2 – Accessing the Entitlements – please tick the relevant box

2-Year-Old entitlement for disadvantaged children

For parents who meet the criteria for the entitlement funding for Disadvantaged 2-year-olds who have confirmed eligibility via Warwickshire County Council website and provided a funding confirmation letter with the **EY Voucher Code** issued. If you do not have evidence that your child is eligible, you will be liable to pay for any additional hours accessed where the provider is unable to claim funding for your child. **Please complete the information below:**

*EY Voucher Code:	*Start Date:	*For provider Copy of confirmation letter/email taken
		YES <input type="checkbox"/> NO <input type="checkbox"/>

- If a child has a confirmation of eligibility from another Local Authority, the voucher code will not be accepted in Warwickshire’s Provider Portal, a copy of the confirmation letter or email must be sent with the Headcount claim using the Documents tab in the Provider Portal.

Universal 15 hours Funded Entitlement for 3 & 4 Year Olds:

Universal 15 hours Funded Entitlement for 3 & 4 Year Olds

For all three- and four-year-olds from the term after their third birthday. **NO ELIGIBILITY CODE** is required.

- All children are eligible from the term following their 3rd birthday
- A code is not issued for the 3 & 4 year old Universal Funded entitlement.
- This is referred to as ‘Funded’ hours on the Provider Portal

Working Parent Expanded 15 hours entitlement for the term following 9 months - 2 years:

- For children from the term after they attain the age of 9 months to the term in which they turn 2 year old
- The parent’s Name, National Insurance number and Eligibility Code number must be entered into the boxes below:

Working Parent 15 hours Expanded Entitlement from the term after 9 months – 2 years*

Working Parent 15 hours Expanded Entitlement from the term after 2 years*

Working Parent 15 hours Extended Entitlement for 3 & 4 years olds*

*For the **Working Parent** entitlements from the term after the child turns the relevant age, with a valid **eligibility code issued by HMRC** the term before they are due to access a funded place. The eligibility code is to be reconfirmed every 3 months. If you do not have a valid code for the term, parents will be liable to pay for any additional hours accessed where the provider is unable to claim funding using the eligibility code. **Please complete the information below:**

*Parent / Carer Forename and Surname:	*Parent / Carer National Insurance Number:	*Eligibility Code (11 digit number starting with 50)	*Date Eligibility Code Checked by Provider(dd/mm/yy)
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Working Parent Expanded 15 hours entitlement for the term following 2 years old:

- For children from the term after they turn 2 years old
- The parent’s Name, National Insurance number and Eligibility Code number must be entered into the boxes below:

<input type="checkbox"/> Working Parent 15 hours Expanded Entitlement from the term after 9 months – 2 years*			
<input checked="" type="checkbox"/> Working Parent 15 hours Expanded Entitlement from the term after 2 years*			
<input type="checkbox"/> Working Parent 15 hours Extended Entitlement for 3 & 4 years olds*			
*For the Working Parent entitlements from the term after the child turns the relevant age, with a valid eligibility code issued by HMRC the <u>term before</u> they are due to access a funded place. The eligibility code is to be reconfirmed every 3 months. If you do not have a valid code for the term, parents will be liable to pay for any additional hours accessed where the provider is unable to claim funding using the eligibility code. Please complete the information below:			
*Parent / Carer Forename and Surname:	*Parent / Carer National Insurance Number:	*Eligibility Code (11 digit number starting with 50)	*Date Eligibility Code Checked by Provider(dd/mm/yy)

Working Parent Extended 15 hours entitlement for 3 & 4 years olds:

- From the term after the child’s 3rd Birthday until they reach statutory school age or start a LA funded school place, whichever is the earlier.
- The parent’s Name, National Insurance number and Eligibility Code number must be entered into the boxes below:

<input type="checkbox"/> Working Parent 15 hours Expanded Entitlement from the term after 9 months – 2 years*			
<input type="checkbox"/> Working Parent 15 hours Expanded Entitlement from the term after 2 years*			
<input checked="" type="checkbox"/> Working Parent 15 hours Extended Entitlement for 3 & 4 years olds*			
*For the Working Parent entitlements from the term after the child turns the relevant age, with a valid eligibility code issued by HMRC the <u>term before</u> they are due to access a funded place. The eligibility code is to be reconfirmed every 3 months. If you do not have a valid code for the term, parents will be liable to pay for any additional hours accessed where the provider is unable to claim funding using the eligibility code. Please complete the information below:			
*Parent / Carer Forename and Surname:	*Parent / Carer National Insurance Number:	*Eligibility Code (11 digit number starting with 50)	*Date Eligibility Code Checked by Provider(dd/mm/yy)

Validating Working Parent Entitlement Eligibility Codes:

- The eligibility code should be validated as soon as possible after receiving it using the Eligibility Checker tab on the Provider Portal.
- The DfE check data of validated codes to monitor take up of the entitlements.
- The date when the validity check is made must be entered in the **Date Eligibility Code checked by Provider** box:

<input type="checkbox"/> Working Parent 15 hours Expanded Entitlement from the term after 9 months – 2 years* <input type="checkbox"/> Working Parent 15 hours Expanded Entitlement from the term after 2 years* <input type="checkbox"/> Working Parent 15 hours Extended Entitlement for 3 & 4 years olds*			
*For the Working Parent entitlements from the term after the child turns the relevant age, with a valid eligibility code issued by HMRC the <u>term before</u> they are due to access a funded place. The eligibility code is to be reconfirmed every 3 months. If you do not have a valid code for the term, parents will be liable to pay for any additional hours accessed where the provider is unable to claim funding using the eligibility code. Please complete the information below:			
*Parent / Carer Forename and Surname:	*Parent / Carer National Insurance Number:	*Eligibility Code (11 digit number starting with 50)	*Date Eligibility Code Checked by Provider(dd/mm/yy)

- A note of the eligibility start, and end dates should be made to make sure that they comply with the eligible dates for funding for the term, which are detailed in the termly Information letter.

Additional Entitlements:

Disability Access Fund (DAF):

- All early years funded children, from 9+ months, in receipt of Disability Living Allowance (DLA), are entitled to receive Disability Access Funding (DAF). A copy of the DLA award letter **MUST** be sent with the Headcount claim using the Documents tab.
- If the child splits funding between more than one provider, the parent must nominate which provider is to receive the DAF payment.

Additional Entitlements:	
Disability Access Fund (DAF)	
For children in receipt of child Disability Living Allowance (DLA) and receiving the funded Early Education entitlement. DAF is paid to the child's nursery as a fixed annual rate , as notified by the Local Authority, each calendar year. Please tick if your child is receiving DLA YES <input type="checkbox"/> NO <input type="checkbox"/>	
If you have ticked Yes, you must provide a copy of the DLA Award letter to your early <u>years</u> provider. If your child is splitting their funded Early Education entitlement across two or more providers, please nominate the setting where the local authority should pay DAF	
*Name of Provider:	

Early Years Pupil Premium (EYPP):

- If 'Yes' is ticked for **Q1**, parents are to complete the boxes with their name, date of birth, NI number if they meet the eligibility criteria for EYPP, full details of the eligibility criteria are on the website:

www.warwickshire.gov.uk/childcarecosts

Early Years Pupil Premium (EYPP)											
<p>The Early Years Pupil Premium (EYPP) gives providers additional funding to support some pupils. Children with EYPP will have a higher priority when applying for a school place where a school is oversubscribed.</p> <p>For more details visit: www.warwickshire.gov.uk/childcarecosts</p> <p>Q1: Family Income and Benefits</p> <p>Is your gross household income below £16,190 and you are in receipt of benefits (not Working Tax credit) or Is your Net income below £7,400 and you receive Universal Credits?</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>A claim for EYPP will not affect your claim for benefit or credits</p> <p>If you have ticked YES, please complete the following section:</p> <table border="1"> <thead> <tr> <th>*Parent / Carer Surname:</th> <th>*Parent / Carer Forename:</th> <th>*Parent / Carer Date of Birth:</th> <th>*Parent / Carer National Insurance No or NASS Reg No:</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				*Parent / Carer Surname:	*Parent / Carer Forename:	*Parent / Carer Date of Birth:	*Parent / Carer National Insurance No or NASS Reg No:				
*Parent / Carer Surname:	*Parent / Carer Forename:	*Parent / Carer Date of Birth:	*Parent / Carer National Insurance No or NASS Reg No:								

- Eligibility for EYPP is checked on the DfE’s ECS checker as a batch check after the Headcount has been processed.
- If ‘Yes’ is ticked for **Q2**, additional information will need to be provided in the form of the child’s Adoption Birth certificate or Order, Special Guardianship Order or Child Arrangement Order and sent with the Headcount claim via the Documents tab.

<p>Q2. Other</p> <p>Has your child left local authority care through Adoption, Special Guardianship or Child Arrangement Order?</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>If you have ticked YES, please provide a copy of the relevant order to your early years provider.</p> <p>EYPP will automatically be applied to Children Looked After by Warwickshire County Council. Carers of Children Looked after by another local authority will need to provide additional information to the nursery provider.</p>
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- Additional information will only need to be sent for Children Looked After by a LA responsible for the child which is outside of Warwickshire.
- Contact details of the child’s Social worker – email or telephone number should be added to the Notes tab in the Provider Portal.

Part 3 – Claim details:

Part 3 must be updated for each term reflecting Autumn/ Spring/Summer attendance. The update should be made each term and not blanket filled at the start of the academic year.

2 year olds:

2 year old entitlement for disadvantaged children (2 Help):

The hours attended should be entered under each day of the week and totalled in column A. Enter the hours in the 2 Help row:

Part 3 – Claim Details									
AUTUMN TERM – 14 Weeks funding (maximum 210 /420 hours for 30 hours)						A	B	C	
Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded Hours Entitlement Type	Funded hours used per day					Total number of hours per week (maximum equivalent of 15 hours over 38 weeks between all providers for each entitlement)	Number of weeks funding claimed per year: Term time only: 38 weeks Stretched: up to 52 weeks	Provider use only: Hours added to Provider Portal (A x B/38 = C)
		Mon	Tue	Wed	Thurs	Fri			
A	2Help or 3 & 4 year old Universal (15 hours Funded)								
	*Working Parent Entitlements (15 hours Expanded/Extended)								
B	2Help or 3 & 4 year old Universal (15 hours Funded)								
	*Working Parent Entitlements (15 hours Expanded/Extended)								
C	2Help or 3 & 4 year old Universal (15 hours Funded)								
	*Working Parent Entitlements (15 hours Expanded/Extended)								
Total Daily Funded Hours									
Additional paid for hours – Setting A									

Working Parent Expanded 15 hours entitlement for 9 month - 2 year olds and 2 year Olds:
The hours attended should be entered under each day of the week and totalled in column A.
Enter the hours in the Working Parent Entitlements (15 hours Expanded/Extended) row:

Part 3 – Claim Details									
AUTUMN TERM – 14 Weeks funding (maximum 210 /420 hours for 30 hours)						A	B	C	
Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded Hours Entitlement Type	Funded hours used per day					Total number of hours per week (maximum equivalent of 15 hours over 38 weeks between all providers for each entitlement)	Number of weeks funding claimed per year: Term time only: 38 weeks Stretched: up to 52 weeks	Provider use only: Hours added to Provider Portal (A x B/38 = C)
		Mon	Tue	Wed	Thurs	Fri			
A	2Help or 3 & 4 year old Universal (15 hours Funded)								
	*Working Parent Entitlements (15 hours Expanded/Extended)								
B	2Help or 3 & 4 year old Universal (15 hours Funded)								
	*Working Parent Entitlements (15 hours Expanded/Extended)								
C	2Help or 3 & 4 year old Universal (15 hours Funded)								
	*Working Parent Entitlements (15 hours Expanded/Extended)								
Total Daily Funded Hours									
Additional paid for hours – Setting A									

3 & 4 year olds:

The hours attended should be entered under each day of the week and totalled in column A.

- The Universal hours are to be added to the **2Help or 3 & 4 year old Universal (15 hours)** row.
- The Extended (30 hours) hours under the eligibility code are to be added to the ***Working Parent Entitlements (15 hours)** row.
- For 3 & 4 year old children claiming both the **Universal 15 hours** and the Working Parent **Extended** entitlement 15 hours, the hours must be split into each entitlement and entered separately

Note, universal hours should be fully used before claiming the extended hours.

Part 3 – Claim Details									
AUTUMN TERM – 14 Weeks funding (maximum 210 /420 hours for 30 hours)									
Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded Hours Entitlement Type	Funded hours used per day					A Total number of hours per week (maximum equivalent of 15 hours over 38 weeks between all providers for each entitlement)	B Number of weeks funding claimed per year: Term time only: 38 weeks Stretched: up to 52 weeks	C Provider use only: Hours added to Provider Portal (A x B/38 = C)
		Mon	Tue	Wed	Thurs	Fri			
A	2Help or 3 & 4 year old Universal (15 hours Funded)								
	*Working Parent Entitlements (15 hours Expanded/Extended)								

Split Funding:

If a child is attending more than one setting, the parent must enter the other setting's name in B (and C if more than 2) and show the hours they are attending at each setting and the correct entitlement type:

Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded Hours Entitlement Type					
		Mon	Tue	Wed	Thurs	Fri
A	Disadvantaged 2 year old or 3 & 4 year old Universal (15 hours)					
	*Working Parent Entitlements (15 hours)					
B	Disadvantaged 2 year old or 3 & 4 year old Universal (15 hours)					
	*Working Parent Entitlements (15 hours)					
C	Disadvantaged 2 year old or 3 & 4 year old Universal (15 hours)					
	*Working Parent Entitlements (15 hours)					
Total Daily Funded Hours						
Additional paid for hours – Setting A						

Stretched funding:

Full academic year, child starting in September

- If the hours are being used are over more than 38 weeks in a stretch model, you will need to enter the funded hours allocated as a stretch per day in the Mon – Fri boxes, total the number of hours per week in column A, enter the number of weeks per year you are stretching them over in column B
- Multiply the total in column A by the total in column B. This is the total number of hours the child will receive per year.
- Divide this total by 38 to give the funded hours as the equivalent of term time only

(maximum 195 /390 for 30 hours)					A	B
Funded hours used per day					Total number of hours per week (maximum equivalent of 15 hours over 38 weeks between all providers for each entitlement)	Number of weeks funding claimed per year: Term time only: 38 weeks Stretched: <u>up</u> to 52 weeks
Mon	Tue	Wed	Thurs	Fri		

- This figure is to be added to Column C:

C
Providers use only: Hours added to the Provider Portal (A x B/38 = C)

- This is the number to enter into the provider portal for the weekly hours claimed.

Note: If children start part way through the academic year, you will need to adjust the number of weeks to divide the hours by in column C. e.g. for children starting in the Spring term this would be 24 weeks, Summer term, this would be 13 weeks.

This avoids offering more free funded hours than you are paid for if the child leaves or moves setting at the start of the following academic year, starting in September.

For more information, refer to the Stretch Offer Guidance on the website link:

<https://api.warwickshire.gov.uk/documents/WCCC-505288705-22>

Part 4 – Terms, Parental Consent and Declaration:

This must be updated, signed and dated by the parent and provider at the start of **every term** under the correct term's heading. Please do not pre-populate the boxes for the whole year.

TERM	Autumn	Spring	Summer
Name of Parent / Carer / Guardian with legal responsibility:			
Signature:			
Date:			

Providers Signature:			
Position:			
Date:			

Adding the Child's details on the Provider Portal:

- The details from the Parent - Guardian Declaration Form should be used when entering the child's details into the Provider Portal.
- Your Provider Portal submission is likely to be the start of the child's education record with the local authority. It is therefore vital that all details are entered fully and accurately, particularly the sections marked as mandatory with an Asterix *.
- The child's legal name must be used.

Parent/Carer Copy:

The **Parent/Carer Copy** of the Parental Declaration Form Funding Entitlement Terms must be issued to each parent. This has been attached as a separate document and can be either handed to the parent as a paper copy or sent electronically (by email). It is also recommended that a copy is displayed on notice boards or on setting's websites.

PARENT/CARER COPY



Parent / Guardian Declaration Form

FOR EARLY YEARS ENTITLEMENT(S) ACADEMIC YEAR 2024-2025

For more details visit www.warwickshire.gov.uk/childcarecosts

Funding Terms and Parent/Carer Agreement

Below are Warwickshire County Council's (WCC) terms to provide the Early Years Entitlements for eligible children. It is important that the parent and the provider read this **BEFORE** signing the Parental Declaration Form (PDF) and the Early Years Provider makes a funding claim on behalf of the child.

Terms of funding:

WCC will fund eligible children for the:

- 2Help entitlement for families receiving some additional forms of government support for 570 hours over a full year. This equates to 15 hours per week for 38 weeks. Children may take their entitlement over more than 38 weeks and up to 52 weeks if taking a stretched offer.
- 3- & 4-year-olds Universal entitlement for 570 Universal over a full year. This equates to 15 Universal hours per week for 38 weeks. Children may take their entitlement over more than 38 weeks and up to 52 weeks if taking a stretched offer.
- 3- & 4-year-olds Extended working parent entitlements for 570 over a full year. This equates to 15 Extended hours per week for working parent hours (if eligible) for 38 weeks. Children may take their entitlement over more than 38 weeks and up to 52 weeks if taking a stretched offer.
- Children from 9 months olds Expanded working parent entitlement for 570 hours over a full year. This equates to 15 Expanded hours per week for working parents (if eligible) for 38 weeks. Children may take their entitlement over more than 38 weeks and up to 52 weeks if taking a stretched offer.