

PARENT/CARER COPY



Parent / Guardian Declaration Form

FOR ALL 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/carer and the provider read this **BEFORE** signing the Parent/Guardian 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.

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- The entitlement starts **from the term after** the child has reached the relevant age.
- The government's term dates used are:

Child turns relevant age between:	Entitlement starts from:
1 st January to 31 st March	the start of term beginning on or after 1st April
1 st April to 31 st August	the start of term beginning on or after 1st September
1 st September to 31 st December	the start of term beginning on or after 1st January

- If a child is claiming the 2Help entitlement, the parent/carer must show the confirmation email or letter from the Local Authority as evidence of their entitlement to their nursery provider before they can claim a funded place.
- Once the 2Help entitlement has been confirmed, the Local Authority will continue to fund a place, even if there is a change in circumstances, up until the point when the child becomes eligible for the 3- & 4-year-old entitlement.
- Children who are eligible for both 2Help and Working Parent Entitlement for 2-year-olds must make a claim under the 2Help entitlement as the funding will remain in place until the point when the child becomes eligible for the 3 and 4-year-old universal entitlement.
- If a child is claiming the working parent entitlements, they must also have an Eligibility Code issued by HMRC with a validity start date the term **before** they wish to claim funding in line with the term dates above.
- The parent/carer **must** re-confirm the Eligibility Code every 3 months with HMRC.
- The Local Authority will continue to fund a place if the Eligibility Code expires until the end of the code's Grace Period.
- If the parent/carer no longer meets the eligibility criteria for 3 & 4 year olds extended hours for working parents or has not re-confirmed their Eligibility code before the grace period has ended, their funding will end at the grace period end date. The child can continue to take up their Universal entitlement at the provider of their choice as stated on the PDF.
- If the parent/carer no longer meets the eligibility criteria for children from 9 months old Expanded hours for working parents or has not re-confirmed their Eligibility code before the grace period has ended, their funding will end at the grace period end date.
- The provider cannot charge parents/carers 'top up' fees (the difference between a provider's normal charge to parents/carers and the funding they receive from the local authority) or require the parent/carer to pay a registration fee as a condition of taking up their child's funded place.
- The provider can charge parents/carers a deposit to secure their child's funded place but should refund the deposit in full within a reasonable time scale.
- Providers should not charge a deposit where families are accessing a 2Help place or where the provider is aware that the family are on a low income or not in employment.
- Parents/carers should be aware of the nursery's admissions policy and understand the hours/sessions which can be taken as funded provision.
- The provider should provide clear, transparent, and itemised invoices so that parents/carers can see that they have received their entitlement completely free of charge and understand fees paid for additional hours and services.
- The provider(s) where the child is in attendance on the Headcount Day, will receive the funding entitlement for the whole of the term.
- If a child leaves before Headcount Day, the parent/carer will be liable to pay the provider for the sessions already taken.

- If a child leaves after Headcount Day, funding will not automatically be passed to the new provider. An agreement must be made between providers to transfer any funding if they agree.
- The funding for the term is calculated using the hours attended during Headcount week, funded hours can only be increased after this date in line with the Adjustment policy.
- The parent/carer must make sure that their child attends the hours/sessions that they are claiming funding for and in the agreed pattern of attendance. If the child has persistent non-attendance, WCC reserves the right to re-claim those hours from the provider.
- A child is allowed to take short term absences without the funding being withdrawn e.g. sickness or holidays. The provider will have to agree extended periods with the Early Years Funding office.
- The parent/carer should comply with any notice period requirement in line with the contract or agreement they have made with their nursery provider.
- The parent/carer must sign this form each term, any changes to the details on the Parental Declaration Form (PDF) must be initialed and dated by the parent.
- The parent/carer should be made aware of the complaints procedure in relation to the funding.

Your information rights:

This service provides childcare funding for children attending early years placements. Our valid lawful basis for processing personal data is a legal obligation. To see how we use your personal data and what your information rights are, please read WCC's Education Services privacy notice at www.warwickshire.gov.uk/childcarecosts. It should be read in addition to the council's overall customer privacy notice at <https://www.warwickshire.gov.uk/privacy> which includes the contact details if you have a complaint about your information rights. For general enquiries, please contact Warwickshire County Council's Customer Service Centre on 01926 410410.

Information may be shared to ensure effective safeguarding and promote the welfare and protection of children.

The Information provided will be shared with Warwickshire County Council and Department for Education, who will access information from other government departments to confirm the child's eligibility and enable the provider to claim the 2Help entitlement, the working parent entitlement, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF).

