

**Warwickshire County Council**  
**Early Education Entitlement Funding - Guidance for completing the**  
**Parent - Guardian Declaration Form for Early Years Entitlements**  
**from 9+ months, from Spring Term, Academic Year 2024 -2025**

An updated Parent - Guardian Declaration Form has been produced from the Spring term 2025.

The updated version combines all funding entitlements for 2, 3 & 4 year olds into one form.

The updated form from Spring term 2024/2025 should only be used for children new to funding from January 2025.

Children continuing their existing entitlements from the Autumn term 2025 should update their current form.

**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 correct **Parent - Guardian Declaration Form** for the academic year and funding entitlement for them to complete.
  - **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 complete.

### **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.
- 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.

<b>*Ethnicity – Please tick one box below</b>			
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		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
For parents/carers 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		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
For all three and four-year-olds from the term after their third birthday. <b>NO ELIGIBILITY CODE</b> is required.			
<input type="checkbox"/> Working Parent 15 hours Expanded Entitlement from the term after 9 months - 2 years*		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
<input type="checkbox"/> Working Parent 15 hours Expanded Entitlement from the term after 2 years*		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
<input type="checkbox"/> Working Parent 15 hours Extended Entitlement for 3 & 4 year olds*		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
*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/carers 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)

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

- Tick the box **2Help funded Entitlement**.
- Tick the term in which the funding is being claimed in.
- 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 correct box			
<input type="checkbox"/> 2Help Funded Entitlement		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
For parents/carers 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"/>	

- 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 Download tab in the Provider Portal.

### Universal 15 hours entitlement for 3 & 4 Year Olds

- Tick the **Universal 15 hours Funded Entitlement for 3 & 4 year old box**
- Tick the term in which this funding is being claimed in.
- There is **not a code required** as all children are entitled from the term following their 3<sup>rd</sup> birthday:

<input checked="" type="checkbox"/> Universal 15 hours Funded Entitlement for 3 & 4 year olds	TERM: Autumn <input type="checkbox"/>	Spring <input checked="" type="checkbox"/>	Summer <input type="checkbox"/>
For all three and four-year-olds from the term after their third birthday. <b>NO ELIGIBILITY CODE</b> is required.			

### Working Parent Entitlements from 9+ months:

- Select the correct working parent entitlement that you are claiming for the child based on the child’s age range.
- Select the term in which this entitlement is being claimed in. The age range may change throughout the academic year.
- The parent’s Name, National Insurance number and Eligibility Code number must be entered into the boxes below:

<input checked="" type="checkbox"/> Working Parent 15 hours Expanded Entitlement from the term after 9 months - 2 years*	TERM: Autumn <input type="checkbox"/>	Spring <input checked="" type="checkbox"/>	Summer <input type="checkbox"/>
<input type="checkbox"/> Working Parent 15 hours Expanded Entitlement from the term after 2 years*	TERM: Autumn <input type="checkbox"/>	Spring <input type="checkbox"/>	Summer <input type="checkbox"/>
<input type="checkbox"/> Working Parent 15 hours Extended Entitlement for 3 & 4 year olds*	TERM: Autumn <input type="checkbox"/>	Spring <input type="checkbox"/>	Summer <input type="checkbox"/>
*For the <b>Working Parent Entitlements</b> from the term after the child turns the relevant age, with a valid <b>eligibility code issued by HMRC, the term before</b> 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/carers will be liable to pay for any additional hours accessed where the provider is unable to claim funding using the eligibility code. <b>Please complete the information below:</b>			
*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)

### Additional Entitlements:

#### Disability Access Fund (DAF):

- All funded children 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.
- From Spring term 2025 children who are claiming the 2 Help Entitlement due to being in receipt of DLA will automatically be allocated DAF

Additional Entitlements:	
<b>Disability Access Fund (DAF)</b>	
For children in receipt of child Disability Living Allowance (DLA) and receiving the funded Early Education entitlement. DAF is paid to the child's early years provider 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"/>	
<b>If you have ticked Yes, you must provide a copy of the DLA Award letter to your early years provider.</b>	
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. If your child is in receipt of the 2Help Funded Entitlement due to being in receipt of DLA, DAF will be paid automatically to the provider your child attends.	
*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](http://www.warwickshire.gov.uk/childcarecosts)

Early Years Pupil Premium (EYPP)			
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. For more details visit: <a href="http://www.warwickshire.gov.uk/childcarecosts">www.warwickshire.gov.uk/childcarecosts</a>			
<b>Q1: Family Income and Benefits</b>			
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? YES <input type="checkbox"/> NO <input type="checkbox"/>			
A claim for EYPP will not affect your claim for benefit or credits			
<b>If you have ticked YES, please complete the following section:</b>			
*Parent / Carer Surname:	*Parent / Carer Forename:	*Parent / Carer Date of Birth:	*Parent / Carer National Insurance No or Nass Reg No:
<b>Q2. Other</b>			
Has your child left local authority care through Adoption, Special Guardianship or Child Arrangement Order?			
YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>If you have ticked YES, please provide a copy of the relevant order to your early years provider.</b>			
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 provider.			

- 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.

**Q2. Other**

Has your child left local authority care through Adoption, Special Guardianship or Child Arrangement Order?

YES  NO

If you have ticked YES, please provide a copy of the relevant order to your early years provider.

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.

- Additional information will only need to be sent for Children Looked After by a LA responsible for the child which is outside of Warwickshire

**Part 3 – Claim details:**

- Part 3 must be updated for each term reflecting Spring/Summer attendance.
- There is now a box to tick to use if there is no change to the funding pattern from the previous term.
- Funding is to be completed next to Setting 1 for your setting.
- If the parent splits their funding with other provider(s) they should complete the hours attended at other setting(s) next to Setting 2 and Setting 3

Part 3 - Claim Details									
SPRING TERM – 11 Weeks funding (maximum 165 / 330 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 the Provider Portal (A x B/38 = C)
		Mon	Tue	Wed	Thurs	Fri			
Setting 1	2Help or 3 & 4yr old Universal (15 hours Funded)								
	*Working Parent Entitlements (15 hours Expanded/Extended)								
Setting 2	2Help or 3 & 4yr old Universal (15 hours Funded)								
	*Working Parent Entitlements (15 hours Expanded/Extended)								
Setting 3	2Help or 3 & 4yr old Universal (15 hours Funded)								
	*Working Parent Entitlements (15 hours Expanded/Extended)								
Total Daily Funded Hours									
Additional paid for hours - Setting 1									

If there has been no change to claim from previous term parent/carer to tick and proceed to Part 4

**Funding claimed for the 2 year old Disadvantaged(2 Help) entitlement and 3 & 4 year old Universal entitlement:**

- Hours are to be completed in the **2Help or 3 & 4yr old Universal (15 hours Funded)** row:

Part 3 - Claim Details										
SPRING TERM – 11 Weeks funding (maximum 165 / 330 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 the Provider Portal (A x B/38 = C)	
		Mon	Tue	Wed	Thurs	Fri				
Setting 1	2Help or 3 & 4yr old Universal (15 hours Funded)									

**Working Parent Entitlement for 15 hours Expanded (9months to 2 year olds) and Extended (3 & 4 year olds):**

- Enter the hours in the **\*Working Parent Entitlements (15 hours Expanded/Extended)** row:

Part 3 - Claim Details										
SPRING TERM – 11 Weeks funding (maximum 165 / 330 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 the Provider Portal (A x B/38 = C)	
		Mon	Tue	Wed	Thurs	Fri				
Setting 1	2Help or 3 & 4yr old Universal (15 hours Funded)									
	*Working Parent Entitlements (15 hours Expanded/Extended)									

**Funded Hours used per day:**

- The funded hours attended should be entered under each day of the week and totalled in column A.
- 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:
  - The Universal hours are to be added to the **2Help or 3 & 4yr old Universal (15 hours Funded)** row.
  - The Extended (30 hours) hours under the eligibility code are to be added to the **\*Working Parent Entitlements (15 hours Expanded/Extended)** row.

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

- The hours in column A are to be entered in your Actual claim on the provider portal in the correct funding entitlement type.

Part 3 - Claim Details									
SPRING TERM – 11 Weeks funding (maximum 165 / 330 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 the Provider Portal (A x B/38 = C)
		Mon	Tue	Wed	Thurs	Fri			
Setting 1	2Help or 3 & 4yr old Universal (15 hours Funded)								
	*Working Parent Entitlements (15 hours Expanded/Extended)								

**Stretched funding:**

- 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 per day in the Mon – Fri boxes total in column A
- Then enter the number of weeks per year you are stretching them over in column B\*

A	B
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

- Calculate the number of hours to enter in your funding claim by using the calculation in Column C\*

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

**\*IMPORTANT NOTE:** For children starting in the Spring term who will be attending for the Spring and Summer term 2025, we recommend that you only offer the available hours for the remaining 2 terms (165 + 195 = 360 hours) for 15 hours entitlements and (330 + 390 = 720 hours) for 30 hours funding for 3 & 4 year olds, **and only stretched by the number of weeks until 31<sup>st</sup> August 2025.** This avoids offering more free funded hours than you will be paid for if the child leaves or moves settings at the start of the following academic year, starting in September.

**The number of weeks you should divide by will be 24 weeks not 38 weeks in column C**

**It is recommended that you only use the calculation shown in columns B and C for children attending for the full academic year, i.e. 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 completed and signed and dated by the parent and provider **every term** under the correct term's heading.

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

**Note: for the updated form from Spring term 2025 Parent - Guardian Declaration Form, there is only 2 boxes to sign for the Spring and Summer terms:**

TERM	SPRING	SUMMER
*Name of Parent / Carer / Guardian with legal responsibility:		
*Signature:		
*Date:		
*Providers Signature:		
*Position:		
*Date:		

### 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 setting websites.

### 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](http://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.

### Entering Your Headcount:

- The details from the Parent - Guardian Declaration Form should be used when entering the child's details into the Provider Portal.
- It is important that all the details are entered fully and accurately, particularly the sections marked as mandatory with an Asterix \*.
- The correct Ethnicity must be entered as completed by the parent/guardian in Part 1