

Parent / Guardian Declaration Form

MUST BE COMPLETED FOR ALL EARLY YEARS ENTITLEMENT(S) CLAIMS FOR ACADEMIC YEAR 2024/2025



2Help Entitlement:

- For **eligible** two-year-olds from the term after their second birthday with a valid EY Voucher Code

Universal Entitlement:

- For all three- and four-year-olds from the term after their third birthday (No code required)

Working Parent Entitlements:

- For **eligible** children from the term after the age of 9 months with a valid Eligibility Code (Expanded Hours)
- For **eligible** children from the term after their third birthday with a valid Eligibility Code (Extended Hours)

For details of all entitlement criteria visit www.warwickshire.gov.uk/childcarecosts

Please complete ALL parts of this form as appropriate
(sections marked with * are mandatory)

Only one form to be completed per academic year updated termly.

*Provider Name: (Setting 1)	
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Part 1 - Child's Details

*Child's Legal First Name:	*Child's Legal Middle Name:	*Child's Legal Last Name:	Preferred Last Name:
*Address:			*Post Code:
Parent/Carer's Email Address:			
Parent/Carer's mobile telephone number:			
*Child's Date of Birth (dd/mm/yyyy):			
*Gender:	Male	Female	Other
*Ethnicity – Please tick one box below			
White-British (WBRI)		Pakistani (APKN)	
White - Irish (WIRI)		Bangladeshi (ABAN)	
Traveller of Irish heritage (WIRT)		Any other Asian background (AOTH)	
Any Other White Background (WOTH)		Black Caribbean (BCRB)	
Gypsy/Roma (WROM)		Black - African (BAFR)	
White and Black Caribbean (MWBC)		Any other Black background (BOTH)	
White and Black African (MWBA)		Chinese (CHNE)	
White and Asian (MWAS)		Any other ethnic group (OOTH)	
Any other mixed background (MOTH)		Refused (REFU)	
Indian (AIND)			

**Early years provider use only (copies of documents do not need to be retained for this purpose)*

*Type of documentary proof of DOB: (e.g. Birth Certificate / Passport)	*Document checked by:: (Full name)	*Date seen: (dd/mm/yy)

Part 2 – Accessing the Entitlements – please tick the correct box**2Help Funded Entitlement**

TERM: Autumn Spring Summer

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	No

Universal 15 hours Funded Entitlement for 3 & 4 year olds

TERM: Autumn Spring Summer

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

Working Parent 15 hours Expanded Entitlement from the term after 9 months - 2 years* TERM: Autumn Spring Summer

Working Parent 15 hours Expanded Entitlement from the term after 2 years* TERM: Autumn Spring Summer

Working Parent 15 hours Extended Entitlement for 3 & 4 year olds* TERM: Autumn Spring Summer

*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)

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 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 NO

If you have ticked Yes, you must provide a copy of the DLA Award letter to your early years 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. 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)

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: www.warwickshire.gov.uk/childcarecosts

Q1: Family Income and Benefits

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 NO

A claim for EYPP will not affect your claim for benefit or credits

If you have ticked YES, please complete the following section:

*Parent / Carer Surname:	*Parent / Carer Forename:	*Parent / Carer Date of Birth:	*Parent / Carer National Insurance No or Nass Reg No:

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 provider.

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

SUMMER TERM – 13 Weeks funding (maximum 195 / 390 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

Part 4 – Parent/Guardian Consent and Declaration | Please read all information before signing

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.
- 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:
1st January to 31st March	the start of term beginning on or after 1st April
1st April to 31st August	the start of term beginning on or after 1st September
1st September to 31st 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 Parent/Guardian Declaration Form (PDF) must be initialled and dated by the parent/carer.
- The parent/carer should be made aware of the complaints procedure in relation to the funding.

Parent / Guardian Consent and Declaration:

- I confirm that the information I have provided above is accurate and true.
- I understand and agree to the conditions set out in this document.
- I confirm that the Information I have provided can be shared with Warwickshire County Council and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim the funding entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (as applicable).
- I confirm that information may be shared to ensure effective safeguarding and promote the welfare and protection of children.
- I confirm that the provider named below can claim the Early Years Entitlements for my child.

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

*Providers Signature:		
*Position:		
*Date:		

CHILDMINDERS ONLY:
 Please tick to confirm that you are not a close relative of this child *
 Close relative is defined under the Childcare Act as a parent, grandparent, aunt, uncle, brother or sister.

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 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.

