

Funded Childcare Entitlements Parent / Carer / Guardian Declaration Form

MUST BE COMPLETED FOR ALL EARLY YEARS ENTITLEMENT(S)

CLAIMS FOR ACADEMIC YEAR 2025/2026



2Help Entitlement:

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

Universal Entitlement:

- 15 hours for **all** three- and four-year-olds from the term after their third birthday (No code required)

Working Parent Entitlements:

- 30 hours for **eligible** children from the term after the age of 9 months to 3 years old with a valid Eligibility Code (Expanded Hours)
- 15 hours for **eligible** children from the term after their third birthday with a valid Eligibility Code (Extended Hours)

Please complete ALL parts of this form as appropriate

(sections marked with * are mandatory)

Only one form to be completed per academic year, please update termly.

*Setting 1 - Provider Name:	
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Part 1 - Child's Details - Parent / Carer to complete

*Child's Legal First Name:	*Child's Legal Middle Name:	*Child's Legal Last Name:	Preferred Last Name:
*Address:			*Post Code:
Parent's / Carer's Email Address:			
Parent's / Carer's Mobile Tel Number:			

*Ethnicity – Please indicate 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"/>		

*Child's Sex:	Male <input type="checkbox"/> Female <input type="checkbox"/>
*Child's Date of Birth (dd/mm/yyyy):	

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

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

Part 2 – Accessing the Entitlements – Parent / Carer to complete - please tick the relevant box**2Help:**☐ **2Help 15 hours Funded Entitlement**TERM: Autumn ☐ Spring ☐ Summer ☐

Entitlement for children from 2 years old in families receiving additional forms of support:

- If parents/carers live in England and are in receipt of certain benefits or credits
- If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order

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.

Note: If your child is eligible for both the 2Help and working parent entitlements, you should use the 2Help entitlement for children receiving some additional forms of support first.

Please complete the information below:

*EY Voucher Code:	*Start Date:	*For provider use: Copy of confirmation letter issued by LA	
		Yes <input type="checkbox"/> No <input type="checkbox"/> If No, information to be completed below:	
*Parent / Carer Surname:	*Parent / Carer Forename:	*Parent / Carer Date of Birth:	*Parent / Carer National Insurance Number or Asylum Support Reference Number:

Universal:☐ **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:**

☐ **Working Parent 30 hours Expanded Entitlement term after 9 months - 2 years*** TERM: Autumn ☐ Spring ☐ Summer ☐

☐ **Working Parent 30 hours Expanded Entitlement from the term after 2 years*** TERM: Autumn ☐ Spring ☐ Summer ☐

☐ **Working Parent 30 hours Expanded 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, you 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 - Parent / Carer to complete**Disability Access Fund (DAF)**

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? 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 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)

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

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: Are you in receipt of Universal Credits?

YES ☐ NO ☐

If you have ticked Yes, please complete the section below.

Q2: Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

YES ☐ NO ☐

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

Q3: Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

YES ☐ NO ☐

If you have ticked Yes, please complete the section below.

*Parent / Carer Surname:

*Parent / Carer Forename:

*Parent / Carer
Date of Birth:

*Parent / Carer National
Insurance Number or Asylum
Support Reference Number:

Part 3A - Claim Details - Parent / Carer to complete

AUTUMN TERM – 14 Weeks funding (maximum 210 /420 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					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 Name:	2Help or 3 & 4yr old Universal (15 hours Funded)								
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Setting 2 Name:	2Help or 3 & 4yr old Universal (15 hours Funded)								
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Setting 3 Name:	2Help or 3 & 4yr old Universal (15 hours Funded)								
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Total Daily Funded Hours:									

Part 3B - Charges - Provider to complete

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

Additional charges per day in £	Mon	Tue	Wed	Thurs	Fri	Total weekly charge	Details of what these charges relate to:
Total extra chargeable hours per day – Setting 1:							
Food consumables: (for example: meals and snacks consumed by the child)							
Activities: (for example: events, celebrations, specialist tuition such as music classes or foreign languages)							
Non-food consumables: (for example: nappies and suncream)							

Part 3A - Claim Details - Parent / Carer to complete

If there has been no change to claim from previous term, please tick and proceed to Part 4 ☐

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 Name:	2Help or 3 & 4yr old Universal (15 hours Funded)								
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Setting 2 Name:	2Help or 3 & 4yr old Universal (15 hours Funded)								
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Setting 3 Name:	2Help or 3 & 4yr old Universal (15 hours Funded)								
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Total Daily Funded Hours:									

Part 3B - Charges - Provider to complete

If there has been no change to claim from previous term, please tick and proceed to Part 4 ☐

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

Additional charges per day in £	Mon	Tue	Wed	Thurs	Fri	Total weekly charge	Details of what these charges relate to:
Total extra chargeable hours per day – Setting 1:							
Food consumables: (for example: meals and snacks consumed by the child)							
Activities: (for example: events, celebrations, specialist tuition such as music classes or foreign languages)							
Non-food consumables: (for example: nappies and suncream)							

Part 3A - Claim Details - Parent / Carer to complete

If there has been no change to claim from previous term, please tick and proceed to Part 4 ☐

SUMMER TERM – 13 Weeks funding (maximum 195 /390 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)
Setting 1 Name:	2Help or 3 & 4yr old Universal (15 hours Funded)	Mon	Tue	Wed	Thurs	Fri			
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Setting 2 Name:	2Help or 3 & 4yr old Universal (15 hours Funded)								
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Setting 3 Name:	2Help or 3 & 4yr old Universal (15 hours Funded)								
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Total Daily Funded Hours:									

Part 3B - Charges - Provider to complete

If there has been no change to claim from previous term, please tick and proceed to Part 4 ☐

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

Additional charges per day in £	Mon	Tue	Wed	Thurs	Fri	Total weekly charge	Details of what these charges relate to:
Total extra chargeable hours per day – Setting 1:							
Food consumables: (for example: meals and snacks consumed by the child)							
Activities: (for example: events, celebrations, specialist tuition such as music classes or foreign languages)							
Non-food consumables: (for example: nappies and suncream)							

Part 4 – Terms, Parent/Carer/Guardian with legal responsibility Consent and Declaration – Parent/Carer and Provider to complete | 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 hours 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 entitlement for 570 hours 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 to 3 years old - Expanded working parent entitlement for 1140 hours over a full year. This equates to 30 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 entitlements start **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/carers 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 or complete an ECS check via the Provider Portal.
- 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 claim 15 hours under the 2Help entitlement and 15 hours under the working parent entitlement, as the 2Help funding will remain in place until the point when the child becomes eligible for the 3- & 4-year-old Universal entitlement.
- If a child is claiming the working parent entitlements, they must 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/carers **must** reconfirm 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/carers no longer meets the eligibility criteria for 3- & 4-year-old Extended hours for working parents or has not reconfirmed 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/carers no longer meets the eligibility criteria for children from 9 months old Expanded hours for working parents or has not reconfirmed their Eligibility Code before the grace period has ended, their funding will end at the grace period end date.
- Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.
- Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.
- The costs of chargeable extras should be published on provider websites or, where they do not have any website, on that of local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.
- In connection with the entitlement hours, the provider cannot charge parents/carers the following:
 - o 'top up' fees (the difference between a provider's normal charge to parents/carers and the funding they receive from the local authority)
 - o the supply or use of any materials
 - o business running costs
 - o registration fees as a condition of taking up their child's funded place
 - o general charges
- 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 both providers to make an adjustment to the funding via the Adjustment process.
- 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 setting 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.
- Where the parent/carer's contract or agreement is terminated by the provider, the provider is not entitled to retain the funding claimed at Headcount from that date to the end of term.
- The parent/carer must sign this form each term, any changes to the details on the Parental 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 / Carer / 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:

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

*Provider's 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:

Warwickshire County Council is collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Warwickshire County Council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

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.