

## PARENT/CARER/GUARDIAN COPY



### Funded Childcare Entitlements Parent / Carer / Guardian Declaration Form ACADEMIC YEAR 2026-2027

For more details visit [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts)

#### Funding Terms and Parent/Carer/Guardian Agreement

Below are Warwickshire County Council's (WCC) terms to provide the Funded Childcare Entitlements for eligible children. It is important that the parent and the provider read this **BEFORE** signing the Parent/Carer/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 (Early Learning for 2 Year Olds) 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.

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

**Continued.....**

- 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 or complete an ECE 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 the equivalent of 15 hours under the 2Help entitlement and the equivalent of 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/carer 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/carer 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/carer 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 the equivalent of 15 or 30 hours a week of free, high quality, flexible early education and care. The equivalent of 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 Parent/Carer/Guardian Declaration Form (PDF) must be initialed and dated by the parent/carer.
- The parent/carer should be made aware of the complaints procedure in relation to the funding.

## 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: <https://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.

