

Warwickshire County Council
Guidance for completing the Funded Childcare Entitlements
Parent/Carer/Guardian Declaration Form, Academic Year 2026 -
2027, for Entitlements from 9+ months.

The Parent/Carer/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/Carer/ 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/Carer/ Guardian Declaration Form** for the academic year and funding entitlement for them to complete.

Early Years Entitlements Parent / Carer / Guardian Declaration Form

**MUST BE COMPLETED FOR ALL EARLY YEARS ENTITLEMENT(S)
CLAIMS FOR ACADEMIC YEAR 2026/2027**

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.

- **All boxes marked with an Asterix * are mandatory and must be fully completed.**
 - The Parent/Carer/ 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/Carer/ Guardian Declaration Forms returned electronically can either be printed by the provider or filed in a secure electronic file.
 - Parent/Carer/ 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/Carer/ 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/Carer/ Guardian Declaration Forms must **NOT** be emailed to the Early Years Funding Office.

How to Complete the Parent/Carer/ Guardian Declaration Form (PDF):

The updated Parent/Carer/ Guardian Declaration Form has 4 Parts. All parts must be fully completed.

Part 1a – Childs details:

- All sections marked with an Asterix * must be fully completed.
- 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.

Part 1a - 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:
*Child's Sex:	Male <input type="checkbox"/> Female <input type="checkbox"/>	*Child's Date of Birth: (dd/mm/yyyy)	
*Address:			*Post Code:
*Type of documentary proof of DOB: (e.g. Birth Certificate / Passport)	*Document checked by: (Full name)	*Date seen: (dd/mm/yy)	
<i>Early years provider use only (copies of documents do not need to be retained for this purpose)</i>			
*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"/>		

Part 1b

Part 1b – Parent / Carer Details - Parent / Carer to complete			
This information will be used to check your eligibility code for the working parent entitlement, and/or eligibility for 2Help and EYPP			
*Parent / Carer First Name:		*Parent / Carer Last Name:	
*Parent / Carer Date of Birth: (dd/mm/yyyy)		*Parent / Carer National Insurance Number or Asylum Support Reference Number:	
*Parent / Carer Email Address:			
*Parent / Carer Mobile Tel Number:			

- To be completed with the parent/carer details to enable eligibility checks to be made for the working parent code, EYPP and 2 Help if a code has not been issued, for example: a child from a LA outside of Warwickshire.
- Parents contact email and telephone number are not mandatory and will only be used for funding purposes.
- Parents of 2 year olds should be encouraged to complete the details so that a check can be made for their eligibility for the 2 Help/Early Learning for 2 year olds entitlement on the Provider Portal.

Part 2 – Accessing the Entitlements:

The correct funding entitlement is to be selected and ticked for each term

Part 2 – Accessing the Entitlements – Parent / Carer to complete - please tick the relevant box		
All entitlements start from the term after the child turns the relevant age, in line with the following DfE Term Dates:		
Child turns relevant age:	Entitlement begins:	
1 January to 31 March	Summer Term (on or after 1 April)	
1 April to 31 August	Autumn Term (on or after 1 September)	
1 September to 31 December	Spring Term (on or after 1 January)	
2Help (Early Learning for 2 Year Olds):		
<input type="checkbox"/> 2Help 15 hours Funded Entitlement TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		
Entitlement for children from the term after their second birthday, in line with DfE term dates above, for 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 an EY Voucher Code, you can ask your provider to carry out an eligibility check by completing Part 1b . 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 must 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 you do not have an EY Voucher Code, do you wish the provider to carry out an eligibility check?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Universal:		
<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 in line with DfE term dates above. NO ELIGIBILITY CODE is required.		
Working Parent:		
<input type="checkbox"/> Working Parent 30 hours Expanded Entitlement from term after 9 months - 2 years* TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		
<input type="checkbox"/> Working Parent 30 hours Expanded Entitlement from 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, in line with DfE term dates above, with a valid eligibility code issued by HMRC, the <u>term before</u> 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 and Part 1b:		
*Eligibility Code (11-digit number starting with 50)	*Date Eligibility Code checked by provider (dd/mm/yy)	

Claim for 2 Help - Early Learning for 2 year olds:

- Tick the box **2Help 15 hours Funded Entitlement box**.
- 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.

2Help (Early Learning for 2 Year Olds):		
<input type="checkbox"/> 2Help 15 hours Funded Entitlement		
Entitlement for children from the term after their second birthday, in line with DfE term dates above, for 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 an EY Voucher Code, you can ask your provider to carry out an eligibility check by completing Part 1b . 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 must 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
<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you do not have an EY Voucher Code, do you wish the provider to carry out an eligibility check?		Yes <input type="checkbox"/> No <input type="checkbox"/>

- If the child does not have an EY Voucher, the parent is to tick either yes or no to agree for an eligibility check to be carried out.
- If Yes is ticked, enter the parent's details in **part 1b** as shown above so that an eligibility check can be performed as part of your claim.
- **Part 1b** is to be completed for children who have not been given a code by Warwickshire County Council, for example, children with a code issued outside of Warwickshire or for qualifying families without a confirmation letter.
- If the child also has a code for the 2 year old working parent entitlement the 15 hours Early Learning for 2 year olds (2 Help) entitlement **MUST** be claimed first before claiming the Expanded entitlement.

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 to the Universal entitlement from the term following their 3rd birthday:

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

Working Parent Entitlements from 9+ months to 4+ years old:

Working Parent:	
<input type="checkbox"/>	Working Parent 30 hours Expanded Entitlement from term after 9 months - 2 years* TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>
<input type="checkbox"/>	Working Parent 30 hours Expanded Entitlement from 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"/>
<p>*For the Working Parent Entitlements from the term after the child turns the relevant age, in line with DfE term dates above, with a valid eligibility code issued by HMRC, the <u>term before</u> 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.</p> <p>Please complete the information below and Part 1b:</p>	
*Eligibility Code (11-digit number starting with 50)	*Date Eligibility Code checked by provider (dd/mm/yy)
<input type="text"/>	<input type="text"/>

- 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 for. The age range may change throughout the academic year.
- The parent's Name, National Insurance number and Eligibility Code number must be entered into **Part 1b** as shown on page 3.
- The 11 digit working parent code starting with 50 (40 for a code issued to foster carers) must be entered into the Eligibility Code box.

Important Note: Check the Eligibility code on the Eligibility check tab on the Provider Portal to check that the code validity start and validity end dates meet the criteria for funding for the term BEFORE offering a funded place.

Additional Entitlements:

Disability Access Fund (DAF):

All funded children in receipt of Disability Living Allowance (DLA), are entitled to receive Disability Access Funding (DAF). To claim this entitlement:

Additional Entitlements - Parent / Carer to complete	
Disability Access Fund (DAF)	
<p>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.</p> <p>Is your child entitled to <u>the Disability Living Allowance</u>? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If you have ticked Yes, you must provide a copy of the DLA Award letter to your early years provider.</p> <p>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 <u>DAF</u>. 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.</p>	
*Name of Provider	<input type="text"/>

- Parents to tick Yes or No in the boxes shown above
- If the parent ticks Yes, 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.
- Children who are claiming the 2 Help Entitlement due to being in receipt of DLA will automatically be allocated DAF.

Early Years Pupil Premium (EYPP):

- If 'Yes' is ticked for **Q1 or Q3**, parents are to complete **Part 1b** on page 3 with their name, date of birth, NI number so that a check can be made to confirm that they meet the eligibility criteria for EYPP, full details of the eligibility criteria are on the website: [Additional entitlements - childcare - Warwickshire County Council](#)

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 any of the questions and **completing Part 1b** may enable your chosen provider to receive the EYPP. Children with EYPP will have 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

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 and your child is looked after outside of Warwickshire, please provide a copy of the relevant order to your early years provider. EYPP is automatically added for children looked after by Warwickshire.

Q3: Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?
 YES NO

- Eligibility for EYPP is checked after the Headcount is completed within the Synergy database linked to the DfE's ECE checker, as batch check safter the Headcount has been processed.

Note: If parent/carer information is missing or added incorrectly in the Provider Portal checks will not be completed.

Q2:

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 and your child is looked after outside of Warwickshire, please provide a copy of the relevant order to your early years provider. EYPP is automatically added for children looked after by Warwickshire.

- EYPP will automatically be applied for children who are currently children looked after by Warwickshire County Council

- Additional information will need to be provided for children previously looked after, in the form of the child’s Adoption Birth certificate or Order, Special Guardianship Order or Child Arrangement Order
- Supporting information must be sent with your claim via the Documents tab when you enter the child’s claim.
- 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 – Funded Entitlements:

- The following page has been added for the academic year 2026/2027 to clarify how the funded entitlements can be offered and how funding is paid in termly amounts over the academic year.
- Parents must ensure that the funding they are claiming either as term time only or stretch, across all settings their child attends, does not exceed the stated maximum funding entitlements for each term, as the equivalent of term time attendance.

Part 3 – FUNDED ENTITLEMENTS

The funded entitlement covers:

- the maximum equivalent of 15 hours x 38 weeks (term time) = 570 hours per year, or
- the maximum equivalent of 30 hours x 38 weeks (term time) = 1140 hours per year

The maximum number of hours per week that can be claimed are as follows:

570 hours total entitlement	15 hours per week
1140 hours total entitlement	30 hours per week

TERM TIME:
The maximum number of weeks that can be claimed in each term is as follows:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
TERM TIME - 38 weeks per year	14 weeks	11 weeks	13 weeks

The maximum number of total hours that can be claimed in each term is as follows:

TERM TIME – 38 weeks per year	AUTUMN TERM	SPRING TERM	SUMMER TERM
15 hours entitlement	210 hours	165 hours	195 hours
30 hours entitlement	420 hours	330 hours	390 hours

If a child attends more than one setting, they cannot claim more than the equivalent of 15 hours per week x 38 weeks or 30 hours per week x 38 weeks.

STRETCH:
Stretched funding allows the entitlements to be taken as fewer hours per week, over more weeks of the year, up to a maximum of 52 weeks.

For example:

	47 weeks per year	48 weeks per year	49 weeks per year	50 weeks per year	51 weeks per year	52 weeks per year
570 hours total entitlement	12.12 hours per week	11.87 hours per week	11.63 hours per week	11.4 hours per week	11.17 hours per week	10.96 hours per week
1140 hours total entitlement	24.25 hours per week	23.75 hours per week	23.26 hours per week	22.8 hours per week	22.35 hours per week	21.92 hours per week

The maximum number of weeks that can be claimed in each term when stretching funding is as follows:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
STRETCH - Up to 52 weeks max	17 weeks max	13 weeks max	22 weeks max

If a child attends more than one setting, they cannot claim more than the equivalent of 15 hours per week x 38 weeks or 30 hours per week x 38 weeks.

Stretch can/may be delivered over the full academic year, running from 1 September to 31 August. Where a child begins accessing a stretched funded place part way through the academic year, the total number of funded hours available will need to be calculated from the date the child starts (for example, from 1 September, 1 January or 1 April) to the end of the academic year on 31 August.

Please refer to the [Guidance of Early Years Entitlements Funding -The Stretch Offer](#), for guidance on how to calculate and enter stretch funding.

If you are offering funding as a stretch, the stretched hours must be converted to the equivalent of term time funding A x B/38 = C. For Example: 20 hours over 51 weeks = 26.84 hours to be added to the provider portal (20 x 51 /38).

Part 3a:

- Part 3a must be updated for each term reflecting Autumn/Spring/Summer attendance.
- Funding is to be completed for your provision as Setting 1.
- 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
- The parent **MUST** complete all funding claimed for their child at all setting their child attends to ensure that the funding entitlements as detailed in Part 3 are not exceeded.

Part 3a – parent / carer to complete with provider									
AUTUMN TERM: ALL settings and hours attended must be shown below and must not exceed the equivalent of term time only funding entitlements across all providers, as detailed in the Funded Entitlements section.									
Setting Name List all settings your child attends (max of 2 in one day)	Entitlement Type	Funded hours used per day					A Total number of hours per week	B Number of weeks funding claimed per year/per term	C Provider use only: Hours added to the Provider Portal (A x B/38 = C or A x B/14 = C if termly stretch)
		Mon	Tue	Wed	Thurs	Fri			
Setting 1 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Setting 2 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Setting 3 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Total Daily Funded Hours:									

Entitlement Type:

The funding entitlement type being claimed by the setting as ticked in Part 2, if the child is splitting funding with more than one setting the parent must decide how the funding is being used at each setting.

Funded Hours:

- 15 hours Early Learning for 2 year olds (2 Help)
- 15 Universal hours 3 & 4 year olds

The **2Help or 3 & 4 yr old Universal (15 hours Funded)** row must be completed:

Part 3a – parent / carer to complete with provider									
AUTUMN TERM:									
ALL settings and hours attended must be shown below and must not exceed the equivalent of term time only funding entitlements across all providers, as detailed in the Funded Entitlements section.									
Setting Name List all settings your child attends (max of 2 in one day)	Entitlement Type	Funded hours used per day					A Total number of hours per week	B Number of weeks funding claimed per year/per term	C Provider use only: Hours added to the Provider Portal (A x B/38 = C or A x B/14 = C if termly stretch)
		Mon	Tue	Wed	Thurs	Fri			
Setting 1 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Setting 2 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Setting 3 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Total Daily Funded Hours:									

- Working Parent Entitlement for 30 hours Expanded (9months to 2 year olds) and 15 hours Extended (3 & 4 year olds):

Enter the hours in the *Working Parent Entitlements (30 hours Expanded/15 hours Extended)* row:

Part 3a – parent / carer to complete with provider									
AUTUMN TERM:									
ALL settings and hours attended must be shown below and must not exceed the equivalent of term time only funding entitlements across all providers, as detailed in the Funded Entitlements section.									
Setting Name List all settings your child attends (max of 2 in one day)	Entitlement Type	Funded hours used per day					A Total number of hours per week	B Number of weeks funding claimed per year/per term	C Provider use only: Hours added to the Provider Portal (A x B/38 = C or A x B/14 = C if termly stretch)
		Mon	Tue	Wed	Thurs	Fri			
Setting 1 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Setting 2 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Setting 3 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Total Daily Funded Hours:									

Funded Hours used per day:

Setting Name List all settings your child attends (max of 2 in one day)	Entitlement Type	Funded hours used per day					A	B	C
		Mon	Tue	Wed	Thurs	Fri	Total number of hours per week	Number of weeks funding claimed per year/per term	Provider use only: Hours added to the Provider Portal (A x B/38 = C or A x B/14 = C if termly stretch)
Setting 1 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								

- The number of funded hours used each day need to be entered in the days attending between Mon - Fri
- If you are using a stretch model, the number of hours entered is based on the stretched funded hours attended.

Column A:

A
Total number of hours per week

- The total hours funded per week, this is the sum of the hours entered in the Mon – Fri columns.

Column B:

B
Number of weeks funding claimed per year/per term

- The number of weeks you are offering funding for the year/term:

Term Time funding

- Enter 38 weeks.

Stretch Funding

- If funding is offered as a stretch model, enter the Number of weeks funding claimed for the stretch period, see examples in Part 3 on page 4.
- Annual stretch Maximum 52 weeks
- Termly stretch maximums available for the term as shown in Column C

Examples of an Annual stretch:

- 52 weeks if a stretch is starting in the Autumn term.
- 35 weeks if a stretch is starting in the Spring term
- 22 weeks if a stretch is starting in the Summer term

Examples of a Termly Stretch:

- 17 weeks Autumn Term
- 13 weeks Spring Term
- 22 weeks Summer Term

Column C:

C
Provider use only: Hours added to the Provider Portal (A x B/38 = C or A x B/14 = C if termly stretch)

This is the calculation to work out the number of hours to be entered on to the Provider Portal as the **equivalent of term time only funding**.

Example of term time funding:

3 & 4 year old child attending 30 hours per week:

Universal hours total 15 hours per weeks $15 \times 38 / 38 = 15$

Extended hours total 15 hours per week $15 \times 38 / 38 = 15$

9 month– 2 years old claiming 30 Expanded hours:

Expanded hours total 30 hours $30 \times 38 / 38 = 30$

Note: if you are open for less than 38 weeks, the number to multiply and divide by must be changed to the number of weeks you are open, e.g. 36 weeks

Examples of Yearly Stretch Funding:

3 & 4 year old claiming 20 hours per week over 51 weeks 1020 hours (26.84 hours equivalent of 38 weeks) split as:

11.18 Universal hours per week

8.82 Extended hours

Column A x Column B divide by Column C

Universal hours $11.18 \times 51/38 = 15$

Extended hours $8.82 \times 51/38 = 11.84$

9 month– 2 years old claiming Expanded hours, 1140 stretched over 52 weeks = 21.92 funded hours per week starting in the Autumn term.

Column A x Column B divide by Column C

$21.92 \times 52/38 = 29.99$ to add to the Provider Portal

Examples of Term time Stretch:

2 year old claiming Expanded Funding using the equivalent of their full entitlement :

Autumn term funding max funding 420 hours over 17 weeks

$420/17 = 24.70$ funded hours per week.

Hours to add to provider portal:

Column A x Column B divide by Column C - As this is term time funding, Column B and C is the number of weeks in the term:

24.70 funded hours x 17 weeks max weeks in the term / 14 funded weeks = 29.99 hours to enter in the Provider Portal

- For 2 year old children who are entitled to both the Early Learning for 2 year olds (2 Help) and the Expanded working parent entitlement for 2 year olds, their 2Help entitlement hours MUST be used first and then the Expanded hours. The hours must be split into each entitlement and entered separately
- For 3 & 4 year old children claiming both the universal hours and the working parent extended entitlement, the Universal hours MUST be used first and then the Extended hours. The hours must be split into each entitlement and entered separately.
- For details on how to enter stretched funding on to the Provider Portal, please refer to the separate Guidance: **Provider Portal Stretch Guidance for Providers**

IMPORTANT NOTE: For children starting in the **Spring term** who will be attending for the Spring and Summer term, we recommend that you only offer the available hours for the remaining 2 terms (165 + 195 = 360 hours) as the equivalent of 15 hours term time funding or (330 + 390 = 720 hours) for the equivalent of 30 hours funding and **only stretch funding by the number of weeks until 31st August**. 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.

For children starting in the **Summer term**, we recommend that only the 195 or 390 hours funding is stretched to the end of the academic year to 31st August for the first term of attendance and the full year stretch is started 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 3b – Charges

This must be completed with the itemised charges the parent will be charged for consumables and additional services. This **MUST** be completed for each term, there is a box to tick for the Spring and Summer terms if there is no change to the charges from the previous term.

Part 3b - Charges - Provider to complete							
If there has been no change to claim from previous term, please tick and proceed to Part 4 <input type="checkbox"/>							
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)							

The details of your charges should be entered into the My Details Tab , Costs in the Provider Portal if you do not have a website and have more than 10 children.

Part 4 – Terms

Providers and Parents must be informed of the Terms **before** the form is signed:

Part 4 – Terms, Parent/Carer/Guardian with legal responsibility Consent and Declaration – Parent/Carer and Provider to complete

IMPORTANT Please read all information before signing

- 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:
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 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:
 - 'top up' fees (the difference between a provider's normal charge to parents/carers and the funding they receive from the local authority)
 - the supply or use of any materials
 - business running costs
 - registration fees as a condition of taking up their child's funded place
 - 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.

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:

Parent / Carer / Guardian Consent and Declaration:			
<ul style="list-style-type: none"> 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 * <input type="checkbox"/> Close relative is defined under the Childcare Act as a parent, grandparent, aunt, uncle, brother or sister.			

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/GUARDIAN COPY

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



For more details visit 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.
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