

# Warwickshire County Council

## Early Education Entitlement Funding Process for completing Parental Declaration Forms for 2, 3 and 4 Year Olds

### Autumn Term 2021

The Funding process for the Autumn term 2021 will follow the guidance sent in the Termly Information Letter if there are any changes to these instructions you will be notified accordingly.

- Parents must complete a Parental 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 a Parental Declaration Form (PDF) for the Academic year 2021/2022 for them to complete. All boxes marked with an asterix \* are mandatory and must be fully completed.
  - The new Parental 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.
  - PDF's returned electronically can either be printed by the provider or filed in a secure electronic file.
  - The PDF must be updated on a termly basis, therefore the form will need to be handed or sent electronically (by email) to the parents termly to complete.

#### **How to complete the form electronically:**

- Download the Parental 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,
- 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
- Save the completed form in a file and email to their early years provider

Note: Completed Parental Declaration Forms must **NOT** be emailed to the Early Years Funding Office

### **Completion of the Parental declaration Form (PDF):**

The updated PDF has 3 Parts. All parts must be fully completed.

#### **Part 1 – Child's details**

All sections marked with an asterix \* must be fully completed.

Ethnicity:

- The parent/carer must select the ethnicity of their child by entering a **x** in the appropriate box
- The ethnicity stated on the PDF **MUST** be entered correctly into the Provider Portal

#### **2 year funding:**

The EY Voucher code from the Confirmation of Eligibility letter will need to be entered in the EY voucher code box. If a child has a confirmation of eligibility from another Local Authority, this 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 facility.

#### **3 & 4 year funding:**

The 30 hour code box must be completed for children claiming the Extended 30 hours.

Note: This is not required if the child is only claiming the Universal 15 hours.

#### **Part 2 – Claim details**

The hours attended should be entered under each day of the week and totalled in column A. For 3 & 4 year old children claiming the extended entitlement hours, this must be split into the universal and extended entitlement that is being claimed.

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

If a child is attending more than one setting, the parent must enter the other settings name and show the hours they are attending.

Stretched model:

- If the hours are used in a stretch model, you need to enter the number of weeks of the year they are being taken over in column B
- Use column C to work out the hours to enter in the provider portal. Take the total number of hours per week x number of weeks they are taken over and divide by 38 weeks. This gives you the hours to enter on the Provider Portal for the universal and extended hours.

Part 2 must be updated for each term reflecting Autumn/ Spring/Summer attendance

For 3 & 4 year funding entitlement, the Additional Entitlements Box must be completed for children claiming Disability Access Fund (DAF) and Early Years Pupil Premium (EYPP).

### **Part 3 – 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.

The PDF should be used to enter the child's details to the Provider Portal. It is important that all the details are entered fully and accurately, in particular the sections marked as mandatory with an asterix \*.

#### **Parent Copy:**

The **Parent Copy** of the 2 year old or 3 & 4 year olds 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.