

Early Education Funding Parental Declaration Form

1. Parent/carer/guardian details

Full name:

Current address: **Postcode:**

2. Childcare provider details

Name of provider:

3. Child's details – legal name

Forename: **Surname:**

Date of birth: **Male:** **Female:**

Ethnicity code (see appendix 1):

Special Educational Needs code (see appendix 2):

Child Name known by if different from above:

Early Education Funding Type:

9 month old funding (Working Families Funding)	<input style="width: 40px; height: 20px;" type="checkbox"/>		
2 yr old funding (Disadvantaged Funding)	<input style="width: 40px; height: 20px;" type="checkbox"/>	2 yr old funding (Working Families Funding)	<input style="width: 40px; height: 20px;" type="checkbox"/>
3&4 yr old funding (Universal Hours)	<input style="width: 40px; height: 20px;" type="checkbox"/>	3&4 yr old funding (Extended Hours)	<input style="width: 40px; height: 20px;" type="checkbox"/>

Tick one box

As applicable: my child is not claiming any funded hours at another setting

My child is attending another setting(s) and claiming funded hours there. I have informed all settings of my child's attendances and I have completed a Parental Declaration Form at each setting.

4. Details of funded hours at this provider

Start date of funded place: **Funded hours per week:**

Number of funded weeks per year (e.g. 38 weeks for term time or more if stretched funding):

Breakdown of hours	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Funded	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
Non-Funded	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

5. Details of funded hours at other provider

*Only complete if your child is attending another setting and claiming funded hours

Name of other childcare provider:

Start date of funded place: **Funded hours per week:**

Number of funded weeks per year (e.g. 38 weeks for term time or more if stretched funding):

Breakdown of hours	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Funded	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
Non-Funded	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

6. 9 month old funding

Complete this section if your child is eligible for 9 month old funding

Eligibility Code (11 digits):

National Insurance number used when making an application to HMRC:

7. 2 year old funding

Complete either section (a) or (b) below if your child is eligible for 2 year old funding

(a) Local Scheme (Benefits related and Child Specific Scheme)

Letter from Solihull Family Information Service shown to childcare provider:

(tick if shown)

Date of approval:

(b) Working Families Scheme

Eligibility Code (11 digits):

National Insurance number used when making an application to HMRC:

8. 3 and 4 year old funding extended entitlement

Complete this section if your child is eligible for 3&4 year old funding extended entitlement

Eligibility Code (11 digits):

National Insurance number used when making an application to HMRC:

Universal entitlement

If your child's funded hours are split between two settings you must nominate the setting that would receive the universal entitlement (15 hours) Please note: where the entitlement is split with a school nursery, the school will automatically deliver the universal entitlement.

Nominated setting for universal 15 hours:

9. Early Years Pupil Premium (EYPP)

EYPP is additional funding paid to childcare providers for children of families in receipt of certain benefits. The funding is used to enhance the quality of the early years' experience for the child by improving the teaching, learning, facilities and resources, with the aim of impacting positively the child's progress and development. EYPP is only paid for the Universal Entitlement hours and not if your child is in a school reception class. For more information please speak to your childcare provider. To do a check for EYPP eligibility we need the following information, please complete in full the boxes below:

Parent/carer/guardian full name:

Parent/carer/guardian date of birth:

National Insurance (NI) number:

OR

National Asylum Support Service (NASS) number:

10. Disability Access Fund (DAF) declaration

DAF is an annual payment to a provider where the child is claiming Early Education Funding and the child is in receipt of Disability Living Allowance (DLA). Where the child is claiming funding with more than one provider, the parent must nominate one provider to receive the full DAF payment.

Complete this section if your child is claiming Early Education Funding and is in receipt of child disability living allowance (DLA).

I confirm my child receives Disability Living Allowance (DLA) and I have given the named setting below a copy of my child's current award letter:

Name of nominated childcare provider:

11. Parental declaration statements

Please read the follow statements before progressing to section 12

The provider has explained the terms and conditions for funded places to me and I understand that:

- Proof of name and age of my child must be given to the provider (birth certificate or passport)
- For 9 month old funding, 2 year old funding or Universal 3&4 year old funding I can claim up to a maximum of 15 funded hours per week over 38 weeks in the year (or 570 hours per year 'stretched' up to a maximum of 52 weeks)
- For the 3 & 4 year old Extended Entitlement I can claim up to a maximum of 30 funded hours per week over 38 weeks in the year (or 1,140 hours per year 'stretched' over 48 or 51 weeks)
- The maximum entitlement applies even if the entitlement is 'split' between two providers
- If my provider is not open for at least 38 weeks then my child will not be able to access the full entitlement with the provider as the maximum funding that can be claimed per week is 15 hours or 30 hours (if applicable) i.e. the full entitlement cannot be condensed over less than 38 weeks per year
- If I sign up with a provider it is my intention to send my child for the funded hours as per the pattern of attendance completed on this form. It is fraudulent to sign up to more funded hours than my child is actually accessing and also for the provider to claim more funded hours than my child is accessing.
- If my child is accessing funding on a term time (38 week) or stretched (over more than 38 weeks) pattern it has to be for a minimum of one whole term and cannot be changed to another pattern until the start of the following term.
- The provider will not charge me for the funded hours that my child is accessing
- I have to pay the provider their published fees or charges for any extra hours or services that I agree for my child to access over and above the funded hours
- If I want to move my child to another setting, I must give at least a 4 weeks' notice in writing. If I do not do this, I will not be able to claim funded hours at the other setting until the end of the notice period
- If my child is eligible for EYPP the funding will only be paid for the Universal hours accessed
- If my child is eligible for DAF, I must give the provider copies of my child's current DLA award document(s) and the fixed payment will only be made to the provider I have nominated above
- I will have to complete a new parental declaration form in certain circumstances, including:
 - Where I request, and the provider agrees to, changes to the number of funded hours claimed or change the pattern of the claim e.g. from Term Time to Stretched
 - If my child is claiming the 30 hours extended entitlement but has to move to claiming only the 15 hours Universal entitlement due to a change in circumstances
 - Where there is a change or changes to any name. address or provider details
- If applicable I must apply for and receive a valid Eligibility Code by the end of the month (31 Mar or 31 Aug or 31 Dec) before the respective term starts. Also, it is my responsibility to reconfirm my eligibility code every 3 months when reminded by HMRC. In the event that the eligibility ends, my child will continue to receive the universal entitlement (3 and 4 year olds only) with the provider who I have nominated for this. My child can continue to get funded hours up to the grace period end date on my Eligibility Code.
- My child can only access funded hours at up to 2 childcare providers per day, and not exceed the total number of weekly and termly funded hours per term. My childcare provider should inform me of the total funded hours per term.
- My child can only access funded hours between 6am and 8pm and up to a maximum of 10 hours per day. My child must have a set weekly attendance pattern for funded hours.
- I can be charged a refundable deposit to secure a funded place for my child however this should be returned to me in a timely manner.

12. Confirmation by Parent

I confirm that:

- I am the child's Parent/Carer/Guardian with legal responsibility
- The information I have provided above is complete, accurate and true
- I understand and agree to the declarations and conditions set out in this document and authorise the provider to claim the appropriate funding for my child.
- I understand that if I have given any false information, I may be asked to pay back the provider for the cost of the funded place
- I will inform the provider/s if the arrangements or details given on this declaration form change.
- My child is not attending a school reception class
- I agree that the information I have provided can be shared with Solihull Council and Department for Education who will access information from other government departments to:
 - confirm my child's eligibility and validate the eligibility code - if applicable
 - enable the provider to claim Early Years Pupil Premium (EYPP) - if applicable
 - enable the provider to claim Disability Access Fund (DAF) for my child – if applicable

Signature of parent named in section 1:

Relationship to child:

Date:

13. Confirmation by provider

When you register a child for a funded place you must check either a Birth Certificate or Passport as proof of name and age. Tick the relevant box to confirm this;

Birth Certificate Seen

Passport Seen

This declaration is your evidence of your funding claim for this child and must be retained for 6 years to complete headcount forms and for future reference, including auditing. You may be asked by Solihull Council to produce evidence of a claim at any time. Sign below and give a copy of the form to the parent.

Signature

on behalf of the provider:

Name and

position held:

Date:

Please refer to the Solihull Provider Agreement for full terms and conditions of Early Education Funding in Solihull.

Data Privacy Guidance

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 Solihull 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 (ICO) on holding personal data including sensitive personal data available at: [Guide to the UK General Data Protection Regulation \(UK GDPR\) | ICO](#)

Appendix 1

Ethnic Code

WBRI	White, British	AIND	Asian or Asian British, Indian
WIRI	White, Irish	APKN	Asian or Asian British, Pakistani
WIRT	White, Traveller of Irish Heritage	ABAN	Asian or Asian British, Bangladeshi
WOTH	White, any other White background	AOTH	Asian or Asian British, any other Asian background
WROM	White, Gypsy/Roma	BCRB	Black or Black British, Caribbean
MWBC	Mixed, White and Black Caribbean	BAFR	Black or Black British, African
MWBA	Mixed, White and Black African	BOTH	Black or Black British, any other Black Background
MWAS	Mixed, White and Asian	OOTH	Any other Ethnic background
MOTH	Mixed, any other mixed background	NOBT	Not Obtained
CHNE	Chinese	REFU	Refused

Appendix 2

SEN Provision

N	No special educational need
K	SEN support
E	Education, health and care plan