

Parent Declaration Form

- This page allows you to gather the information needed to carry out a validity check on codes
- Consent must be gained before carrying out validity check



Early Education Funding
Parent Declaration for 2, 3 and 4 Year Old Funding

**Please complete your information in full. You will only need to complete box number 2 (in blue) if you are eligible to access 30 hours and have an 11 digit eligibility code.*

- 2 year old** – starts from the term after second birthday
- 3 & 4 year old (universal 15 hour funding)** – starts from the term after third birthday
- 3 & 4 year old (extended 15 hour funding)** – starts from the term after third birthday and an eligibility code has been issued.

Name of Childcare Provider:			
1. Child's Details			
Forename		Middle Name(s)	
Surname		Name by which child is known (if different)	
Date of Birth (dd/mm/yyyy)		Gender	Female <input type="checkbox"/> Male <input type="checkbox"/>
Documentary proof of DoB type (e.g. birth certificate, passport)		Document recorded by (staff member name) and date document recorded (dd/mm/yyyy)	
Special Educational Needs (tick which one applies)			
SEN Support		Education Health and Care Plan	
2. Additional details for children claiming 30 hours free childcare (to be completed by parents who are eligible to access 30 hours)			
Parent/carer National Insurance Number		30 hours eligibility code: (e.g. 50005678912)	
I (PRINT name)..... agree that the information I have provided above can be shared with the Local Authority and Department for Education, who will access information from other government departments to check the validity of my 30 hours eligibility code. (Please refer to the data privacy notes on page 4)			
Parent/Carer/Guardian with legal responsibility			
Signed		Print Name	Date

Parent Declaration Form

- The declaration form should be signed **termly** to confirm that nothing has changed
- If something has changed, parents will be required to complete and sign a **new parent declaration form**
- The three terms **must not** all be signed at once

6. Early Years Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years' experience by improving the teaching, learning, facilities and resources. For more information please speak to your childcare provider.

If you believe that your child qualifies for EYPP please provide the following information for the **main benefit holder** to allow the local authority to confirm eligibility and enable your setting to get additional funding to improve outcomes for your child. *(Please ask your nursery manager or refer to web guidance for further details <https://www.gov.uk/guidance/early-years-pupil-premium-guide-for-local-authorities>.)*

Please tick one of the boxes to the right to indicate if your child has specific eligibility for EYPP:				AD (Adoption Order)	RO (Residence Order)	SG (Special Guardianship Order)	LAC (Looked After Child)
Please complete details below for main benefit holder if none of the above criteria apply							
PARENT NATIONAL INSURANCE NUMBER				PARENT NATIONAL ASYLUM SUPPORT SERVICE NUMBER		PARENT DATE OF BIRTH (DD/MM/YYYY)	
PARENT FIRST NAME				PARENT SURNAME			

7. Declaration

I (PRINT name)

Of (PRINT address)

confirm that the information I have provided above is accurate and true and I agree that I will update this document if there are any changes. I understand and agree to the conditions set out in this document and I authorise (name of provider): to claim free entitlement funding as agreed on behalf of my child.

In addition, I also agree that the information I have provided can be shared with the Local Authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) on behalf of my child where applicable.

Year	Term (circle the term)	Parent/Guardian			Provider		
		Name	Signed	Date	Name	Signed	Date
20__	Autum Spring Summer						
20__	Autum Spring Summer						
20__	Autum Spring Summer						

Funding Process

Currently, funding is claimed termly. There are two elements to claiming funding:

- 1. Estimates:** this is at the end of the term, where you are required to submit an estimate total number of funded hours that you will be delivering during the upcoming term.
- 2. Actuals:** this is open for submission during the first half of the term, where you are required to submit the actual data on the number of children and the funded hours that they have been taking up with you during that term

Payments



Currently, there are two termly payments:

- 1. Payment after estimate claim:** this is paid at the beginning of the term and is based on 60% of the estimate claim you have submitted
- 2. Payment after actual claim:** this is paid in the second half of the term, where the remaining 40% is paid or adjusted (based on any differences between estimates and actuals)