



Early Education Funding Parent/Carer Declaration Form

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Some of our PDFs and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services.

The [accessibility regulations](#) do not require us to fix PDFs or other documents published before 23 September 2018 unless they're essential to providing our services.

We are working on a disproportionate burden clause for categories of PDF that are not part of an essential service, given the time and cost of making all PDFs accessible and their relatively low levels of usage.

Early Education Funding Parent/Carer Declaration Form



1. PROVIDER DETAILS

Name of childcare provider		Child start date at the setting	.. / .. / 20 ..
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2. CHILD DETAILS

First name(s)		Legal Surname		
Preferred Surname		Gender (please tick)	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of birth	.. / .. / 20 ..	Parent/Carer contact	Tel: Email:	
Home address (inc. postcode)				

Ethnic Background (We are required by law to pass the following information to the Department of Education for statistical purposes)

<input type="checkbox"/> White British	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> White Irish	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Chinese
<input type="checkbox"/> Any Other White Background	<input type="checkbox"/> Any Other Mixed Background	<input type="checkbox"/> Korean
<input type="checkbox"/> Traveller of Irish Heritage	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Any Other Asian Background
<input type="checkbox"/> Gypsy/Roma	<input type="checkbox"/> Black African	<input type="checkbox"/> Any Other Ethnic Background
<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> Any Other Black Background	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Indian	

3. PARENT/CARER DETAILS (below must be completed where a child is claiming **childcare for working parents** and/or **Early Years Pupil Premium**)

We need your written consent to validate the code that you will have received from the HMRC Childcare Service. We can't validate the code without your own date of birth and your National Insurance (NI) or National Asylum Support Service (NASS) Number so please complete all boxes in this section; please also sign the box below and the main declaration on the reverse of this form to indicate your consent.

If you believe that your child may qualify for **Early Years Pupil Premium**, please provide the following information for the main benefit holder to enable your childcare provider to confirm eligibility.

Parent/Carer First Name		Parent/Carer Surname	
Parent/Carer Date of Birth	.. / .. / ..	Parent/Carer NI or NASS No.	
Parent/Carer Signature			

4. ELIGIBILITY CODES (below must be completed where a child is claiming **childcare for working families** or **two year old funding for disadvantaged children**)

Childcare for working families code	
Two-Year-Old Funding eligibility code	

5. DISABILITY ACCESS FUND (DAF)

The DAF is an annual payment to a childcare provider at an amount set by the government for children in receipt of Disability Living Allowance. The DAF can only be paid to one provider, once per year.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?	Yes <input type="checkbox"/> (please supply your provider with evidence of DLA)
If your child is accessing their early education funding across two or more providers, nominate the provider that should be paid.	

6. ATTENDANCE AND FUNDING DETAILS

Provider name	Please enter the number of hours attended each day							Total number of hours attended per week	Total number of hours claimed per week (Universal Entitlement)	Total number of hours claimed per week (Childcare for working families)	Stretched offer (tick if applicable)
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday				
Changes to the original claim (if applicable)											

7. DECLARATION

I, the Parent/Carer, can confirm that I have read and understood the form and that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise the provider to claim early years funding as agreed above on behalf of my child.

I understand that if I have given any misleading information on this declaration or have claimed more than the maximum entitlement with one or more providers, I may be asked to reimburse the provider(s) or my child's funded place may be taken away. I understand that if I choose to take less than the full entitlement for my child, I agree that BCP Council has no obligation to make arrangements to provide additional hours to ensure my child receives the maximum entitlement over the year.

I understand that the funded hours agreed must be used on a regular weekly basis and that funding may be withdrawn with regular non-attendance. I understand that I must notify the childcare provider of my child's absence and the reason will be recorded in the register. Providers will be paid where parents withdraw their child, for instance to go on holiday, for up to 2 weeks (or 3 weeks for children claiming a stretched offer) per funding cycle. The childcare provider may charge parents/carers for any additional week's absence, where part of their terms and conditions.

I understand that once a Parent/Carer Declaration form is signed, if my child leaves the setting or cancels their reserved place without giving the required notice period, stated in the contract between parents/carers and a provider, it may affect the Early Education Funding claim with a new provider, except where there are safety or quality concerns for which a formal complaint has been made to Ofsted and substantiated.

In addition, I give permission for BCP Council to check my eligibility status with Government departments and hold my details to make further checks for pupil benefits including Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) when my child is at an eligible age.

I have received access to the 'Information Sheet for Parents/Carers' and I understand that if I choose to claim funding using the All Year Round Stretch method (for example 11hrs per week for 51 weeks per year), there will be a loss of some funded hours over the course of the year.

I understand that you will process personal information in accordance with GDPR and the Data Protection Act 2018 (If you would like to know how we use your information, please see the BCP Privacy Notice available on the council website).

Name of Parent/Carer: Relationship to Child:
(Please print clearly)

Signature: Date: . . / . . / 20 . .

8. INFORMATION FOR PROVIDERS

This declaration, which is evidence of your Early Education Funding claim, must be retained for future reference (including local authority audits) for at least 1 year following the child leaving your care. Please note however that you may be asked by BCP Council to produce evidence of a claim at any time.

Please indicate which documents have been seen by ticking the relevant box below:

Birth Certificate Passport Other

I confirm that, to the best of my knowledge, this form has been completed correctly.

Name of Childcare Provider:

Signature of Provider: Date: . . / . . / 20 . .