



# PARENT/CARER DECLARATION / PROVIDER AGREEMENT FORM FOR NURSERY EDUCATION FUNDING FOR 3 & 4 YEAR OLDS

## Period 1 Autumn Term 2020 - 2021 210 Hours

Child's Details: To be completed by parent / carer of the child - PLEASE COMPLETE ALL SECTIONS

|  |  |   |  |  |   |   |   |                             |      |                                       |                                       |      |
|--|--|---|--|--|---|---|---|-----------------------------|------|---------------------------------------|---------------------------------------|------|
| Forename:  |  |   |  |  | Middle Name(s):   |   |   |                             |      |                                       |                                       |      |
| Legal Family Surname:  |  |   |  |  | Preferred Family Surname:                                       |   |   |                             |      |                                       |                                       |      |
| Child's Permanent Address Including Post Code:   |  |   |  |  |   |   |   |                             |      |                                       |                                       |      |
| Gender: <b>Male / Female</b> (please circle)   |  |   |  |  | Child's Date of Birth: ____ / ____ / ____                       |   |   |                             |      |                                       |                                       |      |
| Child's Ethnic Origin – please tick one of the following:  |  |   |  |  | White – British <input type="checkbox"/>                        |   | White – Irish <input type="checkbox"/>                        |                             |      |                                       |                                       |      |
| White - Gypsy/Roma <input type="checkbox"/>  |  | White - Italian <input type="checkbox"/>                    |  |  | White - Traveller of Irish Heritage <input type="checkbox"/>    |   | White - Other Background <input type="checkbox"/>             |                             |      |                                       |                                       |      |
| Black or Black British - African <input type="checkbox"/>  |  | Black or Black British – Caribbean <input type="checkbox"/> |  |  | Any other Black Background <input type="checkbox"/>             |   | Asian or Asian British – Bangladeshi <input type="checkbox"/> |                             |      |                                       |                                       |      |
| Asian or Asian British – Indian <input type="checkbox"/>   |  | Asian or Asian British – Pakistani <input type="checkbox"/> |  |  | Any Other Asian Background <input type="checkbox"/>             |   | Chinese <input type="checkbox"/>                              |                             |      |                                       |                                       |      |
| Mixed – White and Asian <input type="checkbox"/>   |  | Mixed – White and Black African <input type="checkbox"/>    |  |  | Mixed – White and Black Caribbean <input type="checkbox"/>      |   | Any Other Mixed Background <input type="checkbox"/>           |                             |      |                                       |                                       |      |
| Any Other Ethnic Background <input type="checkbox"/>   |  | Prefer not to say <input type="checkbox"/>                  |  |  | Not Obtained <input type="checkbox"/>                           |   |   |                             |      |                                       |                                       |      |
| Please tick the appropriate box below to state whether your child has a Special Educational Need (SEND)  |  |   |  |  |   |   |   |                             |      |                                       |                                       |      |
| No Special Educational Need <input type="checkbox"/>   |  |   | SEN Support <input type="checkbox"/>   |  |   | Education Health and Care Plan <input type="checkbox"/> |   |                             |      |                                       |                                       |      |
| Is your child eligible and in receipt of Disability Living Allowance (DLA)? Disability Access Fund Declaration: (See page 3 for further information)   |  |   |  |  |   | Yes <input type="checkbox"/>                            |   | No <input type="checkbox"/> |      |                                       |                                       |      |
| If your child is splitting their free entitlement across two or more providers please nominate the main setting where the local authority should pay the DAF?  |  |   |  |  |   | Setting Name: _____                                     |   |                             |      |                                       |                                       |      |
| Voucher code for 30 Hours: (if applicable)   |  | Code Start Date: ____/____/____                             |  | Code Expiry Date: ____/____/____           |   | Code Grace Period Date: ____/____/____                  |   |                             |      |                                       |                                       |      |
| Child's Start Date for this term: ____/____/____   |  |   |  |  | Child's End Date for this term: ____/____/____                  |   |   |                             |      |                                       |                                       |      |
| Part of stretched offer: Yes <input type="checkbox"/> No <input type="checkbox"/>  |  |   |  | Number of stretched weeks in period: _____ |   |   |   |                             |      |                                       |                                       |      |
| <b>My Child is attending the following settings; <u>Ofsted Registered Name please</u></b><br><br><i>Please enter setting names in the below boxes A, B, C.</i><br><br><i>The setting you are completing this form for should be in box A</i> |  |   | Please enter total Funded hours per day:   |  |   |   |   |                             |      | Total Number of Funded Hours per week |                                       |      |
|  |  |   | (Universal 15 Hours - Uni. and Extended Hours - Ext. if applicable) (See page 3 for further information) |  |   |   |   |                             |      |                                       |                                       |      |
| Setting Names:   |  |   | Uni.   | Ext.                                       | Uni.  | Ext.  | Uni.  | Ext.                        | Uni. | Ext.                                  | Uni.                                  | Ext. |
| A.   |  |   |  |  |   |   |   |                             |      |                                       |                                       |      |
| Non Funded Hours at above setting (paid for)   |  |   |  |  |   |   |   |                             |      |                                       |                                       |      |
| Other Providers: <i>Funded Hours only</i>  |  |   | Mon  | Tue  | Wed   | Thu   | Fri   |                             |      |                                       | Total Number of Funded Hours per week |      |
| Setting Names:   |  |   | Uni.   | Ext.                                       | Uni.  | Ext.  | Uni.  | Ext.                        | Uni. | Ext.                                  |                                       |      |
| B.   |  |   |  |  |   |   |   |                             |      |                                       |                                       |      |
| C.   |  |   |  |  |   |   |   |                             |      |                                       |                                       |      |
| Eligible Dates of birth for Period 3   |  |   |  |  | 1 <sup>st</sup> September 2015 - 31 <sup>st</sup> August 2017   |   |   |                             |      |                                       |                                       |      |
| Central Bedfordshire Period 3 Dates  |  |   |  |  | 1 <sup>st</sup> September 2020 - 31 <sup>st</sup> December 2020 |   |   |                             |      |                                       |                                       |      |



# PARENT/CARER DECLARATION / PROVIDER AGREEMENT FORM FOR NURSERY EDUCATION FUNDING FOR 3 & 4 YEAR OLDS

## Period 1 Autumn Term 2020 - 2021 210 Hours

|  |                          |
|--|--------------------------|
| <b>Early Years Pupil Premium (EYPP) and/or 30 hours Registration:</b> (See page 3 for further information)   |                          |
| In order for us to check if your child is eligible to receive the EYPP and/or claim for a 30 hour place you <b>must</b> tick the relevant consent boxes and complete all other information in the table below. Please ensure that the National Insurance Number belongs to the person who is claiming any benefits, and please provide the date of birth of this person if you want to check eligibility for EYPP. |                          |
| <input type="checkbox"/> I give consent for Central Bedfordshire council to check if my child is eligible to receive Early Years Pupil Premium<br><input type="checkbox"/> I give consent for Central Bedfordshire council to check if my child is eligible to claim for a 30 hour place   |                          |
| <b>Please inform us if your child has left care (in England and Wales) through the following:</b>  |                          |
| Adoption   | <input type="checkbox"/> |
| Special Guardianship   | <input type="checkbox"/> |
| A Child arrangement order  | <input type="checkbox"/> |

| Parent/Carer 1                                |            |  |  | Parent/Carer 2                                |            |  |  |
|---|------------|--|--|---|------------|--|--|
| Last Name                                     |            |  |  | Last Name                                     |            |  |  |
| First Name                                    |            |  |  | First Name                                    |            |  |  |
| Date of Birth                                 | __/__/____ |  |  | Date of Birth                                 | __/__/____ |  |  |
| National Insurance Number                     |            |  |  | National Insurance Number                     |            |  |  |
| National Asylum Support service (NASS) Number |            |  |  | National Asylum Support service (NASS) Number |            |  |  |

**Declaration and Submission:**

Please tick to confirm that you understand that by signing this contract you agree with the following conditions of the Free Early Education Entitlement.

- I understand that the free entitlement must be free at the point of delivery and that I cannot be charged for this in advance.
- I understand that I am entitled to claim for no more than the maximum number of free hours for each period and that any hours my child attends over this will be charged to me by the childcare provider(s).
- I have received detailed information from the childcare provider above regarding the Free Early Education Entitlement and advised of any additional services available for my child and I understand that I will have to pay fees for these services if I want to receive them.
- I understand that I cannot change provider(s) within one term of this agreement, unless the reason for it is covered by the one of the circumstances detailed in the guidance notes of this form and I have advised the childcare provider and the Local Authority.
- I confirm that my child will be regularly attending the nursery education hours as indicated above and that if my child is attending more than one provider; all providers and the total number of hours I am looking to claim at each provider have been listed on this form.
- I understand that if I have given any false information on this declaration, I may be asked to reimburse the provider.
- I confirm that I have shown the provider proof of my child's current address and date of birth.
- I confirm that I have read and fully understood the guidance for parents/ carers completing the declaration form.

|   |                   |  |
|---|-------------------|--|
| <b>Please print full name in BLOCK CAPITALS</b> | <b>Full name:</b> |  |
| <b>Signature:</b>                               | <b>Date:</b>      |  |

|          |   |
|----------|---|
| <b>U</b> | <ul style="list-style-type: none"> <li>By signing this form, you agree to the local authority using the information you have provided to enable your child's preschool/Nursery/childminder to claim for Nursery Education Funding for 2, 3 and 4 year old's and for the Early Years Annual / School Census data collection. The personal data collected in this form will be used for this purpose only and will be stored on a secure system.</li> <li>Only information that is required to process payments to educational settings will be regularly shared with other teams within Central Bedfordshire Council and statistical information will be shared with the Department for Education. We have a legal and statutory obligation to carry out this processing.</li> <li>We may share the information you have provided with partner agencies and authorities but only where we are legally required to do so. All processing will be carried out in accordance with the Data Protection Act 2018.</li> <li>The information provided in this form will be held in line with the councils document retention schedule which can be found on our website<br/><a href="https://www.centralbedfordshire.gov.uk/info/27/about_your_council/254/information_governance/6">https://www.centralbedfordshire.gov.uk/info/27/about_your_council/254/information_governance/6</a></li> <li>For more information on how the council handles the data we hold and your rights as an individual please see our privacy statement. Please note that due to the legal basis for processing the rights available to you are the right to access and the right to rectification:<br/><a href="https://www.centralbedfordshire.gov.uk/info/10/contact_central_bedfordshire_council/164/accessibility_cookies_data_protection_payments_and_copyright/3">https://www.centralbedfordshire.gov.uk/info/10/contact_central_bedfordshire_council/164/accessibility_cookies_data_protection_payments_and_copyright/3</a></li> <li>If you have any concerns regarding the handling of your personal data you can contact the Data protection Officer at <a href="mailto:Information.Governance@centralbedfordshire.gov.uk">Information.Governance@centralbedfordshire.gov.uk</a></li> </ul> |
|----------|---|

**PLEASE DO NOT RETURN THIS PAGE TO YOUR PROVIDER WITH THE PARENT DECLARATION FORM –  
IT IS FOR INFORMATION TO PARENTS/CARERS ONLY**

This parent declaration form collects information to assess which funding you are entitled to including 15 Hours universal entitlement for three and four year olds, 30 hour entitlement for working parents, Early Years Pupil Premium and Disability Access fund. This funding agreement should be reviewed and/or updated each time the child's circumstances change or if they are eligible for a new early education and childcare Entitlement.

**Universal and Extended Funding:**

**Universal Funding:**

Free nursery education is available to all 3 and 4 year olds. The maximum Nursery Education Funding you can claim per week for each child is 15 hours. If you wish to claim the maximum 15 hours, you can do this over no more than 38 weeks of the year, which equals 570 hours in total. You can split your free nursery education hours between 2 or 3 providers if you are also claiming extended funding. You can claim a maximum of 10 hours on one day. The minimum is 1 hour. If you use your free nursery education hours over 2 days or more, you can claim the maximum of 15 hours per week. With the agreement of your childcare provider, you can stretch your 570 hours over more than 38 weeks per year, in accordance to the funding periods we set, however over the year you will not receive more than 570 hours. Please discuss your individual requirements with your childcare provider.

**Extended Funding:**

Parents of three and four year olds will need to meet the criteria in order to be eligible for 30 hours free childcare. Parents need to visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to check their eligibility and to apply for 30 hours funding. Parents will be notified through their childcare choices account if they are entitled to a 30 hours place and issued with an 11 digit code, which will include a date for reconfirmation. Parents must keep their code valid every 3 months. Codes usually start with 500..... Parents need to present the code to a provider who is offering some, or all the 30 hours, along with NI number. The provider will have access to undertake their own eligibility check via a secure online portal and will add the details to the portal and to the school census (if applicable). The provider will upload the parent declaration onto the secure system to be sent to Central Bedfordshire council.

**Setting and Attendance Details:**

You need to agree and complete this declaration form with each setting your child attends for their early education entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them. Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the funding will split fairly between the settings.

**Early Years Pupil Premium:**

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 (please see web address

<http://www.centralbedfordshire.gov.uk/school/professionals/early-year-pupil-premium/criteria.aspx>

This funding will be used to enhance the quality of their early years experience by improving the teaching and learning facilities and resources with the aim of impacting positively on your child's progress and development. For more information please speak to your childcare provider. If you believe that your child may qualify for the EYPP please ensure your details are provided on the parent declaration form under 'Additional Details for Children Claiming 30 Hours Free Childcare and/or EYPP' to enable the local authority to confirm eligibility.

**Disability Access Fund:**

Three and four year old children who are in receipt of child disability living allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £615 per eligible child, if you are splitting hours with different settings it is important that you please nominate the setting you wish to receive this fund on the parent declaration form and attach a copy of your child's disability living allowance letter from DWP to the parent declaration form.

**Continued onto next page...**

- **Your child is entitled to a maximum of 570 hours over 38 weeks of the year (term time).** If you are eligible for 30 hours, then it will be a maximum of 570 universal hours and 570 extended hours over 38 weeks of the year (term time). If your child attends a day nursery/childminder throughout the year e.g. 50 weeks, then the entitlement can be **stretched** in accordance to the periods set by Central Bedfordshire Council and with the permission of your provider.
- Your child can attend up to two providers (or three providers if also claiming extended hours funding), in order to receive their free entitlement. Please discuss with your providers how many hours you wish to claim with each provider and record this on the parent declaration. **Please note if a claim is submitted for more than one provider and the total hours claimed amount to more than the maximum free entitlement for the period, the local authority will contact all providers regarding the over claim of funding and a decision will need to be taken as to where the funding will be allocated.**
- **If your child attends for more than the maximum funded hours for each period, you will have to pay the provider/ providers for the additional hours.**
- You should only claim for the number of hours you know your child will be **regularly** attending and no more. **You are not required to deduct hours for holidays and short absences.**
- **Please state on the parent declaration form whether your child is attending another provider and the total number of funded hours for the period you wish to claim with that provider. Please remember that this includes school nurseries/pre-schools, lower and special schools and any providers outside of the local authority.**
- A parent declaration form must be completed for each term that you make a claim.
- The parent declaration form, along with providing evidence of your child's identity, date of birth and current address (with correct postcode), is your provider's assurance that they have done what they can to minimise the possibility of fraudulent applications for funding. It will also help if double funding has occurred and the Council investigates the matter.
- The parent / carer declaration is a formal agreement between the provider and the parent / carer of the child.
- Parent Declarations can only be broken or amended under the following circumstances:
  - If the family leaves the area
  - If the family's circumstances change i.e. new job / unemployment
  - Child with a long-term sickness
  - To accommodate changing shift patterns
  - Provision not appropriate to the child's needs
- If a parent wishes to increase or change their child's attendance after headcount has taken place and this change is not covered by the above list of reasons the provider will be entitled to charge for these additional hours. If your child attends a school run provision and the change occurs after school census week, then the school is entitled to charge you for any additional hours.
- This Parent / Carer Declaration form will be signed by the parent and uploaded to a secure system by the provider to Central Bedfordshire Council.

#### **DELAYED ADMISSIONS**

Parents / carers should be aware that the scheme allows school nurseries / pre-schools to make appropriate arrangements for phasing intakes of eligible pupils in the first 4 weeks of term. As the child is on roll, he/she will be included on schools' claim for funding. Provided that admission is not delayed beyond the first 4 weeks of term, the school can claim the full amount.

**Therefore, parents / carers who choose to send their child to a day nursery/private, voluntary or independent pre-school/childminder whilst waiting to be admitted to a school nursery/pre-school during the first 4 weeks of term will not be eligible for any additional funding. In these circumstances the childcare provider may charge the parent / carer for the hours accessed whilst the child is awaiting a phased intake into the school. If entry into the school is beyond the first 4 weeks of the term, the childcare provider may claim funding.**