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**Childcare Entitlements Parental Declaration Form for Early Education Funding**

**Step 1a – Child’s details & document check (parent/carer completes)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child’s Surname(s):** | |  | | |
| **Child Forename(s):** | |  | | |
| **Name by which the child is known (if different from above):** | |  | | |
| **Address:** | |  | | |
| **Postcode:** | |  | | |
| **Date of Birth** |  | | **Gender:** |  |
| **Ethnicity:** |  | | **First Language:** |  |

Your chosen provider needs to see proof of your child’s date of birth. Please tick which identification document you are providing alongside this declaration form:

|  |  |
| --- | --- |
| □ Birth Certificate | □ Passport |

**Step 1b – document check (Childcare provider completes)**

|  |  |
| --- | --- |
| Type of Documentary proof of D.O.B seen: e.g. birth certificate, passport |  |
| Document recorded by:  (name of staff member) |  |
| Date document recorded: (dd/mm/yyyy) |  |
| Working Parent Eligibility code:  (all ages) e.g. 50123456789 |  |
| 2-year-old unique funding code, for those receiving additional government support. e.g. TYF877…. |  |
| Date child starts accessing entitlement |  |

**Step 2 – Parent/Carer Details (Parent/Carer completes)**

|  |  |
| --- | --- |
| **Parent / Carer 1** | **Parent / Carer 2** |
| Surname: | Surname: |
| Forename: | Forename: |
| Date of Birth: | Date of Birth: |
| NI or NASS Number: | NI or NASS Number: |

**Step 3: Child’s eligibility to Early Education Funding** **(Childcare provider completes)**

|  |  |  |
| --- | --- | --- |
| Tick which method of funding you wish to access (families of 3 & 4 year olds accessing the universal and extended working parent funding need to tick both boxes). | | |
|  | **Entitlement applying for:** | **No. of hours for 38 weeks** |
| □ | Working parent expansion entitlement for children from the age of 9 months and above. | Currently 15 hours increasing to 30 from 1st September 2025. |
| □ | 2-year-old application for families or children receiving additional government support such as DLA, an EHC plan in place, child has left care under an adoption order, special guardianship order or child arrangements order, or parents are in receipt of income related benefits such as Universal Credit. | Maximum of 15 hours. |
| □ | 2-year-old application for families or children receiving additional government support plus 15 hours from working parent entitlement.  **Parents must apply for both entitlements.** | Only applicable from 1st September 2025. Up to 30 hours = 15 hours plus maximum of 15 hours from working parent entitlement. |
| □ | 3 and 4 year old application for universal 15 hour entitlement | Maximum of 15 hours. |
| □ | Working parent 3 & 4 year old 15 hour extended entitlement | Up to 30 hours = 15 hours plus maximum of 15 hours from working parent entitlement. |

The working parent funded childcare expansion is a phased approach:

* Until 1st September 2025 working parents may be eligible to 15-hours of funded childcare.
* From September 2025, funded hours may increase to 30-hours.

For more information see [www.gov.uk/check-eligible-free-childcare-if-youre-working](http://www.gov.uk/check-eligible-free-childcare-if-youre-working)

Applications for the working parent entitlements and tax-free childcare are made directly through HMRC via a childcare account via Government Gateway. To open an account visit www.gov.uk/sign-in-childcare-account

Funding is for 38 weeks of the year only however your childcare provider may enable you to stretch the hours; this will result in fewer hours per week over more weeks of the year.

|  |  |  |
| --- | --- | --- |
| **The maximum number of hours that can be claimed each term is:** | **15 hours** | **30 hours** |
| Summer Term | 180 | 360 |
| Autumn Term | 210 | 420 |
| Spring Term | 180 | 360 |
| **Total** | **570** | **1140** |

Those families or children who are in receipt of additional government support, can apply via Warrington Borough Council at [www.warrington.gov.uk/twoyearfunding](http://www.warrington.gov.uk/twoyearfunding) to receive a unique funding code starting with TYF877. Parents can apply the term before their child turns 2 to access funding from the following term.

|  |  |
| --- | --- |
| **Is your child eligible for and in receipt of Disability Living Allowance (DLA)?** | |
| □ Yes | □ No |

**Your childcare provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below if they apply to you or your child.**

The Disability Access Fund (DAF) is used to help providers make reasonable adjustments in their settings to support a child or for the benefit of all children attending the setting.

If your child is receiving a funded place, and is receiving child Disability Living Allowance, they are eligible for the Disability Access Fund (DAF).   
  
If your child is splitting their funded entitlement across two or more settings and your child is in receipt of DLA, please nominate the main setting where the local authority should pay the DAF:

|  |
| --- |
|  |

Early years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. The money can be used to improve teaching and learning facilities and resources to impact positively on your child’s progress and development. EYPP can only be checked if a National Insurance number is given.

|  |  |  |
| --- | --- | --- |
| **Ticking yes to one or more of the options below, may enable your chosen provider to receive EYPP for your child.** | | |
| Are you in receipt of Universal Credit? | □ Yes | □ No |
| Is your child currently looked after/ have they ever been looked after by a local authority in England or Wales? | □ Yes | □ No |
| Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999? | □ Yes | □ No |

**Step 4: Setting and attendance details (Childcare provider completes)**

You need to agree and complete this declaration form for each setting the child attends for their funded entitlement in order to ensure that funding is paid fairly.

A child can attend a maximum of two sites and a total of 10 hours of funding in a single day. If the child attends more than one setting, we will distribute the funding appropriately between the settings as per the instructions below.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **The child is attending the following setting(s):** | | | | | | | | |
| Setting Name(s) | | | Please enter a breakdown of the hours attended per day | | | | | Total number of funded hours per week | Who is the main setting? | No. weeks funding is delivered over?  (e.g 38,45, 51) |
| Mon | Tue | Wed | Thurs | Fri |
| A |  | |  |  |  |  |  |  |  |  |
| B |  | |  |  |  |  |  |  |  |  |
| C |  | |  |  |  |  |  |  |  |  |
| Total Daily Funded Hours Attended | | |  |  |  |  |  |  |  |  |

Mid-term movement will only be considered in exceptional circumstances and must be authorised by the EEF Team who will confirm whether funds can be transferred. This needs to be done before any changes take place. Requests are made through a 'Request to transfer funding form', that can be found on the provider portal and emailed to [EEFTeam@warrington.gov.uk](mailto:EEFTeam@warrington.gov.uk)   
  
**Chargeable Extras – This is to only be completed if a child is accessing just their funded hours only.**

This table outlines who is responsible for providing certain items for the child mentioned in this declaration. Any changes to this must be provided in writing and agreed by both parties. Any privately paid for hours are covered by your provider’s own contract and chargeable extras may be included within that contract, not below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Extra Items** | **Parent** | **Childcare Provider** | **Cost per Day** |
| Snacks and meals |  |  |  |
| Nappies and wipes and other consumable items such as suncream |  |  |  |
| Enrichment activities such as music lessons or forest school sessions |  |  |  |
| Seasonal extras such as Easter, Christmas and Graduation Ceremony and other celebrations |  |  |  |
| Other (as stated) |  |  |  |
| Voluntary Fee |  |  |  |
| **Total** |  |  |  |

**Step 5: Parent/Carer/Guardian with legal responsibility declaration (Parent/Carer completes)**

**Declaration:**

|  |
| --- |
| I (name) |
| of (address) |

confirm 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 providers named above to claim the early years funding entitlement as agreed above on behalf of my child.

Any changes required during the financial year must be made in writing and agreed by both parties. A new summary of changes will need to within the changes section at the end of this form.

|  |  |
| --- | --- |
| **Parent/Carer/Guardian with legal responsibility** | **Childcare provider** |
| Signed: | Signed: |
| Print name: | Print name: |
| Date: | Date: |

In collecting your data for the purposes of checking your eligibility for the funded entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF). Warrington Borough Council is exercising the function of a government department.

Warrington Borough Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. Subject to meeting the eligibility criteria, children may qualify for a DAF payment and Early Years Pupil Premium (EYPP) funding. EYPP is additional funding your child’s early years education provider could get per year to help with your child’s education. This will be paid direct to your provider. We also notify providers about the validity of a parent’s eligibility code regarding the entitlement they are accessing or wish to access.

**Data privacy**

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 Warrington Borough 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 on holding personal data including sensitive personal data available at: [https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/)

|  |
| --- |
| Most working families can get government support to help lower their childcare costs.  For further information visit [**www.childcarechoices.gov.uk**](http://www.childcarechoices.gov.uk) |

**Mid-year changes only – this is to only be completed if changes occur during this financial year.**

|  |  |
| --- | --- |
| **Summary of change** | **Date changes come into effect** |
|  |  |
| **Parent/Carer/Guardian with legal responsibility** | **Childcare provider** |
| Signed: | Signed: |
| Print name: | Print name: |
| Date: | Date: |
| **Summary of change** | **Date changes come into effect** |
|  |  |
| **Parent/Carer/Guardian with legal responsibility** | **Childcare provider** |
| Signed: | Signed: |
| Print name: | Print name: |
| Date: | Date: |

**\*\*This is the end of this form\*\***