

# Parent/Carer Declaration form guidance

**The Parent/Carer declaration form is the contract between the parent and Provider for the delivery of the Early Years Entitlement funding.**

Providers should familiarise themselves with the Parent/Carer Declaration form, including the terms and conditions which are agreed to and signed by the parent.

The Parent/Carer Declaration form must be completed by the parents and Provider. The signed copy should be retained securely by the Provider. Much of the form is self-explanatory but some parents may need support filling in the form.

Providers must ensure the Parent/Carer Declaration form is fully completed and signed by the parents. By completing and signing the form, parents are consenting to the undertaking of checks on their eligibility, along with checks for any other funding their child may be entitled to. The completed form also provides a record of optional chargeable extras agreed by the parent.

Funding cannot be claimed for a child without a completed and signed Parent/Carer Declaration form.

## **Proof of date of birth (DOB):**

Providers must check on initial registration, original copies of documentation (e.g., passport, birth certificate, NHS Red Book), to confirm a child has reached the eligible age for all Early Years Entitlements. Providers should record and sign for the document seen on the Parent/Carer Declaration form.

If a Provider chooses to retain paper or digital copies of evidence for proof of the child's date of birth, it must be stored securely and disposed of when there is no longer a good reason to keep the data.

## **Parent consent:**

Following the completion and signing of the Parent/Carer Declaration form, the Provider should verify the Working Family entitlement (HMRC) eligibility code using the eligibility checking system on the provider portal, **before** the child is offered a place.

Children in receipt of Disability Living Allowance (DLA) and the Early Years Entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years Provider as a fixed annual rate per eligible child.

The Disability Access Fund Declaration section on the Parent/Carer Declaration form must be completed by parents of eligible children and the reference number (9-digits), displayed on the DLA award letter, should be recorded. Where a child attends more than one setting, only one Provider can receive the funding, the parent should nominate which Provider should receive the DAF payment.

The Provider must securely retain the letter confirming a child is in receipt of DLA for future funding audits. Providers must indicate on the portal that they are claiming DAF for an eligible child when submitting actuals data.

### **Early Years Pupil Premium:**

Early Years Pupil Premium (EYPP) enables the Provider to claim extra funding that eligible children will benefit from. All parents should be encouraged to supply their national insurance number to enable an eligibility check for EYPP to be carried out.

### **Weekly Funded or Working Family hours:**

All 3- and 4-year-old children are entitled to receive up to 570 hours of Weekly Funded Early Years Entitlement funding over the year.

Eligible families can also receive the HMRC Working Family entitlement funding, which is an additional 570 hours per year, totalling 1140 hours.

Where a child attends more than one setting, parents must indicate on the Parent/Carer Declaration form which Provider they wish to claim the Weekly Funded and/or Working Family Entitlement hours with. Should their circumstances change, or they fail to reconfirm their HMRC eligibility code, parents may cease to be eligible to claim the Working Family entitlement funding. In this case, 3- and 4-year-old children will still be able to access their Weekly Funded entitlement.

### **Optional Chargeable Extras:**

Government funding is not intended to cover the cost of meals, other consumables, additional hours or additional services. Providers can charge parents for these, providing they are voluntary to the parent and are not a condition of accessing a place. Any optional charges agreed by the parent should be included in the relevant sections of the Parent/Carer Declaration form.

**Term time or stretched offer:**

Providers are able to choose how they deliver the funded hours. Providers can offer parents either a term time or stretched model of delivery (to include holidays) for funded sessions. The funding calendar outlines the number of weeks and hours available throughout the year for funded children.

Where children access funding as a stretched model, they will receive less than 15 hours a week over more than 38 weeks of the year, as this model will include the holiday periods. The Parent/Carer Declaration form enables providers to monitor the number of stretched funded and chargeable hours to be accessed (attended) by the child.

Parents/carers should be made aware that changing from stretched funding to term time funding, part way through the academic year could impact on the number of hours they are able to receive.

**Contract amendment sheet:**

The contract amendment sheet should be completed, and signed by parents, when any changes to their child's funded sessions occur. In instances where double funding is identified, funding will be paid to the Provider obtaining the completed and updated Parent/Carer Declaration form first.

**Data and retention:**

A Privacy Notice must be issued to parents of children accessing funded hours, as stated in the Provider Agreement. A Privacy notice template is provided within the agreement at Appendix (2) and can be adapted to reflect your practice.

Providers should securely retain the completed Parent/Carer Declaration form along with supporting documentation. For example, the eligibility approval letter or code for the early learning for two-year-olds funding, or evidence the child is in receipt of DLA.

## **Need more support?**

Can't find what you need in our guidance materials?

Then please contact the Early Years Finance Team who will be happy to help:

[CS.enquiries.childminders@derbyshire.gov.uk](mailto:CS.enquiries.childminders@derbyshire.gov.uk)

[CS.enquiries.groupcare@derbyshire.gov.uk](mailto:CS.enquiries.groupcare@derbyshire.gov.uk)

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**Please include your Ofsted registration number, name, and contact details.**