

FE1 parent/carer declaration form

The FE1 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 FE1 form, including the terms and conditions which are agreed to and signed by the parent.

The FE1 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 FE1 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 for the Extended entitlement along with any other funding their child may be entitled to.

Funding cannot be claimed for a child without a completed and signed FE1 form.

Proof of date of birth (DOB):

Providers should 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 FE1 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 FE1 form, the Provider should verify the Extended entitlement (HMRC) eligibility code using the eligibility checking system on the provider portal before the child is offered a place.

Throughout this document the term 'parent' is used to mean parents, carers and guardians.

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 FE1 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.

Universal or Extended hours:

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

Eligible families can also receive the HMRC Extended 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 FE1 form which Provider they wish to claim the Universal and/or Extended funding with. Should their circumstances change, or they fail to reconfirm their HMRC Extended hour code, parents may cease to be eligible to claim Extended entitlement funding. Children will still be able to access their Universal entitlement.

Term time or stretched offer:

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.

Providers decide on their funding delivery model which will be offered to parents.

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 FE1 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 (i) and can be adapted to reflect your practice.

Providers should securely retain the completed FE1 form along with supporting documentation. For example, the eligibility approval letter or code for eligible assessment-based two-year-olds, 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

CS.enquiries.groupcare@derbyshire.gov.uk

CS.enquiries.schools@derbyshire.gov.uk

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