

**AN AGREEMENT BETWEEN  
PARENTS / CARERS, EARLY YEARS PROVIDERS AND  
CALDERDALE COUNCIL FOR THE PROVISION OF THE FUNDED EARLY YEARS  
ENTITLEMENT FOR 3 & 4 YEAR OLDS**

A Parental Declaration form is to be completed at each provider your child attends for their Early Years Entitlement of 15 or 30 hours per week. In the event of a Change of Hours / Agreement, a new Parental Declaration form should be completed by the Parent / Carer and the Provider.

Parents / carers must complete **all yellow sections**. Providers must complete **all blue sections**.

**Name of Child:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Ethnicity: (please tick)**

White & British  White & Asian  White & Black Caribbean

White & Irish  Indian  White & Black African

Traveller of Irish Heritage  Pakistani  Black Caribbean

Gypsy / Roma  Bangladeshi  Black African

Chinese  Any Other

**Name of Provider:** \_\_\_\_\_

**Form of ID Seen to Confirm DOB: (please tick)**

Birth Certificate  Passport  Red Book

Other  Please specify: \_\_\_\_\_

Date ID Seen: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**30 Hours Extended Entitlement Eligibility Code: (if applicable)** \_\_\_\_\_

Funding Start Date	Universal Hours Claimed per Week (max 15 hours)	No. of Weeks Claimed Over (i.e. stretched offer)	Extended Hours Claimed per Week (max 15 hours if eligible)	No. of Weeks Claimed Over (i.e. stretched offer)

Day	Session Times Attended	Total Hours Per Day	Universal Hours Per Day	Extended Hours Per Day	Chargeable Hours Per Day
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
<b>Total Weekly Early Years Entitlement Funded Hours:</b>					

**Hours agreed – Please note the Early Years Entitlement is funded for 38 weeks a year and any alternative offer is at the provider’s discretion.**

**Parent / Carer to Complete One of the Following Statements**

Early Years Entitlement can be taken at a maximum of 2 sites in a single day. Unless you state your preferred split of funded hours the Local Authority will determine how the funding is split between providers.

**Statement 1: One Provider Only**

(If your child is claiming up to a maximum of 15 or 30 funded hours per week only at the provider named overleaf):

I confirm that my child will access \_\_\_\_\_ hours per week over \_\_\_\_\_ days.

I confirm that my child does not access a funded place with another Calderdale provider or with a provider in another Local Authority.

**Statement 2: More Than One Provider**

(If your child is claiming the funded entitlement with more than one provider, the total claim must not exceed 15 hours if taking the universal offer only or 30 hours, if eligible, for the extended offer):

**Name of 1<sup>st</sup> Provider:** \_\_\_\_\_

I confirm that my child will access the hours stated below with the above provider:

\_\_\_\_\_ Universal Hours per \_\_\_\_\_ & \_\_\_\_\_ Extended Hours per \_\_\_\_\_ days.  
\_\_\_\_\_ week \_\_\_\_\_ week over \_\_\_\_\_

My child is also accessing their Early Years Entitlement at the following provider/s:

**Name of 2<sup>nd</sup> Provider:** \_\_\_\_\_

I confirm that my child will access the hours stated below with the above provider:

\_\_\_\_\_ Universal Hours per \_\_\_\_\_ & \_\_\_\_\_ Extended Hours per \_\_\_\_\_ days.  
\_\_\_\_\_ week \_\_\_\_\_ week over \_\_\_\_\_

**Name of 3<sup>rd</sup> Provider:** \_\_\_\_\_

I confirm that my child will access the hours stated below with the above provider:

\_\_\_\_\_ Universal Hours per \_\_\_\_\_ & \_\_\_\_\_ Extended Hours per \_\_\_\_\_ days.  
\_\_\_\_\_ week \_\_\_\_\_ week over \_\_\_\_\_

**Name of 4<sup>th</sup> Provider:** \_\_\_\_\_

I confirm that my child will access the hours stated below with the above provider:

\_\_\_\_\_ Universal Hours per \_\_\_\_\_ & \_\_\_\_\_ Extended Hours per \_\_\_\_\_ days.  
\_\_\_\_\_ week \_\_\_\_\_ week over \_\_\_\_\_

**Disability Access Fund Declaration for 3 and 4 year olds**

3 and 4 year old children who are in receipt of child Disability Living Allowance and are receiving 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 sum of £615 per eligible child. The provider will use this funding to support your child to access their free entitlement. Please complete the box below if your child is eligible.

**If your child is splitting their Early Years Entitlement across 2 or more providers, please nominate the main setting where the Local Authority should pay the DAF.** Please note that if your child moves providers half way through the year, the funding will stay with the current provider, it is not transferable and does not follow the child.

Name of Provider: \_\_\_\_\_

**Parent / Carer please tick to show that you agree with the following:**

	I understand that I cannot be charged for the hours comprising the funded entitlement whether they are the Universal (15 hours) or Extended (30 hours).
	I understand that if I have been required to pay a deposit in order to secure my child's funded place that this should be returned to me within a reasonable timeframe, unless I fail to take up my funded place.
	I have received detailed information from my provider of additional optional services available for my child.
	I understand that whilst providers can charge for meals, snacks, consumables, and services, these charges during funded hours must be voluntary. I have received information from this provider around alternative options.
	I have agreed to pay the fees relating to any additional services purchased from this provider.
	I understand that I am required to show my provider my child's birth certificate / passport / 'red book' as proof of his / her identity and date of birth.
	I understand that eligibility for the 30 Hours Extended Entitlement is determined solely by HMRC. The review and appeals process is also managed by HMRC.
	I understand that my provider will have to validate my 30 Hours Extended Entitlement eligibility code with HMRC via a secure Local Authority system (Capita) and may periodically recheck my code.
	I understand that the Local Authority will complete a check on my eligibility for the 30 Hours Extended Entitlement with HMRC at least 6 times a year and inform my provider if my eligibility changes.
	I understand that it is my responsibility to renew my 30 Hours Extended Entitlement eligibility code every 3 months. Failure to do so may invalidate my eligibility code.
	I understand that it is my responsibility to inform my provider if I no longer meet the eligibility criteria for the 30 Hours Extended Entitlement. I understand there will be a grace period to give me the opportunity to regain employment and that this will be detailed to me by my provider.
	I understand that if I fall out of eligibility I am agreeing to this setting retaining funding for the duration of the Grace Period.
	I understand that if I have given any false information on this form, that results in my provider having to refund the Local Authority for any of the funded entitlement I have received for my child, then I may have to reimburse the provider for those services provided as the funded entitlement.
	I understand my provider's Attendance Policy and should it be determined under this policy that my child's attendance is unsatisfactory, my funded entitlement is at risk and I may have to reimburse my provider the value of any refund paid to the Local Authority in relation to any of the funded entitlement I have received for my child.
	I understand that when accessing my entitlement at a maintained school nursery that a child's attendance at a maintained nursery is not taken into consideration in the allocation of places in the reception year.
	I understand that I am required to give my provider their stated notice period should I wish to cancel my place. I understand that my new provider may check that any notice period has been served at a previous provider before offering a funded place.
	I agree that the information I have provided will be shared with the Local Authority and Department for Education, who will access information from HMRC and the Department for Work and Pensions (DWP) to confirm eligibility and entitlements.

**Parent / Carer's Signature:**

**Date:**

**Provider's Signature:**

**Date:**

## Early Years Pupil Premium and Deprivation Supplement Declaration

We need some information about you to provide the best education, care and support for your child by making sure we receive all the government funding to which we and your child are entitled. This information is passed securely to the Local Authority who will check it with the DWP and HMRC to determine your child's eligibility for any extra funding we can pay your provider. This includes Early Years Pupil Premium and a Deprivation Supplement. You can decline to give this information if you wish. We will safely and securely dispose of this data once we have submitted it to the Local Authority.

Name of Parent / Carer 1:

\_\_\_\_\_

Date of Birth:

\_\_\_\_\_

National Insurance Number:

\_\_\_\_\_

National Asylum Support Service (NASS) number:

Name of Parent / Carer 2:

\_\_\_\_\_

Date of Birth:

\_\_\_\_\_

National Insurance Number:

\_\_\_\_\_

National Asylum Support Service (NASS) number:

### Privacy Notice

Calderdale Council is registered with the Information Commissioner's Office (ICO) under the provisions of the Data Protection Act 1998. The Council takes its responsibilities under the Act very seriously. The information provided by you is collected purely for the purposes of providing your child with a funded early education and childcare place. We need to collect this information in order to check your eligibility for a funded place. Completion of this form/sharing your information with us constitutes explicit consent from you for us to process your data for compliance with a legal obligation. You may withdraw this consent at any time by writing to the Council's HR, IT & Transformation Team, Calderdale Council, Town Hall, Crossley Street, Halifax, HX1 1UJ. In addition you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Council's Data Protection Officer if you feel that your data has not been handled in accordance with the law. The Council's Data Protection Officer is Tracie Robinson and can be contacted at [information\\_management@calderdale.gov.uk](mailto:information_management@calderdale.gov.uk) Your name, contact details and eligibility are recorded electronically on our system to maintain up to date records. This information will be held on record by Calderdale Council for seven years from your child's date of birth or until such time as the data is reviewed by us or removed at your request.

For information on the Funded Early Years Entitlement please contact:

Early Years & Childcare Sufficiency Team

Third Floor

Westgate House

Westgate

Halifax

HX1 1PS

Tel No: 01422 392576 / 392695 / 392573

Email: [eef@calderdale.gov.uk](mailto:eef@calderdale.gov.uk)