

Parent Declaration

Free Entitlement Parent Declaration Form

To be completed by the parent of an eligible child and returned to the provider of early years education. Bracketed numbers indicate that there are help notes for your reference on the separate sheet 'Notes on completion of the Parent Declaration Form'.



Please ensure you complete both pages of this form

Details of my child for whom I wish to access the FE (note 1)

Child's full legal name (including middle name(s) as shown in the child's birth certificate or passport)

_____ Date of birth (day/month/year) ____/____/____

Child's full home address (including postcode)

_____ Postcode _____

ID reference _____ from PASSPORT/BIRTH CERTIFICATE (delete as appropriate)

Child's ethnic origin (see list, note 2) _____

Details of parent/carer for my child named above (note 3)

Parent/carer's full legal name _____ Date of birth (day/month/year) ____/____/____

Parent/carer's full National Insurance Number or National Asylum Support Service Number

Parent/carer's contact telephone number(s) _____

Details of the registered provider (nursery, pre-school or eligible Childminder) that my child will be attending (note 12)

Provider name _____

Provider address _____ Postcode _____

Agreed start date at provider (month/year) ____/____

Agreed start date of government funded FE hours at provider (day/month/year) ____/____/____

Unique 5 digit reference number (funded 2 year olds only) _____

Total number of hours per week child attends (funded + unfunded hours) _____

Pattern of attendance for the Government funded FE hours (see notes 4&5)

Total number of Government funded FE hours per week child attends _____

Number of weeks per year Government funded FE hours will be used _____

If using the funded hours over more than 38 weeks, please tick one of the following:

The provider will claim the Government funded FE hours from WSCC over the total number of weeks per year my child will be attending.

The provider will claim the Government funded FE hours over 38 weeks and 'stretch' them according to an agreement between myself and the provider.

Please complete the table below in full with the hours your child claims the Government funded hours only.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday	Total
Example AM	3 hours		3 hours		3 hours		9 hours
Example PM		3 hours	3 hours				6 hours
AM							
PM							

Information provided on this proforma will be held on a computer system registered under the Data Protection Act. This information is used by the Department for Education in monitoring the use of the grant.

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I confirm that my child DOES/DOES NOT access a funded place with another provider. **(delete as appropriate)**

Details of provider 2 (if applicable)

Please complete the information below if your child accesses their funded FE hours across two providers

Provider 2 name _____

Provider 2 address _____ Postcode _____

Provider 2 Local Authority _____

Agreed start date at provider 2 (month/year) ____/____

Agreed start date of government funded FE hours at provider 2 (day/month/year) ____/____/____

Total number of hours per week child attends provider 2 (funded + unfunded hours) _____

Total number of funded FE hours per week child attends provider 2 _____

Number of weeks per year funded FE hours will be claimed over with provider 2 _____

Where Free Entitlement is being claimed across more than one provider, a copy of this Parental Declaration **must** be sent to West Sussex County Council (WSCC) Early Childhood Service (ECS) by the provider manager.

Declaration

I understand that:

- I can claim up to a maximum of 15 funded education hours for my child per week, but no more than 15 per week across 38 weeks in the year (570 hours per year) (notes **7&9**).
- If I sign up with a provider for the full 15 hours, it is my intention to send my child for the full 15 hours (note **10**).
- It is fraudulent to sign up to more FE hours than my child is actually accessing (note **10**).
- I must show the provider confirmation of my child's date of birth (note **1**).
- I must provide my name, date of birth and National Insurance or National Asylum Support Service number which will be used by the provider to check eligibility for Early Years Pupil Premium, which is paid to the provider (note **3**).
- I can request, via the provider, changes to the number of hours claimed, as long as this is done before the headcount date of each term (note **11**).
- I cannot split this funding across more than two providers without permission from West Sussex County Council's Early Childhood Service (note **8**).
- Funding can only be claimed over the number of funded weeks per year, and if the number of weeks exceeds the standard 38, the funding will be adjusted accordingly (notes **5&6**).

Please read the statements below and tick each box to confirm

- I have completed **ALL** parts of this form in full, including details of both providers if applicable.
- I confirm that I have been given a West Sussex County Council leaflet 'Free Entitlement (Early Years Provision) A guide for parents and carers' by my provider.
- I confirm I have seen a copy of the Privacy Notice.
- I will tell the provider if the arrangements or details on this declaration change (note **13**).

Parent/carer Signature _____ Print _____

Provider Signature _____ Print _____

Today's date (day/month/year) ____/____/____

THIS FORM MUST BE RETAINED BY THE PROVIDER, FOR THE CURRENT FINANCIAL YEAR (APRIL TO MARCH), PLUS 2 YEARS FROM COMPLETION DATE AND MADE AVAILABLE AT THE REQUEST OF WEST SUSSEX COUNTY COUNCIL OFFICERS OR OFSTED INSPECTORS.

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Record of Changes made to the Original Declaration (note 11)

This section should only be used to record changes to the information provided on the original Parent Declaration overleaf. Each change **must** be signed and/or dated by the parent and the provider where indicated.

Changes to total number of hours claimed

I wish to change the number of funded hours that I claim with this provider to _____ **funded** hours over _____ weeks per year (notes 11&12)

Parent Signature _____ **Print** _____

Provider Signature _____ **Print** _____

Today's date ___/___/___ **Date change takes effect** ___/___/___

I wish to change the number of funded hours that I claim with this provider to _____ **funded** hours over _____ weeks per year (notes 11&12)

Parent Signature _____ **Print** _____

Provider Signature _____ **Print** _____

Today's date ___/___/___ **Date change takes effect** ___/___/___

I wish to change the number of funded hours that I claim with this provider to _____ **funded** hours over _____ weeks per year (notes 11&12)

Parent Signature _____ **Print** _____

Provider Signature _____ **Print** _____

Today's date ___/___/___ **Date change takes effect** ___/___/___

Changes to name or address of child or parent/carer for whom the funded hours are claimed (notes 3 and 13)

I wish to notify you of a change to my child's name, my name or our address (please complete details as appropriate below)

Child's new legal name _____

Parent/carer's new legal name _____

New Address

_____ Postcode **Must be included** (note 1) _____

Date of change ___/___/___

Parent Signature _____ **Print** _____

Notes on completion of the 'Free Entitlement Parent Declaration Form'



1 West Sussex County Council (WSCC) must correctly identify all children the grant is claimed for. The child's name **must** be given in full and match their legal name, as stated on their birth certificate or passport. This information is used to update School Admissions records.

WSCC is required to check pupil records for duplicates and fraudulent claims and to update individual details on its database. The postcode is very important information in this process and **must** be completed.

The provider may only claim grant if they have had proof that your child is in the eligible age range and so they will need to certify your child's date of birth. You will need to show the provider a document of proof such as a birth certificate or passport, and enter the document number on the form.

2 Choose your ethnic origin from the following list (Funding is not dependent on choice of ethnic origin – this information is used purely for statistical purposes.)

<ul style="list-style-type: none"> • WHITE BRITISH • WHITE IRISH • TRAVELLER OF IRISH ORIGIN • GYPSY/ROMA • ANY OTHER WHITE BACKGROUND • MIXED WHITE AND BLACK CARIBBEAN • MIXED WHITE AND BLACK AFRICAN • MIXED WHITE AND ASIAN • MIXED ANY OTHER BACKGROUND • ANY OTHER ETHNIC BACKGROUND 	<ul style="list-style-type: none"> • ASIAN OR ASIAN BRITISH INDIAN • ASIAN OR ASIAN BRITISH PAKISTANI • ASIAN OR ASIAN BRITISH BANGLADESHI • ASIAN OR ASIAN BRITISH ANY OTHER BLACK BACKGROUND • BLACK OR BLACK BRITISH CARIBBEAN • BLACK OR BLACK BRITISH AFRICAN • BLACK OR BLACK BRITISH ANY OTHER BLACK BACKGROUND • CHINESE • WITHHELD/DO NOT WISH TO BE RECORDED
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3 Providers will be able to claim up to £300 for every 3 and 4 year old who meet eligibility criteria which includes low income. This is called the Early Years Pupil Premium (EYPP). Your eligibility is checked using your National Insurance (NI) number or National Asylum Support Service (NASS) number. Information relating to your income is not shared by the Department for Work and Pensions (DWP) when your eligibility is checked. If you are found to be eligible, your provider will automatically receive up to £300 for your child. By providing your NI or NASS number, you are granting WSCC permission to check your EYPP eligibility with the DWP and award EYPP if appropriate. Further information on the EYPP can be found at www.gov.uk by searching for Early Years Pupil Premium.

4 Funded hours is the amount of time your child is entitled to attend for free whilst accessing early education. These hours are funded by the Government. The maximum amount of funded hours that can be claimed is 570 per year.

5 If your provider offers funding over more than 38 weeks per year, the 570 hours can be 'stretched' across the whole year. The total hours you can claim over the year will consequently reduce, as the funding can only be claimed from WSCC in half hourly increments over a minimum number of days per week. For further information, please refer to the West Sussex County Council leaflet 'Free Entitlement (Early Years Provision) A guide for parents and carers' which will be given to you by your provider. Please see examples in grid below:

Weeks per year	Hours per week	Minimum number of days	Total hours across the year
38	15	2	570
45	12.5	2	562.5 *
51	11	2	561 *

* The remainder of hours cannot be claimed

Alternatively, your provider can claim over 38 weeks per year but 'self-stretch' the hours according to a pre-arranged agreement between them and yourself. All rules still apply when this method of claiming is used, including the minimum number of days above and maximum of 15 hours per week. All hours claimed **must** be delivered to the child (with the exception of child sickness or planned short term holidays). If you wish for your child to access FE funded hours over more than 38 weeks you must discuss this with your provider before starting your claim. Please note that not all providers offer these stretched methods of claiming.

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6 If your provider is open for more than their stated funded weeks per year (e.g. if they are open for 51 weeks per year but only claim the funding over 38 weeks), any hours your child attends in the non-funded weeks will need to be funded by yourself.

7 WSCC will claim grant, to be paid to providers for educating your child/children for up to 15 funded hours per week. Children may attend a maximum of 10 hours in one day. Please note:

- Parents **must not** be required to take up additional services in order to take up funded hours.
- You may, if you wish, accept only the 15 funded hours at those times stipulated by the provider and subject to availability of places. Please refer to the provider's admissions policy for further information and details on how they prioritise places.
- If you do not wish to commit to extra weeks over and above the 38 week limit you are not obliged to in order to access the Free Entitlement.
- If the childcare provider opens for less than 38 weeks you cannot access the Free Entitlement for the remaining weeks from an alternative provider.
- The entitlement equates to 570 hours per year and this cannot be exceeded in one 12-month period. Please note that the 12 month period starts once the child is eligible at the start of the term in which they begin to access their FE hours.
- The entitlement may be taken over more than 38 weeks, in which case the weekly entitlement is reduced (see also note **5**).
- Providers are **not** obliged to meet every individual request for a pattern of delivery where this is impractical.

WARNING: You are not entitled to claim more than 15 funded hours per week (or 570 hours per year). Claims in excess of this will lead to legal action.

8 Most parents will use the entitlement of up to 15 funded hours per week with one provider. You can divide your child's 15 funded hours between no more than two providers registered to receive funding. In exceptional circumstances, and only if agreed with the WSCC Early Childhood Service, this may be more than two. You must inform each provider of how many funded hours you are going to claim on behalf of your child.

9 West Sussex County Council makes regular checks to ensure children are not exceeding their Free Entitlement Claim.

10 You **must** ensure that you claim the same number of funded FE hours you register for with your provider. If you intend to change the number of hours you must discuss this with the provider before implementing any changes. You **must not** register for more funded FE hours than your child accesses. **It is fraudulent for a provider to claim more funded FE hours than a child is accessing.**

11 Any changes to the Parent declaration form **must** be submitted by the childcare provider to West Sussex County Council **before** the headcount date at the start of a term. Headcount dates are available from your childcare provider. Any change to an existing declaration, made after the headcount date will not be accepted.

12 If your child starts to attend school on a part time basis the funding to your pre-school, nursery or Childminder ceases.

13 You **must** update your provider and complete the 'Record of Changes made to Original Declaration' whenever the arrangements or your details change, including a change of address. The information you provide will be used for the school admissions process. **If incorrect, this may mean that your child is designated the incorrect catchment area.**

**If you require any assistance when completing the form
please contact the Family Information Service on 01243 777807**