

Parental Agreement and Funding Claim Form

This form must be retained by the early years provider for 7 years after the last term of funding has been completed

Funding Claim for: Under 2's 2 Year 3 & 4 Year

(please tick)

1: Child's Details – this section is mandatory apart from the child's middle name

Childs Legal First Name		Middle Name/s	
Childs Legal Surname			
Date of Birth		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
SEN Provision (please tick)	None <input type="checkbox"/> SEN Support <input type="checkbox"/> EHC Plan <input type="checkbox"/>		
Ethnic Group			
Address			Postcode

2: Document Check - this section is mandatory; please ensure you record the type of evidence seen

Type of Documentary Proof of DOB Evidence	Passport / Birth Certificate / Red Health Book	Date Document Recorded:	
Document Recorded by (Name of Staff Member):		Staff Signature	

3: Parent / Carer Details – must be completed for an EYPP application or for Working Parent Entitlement

Please note – for joint HMRC claims, both sets of Parent / Carer details must be completed and entered into the portal

	Parent / Carer 1	Parent / Carer 2
Legal First Name:		
Legal Surname:		
Date of Birth:		
NI or NASS Number:		

4: Child's Eligibility – Please tick all entitlements that apply. If the child is two and eligible for both entitlements, you should use the 'Early Learning for 2 Year Olds' (ELT) first.

Early Learning for 2 Year Olds (ELT): <ul style="list-style-type: none"> If parents/carers live in England and are in receipt of certain benefits If a child is looked after by a local authority, has an EHC plan, receives Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order 	<input type="checkbox"/>		
Child Reference Number – from TMBC Letter		Date Eligibility Letter Sighted	

Universal Entitlement for 3 & 4 Year Olds	<input type="checkbox"/>
---	--------------------------

Working Parent Entitlement for children from 9 months to 4 years old:	<input type="checkbox"/>		
Eligibility Code – 11 digit code issued by HMRC		Date Code Validated	

5: Disability Access Fund (DAF) – For all age ranges, a copy of your child's DLA award is required

DAF is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance (DLA)? Ticking yes will enable your chosen provider to receive the DAF. Yes No

6: Early Years Pupil Premium (EYPP) – For all age ranges

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions below **may** enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Section 7 - Provider and Attendance Details - For Completion by the Childcare Provider

Please use all 3 sections of this form - once all 3 terms have been used **or** the child moves to a new age range, a new Parental Agreement and Funding Claim Form must be completed and signed by the Parent / Carer / Guardian with legal responsibility

1st Term of Funding

- You need to agree and complete this Declaration Form with each setting your child attends for their early education entitlement to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.
- Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

Spring	<input type="checkbox"/>	Summer	<input type="checkbox"/>	Autumn	<input type="checkbox"/>	Year	20 _____	
Funding Start Date:			Funding End date:					
Please enter the total free entitlement hours attended per day:						Total hours per week	Total Weekly Charge	No. of Funded Weeks this term
	Mon	Tues	Wed	Thurs	Fri			
Total funded hours attended per day							N/A	
Total extra (chargeable) hours per day								
Grand total daily hours attended								
My child is also attending the following setting for funded hours:								
Setting Name:	Mon	Tues	Wed	Thurs	Fri	Total hours per week		

Circumstances where a new Parent Agreement is required

A new Parental Agreement and Funding Claim Form must be completed in the following circumstance where there are changes to the details recorded in Section 7:

- change in funding age range
- increase / decrease in hours
- change to the days the child attends
- changes to entitlement eligibility
- changes to the agreed optional charges detailed in Section 9

Section 7.1 – 2nd Term of Funding

If the funding attendance pattern detailed in Section 7, remains the same, please complete this section for Term 2.

Spring	<input type="checkbox"/>	Summer	<input type="checkbox"/>	Autumn	<input type="checkbox"/>	Year	20 _____
Funded Hours - Start Date:		Funded Hours - End date:		No. of funded Weeks this Term:			
Name of Staff Member:							
Staff Signature:					Date:		

Section 7.2 – 3rd Term of Funding

If the funding attendance pattern as detailed in Section 7 remains the same, please complete this section for Term 3.

Spring	<input type="checkbox"/>	Summer	<input type="checkbox"/>	Autumn	<input type="checkbox"/>	Year	20 _____
Funded Hours - Start Date:		Funded Hours - End date:		No. of funded Weeks this Term:			
Name of Staff Member:							
Staff Signature:				Date:			

8. Optional Additional Charges - For Completion by the Childcare Provider (this section is mandatory)

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

Please provide details below of the charges made for consumables and additional services. Itemised details of what these charges relate to should be proportionate, but enable the parent/carer to understand the charges they are agreeing to:

Item	Daily / Weekly / Ad Hoc	Cost £
Meals and Snacks:		
Consumables:		
Extra Optional Activities:		

Parent / Carer to complete - this section is mandatory

The parent agrees by signing this declaration that they have agreed to take up these optional extras in connection with the funded hours, and are aware that they can discuss alternatives

I agree to the optional Additional charges listed above (please tick)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	------------	--------------------------	-----------	--------------------------

9: 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 (DfE), local authorities and schools and other early education providers. The Act gives rights to those about whom data is held (known as data subject), 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 Tameside MBC. 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/>

The TMBC Access Privacy notice can be located at [TMBC Access Privacy Notice](#)

10: Parent / Carer / Guardian with Legal Responsibility Declaration - *this section is mandatory*

Tameside MBC is collecting your data for the purposes of checking your eligibility for the childcare entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Declaration: I (insert Parent / Carer / Guardian full name): _____

of the address given above in Section 1. 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:

Name of provider: _____

To claim free entitlement funding as agreed above on behalf of my child:

- I understand that the data collected in this form will be shared with my chosen provider and local authority. It may also be shared with the Department for Education, other Local Authorities (if my address is outside Tameside) and other government departments to confirm eligibility for the funding detailed in the document where applicable
- I understand that I **cannot** claim Early Years Funding with a childminder who is related to my child
- I agree with the pattern of funded hours detailed in Section 7 of this form. My child will attend regularly throughout the term and will not be absent without good reason. I will notify my provider if my child is absent. If I want to alter my child's hours or pattern of attendance, I will check with my provider who will inform the Council where it affects the free entitlement funding
- I understand that my eligibility for Working Parents Entitlement may change, and should I become ineligible at any point in the year, my entitlement may be reduced to 15 hours or cease after the Grace Period where applicable
- I understand that if I change provider within the term, the Free Entitlement Funding may not necessarily follow my child, and I agree to pay the fees with the new provider until the start of the next term
- The Council is under duty to protect the public funds it administers and will use the information you have provided on this form for the prevention and detection of fraud. We may share this information with other bodies responsible for auditing or administering public funds for these purposes. I understand that if I make a false or incorrect declaration on this form that leads to an overpayment or to a duplicate claim, I will be liable to return any overpayment of funded provision and any resulting administration or legal costs

Parent / Carer / Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Print Name		Print Name	
Date		Date	

If at any stage you wish to withdraw consent for the eligibility checks detailed above, please contact your child's early years provider or school who must then inform Tameside MBC