

## **Instructions for Parents – Completing the Parent Declaration Form**

### **General Terms**

Funding is paid based on 38 weeks and is split as, Autumn Term 14 weeks, Spring Term 12 weeks. Summer Term 12 weeks. Your provider may offer stretched funding, so that you can take fewer hours during term time and extend your entitlement into the school holidays but, for the purposes of funding, they will claim as 38 weeks.

**2-year-olds** – Maximum of 15 funded hours per week if age eligible and in receipt of a TYF number. Age eligibility is defined as the term after the child turns two.

**3& 4-year-olds Universal** – Maximum of 15 funded hours per week for all age eligible children. Age eligibility is defined as the term after the child turns three.

**3& 4-year-olds Extended** – Additional 15 hours (maximum 30 hours – 15 extended 15 universal) if age eligible and **in receipt of a valid 30-hour code with a valid ‘from’ date of at least the term before and valid ‘To’ date of the current term. E.g., September start must have eligible from date of 31<sup>st</sup> August at the latest, January Start must have 31<sup>st</sup> December and April start must have 31<sup>st</sup> March or before.** Age eligibility is defined as the term after the child turns three.

### **Complete Parent Declaration Form**

**Section 1 - Child’s Details.** Please add your child’s details

**Section 2 - Parent/carer/guardians’ contact details.** Please add your details

**Section 3 - Eligibility Codes.** If you are claiming for a 2-year-old, please enter your TYF reference. If you are claiming for a 3&4-year-old for extended 30-hour entitlement, please add your 11-digit 30-hour code. Enter both parents NI numbers which were used for the 30-hour application via the HMRC.

**Section 4 - Provider Details.** Please add your nursery providers details. You can split your funding between two sites and if you are going to do this, please add the other nursery’s details here and include the number of funded hours. If the split funding is with a Local Authority maintained school, please check that the maintained school’s policy will allow you to do this. Some maintained schools will insist on the child taking the full 15 or 30 hrs with them.

**Section 5 - Early Years Pupil Premium (EYPP) Registration Form.** The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits (see link below). This funding will be used to support your child’s early education experience. If you believe that your child may qualify for the EYPP please complete this section for the main benefit holder. This will enable the provider to confirm eligibility. Children are also eligible for the EYPP if they have been in care or have left care through one of the following:

- have been adopted from local-authority care.
- have left care through a Special Guardianship Order
- are subject to a Child Arrangements Order.

Parents, adoptive parents, or guardians of these children will have to show providers evidence of the court order which proves that the child was formally in local-authority care in either England or Wales in order for the provider to claim this funding.

4-year-olds in primary school reception classes who already receive the school-age Pupil Premium are not eligible for EYPP funding.

**Section 6 - Disability Access Fund Declaration.** Please take your current DLA letter to your provider. DAF is paid to the provider to use for your child’s benefit as a fixed annual rate of £800 per eligible child (see link below). If you are using more than one provider you must select one provider only to receive this money, it cannot be split.

**Section 7 -Attendance details.** Please complete the number of funded hours you wish to claim, at the beginning of each term. Do not sign in advance of the term.

Useful links

**Section 8 - Parent Declaration.** Please sign this declaration

**Section 9 - Provider Declaration.** Your provider will sign this part to say they have seen the required documents.

Useful links

<https://www.oxfordshire.gov.uk/cms/content/free-early-education-2-year-olds-0>

<https://www.oxfordshire.gov.uk/cms/content/free-early-education-3-4-year-olds-0>

<https://www.oxfordshire.gov.uk/cms/content/early-years-pupil-premium-information-parents>

<https://www.oxfordshire.gov.uk/cms/content/support-families-disabled-children-and-young-people>

## Oxfordshire Parent Declaration Form

### Early Education Funding for 2, 3- and 4-Year-Olds

#### 1. Child's Details

<b>Child's Legal Family Name:</b>	
<b>Child's Legal Forename(s):</b>	
<b>Name by which the child is known (if different from above):</b>	
<b>Male/Female:</b>	
<b>DOB:</b>	

<b>Address:</b>	
<b>Post Code:</b>	

#### Child's Ethnicity – Please tick

White British	Black Caribbean	White Eastern European	
Bangladeshi	Black African	Traveller/Irish Heritage	
Indian	Any other black background	Roma/Roma Gypsy	
Pakistani	White/Black African	Information not obtained	
Chinese	White/black Caribbean	Any other white background	
Any other Asian Background	White Asian	Not given	
Any other ethnic group	Any other mixed background		

<b>Child's 1<sup>st</sup> Language</b>	
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#### 2. Parent/carer/guardians' contact details

<b>Name(s):</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	

#### 3. Eligibility Codes

<b>2-Year-Old Funding Code:</b>	Yes / No	TYF-
<b>30 Hours Eligibility Code:</b>	Yes / No	Code is:
<b>NI Number(s):</b>		

#### 4. Provider Details

<b>Name of Provider:</b>	
<b>Funded Start Date with Provider:</b>	
<b>Date if leaving early:</b>	
<b>If you are sharing with another provider, add their name below and the number of funded hours per week claimed</b>	<b>Yes/No</b>
<b>Other provider name(s):</b>	<b>Number of funded hours per week attended</b>

### 5. Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits.

If you believe that your child may qualify for the EYPP please provide the following information of the **main benefit holder** so eligibility can be checked.

<b>Parent's Full Name:</b>	
<b>Parent's Date of Birth:</b>	
<b>Parent's National Insurance Number:</b>	
<b>Parent's signature:</b>	

### 6. Disability Access Fund Declaration

3&4-year-old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). Please take a copy of your DLA award letter to your childcare provider for them to claim the funding.

<b>Is your child eligible and in receipt of DLA?</b>	Yes / No
<b>If your child attends more than one provider, please nominate the main setting where the local authority should pay the DAF:</b>	

### 7. Attendance details

Complete and sign at the beginning of **each term** (signatures **must not** be obtained in advance of the term). **Write the number of funded hours per week – max 15 hours per box**

	<b>2-Year-old Funded hours</b>	<b>3&amp;4 Universal Hours</b>	<b>3&amp;4 Extended Hours</b>	<b>Parent Signature</b>
<b>Spring Term 2023</b> (4 <sup>th</sup> Jan '23 – 31 <sup>st</sup> Mar '23, after Christmas Holidays)				
<b>Summer Term 2023-24</b> (17 <sup>th</sup> Apr '23 -21 <sup>st</sup> Jul '23, after Easter Holidays)				
<b>Autumn Term 2023 - 24</b> (4 <sup>th</sup> Sept '23 -20 <sup>th</sup> Dec '23, after Summer Holidays)				

### 8. Parent/Carer/Guardian Declaration

I \_\_\_\_\_ (name of parent/carer/guardian) 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 Early Education Funding as agreed above on behalf of my child. I understand that if I have given any misleading information on this declaration or have claimed more than the allowed entitlement, I may be asked to reimburse the provider(s) or my child's place may be withdrawn.

In addition, I also agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Funding (DAF) on behalf of my child. I understand that the information I have supplied on this form will be used to process my Early Education Funding claim. It will be used by Oxfordshire County Council to compare data with other providers and maintained schools, for statistical analysis purposes and processed in accordance with the Data Protection Act 2018.

<b>Parent/Carer/Guardian with legal responsibility</b>	
<b>Signed</b>	
<b>Print Name</b>	
<b>Date</b>	

### 9. Provider Declaration

This declaration is your evidence of a claim and must be retained for seven years to complete claim forms and for future reference, including auditing. Please note you may be asked by the authority to produce evidence of a claim at any time.

It is a requirement of the EYFS for providers to 'enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting' (section 3.68 'Information and records'). By signing the below statement, you are agreeing to share information with the provider named by the parent, if the parent has indicated they wish to split funding.

When a child who is, or becomes, eligible for Early Education Funding registers with your setting, you must obtain proof of identity and age, and therefore eligibility. Please indicate documents seen by completing the relevant box below. Early Education Funding must be utilised strictly in accordance with the Early Education Funding Terms and Conditions.

#### TO BE COMPLETED BY THE PROVIDER

<b>Documental Evidence of Name and Date of Birth</b>	
<b>Documentary proof type (birth certificate, passport, red book)</b>	

#### Provider Declaration

<b>Print Name</b>	
<b>Signed</b>	
<b>Job Title</b>	
<b>Date</b>	