

**EARLY YEARS 2, 3 & 4 YEAR OLD FUNDED ENTITLEMENT  
PARENTAL DECLARATION FORM**

**1. CHILD DETAILS**

Legal or Given First Name:		Chosen or Preferred First Name:	
Legal or Given Middle Name(s):		Chosen or Preferred Middle Name(s):	
Legal or Given Surname:		Chosen or Preferred Surname:	
Date of Birth dd/mm/yyyy	/ /	Gender (please tick) ✓	M <input type="checkbox"/> F <input type="checkbox"/>
Proof of DoB Type Seen (eg Birth Certificate, Passport):		Proof of DoB Witnessed by (staff member name):	Date: <input type="text"/>
Home Address:		Previous Home Address: (if you have moved house in the last 6 months)	
Postcode:		Previous Postcode:	
Additional Information **	EHCP <input type="checkbox"/>	LAC <input type="checkbox"/>	Adopted <input type="checkbox"/> Residence Order / Special Guardianship <input type="checkbox"/>
<b>** If you have ticked any of the above your Provider may ask you to produce evidence (Definitions: EHCP: Education, Health and Care Plan; LAC: Looked After Child)</b>			

**ETHNICITY of child**

Please indicate your child's ethnicity: (if you do not wish to tell us please tick 'prefer not to say')			
WHB <input type="checkbox"/> White British	BLB <input type="checkbox"/> Caribbean	AAO <input type="checkbox"/> Any other Asian background	
WHR <input type="checkbox"/> White Irish	BLF <input type="checkbox"/> African	CHE <input type="checkbox"/> Chinese	
WHA <input type="checkbox"/> Any other white background	BLG <input type="checkbox"/> Any other Black background	OEO <input type="checkbox"/> Any other ethnic group	
MWA <input type="checkbox"/> White and Asian	ASR <input type="checkbox"/> Sri Lankan	WHT <input type="checkbox"/> Irish Heritage	
MWB <input type="checkbox"/> White and Black Caribbean	AIN <input type="checkbox"/> Indian	WRO <input type="checkbox"/> Roma/Roma Gypsy	
MBA <input type="checkbox"/> White and Black African	APK <input type="checkbox"/> Pakistani	WHO <input type="checkbox"/> Any other traveller background	
MOT <input type="checkbox"/> Any other mixed background	ABA <input type="checkbox"/> Bangladeshi	REF <input type="checkbox"/> Prefer not to say	

**2. PARENT/CARER DETAILS (below must be completed where a child is claiming 30 Hours or Two Year Funding)**

If you wish to claim for 30 hours we need your written consent to validate your code. We can't validate the code without your own date of birth and your NI/NASS number so please complete all boxes in this section; please also sign the box below and the main declaration on the reverse of this form to indicate your consent.

If you believe that your child may qualify for Early Years Pupil Premium (see General Information For Parents sheet) please provide the following information for the **main benefit holder** to enable the local authority to confirm eligibility.

Parent/Carer First Name:		Parent/Carer Surname:	
Parent/Carer Date of Birth:		Parent/Carer National Insurance Number or National Asylum Support Service (NASS) Number:	
Parent/Carer Signature: <input type="text"/>			

**3. ELIGIBILITY CODES (below must be completed where a child is claiming 30 Hours or Two Year Funding)**

30 Hours Eligibility Code (e.g 5000123456)		Two Year Old Funding (TYOF) Reference Number (or copy of Eligibility letter attached)	
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**4. DISABILITY ACCESS FUND DECLARATION**

Is your child eligible and in receipt of Disability Living Allowance (DLA)? Please tick as appropriate: ✓	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If your child is splitting their Funded Entitlement across two or more providers please nominate the main setting where the local authority should pay the DAF:	<input type="text"/>	

## 5. FUNDED ENTITLEMENT CLAIM DETAILS

- The table below is to be completed with details of your child's Funded Entitlement claim at this early years provider. You must also declare below ALL Funded Entitlement hours that are claimed by your child at all other providers you are using.
- Your child can attend a maximum of two sites in a single day
- A maximum of 10 hours can be claimed in any one day
- Funded Entitlement hours are funded for equivalent of 38 weeks of the year:  
i.e. maximum funding of 570 hours per year for 15 hrs/wk or maximum of 1140 hours per year (30 hrs/wk).
- Please ensure that you specify below the provider(s) that is/are to receive your **UNIVERSAL** 15 hours of Funded Entitlement - please tick ✓ against each setting which is to receive this. *This is only applicable if you are claiming 30 hours Funded Entitlement*
- If you are claiming 30 hours Funded Entitlement, you must complete sections 2 and 3 (overleaf) with your name, your own date of birth, your NI/NASS Number and 30 Hours Eligibility Code
- If you are claiming Two Year Funding, you must complete sections 2 and 3 (overleaf) with your name, your own date of birth, your NI/NASS Number and TYOF Reference Number

Name of Provider who has issued this form:			
Start Date of Funded Hours:	End Date of Funded Hours (if known):		

Names of all childcare providers currently used (including the provider who has issued this form)	Universal Hours? Tick against ALL settings this applies to. Must not exceed more than 15 hours per week ✓	Please enter total Funded Entitlement Hours claimed per day at each setting					Total Number of Hours Claimed per Week	Number of Weeks Claimed per Year (e.g 38, 45, 52)
		Mon	Tue	Wed	Thu	Fri		
I wish to claim the following number of hours per week at this provider for the child mentioned in Section 1 of this form (max 30 hours):								

## 6. DECLARATION

<p>I can confirm that I have read and understood the form and 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 the provider (as confirmed in Section 5) to claim Funded Entitlement as agreed above on behalf of my child.</p> <p>In addition, I give permission for Nottinghamshire County Council to check my eligibility status with government departments and hold my details to make further checks for pupil benefits including Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) or Free School Meals when my child is at an eligible age. I 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 on behalf of my child. I agree that the information on this form can be shared locally for the benefit of my family.</p> <p>I also consent to allow the Local Authority to hold personal data to support pupil's learning and monitor and report on their progress as per our Privacy Notice (obtainable from your childcare provider).</p>	Parent/Carer Name:	
	Parent/Carer Signature:	
	Date of Signing:	
	Setting Name:	
	Setting Signature:	
	Date of Signing:	

### Notes for provider:

If a parent has a Two Year Old Funding letter from another authority, please attach a copy to this form. We may ask to see this as evidence of eligibility.

Providers are required to retain this completed form within the setting. **Please do not send them to us.** You will need the information contained on the form to complete your portal headcount returns. If there are any changes to the information contained in this form e.g. hours attended by child, you should ensure that the parent/carers completes a new form. Any subsequent forms should also be retained by the setting.