

Early Years Funding Entitlement for children under 5

EYFE2 - Parental Agreement for Early Years Funding Entitlements

This agreement is for the Early Years Provider to collect information from a parent/carer of a funded child to enable a claim for their Early Years Funding Entitlement. This Parental Agreement **MUST** be made available to the Local Authority for audit purposes. This information must be kept in a secure location and retained for 7 years.

SECTION 1: Child's Details

To be completed by all families claiming Early Years Funding Entitlement for children under 5

LEGAL SURNAME		ADDRESS 1	
LEGAL FORENAME(s)		ADDRESS 2	
KNOWN AS <small>(if different from above)</small>		ADDRESS 3	
Date of Birth		ADDRESS 4	
GENDER	FEMALE <input type="checkbox"/> MALE <input type="checkbox"/>	POSTCODE	
FUNDING (please tick)	Under 2's <input type="checkbox"/> <small>(Working parents offer)</small>	2 year old funding <input type="checkbox"/> <small>(Original offer)</small>	2 year old funding <input type="checkbox"/> <small>(Working parents offer)</small>
		3 & 4 year old funding <input type="checkbox"/> <small>(Universal 15 hours-working parents)</small>	3 & 4 year old funding <input type="checkbox"/> <small>(Extended 15 hours-working parents)</small>

WHITE	WBRI	White British	ASIAN or ASIAN BRITISH	AIND	Indian
	WIRI	White Irish		APKN	Pakistani
	WIRT	White Traveller of Irish Heritage		ABAN	Bangladeshi
	WROM	White Gypsy/Roma		AOTH	Any other Asian
	WOTH	Any other white background		MWBC	White and Black Caribbean
BLACK	BCRB	Caribbean	MIXED	MWBA	White and black African
	BAFR	African		MWAS	White and Asian
	BOTH	Any other black background		MOTH	Any other mixed background
OTHER	CHNE	Chinese	REFUSED	REFU	Refused to share information
	OOth	Any other ethnic background			

Documentary evidence to be completed by Early Years Provider

Documentary proof of DOB Type (e.g. Birth certificate, Passport):		Document recorded by (name of staff member):	
Date document recorded (DD/MM/YYYY)		SIGNATURE	

Special Educational Needs and Disability (SEND) INFORMATION

Is your child receiving support for SEND?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does your child have an Education Health and Care Plan (EHCP)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is your child in receipt of Disability Living Allowance (DLA)?	YES <input type="checkbox"/> NO <input type="checkbox"/>

SECTION 2: Parental Information

To be completed by parent or carer with legal responsibility for child in section 1

TITLE <small>(Mr/Mrs/Miss/Dr etc)</small>		NI NUMBER	
LEGAL SURNAME		NASS NUMBER <small>(if applicable)</small>	
LEGAL FORENAME(S)		WORKING PARENT CODE <small>(if applicable)</small>	
DATE OF BIRTH		2 YEAR FUNDING REF (if applicable)	
RELATIONSHIP TO CHILD		SIGNATURE	

SECTION 3: Funded Hours

This section is to be completed for all newly eligible children under 5 who wish to claim the Early Years Funding Entitlement, and any 3 & 4 year old children currently claiming universal hours who wish to access the extended hours entitlement.

- Universal 15 hours for 3 & 4 year olds will continue regardless of entitlement to extended hours.
- You need to complete this claim form for each provider your child attends to ensure that funding is paid between them for a maximum of 15 hours per week.
- Your child can attend a maximum of two sites in a single day. Funding can be split between multiple providers.
- In the case of 2 year old funding (original offer) please complete the universal entitlement box
- For 9 month olds, and 2 year olds accessing the new working parents offer please complete the expansion entitlement box

	Hours being claimed for PER WEEK (Total)	If stretched, over how many weeks?
Two-year-old funding (Original offer)		
Universal Funding (15 hours max)		
Extended Funding (15 hours max)		
Expanded Funding (15 hours max)		

If your child attends any other Early Years provision please state below

SETTING NAME	PHONE NUMBER		
		Hours being claimed for PER WEEK (Total)	If stretched, over how many weeks?
Two-year-old funding (Original offer)			
Universal Funding (15 hours max)			
Extended Funding (15 hours max)			
Expanded Funding (15 hours max)			

SECTION 4: Declaration

I confirm that:

- I am the parent/carer with legal responsibility for the child claiming the Early Years Funding Entitlement named within this claim form.
- All information provided in this document is accurate and true.
I understand:
 - The criteria for my child to be eligible for the Early Years Funding Entitlement claimed for on this form
 - And agree to the conditions set out in this document
- I authorise:
 - _____ (Name of provider) to claim the early years funding entitlement, as agreed above, on behalf of my child and to discuss funded hours with my child's other provider.
- In addition, I understand that
 - The information I have provided will be shared with the local authority, Department for Education and other partner services e.g. health or council services, 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) on behalf of my child.
 - Any entitlement or change in entitlement status will be shared by the local authority with the providers that the child attends.
 - The information provided will be used for rechecking, monitoring and evaluation purposes, and will be stored and processed in accordance with the Data Protection Act 2018 and Wirral Council's Privacy Notice, a copy of which can be found at <https://www.wirral.gov.uk/about-council/freedom-information-and-data-protection/privacy-notice>.
 - This information may be used as an application for free school meals and registration for pupil premium when my child starts in reception class.

Parent or Carer with legal responsibility		Childcare Provider	
NAME		NAME	
ADDRESS		EY NUMBER	
		AUTHORISED SIGNATURE	
SIGNATURE		SIGNATURE	

DATE		DATE	
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Guidance

Early Years Entitlement 2024-2025

Expanded Early Years Funding Entitlement for under 2's, 2 year olds of working parents, and Extended funding entitlement for 3 & 4 year olds needs to be reconfirmed every 3 months from the date of the original application through www.childcarechoices.gov.uk, or by telephone 0300 123 4097. Reconfirmation can be completed by parents/carers only.

Funding is split into 3 terms, for each term there are a maximum number of funded hours available.

Claim period	Summer 2023	Autumn 2023	Spring 2024
Max. hours for under 2's claiming Expanded Funding Entitlement	195 hours	210 hours	165 hours
Max. hours for 2 year olds claiming funding (Original offer)	195 hours	210 hours	165 hours
Max. hours for 2 year olds claiming funding (Expanded)	195 hours	210 hours	165 hours
Max. hours for 3 & 4 year olds Universal Early Years Funding Entitlement	195 hours	210 hours	165 hours
Max. hours for 3 & 4 year olds Extended Early Years Funding Entitlement	195 hours	210 hours	165 hours

1. Hours may be claimed by a maximum of 2 sites per day (physical sites), including Local Authority Classes or Schools.
2. Funding can be claimed between 6am and 8pm, with a maximum of 10 hours in one day.
3. For under 2's funding a maximum of 15 hours can be claimed in a single week (*Starting from Sept 2024*)
4. For 2 Year Old funding a maximum of 15 hours can be claimed in a single week.
5. For 3 and 4 Year Old funding a maximum of 15 hours Universal funding and 15 hours Extended funding can be claimed in a single week (maximum of 30 hours in total).
6. This agreement covers your child's under 2's funding, 2 Year Old Funding, Universal Early Years Funding Entitlement for 3 & 4 year olds, Extended Early Years Funding Entitlement for 3 & 4 year olds and Early Years Pupil Premium.
7. Persistent absence will be reported by your Early Years Provider to Wirral Council.
8. Additional time and services provided by the Early Years Provider is a separate agreement with them.
9. Deposits may be requested but will be returned within a reasonable time scale by whichever method you and your provider agree.
10. Your entitlement is in hours only. Hours above your entitlement will be charged as per your agreement with the Early Years Provider.
11. Your Early Years Provider may offer your entitlement as a stretched offer.
12. **Funding can only be moved from one setting to another before the start of the funding term. Moving your child during term is only possible after receiving confirmation from the Early Years Business Support Team, (Tel: 0151 666 3980). Your Early Years Provider may require a period of notice prior to your child leaving. Failure to receive confirmation before moving your child may result in you being liable to pay your childcare provider for any loss of funding.**
13. It is your responsibility to complete this form with accurate information and proof of age, preferably a birth certificate, promptly to allow the provider to receive funding for your child.

