

Instructions for Parents – Completing the Parental Declaration

General Terms

Funding is paid based on 38 weeks and is split as Summer Term 12 weeks, Autumn Term 14 weeks, Spring Term 12 weeks. Your provider may offer stretched funding, but 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.

3&4 year olds Extended – Additional 15 hours (maximum 30 hours with universal) if age eligible and in receipt of a valid 30 hour code at least the term 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 parents NI Number that was used for 30 hour application.

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 nurseries' 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 school's will insist on the child taking the full 15 or 30hrs 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 enhance the quality of your child's early years' experience. If you believe that your child may qualify for the EYPP please complete this section for the main benefit holder to 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 that 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 DLA letter to your nursery provider. DAF is paid to the nursery to use for your child's benefit as a fixed annual rate of £615 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 - Provider Declaration. Your provider will sign this part to say they have seen the required documents.

Section 8 - Parent Declaration. Please sign this declaration

Section 9 - 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

<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

Child's Legal Family Name:					
Child's Legal Forename(s):					
Name by which the child is known (if different from above):					
Male/Female:		Date of Birth:			
Address:					
Post Code:					
Child's Ethnicity – Please tick					
White British	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>	White Eastern European	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Traveller/Irish Heritage	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Any other black background	<input type="checkbox"/>	Roma/Roma Gypsy	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	White/Black African	<input type="checkbox"/>	Information not obtained	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	White/black Caribbean	<input type="checkbox"/>	Any other white background	<input type="checkbox"/>
Any other Asian Background	<input type="checkbox"/>	White Asian	<input type="checkbox"/>	Refused to give	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>		<input type="checkbox"/>

2. Parent/carer/guardians' contact details

Name:	
Telephone number:	
Email address:	

3. Eligibility Codes

2 Year Old Funding Code:	Yes / No	TYF-
30 Hours Eligibility Code:	Yes / No	
NI Number:		

4. Provider Details

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

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.

Parent's Full Name:			
Parent's Date of Birth:		Parent's National Insurance Number:	
Parent's signature:			

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.

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

7. 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 name listed 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/age and therefore eligibility. Please indicate documents seen by completing the relevant box below.

The Early Education Funding must be utilised strictly in accordance with the Early Education Funding Terms and Conditions.

TO BE COMPLETED BY THE PROVIDER			
Documental Evidence of Name and Date of Birth			
Documentary proof type (birth certificate, passport, red book)			
Provider Declaration			
Print Name:		Job Title:	
Signed:		Date:	

8. Parent Declaration

I _____ (name of parent/carer) 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 General Data Protection Regulation (GDPR).

Parent/Carer/Guardian with legal responsibility			
Signed:			
Print Name:		Date:	

9. Attendance details

Please complete and sign at the beginning of each term (signatures must not be obtained in advance of the term)

Number of Funded hours per week – max 15 hours per box				
	2 year old	3&4 Universal hours	3&4 Extended	Parent Signature
Spring Term 2019 (Jan- 5 Apr after Christmas Holidays)				
Summer Term 2019 (23 Apr-Aug after Easter Holidays)				
Autumn Term 2019 (Sep-Dec after Summer Holidays)				