

Childcare entitlements parental declaration form Autumn Term 2026

This form is a declaration of what entitlements you will be taking up, and what optional extras you have agreed to pay your provider. It is important that this form is kept up to date and accurate. If you wish to increase or reduce your hours, change what days your child attends, change what optional extras you purchase, or your circumstances mean that the entitlement(s) you are using changes, then you should speak to your provider about updating this form. Your provider may have additional terms and conditions alongside this document. Speak to your provider for more information.

Step 1: Your child's details - parents/carers to complete

Child's Forename(s):																																				
Child's Surname(s):																																				
Name by which the child is known (if different from above):																																				
Date of Birth: You will need to show your childcare provider evidence of your child's date of birth.																																				
Sex (male or female):																																				
Child's first language:																																				
Address:																																				
Child's Ethnicity - Please put an X by one of the options below.																																				
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Step 2: Your details - parents/carers to complete

Parent / Carer / Guardian	
Forename:	
Surname:	
Date of Birth: (only needed for DAF or EYPP)	
National Insurance number or Asylum Support Reference Number (previously NASS):	
Parental responsibility (Yes or No)	Yes

Step 3: Your child's eligibility - parents/carers to complete

To be completed with assistance from your chosen provider(s). Please confirm (yes) from the **three** options below which entitlement you will be using. If your child is two years old and eligible for both entitlements, confirm the 'Early Learning for 2-year-olds' for the first 15 funded hours, then confirm the working parent box for the second 15 hours, making sure to include both codes. Your provider must use the early learning for 2-year-olds funding first. Please note all children must have their own individual funding codes.

No	1. Early Learning for 2-year-olds:
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- 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, gets Disability Living Allowance, or has left care under an adoption order, special guardianship order, or a child arrangements order.
- If parent/carers immigration status states 'no recourse to public funds'. Must live in England and the family's household income must be no more than:
£26,500 for families outside of London with one child
£30,600 for families outside of London with two or more children
You cannot have more than £16,000 in savings or investments.

Parents apply for this funding via Oxfordshire County Council webpages or by an assisted application by Oxfordshire County Councils Family Information Service or their provider. Early Years Pupil Premium Funding (EYPP) will automatically be checked for any family receiving this criterion. Please see further details below

Enter your Early Learning for 2-year-old funding code in format XX-XXXX-XXXX

Yes or No	2. Working parent entitlement for children from 9 months old.
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Parents apply for a code via <https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working> before **31st March** (for an April start), **31st August** (for a September start), **31st December** (for a January start).

Enter your working parent entitlement code in the format 50012345678 (11 digits). Codes could start in 114, 400, 401, 501, 502

Yes or No	3. Universal entitlement for 3- and 4-year-olds. No code needed.
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Step 4: Extra funding

Your provider could receive extra funding for your child if certain criteria are met, please ask for a different form if they apply.

The **Disability Access Fund (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.

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.

Step 5: Setting and attendance details - parents/carers to complete.

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement(s) to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Small World will not allow your child to attend two settings. No session can be longer than 10 hours.

To note: the maximum number of funded hours your child can receive is:

1) for early learning for 2-year-olds: 15 hours a week for across 38 weeks of the year (570 hours a year).

2) for all 3- and 4-year-olds: 15 hours a week across 38 weeks of the year (570 hours a year).

3) for children aged from 9 months to 4 years old of eligible working parents: 30 hours a week across 38 weeks of the year (1140 hours a year). For children aged 2 to 4 years, this can be combined with either of the above entitlements to a maximum of 30 hours.

Your child cannot attend more than 15 or 30 funded hours per week over fewer than 38 weeks of the year. However, a parent can choose a setting that is open for fewer than 38 weeks of the year and therefore receive 15 or 30 hours a week during fewer weeks. Please fill out the grid below and ask your provider to explain in more detail if you are unsure.

This term has 14 funded weeks of a total of 15.8. With 30 hours a week, this is 420 hours & 474.

If completing for the whole year, there are 38 funded weeks of 49. With 30 hours, this is 1140 hours & 1470.

Setting name:	Small World	
	Total number of hours (e.g. 420, 1140)	Number of weeks per year (or this term) (e.g. 14,15.8,38,49)
Total funded entitlement hours attended		
Total hours attended		

Small World does not offer 'stretched funding'.

Step 6: Additional charges - Provider to complete with parent.

Additional charges: 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 entitlement 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 must be published on Oxfordshire County Councils Family Information Services Directory and on provider websites (where applicable). These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

Provide details 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:

n/a

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 with the provider.

Step 7: Parent/Carer/Guardian declaration - parents/carers to complete

Declaration: I (as detailed above in step 2) of (address as detailed above in step 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 **Small World** to claim 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. 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. I understand that my provider may ask for a maximum 2 week notice period for funded only hours. I may be charged at a new provider if I transfer my funding during that notice period. A signed contract must be signed between myself and my provider as a separate agreement to this contract.

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

Oxfordshire County Council is collecting your data for the purposes of checking your eligibility for the funded 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.

Data Protection 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, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), 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 Oxfordshire County Council. 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> Oxfordshire County Councils Privacy policy: <https://www.oxfordshire.gov.uk/council/about-website/privacy-notices/privacy-notice>

Provider Declaration – provider to complete.

This declaration is your evidence of a claim and must be retained for seven years. Please note you may be asked by Oxfordshire County Council to produce evidence of a claim at any time.

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 used strictly in accordance with the <https://www.oxfordshire.gov.uk/business/information-providers/childrens-services-providers/support-early-years-providers/business-and-funding-childcare-providers/early-education-fund/terms-and-conditions#paragraph-18374>.

Documentary proof type	
Name of staff member that has checked the proof:	
Provider validated eligibility code within the portal before funded place offered	

Provider Declaration

Print name:	
Signed:	
Job title:	
Date:	