

Completing the Parent Declaration Form

This document provides guidance for completing the Parent Declaration Form for Early Education Funding.

The Parent Declaration Form must be signed by the parent/carer before you run a check in the Early Years Portal. Once completed, you should securely retain the form and only return it to Staffordshire County Council if advised to do so.

As the form covers funded places from September 2026 until August 2027, it will only need to be completed once per academic year if the child's attendance and funding claims remain the same. However, in the following circumstances a new form will need to be completed:

- A child's attendance pattern/hours changes from what was initially added to the form.
- The number of funded hours that the provider agrees to claim on behalf of the family changes and/or any of the charges for extra hours or other services change.

Section 1: Provider details

1. Provider details
Name of provider:
Address of provider (include postcode):

Enter the details of your setting.

Section 2: Child details

2. Childs details	
Childs legal name*:	DOB*:
*I have seen evidence of the child's legal name and DOB (i.e. Birth Certificate, Passport or other evidence)	
Address (include postcode):	Gender:
Ethnicity-tick one option – this information is mandatory	
WBRI-White British	WEUR-White European
WFEU-White Eastern European	BCRB-Black Caribbean
CHNE-Chinese	WROM-Gypsy / Roma
BAFR-Black African	MWBA-White & Black African
MWAS-White & Asian	AOTA-Other Asian
AIND-Indian	MWAI-White & Indian
APKN-Pakistani	MWAP-White & Pakistani
BOTB-Other black	REFU-Refused
Eligibility code for 15 funded hours for 2 year olds (Think2) (if applicable)	
11 digit eligibility code for working parents (if applicable - from Best Start in Life)	

Ensure the child's legal name and date of birth match the evidence provided by the parent/carer and what is entered in the Early Years Portal. Under "Ethnicity", tick only one option. The codes listed here can be used to enter details in the Portal (please do not select "Not obtained").

If the parent/carer has a Think2 code, enter this in the relevant field. Determine whether the code is valid by completing a Placement Notification in the Early Years Portal as soon as the parent/carer has signed the Parent Declaration Form.

Think2 codes begin with TYF860.

If the parent/carer has an 11-digit working parent code, enter this in the relevant field. Determine whether the code is valid by running a check in the Early Years Portal as soon as the parent/carer has signed the Parent Declaration Form.

Working parent codes begin with a 5, 4 or 1.

Section 3: Parent/Carer details

3. Parent/Carer details	
Parent/Carer 1	Parent/Carer 2 (if applicable)
Full name	Full name
National Insurance Number or Asylum Support Reference Number (previously NASS):	National Insurance Number or Asylum Support Reference Number (previously NASS):
DOB	DOB
Address (if different to child)	Address (if different to parent 1)
Tel no:	Tel no:

Enter the parent/carer's details, ensuring all applicable fields are completed.

Section 4: Child's eligibility

4. Your child's eligibility - parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement(s) you will be using. If your child is 2 years old and eligible for both entitlements, your provider must use the early learning for 2-year-olds funding first. See below.

- Early learning for 2 year-olds (Think2):
- Universal entitlement for 3 and 4 year olds.
- Working parent entitlement for children from 9 months old

Eligibility checking for 2 year olds

Under Section 1(6) of the Childcare Act 2016, where local authorities are aware a child meets the eligibility criteria for both the Early Learning for 2-year-olds funding and the working parent entitlement, local authorities must fund the first 15 hours under the Early Learning for 2-year-olds (Think2). Parents will be able to access 15 hours under the Early Learning for 2-year-olds plus 15 hours under the working parent entitlement.

Therefore, Staffordshire County Council will run eligibility checks against the Think2 criterion for families who are confirmed eligible under the working parent entitlement by using the information shared with them in this parent declaration.

Parents who are identified as eligible for the 'early learning for 2 year olds' entitlement will have the first 15 hours of funding allocated to this entitlement, plus a maximum of up to an additional 15 hours under the working parent entitlement.

Ensure the parent/carer has read this section and ticked the relevant box(es).

Section 5: Additional supplements

5. Additional Supplements

Some children could be entitled to extra funding based on government criterion. This funding is paid directly to the child's provider.

Disability Access Fund (DAF)	
Children in receipt of Disability Living Allowance (DLA) and in receipt of EEF are eligible for DAF, which can be used to help providers to make reasonable adjustments in their settings: www.staffordshire.gov.uk/daf Tick box if this child is in receipt of DLA and discuss use of DAF with parent.	<input type="checkbox"/>
If child receives DLA the provider will need a copy of the child's most recent DLA award letter to accompany the application. If the child attends two or more providers the parent will nominate the provider that will receive DAF, as it can only be paid to one provider.	
Early Years Pupil Premium (EYPP)	
Some children are entitled to a premium which the provider can use to support learning and development (please discuss criterion with provider). Parent/carer details are required to conduct an eligibility check. www.staffordshire.gov.uk/eypp Tick box if parent/carer consents to share relevant information as advised below for EYPP checks.	<input type="checkbox"/>
If the parent consents the provider must enter the parent/ carer details (section 3) including the National Insurance or Asylum Support Reference Number. (NOTE if details are already on record the EYPP check may have already been undertaken).	
Tick box if the child is Looked After (LAC) by the local authority. If so, Providers must submit a manual application. See above link to download form.	<input type="checkbox"/>

Ensure the parent/carer has read this section regarding DAF and EYPP and ticked any relevant box(es).

Section 6: Attendance details

6. Attendance details

Parents and providers need to agree and complete this declaration form with each setting a child attends for their funded entitlement(s) in order to ensure that funding is paid fairly to providers. The provider should help parents/ carers to complete this section.

***IMPORTANT - WHEN TO COMPLETE A PARENT DECLARATION:** Providers and parents might only need to complete this attendance section and the declaration and signatures (see section 9) ***once every September** if the child's attendance pattern, the number of funded hours claimed, and any applicable charges remain the same for the academic year.

A parent declaration **must also be completed** for new starters eligible for funded hours and for any other child from the point they become eligible for funded hours.

If the child's attendance, funded hours claimed and/or fees do change, the provider and parent will need to complete a new parent declaration form.

This parent declaration should be completed for children attending the provider for funded hours between 1 st September 2026 to 31 st August 2027								
Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38, 45, 51)
Total funded entitlement hours attended per day							N/A	
Total extra (chargeable) hours attended per day								N/A
Total daily hours attended							N/A	N/A

With the parent, agree the number of funded hours the child is to attend each day and enter these figures in the relevant fields. Calculate the total number of funded hours per week and enter this along with the number of funded weeks the child is to attend each year.

If relevant, enter any chargeable hours in the relevant fields. Calculate the total number of chargeable hours per week and enter this along with the total weekly charge.

Calculate the total number of hours (funded and chargeable) and enter the figures in the relevant fields.

Parents should inform their provider if the child attends for funded hours at any other providers by completing the following:

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting name:						
Setting name:						

NOTE: Funded hours could be supplied over the following number weeks per term, this is depending on how the provider offers funded hours: over 38 weeks of the year / or as a 'stretch' place – which is across most weeks of the year:

- **Autumn term funded period:** (1st September – 31st December) -14 weeks / if a stretch place 16 weeks.
- **Spring term funded period:** (1st January – 31st March)- 11 weeks / if a stretch place 12 weeks.
- **Summer term funded period:** (1st April – 31st August)- 13 weeks/ if a stretch place 20 weeks.

If funding is also being claimed at another provider, enter the name of the setting, the funded hours attended each day, and the total number of funded hours claimed per week.

Section 7: Provider to complete

7. Provider to complete

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/ events and additional hours provided they are not mandatory charges or a condition of accessing a place. But there must not be any mandatory charges for parents in relation to the entitlement hours.

Providers should add details of any 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:

By signing the declaration in section 9 parents 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.

Where applicable, and before the parent/carer signs the form, add information on the chargeable extras the child/family is accessing at your setting.

Section 8: Data Protection

8. 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 Staffordshire 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/>

Staffordshire County Council's privacy notice can be viewed at:

<https://www.staffordshire.gov.uk/about-staffordshiregovuk/privacy-and-data-protection>

Ensure the parent/carer has read and understood this section.

Section 9: Declaration and signatures

9. Declaration and Signatures

I (the parent) confirm that the information I have provided above is accurate and true. I understand and agree with the conditions set out in this document and I authorise the named provider and signatory to claim the funded entitlement 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 give false information Staffordshire County Council may withdraw the funding for my child and inform governing bodies such as HMRC.

I understand that if my child does not consistently attend for the agreed number of funded hours as recorded in section 6, the funding could be reduced or removed in full, meaning that I (parent/ carer) could incur childcare costs with my provider.

Parents should refer to the annex on page 6 to understand more about funded entitlements.

Parent/Carer/Guardian with legal responsibility must complete and sign	Early Years Provider – must complete and sign
Signed:	Signed:
Print name:	Print name:
Date:	Date:

Staffordshire County Council is collecting your data for the purpose of checking your eligibility for the childcare 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.

The parent/carer must sign the form prior to the child's start date and before any data is entered in the Early Years Portal. They should print their full name and ensure an accurate date is recorded.

As the provider, you must sign the form when the childcare is booked. You should print your full name and enter an accurate date on the form.

Ensure the parent has read and understood the final page of the form,
Annex – entitlement eligibility guidelines.

If you have any questions about the Parent Declaration Form please contact
the Early Years Team. Telephone: 01785 278201 Email:
eeac@staffordshire.gov.uk