Staffordshire County Council

Parent Declaration for Early Education Funding (EEF)

All sections should be completed to claim Early Education Funding (EEF) for the named child.

This form is to be retained by the early years provider ("provider") and it should NOT be returned to Staffordshire County Council unless advised to do so.

1. Provider details

Name of provider:
Address of provider (include postcode)**:**

2. Childs details

Childs legal name*: *I have seen evidence of the child's legal name and DOB (i.e. Birth Certificate, Passport or other evidence)	**DOB*:**
Address (include postcode)**:**	**Gender:**

Ethnicity-tick one option – this information is **mandatory**

WBRI-White British		WEUR-White European		WOTH-Any other white backgr'nd	
WEEU-White Eastern European		BCRB-Black Caribbean		MWBC-White & Black Caribbean	
CHNE-Chinese		WROM-Gypsy / Roma		BOTH-Any other Black backgr'nd	
BAFR-Black African		MWBA-White & Black African		BAOF-Other Black African	
MWAS-White & Asian		AOTA-Other Asian		AOTH-Any other Asian backgr'nd	
AIND-Indian		MWAI-White & Indian		OOTH-Any other ethnic group	
APKN-Pakistani		MWAP-White & Pakistani		MOTH-Any other mixed backgr'nd	
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)	

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:**

Staffordshire County Council

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.

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.** 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.** 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.	☐ ☐

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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 and understand 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 1st September 2026 to 31st 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, 48, 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

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

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

Staffordshire County Council

NOTE: Funded hours could be supplied in two ways; as 38 weeks of the year, or as a 'stretch' place – which is across most weeks of the year. Below shows examples of how many weeks funding could be applied each term. For stretch, this is a 48 week example, but it is up to the provider to confirm how many weeks stretch is applied across 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.

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.

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

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 name d 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.

Staffordshire County Council

Annex – entitlement eligibility guidelines.

Useful information for parents regarding the funded entitlements.

- The maximum number of hours a child can receive (*depending on eligibility) for each entitlement is as follows:
    - **Early Learning for 2 Years Olds (Think2)*** - 15 hours per week up to a maximum of 570 hours per year.
    - **Universal Hours for 3 and 4 year olds** - 15 hours per week up to a maximum of 570 hours per year.
    - **Working Parent Entitlements for 9 months to 4 year olds*** – 30 hours per week up to a maximum of 1140 hours per year. For children aged 2 to 4 years, this can be combined with either of the entitlements for early learning for 2 year olds or the universal hours for 3 and 4 year olds up to a maximum of 30 hours per week.
- Some providers offer the funded hours as 'stretch'. This can be beneficial for working parents whose children attend a provider all year. Parents do not receive the funded hours as shown above, instead they could receive the maximum entitlement but over more weeks of the year. Check with your provider for how parents can access the funded entitlements.
- Parents can access the funded entitlement at a maximum of 2 providers in a single day.
- Parents do not have to access all the funded hours they are eligible for.
- Parents eligible for the working parent entitlements must reconfirm their eligibility with HMRC/ Best Start in Life every 3 months to continue receiving funded hours.
- If a family fails to reconfirm or falls out of eligibility for the working parent entitlement they will continue to receive the funded hours for a short period of time only, this is called a 'grace period'. If a child moves provider whilst in the 'grace period' the funding could cease immediately, unless there are exceptional circumstances.
- The Local Authority reserves the right to suspend funding if the provider does not meet the required quality as rated by Ofsted.
- A child's annual entitlement commences from the term following the relevant age for the applicable entitlement has been reached. The funding periods start from: 1 September, 1 January and 1 April.
- Depending on how many funded hours have been claimed in the previous two terms for a child, the annual entitlement could be reached before the end of the third term in a twelve-month period, check with your provider. Guidance on this 'stretch funding issue' can be found at: www.staffordshire.gov.uk/eefdates
- Parents of children under 2 years old who fall out of eligibility for the working parent entitlement will not have access to early education funding until eligibility is reconfirmed.
- Parents of 2 year olds who fall out of eligibility for the working parent entitlement should be encouraged to check their eligibility for 15 hours of funding through the 'early learning for 2 year olds', known as Think2 in Staffordshire. www.staffordshire.gov.uk/think2
- 3 and 4 year olds who are no longer eligible for the working parent entitlement remain eligible for the 15 universal hours.
- Parents who meet the criterion for the Disability Access Fund or Early Years Pupil Premium (section 5) should discuss with the provider how this could be used to benefit children.
- Information on all entitlements and other childcare support is available at: www.beststartinlife.gov.uk