

Instructions for Parents – Completing the Parent Declaration Form

General Terms

Funding is paid based on 38 weeks per year and is split as, Autumn Term 14 weeks, Spring Term 12 weeks and Summer Term 12 weeks. Your provider may offer stretched funding, so that you can take fewer hours during term time and extend your entitlement into the school holidays however, for the purposes of funding, they will claim as 38 weeks.

For all purposes below age eligibility is defined as the term after the child turns 9 months, 2 years or 3 years.

2-Year-olds Some families (who claim benefits) of 2-year-olds are eligible for 15 hours of funded early years provision if their parents meet [the eligibility criteria](#).

3 & 4-Year-olds: All 3- and 4-year-olds are entitled to 570 hours a year/ 15 hours per week (universal entitlement). Some 3- and 4-year-olds from working families may be entitled to an additional 570 hours (total 30 hours per week entitlement) a year (see below)

Working families. The funded childcare available will be extended to eligible working families of children from the term after they turn 9 months old in stages and as follows:

- From April 2024, the 15-hour entitlement for children aged 2 years of eligible working parents.
- From September 2024, the 15-hour entitlement for children from the age of 9 months of eligible working parents
- From September 2025, the 30-hour entitlement for children from the age of 9 months of eligible working parents

All children under these criteria must be in receipt of a valid working family code (obtained via Childcare Choices by the parent) with a valid 'from' date of at least the term before and valid 'To' date of the current term.

A September start date must have an eligible from date of 31st August or before.

A January start date must have an eligible from date of 31st December or before.

An April start date must have an eligible from date of 31st March or before.

Complete Parent Declaration Form

Section 1 - Child's Details. Please add your child's details

Section 2 - Parent/carer/guardian's contact details. Please add your details

Section 3 - Eligibility Codes. If you are claiming for a 2-year-old, please enter your 2-year-old funding code. If you are claiming for the working family entitlement for an under 2, a 2-year-old or a 3- or 4 -Year-old, please record your 11-digit code. Enter the parent/s NI numbers which were used for the working families application via the HMRC.

Section 4 - 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](#) . This funding will be used to support your child's early education experience. If you believe that your child may qualify for the EYPP please complete this section for the main benefit holder. This will enable the provider to check & confirm eligibility. Children are also eligible for the EYPP if they have been in care or have left care through one of the following: This funding can be used for all age groups.

- 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 which proves that the child was formally in local-authority care in either England or Wales 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 5 - Disability Access Fund Declaration. Please take your current DLA letter to your provider. DAF is paid to the provider to use for your child's benefit as a fixed annual rate of £910 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. This funding can be claimed for all age groups

Section 6- Attendance details- Please add all your childcare provider's details. You can split your funding between two sites, if you are going to do this, and 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 schools will insist on the child taking the full 15 or 30 hrs with them.

Section 7 - Parent Declaration. Please sign this declaration. You should be asked each term by your provider to review this and update with any changes to hours.

Section 8 - Provider Declaration. Your provider will sign this part to say they have seen the required documents.

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>

Please continue to fill out the form below, you may ask your provider for help if necessary and electronic signatures can be accepted.

Oxfordshire Parent Declaration Form For Early Education Funding

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):			
Date of Birth:			
Gender:			
Address:			
Postcode:			
Child's first language:			
Child's Ethnicity – Please tick from the options below:			
White British	Black Caribbean	White Eastern European	
Bangladeshi	Black African	Traveler/Irish Heritage	
Indian	Any other black background	Roma/Roma Gypsy	
Pakistani	White/Black African	Information not obtained	
Chinese	White/black Caribbean	Any other white background	
Any other Asian Background	White Asian	Not given	
Any other ethnic group	Any other mixed background		

2. Parent/carer/guardian's contact details

Full Name(s):	
Telephone number:	
Email address:	

3. Your child's eligibility – please provide (parent / carer) NI number/s that you completed your application for the provider to run a check on your behalf.

2-Year-Old Funding Code Format XX-XXXX-XXXX:	Yes / No	Code is:
Working Families Eligibility Code Format 50012345678:	Yes / No	Code is:
NI Number(s)/ NASS:		

4. Early Years Pupil Premium (EYPP) registration form

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for some children, this additional sum will be used to support your child if eligible. 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 Date of Birth:	
Parent's National Insurance Number:	

5. Disability Access Fund Declaration

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 current DLA award letter to your childcare provider for them to claim the funding.

Does your child currently receive DLA?	Yes / No
If your child is splitting their free entitlement across two or more settings, please nominate the main setting where the local authority should pay the DAF	

6. Attendance details

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement to ensure that funding is paid fairly to each of them.

Your child can attend a maximum of two sites in a single day and if your child attends more than one setting we will distribute the funding appropriately between the settings.

Please note each settings claim will be completed based on 38 weeks of the year. For example, 15 hours per week over 38 weeks of the year = 570 hours – this is the maximum claim. If your child attends this over 50 weeks of the year your total funded hours per week will be 11.4. Any changes to hours within the year should be added to the grid with the effective start date of the new hours.

My child is attending the following settings:

Setting name	Funded start date	Total Funded hours per week	Number of weeks per year	Total number of hours per week based on 38 weeks of the year	Additional hours (privately paid for) per week
Example	17/04/2024	11.4	50	15	10
A					
B					
C					
D					

7. Parent/Carer/Guardian Declaration

I _____ (name of parent/carers/guardian) 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 collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) Oxfordshire County Council is exercising the function of a government department.

Oxfordshire County Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2's will qualify from September 2024.

Data Privacy

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 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/>

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

8. Provider Declaration- TO BE COMPLETED BY THE PROVIDER

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 named 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 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 Early Education Funding Terms and Conditions.

Documental Evidence of Name and Date of Birth	
Documentary proof type (birth certificate, passport, red book)	

Provider Declaration

Print Name	
Signed	
Job Title	
Date	