

Early Years' Entitlement Funding

The Parent / Carer & Provider Contract

This form should be completed by the parent / carer and provider for the delivery of the early years' entitlement funding. The provider will claim the funding using the information contained within this form.

Provider Name	
Provider's Ofsted unique reference number (URN)	

FAMILY DETAILS

Child's Legal Forename	
Child's Legal Middle Name	
Child's Legal Surname	
Child's Preferred Surname	
Child's Date of Birth	

Address Line 1	
Address Line 2	
Address Line 3	
Locality	
Town	
County	
Postcode	

PROVIDER USE ONLY

Proof of DOB required. Note document type seen. Include signature of staff member having sight of document.

Document type	
Staff signature	
Child's Gender (M / F)	

If you have moved house within the last 12 months, please include your previous house number and postcode below:

House number	
Postcode	

Parent / Carer 1 Forename	
Parent / Carer 1 Surname	
Parent / Carer 1 DOB	
Parent / Carer 1 Email address	
Parent / Carer 1 Contact number	
National Insurance or NASS number	

Parent / Carer 2 Forename	
Parent / Carer 2 Surname	
Parent / Carer 2 DOB	
Parent / Carer 2 Email address	
Parent / Carer 2 Contact Number	
National Insurance or NASS Number	

Ethnicity

The Department for Education (DfE) ask local authorities to collect details on child ethnicity. This data is reported back to the DfE in the census collection.

Although this is optional for parents to answer, early years' providers **must** report this data back to the DfE on their early years' census return.

Please tick the relevant description in the ethnicity box below. This enables your chosen early years' provider to include this information when they apply for your child's funded hours.

White – British	White and Asian	Black – African
White – Irish	Any other Mixed background	Any other Black background
Traveller of Irish heritage	Indian	Chinese
Any other White background	Pakistani	Any other ethnic group
Gypsy / Roma	Bangladeshi	Information not yet obtained
White and Black Caribbean	Any other Asian background	Preferred not to say
White and Black African	Black Caribbean	

FUNDING DETAILS

Providing these details enables the provider and the local authority to check whether the child is eligible for funding.

Working Family Entitlement (HMRC) Codes

Please include in the box below, the 11 digit Working Family Entitlement code issued to you by HMRC. You will receive a reminder from HMRC to inform you that your details **MUST** be re-confirmed prior to the end date of your code. This will ensure you can continue to receive your child's funded hours.

Working Family Entitlement (HMRC) Code	
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Working Family Entitlement HMRC Cut-Off Dates:

The Department for Education has cut-off dates for each term. Working Family Entitlement HMRC codes **must be valid on the following dates, to be eligible for the following term:**

31st August to be eligible for Autumn Term

31st December to be eligible for Spring Term

31st March to be eligible for Summer Term

Important note: Codes which are not valid by the cut off dates or issued with start dates after the cut off dates, cannot be used for the funded hours until the following term. Your chosen provider will verify your code prior to accepting your child's place at the setting.

Two-Year-Old Assessment-Based Eligibility Funding - code issued by the local authority (15 hours per week):

If your child is eligible to receive the two-year old assessment-based funding, please complete the boxes below. The code issued by Derbyshire County Council is a 6-digit code. (Codes issued by other local authorities may vary).

Two-year-old assessment-based eligibility code		Code start date	
Name of local authority code was issued by (e.g. Derbyshire County Council or Out of county, e.g. Nottinghamshire)			

Disability Access Fund Declaration:

Children who are in receipt of child Disability Living Allowance and are receiving the Early Years' Entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years' provider as a fixed rate of £910.00 per year, per eligible child. This funding can only be paid to one provider which you must nominate.

If your child is in receipt of Disability Living Allowance (DLA), please provide your reference number displayed on the DLA award letter (9-digits):

If your child is splitting the Early Years' Entitlement across more than one provider, please specify which provider should receive the Disability Access Funding:

Provider name	
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Evidence that the child is in receipt of Disability Living Allowance must be seen and a copy must be retained by the provider.

ATTENDANCE DETAILS

This section must be completed for each provider that your child attends for their funded hours. Completing these details helps each provider plan the hours of attendance, set staffing ratios accordingly and ensure children are not over-funded, therefore **ALL** providers, where the child is accessing funded hours, **MUST** be listed in the table below.

Children can access up to a **MAXIMUM** of 15 weekly funded hours (3 and 4-year-olds **ONLY**) per week and up to a **MAXIMUM** of 15 Working Family Entitlement (HMRC) funded hours per week (for **ALL** eligible children) over 38 weeks of the academic year. If you are unsure of how best to split the weekly funded or Working Family Entitlement (HMRC) funded hours, please speak to your provider(s). Please also speak to your provider(s) to enquire whether they deliver stretched funded hours over the holiday periods. If you choose for your child to access their funded hours on a stretched basis, the number of funded hours available to be accessed per week will be reduced. (Providers are under no obligation to offer extended entitlement hours or to offer a stretched funded delivery option).

My child is to access funded hours at the following provider(s):
(The first provider should be the provider you are completing this form for)

Provider 1	
Name:	
3 and 4-year-olds ONLY	
How many of the 15 weekly hours would you like to use per week ?	
ALL eligible children with an 11-digit code issued by HMRC	
How many of the 15 Working Family Entitlement funded hours would you like to use per week?	
2-year-olds ONLY with a 6-digit code issued by the local authority	
How many of the 15 Two-year-old assessment-based funded hours would you like to use per week?	

Provider 2	
Name:	
3 and 4-year-olds ONLY	
How many of the 15 weekly hours would you like to use per week ?	
ALL eligible children with an 11-digit code issued by HMRC	
How many of the 15 Working Family Entitlement funded hours would you like to use per week?	
2-year-olds ONLY with a 6-digit code issued by the local authority	
How many of the 15 Two-year-old assessment-based funded hours would you like to use per week?	

Please note: Funding cannot be claimed without providing the relevant information.

TERMS AND CONDITIONS:

I understand that the early years entitlement hours must be delivered completely free of charge at the point of delivery and that I cannot be charged for this in advance (this does not apply to a retainer to secure a place).

I will be responsible for payment of any hours exceeding 15 if my child is not eligible for the extra entitlement, or exceeding 30 hours if my child is eligible, taken either here or elsewhere.

I have seen a copy of the provider's pricing policy.

I have received information from the provider/s above and been advised of additional services available for my child and I understand I will be charged for these services should I wish to use them.

I fully understand that:

- I can be charged for my child's meals, snacks, trips and other items such as nappies or sun cream.
- my provider cannot insist that I purchase additional hours or services as a condition of my child accessing a funded only place.
- I cannot be charged for core business costs such as insurance, Ofsted registration, energy bills and training or for items required to deliver the Early Years' Foundation Stage (EYFS), such as craft materials, toys and equipment.

Also

I fully understand that:

- My provider cannot charge a "top-up" fee (the difference between my provider(s) normal charge and the funding they receive from the local authority to deliver funded places).

If my child only attends for an early years' entitlement place, I understand that there is not a required notice period and that should my child leave, the following will happen:

- my provider will be paid to the end of the funded week of my child's last day of attendance
- my child can access the early years entitlement with another provider at the start of the next funded week.

I will inform the provider of my child's last day of attendance in advance, if possible. If I am paying for additional childcare hours, I understand my provider may have a notice period that I will adhere to.

If multiple providers claim for more than the maximum number of hours my child is eligible for and I have given any misleading information on this declaration, I may be asked to reimburse one of the providers, or my child's place may be forfeited. I understand that checks on my claim will be made.

I confirm that the information on this contract is accurate, and I understand that anyone who knowingly makes a false declaration in an attempt to obtain a funded entitlement place fraudulently may be committing an offence. The local authority has a duty to protect the public funds it administers, and to this end will use the information I have provided on this form for the prevention and detection of fraud. The local authority will also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I am aware that the information I have provided will 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 / Disability Access Fund and undertake validity checks for the Working Family Entitlement (HMRC code) on behalf of my child. I will provide a copy of the Disability Living Allowance letter and agree for this to be held securely by the provider as evidence for this funding.

I am aware that the information I have provided will be shared within the local authority and that I will be notified should any restrictions to funding be made to my provider following them receiving a less than 'Good' Ofsted judgement.

The personal data I supply will be kept securely by Derbyshire County Council (DCC) and this provider in accordance with the UK General Data Protection Regulations, DPA 2018 and any subsequent legislation. This information may be shared with other Local Authorities or Childcare providers in accordance with the Privacy Notice issued to you by this Early Years setting prior to you completing this form. I have a right to have inaccurate/incomplete information corrected. To ensure eligibility and for audit purposes, DCC requires providers to confirm they have seen evidence of DOB by recording the evidence from one of the following, birth certificate, passport or NHS Red Book for all funded children.

Providers must adhere to the retention periods recommended within the Companies Act, which states documents relating to income should be kept for 6 years, plus the current financial year (any provider acting as a sole trader e.g. child minders, must adhere to the retention periods recommended within the Public Records Act, of 5 years, plus the current financial year).

If the form has been completed and returned electronically then the corresponding emails should also be retained.

By signing this contract you agree with the above terms and conditions of the funded entitlement:

Signed Parent / Guardian		Print Name	
Relationship to Child		Date	

To be completed by the Provider:

Contract Start Date		Expected Contract Length (Terms)	
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FOR COMPLETION BY THE PROVIDER WHERE A CHILD IS STRETCHING THEIR FUNDED HOURS OVER THE HOLIDAY PERIODS:

To be completed by the provider, ONLY when a parent has chosen to stretch their funded hours over the holiday periods (funded hours offered over 39 – 52 weeks):

Number of weeks the funded hours are to be stretched over:	
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Example of stretching funded hours, where a provider is open for 51 weeks:

570 hours stretched over 51 weeks, would equate to a total of 11.17 funded hours per week:
(570 ÷ 51 = 11.17)

Total number of funded hours, for children who become eligible from the start of the Spring or Summer terms will be on a pro-rotta basis* (please refer to the funding calendar for the number of weekly funded hours available during the Spring and Summer terms).

***For children starting:**

Autumn Term 2024/2025: Total funded hours available **570 hours** for the full academic year (38 term time weeks or up to 52 stretched weeks)

Spring Term 2024/2025: Total funded hours available **360 hours** for the remainder of the academic year (24 term time weeks or up to 34 stretched weeks)

Summer Term 2024/2025: Total funded hours available **195 hours** for the remainder of the academic year (13 term time weeks or up to 19 stretched weeks)

Autumn Starter:

Funded Hours	Number of stretched hours per week
Weekly funded hours (3- and 4-year-olds ONLY)	
Working Family Entitlement (HMRC) funded hours (for ALL eligible children with an 11-digit code issued by HMRC)	
Two-Year-Old Assessment-Based hours (6-digit code issued by the local authority)	
How many days will the funded hours be taken over per week?	

Spring / Summer Starter:

Funded Hours	Number of stretched hours per week
Weekly funded hours (3- and 4-year-olds ONLY)	
Working Family Entitlement (HMRC) funded hours (for ALL eligible children with an 11-digit code issued by HMRC)	
Two-Year-Old Assessment-Based hours (6-digit code issued by the local authority)	
How many days will the funded hours be taken over per week?	

Contract Amendment Sheet

Please use this page to make amendments to the contract as and when they occur. Both the parent and a representative of the provider should sign the change. This replaces the need for the parent to sign the form each term.

Details of change:

Date change to take effect:

Parent Signature:

Provider Signature:

Details of change:

Date change to take effect:

Parent Signature:

Provider Signature:

Details of change:

Date change to take effect:

Parent Signature:

Provider Signature: