Funded Early Education Entitlement (FEEE) for

9–23 month olds, 2 year olds, 3 and 4 year olds

Parental Declaration Form (2025)

# Parent/carer/guardian formal details

|  |  |
| --- | --- |
| Full Name |       |
| Current Address |       | Postcode |       |
| If your address has changed within the last 3 years, please provide details of your previous address |
|       |

# Childcare Provider Details

|  |  |
| --- | --- |
| Name of your chosen setting |       |

# Child’s details – (per birth certificate or passport where applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Forename |       | Surname |       |
| Date of Birth |       | Gender (Male -/Female) |       | Ethnicity Code (as per portal) |       |
| Name known as if different from above |       |
| Child’s address if different from parent |       |

# Registering for FEEE type (Tick relevant boxes)

|  |  |  |
| --- | --- | --- |
| FEEE Strand of Funding | Please Tick | Funding Code if Applicable |
| Working parents’ entitlement for9–23-month-olds, 2 year olds, 3 and 4 year olds |[ ]  Enter working parent eligibility code:       |
| 2 Year entitlement for families in receipt of additional forms of support (15 hours) |[ ]  Enter TYF code from the ‘YES’ letter:      |
| 3 and 4 Universal Entitlement or UE(15 hours) |[ ]  No application or code required for the Universal Entitlement for 3 and 4 year olds. |
| National Insurance number/National Asylum Support Service (NASS) and DOB used when making the application |       |

Note:

For some 2 year olds who may be eligible under the criteria for families receiving some additional forms of government support (TYF) and also the working parents’ criteria:

* For Summer Term 2025: 15 hours should be claimed under TYF.
* From September 2025: the first 15 hours should be claimed under TYF and the balance of up to 15 hours should be claimed from the working parents’ entitlement. Also refer to information below for children where the entitlement is split between 2 settings.

# Details of FEEE hours claimed with this provider

|  |  |  |  |
| --- | --- | --- | --- |
| Start date of FEEE claim |       | Model of delivery of FEEE chosenTerm time (38weeks), Stretched (48weeks) or (51weeks)  |       |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Setting Name | MON | TUE | WED | THU | FRI | Total no. of hours per week | No of weeks per Year (38, 48, 51) |
| FEEE hours attended per day |       |       |       |       |       |       |       |
| Total extra (chargeable) hours per day |       |       |       |       |       |       |       |
| Total daily hours attended |       |       |       |       |       |       |       |

# Details of FEEE hours claimed with any other provider (MUST be completed)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Setting Name | MON | TUE | WED | THU | FRI | Total no. of hours per week |
|       |       |       |       |       |       |       |

**Tick one box as applicable**

|  |  |
| --- | --- |
| My child is not claiming funded hours at any other setting |[ ]  My child is attending another setting and claiming funded hours there. I have informed both providers about my child’s attendance at each setting and have completed a parental declaration form with the other setting |[ ]

# 3 and 4 year old Universal entitlement element when claiming the 30-hour entitlement.

If your child’s funded hours are split between two settings, you must nominate\* the setting that would receive the UE (15 hours) in the event of you becoming ineligible for the extended entitlement.

\*Note: Where the entitlement is split with a school nursery, the school will automatically deliver the UE.

|  |  |
| --- | --- |
| Name of nominated setting for the UE claim |       |

From September 2025: for any 2-year-olds who may be eligible under the criteria for families receiving some additional forms of government support (TYF) and also the working parents’ criteria AND the funded hours are split between two settings, you must nominate and inform each setting of who should claim the entitlement under the TYF criteria and who should claim the entitlement under the working parent criteria.

|  |  |
| --- | --- |
| Name of nominated setting for the TYF criteria |       |

# 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 free 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. Please see [Annex D (ii) – Part 2 – Supplementary information and guidance](https://families.leicester.gov.uk/professionals-hub/funded-early-education-administration/annex-d-ii-finance-auditing-and-supplementary-information/annex-d-ii-part-2-supplementary-information-and-guidance/). These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Charges  | MON | TUES | WED | THU | FRI | Total weekly charges |
| Charges for additional hours per day |       |       |       |       |       |       |
| Charges for meals, snacks and other consumables per day |       |       |       |       |       |       |

Provide details of the **voluntary** charges made for meals, snacks, other consumables and additional services and itemised details of what these charges relate to (enter the information below or give the parent a copy of your breakdown in another format and note that this has been provided):

| **Description** |
| --- |
|       |

# Confirmation by Parent

My childcare provider has issued me with (please tick those applicable)

|  |
| --- |
| Data Privacy Guidance and [Annex 1](#_Annex_1-_Parent) - Parent Declaration Statements |[ ]
| Annex 2 – EYPP – Completed if applicable |[ ]
| Annex 3 - DAF – Completed if applicable |[ ]

* I understand and agree to the declarations and conditions set out in this document and authorise the Provider to claim the appropriate FEEE funding for my child
* I understand that if I have given any false information, I may be asked to pay back the provider for the cost of the funded place
* I agree that the information I have provided can be shared with Leicester City Council and Department for Education who will access information from other government departments to:
	+ confirm my child’s eligibility and validate the Expanded or Extended Eligibility Code - if applicable
	+ enable the provider to claim Early Years Pupil Premium (EYPP) - if applicable
	+ enable the provider to claim Disability Access Fund (DAF) for my child – if applicable

|  |  |  |  |
| --- | --- | --- | --- |
| Date Annex Agreed |       | Parents Full Name |       |
| Parents Signature |       | Date |       |
| Email address |       | Telephone number |       |

**Please note:** that this declaration form does not replace the provider’s usual registration form or parental contract which you may be required to complete when registering your child at a setting.

# Confirmation by Provider

When you register a child for a FEEE place you must check either the Birth Certificate or Passport as proof of name and age. Tick the relevant box below to confirm this:

|  |  |
| --- | --- |
| Birth certificate seen |[ ]  Passport seen |[ ]

This declaration is your evidence of the FEEE, EYPP or DAF claim for this child and must be retained for 6 years to complete headcount forms and for future reference, including auditing. You may be asked by Leicester City Council to provide evidence of a claim at any time.

**Sign below and give a copy of the form to the parent.**

|  |  |
| --- | --- |
| Signature on behalf of the provider |       |
| Name and position held |       |
| Date |       |

# Data Privacy Guidance

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 Leicester City 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 (ICO) on holding personal data including sensitive personal data available at:

[Guide to the UK General Data Protection Regulation (UK GDPR) | ICO](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/)

# Annex 1- Parent Declaration

Parental declaration statements:

The provider has explained the terms and conditions for FEEE places to me and I understand that:

* I confirm I am the child’s Parent/Carer/Guardian with legal responsibility.
* Proof of name and age of my child must be given to the provider (birth certificate or passport.
* For FEEE for 2 year olds from families receiving some form of government support, or the 3 and 4 year old Universal Entitlement (UE), I can claim up to a maximum of 15 funded hours per week over 38 weeks in the year (or 570 hours per year ‘stretched’ over 48 or 51 weeks).
* For the 3 and 4 yearold working parents’ entitlement or Extended Entitlement (EE), I can claim up to a maximum of 30 funded hours per week over 38 weeks in the year (or 1,140 hours per year ‘stretched’ over 48 or 51 weeks).
* For FEEE for 9–23 month olds and 2 year olds from working parent families:
	+ For Summer 2025: I can claim up to a maximum of 15 funded hours per week over 38 weeks in the year (or 570 hours per year ‘stretched’ over 48 or 51 weeks)
	+ From September 2025: I can claim up to a maximum of 30 funded hours per week over 38 weeks in the year (or 1,140 hours per year ‘stretched’ over 48 or 51 weeks)
* If my provider is not open for at least 38 weeks, then my child will not be able to access the full entitlement with the provider as the maximum FEEE that can be claimed per week is 15 hours or 30 hours as the full entitlement cannot be condensed over less than 38 weeks per year.
* The maximum entitlement applies even if the entitlement is ‘split’ between two providers.
* If I sign up with a provider, it is my intention to send my child for the FEEE hours as per the pattern of attendance completed on this form. It is fraudulent to sign up to more FEEE hours than my child is accessing and for the provider to claim more FEEE hours than my child is accessing. The Local Authority have an expected attendance level of 80% for the FEEE hours claimed for my child on the interest of my child’s readiness for school and accountability for public funding for the funded hours.
* If my child is accessing FEEE on a term time (38 week) or stretched (over 48 or 51 weeks) pattern it must be for a minimum of one whole term and cannot be changed until the start of the following term. Also, if FEEE is being split, then both providers must offer the same pattern.
* The provider will not charge me for the FEEE hours that my child is accessing.
* I must pay the provider their published fees or charges for any extra hours or services that I agree for my child to access over and above the FEEE hours.
* I may have to pay my provider if my child fails to regularly access their FEEE hours without a reasonable or valid reason as this could result in Leicester City Council reclaiming the funding from the provider.
* If I want to move my child to another setting, I must give at least 4 weeks’ notice in writing (or longer if my contract with the provider states a longer notice period). If I do not do this, I will not be able to claim FEEE hours at the other setting until the end of the notice period and/or I may have to pay fees for the notice period.
* If I know my child will be absent for more than 2 consecutive weeks (for example due to a holiday), I understand that authorisation must be sought by my provider from Leicester City Council. I understand that my child will not be funded for longer than 4 consecutive weeks for absence and that my provider may require me to pay for funding not paid by the Local Authority or my child’s place may be terminated.
* My provider will record any changes to my FEEE claim on this form which must be signed and dated by the parent and the childcare provider.
* If there is a name, address or hours change, I will be required to complete a new parent declaration form.
* My child is not attending a school reception class.

## Codes issued by HMRC for Working Parents:

* If eligible for working parent entitlements for 9–23 month olds, 2 year olds and 3 and 4 year olds (EE), I must apply for and receive a valid Working Parents Eligibility Code before accessing the entitlement
* Also, it is my responsibility to reconfirm the Working Parents Eligibility Code every 3 months when reminded by HMRC.
* When you are applying for the Working Parents Eligibility Code, applications must be made within a specific timeframe to obtain your eligibility code before the following dates.
* If my child is eligible for both 2 Year entitlement for families in receipt of additional forms of support and 2 year old working parent’s entitlement, I understand that 15 hours will be claimed via TYF and 15 hours will be claimed as expanded. I understand I must revalidate my working parents’ code to continue receiving 30 hours and that if I do not revalidate in time, my child will only be entitled to 15 hours under TYF.

|  |  |
| --- | --- |
| Deadline to Apply for the Code with HMRC | When the funded Place can Start |
| 31 August | Autumn Term (from September) |
| 31 December | Spring Term (from January) |
| 31 March | Summer Term (from April) |

* If you apply after these dates your code will not be eligible for the term and you will have to wait until the following term to take up the expanded / extended entitlement.
* If the validity of the Working Parent Eligibility code expires:
	+ For 9–23 month olds or 2 year olds, the 15-hour entitlement (Summer Term 2025) or 30 hour entitlement (from September 2025) will cease after a limited ‘grace’ period.
	+ For 3 and 4 year olds, the additional 15 hours Extended Entitlement will cease after a limited ‘grace’ period and my child will remain eligible for the 15 hour Universal Entitlement only.
	+ For 2 year olds who may be eligible under the criteria for families receiving some additional forms of government support (TYF) and also the working parents’ criteria, the 15-hour entitlement under the working parents’ criteria will cease after a limited ‘grace’ period and my child will remain eligible for the 15-hour entitlement under the TYF criteria only.

In this event, I will speak to my childcare provider for more information on the ‘grace’ period and about any charges that I may be liable for if the funding entitlement ceases.

* If my child is eligible for Early Year Pupil Premium (EYPP), the funding will be payable to the provider for a maximum of 15 hours per week or 570 hours per annum.
* If my child is eligible for Disability Access Fund (DAF), I must give the provider copies of my child’s current DLA award document(s) and the fixed lump sum payment will only be made to the provider I have nominated for this.