

Parental Declaration Form (2023 version)



1. Parent/carer/guardian details

Full name:

Current address: **Postcode:**

If you have moved address in the past 3 years, please give details of your previous address:

2. Childcare Provider Details

Name of setting:

3. Child's details – (per birth certificate or passport where applicable)

Forename: **Surname:**

Date of birth: **Male:** **Female:** **Ethnicity Code (per portal):**

Name known as if different from above:

Child's address if different from parent:

Registering for FEEE type (Tick one):

2 year old 3&4 year old Universal Entitlement (UE) 3&4 year old Extended Entitlement (EE)

Tick one box as applicable:

my child is not claiming funded hours at any other childcare 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.

4. Details of FEEE hours claimed with this provider

Start date for FEEE claim or date of change: **FEEE Hours per week:**

Number of weeks per year that FEEE is claimed (38 (or less), 48 or 51):

Breakdown of hours	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Actual						
Funded						

5. Details of FEEE hours claimed with any other provider

Complete if your child is attending another setting and claiming funded hours.

Name of other childcare setting:

Start date for FEEE claim or date of change: **FEEE Hours per week:**

Number of weeks per year that FEEE is claimed (38 (or less), 48 or 51):

Breakdown of hours	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Actual						
Funded						

6. FEEE for 2 year olds

Complete this section if your child is eligible for FEEE for 2 year olds

TYOF reference number:

7. FEEE for 3 and 4 year olds – extended entitlement

Complete this section if your child is eligible for the 30 hours extended entitlement.

Eligibility Code (DERN Code) - Full 11 digits:

National Insurance number used when making the application:

Universal entitlement element of the extended entitlement

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

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

Nominated setting:

8. Early years pupil premium (EYPP) registration

EYPP is an additional funding paid to childcare providers for 3 and 4 year old children of families in receipt of certain benefits. The funding is used to enhance the quality of the early years' experience for the child by improving the teaching, learning, facilities and resources, with the aim of impacting positively the child's progress and development. EYPP is only paid for the Universal Entitlement hours and not if your child is in a school reception class. **For more information please speak to your childcare provider.**

Complete this section if you believe that your child may qualify for EYPP. The information and signature must be of the **main benefit holder**.

Full name:

Date of birth:

National Insurance (NI):

National Asylum Support Service (NASS):

Signature of main benefit holder:

9. Disability access fund (DAF) declaration

DAF is an annual fixed lump sum that is paid to the setting where the child is claiming FEEE. Where the child is claiming FEEE with more than one provider, the parent must nominate one provider to receive the full DAF payment.

Complete this section if your child is claiming FEEE for 3 and 4 year olds and is in receipt of child disability living allowance (DLA).

- I confirm my child receives child Disability Living Allowance (DLA) and is accessing 3 & 4 year old FEEE with:

Name of setting:

- I confirm that I have given the named provider a copy of my child's current DLA award document. I nominate the following setting to receive the DAF payment:

Nominated setting:

The nominated provider will use this information to make an application to claim DAF for your child.

Parental declaration statements

Please read through the following statements before progressing to section 11.

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

- Proof of name and age of my child must be given to the provider (birth certificate or passport)
- For 2 year old FEEE or the 3 & 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 & 4 year old 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)
- The maximum entitlement applies even if the entitlement is 'split' between two providers
- 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 (if applicable) i.e. the full entitlement cannot be condensed over less than 38 weeks per year
- 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 actually accessing and also 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 has to be for a minimum for one whole term and cannot be changed to another pattern until the start of the following term. Also, if FEEE is being split between two providers then both providers have to offer the same pattern.
- The provider **will not** charge me for the FEEE hours that my child is accessing
- I have to 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 a **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 my child is eligible for EYPP the funding will only be paid for the UE hours accessed
- If my child is eligible for DAF, I must give the provider copies of my child's current DLA award document(s) and the fixed payment will only be made to the provider I have nominated above
- I will have to complete a new parental declaration form in certain circumstances, including:
 - Where I request, and the provider agrees to, changes to the number of FEEE hours claimed or change the pattern of claim e.g. from Term Time to Stretched
 - When my child is claiming 2 year FEEE and moves to the 3 & 4 year FEEE (UE or EE)
 - If my child is claiming the 30 hours EE but has to move to claiming only the 15 hours UE due to a change in circumstances
 - Where there is a change or changes to any name, address or provider details
- If my child qualifies for the EE, to start accessing this entitlement, I must apply for and receive a valid Eligibility Code (DERN code) by the end of the month (31 Mar or 31 Aug or 31 Dec) before the respective term starts. Also, it is my responsibility to reconfirm eligibility for the EE every 3 months when reminded by HMRC. In the event that the eligibility ends, my child will continue to receive the UE with the provider who I have nominated for this.

10. Confirmation by Parent

I confirm that:

- I am the child's Parent/Carer/Guardian with legal responsibility
- The information I have provided above is complete, accurate and true
- 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 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.**
- 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 will inform the provider/s if the arrangements or details given on this declaration form change.
- My child is not attending a school reception class
- My provider has displayed/made available the 'Privacy Notice for Parents' showing what the Department for Education does with the data
- 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 30 hour FEEE 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

Signature of parent name in section 1:

Relationship to child:

Date:

Email &
Telephone Information:

Please note: that this declaration form does not replace the provider's usual registration form and parental contract which you may be required to complete to register your child to attend the setting.

11. 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

- **EYPP:** If the child is eligible the funding is only payable for the UE hours accessed by the child and to the provider or providers delivering the UE hours.
- **DAF:** If the child is eligible and you are the nominated provider then you must apply for the payment and forward the copies of the DLA award documents via the portal.

This declaration is your evidence of FEEE 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 produce 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:

Please note: that this declaration form does not replace your usual registration form and parental contract which you may require the parent to complete to register the child at your setting.

Refer to the Early Years Provider Agreement for the full terms and conditions for the delivery of FEEE places.

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](#)