

# Free Entitlement Parent Declaration Form



To be completed by the parent of an eligible child and returned to the provider of early years education. Bracketed numbers indicate that there are help notes for your reference on the separate sheet 'Notes on completion of the Parent Declaration Form'. **Please ensure you complete both sides of this form.**

## Details of my child for whom I wish to access the Free Entitlement (FE) (note 1)

Child's full legal name (including middle name(s) as shown in the child's birth certificate or passport) \_\_\_\_\_ Date of birth (day/month/year) \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's full home address (including postcode) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

ID reference \_\_\_\_\_ from PASSPORT/BIRTH CERTIFICATE (delete as appropriate)

Child's ethnic origin (see list, note 2) \_\_\_\_\_

Child is eligible and in receipt of Disability Living Allowance (DLA)? Yes / No (delete as appropriate)

If your child is splitting their FE across more than one provider, please nominate the main provider where the local authority should pay the DAF (note 3) \_\_\_\_\_

**Funded 2 year olds only** - Unique 5 or 6 digit reference number \_\_\_\_\_

**30 Hours Extended FE only\*** - Eligibility code \_\_\_\_\_

\*Please note - For Extended FE you will need to reconfirm eligibility every three months when prompted by HMRC via text message and/or email (note 5)

## Details of parent/carer for my child named above (note 4)

Parent/carer's full legal name \_\_\_\_\_ Date of birth (day/month/year) \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/carer's full National Insurance Number or National Asylum Support Service Number \_\_\_\_\_  
 \_\_\_\_\_

Parent/carer's contact telephone number(s) \_\_\_\_\_

## Details of the FE registered provider that my child will be attending (note 14)

Provider name \_\_\_\_\_

Provider address \_\_\_\_\_ Postcode \_\_\_\_\_

Agreed start date at provider (month/year) \_\_\_\_/\_\_\_\_

Agreed start date of FE hours at provider (day/month/year) \_\_\_\_/\_\_\_\_/\_\_\_\_

## Pattern of attendance for the Government funded FE hours (see notes 6 and 9)

Complete as relevant:

| Funding Type                  | Total number of Government funded FE hours per week my child will access at this provider |
|-------------------------------|---|
| 2 year old FE*                |   |
| 3 and 4 year old Universal FE |   |
| 3 and 4 year old Extended FE* |   |

\*For eligible families only.

Number of weeks per year Government funded FE hours will be used (note 8) \_\_\_\_\_

Total number of hours per week child attends (funded + unfunded hours) \_\_\_\_\_

**Please complete the table below with the Government funded FE hours for your child:**

|            | Monday  | Tuesday | Wednesday | Thursday | Friday  | Sat/Sun | Total   |
|------------|---------|---------|-----------|----------|---------|---------|---------|
| Example AM | 3 hours |         | 3 hours   |          | 3 hours |         | 9 hours |
| Example PM |         | 3 hours | 3 hours   |          |         |         | 6 hours |
| AM         |         |         |           |          |         |         |         |
| PM         |         |         |           |          |         |         |         |

## Details of additional provider(s) where my child will be accessing funded hours

Complete the information below if your child is splitting the FE across more than one provider. FE can be split between multiple providers, but your child can attend a maximum of two sites in one day. (notes **7** and **10**)

| Provider name | Provider full address<br>(Including postcode) | Agreed start date of FE hours<br>(dd/mm/yyyy) | Total number of FE hours per week child attends: |                                 |  | Number of weeks per year FE hours will be claimed |
|---------------|---|---|--|---------------------------------|--|---|
|               |   |   | 2 year old FE<br>(15 hours maximum)              | 3 and 4 year old FE             |  |   |
|               |   |   |  | Universal<br>(15 hours maximum) | Extended*<br>(additional 15 hours maximum) |   |
| 1.            |   |   |  |                                 |  |   |
| 2.            |   |   |  |                                 |  |   |
| 3.            |   |   |  |                                 |  |   |
| 4.            |   |   |  |                                 |  |   |

**\*Extended FE** - If your child is splitting their FE across more than one provider, you must choose which provider(s) you wish to continue to use your Universal FE (15 hours) if you were to cease to meet the eligibility criteria for Extended FE (additional 15 hours). Please indicate this by splitting your total FE hours across the Universal and Extended FE boxes.

### Declaration I understand that:

- I can claim up to a maximum of 15 funded hours for my child per week, across 38 weeks in the year (570 hours per year). For the Extended FE I can claim an additional 15 hours each week, up to a maximum of 30 hours per week over 38 weeks (1140 hours per year). (notes **9** and **11**).
- If I sign up with a provider it is my intention to send my child for the funded hours as per the pattern of attendance completed on this form. It is fraudulent to sign up to more FE hours than my child is actually accessing (note **12**).
- I can request, via the provider, changes to the number of hours claimed, as long as this is done before the headcount date of each term. (notes **13** and **15**).
- I must show the provider confirmation of my child's date of birth (note **1**).
- If eligible for Disability Access Fund, I must give the provider a copy (no originals) of paperwork to show my child is eligible and in receipt of Disability Living Allowance and have nominated only one provider of my choice to receive the one-off Disability Access Fund payment (note **3**).
- I must provide my name, date of birth and National Insurance or National Asylum Support Service number which will be used by the provider to check eligibility for Early Years Pupil Premium (EYPP), which is paid to the provider. EYPP will only apply to the 15 hours Universal FE. (note **4**).
- If eligible for 30 hours Extended FE, I give the provider permission to verify my eligibility code, and provide my child's date of birth and my National Insurance number which will be used by the provider and the Local Authority to verify my eligibility code. (note **5**)

### Please read the statements below and tick each box to confirm

- I have completed **ALL** parts of this form in full, including details of any other providers where applicable.
- I confirm that I have been given a West Sussex County Council leaflet 'Discover...Free Entitlement, A guide for parents and carers by the Family Information Service' by my provider.
- I confirm I have seen a copy of the Privacy Notice.
- I will tell the provider if the arrangements or details on this declaration change (note **15**).

Parent/carer Signature \_\_\_\_\_

Print \_\_\_\_\_

Provider Signature \_\_\_\_\_

Print \_\_\_\_\_

Today's date (day/month/year) \_\_\_ / \_\_\_ / \_\_\_\_\_

Where FE is being claimed across more than one provider, a copy of this Parental Declaration Form **must** be sent to West Sussex County Council (WSCC) Family Information Service (FIS) by the provider manager.

Information provided on this proforma will be held on a computer system registered under the Data Protection Act. This information is used by the Department for Education in monitoring the use of the funding.

## Record of Changes made to the Original Declaration (note 12)

This section should only be used to record changes to the information provided on the original Parent Declaration overleaf. Each change **must** be signed and/or dated by the parent and the provider where indicated.

### Changes to total number of hours claimed

I wish to change the number of funded hours that I claim with this provider to:

| Funding Type                  | Total number of Government funded FE hours per week my child will access |
|-------------------------------|--|
| 2 year old funding*           |  |
| 3 and 4 year old Universal FE |  |
| 3 and 4 year old Extended FE* |  |

\*For eligible families only.

Number of weeks per year Government funded FE hours will be used \_\_\_\_\_

Total number of hours per week child attends (funded + unfunded hours) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Print \_\_\_\_\_

Provider Signature \_\_\_\_\_ Print \_\_\_\_\_

Today's date \_\_\_/\_\_\_/\_\_\_ Date change takes effect \_\_\_/\_\_\_/\_\_\_

I wish to change the number of funded hours that I claim with this provider to:

| Funding Type                  | Total number of Government funded FE hours per week my child will access |
|-------------------------------|--|
| 2 year old funding*           |  |
| 3 and 4 year old Universal FE |  |
| 3 and 4 year old Extended FE* |  |

\*For eligible families only.

Number of weeks per year Government funded FE hours will be used \_\_\_\_\_

Total number of hours per week child attends (funded + unfunded hours) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Print \_\_\_\_\_

Provider Signature \_\_\_\_\_ Print \_\_\_\_\_

Today's date \_\_\_/\_\_\_/\_\_\_ Date change takes effect \_\_\_/\_\_\_/\_\_\_

### Changes to name or address of child or parent/carer for whom the funded hours are claimed (notes 4 and 14)

I wish to notify you of a change to my child's name, my name or our address (please complete details as appropriate below)

Child's new legal name \_\_\_\_\_

Parent/carer's new legal name \_\_\_\_\_

New Address \_\_\_\_\_

\_\_\_\_\_ Postcode **Must be included** (note 1) \_\_\_\_\_

Date of change \_\_\_/\_\_\_/\_\_\_

Parent Signature \_\_\_\_\_ Print \_\_\_\_\_

Information provided on this proforma will be held on a computer system registered under the Data Protection Act. This information is used by the Department for Education in monitoring the use of the funding.

# Notes on completion of the 'Free Entitlement Parent Declaration Form'



**1** West Sussex County Council (WSCC) must correctly identify all children the funding is claimed for. The child's name **must** be given in full and match their legal name, as stated on their Birth Certificate or Passport. This information is used to update School Admissions records.

WSCC is required to check pupil records for duplicates and fraudulent claims and to update individual details on its database. The postcode is very important information in this process and **must** be completed.

**The provider may only claim funding if they have had proof that your child is in the eligible age range and so they will need to certify your child's date of birth. You will need to show the provider a document of proof such as a Birth Certificate or Passport, and enter the document number on the form.**

**2** Choose your ethnic origin from the following list (Funding is not dependent on choice of ethnic origin – this information is used purely for statistical purposes.)

|  |   |
|--|---|
| <ul style="list-style-type: none"><li>• WHITE BRITISH</li><li>• WHITE IRISH</li><li>• TRAVELLER OF IRISH ORIGIN</li><li>• GYPSY/ROMA</li><li>• ANY OTHER WHITE BACKGROUND</li><li>• MIXED WHITE AND BLACK CARIBBEAN</li><li>• MIXED WHITE AND BLACK AFRICAN</li><li>• MIXED WHITE AND ASIAN</li><li>• MIXED ANY OTHER BACKGROUND</li><li>• ANY OTHER ETHNIC BACKGROUND</li></ul> | <ul style="list-style-type: none"><li>• ASIAN OR ASIAN BRITISH INDIAN</li><li>• ASIAN OR ASIAN BRITISH PAKISTANI</li><li>• ASIAN OR ASIAN BRITISH BANGLADESHI</li><li>• ASIAN OR ASIAN BRITISH ANY OTHER BLACK BACKGROUND</li><li>• BLACK OR BLACK BRITISH CARIBBEAN</li><li>• BLACK OR BLACK BRITISH AFRICAN</li><li>• BLACK OR BLACK BRITISH ANY OTHER BLACK BACKGROUND</li><li>• CHINESE</li><li>• WITHHELD/DO NOT WISH TO BE RECORDED</li></ul> |
|--|---|

**3** 3 and 4 year old children who are in receipt of Disability Living Allowance (DLA) and are receiving FE are eligible for the Disability Access Fund (DAF). DAF is paid to the nominated provider of your choice as a fixed annual rate of £615 per eligible child. Funding is **not** transferable between settings. You must provide the setting with a **copy** (no originals) of your child's current DLA award letter in order for the setting to claim DAF.

**4** Providers will be able to claim up to £300 for every 3 and 4 year old who meet eligibility criteria which includes low income. This is called the Early Years Pupil Premium (EYPP). Your eligibility is checked using your National Insurance (NI) number or National Asylum Support Service (NASS) number. Information relating to your income is not shared by the Department for Work and Pensions (DWP) when your eligibility is checked. If you are found to be eligible, your provider will automatically receive up to £300 for your child. By providing your NI or NASS number, you are granting WSCC permission to check your EYPP eligibility with the DWP and award EYPP if appropriate. Further information on the EYPP can be found at [www.gov.uk](http://www.gov.uk) by searching for Early Years Pupil Premium. EYPP will only apply to the 3 and 4 year old Universal FE (15 hours maximum).

**5** 3 and 4 year old children may be eligible to claim the Extended FE (also referred to as 30 hours free childcare). If eligible, the provider will need your 30 hours eligibility code, your National Insurance number and child's date of birth in order to validate the code with WSCC. You will be prompted by HMRC to reconfirm your eligibility every 3 months, missing reconfirmation deadlines may cause your eligibility to lapse. If upon reconfirmation you are no longer eligible for the Extended FE, you will be able to retain your Extended FE for a short period; this is known as the grace period. Please note your **Universal FE** will continue.

**6** Funded hours is the amount of time your child is entitled to attend for free whilst accessing early education. These hours are funded by the Government. For 2 year old FE and the 3 and 4 year old Universal FE the maximum amount of funded hours that can be claimed is 570 per year. For the Extended FE an additional 570 funded hours can be accessed per year (1140 funded hours in total). Please note the Extended FE is also referred to as '30 hours free childcare'.

**7** If your provider offers funding over more than 38 weeks per year, the total funded hours can be 'stretched' across the whole year. Depending on your providers method of claiming the total hours you can claim over the year may consequently reduce, as the funding can only be claimed from WSCC in half hourly increments. Please see examples in grid below:

| Weeks per year | Hours per week (2 year old FE/Universal FE) | Total hours across the year (2 year old FE/Universal FE) | Hours per week (Universal + Extended FE) | Total hours across the year (Universal + Extended FE) |
|----------------|---|--|--|---|
| 38             | 15  | 570  | 30                                       | 1140  |
| 45             | 12.5  | 562.5*   | 25                                       | 1125*   |
| 51             | 11  | 561*   | 22                                       | 1122*   |

\*The remainder of hours cannot be claimed if your setting claims standard stretched funding.

Alternatively, your provider can claim over 38 weeks per year but 'self-stretch' the hours according to a pre-arranged agreement between them and yourself. All rules still apply when this method of claiming is used, including the maximum of 15 or 30 hours per week. All hours claimed **must** be delivered to the child (with the exception of child sickness or planned short term holidays). If you wish for your child to access FE hours over more than 38 weeks you must discuss this with your provider before starting your claim so you are aware of any potential loss in free hours. Please note that not all providers offer these stretched methods of claiming.

**8** If your provider is open for more than their stated funded weeks per year (e.g. if they are open for 51 weeks per year but only offer the funding over 38 weeks), any hours your child attends in the non-funded weeks will need to be funded by yourself.

**9** WSCC will claim grant, to be paid to providers for educating your child/children for up to 15 funded hours per week, or for the Extended FE 30 hours per week. Children may attend a maximum of 10 hours in one day. Please note:

- Parents **must not** be required to take up additional services in order to take up funded hours.
- You may, if you wish, access only the funded hours at those times stipulated by the provider and subject to availability of places. Please refer to the provider's Admissions Policy for further information and details on how they prioritise places.
- If you do not wish to commit to extra weeks over and above the 38 week limit you are not obliged to in order to access the FE.
- The entitlement equates to 570 hours per year, or for the Extended FE 1140 hours per year. This cannot be exceeded in one 12-month period. Please note that the 12 month period starts once the child is eligible at the start of the term in which they begin to access their FE hours.
- All FE may be split across county borders, but the total hours claimed for 2 year old FE and 3 and 4 year old Universal FE must not exceed 15 per week (or 570 hours per year). Or, for the Extended FE 30 hours per week (or 1140 hours per year). This information is shared and audited with other Local Authorities.
- The entitlement may be taken over more than 38 weeks, in which case the weekly entitlement is reduced (see also note **7**).
- Providers are **not** obliged to meet every individual request for a pattern of delivery where this is impractical.

**WARNING: You are not entitled to claim more than 15 funded hours per week (or 570 hours per year), or for the Extended FE 30 hours per week (1140 hours per year). This includes cross county border funding. Claims in excess of this will lead to legal action.**

**10** You can split the FE between multiple FE registered providers, though no more than two sites in a single day. For example, your child may attend a breakfast club and nursery setting based on one site, and then attend a setting on a different site in the afternoon. You must inform each provider of how many hours you are going to claim at additional providers, and ensure your total funded hours does not exceed the maximum as per note **9**.

**11** WSCC makes regular checks to ensure children are not exceeding their FE Claim.

**12** You **must** ensure that you claim the same number of FE hours you register for with your

provider. If you intend to change the number of hours you must discuss this with the provider before implementing any changes. You **must not** register for more FE hours than your child accesses.

**It is fraudulent for a provider to claim more FE hours than a child is accessing.**

**13** Any changes to the Parent Declaration form **must** be submitted by the childcare provider to WSCC **before** the headcount date at the start of a term. Headcount dates are available from your childcare provider. Any change to an existing declaration, made after the headcount date will not be accepted.

**14** If your child starts to attend school on a part-time basis the funding to your FE registered provider (Day Nursery, Pre-school, Childminder, Breakfast Club, Out of School Club, or Holiday Scheme) ceases.

**15** You **must** update your provider and complete the 'Record of Changes made to Original Declaration' whenever the arrangements or your details change, including a change of address. The information you provide will be used for the school admissions process. **If incorrect, this may mean that your child is designated the incorrect school catchment area.**

---

**THIS FORM MUST BE RETAINED BY THE PROVIDER, FOR THE CURRENT FINANCIAL YEAR (APRIL TO MARCH), PLUS 2 YEARS FROM COMPLETION DATE AND MADE AVAILABLE AT THE REQUEST OF WEST SUSSEX COUNTY COUNCIL OFFICERS OR OFSTED INSPECTORS.**

---

**If you require any assistance when completing this form  
please contact the Family Information Service on 01243 777807**