

Parental Agreement Form

Early Years Education funding for eligible 9 months to 4-year-old children



MANCHESTER
CITY COUNCIL

Completion of this form gives your chosen provider permission to claim funding from the Local Authority on your behalf.

The Early Years Registered Provider must collect information from the Parent/Carer of the funded child to enable a claim to be made for early education funding. A Parental Agreement **MUST** be made available to Manchester City Council (MCC) for audit purposes.

IMPORTANT: Early Years Providers have a data protection responsibility to inform parents why MCC need their information and how MCC are going to use it. This information is in the parental declaration.

Section One - Childcare Provider Details

Provider Name	OFSTED Number

Section Two - Child's Details

Please enter the below details as per the child's ID document, e.g. birth certificate or passport.

Child's Legal Surname:			
Child's Legal Forename (s):			
Date of Birth:		Male /Female:	
Full Address:			
Postcode:			
Evidence of Child's ID seen (e.g. Birth Certificate, Passport, Residency Card)		Type of evidence kept: Paper or Digital (a copy must be retained for audit purposes)	
Document Number			

Section Three – Eligibility

Age	Eligibility criteria	Entitlement	From
9 months to under 2-years-old	Working family's eligibility criteria	Up to 15 hours per week*	September 2024
2-years-old	Families who receive certain government support		Existing entitlement
	Working family's eligibility criteria		April 2024
3 or 4-years-old	Universal entitlement		Existing entitlement
	Working family's eligibility criteria (30 hours)	Up to additional 15 hours per week**	Existing entitlement

*Up to 15 hours a week over 38 weeks of funded Early Years Education. This is a total of 570 hours. The funded entitlement starts the funding period after your child becomes age eligible. If accessing working family entitlement, you must have an eligible and valid code for the term you wish to claim funding.

**Eligible working families of 3 and 4-year-olds can also apply for the 'extended' entitlement for a further 15 hours a week over 38 weeks ('30 hours childcare').

More information can be found on the [Childcare Choices website](#).

Please tick the relevant box(es) to confirm the funding you will be claiming:		
<input type="checkbox"/> 9 months to Under-2-Years-Old Entitlement	<input type="checkbox"/> 2-Year-Olds receiving some additional form of government support	<input type="checkbox"/> Working Families Entitlement for 2 Year Olds
<input type="checkbox"/> 3 and 4 Year Old Universal Entitlement		<input type="checkbox"/> Working Families Entitlement for 3 and 4 Year Olds (30 hours)

Parent / Carer Information

Parent / Carer Surname		Parent / Carer Forename (s)	
Parent / Carer Date of Birth		Parent / Carer National Insurance or NASS number*	
Parent / Carer Signature:			

* The National Asylum Support Service Number

Additional Information for Families Claiming Working Family Entitlement

Working Family Entitlement Code:	
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Provider: Please sign & date below to confirm you have seen current documentation to evidence the parent / carers:

- Identification (e.g. birth certificate, passport or driving license)
- Current Address (utility or council tax bill etc)
- National Insurance Number

Daycare Provider Signature:	
Date:	

Section Four - Setting and Attendance Details

You need to agree and complete this Declaration Form with each setting your child attends for their Funded Early Education entitlement of 15 or 30 hours per week to ensure that funding is paid fairly between them.

1. Up to 570 hours can be claimed in any eligibility year between all providers attended or, 1140 hours in any eligibility year if you are claiming 30 hours (extended 15 hours free entitlement).
2. You can claim up to 10 funded hours per day.
3. You can claim up to 15 funded hours in any one week, or 30 funded hours in any one week if you are eligible.
4. You can claim at up to two providers on any one day.
5. You **must** tell your provider if your child is attending and claiming funded hours at another provider.
6. You must inform your provider if you intend to leave this setting and the date your child is leaving, as this may affect your ability to claim funding at another provider.

My child is attending the following hours on the days below:

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Weekly Total	Number of Weeks
Funded hours attending each day									
Please tick if this is a standard or stretched offer:	Standard (38 weeks) <input type="checkbox"/>				If you have ticked stretched offer, please confirm the number of weeks the offer will be stretched over: _____ weeks				
	Stretched*: <input type="checkbox"/>								
If you are claiming at a second setting, how many hours per week are you claiming with them?									

* Where a provider delivers less funded hours in a week but delivers more funded weeks in a year (e.g. over 50 weeks)

Date funding will commence:		Date signed:	
Parent / Carer Signature:		Daycare Provider Signature:	

Use the below sections to record any changes in attendance:

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Weekly Total	Number of Weeks
Amendment 1. Use this row for any changes in agreed attendance									
Amendment 2. Use this row for any changes in agreed attendance									

Amendment 1		Amendment 2	
Date change to commence from		Date change to commence from	
Signed parent/carer		Signed parent/carer	
Signed Manager		Signed Manager	

Section Five – Additional Funding

Early Years Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for two, three and four year old children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years’ experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child’s progress and development. For more information, please speak to your childcare provider.

Please complete the details below if you consent to an EYPP eligibility check.

Please note, the details entered must be those of the main benefit holder. Registering for EYPP will not affect any of the benefits you receive.

Parent / Carer First Name		Parent / Carer Last Name	
Parent / Carer Date of Birth		Parent / Carer National Insurance or NASS Number*	
Parent / Carer Signature			

* The National Asylum Support Service Number

Disability Access Fund (DAF)

The purpose of Disability Access Fund (DAF) is to support providers to make reasonable adjustments to support children with disabilities. Children aged two, three and four, who are in receipt of child Disability Living Allowance

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and are receiving the free entitlement are eligible for the DAF. DAF is paid to the child’s early years setting and is an annual payment.

Is your child currently in receipt of Disability Living Allowance (DLA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Only one provider can claim this funding on your behalf, the funding is not transferable. Do you wish to nominate this provider to claim Disability Access Funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have ticked ‘yes’ to allow this provider to claim DAF, please provide the setting with a copy of the current Disability Award letter, which they will submit to the Local Authority with a copy of this declaration to claim the funding.	

Section Six – Declaration

I (name)	
of (address)	
confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in the list below and I authorise my childcare provider to claim free entitlement funding as agreed above on behalf of my child.	

I understand that:

1. My child’s details will be held electronically by Manchester City Council in accordance with General Data Protection Regulation 2018 (GDPR), to process my claim for free entitlement funding and associated entitlements.
2. I confirm I have been provided with, read, and understood the Early Years Privacy Notice, setting out how this information will be processed, shared, and stored.
3. I cannot be charged for free entitlement hours; however, I understand that I may be charged for additional services, meals, and consumables in line with statutory guidance.
4. I must inform my childcare provider if I have previously claimed free entitlement at another setting, as this may affect my entitlement.
5. I must inform my childcare provider if I intend on leaving the setting, as this may affect my entitlement.
6. My childcare provider cannot claim funding if my child is in a state funded reception class at a school.
7. If my child is attending a state funded school nursery place, my childcare provider can only claim the working family entitlement, if the school are not claiming these hours. The school will be entitled to claim the 15 universal hours.
8. Any false information input on this form could lead to funding being withdrawn, and I understand that I may be liable for fees and charges at the setting.

Section Seven - Data Privacy

In addition, I also agree that the information I have provided can be shared with the Local Authority and Department of Education, who will access information from other Government departments to confirm my child’s eligibility and enable this provider to claim 2, 3 & 4 year funding, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

Information on this form may be used to ensure accuracy of records within the Local Authority and shared with other Local Authorities to identify and prevent double funding.

The Data Protection Act 2018 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DFE), Local Authorities and schools. The Act gives right to those (known as data subjects) about whom data is held, 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 communicated.

More information on the above can be found at: [Data protection, your personal information and rights | Data protection, personal information and your rights | Manchester City Council](#)

As part of the registration process, you must read the 'Early Years Privacy Notice', shared with you by your provider.

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

Additional Information for Parents

- The dates in which a child can access a place are as follow:

Children with a date of birth between:	Will be eligible for a free place from the following:
1 April and 31 August	September
1 September and 31 December	January
1 January and 31 March	April

- 2, 3 & 4 year olds can attend a maximum of two sites in a single day and if your child attends more than 1 setting, we will split the funding fairly between the settings.
- You must be aware you may be required to pay in full for any childcare received for 3 & 4 year olds who attended the setting prior to the termly national headcount date, should you give notice to terminate the place or leave **before** this date.
- If a **three or four year old** child leaves after national headcount date, you may be unable to access a funded place at a new childcare setting until the following term.
- 2 year olds** - Parents can change providers within a term; however, you must be aware that your first provider may require a maximum of '4 weeks' notice, and this will reduce your entitlement at another setting, if you leave before the notice period ends.
- You must have an eligibility code to claim Early Years Education funding under the working families eligibility. A code is **not** required for universal hours for 3 or 4-year-olds.
- You are required to reconfirm your working parent entitlement code every 3 months, as directed by HMRC.
- 3 & 4 year olds - If you find yourself no longer eligible for working families free entitlement, your child will still be eligible for the universal 15 hours of free entitlement funding.
- 2 year working families – If you are not or no longer eligible under the working family criteria, you may be eligible if you receive certain government benefits. Your childcare provider will need to complete an eligibility check to verify if you meet this eligibility criteria.
- You will not be eligible to receive the full working families entitlement at a new provider if the code is in its 'grace period' (the 'grace period' is a short period of time where the funding will continue to be paid to the provider when a code has fallen out of eligibility).
- The code must be verified by provider before a child can take up the Working Parent funded hours.
- Foster parents must apply for funding for foster children only via the Local Authority. The allocated social worker must submit an application form on your behalf. To be eligible, a single foster parent must be in paid work (outside of their fostering responsibilities). In a two foster parent family, both foster parents must be in paid work (outside of their fostering responsibilities), or you may qualify if one parent works, and the other is in receipt of qualifying benefits.
- Parents who meet the working families' criteria should also note the below validity dates, to ensure their code is valid for the term they wish to claim the funding:

Validity start date – any date before and including	Validity end date – any date on or after	Term you will be eligible to claim working parent entitlement
31st December	1st January	Spring Term
31st March	1st April	Summer Term
31st August	1st September	Autumn Term