

# Parental Agreement Form

Funded Places for 9-months to 5-years-old



To be completed jointly between the parent/carer and the childcare provider.  
Early Years Free Entitlement Funding

## Section 1: Child's Details

<b>Full Name of Setting:</b>			
<b>Child's First Name(s):</b>			
<b>Child's Surname:</b>			
<b>Date of Birth:</b>			
<b>Gender:</b>	<b>Male</b>	<b>Female</b>	
<b>Ethnicity:</b>		<b>Country of Birth:</b>	
<b>Child's Full Address:</b> <small>(Please verify using the online Royal Mail Checker)</small>			
<b>Full Post Code:</b>			
<b>Start Date:</b>			
Please confirm evidence of child's identity and age have been provided by parent/carer <input type="checkbox"/>			
<b>3&amp;4 year olds 15hrs Universal Offer Check - Evidence provided? (e.g. birth certificate, Passport)</b>			
<b>Working Families Eligibility code: (e.g. 12345678912) (9-23 month &amp; 2YO expanded and 3&amp;4YO extended)</b>			
<b>Confirm eligibility code verified via Provider Portal</b> <small>Codes must be verified prior to the child taking up their place. Unverified codes may result in funding delays or non-payment</small>			

## Section 2: Parent/Carer Details

Information in this section will be used by the London Borough of Haringey to check for eligibility to claim Early Years Pupil Premium (EYPP) funding from central government. It will not be used for any other purpose and will remain confidential.

<b>Title</b>	<b>Parent/Carer First Name</b>	<b>Parent/Carer Surname</b>	<b>Date of Birth (DD/MM/YYYY)</b>	<b>National Insurance Number or NASS Reference Number</b>																
Miss	Example - Daisy	Duckworth	07/04/1982	Z	F	3	9	2	1	6	8	A								

### Note:

If a parent/carer has indicated that their child belongs to one of the following eligible groups, please indicate below to confirm that you have evidenced this. *(Copy to be submitted via the Provider Portal).*

- Has been adopted from care.
- Has left care through special guardianship arrangement.
- Has left care and is subject to a child arrangement order.

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### Section 3: Disability Access Fund Declaration (DAF)

9 to 23 month, two, three and four year old children who are in receipt of **Child Disability Living Allowance (CDLA)**, and are receiving the free entitlement are eligible for the Disability Access Fund (**DAF**). DAF is paid to the child's early years setting at a fixed annual rate. The current rate is £910.00 per eligible child from 1<sup>st</sup> April 2024.

Is the child eligible and in receipt of Child Disability Living Allowance (CDLA)?

- Yes  
 No

[The Child Disability Living Allowance Award letter must be evidenced by the childcare provider and uploaded to the Provider Portal.](#)

Is the parent splitting their free entitlement across two or more providers (Y/N)?  
**(Please note DAF can only be paid to one setting).**

If yes, please state the main or nominated setting where the local authority should pay DAF.

Full name of main or nominated setting:

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### Section 4: Early Years Pupil Premium (EYPP)

The government introduced EYPP to help raise the attainment of disadvantaged pupils of all abilities to reach their full potential. If you have children of 9 to 23 month, two, three and four year-old from low-income families at your setting, you may be eligible for EYPP currently at **£387.60 per year, per eligible child** from 1<sup>st</sup> April 2024.

Children will be eligible for EYPP if they receive the universal/funded 15 hours entitlement or the expanded 15 hours for working families, and they meet the eligibility criteria.

A child may also be eligible for Early Years Pupil Premium if they are currently being looked after by a local authority in England or Wales or if the child has left care in England or Wales through:

- adoption
- special guardianship order
- a child arrangements order

EYPP is payable on the universal 15 hours entitlement for 3&4 year old children, 2 year old funded hours for disadvantaged families as well as the expanded 15 hour entitlement for 9-23 month and 2 year old working families. It is not paid on any additional entitlement hours (i.e. 30-hour offer) for working families.

***Please ensure that the personal details of the parent/carer have been added to the Parental Agreement Form to indicate they have given their consent for an eligibility check.***

***The 'Parent Details' tab within the child's record on the provider portal will also need to be completed and the consent box ticked in order to undertake a HMRC eligibility check***

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## Section 5: Early Years Free Entitlement Details

The Free Entitlement funding is for a maximum of 38 weeks a year only, and a maximum of 15/30hrs per week can be claimed. Providers can agree with parents/carers to stretch this offer over the year – but it’s not mandatory and is subject to the providers delivery model.

The child can attend a **maximum of two** childcare settings and if the child attends more than one setting; funding will be split fairly between the two. Complete the appropriate section below.

Setting Name(s)		Please enter total free entitlement hours attended per day					Total no. of hours per week	Please state funding claimed (i.e. 9-23 month & 2 YO Expanded Working Families, FF2's Funded, 3&4 YO Universal &/or Extended)
		Mon	Tue	Wed	Thu	Fri		
This setting								
Other setting								
Total daily free hours attended								

### Funding period

Please tick the relevant box(es) below for the terms attended:

Autumn Term

Spring Term

Summer Term

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### Section 6: Parent/Carer Declaration

**Full Name of Parent/Carer:**

**Full Address:**

**I confirm that the information I have provided above is accurate and true.**

**I understand and agree to the conditions set out in this document and I authorise (Full name of provider/s)**

\_\_\_\_\_ **to claim free entitlement funding as agreed above on behalf of my child.**

**NOTE:**

In collecting your data for the purpose of checking your eligibility for the Free Entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), LONDON BOROUGH OF HARINGEY is exercising the function of a government department.

LONDON BOROUGH OF HARINGEY is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

**Data privacy**

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/carers 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 LONDON BOROUGH OF HARINGEY. 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 on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

Parent/carerguardian with legal responsibility		Childcare Provider	
<b>Signed:</b>		<b>Signed:</b>	
<b>Print full name:</b>		<b>Print full name:</b>	
<b>Date:</b>		<b>Date:</b>	

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## Section 7: Terms and Conditions for Parents/Carers

**I have read and agree to the following terms and conditions:**

1. The information contained on this form is accurate and true; and if any of the information changes, I will inform the provider in writing.
2. I understand that the provider will offer my child the above agreed entitlement without any charge to me.
3. I understand the provider will charge me for any additional services that my child uses beyond the funded entitlement e.g. extra hours, lunch, etc.
4. I understand that my child's attendance should be regular and that I will inform the provider of his/her absence if they are unwell.
5. I understand that I will be required to give appropriate notice (as per the provider terms and conditions) of my intention to move my child to another setting or leave.
6. I understand that my National Insurance or NASS number will be checked against the HMRC Eligibility Checking system (ECS) to confirm eligibility for Haringey's Free for 2's (2 Year Old Disadvantaged Families), Early Years Pupil Premium for 9-23 month, 2, 3 and 4 year olds and the working families expanded entitlement for 9-23 month and 2 year old working families as well as the 30hr extended entitlement for all 3&4 year olds.
7. I understand that my details will be held securely, in accordance with the principles of the Data Protection Act 1998.

**Thank you for completing the Parental Agreement Form**

**Please ensure a copy is uploaded to the child's record on the online submission provider portal**

**This completed form must be retained by the childcare provider. The form must be renewed annually or updated every time there is a change to funded hours at your setting.**

**The Local Authority will carry out periodic audits and will ask to see evidence of children claiming the free entitlement.**