

Annex B

Free (funded) entitlements parent/carers agreement

Parent/Carer Declaration Form for 9 months 2-, 3- & 4-year-old children

There are 4 types of early years funding, all funding begins at the start of the following term after a child becomes 9 months, 2 years or 3 years or 4 years.

Criteria information: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Age	Annual amount	Eligibility	Code	Staff signature & date
9 months & 2YO eligible working parents	570 hours 1140 hours from 1/9/2025	Criteria based	e.g. 5000 123 4567	
2YO RAS	570 hours	Criteria based	e.g. AF123456	
3YO & 4YO universal	570 hours	Available to all	n/a	
3YO & 4YO eligible working parents	Additional 570 hours	Criteria based NI no.:	e.g. 5000 123 4567	

This agreement is between the parent and provider listed below:

Parent/carers:	
Address:	
Post Code:	
NI Number:	Parent Date of Birth:
Name of child:	Date of birth:
Name by which the child is known (if different above):	
Sex	
Address (If different to above):	
Post Code:	
Name of provider:	

Address
Post Code:

Please indicate whether you are claiming your funded hours as either a:

☐ Stretched offer of _____ hours over _____ weeks

OR

☐ Term time offer with term lengths as shown:
Summer 13 weeks, Autumn 14 weeks & Spring 11 weeks

Please indicate how you are claiming your funded hours:

☐ I confirm that my child does not access funding with another Croydon private provider, maintained nursery class, school or with any provider in another Local Authority

OR

☐ My child will access _____ hours per week of their entitlement with the provider named above.
My child is also accessing _____ hours per week of their entitlement with the provider named below.

Name of provider:
Address:
Post Code:
Local authority if not Croydon:

Please tick to show that you agree to the following conditions: ☐ (tick here)

- I understand the provider will not charge me for the funded hours.
- If I **ask** my provider to supply additional services and/or provide extra hours beyond the funded hours detailed above, I agree to pay any applicable fees for these additional services and/or extra hours.
- I acknowledge that if I move my child to another provider without giving **4 weeks'** notice in writing I will not be able to claim Free (funded) entitlement in the new setting until the end of the 4-week period as the original setting claims this in lieu of notice.
- I agree that if 2 or more providers try to claim funding for the same period, I will be responsible for any fees that the provider cannot claim if my child has been attending the setting.

Newly registered organisations

- If the setting you are accessing is new and has not yet been graded by Ofsted, Croydon Council will fund the child until advised of the Ofsted inspection grade.
- All children will continue to be funded if the setting is graded 'Outstanding', 'Good' or 'Met'.
- If the setting is graded 'Requires Improvement' then Croydon Council reserves the right to cease Receiving Additional Support (RAS) 2 Year Old Funding Entitlement at the setting but will continue to fund your child as long as you choose to stay. However, the setting will not be able to offer funding to new children who are entitled to RAS 2 Year Old Funding Entitlement
- If the setting is graded 'Inadequate' then we will continue to fund your child there as long as you choose to stay but the setting will not be able to offer funding to new children.

Your Child's Eligibility: parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement you will be using. If your child is two years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first.

- ☐ Entitlement for children from 2 years old in families Receiving Additional Support (RAS):
- If parents/carers live in England and are in receipt of certain benefits,
 - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- ☐ Working parent entitlement for children from 9 months old.
- ☐ Universal entitlement for 3- and 4-year-olds.

Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance (DLA)? Ticking yes will enable your chosen provider to receive the DAF. If you tick yes you must provide the setting with a copy of the DLA award letter for your child.

☐ Yes ☐ No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?

☐ Yes ☐ No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

☐ Yes ☐ No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

☐ Yes ☐ No

Your details: parents/carers to complete

	Parent/Guardian 1										Parent/Guardian 2									
Last name																				
First name																				
Date of birth																				
National Insurance Number																				
National Asylum Support Service (NASS) Number				/			/							/			/			

Setting and Attendance Details: parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38,45,51)
Total funded entitlement hours attended per day							n/a	
Total extra (chargeable) hours per day								
Total daily hours attended								

To fill in if your child attends more than one setting:

Total funded entitlement hours attended per day

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting name:						
Setting name:						

To note: the maximum number of funded hours your child can receive is:

- 1) for 2-year-olds in families Receiving Additional Support (RAS)
- 2) : 15 hours a week for 38 weeks of the year

2) for children aged from 9 months of eligible working parents: 15 hours a week for 38 weeks of the year (this will increase to 30 hours from September 2025). For 3 and 4 years old this can be combined with the below entitlement to a maximum of 30 hours.

3) for all 3 and 4YOs: 15 hours a week for 38 weeks of the year

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

Provider to complete:

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.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges for consumables or additional charges per day						

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

Parent/Carer/Guardian with Legal Responsibility Declaration

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 this document and I authorise (Name of Provider/s)

to claim free entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

I understand that if I have given any false or inaccurate information on this form, I may be asked to reimburse the funding to the provider.

I understand that Croydon Council may perform background checks on the system and that I am required to present the provider with:

- evidence of my address
- a copy of my child’s birth certificate or passport as proof of his/her date of birth
- evidence of eligibility for funding entitlements is recorded and subsequently verified by the provider.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed:
Print name:	Print name:
Date:	Date:

Croydon Council is collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2's will qualify from September 2024.

Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the DfE, 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 Croydon 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 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/>

Data Protection Statement

For the purposes of Data Protection Act 2018 (the 'Act'), Croydon Council is the data controller in relation to all personal information you provide on this form. We are committed to protecting your privacy when you use our services. Please click here to view the full privacy notice. [Croydon Council Education Privacy Notice](#)