

Parent Declaration Form for Childcare

September 2025

To receive your child's funded childcare entitlement, this form must be completed accurately at each of the settings your child attends. **You should discuss the options available with your child's setting, to ensure that you are able to take up your child's entitlement in the way that you wish.**

1. Child's Details

Child's Legal Forename(s):	
Child's Legal Family Name:	
Child's Date of Birth:	
Proof of Date of Birth provided:	YES / NO Documentation provided:
Child's Sex:	
Child's Address:	
Child's Postcode:	

The following question is optional. The information provided will be stored by your child's setting in line with their Data Protection Policy and will be shared with Worcestershire County and the Department for Education, as part of their claim for Nursery Education Funding. If you no longer wish to have your child's ethnicity processed, you can withdraw your consent through your child's setting at any time

Child's Ethnicity:	(optional)
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2. Parent/Carer Details

If your child is in receipt of Universal funding for 3 & 4 year-olds and does not qualify for any additional support, you do not need to complete the following information.

Parent/Carer Details	1 st Parent/Carer	2 nd Parent/Carer
Forename:		
Surname:		
Date of Birth:		
National Insurance Number/ Asylum Support Reference Number:		

3. Funding Entitlement

Please tick which entitlement your child will be using. If your child is two years old and eligible for both Two-Year-Old Funding and Working Family funding, you will need to apply for and receive a code for both types of funding.

Tick if YES	Type of Funding	Criteria	Code
	Two-Year-Old Funding (Two year olds in receipt of additional support)	From the term after 2 nd birthday (1 st September, 1 st January or 1 st April) or from the date of application if later. Household is in receipt of certain financial benefits or the two year old child: - Is looked after by a local authority - Has an EHCP - Receives Disability Living Allowance - Has left care under an adoption/special guardianship/child arrangements order	☐ ☐ ☐ ☐ ☐ ☐ Note: where an application has not been made, an eligibility check will be completed on your behalf.
	Working Family funding from 9 months	From the term after a child turns 9 months, where both parents (if applicable) are working the equivalent of 16 hours per week or more each and a valid Eligibility Code is in place (1 st September, 1 st January or 1 st April)	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
	Universal funding for 3 & 4 Year Olds	All children from the term after 3 rd birthday (1 st September, 1 st January or 1 st April)	Not required

Your child's setting could receive extra funding for your child if you or your child meet certain criteria. Please indicate which of the following you would like your child's setting to access.

Additional Support	Criteria	Tick if YES
Early Years Pupil Premium (EYPP) EYPP is paid to childcare settings to provide extra support for your child.	Is your household in receipt of Universal Credit?	
	Is your child currently, or have they previously been, looked after by a local authority?	
	Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?	
Disability Access Fund (DAF) DAF is used to help childcare settings make reasonable adjustments to their settings.	Is your child receiving Disability Living Allowance (DLA)? A copy of your child's DLA letter must be given to your child's setting to confirm eligibility. DAF can only be allocated to one childcare setting. If your child is accessing their funded hours at more than one setting, please nominate the setting your wish to receive the DAF. Name of setting:	

4. Funded Hours

Before allocating your child's funded hours, please consider the following information:

- If your child is attending a specialist setting (eg. Early Years Language Class or Enhanced Early Years Provision), the specialist setting must be allocated enough funded hours to cover the number of hours your child attends.
- Your child's allocation of funded hours should be in line with what is offered by their setting. Once you have allocated your child's funded hours, you will not be able to change your child's setting or reduce their funded hours until the end of each funding term.
- Your child can access up to 10 funded hours at a maximum of two childcare settings in a single day.
- If your child is eligible for both Universal/Two-Year-Old Funding **and** Working Family funding, the total hours accessed should be split equally between the types of funding. For example, if your child is accessing 20 hours of funding per week, you should allocate 10 hours of Universal/Two-Year-Old Funding and 10 hours of Working Family funding.
- Early Years Pupil Premium (EYPP) is paid for a maximum of 15 hours per week and will automatically be paid to the setting/s you have allocated Universal/Two-Year-Old Funding to, if applicable. If your child attends more than one setting and is not eligible for Universal/Two-Year-Old Funding, EYPP will be split proportionately based on the number of funded hours allocated to each setting.

Name of Setting:							
	Mon	Tues	Weds	Thurs	Fri	Total hours per week	Total weeks per year (eg. 38, 51)
Universal 3&4 year old funding or Two Year Old Funding hours with an Early Years Voucher Code (max. 15 hours per week)							
Working Family Hours with a valid Eligibility Code (maximum of 15 hours if eligible for Universal/Two Year Old Funding or 30 hours if not)							
Non-Funded hours							

Depending on the options you have chosen, there may be a charge for consumables and/or extra hours and services. Please ensure you have discussed this with the setting before your child starts accessing funded hours.

If your child attends any other settings, please enter the information in the table(s) below:

	Mon	Tues	Weds	Thurs	Fri	Total Hours
Name of 2nd Setting:						
Universal/Two-Year-Old Funding hours						
Working Family hours						
Name of 3rd Setting:						
Universal/Two-Year-Old Funding hours						
Working Family hours						
Total Funded Hours attended per week (including hours accessed at all settings)						
Total Funded Hours attended per year (weekly funded hours x number of funded weeks)						

5. Privacy Information

The information provided within this form will be processed by your child's setting, to enable them to claim Nursery Education Funding. The information will be securely shared with Worcestershire County Council to enable them to check your child's eligibility to the funded entitlements, Early Years Pupil Premium and the Disability Access Fund, in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the Schools Standards and Framework Act 1998.

Further information about how Worcestershire County Council will use your/your child's data can be found within their Privacy Notice: www.worcestershire.gov.uk/privacy

6. Parent/Carer Declaration

Please sign to confirm that:

- I certify that all the details provided above are correct.
- The setting(s) named above will claim funding based on the information I have provided.
- The setting(s) named above will claim for additional funding as appropriate (which may include funding to support inclusive practice for children with additional needs), to support them to provide the funded Early Education Place for my child.
- I understand that I will have to pay a bill to my setting(s), even after my child has stopped attending, if the information I provide is incorrect.
- I understand that if my child is two years of age and eligible for both Two-Year-Old Funding and Working Family funding, they will receive up to a maximum of 30 funded hours per week.
- I understand that to claim the Funded Childcare for Working Families I must re-confirm my eligibility every three months with HMRC and that if I fail to do so, I will be liable to pay for any hours not funded by the local authority.
- I understand that my details and my partners, where applicable, will be used to apply for Two-Year-Old Funding and EYPP and to confirm eligibility for Funded Childcare for Working Families, as appropriate.
- I understand that I must amend this form/complete a new form if my details, circumstances or attendance patterns change.
- I understand that my child's allocated funding will not be moved during each funding period.
- I understand that my child's funding does not cover additional services and/or hours, over and above the funding entitlement. I have been provided with clear information about the cost of any additional services and/or hours and understand that if I choose to access these, I will be required to pay.

	1 st Parent/Carer	2 nd Parent/Carer
Name:		
Signed:		
Date		

7. Provider Declaration

Please sign to confirm that:

- You have provided the parent/carers with accurate information about Nursery Education Funding.
- You are offering a funded place as outlined above.
- You have provided the parent/carers with clear information about what is included within the funded entitlement, along with a transparent breakdown of the additional services/hours that are available and the corresponding cost of these services/hours.

Name:	
Signed:	
Date	