

Parent and Provider Agreement: 2, 3 & 4-year-old free entitlements

This agreement is made between a parent / carer and a childcare provider and sets out the terms on which a child will access their entitlement to free early years education. **This form must be completed before the child begins attending.**

Setting Name:		Ofsted Registration Number:	
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Child's details:

Legal forename:		Legal surname:	
Address:			Postcode:
Date of Birth:		Gender: (M/F)	Ethnicity code: (see page 4)
Home Language:			Child in receipt of DLA? (Y/N)
Documentary proof of child's date of birth seen (e.g. passport, birth certificate):		Document recorded by (staff member):	Date recorded:
Parent/carer National Insurance Number relating to 30 hours application (if applicable):		30 hours eligibility code (if applicable):	Two-year-old funding URN (if applicable):

Parent / carer details (for the purpose of EYPP check):

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding is used to enhance quality of early years experiences and impact positively on your child's progress and development. In order for this funding to be claimed, the local authority must carry out a check.

Please confirm if you receive one or more of the following benefits/credits:

- | | |
|--|---|
| <input type="checkbox"/> Income Support | <input type="checkbox"/> Income related Employment & Support Allowance |
| <input type="checkbox"/> Income based Job Seekers Allowance | <input type="checkbox"/> Support under part VI of the Immigration and Asylum Act 1999 |
| <input type="checkbox"/> The 'guarantee element of State Pension Credit | <input type="checkbox"/> Working tax credit "run on" (not Working Tax Credit) |
| <input type="checkbox"/> Child tax credit (with an annual income of no more than £16,190 and not in receipt of Working Tax Credit) | <input type="checkbox"/> Universal credit (annual net income equal to or below £7,400, based on most recent 3 UC assessment periods). |

Or if the child:

- Is looked after by the local authority
- Has left care through adoption, special guardianship or child arrangement order (parents and guardians will be required to provide evidence to the provider, such as their adoption order. A copy should be kept on file by the childcare provider).

Please complete the section below if you are happy for a check to take place.

Parent / carer Forename:		Parent / Carer Surname:	
Parent / carer date of birth:		National Insurance Number / NASS reference:	
<p>Parent / carer consent to check for EYPP: I give permission for Peterborough City Council to check my details on the Department for Education Eligibility Checking Service (ECS), for the purpose of checking my child's eligibility for the Early Years Pupil Premium, which will allow the Provider to claim additional funding.</p>			
Signed:		Date:	

Disability Access Fund

Three and four-year-old children who are in receipt of Disability Living Allowance and are receiving the universal free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years provider as a fixed annual rate of £615 per eligible child. Parent/carers are required to submit evidence of their child's DLA award letter to the childcare provider to support the claim for DAF funding. This will be retained on file.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?

Yes No

Only one childcare provider can receive the DAF for your child each financial year. If you move setting, this cannot be paid to another provider until the following financial year. If your child is sharing their free entitlement across two or more providers, please nominate the main early years provider where the council should pay the DAF.

Nominated childcare provider to receive DAF:					
Copy of DLA letter received by setting (Y/N)		Copy of document taken by (staff member):		Date:	

Setting and attendance details

You must complete this agreement form with each childcare provider your child is attending for their free early education entitlement of 15 or 30 hours per week to ensure funding is paid fairly between them. Your child can attend a maximum of two different sites in a single day.

	Childcare provider name(s)	Hours accessed at childcare provider(s) (funded/paid)	Hours attended per day					Total hours per week	Number of weeks per year (e.g. 38, 45, 51)
			Mon	Tue	Wed	Thu	Fri		
1		Funded							
		Charged							
2		Funded							
		Charged							
3		Funded							
		Charged							
Total daily hours		Funded							
		Charged							

For children accessing for 30 hours free childcare, please declare the childcare provider where your child is attending for their universal hours and their additional hours.

	Childcare provider 1	Childcare provider 2	Childcare provider 3
Universal hours			
Additional hours			

Declaration

The parent / carer understands and agrees the following;

1. **Two-year-old entitlement:** I understand eligibility must be confirmed by Peterborough City Council before a child can access two-year-old funding. Eligible children are entitled to 570 hours of free early education each year starting the funding period following the child's second birthday. Two-year-old entitlement can be taken over no fewer than 38 weeks which equates to 15 hours per week. No more than 10 hours of free early education can be taken in any one day.
2. **Three and four-year-old entitlement (universal):** I understand that all three and four-year-olds are entitled to 570 hours of free early education each year starting the funding period following the child's third birthday until they take up a place in school. The universal entitlement can be taken over no fewer than 38 weeks which equates to 15 hours per week. No more than 10 hours of free early education can be taken in any one day.
3. **Three and four-year-old entitlement (extended entitlement – 30 hours free childcare):** I understand eligible three and four-year olds are entitled to 570 hours of additional free early education on top of the universal entitlement (total of 1,140 hours) and eligibility must be confirmed before the child begins accessing a funded place. If confirmation of extended entitlement is not in place before the start of the funding period, the extended entitlement cannot be claimed until the start of the next funding period. I understand I must reconfirm my child's eligibility for the extended entitlement when prompted by HMRC to ensure continuation of the funded place (additional hours only). I understand that if my eligibility status changes, the grace period will start and funding will cease at the end of this period unless I can regain eligibility in this time. By signing this agreement I am consenting to the personal details which I have provided on page 1 of this form being used to check the validity of the code provided for accessing the additional entitlement on the Department for Education Eligibility Checking Service, and I understand the code will be re-checked at 6 points during the year to reconfirm eligibility of the code provided.
4. **The three funding periods are:**
 - a. 1 April to 31 August;
 - b. 1 September to 31 December
 - c. 1 January to 31 March.

I understand that Peterborough City Council caps the number of free hours that can be taken during three funding periods through the year. Up-to-date information is available on the council website or from your childcare provider. The council accepts no responsibility for "term-times" set by childcare providers.

5. I understand that the free entitlement can be split between two providers in any one day, and three over the course of a week.
6. I will ensure that my child attends the childcare provider for the number of free hours I have requested in this agreement, and I will inform the provider of any absences.
7. I understand the provider is entitled to terminate this agreement if my child does not attend for four weeks or more.
8. I understand that I am required to give 4 weeks' notice in writing (apart from in exceptional circumstances determined by the council) to the childcare provider if I no longer wish for my child to attend the childcare provider but intend to access a free place elsewhere. I understand that I may not be able to access a free place at another childcare provider until the 4 week notice period has expired. I understand that I still need to give notice if I do not intend for my child to start or return to the childcare provider after a holiday period.
9. I understand the free entitlement is available to me without having to pay the childcare provider any additional costs or charges. I understand that unless my child is accessing two-year-old funding or if my three or four-year-old would qualify for EYPP (determined on page 1 of this form), I may have to pay a deposit to secure the additional entitlement hours, repayable (if attending in accordance to agreement with provider) within 4 weeks of the child's starting date.
10. I confirm that the information I have provided in this agreement is accurate and true and I will inform the provider of any changes to the information provided. I understand that any false information provided could lead to my child's entitlement being withdrawn.
11. Data protection statement: I understand that this form and the information it contains will be stored on a Local Authority database to provide the minimum data requirements to run the scheme. I understand that the information I have provided may also be shared and used for further consultation or in the planning of early years, childcare, education and healthcare provision.

Signed by parent/carer:		Date:	
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The childcare provider understands and agrees the following:

1. I will not require the parent to give longer than 4 weeks' notice of any intention to stop accessing their free entitlement.
2. I will not charge a deposit to families accessing for two-year-old funding or who would qualify for EYPP. Deposits charged to other families should be repaid within 4 weeks of the child's start date. Charging a deposit is optional and to be determined by the setting.
3. I have made the parent fully aware of their entitlements as laid out in the Provider's Guide to Free Early Education Entitlements in Peterborough.
4. Free early education entitlement funding for two, three and four-year-olds cannot be claimed by, or spend, on childminders providing childcare for their own child or a related child, even if they are claiming for other children.
5. I will comply with the Data Protection Act 1998 when handling all information provided on this form.
6. I have checked that the child is eligible for the free entitlement by checking their date of birth qualifies i.e. eligible for the free entitlement from the funding period after their second (if applicable) or third birthday (e.g. a DOB of 1 April means child is eligible from 1 September).
7. I have confirmed the child's date of birth by witnessing an original identification document to check date of birth. Details of the check are recorded on page 1 of this document.
8. I have checked and received confirmation from Peterborough City Council that the child is eligible for the two-year-old free entitlement (if applicable) and have recorded the URN on page 1 of this document.
9. I have confirmed the validity of the eligibility code prior to the child accessing the extended entitlement for three and four-year-olds (if applicable) and I have recorded the code on page 1 of this document.
10. I have retained a copy of the child's DLA letter for the purpose of claiming the DAF fund (if applicable).
11. I have checked that a child who has moved from another setting has provided the appropriate notice period and I understand that I cannot claim the child's funding until the end of this notice period.

Signed by childcare provider:		Date:	
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Department for Education (DfE) Ethnic Codes (for page 1)

WBRI	White - British	AIND	Asian or Asian British – Indian
WIRI	White – Irish	APKN	Asian or Asian British – Pakistani
WIRT	White – Traveller of Irish Heritage	ABAN	Asian or Asian British – Bangladeshi
WITA	White Italian	AAFR	African Asian
WPOR	White Portuguese	AOTH	Any other Asian Background
WROM	White – Gypsy/Roma	BCRB	Black or Black British – Caribbean
WEUR	White – European	BAFR	Black or Black British – African
WOTW	Any other White background	BOTH	Any other Black background
MWBC	Mixed – White and Black Caribbean	CHNE	Chinese
MWBA	Mixed – White and Black African	OOOTH	Any other Ethnic Group
MWAS	Mixed – White and Asian	REFU	Parent / pupil preferred not to say
MOTH	Any other Mixed background	NOBT	Information not obtained