

UNDER 2's (from 9 months), 2, 3 AND 4 YEAR OLDS

EARLY YEARS FREE ENTITLEMENT – PARENT/CARER AGREEMENT

This is an agreement between the Parent/Carer and the Provider for the Early Years Free Entitlement for Under 2's (from 9 months), 2, 3 and 4 year olds.

Please refer to the Declaration overleaf before completing and signing this agreement.

1. PROVIDER DETAILS

Name of Provider	
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2. CHILD'S DETAILS

Legal Forename (as birth certificate)		Gender	
Middle Name (as birth certificate)		Preferred Surname (if different to legal surname)	
Legal Surname (as birth certificate)		Ethnicity	
Date of birth (as birth certificate)		SEN Code of Practice Stage (provider has list of codes)	
Address (including postcode)			

PARENT/CARER DETAILS – to support your claim for Under 2's, 2, 3 and 4 year old funding and EYPP.

The Early Years Pupil Premium (EYPP) is an additional amount of money, paid against the universal entitlement or against 570 hours of the working parent entitlement, to the childcare providers for children of families in receipt of certain benefits. If you think your child may qualify then Wakefield Council will perform an eligibility check to confirm eligibility based on information provided below.

The **Working Parent Entitlement** is available to working parents who meet the eligibility criteria and can allow either 15 or 30 hours of free entitlement for eligible children. Please ensure you have applied for your 11-digit code before the termly deadline (ask the childcare provider for the relevant cut off dates).

Please be aware that it is the Parent/Carer's responsibility to reconfirm eligibility with HMRC approximately every 3 months otherwise you may lose your working parent entitlement.

	Parent/Carer 1	Parent/Carer 2
Forename		
Surname		
Date of Birth (Parent)		
Daytime Telephone Number		
Email Address		
National Insurance		
National Asylum Seeker Service (NASS) Number		
2 Year Old Eligibility Code (issued by Wakefield Council – 12 digits)		One per child
Working Parent Entitlement code (issued by www.childcarechoices.gov.uk – 11 digits)		One per child

NB. If your child is 2 years old and eligible for both the entitlement for 2 year olds in families receiving additional forms of support and the working parent entitlement, Wakefield Council will perform an eligibility check and we will use the 2 year olds in families receiving additional forms of support entitlement for your funded hours.

4. ATTENDANCE DETAILS (Provider and Parent/Carer to complete together).

You can attend up to 2 sites in one day – you will be expected to complete a Parent/Carer Agreement Form at each setting.
Up to 15 Universal Hours can be claimed for 3/4-year-olds and 2 year olds meeting the additional Government support criteria.
Eligible 9 months to 3-year-olds can access up to 15 working parent funded hours per week.
From September 2025 eligible 9 months to 3-year-olds can access up to 30 working parent funded hours per week.

Notice Period:	If your child is moving their funded hours from another setting, what date did you give notice? (Please note: 2 weeks' notice is required for all funded hours)					Date:
Start Date: (start date of funding)						
Is the child attending on an All Year Round basis? (Please tick Yes or No)			Yes	No	Please state number of weeks open per year for AYR	
Hours attending	Mon	Tue	Wed	Thurs	Fri	Total Weekly Hours
Universal Funded Hours claimed						
Working Parent Funded Hours claimed						
Non-funded chargeable hours						
Notes:						
Does the child attend any funded hours at another setting? Please state below:						
Setting Name:				No of hours:		
Setting nominated to claim EYPP	If you are claiming more than 15 hours working parent entitlement you must nominate where EYPP is to be paid (if applicable)					

We confirm that the breakdown of funded hours above has been discussed and agreed between provider and parent/carers.

Parent/Carer's Signature		Date:	
Provider's Signature		Date:	

5. DISABILITY ACCESS FUND (DAF) – children in receipt of Disability Living Allowance (DLA) who access the free entitlement are eligible for the DAF. This is paid to the setting annually.

My child is in receipt of DLA: Yes ☐ No ☐

If you are claiming your Free Entitlement at more than one setting you must nominate the setting where DAF is to be paid. (N.B. this cannot be split between providers).

Name of Setting I wish the Disability Access Funding to be paid.

6. Additional Charges (Provider to complete)

Government funding is intended to deliver up to 15 or 30 hours a week of funded childcare. There must not be any mandatory charges for parents in relation to the funded 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 funded place.

The costs of chargeable extras should be published on provider websites or the local authority Family Information Service.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges per day						

Please provide details of the charges made for consumables and additional services and itemise details of what these charges relate to:-

Breakdown of charges:-

Early Years Free Entitlement Privacy Notice

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

Wakefield Council are the data Controller of your information which is used to access Early Years Free Entitlement funding. Your childcare provider will process data required for funding on behalf of the Council. The EYFE Provider must also provide you with a copy of their Privacy Notice alongside this Council Privacy Notice to explain how they will use your personal data for the purpose of providing a place for your child.

We will keep your information (data) secure at all times.

1. Who we are:

	Telephone	Email
The Controller for the information we hold is Wakefield Council	01924 306112	dataprotection@wakefield.gov.uk
The Council's Data Protection Officer is the Corporate Information Governance Team Manager	01924 306112	dpo@wakefield.gov.uk

2. How we use your data:

The Early Years Team has obtained your personal data from your Provider.

Child details – Name, Date of Birth, Ethnicity, Address and where applicable, whether child is in receipt of Disability Living Allowance.

Parent details – Name, Address, Date of Birth, Telephone number, Email address, NI Number/NASS Number where applicable.

The Early Years Team has obtained your personal data from the EYFE Provider to enable them to offer your child an EYFE place and to work with the Health Visiting Team. This information is used to:

- check eligibility for the 2-year-old offer
- check working parent entitlement
- check eligibility for Early Years Pupil Premium
- pay the providers to deliver the EYFE
- collect Government Census Information
- support the health to manage 2-year-old integrated review
- support anonymised statistical returns and analysis of the EYFE programmes.

To enable the EYFE Provider to deliver the EYFE to you they will share the information with the Early Years Team who in turn will share your information with:

- Other teams within Education and Inclusion,
- Health Visiting Team
- Education Finance
- Other Local Authorities where cross border funding checks are required
- The Department for Work and Pensions
- Department for Education.

Should you decide **not** to provide any of the information we request on the form then you will not be able to access the EYFE.

In addition, your data may be accessed by Internal Audit and the Counter-Fraud Team as they are required to hold, or have access to, information from systems and processes across the Council so that we can:

- Fulfil legal (Accounts and Audit Regulations 2015, and Local Government Act 1972) and mandatory professional requirements (Public Sector Internal Audit Standards) to provide an internal audit function.
- Investigate referrals made under the Council's Counter-Fraud Framework, including the Whistleblowing Policy.
- Participate in national and local counter-fraud schemes, such as the National Fraud Initiative, to help protect the public purse.
- Maintain the central register of applications for RIPA (Regulation of Investigatory Powers Act 2000)
- Ensure the effectiveness of the Council's governance, risk management, and control processes. This forms part of the Head of Internal Audit Annual Assurance Opinion, which is incorporated into the Annual Governance Statement.
- Facilitate the prevention, deterrence and detection of bribery, corruption, fraud and money-laundering committed against the Council.

3. What authority does the Council have to collect and use this information?

The law says that we cannot process your personal data unless we comply with at least one condition in Article 6 of the UK GDPR. The Article 6 lawful basis we rely upon for processing your information is Article 6 1(e) Public Task in that the data is required to carry out the Council's obligations under the Child Care Act 2006 (s6 and 7).

The law also states that we cannot process personal data which is considered to be Special Category Data (such as information relating to your health, religion or ethnicity, for example) unless we comply with a condition within Article 9 of the UK GDPR. The Article 9 lawful basis we rely upon for processing Special Category Data are:

Article 9(2)(b) for collection of ethnicity data. The Child Care Act 2006 requires us to provide this data for the UK Census.

Article 9(2)(h)) for collection, where applicable, of information that indicates that a child is in receipt of Disability Living Allowance.

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of between 7 and 75 years after which time it will be deleted from our systems. Most records will be kept for 7 years to comply with financial regulations. However, data on Looked After Children need to be retained for 75 years as required by The Children Act 1989.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

7. Changes to this Notice

We will review this notice regularly, and no later than every 2 years, to ensure it remains accurate and relevant, unless legislative changes require this sooner.

8. PARENT / CARER DECLARATION - Declaration of person with legal responsibility for the child.

- I understand that proof of age must be given for my child before they can start their free place.
- The details I have provided in this agreement are accurate and true and which I will amend, if necessary, by informing the provider and by amending the appropriate details within this agreement.
- I understand that any false information provided could lead to my Early Years Free Entitlement (EYFE) place being withdrawn.
- I understand that I cannot claim more than 15 universal hours per week and/or up to 30 working parent hours per week (if I meet the eligibility criteria), across more than 2 sites in one day, over 38 weeks of the year or the equivalent under the All-Year Round offer.
- I confirm that I have informed the Provider if my child attends and claims some or all of the EYFE at another setting.
- I understand that my Provider will not charge me for any part of the funded hours although a charge may be applied for meals and some other additional services.
- I understand I will need to pay my Provider's published fees for any extra hours/services I ask for above the EYFE place.
- I understand that I must give 2 weeks' notice in writing if I want to move my child to another setting.
- I understand that if my child does not regularly attend for the weekly hours claimed for, then my EYFE place could be terminated.
- I understand the importance of ensuring that my child regularly attends for the number of weekly hours claimed and I will inform my Provider, on the first day of any absence, with the reason why my child is unable to attend.
- I understand that if Wakefield Council reclaims any funding on behalf of my child due to poor or non-attendance or where my child has claimed for more than the funded hours per week then my provider may invoice me for any amounts reclaimed by Wakefield Council.
- I understand that where my child is eligible, I can nominate a provider to claim DAF on my behalf.
- If I am eligible for the EYPP then I understand that this will be used by the Provider to raise the education attainment of my child.
- I understand that my personal information is shared with Wakefield Council and is kept safe and secure and measures are in place to prevent the loss, misuse or alteration of my personal information.
- I understand and agree that my Provider may need to discuss my child with another setting to ensure that funding is claimed correctly or in relation to the child's safeguarding and wellbeing.
- I understand and agree that my child's date of birth and name may be shared with the Health Visiting Team as part of the Integrated Review process.
- I understand that if I am eligible for the Working Parent hours that it is my responsibility to obtain an eligibility code via HMRC by the termly deadline date and that I must re-confirm my code every 3 months to ensure that the code remains valid.
- I understand that if my child is eligible for both the entitlement for 2 year olds in families receiving additional forms of support and the working parent entitlement, Wakefield Council will perform an eligibility check and will use the 2 year olds in families receiving additional forms of support entitlement for my funded hours.

8. PROVIDER DECLARATION - Declaration of authorised person within the setting.

- I have checked via the Early Years Establishment Portal that the child is eligible to receive a funded place, ensuring that all eligibility codes are valid before allowing the child to attend.
- I understand that it is the setting's responsibility to claim the EYFE on behalf of the child and that failure to do so will not result in any financial penalty for the parent/carer.
- I understand that it is my responsibility to ensure that this form is fully completed and signed by both the Provider and the Parent/Carer and that failure to do so will result in funding being reclaimed by Wakefield Council.
- I have checked the child's original identification document i.e. birth certificate or passport and confirm that they are eligible to claim the EYFE.
- I will notify the Parent/Carer in writing and in advance, of the days the setting is not open for business on an annual basis (with the exception of weekends, bank holidays and any other designated public holidays).
- I understand that the funded hours are provided at no cost to Parent/Carer.
- I understand that optional additional services or hours that have been agreed with the Parent/Carer can be charged for but these must not be a mandatory condition to accessing the funded hours.
- I will make available any information to Wakefield Council that supports this funding claim e.g. attendance register.
- I confirm that I have discussed the importance of good attendance with the Parent/Carer.
- I have explained to the Parent/Carer the process for the 2 year old progress check and integrated review as appropriate.
- I understand it is the Provider's responsibility to retain this form for a period of 6 years after the child has left the setting.

Provider Signature		Date	
Parent/Carer Signature		Date	