

## Sample Parental Agreement Form

All parents of eligible 2-year-old children and 3- & 4-year-old children must complete this Parental Agreement Form to authorise their chosen early years childcare provider to claim for the government funded entitlement on their behalf.

***To claim for 2-year-old funding, you must show your childcare provider a letter from NYC confirming eligibility.***

***To claim for 3- & 4-year-old extended entitlement (extra 15 hours,) your child must be of the eligible Date of Birth, and the 30 hours code must fall within the valid date range.***

The table below gives details of when a child becomes eligible for a funded place.

Child's birthday	When you can claim
1 January to 31 March	The beginning of the school term (summer) on or after 1 April
1 April to 31 August	The beginning of the school term (autumn) on or after 1 September
1 September to 31 December	The beginning of the school term (spring) on or after 1 January

### **Information on the complete range of government funding**

Further information on government childcare offers can be found here:  
<https://www.childcarechoices.gov.uk>

### **Information on North Yorkshire childcare services**

Contact: Families Information Service: [fis.information@northyorks.gov.uk](mailto:fis.information@northyorks.gov.uk)

NYC Website: <http://www.northyorks.gov.uk/nyfamilies>

Foster carers, who are employed, in addition to foster care work, may be eligible for 30 hours – please contact your social worker to discuss how you apply. More information can be found at [https://www.northyorks.gov.uk/early-years-funding-3-and-4-year-olds#collapse\\_ebytxOHf\\_5](https://www.northyorks.gov.uk/early-years-funding-3-and-4-year-olds#collapse_ebytxOHf_5)

**A child attending a maintained school reception class will not be eligible for early years government funding.**

- **Early Years Pupil Premium (EYPP) – for 3- & 4-year-old Universal funded hours** is an additional sum of money, up to £342 per year, that is paid to childcare providers to support disadvantaged 3&4 year old children who are accessing up to 15 Universal funded hours. If you give your permission and provide your NI number, DOB and surname your childcare provider will inform you if you meet the criteria, and will discuss how this funding can be used to enhance your child's education.

Once a child enters a maintained reception class, they will no longer be eligible for the EYPP, but may become eligible for Pupil Premium. Eligibility for EYPP does not lead automatically to eligibility for Pupil Premium when the child starts school.

Families must meet one of the following criteria:

- Income Support, • income-based Jobseeker's Allowance, • Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999, • the guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), • Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit, • Universal Credit –If a parent is entitled to Universal Credit they **must** have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.

**OR**

- the child is currently being looked after by a local authority in England or Wales, • the child has left care in England or Wales through: • an adoption order, • a special guardianship order or • a child arrangements order. **Evidence may be required, please speak to your childcare provider**
- **If you provide the full name, date of birth and national insurance number or NASS number of the parent named on the Tax Credit Award Form or Letter from the Department of Work and Pensions, eligibility checks can be made by NYC.**
- **Please ensure you have given your provider permission to request a check to be made.**

**Notice to childcare provider:** This agreement is for the North Yorkshire Early Years registered childcare provider to collect information from the Parent/Carer of the funded child to enable a claim to be made for early years government funding. Once completed, this Parental Agreement **MUST** be available to the local authority for audit purposes. The childcare provider has a data protection responsibility to inform parents why we need their information and how we are going to use it. The retention period for a Parental Agreement is 6 years.

**Parental Agreement:**

**Funded early years childcare for eligible 2-Year-Olds (15hrs max per/wk.), 3- & 4-Year-Olds -15hrs or 30hrs/wk.**

<b>Name of Provider</b>	
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**Section 1 - Child Details**

<b>Legal Forename</b>		<b>Legal Surname</b>	
<b>Middle Name</b>		<b>Preferred Surname</b>	
<b>Address including postcode</b>			
<b>Date of Birth</b>		<b>Gender</b>	
			<b>SEN Stage</b>
<b>Ethnic Background</b>			
<p>This information is a statutory requirement from the Department for Education and is required for the Early Years Census.</p> <p>If you do not wish to have this information recorded, please tick the appropriate box below.</p>			
<b>White</b>	WBRI	White British	
	WIRI	White Irish	
	WIRT	White Traveller of Irish Heritage	
	WROM	White Gypsy/Roma	
	WOTH	Any other White background	
<b>Black or Black Caribbean</b>	BCRB	Caribbean	
	BAFR	African	
	BOTH	Any other Black background	
<b>Other Background</b>	CHNE	Chinese	
	OOTH	Any other ethnic background	
<b>Asian or Asian British</b>	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	AOTH	Any other Asian background	
<b>Mixed</b>	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Any other Mixed background	
<b>I do not wish an ethnic background to be recorded</b>			

### Disability Living Allowance (DLA) and Disability Access Funding (DAF)

3&4-year-old children who are in receipt of DLA and are receiving the funding entitlement are eligible for the DAF.

The DAF is a fixed annual rate of £828 per eligible child, and paid annually to the child's nominated early years childcare

Is your child eligible and in receipt of DLA?	YES		NO		
Please nominate the main early years provider that you wish to claim for the DAF.	Name of nominated provider:				
<b>Early Years Pupil Premium for 3- &amp; 4-year-old children who are looked after or left care</b>					
Name of local authority that the child is currently under the care of:					
Name of local authority, if child has left care adopted, SGO, child arrangement order – evidence is required					

### SECTION 2 – Weekly attendance and claim details (converted to term time only for stretched funding).

Enter weekly hours for this Provider	Mon	Tue	Wed	Thu	Fri	Total	Number of funded weeks
Universal funded hours							
Extended Funded hours (if eligible)							
Non-Funded hours (paid for by parent)							
Total funded hours (term time only)							
*Stretched funding pattern (if applicable)  If child is accessing funding as per a stretched offer enter the actual funded sessions							

\* The provider is responsible for making an accurate funding claim on behalf of the parent and must ensure the parent understands the limitations of taking up stretched funding and agrees to the appropriate terms and conditions.

<b>Please state child's attendance at another provider, if applicable including holiday provision</b>							
<b>Name of Provider</b>							
<b>Enter weekly hours for this Provider</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Total</b>	<b>Number of funded weeks</b>
Number of universal hours claimed at another provider							
Number of extended hours claimed at another provider							
Total funded hours							
Stretched funding pattern (if applicable)  If child is accessing funding as per a stretched offer enter the actual funded sessions							

### Section 3 – Parent / Carer with parental responsibility

The sections below must be completed to enable the named Early Years childcare provider to check and claim, if applicable, for the correct number and type of hours.

**2yo funding** – details will be used to verify eligibility for 2yo funding and checked against parent/carer details shown on the NYC confirmation letter provided by the parent/carer, where applicable.

**30 Hours Eligibility Codes** can only be checked using the parent details who created the childcare services account on the HMRC website.

**Early Years Pupil Premium** economic checks can only be made using the parent details of the person named on a Tax Credit Award Form or Letter from the Department for Work and Pensions. LAC/Children who have left care, evidence may be required

*Please note: If a child is eligible for Early Years Pupil Premium, the funding can only be given based on the Universal hours.*

	Parent/Carer 1						Parent/Carer 2					
<b>Parent/carer first name</b>												
<b>Parent/carer surname</b>												
<b>Parent/carer Date of Birth</b>  <b>Please provide to allow checks to be made for EYPP</b>	DD	MM	YYYY	DD	MM	YYYY						
<b>National Insurance Number or NASS Number</b>												

<b>30 Hours Eligibility Code</b>											
<b>2-year-old Voucher Code</b>											

#### Section 4 – Parental Declaration

- 1) I confirm that the details stated on this form are correct.
- 2) I confirm that my child is not attending a reception class in a maintained/academy school.
- 3) I accept that I must discuss any change in my child's funded hours during a term with all Early Years childcare providers that my child attends.
- 4) I understand that I cannot claim my entitlement across more than 2 sites in one day.
- 5) I understand that I cannot claim more than the weekly maximum of up to 30 funded hours (if eligible).
- 6) I understand that my funded hours cannot exceed 10 hours per day and can be accessed between 6am – 8pm depending on the operating hours of my chosen childcare provider.
- 7) I authorise the named provider to validate the 30-hour eligibility code, if provided.
- 8) I understand that if I cease to meet the 30-hour eligibility criteria, I will continue to receive extended entitlement for the "grace period" only at my current provider.
- 9) I authorise North Yorkshire Council to exchange information I have provided with my child's providers, other local authorities if my address is outside of North Yorkshire and the Department for Education.
- 10) I authorise North Yorkshire Council to exchange information about my child's take-up of the entitlement.
- 11) I authorise North Yorkshire Council to check my eligibility for 2yo funding (where applicable) and use my details should I be in receipt of a 2-year-old NYC confirmation letter to confirm my eligibility.
- 12) I authorise North Yorkshire Council to check my eligibility for Early Years Pupil Premium enabling the appropriate funding to be paid to my Early Years childcare provider based on Universal hours only.
- 13) I understand that Early Years childcare providers and the Local Authority are bound by the Data Protection Act and will not reveal information held on my child to a third party unless the law allows us to. Information may be provided to other agencies where necessary for the purpose of the prevention or detection of crime.

I confirm that I have read and agree to all points above in the declaration above.			
<b>Parent/Carer Signature:</b>		<b>Date:</b>	
<b>Print Name:</b>			
<b>Provider Signature:</b>		<b>Date:</b>	
<b>Print Name:</b>			
<b>Job role:</b>			

- For further information about how the NYC and/or Department for Education store and use this data please go to the following websites:
- <https://www.northyorks.gov.uk/sites/default/files/fileroot/About%20the%20council/Transparency%20and%20freedom%20of%20information/CYPS%20General.pdf>
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

- <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

*For Childcare Provider use only*

Term funding begins		Evidence of DOB seen Document Reference:	
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Early Years Funding Team June 2023

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