

## Parent/Carer and Provider Agreement: Early Years Funded Entitlements

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

Setting name:					
<b>Child's details</b>					
Legal forename:			Legal surname:		
Address:				Postcode:	
Date of Birth:		Gender: (M/F)		Ethnicity code: (see page 6)	
Home Language:				Child in receipt of DLA? (Y/N)	
Proof of child's date of birth seen (e.g. birth certificate):		Documents recorded by (staff member):		Date recorded:	
Eligibility code (Working Parent Entitlement):			Disadvantaged 2- year-old funding code:		
<b>Parent/carers details</b>					
Parent/carers forename:			Parent/carers surname:		
Parent/carers National Insurance number or NASS reference:			Parent/carers date of birth:		

### Early Years Pupil Premium 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 6 of the Immigration and Asylum Act 1999      |
| <input type="checkbox"/> Working tax credit "run on" (not Working Tax Credit)          | <input type="checkbox"/> The 'guarantee element of State Pension Credit                   |
| <input type="checkbox"/> Universal credit (annual net income equal to or below £7,400) | <input type="checkbox"/> Child tax credit (with an annual income of no more than £16,190) |

Or if the child:

- |   |  |
|---|--|
| <input type="checkbox"/> Is looked after by the Local Authority | <input type="checkbox"/> Has left care through adoption, special guardianship or child arrangement order (evidence such as adoption order is required) |
|---|--|

**Please sign below if you are happy for an EYPP check to take place.**

<b>Parent/carers consent to check for EYPP:</b>			
I give permission for Peterborough City Council to check my details on the Department for Education Eligibility Checking Service for the purpose of checking my eligibility for the Early Years Pupil Premium			
Signed:		Date:	

If you are eligible for EYPP due to the benefits/credits you receive, you can currently receive a supermarket voucher during school holidays (the scheme is currently confirmed to run until 31 March 2026). If your check is eligible and you would like to receive this voucher, please provide your details below. These details will be shared with Peterborough City Council for the purpose of issuing the voucher. For more details about the scheme visit <https://www.peterborough.gov.uk/residents/schools-and-education/holiday-voucher-scheme>

Parent email address:		Parent mobile telephone number:	
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## Disability Access Fund

Children who are in receipt of Disability Living Allowance (DLA) and are receiving a funded 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 £938 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 funded 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 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 funded 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	Hours attended per day					Total hours per week	Term time or stretched
		Mon	Tue	Wed	Thu	Fri		
1	Funded							
	Charged							
2	Funded							
	Charged							
3	Funded							
	Charged							
Total daily hours	Funded							
	Charged							

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. These additional charges should be detailed in your provider's policy to review and agree prior to your child attending. Please ask your childcare provider for more details.

☐ I understand there may be optional charges for additional services.

For children accessing for 30 hours funded childcare for three and four-year-olds, please declare the childcare provider where your child is attending for their universal hours and their Working Parent Entitlement hours.

	Childcare provider 1	Childcare provider 2	Childcare provider 3
Universal hours			
Working Parent Entitlement hours			

## **Declaration**

**The parent / carer understands and agrees the following;**

### **1. Working Parent Entitlement (WPE)**

- I understand eligibility must be confirmed by HMRC before the set deadline before a child can access WPE.
- If confirmation of WPE entitlement is not in place before the start of the funding period, the WPE entitlement cannot be claimed until the start of the next funding period.
- I understand I must reconfirm my child's eligibility for the WPE entitlement when prompted by HMRC to ensure continuation of the funded place.
- 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. Children cannot begin to access the WPE as a new childcare provider if the grace period has started.
- 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 WPE and disadvantaged entitlement on the Department for Education Eligibility Checking Service, and I understand the code will be re-checked during the year to check ongoing eligibility.
- **For children aged from 9 months to 3 years:** eligible children are entitled to 570 hours of funded early education each year starting the funding period following the child reaching 9 months of age, taken over no fewer than 38 weeks which equates to 15 hours per week (increasing to 1140 hours per year/30 hours per week over 38 weeks of the year from September 2025).
- **For 3- and 4-year-olds:** eligible children are entitled to 570 hours of funded early education per year WPE. This can be combined with the below universal entitlement of 570 hours per year to a maximum of 1140 hours per year.

### **2. Two-year-old Disadvantaged Entitlement:**

I understand eligibility must be confirmed by Peterborough City Council before a child can access disadvantaged two-year-old funding. Eligible children are entitled to 570 hours of funded early education each year starting the funding period following the child's 2<sup>nd</sup> birthday. Two-year-old disadvantaged entitlement can be taken over no fewer than 38 weeks which equates to 15 hours per week.

### **3. Three and four-year-old entitlement (universal)**

I understand that all three and four-year-olds are entitled to 570 hours of funded 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.

4. I understand that Peterborough City Council caps the number of funded hours that can be taken during the three funding periods through the year. These are:

- a. 1 April to 31 August (195 hours / 390 hours)
- b. 1 September to 31 December (210 hours / 420 hours)
- c. 1 January to 31 March (165 hours / 330 hours)

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 funded entitlement can be split between two providers in any one day, and three over the course of a week.
6. No more than 10 hours of funded early education can be taken in any one day between 06:00 and 20:00
7. I will ensure that my child attends the childcare provider for the number of funded hours I have requested in this agreement, and I will inform the provider of any absences.
8. I understand the provider is entitled to terminate this agreement if my child does not attend for four weeks or more.
9. 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 funded place elsewhere. I understand that I may not be able to access a funded 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 **before** the provider is closed for a holiday period.
10. I understand the funded entitlement is available to me without having to pay the childcare provider any mandatory additional costs or charges unless for services/hours/consumables agreed with the provider before my child begins accessing. I understand that unless my child is accessing two-year-old disadvantaged entitlement or if my child 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.
11. 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. I understand that any false information could lead to my child's entitlement being withdrawn.
12. 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.

<b>Signed by parent/carers:</b>		<b>Date:</b>	
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**The childcare provider understands and agrees the following:**

1. I will not require the parent/carer to give longer than 4 weeks' notice of any intention to stop accessing their funded entitlement. I understand notice includes holiday periods when the parent/carer has provided notice before closure for holidays.
2. I will not charge a deposit to families accessing disadvantaged entitlement 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/carer fully aware of their funded entitlements and any optional costs/consumable charges before the child starts accessing.
4. Funded early education entitlement 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 2018 and UK General Data Protection Regulation when handling all information provided on this form.
6. I have checked that the child is eligible for the funded entitlement by checking their date of birth qualifies i.e. eligible from the funding period after they reach 9 months of age (WPE) or the funding period following the 2<sup>nd</sup> birthday (disadvantaged entitlement) or the funding period following the 3<sup>rd</sup> birthday (universal entitlement/30 hours WPE).
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 disadvantaged entitlement (if applicable) and have recorded the URN on page 1 of this document. If the code has been issued by a different local authority, I have taken steps to get the code converted before the child starts their funded place.
9. I have confirmed the validity of the eligibility code prior to the child accessing the Working Parent Entitlement 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.

<b>Signed by childcare provider:</b>		<b>Date:</b>	
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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	OOTH	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