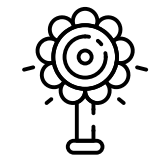
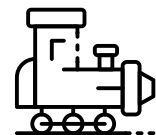
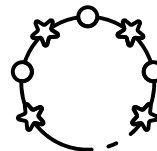
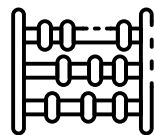
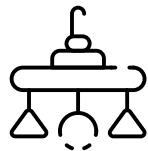
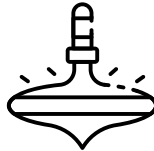
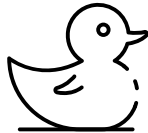
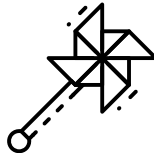
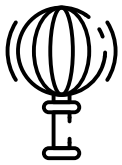


Parent Declaration Form for Nursery Education Funding (NEF)



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Parent Declaration Form for Nursery Education Funding (NEF)

Parents/carers/guardian with legal responsibility must complete and sign this Declaration Form in order to claim nursery funding for their child with their chosen provider(s) in order to ensure that funding is paid fairly to each provider.

This form must be completed in full in order to claim your child's NEF entitlement.

Entitlement Guidelines:

- NEF hours can be claimed between 6am and 8pm (no more than 10 hours in one day)
- NEF hours can be claimed at no more than 15 hours per week per universal entitlement (for all 3&4 year olds) and no more than 15 hours per week per extended entitlement (if parents are eligible). This applies at the start the term following the child's 3rd birthday
- Parents can access their childcare entitlement at a maximum of 2 sites in any one day
- Parents must reconfirm eligibility to access the extended entitlement with HMRC every 3 months
- Where applicable the Local Authority reserves the right to suspend funding if the provision does not meet a Good or Outstanding Ofsted judgement.

You should discuss the options available with your child's setting before completing the form, to ensure that you are able to take up your child's entitlement in the way that you wish.

Information on this form will be processed by both Herefordshire Council and the chosen provider who are both Data Controllers (refer reader to Privacy Notice details at end)

Provider name

Child's Details (to be completed by the parent/carer/guardian with legal responsibility)

Question	First name	Middle name(s)	Last name (surname)
Legal name			
Child's ethnicity* (select one): *mandatory information in order for providers to claim your child's funding	White-British White-Irish Traveller of Irish heritage Any other white background Gypsy/Roma White and Black Caribbean White and Black African White and Asian Any other mixed background Indian	Pakistani Bangladeshi Any other Asian background Black-Caribbean Black-African Any other Black background Chinese Any other ethnic group Not obtained Refused	
Languages spoken at home:			
Chosen name:			
Date of Birth:		Gender	
Address			Postcode:
Document with proof of child's birth date (e.g. birth certificate, passport inc number):		Document details recorded by (name of staff member):	
Date documents seen:			

Parents/Carers/Guardian with Legal Responsibility Details	
Full name:	
Date of birth:	
National Insurance Number	
Address:	
Postcode:	
Telephone:	
Email:	
Full name:	
Date of birth:	
National Insurance Number	
Address:	
Postcode:	
Telephone:	
Email:	

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Print name		Print name	
Date		Date	

In collecting your data for the purposes of checking your eligibility for the 2 year-old, or 3 & 4 year old universal and extended entitlements, Early Years Pupil Premium (EYPP), Free School Meals (FSM) or Disability Access Fund (DAF), Herefordshire Council is exercising the function of a government department. Herefordshire Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Eligibility codes and permission, pattern of attendance and provider details

Economically eligible parents are sent a Golden Ticket.

Golden Ticket Number	Date when child is eligible to start:

2 year old voucher code	Date when child is eligible to start:

Information needed to claim the Extended Entitlement	
30 hours eligibility code: (11 digits)	500 or 11

Please tick this box to give permission to check EYPP and 30 hours entitlement

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting we will distribute the funding appropriately between the settings.

Term please tick: Autumn Spring Summer	Please enter total funded entitlement hours attended per day*	Total number of hours per week	Number of weeks per year (e.g. 38, 51)				
Provider name	MON	TUE	WED	THU	FRI		
A							
B							
C							
Total daily free hours attended							
Start date/s							

Term please circle: Autumn Spring Summer	Please enter total funded entitlement hours attended per day*	Total number of hours per week	Number of weeks per year (e.g. 38, 51)				
Provider name	MON	TUE	WED	THU	FRI		
A							
B							
C							
Total daily free hours attended							
Start date/s							

Term please circle: Autumn Spring Summer	Please enter total funded entitlement hours attended per day*	Total number of hours per week	Number of weeks per year (e.g. 38, 51)				
Provider name	MON	TUE	WED	THU	FRI		
A							
B							
C							
Total daily free hours attended							
Start date/s							

Universal Provider

If your child is splitting their funded entitlement across two or more settings please nominate the universal provider (the universal provider is the provider that the 15 hour universal funding will be paid to if the 15 hours extended entitlement is lost). Two providers can split the universal hours as long as they do not exceed 15 hours between them. **Please note that only the parent is responsible for choosing which provider is the universal provider.**

Universal provider name:

Second universal provider name (if sharing 15 hours)

Disability Access Fund (DAF) £615 per school year

If your child is splitting their free entitlement across two or more settings please nominate the setting where the local authority should pay the DAF. Please note the Disability Access Fund payments can only be paid to **one** provider per academic year. **Please note that only the parent is responsible for choosing which provider is the DAF provider.**

DAF provider name:

Parent Signature	Date	Term Autumn/Spring/ Summer	Provider signature	Date	Print name (provider):

Parent declaration

This declaration is evidence of your claim, it will be retained for years. You need to agree and complete this declaration form with each setting your child attends, in order to ensure that funding is paid fairly to each provider. Please complete the sections at the beginning of each term to confirm that terms entitlement.

I understand that:

My provider can claim up to a maximum of 15 funded hours for my child per week, across 38 weeks in the year (570 hours per year). For the NEF my provider can claim an additional 15 hours each week, up to a maximum of 30 hours per week over 38 weeks (1140 hours per year).

- If I sign up with a provider it is my intention to send my child for the funded hours as per the pattern of attendance completed on this form. It is fraudulent to sign up to more FE hours than my child is actually accessing
- I must show the provider confirmation of my child's date of birth
- If eligible for Disability Access Fund, I must give the provider a copy (no originals) of paperwork to show my child is eligible and in receipt of Disability Living Allowance and have nominated only one provider of my choice to receive the one-off Disability Access Fund payment
- I must provide my name, date of birth and National Insurance or National Asylum Support Service number which will be used by the provider to check eligibility for Early Years Pupil Premium (EYPP), which is paid to the provider. EYPP will only apply to the 15 hours Universal FE.
- If eligible for 30 hours Extended FE, I give the provider permission to verify my eligibility code, and provide my child's date of birth and my National Insurance number which will be used by the provider and the Local Authority to verify my eligibility code.
- I confirm that I will reconfirm eligibility for 30 hours every 3 months.

Parent/Carer/Guardian with Legal Responsibility Declaration

Declaration: I (print name)

confirm that the information I have provided is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider/s)

to claim early education entitlement funding on behalf of my child.

DO NOT SEND THIS FORM TO HEREFORDSHIRE COUNCIL

PRIVACY NOTICE

Herefordshire Council and your chosen Provider(s) are Data Controllers for the information you provide on this form.

This information is provided for the purposes of claiming early years funding from Herefordshire Council to pay for the hours of care as set out above.

Your personal data is being used by for the purposes of claiming early years funding from Herefordshire Council. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed

Should you have any questions, queries or wish to exercise your rights under the Data Protection Legislation please contact: Provider Contact Details .

Herefordshire Council collects and processes your data for the purposes of checking your eligibility for the 2 year-old, or 3 & 4 year old universal and extended free entitlements, Early Years Pupil Premium (EYPP), Free School Meals (FSM) or Disability Access Fund (DAF), Herefordshire Council is exercising the function of a government department. Herefordshire Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Your data may be shared with the Department for Education, Department for Work and Pensions, neighbouring Local Authorities and Her Majesty's Revenue and Customs to confirm your child's eligibility and enable [provider name] to claim early years funding on behalf of your child.

If you wish to exercise any of your rights under the General Data Protection Regulations, please contact the early years team at emily.garner@herefordshire.gov.uk

Further details are contained within the Early Years Privacy Notice which can be found at <https://www.herefordshire.gov.uk/directory-record/5928/nursery-education-funding-and-early-years-pupil-premium-privacy-notice>

Important notes to be retained by Parents/Carers/Providers

1. **Periods of extended leave – 4 weeks or more:** The maximum paid absence for a child from a provision when claiming EEE funding is four consecutive weeks. If you chose to remove your child for 4 weeks or more, NEF funding will not be paid for that term and you may be charged by your provider for any sessions you have attended.
2. To be eligible for 15 hours entitlement for a two year old, you must be in receipt of one of the following benefits: Income Support/Income based JSA, Income related ESA, Child Tax Credit, Working Tax credit with an assessed income of less than £16,190, Universal Credit and have an annual net income of no more than £15,400. The Guarantee element of State Pension Credit, Support under Part VI of the immigration and Asylum Act 1999, child in receipt of DLA, Child looked after by the Local Authority, or a child who has left care through adoption, Special Guardianship or Residence Order.
3. To be eligible for a 30 hours extended entitlement place for a three or four year old you must earn less than £100,000 and meet one of the following criteria: Single parents working at least 16 hours per week on the minimum wage, Couples – both working at least 16 hours per week on minimum wage, one parent is employed and the other parent is in receipt of carers benefits, specific disability or incapacity benefits. Working parents includes those on statutory sick pay, parental, adoption maternity or paternity leave.

Please note that parents cannot receive extended entitlement funding at a new provider if they start attendance during their Grace period (the “grace period” is the short period when funding will continue to be paid to a provider after a parent has lost their extended entitlement). Should you no longer be eligible for 30 hours (extended entitlement) then you will still be eligible for the 15 hours early education universal entitlement. Where your child attends 2 settings or more, you should choose which setting will be funded for the universal 15 hours.

If parents do not reconfirm their 30 hours eligibility every 3 months as directed by the HMRC, they will be liable for the following term’s extended hour’s fees. Parents should review their HMRC childcare accounts for reconfirmation deadline dates.

New applications for 30 hours will be funded the term after the child receives an eligible 30 hour code. Parents should also note the below deadlines to receive their code and apply for 30 hours eligibility codes well before the deadlines to ensure that places can be funded.

Autumn Term – eligible code must be received by – 31st August

Spring Term – eligible code must be received by – 31st December

Summer Term – eligible code must be received by – 31st March

The code must be verified by either the local authority or the provider before a child can take up the additional free hours.

If parents disagree with the eligibility outcome as determined by HMRC, there is a review and appeals process managed by HMRC.

Foster parents must apply for 30 hours funding for foster children only via the local authority. Foster parents who are unhappy about decisions made by the local authority should seek resolution through their social worker or through the local authority complaints process.

All three and four year olds are entitled to the 15 hours universal entitlement.

Three and four year old children in receipt of child DLA and who are receiving the early education entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's setting at a fixed annual rate of £615. Please note this payment is not made for 4 year olds in Reception classes. This is an annual payment and is only payable to one provider each academic year. If the child is attending more than one provider, parents should complete this form with each provider they attend including schools.

Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits including: Income Support/Income based JSA, Income related ESA, Support under Part VI of the immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, Child Tax Credit (provided they're 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 and have an annual net income of no more than £7,400, Child looked after by the Local Authority, or a child who has left care through adoption, Special Guardianship or Residence Order. This funding will be used to enhance the quality of the child's Early Years' experience by improving teaching and learning.

Please note that 4-year-olds in primary school Reception classes who already attract the school-age pupil premium are not eligible for EYPP funding.

Free School Meals (FSM) is an additional sum of money paid to childcare providers to fund a FSM for children of families in receipt of certain benefits including: Income Support/Income based JSA, Income related ESA, Support under Part VI of the immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, Child Tax Credit (provided they're 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 and have an annual net income of no more than £7,400, Child looked after by the Local Authority, or a child who has left care through adoption, Special Guardianship or Residence Order.

Provider Declaration

This declaration is your evidence of a claim and must be retained for six years to complete claim forms and for future reference, including auditing. Please note you may be asked by the authority to produce evidence of a claim at any time.

It is a requirement of the EYFS for providers to 'enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting'. By signing the below statement, you are agreeing to share information with the provider named by the parent, if the parent has indicated they wish to split funding.

When a child who is, or becomes, eligible for Early Education Funding registers with your setting, you must obtain proof of identity/age and therefore eligibility.

The Early Education Funding must be utilised strictly in accordance with the Early Education Funding Terms and Conditions.