

Parental Agreement and Declaration Form for the Delivery of Free Early Education (FEE) for Two- Three- and Four-Year-Olds

Section 1:

CHILD'S DETAILS:		
Legal First Name (s):	Legal Surname:	
Name by which child is know (if different):	Date of birth:	Male/Female:
Address:		
Postcode:		
*Date of Birth proof of eligibility checked: (e.g. birth certificate/passport): YES / NO	2 yr old funding proof of eligibility code (letter or screen shot of parent portal summary page retained) Code No:	
30 hr proof of eligibility voucher code given and retained (an 11 digit number): Code No:	Parent/carers National Insurance Number or NASS Number (needed for 30hr and EYPP): No:	

* For foster carers where birth certificate or passport is not available, evidence from the Council will be provided.

Section 2:

AGREED TIMES AND NUMBER OF FEE HOURS AT ALL PROVIDERS								
For the term starting on:								
Name of provider*:	Mon	Tues	Wed	Thurs	Fri	Sat/ Sun	Total hrs per week	Total for term†
1)								
2)								
3)								
Total hours attending each day/week/term:								
†Number weeks (for stretched offer, if applicable):								
Parent signature to agree above arrangements for this term								
Signature Date								
Parent signature to confirm no changes to above arrangements for next term starting on								
Signature Date								
Parent signature to confirm no changes to above arrangements for next term starting on								
Signature Date								

* Where more than one childcare provider is used, details of ALL providers (including schools) should be shown on each parental agreement and declaration form. If the parent is paying for additional hours and services, this should be part of a separate agreement. To make amendments to the above arrangement each term, use the additional Agreed Times tables at the end of this form, *Please note that changes in hours cannot be made mid-term*

Section 3: 30hr Extended Entitlement with more than one provider

For 3 and 4 yr olds taking the 30hrs at more than one provider, the parent can choose which provider is delivering the universal 15 hrs (U) and which is providing the additional 15hrs (Ex) for that term for Headcount/Census data collection purposes ONLY. This does not affect the parent’s statutory right to choose which provider should deliver the universal 15hrs, if they become ineligible for the extended entitlement.

Agreed provider for universal and extended hours for term starting		
Provider Name	No. hrs per week	Univ /Ext / both U & Ex
1)		
2)		
3)		
Parent signature to agree above arrangements for this term		
Signature Date		
Parent signature to confirm no changes to above arrangements for next term starting on		
Signature Date		
Parent signature to confirm no changes to above arrangements for next term starting on		
Signature Date		

Section 4: Early Years Pupil Premium (for three- and four-year-old children funded only)

Provider should give a copy of the EYPP letter to all parents, which lists the eligibility criteria.

- a) If the parent would like to be checked for eligibility they should provide their National Insurance number (in Section 1) and the following information for the **main benefit holder**:

PARENT/GUARDIAN DETAILS:	
First Name:	
Surname:	
Date of Birth:	

- b) For adopted children, proof of adoption should be given to the provider and retained for audit purposes.

NB. Looked after children will automatically be identified by the Council.

Section 5: Terms of the agreement for funded early education

The parent:

- is responsible for ensuring their child uses the number of hours at the times indicated in Section 2 of this agreement
- must give a four weeks notice to terminate this agreement, unless exceptional circumstances apply
- will inform the provider if their child will be absent for any reason
- will lose the FEE place if their child is absent without explanation for more than one week
- does not have to pay for any additional hours, meals or services in order to receive their free entitlement
- can take a maximum of 15 hours per week (or 30hrs per week if eligible for the extended entitlement)
- must use no more than two sites per day
- may make a complaint to East Riding Council if issues cannot be resolved with the provider

The provider must follow all requirements and conditions set out in the East Riding Provider Agreement. A copy of this should be made available to parents on request.

This agreement is made between:	
Parent's Full Name:	
Parent's Address:	
Childcare Providers Business name:	

Section 6: Parent/Carer/Guardian Declaration

I confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document.

I authorise my childcare provider to claim early education funding as agreed above on behalf of my child.

In collecting your data for the purposes of checking your eligibility for the two-year-old funding, 30hr extended entitlement funding, Early Years Pupil Premium (EYPP) and/or Disability Access Fund (DAF) (where applicable), The East Riding of Yorkshire Council is exercising the function of a government department and is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006

I have seen a copy of the provider's Privacy Notice and understand that my consent will be sought to share my or my child's personal information unless the law allows this, as described above, or in accordance with the Data Protection Act 2018.

Parent's Signature Date

A copy of this signed agreement must be given to the parent.

Data Privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as children, their parents and professionals. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

The provider's Privacy Notice explains this in more detail and gives contacts details if you have any concerns relating to how your information or the information relating to your child/ren is being or will be used. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>

**Parental Agreement and Declaration Form – additional Section 2 and 3
For amendments to termly arrangements**

AGREED TIMES AND NUMBER OF FEE HOURS AT ALL PROVIDERS								
For the term starting on:								
Name of provider*:	Mon	Tues	Wed	Thurs	Fri	Sat/ Sun	Total hrs per week	Total for term†
1)								
2)								
3)								
Total hours attending each day/week/term:								
†Number weeks (for stretched offer, if applicable):								
Parent signature to agree above arrangements for this term starting on								
Signature Date								
Parent signature to confirm no changes to above arrangements for next term starting on								
Signature Date								
Parent signature to confirm no changes to above arrangements for next term starting on								
Signature Date								

Section 3: 30hr Extended Entitlement with more than one provider

For 3 and 4 yr olds taking 30hrs at more than one provider, the parent can choose which provider is delivering the universal 15 hrs (U) and which is providing the additional 15hrs (Ex) for that term for Headcount/Census data collection purposes ONLY. This does not affect the parent’s statutory right to choose which provider should deliver the universal 15hrs, if they become ineligible for the extended entitlement.

Agreed provider for universal and extended hours for term starting		
Provider Name	No. hrs per week	Univ /Ext / both U & Ex
1)		
2)		
3)		
Parent signature to agree above arrangements for this term		
Signature Date		
Parent signature to confirm no changes to above arrangements for next term starting on		
Signature Date		
Parent signature to confirm no changes to above arrangements for next term starting on		
Signature Date		

A copy of the amendments to this signed agreement must be given to the parent.