

# Parent Funding Agreement Form

## for PVIs, childminders and academies

### Funded entitlements and additional funding for 2, 3 and 4-year-olds

## Section 1 – Details

\* Mandatory information required for eligibility checks

<b>Provider name *</b>					<b>Ofsted number</b>		
<b>Parent / carer full legal name *</b>							
<b>Phone number *</b>					<b>Email *</b>		
<b>Child's first name(s) *</b>							
<b>Child's last name *</b>							
<b>Child's full address</b>					<b>Child's postcode</b>		
<b>Child's gender (circle)</b>	M / F	<b>Child's date of birth *</b>	DD / MM / YYYY	<b>I have shown this provider evidence of my child's date of birth, such as their birth certificate or passport *</b>			Yes <input type="checkbox"/>
<b>Child's Ethnicity:</b> <i>(select one - as identified by the parent)</i>  <input type="checkbox"/> Not Obtained <input type="checkbox"/> Refused		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
<b>Language spoken at home</b>							

## Section 2 – Hours (complete as applicable)

Some 2-year-olds are entitled to 570 funded hours per year. All 3 and 4-year-olds are entitled to 570 hours (universal entitlement) and some working families may be entitled to a further 570 hours (extended entitlement) each year. A child can take up their entitlements in up at a maximum of two sites per day.

If you are taking up any part of your entitlement(s) with any provider other than the one named in Section 1 (see above), please detail this below. This includes a place in a maintained school nursery class as well as any funded hours taken at any other early education and childcare provider

<b>2 year old entitlement</b>	<b>Provider name</b>		<b>Hours per week</b>	
	<b>Postcode</b>			
<b>3 &amp; 4 year old UNIVERSAL entitlement</b>	<b>Provider name</b>		<b>Hours per week</b>	
	<b>Postcode</b>			
<b>3 &amp; 4 year old EXTENDED entitlement</b>	<b>Provider name</b>		<b>Hours per week</b>	
	<b>Postcode</b>			

Please confirm below how your child will be taking up their funded entitlements. If your child receives a stretched offer, please indicate the total number of hours and weeks that your child stretches their hours over. E.g. 11.4 hours over 50 weeks. Please indicate any paid for hours over and above the entitlement(s).

Period 1 or Summer Term											
	Start Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	No. of Weeks	Parent Signature
No. of hours 2-year-old or 3&4 year old universal	DD / MM YYYY										
No. of hours 3&4 year old extended	DD / MM YYYY										
Hours paid for by parent (additional hours)											

Period 2 or Autumn Term											
	Start Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	No. of Weeks	Parent Signature
No. of hours 2-year-old or 3&4 year old universal	DD / MM YYYY										
No. of hours 3&4 year old extended	DD / MM YYYY										
Hours paid for by parent (additional hours)											

Period 3 or Spring Term											
	Start Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	No. of Weeks	Parent Signature
No. of hours 2-year-old or 3&4 year old universal	DD / MM YYYY										
No. of hours 3&4 year old extended	DD / MM YYYY										
Hours paid for by parent (additional hours)											

### Section 3 - Additional funding (*if not applicable, go to Section 4*)

Disability Access Fund	
<p>If your child receives Disability Living Allowance (DLA), your childcare provider can claim an additional £615 Disability Access Funding (DAF) to support your child.</p> <p>Note: This amount can only be claimed once per financial year (April to March). It cannot be split or claimed by multiple providers/schools. If your child changes childcare provider after DAF has been claimed a new provider will not be able to claim DAF for your child until the next financial year.</p>	
<p><b>I have read and understood the above statement and give permission for this childcare provider named in Section 1 of this form to claim the Disability Access Fund for my child for this financial year</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Parent / carer's signature</b></p>	
<p><i>Please attach supporting evidence</i></p>	

Early Years Pupil Premium (EYPP)	
EYPP is an additional sum of money paid to childcare providers for children living in households in receipt of certain benefits. Your provider could receive up to £300 in extra funding plus up to a further £400 through the Early Years Funding Formula a year. This funding is to help improve and enhance the quality of the early education provided and to support your child in meeting their learning potential.	
If you have already received an eligibility code for Early Years Pupil Premium, enter it here	Code:
Parent/Carer's Surname (if different from above)	
Parent / Carer's National Insurance Number	
Parent's date of birth	DD / MM / YYYY
Adoption/special guardianship order/child arrangement order	Please attach supporting evidence
Looked after by the LA	Please attach supporting evidence

## Section 4 – Parent Declaration For parents / carers only

Please read and tick and then sign to show that you agree to each of these terms and conditions

I agree to the following terms and conditions	
I can confirm that my child is only accessing their funded entitlement(s) at the provider(s) detailed on this form. If my child attends a maintained school nursery class, this is detailed in Section 2 of this form, as are any and all other providers where my child takes up their funded entitlement(s)	
I confirm that this is the first time my child is taking up their funded entitlement(s) this term and that my child has not been in receipt of funded entitlement(s) in another borough	
I understand that the provider will deliver the above agreed funded entitlement(s) without any charge but will charge me for any additional hours or services over and above the funded entitlement(s) that my child receives as agreed with the provider and at the rate(s) published by the provider.	
I understand that I have signed and agreed to how my child will be taking up their funded entitlement(s) for the agreed funding period and I cannot transfer any or all of my child's funded entitlement hours to another provider or increase/decrease my child's funded entitlement hours part way through a funding period unless I show evidence to the LA of exceptional circumstances	
I understand that if I should remove my child from their funded place prior to the date in each funding period when the provider claims their funding (headcount day), the provider can charge me for the full cost of my child's place	
I understand that my child's attendance should be regular, that I will inform the provider of my child's absence and that long periods of absence will result in the withdrawal of funding for my child. I understand that information will be shared with relevant agencies if there are concerns about my child's non-attendance in relation to safeguarding.	
I have been given a copy of the Privacy Notice Data Protection Act 1998 and agree to the use of data	

Parent Declaration			
<ul style="list-style-type: none"> <li>I confirm that the details I have provided are accurate and true.</li> <li>I give permission for London Borough of Merton and the provider named in Section 1 to store the information on this form and undertake initial checks to confirm eligibility for funded entitlement(s).</li> <li>If I am claiming the funded extended entitlement and/or Early Years Pupil Premium, I give permission for London Borough of Merton to use this information to carry out further checks to confirm eligibility during the time my child receives the entitlement at this provider and to share the outcome of these with this provider, in accordance with legislative requirements.</li> <li>I give permission for the information I have provided to be shared with London Borough of Merton and the Department for Education to confirm my child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) funding on behalf of my child.</li> </ul>			
Print Name			
Signature		Date	DD / MM / YYYY

This section is to be completed by providers

## Section 5 - Eligibilities for the funded entitlements

This section is to support providers to record information that is required to claim funding

2-year-old funding entitlement		
<b>Criteria 1 – Economic criteria</b>	<b>Eligibility Code*:</b> * this code must be issued by London Borough of Merton and is mandatory for eligibility checks	
<b>Criteria 2 – Education, Health and Care Plan (EHCP)</b>		<i>Please attach supporting evidence</i>
<b>Criteria 3 – Disability Living Allowance (DLA)</b>		<i>Please attach supporting evidence</i>
<b>Criteria 4 – Adoption/special guardianship order or child arrangement order</b>		<i>Please attach supporting evidence</i>
<b>Criteria 5 – Looked after by the LA</b>		<i>Please attach supporting evidence</i>

3 and 4-year-old extended funding entitlement * mandatory data for eligibility checks											
<b>Eligibility code (11 digit DERN) *</b>											
<b>Parent / Carer's National Insurance (NI) Number *</b>											
<b>Date eligibility code validated via Merton Early Years Provider Hub</b>	DD / MM / YYYY										

Special Educational Needs (SEN)	
Does the child have an Education, Health and Care Plan (EHCP)?	
YES <input type="checkbox"/>  If YES, please liaise directly with the Local Authority where the child lives if you have any queries about funds to support the EHCP	NO <input type="checkbox"/>  If NO, Is the child receiving <b>SEN Support</b> (a graduated approach)?  YES <input type="checkbox"/> NO <input type="checkbox"/>  If YES and the child is in receipt of <b>SEN Inclusion Funding (1B or 1C)</b> please enter the London Borough of Merton SEN Inclusion Funding Code below  <div style="border: 1px solid black; padding: 5px; width: 100%;">Code:</div>