

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 an NYCC Golden Ticket letter, or a Voucher letter.

To claim for 3&4 year old extended entitlement (extra 15 hours,) your child must be of the eligible DoB, 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 at: <https://www.childcarechoices.gov.uk>

Information on North Yorkshire childcare services

Contact: Families Information Service: 01609 533483, or E-mail: fis.information@northyorks.gov.uk

NYCC 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

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 £302 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. 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.

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 NYCC.

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

Name of Provider	
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Section 1 - Child Details

Legal Forename		Legal Surname	
Middle Name		Preferred Surname	
Address including postcode			
Date of Birth		Gender	
		SEN Stage	

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

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 £615 per eligible child and paid to the child's nominated early years childcare provider in a financial year (Apr-Mar).					
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				

SECTION 2 – Weekly attendance and claim details.

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							
Please state child's attendance at another Provider, if applicable including holiday provision							
Name of Provider							
Number of universal hours claimed at other provider							
Number of extended hours claimed at other provider							
Total funded hours							

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/carers details shown on any Golden Ticket Letter provided by the parent/carers 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 can only be checked using the parent details of the person named on a Tax Credit Award Form or Letter from the Department for Work and Pensions.
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					
Parent/carers first name												
Parent/carers surname												
Parent/carers Date of Birth Please provide to allow checks to be made for EYPP	DD		MM		YYYY		DD		MM		YYYY	
National Insurance Number or NASS Number												
30 Hours Eligibility Code												
2 year old Golden Ticket	G	T								G	T	
2 year old Voucher Code												

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 authorise the named provider to validate the 30-hour eligibility code if provided.
- 7) 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 only.
- 8) I authorise North Yorkshire County 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.
- 9) I authorise North Yorkshire County Council to exchange information about my child's take-up of the entitlement.
- 10) I authorise North Yorkshire County Council to check my eligibility for 2YO funding (where applicable) and use my details should I be in receipt of a 2 year old Golden Ticket letter to confirm my eligibility.
- 11) I authorise North Yorkshire County 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.

- 12) 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 of the points in the declaration above.			
Parent/Carer Signature:		Date:	
Print Name:			
Provider Signature:		Date:	
Print Name:			
Job role:			

For further information about how the NYCC 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 Date of Birth seen. Document Reference:	
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