

Parental Agreement for Early Years Funding Claim 2025-2026

Setting Name: Woodfall Primary and Nursery School

Ofsted URN: 150118

1: CHILD'S DETAILS (As stated on Birth Certificate)

First Name		Middle Name/s	
Surname			
Name by which the child is known (if different to above)			
Date of Birth		Gender	Male ☐ Female ☐
Ethnic Group		SEN Provision	None ☐ Early Years Support ☐ EHC Plan ☐
Address			
		Postcode	

2: DOB EVIDENCE (does the child meet the cut off for the claim period, see guidance note)

DOB Evidence		Date Seen	
Staff Name		Staff Signature	

3: ADDITIONAL DETAILS FOR WORKING FAMILIES ENTITLEMENT CHILDCARE, EARLY YEARS PUPIL PREMIUM (EYPP) & DISABILITY ACCESS FUNDING (DAF)

Eligibility Code		Parent / Carer NI or NASS Number	
Parent / Carer DOB		Parent/ carer Surname	

Additional funding may be available through the **Early Years Pupil Premium (EYPP)** for families in receipt of certain benefits. This funding is paid to early years providers for the provision of extra support for your child to improve teaching and learning facilities and resources to impact positively on your child's progress and development. For more information, please speak to your childcare provider.

EYPP is also available to children who have left care through adoption, special guardianship or a child arrangement order, please contact earlyyearspaymentsteam@cheshirewestandchester.gov.uk

Do you wish to apply for EYPP for your child?	Yes / No
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Children who are in receipt of Disability Living Allowance and are receiving Early Years Entitlements are eligible for the **Disability Access Fund (DAF)**. DAF is paid to the child's early years setting as a fixed annual rate per eligible child.

Is your child eligible in receipt of Disability Living Allowance (DLA)	Yes / No
If your child is splitting their Entitlement across two or more providers, is this the setting you nominate to receive DAF	Yes / No / N/A
DLA evidence provided to setting	Yes / No

4: SETTING AND ATTENDANCE DETAILS

You need to agree and complete this Declaration Form with each setting your child attends for their Entitlement to ensure that funding is paid correctly. Your child can use their funded hours across a maximum of **two** settings on the same site in a single day and a maximum of **10** hours per day.

Please use **U** for 3- and 4-year-old Universal Entitlement, **E** for Working Families Entitlements and **D** for 2-year-olds in receipt of additional government support.

Please visit www.childcarechoices.gov.uk to find out about savings on any non-funded childcare hours.

Term	Autumn					Term	2025	
Setting Name:	Please enter the number of hours attended per day					Entitlement type: U only, U&E, E only, D only, D&E	Total hours per week	No. of weeks per year (e.g. 38 or 51)
	Mon	Tues	Wed	Thu	Fri			
Total number of hours at setting per day								
Number of funded hours per day								

Funding Start Date:		Funding End date:	
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My child is also attending the following setting(s) for Entitlement hours:

Total Daily Entitlement Hours							

5. Additional services and charges			
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 place. Should you wish to access these extra services on your funded days the cost of these is shown below and are available from your childcare provider along with their policy on alternatives options. By signing this document, you agree to pay these charges for the applicable term on the days in which funding is accessed. These can be reviewed for future terms.			
Additional charges not covered by Government Funding	Unit (per item/hour/session/day)	Cost (per item/hour/session/day)	I agree to pay the following charges for the term
Meals/Snacks as listed below: Provider to prepopulate with their offer (or state not applicable)	Lunch Time Meal	£3.25	Yes/no
Consumables as listed below: Provider to prepopulate with their offer (or state not applicable)	N/A	N/A	Yes/no
Additional services as listed below: Provider to prepopulate with their offer (or state not applicable)	N/A	N/A	Yes/no

6: PARENT / GUARDIAN DECLARATION
I (Insert name) of the address given above in Section 1 confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (please insert name of provider)to claim Entitlement funding as agreed above on behalf of my child. I agree that the information I have provided can be shared with the Council and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child. My provider has given me information about the Entitlement funding and their funded offer including any optional additional charges for meals, consumables and additional services. I understand that the Entitlement is free at the point of delivery and that I cannot be charged for this in advance. I agree to the pattern of funded hours detailed on this form and that my child will attend regularly throughout the term and will not be absent without good reason. I will notify my provider if my child is absent. If I want to alter my child's hours or pattern of attendance, I will check with my provider who will inform the Council where it affects the Entitlement funding. I understand the Entitlement is capped at 570 hours (up to 15 hours per week) or 1140 hours (up to 30 hours per week) each year and if I choose a 'stretched offer' this may affect the remaining hours available to me if I move provider during the year. I cannot change the provider(s) detailed within the term without permission from my provider(s) and the Council. Permission will only be given in certain circumstances. If I change provider without permission the Entitlement funding will not necessarily follow my child, and I agree to pay the fees at the new setting until the start of the next term.

Where an eligibility code is required to access the Entitlement funding, I understand it is my responsibility to ensure the code is valid prior to the first day of the month of the which the term starts. Where a grace period applies, I understand that I cannot move providers without permission from the Council and that permission will only be given in certain circumstances.

The Council is under a duty to protect the public funds it administers and will use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. I understand that if I make a false or incorrect declaration on this form that leads to an overpayment or to a duplicate claim, I will be liable to return any overpayment of funded provision and any resulting administration or legal costs.

In collecting your data for the purposes of checking your eligibility for the free Entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) the 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.

Data Privacy

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

- the right to know the types of data being held
- why it is being held, and
- to whom it may be communicated

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or the Council. 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/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

Parent / Carer with legal responsibility		Childcare Provider	
Signed		Signed	
Print Name		Print Name	
Date		Date	

Please complete tables overleaf prior to the start of future terms.

Please complete the following tables prior to the start of next term.

Term	Spring Term 2026							
Setting Name:	Please enter the number of hours attended per day					Entitlement type: U, U&E, E only, D only, D&E	Total hours per week	No. of weeks per year (e.g. 38 or 47)
	Mon	Tues	Wed	Thu	Fri			
Total number of hours at setting per day								
Number of funded hours per day								
Funding Start Date:					Funding End date:			
My child is also attending the following settings for Entitlement hours:								
Total Daily Entitlement Hours								

Additional services and charges			
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 place. Should you wish to access these extra services on your funded days the cost of these is shown below and are available from your childcare provider along with their policy on alternatives options. By signing this document, you agree to pay these charges for the applicable term on the days in which funding is accessed. These can be reviewed for future terms.			
Additional charges not covered by Government Funding	Unit (per item/hour/session/day)	Cost (per item/hour/session/day)	I agree to pay the following charges for the term
Meals/Snacks as listed below: Provider to prepopulate with their offer (or state not applicable)	Lunch Time Meal	£3.25	Yes/no
Consumables as listed below: Provider to prepopulate with their offer (or state not applicable)	N/A	N/A	Yes/no
Additional services as listed below: Provider to prepopulate with their offer (or state not applicable)	N/A	N/A	Yes/no

DECLARATION			
I confirm that I have re-read the Parent / Guardian Declaration and the privacy Notice in Section 5 above and confirm that I wish the setting named above to continue to claim Entitlement funding on behalf of my child as detailed above.			
Parent / Carer with legal responsibility		Childcare Provider	
Signed		Signed	
Print Name		Print Name	

Date		Date	
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Please complete the following table prior to the start of the next term.

Term	Summer					Term	2026		
Setting Name:	Please enter the number of hours attended per day					Entitlement type: U, U&E, E only, D only, D&E	Total hours per week	No. of weeks per year (e.g. 38 or 47)	
	Mon	Tues	Wed	Thu	Fri				
Total number of hours at setting per day									
Number of funded hours per day									
Funding Start Date:					Funding End date:				
My child is also attending the following settings for Entitlement hours:									
Total Daily Entitlement Hours									

Additional services and charges			
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Parent / Carer with legal responsibility	Childcare Provider

Signed		Signed	
Print Name		Print Name	
Date		Date	