

**2, 3 AND 4 YEAR OLDS – 2017/18 (September 2017 to March 2018)**

**EARLY YEARS FREE ENTITLEMENT – PARENT AGREEMENT**

This is an agreement between the Family and the Provider for the Early Years Free Entitlement. It includes both the Universal 15 hours and Extended hours up to a further 15 hours of free entitlement.

Please refer to the Declaration overleaf before completing and signing this agreement.

**1. PROVIDER DETAILS**

<b>Name of Provider</b>	
-------------------------	--

**2. CHILD'S DETAILS**

<b>Forename</b> <small>(as birth certificate)</small>		<b>Male/Female</b> <small>(M/F)</small>	
<b>Middle Name</b> <small>(as birth certificate)</small>		<b>Preferred Surname</b> <small>(if different to legal surname)</small>	
<b>Surname</b> <small>(as birth certificate)</small>		<b>Ethnicity</b> <small>(provider has list of codes)</small>	
<b>Date of birth</b> <small>(as birth certificate)</small>		<b>SEN Code of Practice Stage</b> <small>(provider has list of codes)</small>	
<b>Address (including postcode)</b>			

**3. PARENT DETAILS – 3 & 4 year old children only**

**PARENT'S WISHING TO CLAIM – Early Years Pupil Premium (EYPP) or the Extended Free Entitlement of up to 30 hours**

The **EYPP** is an additional amount of money paid to the childcare providers for children of families in receipt of certain benefits (see information at the end). If you think your child may qualify then Wakefield Council will confirm eligibility based on information provided below.

The **Extended Entitlement** is available to working parents who meet an eligibility criteria (see information sheet) and allows up to an additional 15 hours of free entitlement to be claimed on top of the universal 15 hours. If you think you meet the criteria Wakefield Council will confirm eligibility based on information provided below.

	Parent/Carer 1	Parent/Carer 2
<b>Forename</b>		
<b>Surname</b>		
<b>Date of Birth (Parent)</b>		
<b>Daytime Telephone Number</b>		
<b>National Insurance</b>		
<b>National Asylum Seeker Service (NASS) Number</b>		
<b>Extended Hours Eligibility Code (11 Digits)</b>		<b>One Number per household</b>

**4. ATTENDANCE DETAILS – FOR THE WHOLE PERIOD OF THIS AGREEMENT – All ages.**  
 (This might be at up to 2 sites in one day – you will be expected to complete a Parent Agreement Form at each setting.)

Stretched Offer (Yes/No)	Name of Setting/ Childminder	Mon	Tue	Wed	Thur	Fri	Total	No of weeks
Universal Hours (up to 15 Hrs) inc 2YOs								
Extended Hours (up to 15 Hrs) Setting 1								
Extended Hours (up to 15 hours) Setting 2								
Non-funded hours								
Parent's Signature						Date:		
Provider's Signature						Date:		

**5. DISABILITY ACCESS FUND (DAF) – 3 & 4 YEAR OLDS ONLY – children in receipt of Disability Living Allowance (DLA) who access the free entitlement are eligible for the DAF. This is paid to the setting annually.**

My child is in receipt of DLA  Yes  No

If you are claiming your Free Entitlement at more than one setting you must nominate the setting you wish the DAF to be paid at. (N.B. this cannot be split between providers).

**Name of Setting I wish the Disability Access Funding to be paid.**

TO BE COMPLETED BY THE PROVIDER			
<b>Start Date</b> (EYFE)		<b>Finish Date</b> (Last date attended not end of notice period)	
<b>Proof of DOB / 2 Year Old Eligibility</b> (Birth Certificate, Passport, Child Benefit documents).		<b>Seen by and date</b> (Staff member and date seen)	
<b>2YO Eligibility Checked with Wakefield Council</b> (Only applicable if a funded 2 year old).		<b>EYPP details added to Online Portal / Eligible</b> (Only applicable if a funded 3 and 4 year old).	
<b>3/4 Extended Entitlement added to Portal /Eligible</b>		<b>DAF – DLA letter checked and copy retained</b>	
<b>For each term the child receives a free place, circle the term, whether they are a 2 or 3 and 4 year old and indicate how many funded weeks they will receive each term.</b>			
<b>2 Year Old</b>	Summer 2017	Autumn 2017	Spring 2018
<b>3 and 4 Year Old</b>	Summer 2017	Autumn 2017	Spring 2018
<b>Number of Funded Weeks</b>			

**6. PARENT / CARER DECLARATION - Declaration of person with legal responsibility for the child.**

- I understand that proof of age must be given for my child before they can start their free place.
- The details I have provided in this agreement are accurate and true and which I will amend if necessary by informing the provider and by amending the appropriate details within this Agreement
- I understand that any false information provided could lead to my Early Years Free Entitlement (EYFE) place being withdrawn.
- I understand that I cannot claim more than 15 universal hours per week and 15 extended hours (if I meet the eligibility criteria), across more than 2 sites in one day, over 38 weeks of the year or approx. 11/22 hours per week over the year (stretched offer).
- I confirm that I have informed the provider if my child attends and claims some or all of the EYFE at another setting.
- I understand that my provider will not charge me for any part of the EYFE although a charge may be applied for meals
- I agree to pay my provider's published fees for any extra hours/services I ask for above the free 15/30 hour place.
- I understand that I must give 2 weeks notice in writing if I move my child to another setting otherwise I will not be able to claim my EYFE place at another setting until the end of this 2 week notice period.
- I understand that if my child does not regularly attend for the weekly hours claimed for then my EYFE place could be terminated.
- I will ensure my child attends for the number of free 'allocated' hours I have requested and I will inform my provider on the first day of any absence if my child is unwell or the reason why they are unable to attend.
- I have received a copy of Wakefield Council's EYFE leaflet and had explained to me Wakefield Council's 'Attendance Matters' sheet and I understand the importance of ensuring that my child regularly attends for the number of weekly hours claimed.
- I understand that if Wakefield Council reclaims any funding on behalf of my child due to poor or non-attendance or where my child has claimed for more than the funded hours per week then my provider will invoice me for any amounts reclaimed by Wakefield Council.
- I understand that the Provider will claim DAF on my behalf where my child is eligible.
- If I am eligible for the EYPP then I understand that this will be used by the provider to raise the education attainment of my child.
- We would also like to share information when your 2 year olds progress is assessed with other professionals e.g Health visitors. If you agree to this information being shared please **tick the box.**
- I understand that my personal information is shared with Wakefield Council and is kept safe and secure and measures are in place to prevent the loss, misuse or alteration of my personal information.
- If my child is an eligible aged 3 or 4 year old I confirm that I am happy for the provider to share the information I have provided with the Department for Education to enable this information to be shared with other Government departments, enable eligibility checks to be completed for Early Years Pupil Premium and the eligibility for the extended entitlement. If I fall out of eligibility I understand Wakefield Council will inform the provider of this.
- I confirm that I have received a copy of this signed agreement for my information.

<b>Parent (Print Name)</b>			
<b>Parent Signature</b>		<b>Date</b>	

**7. PROVIDER DECLARATION Declaration of authorised person within the setting.**

- I have checked with Wakefield Council that the child is eligible to receive a free 2 year old place.
- I understand that it is the settings responsibility to claim the EYFE on behalf of the child and that failure to do so will not result in any financial penalty for the parent/carer.
- I understand that it is my responsibility to ensure that this form is fully completed and signed by both the provider and the parent/carer and that failure to do so will result in funding being reclaimed by Wakefield Council.
- I have checked the child's original identification document \*i.e. birth certificate, passport and where applicable child benefit document and confirm that they are eligible to claim the EYFE.
- I will notify the parent in writing and in advance, of the days I am not open for business during the length of this agreement (with the exception of weekends, bank holidays and any other designated public holidays).
- The free hours are provided with no additional costs other than the optional additional services that have been agreed with the parent.
- I will make available any information to Wakefield Council that supports this funding claim e.g. attendance register.
- I confirm that I have discussed the importance of good attendance with the parent/carer and that I have explained and given them a copy of Wakefield Council's 'Attendance Matters' sheet.
- I have explained to the parent about the integrated review for 2 year olds and provided the information leaflet.
- I understand it is the providers responsibility to retain this form for a period of 7 years.

<b>Provider (Print Name)</b>			
<b>Provider Signature</b>		<b>Date</b>	

## Data Protection - Why we require your information

Wakefield Council is collecting this information in order to meet its statutory responsibilities for the provision of education and care to children in accordance with the requirements of the Education Act 1996 and the School Standards and Framework Act 1998.

## Using your personal Information

The personal information you supply to us will be used to undertake eligibility checks for early years pupil premium and also the eligibility for extended entitlement.

We may share your information with the Department of Education who may share your information with other Government Departments. On occasion we may share your information with other departments within Wakefield Council to meet their statutory responsibilities for example safeguarding children. If you would like further information regarding Wakefield Councils data protection policy please refer to the Wakefield Council website.

## Eligibility Criteria -Two Year Old Offer

### A 2 year old will be eligible if a parent is in receipt of any of the following;

- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration & Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Child Tax Credit with a gross income of £16,190 or less
- Working Tax Credit with a gross income of £16,190 or less

Or the child:

- Has an Education and Health Care Plan
- Receives Disability Living Allowance
- Is a Looked After Child, left care through Special Guardianship, Adoption Order or Residence Order.

## Early Years Pupil Premium – 3 and 4 year olds

### A universal child may be eligible to Early Years Pupil Premium (EYPP) if the parent meets the following criteria

- Income Support
- Income-based Jobseekers 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 you'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 – paid for 4 weeks after you stop qualifying for Working Tax Credit.

Or if the child:

- Was Looked After by the local authority for at least one day
- Was adopted from care
- Has left care through special guardianship; and

## Extended Entitlement (30 hours)

Both parents or the lone parent needs to be working.

Each parent earns, on average:

- A weekly minimum equivalent to 16 hours at national minimum wage or national living wage.
  - Equivalent to £120 per week for over 25s.
- Less than £100,000 per year.

Families where one parent does not work (or neither parent works) will not usually be eligible for the extended entitlement. However the extended entitlement will be available where:

- Both parents are employed but one (or both parents) is temporarily away from the workplace on:
  - Parental, maternity or paternity leave
  - Adoption leave
  - Statutory sick pay
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring.
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.