

This agreement is for the Early Years Registered Provider to collect information from the Parent/Carer who has parental responsibility for the child named on this agreement to enable a claim to be made for early education funding via Knowsley MBC. This Parental Agreement **MUST** be made available to the local authority for audit purposes. This is important as you have a data protection responsibility to inform parents why we need their information and how we are going to use it.

### Parental Agreement:

Parents **must** inform all childcare providers if they are accessing more than one setting to ensure that they are not duplicating the funded hours offered each term.

Free Early Education for 2-Year-Olds (15hrs max/wk.) and 3- & 4-Year-Old funding (15hrs universal or 30hrs max/wk. extended offer) Tick days attending in the box below against each provider (if applicable)

Universal Provider (1 <sup>st</sup> 15 hours or 2YO): Private childcare provider or School	Mon	Tues	Wed	Thurs	Fri
Extended Provider (2 <sup>nd</sup> 15 hours): if applicable for the extended childcare offer (ECO/30 hours) Private childcare provider or School	Mon	Tues	Wed	Thurs	Fri

☐ I confirm that I have seen evidence stating that the named child is eligible for a funded 2-year-old place **OR** that the named 3- or 4-year-old child is eligible for the extended 15 hours funding.

2YO code (to be obtained from the Parent):

30 Hours Voucher Code (11 digits):

*Provider to enter the reference number in the relevant section of the Provider Portal*

### DISABILITY LIVING ALLOWANCE (DLA) AND DISABILITY ACCESS FUND (DAF)

3- & 4-year-old children who are in receipt of child DLA and are receiving the free entitlement are eligible for DAF. DAF is paid to the child's Early Years setting as a fixed annual rate of £800 (from 1<sup>st</sup> April 2022) per eligible child.

Is your child eligible and in receipt of DLA?	YES		If yes, a copy of the current DLA award letter will need to be uploaded onto the Portal. Payment will not be processed without this documentation.
	NO		

If your child is splitting their free entitlement across two or more providers, please nominate the main setting where the Local Authority should pay the DAF:

**Main Setting:**

(Setting your child spends the most time in funded childcare)

### Section 1 - Child Information

Legal Forename	Address Line 1		
Middle Name	Town		
Legal Surname	County		
D.O.B.	Postcode		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female (Please tick as appropriate)		
Preferred Surname	SEN COP Stage	<input type="checkbox"/> EHCP <input type="checkbox"/> SEN support <input type="checkbox"/> None (please select)	
Proof of D.O.B.	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Reference No: <input type="checkbox"/> Passport <input type="checkbox"/> Reference No: <input type="checkbox"/> Other <input type="checkbox"/> Reference No: (Please tick evidence seen and make a note of document details – this will be required for audit purposes)		



Section 2 – Parent / Carer with parental responsibility			
Parent / Carer Details			Please note the parent details you supply <b>MUST</b> be the parent who created the childcare services account on the HMRC website or applied for 2YO.  <i>This section must also be completed to enable the Local Authority to perform checks for Early Years Pupil Premium (EYPP).</i>
Forename			
Surname			
D.O.B.			
NI or NASS No.			
Parents contact details:	Mobile: Home: Email:		

Section 3 - Ethnic Background
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<b>White</b>	WBRI	White British		<b>Asian or Asian British</b>	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					
<b>Black or Black Caribbean</b>	BCRB	Caribbean		<b>Mixed</b>	MWBC	White and Black Caribbean	
	BAFR	African			MWBA	White and Black African	
	BOTH	Any other Black background			MWAS	White and Asian	
			MOTH		Any other Mixed background		
<b>Other Background</b>	CHNE	Chinese					
	OOH	Any other ethnic background					

I do not wish an ethnic background to be recorded
☐

This information will assist the local authority in compiling statistics on early education from different ethnic backgrounds to help ensure that all children have the opportunity to fulfil their potential.

Section 4 - Parental Declaration
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- I confirm that I have parental responsibility for this child.
- I confirm that the details stated on this form are correct.
- I accept that I am **not** able to change my child's free place during a term except in the below listed exceptional circumstances:
  - Family moving to a new house
  - Change in the child's primary carer
  - Change of employment i.e., new job/unemployment
  - Health and safety concerns i.e., child with long term sickness/child protection
- I understand that I cannot claim my entitlement across more than 2 sites (in one day).
- I understand that I cannot claim more than 570 hours per year and a weekly maximum of 15 hours (universal only).
- I understand that I cannot claim more than 1,140 hours per year and a weekly maximum of 30 hours (if eligible).
- I understand that if I cease to meet the 30 hours eligibility criteria, I will continue to receive funding for the "grace period" only.
- I understand that early education places are delivered completely free of charge to parents. I should not be charged in advance, charged top-up fees or a non-refundable deposit.
- I authorise Knowsley MBC to exchange information I have provided with my child's EY providers, other local authorities if my address is outside of Knowsley and the DfE (Department for Education).
- I authorise Knowsley MBC to exchange information about my child's take-up of the entitlement.
- I authorise Knowsley MBC to check my eligibility for 2 Year Old Funding / 30 hours childcare / DAF/ Deprivation / Early Years Pupil Premium / Free School Meals as required enabling the appropriate funding streams to be paid to my Early Years Provider.
- I understand that Early Years Providers and the Local Authority (LA) are bound by the Data Protection Act 2018. The LA will not reveal information held on my child to a third party unless the law allows us to. For further information about how the LA and/or DfE store and use this data please go to the following website:
  - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/security/>

<b>Signed:</b>		<b>Date:</b>	
<b>Print Name:</b>			<b>Parent / Carer</b>
<b>Signed:</b>		<b>Date:</b>	
<b>Print Name:</b>			<b>Childcare Provider</b>



**Information for Parents:****Universal Funded Hours:**

All children once they reach the age of 3 are entitled to 15 hours of free early education. This can be accessed the term after the child's 3<sup>rd</sup> birthday – 1<sup>st</sup> January or 1<sup>st</sup> April or 1<sup>st</sup> September.

The funded hours can be taken at either a private childcare provider or a school, but you **cannot** access both unless the funded hours are being split.

**Extended Childcare Offer (ECO/30 Hours):**

To access the extended childcare offer you, and any partner (if you have one), must each expect to earn (on average) at least £139 per week (equal to 16 hours at the National Minimum or Living Wage).

If you, or your partner, are on maternity, paternity, or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

You **cannot** get 30 hours free childcare if either you, or your partner, each individually expect to earn £100,000 or more.

Voucher codes need to be obtained before the start of the term – 1<sup>st</sup> January 1<sup>st</sup> April and 1<sup>st</sup> September. All codes must be reconfirmed every 3 months.

Further information can be found on this website - [Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)

**THIS SECTION IS TO BE COMPLETED BY THE CHILDCARE PROVIDER**  
(Please ensure parents have read and understood the above information)

Start Date of funded Education		TOTAL weekly hours attended		FUNDED weekly hours claimed	
Universal Provider:		Universal Provider:		Universal Provider:	
Extended Provider:		Extended Provider:		Extended Provider:	

