

April 2023- March 2024

Parent Declaration Form for Early Years Entitlement Funding for 2, 3 and 4 year olds

* denotes a mandatory field and must be completed

Provider Name*	Provider Ofsted URN*
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Child Details

Legal First Name*	Date of Birth*
Legal Surname*	Male / Female *
Address	Residency Code*
Postcode*	Ethnicity*

Additional details for children claiming 30 hours Free Childcare – Extended Entitlement (required if child is eligible)

National Insurance Number										30 hours eligibility code									

Early Years Entitlement Declaration

I confirm that my child is attending the above named provider for the following funded hours per week, per funding period:

Funding Period	Total funded hours available	No of funded weeks*	Hours per week*	Signature of parent/guardian*	Date*
Summer 23 (1 Apr - 31 Aug)	195 hrs Universal Entitlement				
	195 hrs Extended Entitlement				
Autumn 23 (1 Sept - 31 Dec)	210 hrs Universal Entitlement				
	210 hrs Extended Entitlement				
Spring 24 (1 Jan - 31 Mar)	165 hrs Universal Entitlement				
	165 hrs Extended Entitlement				

Please note a maximum of 10 hours can be claimed per day in 15 minute increments.

If your child attends any other provider for Early Years Entitlement, please complete the following:

Provider name:	Number of hours (SMR 2023):
Provider name:	Number of hours (AUT 2023):
Provider name:	Number of hours (SPR 2024):

Please note that you can split your entitlement between no more than 2 providers. The only exception is when the third provider is a District Specialist Centre for children with special educational needs and disabilities.

Early Years Pupil Premium (EYPP) Declaration (Optional completion for 3 & 4 year olds only)

If you believe your child may qualify for the EYPP please provide the following information for the **main benefit holder** to enable the Local Authority to confirm eligibility. Please tick which criteria you believe you qualify under:

Forename	Surname	Date of Birth	National Insurance Number									

Income Basis ☐ Looked After Child ☐ Adopted from care ☐

If you are unsure of the qualifying criteria please ask your provider for more details or information can be found on EYPP on the Wiltshire Council Website.

Disability Access Fund Declaration (Optional completion)

Three and four year old children who are in receipt of Child Disability Living Allowance and are receiving the Early Years Entitlement are eligible for the Disability Access Fund (DAF). DAF is paid as an annual fixed lump sum amount of £828 per eligible child to **one** early years provider.

Is your child in receipt of Disability Living Allowance? Yes / No

If yes, please show your child's DLA award confirmation letter to your chosen early years provider.

If your child is splitting their Early Years Entitlement across two or more providers, please nominate the main provider where the Local Authority should pay the annual lump sum of DAF:

Provider Name	Provider Ofsted URN
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Parent Declaration*

I understand that if I have given any misleading information on this declaration or have claimed more than the maximum entitlement with one or more providers I may be asked to reimburse the provider(s) or my child's place may be taken away. I understand that if I choose to take less than the full entitlement for my child I agree that Wiltshire Council has no obligation to make arrangements to provide additional hours to ensure my child receives the maximum entitlement over the year.

I understand that the information on this form will be used to process my Early Years Entitlement funding claim and my Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) application (if relevant). The Early Years Entitlement information will be used by Wiltshire Council to compare data with other providers, maintained schools and other local authorities. It will also be used for statistical analysis purposes by the Department for Education, Ofsted and Wiltshire Council, and processed in accordance with the requirements of the General Data Protection Regulation (GDPR).

Signed: _____ Date: _____ Relationship to child: _____

Information for providers*

This declaration is your evidence of claim and must be retained for 7 years to complete headcount submissions and for future reference, including auditing. Please note that you may be asked by the authority to produce evidence of a claim at any time. When a child who is or becomes eligible for Early Years Entitlement Funding registers with your provision, you must obtain proof of eligibility. Please indicate which documents have been seen by ticking the relevant box below. Please also indicate if you have seen proof of a child's DLA award notification letter for DAF.

Birth Certificate ☐ Passport ☐ DLA award letter ☐

Position: _____ Signature: _____ Date: _____