



# Parent Declaration for Early Years Funding

## Step 1: Your Child's Details - parents/carers to complete

Child's Legal Family Name/Surname:		Child's Legal Forename(s):	
Name by which the child is known (if different from above):			
Date of Birth: <small>See note on evidence</small>		Gender:	
Address:		Postcode:	
Ethnicity:		First language:	

### Evidence of child's date of birth and address:

Please tick which document you will provide with this form

Mandatory	Optional – good practice
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Utility bill <input type="checkbox"/> Bank statement <input type="checkbox"/> Other (please specify)

Is step 1 complete? Tick here ☐

## Step 2: Your Details (parents/carers)

Parent / Carer 1	Parent / Carer 2
Legal Family Name/Surname:	Legal Family Name/Surname:
Legal Forename:	Legal Forename:
Date of Birth:	Date of Birth:
National Insurance Number or Asylum Support Ref:	National Insurance Number or Asylum Support Ref:
Telephone Number:	Telephone Number:
Email address:	Email address:

Is step 2 complete? Tick here ☐

### Step 3: Your Child's Eligibility - parents/carers to complete

To be completed with assistance from your provider(s). Please tick which entitlement you will be using. If your child is two years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first.

- ☐ Entitlement for children from 2 years old in families receiving additional forms of support:
- If parents/carers live in England and are in receipt of certain benefits,
  - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- ☐ Working parent entitlement for children from 9 months old.
- ☐ Universal entitlement for 3- and 4-year-olds.

**Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:**

**Disability Access Fund (DAF)** is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting. Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

☐ Yes ☐ No

**Early Years Pupil Premium (EYPP)** is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?

☐ Yes ☐ No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

☐ Yes ☐ No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

☐ Yes ☐ No

**Is step 3 complete? Tick here**

## Step 4: Document Check – provider to complete

<b>Documentary proof of DoB</b> (e.g. Birth Certificate, Passport):		<b>Document recorded by</b> (name of staff member):	
<b>Date document recorded</b> (dd/mm/yyyy):			
<b>DLA Start Date</b> (dd/mm/yyyy):		<b>DLA End Date</b> (dd/mm/yyyy):	

  

<b>Disadvantaged 2-year-old eligibility code:</b> (e.g. TYF877-1807-AB1234CD)	<b>Code's eligibility date:</b>
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<b>Working parents code for 2 year olds, 9 month olds and 30 hours for 3 and 4 year olds:</b> (e.g. 50123456789)	<b>Code starts in which term?</b>	<b>Eligible from date:</b>	<b>Eligible to date:</b>	<b>Grace period end date:</b>
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**Is step 4 complete? Tick here** ☐

## Step 5: Setting and Attendance Details –Parents/carers to complete

You need to agree and complete this Declaration Form with each setting your child attends for their funded entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

- your child can attend a maximum of 2 sites in a single day and if your child attends more than 1 setting we will split the funding fairly between the settings.
- Your commitment to your child's consistent attendance at their placement is of the utmost importance. In the event that your child cannot attend their sessions for any reason (illness etc.), you must telephone the setting to inform them of your child's absence. Ultimately, poor attendance may result in the placement being withdrawn.
- If you intend to leave at the end of a term, please ensure you notify your provider in advance (ideally giving 4 weeks notice).
- Children are expected to attend the same setting for the whole of the term and can only move to a different setting part way through the term in exceptional circumstances. Requests to move partway through the term will need to be emailed to [EYfunding@liverpool.gov.uk](mailto:EYfunding@liverpool.gov.uk), you will be asked to complete a request to transfer funding form (which you can get from your childcare provider) with the details of the request. **Please note: the request to move is not guaranteed.**

My child is attending the following settings (please list all settings attended): If your child is splitting their entitlement across two or more settings please nominate the main setting where the DAF and the universal hours will be paid:

WEEKLY HOURS TABLE																
To be completed by the PARENT/CARER												THE SETTING to complete with the PARENT/CARER				
Setting Name(s)		Please enter fee paying hours per day					Please enter Early Years Funding hours per day					Total Fee paying hours per week	Total funded hours per week	Grand Total hours per week	Number of weeks per year (e.g. 38, 45, 51)	Annual (Funded hours per week x weeks) (15x38)
		Mon	Tue	Wed	Thurs	Fri	Mon	Tue	Wed	Thurs	Fri					
A																
B																
C																
Total Daily Funded Hours Attended																
<p style="color: red; text-align: center;">Check that the annual funded hours does not exceed the maximum (570 OR 1140 universal &amp; extended for eligible 30 hours families)</p> <div style="text-align: right;">↑</div>																

To Note: The **maximum** number of funded hours your child can receive is:

- for 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year
- for children aged from 9 months of eligible working parents: 15 hours a week for 38 weeks of the year (**this will increase to 30 hours from September 2025**). For 3 and 4 years old this can be combined with the below entitlement to a maximum of 30 hours.
- for all 3 and 4YOs: 15 hours a week for 38 weeks of the year

Term	Year	Type of funded place	Nominated main setting	Change from last term Y/N	Parent Name & Signature	Date	Provider Name & Signature	Date
Summer								
Autumn								
Spring								
Summer								
Autumn								
Spring								
Summer								
Autumn								
Spring								
Summer								
Autumn								
Spring								
Summer								
Autumn								
Spring								
Summer								

If you have changed your hours you need to complete another WEEKLY HOURS TABLE with your setting (s)

Is step 5 complete? Tick here ☐

## WEEKLY HOURS TABLE

To be completed by the PARENT/CARER												THE SETTING to complete with the PARENT/CARER				
Setting Name(s)		Please enter fee paying hours per day					Please enter Early Years Funding hours per day					Total Fee paying hours per week	Total funded hours per week	Grand Total hours per week	Number of weeks per year (e.g. 38, 45, 51)	Annual (Funded hours per week x weeks) (15x38)
		Mon	Tue	Wed	Thurs	Fri	Mon	Tue	Wed	Thurs	Fri					
A																
B																
C																
Total Daily Funded Hours Attended																
Check that the annual funded hours does not exceed the maximum (570 OR 1140 universal & extended for eligible 30 hours families) ↑																

## WEEKLY HOURS TABLE

To be completed by the PARENT/CARER												THE SETTING to complete with the PARENT/CARER				
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		Mon	Tue	Wed	Thurs	Fri	Mon	Tue	Wed	Thurs	Fri					
A																
B																
C																
Total Daily Funded Hours Attended																
Check that the annual funded hours does not exceed the maximum (570 OR 1140 universal & extended for eligible 30 hours families) ↑																

## Charges - Provider to complete

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

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.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
<b>Additional charges for consumables or additional charges per day</b>						

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

## Step 6: Parent/Carer/Guardian with Legal Responsibility Declaration

**Declaration:** I (name) \_\_\_\_\_  
 of (address) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- confirm that the information I have provided above is accurate and true
- understand that if I knowingly or fraudulently claim more than the maximum hours allowable, I will be liable for any loss incurred by the Government, Local Authority or Provider(s) named on page 3

I understand and agree to the conditions set out in this document and I authorise

(Name of Provider/s) \_\_\_\_\_

- to claim funding as agreed above on behalf of my child.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed:
Print name:	Print name:
Date:	Date:

[Liverpool City Council] is collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2's will qualify from September 2024.

### Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities, schools and other early years providers. The Act gives rights to those about whom data is held (known as data subjects), 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 disclosed



Liverpool City Council maintain a database in respect of Early Years Funding. All personal information provided on this form is treated in strict confidence in accordance with the requirements of the Act.

In collecting your data for the purposes of checking your eligibility for the 2-year-old, or 3 & 4-year-old universal and extended Early Years Funding, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) (see page 6), Liverpool City Council is exercising the function of a government department. Liverpool City Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

The data may be shared with other Early Help Departments within the Council, other Local Authorities, the DfE, the HMRC, the DWP and other government bodies as appropriate for the purpose of processing Early Years Funding and the identification of children attracting pupil premium funding.

You can find out more information on how the Council will handle your information in relation to this application for Early Years Funding at [liverpool.gov.uk/privacy-notice/](https://liverpool.gov.uk/privacy-notice/)

Early Years Providers have also been asked to handle sensitive personal data appropriately, particularly when seeking information about whether a child is in receipt of DLA. They should also pay particular notice to the advice from the Information Commissioner's Office on holding personal data including sensitive personal data.

Early Years Providers will have their own privacy notice, a copy of which should be available to you.

Should you have any concerns relating to the processing of personal information for you, your child or children, please contact your provider or the Early Years Funding Team at [EYfunding@liverpool.gov.uk](mailto:EYfunding@liverpool.gov.uk)

**Is step 6 complete? Tick here** ☐

**This form is now complete**

## Parent Notes

### Eligibility Criteria for Early Years Funding

**Note 1:** eligibility criteria for Early Years Funding for 2- 3-and 4-year-old children can be found online at <https://www.childcarechoices.gov.uk/>

**Note 2:** children who are in receipt of child Disability Living Allowance (DLA) and are receiving Early Years Funding are eligible for the **Disability Access Fund (DAF)**. DAF is paid to the child's setting as a fixed annual sum of £938.

**Note 3: Early Years Pupil Premium (EYPP)** is an additional sum of money paid to childcare providers for children of families in receipt of Universal Credit (with an annual net earned income below £7,400) or if a child is Looked After by a local authority, has left care through Adoption, Special Guardianship or Child Arrangement Order. (a copy of the certificate will be required to evidence this)

See <https://www.gov.uk/get-extra-early-years-funding> for full details