

Notes on completion of the Free Entitlement Parent Declaration Form



- 1 West Sussex County Council (WSCC) must correctly identify all children the funding is claimed for. The child's name **must** be given in full and match their legal name, as stated on their Birth Certificate or Passport. This information is used to update School Admissions records.

WSCC is required to check pupil records for duplicates and fraudulent claims and to update individual details on its database. The postcode is very important information in this process and **must** be completed.

The provider may only claim funding if they have had proof that your child is in the eligible age range and so they will need to certify your child's date of birth. You will need to show the provider a document of proof such as a Birth Certificate or Passport and enter the document number on the form.

- 2 Choose your ethnic origin from the following list: (Funding is not dependent on choice of ethnic origin – this information is used purely for statistical purposes.)

- WHITE BRITISH
- WHITE IRISH
- TRAVELLER OF IRISH ORIGIN
- GYPSY/ROMA
- ANY OTHER WHITE BACKGROUND
- MIXED WHITE AND BLACK CARIBBEAN
- MIXED WHITE AND BLACK CARIBBEAN
- MIXED WHITE AND BLACK AFRICAN
- MIXED WHITE AND ASIAN
- MIXED ANY OTHER BACKGROUND
- ASIAN OR ASIAN BRITISH INDIAN
- ASIAN OR ASIAN BRITISH PAKISTANI
- ASIAN OR ASIAN BRITISH
- BANGLADESHI
- ASIAN OR ASIAN BRITISH ANY OTHER BLACK BACKGROUND
- BLACK OR BLACK BRITISH CARIBBEAN
- BLACK OR BLACK BRITISH AFRICAN
- BLACK OR BLACK BRITISH ANY OTHER BLACK BACKGROUND
- CHINESE
- ANY OTHER ETHNIC BACKGROUND
- WITHHELD/DO NOT WISH TO BE RECORDED

- 3 3 and 4 year old children who are in receipt of Disability Living Allowance (DLA) and are receiving FE are eligible for the Disability Access Fund (DAF). DAF is paid to the nominated provider of your choice as a fixed annual rate of £615 per eligible child. Funding is **not** transferable between settings. You must provide the setting with a **copy** (no originals) of your child's current DLA award letter in order for the setting to claim DAF.

- 4 Providers will be able to claim additional supplements up to a maximum £570 for every 3 and 4 year old who meet Early Years Pupil Premium (EYPP) eligibility criteria, depending on the total number of hours year funded hours claimed. Your eligibility under the economic criteria is checked using your National Insurance (NI) number or National Asylum Support Service (NASS) number. By providing these details you are granting WSCC permission to check your EYPP eligibility with the DWP and award EYPP plus an additional supplement if appropriate.

Information relating to your income is not shared by the Department for Work and Pensions (DWP) when your eligibility is checked. Further information on the EYPP can be found by visiting the website www.gov.uk by searching for Early Years Pupil Premium. EYPP will only apply to the 3 and 4 year old Universal FE (15 hours maximum).

- 5 3 and 4 year old children may be eligible to claim the Extended FE (also referred to as 30 hours free childcare). If eligible, the provider will need your 30 hours eligibility code, your National Insurance number and child's date of birth in order to validate the code with WSCC. You will be prompted by HMRC to reconfirm your eligibility every 3 months; missing reconfirmation deadlines may cause your eligibility to lapse. If upon reconfirmation you are no longer eligible for the Extended FE, you will be able to retain your Extended FE for a short period; this is known as the grace period. Please note your **Universal FE** will continue.

- 6 Funded hours is the amount of time your child is entitled to attend for free whilst accessing early education. These hours are funded by the Government. For 2 year old FE and the 3 and 4 year old Universal FE the maximum number of funded hours that can be claimed is 570 per year. For the Extended FE an additional 570 funded hours can be accessed per year (1140 funded hours in total). Please note the Extended FE is also referred to as '30 hours free childcare'.

- 7** If your provider offers funding over more than 38 weeks per year, the total funded hours can be 'stretched' across the whole year. Depending on your providers method of claiming the total hours you can claim over the year may consequently reduce, as the funding can only be claimed from WSCC in half hourly increments. Please see examples in grid below:

Weeks per year	Hours per week (2 year old FE/Universal FE)	Total hours across the year (2 year old FE/Universal FE)	Hours per week (Universal + Extended FE)	Total hours across the year (Universal + Extended FE)
38	15	570	30	1140
45	12.5	562.5*	25	1125*
51	11	561*	22	1122*

*The remainder of hours cannot be claimed if your setting claims standard stretched funding.

Alternatively, your provider can claim over 38 weeks per year but 'self-stretch' the hours according to a pre-arranged agreement between them and yourself. All rules still apply when this method of claiming is used, including the maximum of 15 or 30 hours per week. All hours claimed **must** be delivered to the child (with the exception of child sickness or planned short term holidays). If you wish for your child to access FE hours over more than 38 weeks you must discuss this with your provider before starting your claim, so you are aware of any potential loss in free hours. Please note that not all providers offer these stretched methods of claiming.

- 8** If your provider is open for more than their stated funded weeks per year (e.g. if they are open for 51 weeks per year but only offer the funding over 38 weeks), any hours your child attends in the non-funded weeks will need to be funded by yourself.

- 9** WSCC will claim grant, to be paid to providers for educating your child/children for up to 15 funded hours per week, or for the Extended FE 30 hours per week. Children may attend a maximum of 10 hours in one day. Please note:

- Parents **must not** be required to take up additional services in order to take up funded hours.
- You may, if you wish, access only the funded hours at those times stipulated by the provider and subject to availability of places. Please refer to the provider's Admissions Policy for further information and details on how they prioritise places.
- If you do not wish to commit to extra weeks over and above the 38 week limit you are not obliged to in order to access the FE.
- The entitlement equates to 570 hours per year, or for the Extended FE 1140 hours per year. This cannot be exceeded in one 12-month period. Please note that the 12 month period starts once the child is eligible at the start of the term in which they begin to access their FE hours.
- All FE may be split across county borders, but the total hours claimed for 2 year old FE and 3 and 4 year old Universal FE must not exceed 15 per week (or 570 hours per year). Or, for the Extended FE 30 hours per week (or 1140 hours per year). This information is shared and audited with other Local Authorities.
- The entitlement may be taken over more than 38 weeks, in which case the weekly entitlement is reduced (see also note **7**).
- Providers are **not** obliged to meet every individual request for a pattern of delivery where this is impractical.

WARNING: You are not entitled to claim more than 15 funded hours per week (or 570 hours per year), or for the Extended FE 30 hours per week (1140 hours per year). This includes cross county border funding. Claims in excess of this will lead to legal action.

- 10** You can split the FE between multiple FE registered providers, though no more than two sites in a single day. For example, your child may attend a breakfast club and nursery setting based on one site, and then attend a setting on a different site in the afternoon. You must inform each provider of how many hours you are going to claim at additional providers and ensure your total funded hours does not exceed the maximum as per note **9**.

- 11** WSCC makes regular checks to ensure children are not exceeding their FE Claim.

- 12** You **must** ensure that you claim the same number of FE hours you register for with your provider. If you intend to change the number of hours you must discuss this with the provider before implementing any changes. You **must not** register for more FE hours than your child accesses.
It is fraudulent for a provider to claim more FE hours than a child is accessing.
- 13** Any changes to the Parent Declaration form **must** be submitted by the childcare provider to WSCC **before** the headcount date at the start of a term. Headcount dates are available from your childcare provider. Any change to an existing declaration, made after the headcount date will not be accepted.
- 14** If your child starts to attend school on a part-time basis the funding to your FE registered provider (Day Nursery, Pre-school, Childminder, Breakfast Club, Out of School Club, or Holiday Scheme) ceases.
- 15** You **must** update your provider and complete a new copy of the Free Entitlement Parent Declaration Form whenever the arrangements or your details change, including a change of address. The information you provide will be used for the school admissions process. **If incorrect, this may mean that your child is designated the incorrect school catchment area.**

THIS FORM MUST BE RETAINED BY THE PROVIDER, FOR THE CURRENT FINANCIAL YEAR (APRIL TO MARCH), PLUS 2 YEARS FROM COMPLETION DATE AND MADE AVAILABLE AT THE REQUEST OF WEST SUSSEX COUNTY COUNCIL OFFICERS OR OFSTED INSPECTORS.

IF CHANGES ARE REQUIRED THEN A NEW FORM SHOULD BE COMPLETED. A NEW FORM SHOULD BE COMPLETED EACH TIME A NEW PROVIDER DECLARATION IS ISSUED.

If you require any assistance when completing this form, please contact the Family Information Service on 01243 777807