

Parent Declaration for the Free Early Education Entitlement

This parental declaration form can be completed either by the childcare provider on behalf of the parent / carer or parent / carer themselves.

If a childcare provider is completing the form, the form will be sent to the parent / carer for sign off. If parent / carer does not sign off due to discrepancies identified, the form will be sent back to the childcare provider to update. Once parent / carer and Childcare Provider has signed off the completed form, a PDF copy will be sent to both the parent / carer and the childcare provider. Please ensure that you obtain the correct email address from the parent / carer.

If a parent / carer starts the completion of the form, the form will be sent to the childcare provider to complete the provider details, document check confirmation and child's attendance details. Once completed, the form will be sent to the parent / carer for sign off. Once parent / carer and Childcare Provider has signed off the completed form, a PDF copy will be sent to both the parent / carer and the childcare provider.

Who is completing this form?	
Who is starting completion of this parent declaration for the Free Early Education Entitlement?	Education setting / provider <input type="checkbox"/>
	Parent / carer <input type="checkbox"/>

Step 1: Education setting / provider and child's details	
Education setting / provider name	<input type="text"/>
Education setting / provider Ofsted URN No	<input type="text"/>
Education setting / provider contact email address	<input type="text"/>
Child's legal family name	<input type="text"/>
Child's legal forename(s)	<input type="text"/>
Name by which the child is known (if different from above)	<input type="text"/>
Date of birth	<input type="text"/>
Gender	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
The Parent / Carer has provided the childcare provider documentation as proof of child's legal name, forename and date of birth (as recorded on their birth certificate).	
Please select which document that has been provided by parent / carer to childcare provider	Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/>
The Parent / Carer has provided the childcare provider documentation as proof of address.	
Please select which document that has been provided by parent / carer to childcare provider	Utility Bill (no more than 3 months old) <input type="checkbox"/>
	Council Tax Statement (no more than 12 months old) <input type="checkbox"/>
	Bank statement (no more than 3 months old) <input type="checkbox"/>
	Tenancy Agreement or mortgage statement (no more than 12 months old) <input type="checkbox"/>
	Other (for example, a letter from Home Office) <input type="checkbox"/>
Please specify what this is	<input type="text"/>

Step 2: Parent / carer details

Is it a lone parent household?

Yes No

Are full details available for the second parent or carer?

Yes No

Parent / Carer 1

Legal family name

Legal forename(s)

Date of birth

National Insurance Number

NASS Number

Email address

Confirm email address

I confirm that I have the correct email address for parent / carer

Telephone number

Parent / Carer 2

Legal family name

Legal forename(s)

Date of birth

National Insurance Number

NASS Number

Email address

Confirm email address

I confirm that I have the correct email address for parent / carer

Telephone number

Step 3 : Your child's eligibility

Under 2- year-old application (from 9 months to 2-year-old)

Childcare provider should be provided with the eligibility code

2- year-old application

Childcare provider should be provided with the 2YO eligibility code

3- & 4-year-old application

Childcare provider should be provided with the eligibility code where eligibility is for the working families entitlement of up to 30hours per week

Under 2s and 2YOs from working families will be eligible for up to 30 hours per week from September 2025.

Some 2-year-olds are entitled to 570 free hours a year. All 3- and 4-year-olds are entitled to 570 hours a year (universal entitlement) and some 3- and 4-year-olds from working families may be entitled to an additional 570 hours (extended or 30 hours entitlement) a year.

Is your child splitting their free entitlement across two or more settings?

Yes

No

Disability Access Fund

If a parent / carer is receiving Disability Living Allowance Payments for their child, the childcare provider can claim Disability Access Funding (DAF). The purpose of DAF is to support providers to make reasonable adjustments and build capacity within their setting to support their child's individual needs. DAF is paid to the childcare provider.

Is the parent / carer in receipt of Disability Living Allowance (DLA) in respect to their child?

Yes

No

Has parent / carer given consent for the childcare provider to claim Disability Access Funding (DAF) in order to support their child's needs?

Yes

No

Parent / Carer will need to provide the school or childcare provider with their latest DLA award letter from DWP in order for the school or childcare provider to claim this funding.

School or Childcare Provider should upload the DLA letter to child's record on the Early Years Provider Portal and the DAF eligibility code will be generated by the LBWF Early Years & Childcare team.

As you are splitting free entitlement across two or more settings, please nominate the main setting where the local authority should pay the DAF

Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child's progress and development.

Has parent / carer given the consent for the childcare provider to claim Early Years Pupil Premium (EYPP) Funding in order to support your child's needs?

Yes

No

National Insurance Number and parent / carer Date of Birth must be provided for childcare provider to claim this funding.

Is the parent / carer in receipt of Universal Credit?

Yes

No

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

Yes

No

Is the parent / carer an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

Yes

No

Step 4 : Document check (To be completed by school or childcare provider)

Documentary proof of date of birth seen

For example: Birth Certificate, Passport

Documentary proof of address seen

For example: Utility bill, Bank statement

Date document details recorded

by school or childcare provider

Documents recorded by

Name of staff member

Signature of staff member

Please select which document type is being used -

- 1. Working Families eligibility code from HMRC Childcare choices for Under 2's (Child's eligibility commences from the term after the child is 9 months old or the term after eligibility code has been received - whichever is later)
- 2. Working Families eligibility code from HMRC Childcare choices for 2YOs (Child's eligibility commences from the term after the child is 2YO or the term after eligibility code has been received - whichever is later)
- 3. 2 Year old benefit related criteria eligibility code from online EY Parent's Portal (Child's eligibility commences from the term after the child is 2YO or the term after eligibility code has been received - whichever is later)
- 4. Working Families eligibility code from HMRC Childcare choices for 3 & 4YOs (Child's eligibility commences from the term after the child is 3YO or the term after eligibility code has been received - whichever is later)
- 5. Universal offer for 3&4 YOs (15hrs) (Child's eligibility commences from the term after the child is 3YO)

Please note that School Terms commence on 1st January, 1st April and 1st September.

Working families document eligibility code (11 characters long)

2 Year old benefit related eligibility code (6 characters long)

DAF eligibility code from LBWF Early Years and Childcare Service

DAF eligibility code (12 characters long – for example: LBWFD AFxxxxx)

Step 5: Setting and attendance details

You need to agree and complete this declaration form with each setting your child attends for their early education entitlement in order to ensure that funding is paid fairly to each of them. Your child can attend a maximum of two sites in a single day and if your child attends more than one setting we will distribute the funding appropriately between the settings. I understand that if I 'stretch' my entitlement over more than 38 weeks per annum (pa) this will reduce my weekly entitlement as detailed below:

	38 weeks per year	48 weeks per year	49 weeks per year	50 weeks per year	51 weeks per year	52 weeks per year
15 hrs p / w	15hrs	11hrs 53 mins	11hrs 36 mins	11hrs 24 mins	11hrs 11 mins	11hrs
30 hrs p / w (eligible families)	30hrs	23hrs 46 mins	23hrs 18 mins	22hrs 48 mins	22hrs 22 mins	22hrs

Referencing the above table, I confirm that parent / carer is taking up their child's entitlement over the following number of weeks per annum -

- 38 weeks
 48 weeks
 49 weeks
 50 weeks
 51 weeks
 52 weeks
 Other

For "Other", please provide -

Weeks per annum

Hours per week

Minutes per week

Childcare provider's hourly rate for chargeable childcare hours

Details to provide

My child will commence their free early education entitlement place from

For the following hours:

	Mon	Tues	Weds	Thurs	Fri	Total hrs per week	Total weekly charge
Attendance start time (e.g. 09:00)							
Attendance finish time (e.g. 17:00)							
Number of attendance hours that are free (e.g. 5:00 is five hours)							NIL
Number of chargeable childcare hours (e.g. 5:00 is five hours)							
Additional charges (meals and snacks)							
Charges for consumables							
Check this box if the child does not attend on this day							

Total weekly cost

Provide details of what the charges for consumables throughout the week relates to.

The cost of consumables are generally items that are specific to your child/ren and should not include costs generally associated with running the business e.g. toys, paper, cleaning materials, utilities etc.

Trips, outings and specialist tuition charges may be occasional charges and therefore may be provided separately just prior to delivery. These charges should be made clear in any fees and charges information provided by the childcare provider and included in parent / carer invoice.

Please complete the relevant statement

Please read the statement below. You will be asked to sign this page later in the process.

Statement 1 - I am taking up my child's free childcare with only 1 childcare provider

I confirm that my child only attends the provider below and does not access a free place with another provider.

Provider name

Ofsted URN No

Parent / Carer name

Parent / Carer signature

Date

Statement 2 - I am taking up my child's free childcare at more than 1 childcare provider

First provider name

Ofsted URN No

I confirm that in addition to the provider detailed above, my child takes up free early hours with another provider as outlined below:

38 weeks per annum

51 weeks per annum

Other

For "Other", please provide -

Weeks per annum

Hours per week

Minutes per week

Second provider name

Ofsted URN No

	Monday	Tuesday	Wednesday	Thursday	Friday
Attendance hours (e.g. 5:00 is five hours)					
Free Early Education Hours (e.g. 5:00 is five hours)					
Check this box if the child does not attend on this day					

Parent / Carer name

Parent / Carer signature

Date

End of declaration

This is the end of the declaration. There are no further pages available. If all required questions have been answered, you should submit this form.