Birmingham City Council

Parent Declaration Form - Early Education Entitlement Places

This form must be fully completed in English. If a parent is unable to understand what they are declaring to, the childcare provider should provide the appropriate translation support. If this support is not available, the childcare provider must contact earlyeducation@birmingham.gov.uk requesting the appropriate support.

Parent / Carer: Your child can attend a maximum of two settings in a single day. You must agree and complete a parent declaration form with a member of staff from each setting your child attends, to ensure that funding is paid fairly to each provider. You must not claim more than your entitlement and you can only claim funding at the setting(s) your child attends for headcount. **Headcount day is:**

Autumn: first Thursday in October / **Spring**: third Thursday in January /**Summer**: third Thursday in May

Choose your childcare provider carefully. If you start with a childcare provider and then leave before headcount, they cannot claim funding for you so they may charge you for that place.

What is my entitlement?

9 months - 4-Years- Funded Place – Working Parent entitlement – 30 hours

Children aged 9months – 4 years of eligible working parents are entitled to access 30 hours per week for 38 weeks per year (term time only), or the equivalent of 1140 hours stretched over the year where providers offer stretched places, the term after they turn 9months, 2 or 3 years old or the term after they receive an eligible code – whichever is later.

The code and the child's DOB must be checked by the provider to confirm eligibility for each term being accessed. The provider must check the code at the beginning of every term before allowing the child to take up the funded hours.

Funding can only continue each term if eligibility is reconfirmed on time every 3 months - Parents are responsible for checking their HMRC account to action this. If parents do not reconfirm their working entitlement eligibility every 3 months as directed by the HMRC, they will be liable for the fees for any hours where providers cannot claim funding for them.

Children who have been admitted to primary school and are attending a state-funded or independent school reception class which is funded by the local authority are not entitled to any additional funded hours outside their school reception class. Parents must tell their childcare provider when they apply for a reception class place. Early Years places cannot be funded in the same term that a reception class place is taken up.

2-Year-olds – Families in receipt of additional support – 15 hours

2-Year-olds can receive 15 funded early education hours for 38 weeks per year (term time only) or the equivalent of 570 hours stretched over the whole year, the term after their second birthday **if** they meet the funding criteria.

2-Year-olds – Families in receipt of additional support and working entitlement – 30 hours (15 hours disadvantaged funding + 15 hours working entitlement)

Some 2-Year-olds will be entitled to **both** the disadvantaged offer **and** the working entitlement offer. These children can receive 30 funded early education hours for 38 weeks per year (term time only) or the equivalent of 1140 hours stretched over the year, the term after their second birthday.

3- and 4-Year-old Funded Place – 15 universal hours

All three- and four-year-olds are eligible for a funded early education place of 15 hours a week for 38 weeks per year (term time only) or the equivalent of 570 hours stretched over the year, the term after their third birthday, irrespective of the immigration status of the child or their parent(s). An eligibility code is not required for universal hours.

Terms
Your childcare provider will confirm their term start date with you. Childcare Providers can set their own term dates, but children must be the correct age (9months / 2 years / 3 years old): -

On or before 31st December to access a place from 1st January - Spring Term
On or before 31st March to access a place from 1st April - Summer Term
On or before 31st August to access a place from 1st September - Autumn Term

Term Time only or Stretched Funding
Some childcare providers will offer term time only places and some will allow you to stretch your funding which means taking fewer hours over more weeks of the year.

Data Protection Statement

The information you have provided in this form about you and your child will be used by Birmingham City Council and your Early Years Provider to process your application for Early Education Entitlement and in accordance with the General Data Protection Regulations (GDPR) and any successor legislation to the GDPR and / or the Data Protection Act 2018.

The Council will use the information provided by you on this Parental Declaration form to enable it carry out specific functions, which it is responsible for. These include:

- To safeguard and promote the welfare of children, including children missing from education.
- Meeting funding requirements for Early Years education places in Birmingham.
- Ensuring that the Early Years providers receive appropriate early education funding for 2-, 3- or 4-year-old children, including supplementary payments for children with special educational needs.
- Ensuring that the Early Years providers are administrating the funding or free entitlement appropriately including accessing information from other government departments to confirm child eligibility.

The Council is under a duty to protect the public funds it administers and may also use the information you have provided on this form within the Council for the prevention and detection of fraud, in order to check its accuracy, prevent or detect crime, protect public funds, or where otherwise required or permitted by law. Your information may also be shared with third parties and other Local Authorities, Early Years providers and the Department for Education (DfE) for audit funding requirements, or where there is a legal requirement to do so. Your personal data will never be disclosed for marketing purposes and will only be used for statutory purposes which the Local Authority is empowered to act on because it is a public body.

If you would like more information about how the DfE use your information, then please go to the following website:
www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data

Your personal data will be collected, used, processed, stored and retained in accordance with your legal rights and the Council's policy as set out in our privacy notice. Our privacy notice also contains contact details of our Data Protection Officer and the Information Governance Team. You can view the full privacy notice on our website:
www.birmingham.gov.uk/info/20154/foi_and_data_protection/384/privacy_statement

Data Privacy
The General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (the Act) put in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education 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

Should you have any concerns relating to how your information or the information relating to your child is being or will be used, please contact your provider or Birmingham City Council. Please note that information about whether a child is in receipt of Disability Living Allowance (DLA) is, under the Act, Special Category Data which should be handled appropriately. Providers are

asked to pay particular note to advice from the Information Commissioner's Office (ICO) on holding personal data including sensitive personal data which is available at: Data storage, sharing and security | ICO

Provider Name	Nursery A

Child's Details	
Legal Forename	**Penny**
Middle Name (s)	**Leah**
Legal Family Name (surname)	**Jones**
Previous Names	**NA**
DOB	**12/11/2023**
Gender	Female
NHS No	**123 123 1234**
Ethnicity	**British**
Home Language	**English**
Religion	**None**
Full address	**1 Lancaster Circus, Birmingham**
Postcode	**B4 7DQ**
Is the child living in BCC Temporary Accommodation?	NO

Document Check	
Your childcare provider must see proof of your child's name and Date of Birth. This must be an official document such as a Birth Certificate or Passport. Your childcare provider must see proof of your child's address, E.g. Utility bill.	
State document seen for proof of Name and DOB:	**Birth Certificate**
State document seen for proof of address:	**Council Tax Bill**
Documents viewed by (Print Full Name):	**Beck Wright**
Date:	**10/12/2024**

Parent / Carer's Details	
Title	**Mrs**
Legal Forename	**Kate**
Legal Family Name (surname)	**Jones**
DOB	**10/10/1990**
Relationship to Child:	**Mother**
National Insurance (NI) number or National Asylum Support (NASS) number:	**AB******C**
Home Address:	**1 Lancaster Circus, Birmingham**
Postcode:	**B4 7DQ**
Email Address:	**sampleemailaddress@gmail.com**
Home Telephone No:	**No house phone**
Mobile Number:	**0**** ******

If the child lives with a second parent or carer, you must record the details below:

Parent / Carer's Details	
Title:	**Mr**
Legal Forename	**James**
Legal Family Name (surname)	**Jones**
DOB	**04/04/1990**
Relationship to Child:	**Father**
National Insurance (NI) number or National Asylum Support (NASS) number:	**BB******A**
Home Address:	**1 Lancaster Circus, Birmingham**
Postcode:	**B4 7DQ**
Email Address:	**sampleemailaddress@hotmail.com**
Home Telephone No:	**No house phone**

Mobile Number:	**0****** ******

2-Year-old Funded Place (Families receiving additional support / disadvantaged funding offer)

2 Year Eligibility Code:	**EY2_SENT*********

Code confirmed as eligible on the eligibility checking system by (Print Name):	**Becky Wright**
Date eligibility code checked:	**02/12/2024**
If the eligibility checker did not confirm eligibility the childcare provider must view evidence of eligibility and email earlyeducation@birmingham.gov.uk stating what evidence has been seen, the code and the child's name and DOB. Where this is applicable, please confirm below:	
Evidence viewed by (Print Name):	**Becky Wright**
State evidence seen (a copy must be kept on file in case of audit):	**Universal Credit Statements**
Date EEE Team emailed:	**02/12/2024**
Date EEE confirmed code turned to eligible:	**03/12/2024**

2 Year Eligibility Criteria met:			
Universal Credit and the household income is £15,400 a year or less after tax, not including benefit payments	**X**	Looked After Child	
Child tax credits, and the household income is £16,190 a year or less before tax		Left Care under an adoption order	
Income Support		Left Care under a special guardianship order	
Income-based Jobseeker's Allowance (JSA)		Left Care under a child arrangements order	
The guaranteed element of Pension Credit		Child in receipt of DLA	
The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)		Statement of SEN / EHCP Plan	

I am a non-UK citizen who cannot claim benefits, and my immigration status states '**No recourse to public funds**' and my household income is no more than £26,500 (if you have one child) or no more than £30,600 (if you have two or more children) and I do not have more than £16,000 in savings or investments. **N.B.** If this eligibility criteria is met there is an additional **NRPF** declaration form that must be completed by both the parent and the childcare provider.	

Some parents will be eligible for both the 2-year funding for families receiving additional support and the working entitlement. Are you eligible for both entitlements?	**YES**
If you have answered 'Yes' you will be entitled to 30 funded hours (15 working hours + 15 hours for families in receipt of additional support / disadvantaged funding). You will also need to complete the working entitlement section. If you have answered 'No' you will be entitled to 15 funded hours.	

9months – 4 years old Working Entitlement

Working entitlement eligibility code	**501**********

Working entitlement eligibility codes must be dated on or before:	**To access a funded place in:**
31st December	Spring Term (1st January onwards)
31st March	Summer Term (1st April onwards)
31st August	Autumn Term (1st September onwards)

If working parents of 3- and 4-year-olds fall out of eligibility for the full working entitlement, they will still be able to access 15 universal hours after the grace period end date of the eligibility code expires.

If working parents of 2-year-olds who are also entitled to the disadvantaged funding fall out of eligibility for the working entitlement, they will still be able to access 15 hours disadvantaged funding after the grace period end date of the eligibility code expires.

In case you fall out of eligibility, parents of the above must nominate the childcare provider that they want to use for the 15 hours for disadvantaged 2-year-olds or the universal 15 hours for 3- and 4-year-olds.

Please note only the parent is responsible for choosing which provider they wish to continue claiming the remaining entitlement.

	Nominated Childcare provider:
2-Year-Old Disadvantaged Funding Provider	**Nursery A (15h)**
3- & 4-Year-old Universal Provider	
Working Entitlement Provider	**Childminder B (12h) & Nursery A (3h)**

Early Years Pupil Premium

Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for eligible children

aged 9months – 4 years. EYPP will be used to enhance the quality of the child's Early Years' experience by improving teaching and learning. EYPP is capped at 15 hours.

Free School Meals

Free School Meals (FSM) is an additional sum of money paid to childcare providers to fund a FSM for eligible children. FSM funding is only available if the child is attending their EEE funded place for a minimum of 5 hours during the core hours of 9am to 3pm. FSM funding is available for eligible 2-, 3- & 4-year-old children.

EYPP / FSM Code:	

Code confirmed as eligible on the eligibility checking system by (Print Name):	
Date eligibility code checked:	
If the eligibility checker did not confirm eligibility the childcare provider must view evidence of eligibility and email earlyeducation@birmingham.gov.uk stating what evidence has been seen, the code and the child's name and DOB. Where this is applicable, please confirm below:	
Evidence viewed by (Print Name):	**NA**
State evidence seen (a copy must be kept on file in case of audit):	
Date EEE Team emailed:	
Date EEE confirmed code turned to eligible:	

EYPP / FSM eligibility criteria met:			
Income Support		The guaranteed element of State Pension Credit	
Income-based Jobseeker's Allowance		Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190	
Income-related Employment and Support Allowance		Working Tax Credit run-on, which is paid for 4 weeks after you stop qualifying for Working Tax Credit	
Support under part six of the Immigration and Asylum Act 1999		Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you get	
Looked After Child		Left care through an adoption order	
Left care through a special guardianship order		Left care through a child arrangements order	

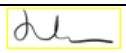
Disability Access Fund (DAF)

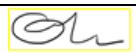
Children in receipt of child Disability Living Allowance (DLA) and who are accessing an early education funded place, are eligible for Disability Access Fund (DAF). DAF is paid to the child's setting at a fixed annual rate. If the child is splitting their early education entitlement across two or more settings, **parents must nominate the setting where the local authority should pay the DAF**. The DAF can only be paid to one provider per financial year. The DAF payment is not made for 4-year-olds in Reception classes.

Is your child eligible for and in receipt of Disability Living Allowance?	**Yes**

If you have ticked 'Yes', please complete the below:

Your childcare provider must see a copy of your child's DLA award letter:

Letter seen by (Print full Name)	**Becky Wright**
Staff Signature	
Date	**07/07/2025**

Name of childcare provider to receive DAF Payment	**Nursery A**
Parents Name	**Kate Jones**
Parent's Signature	
Date:	**07/07/2025**

Term: **Summer Term** Year: **2025**		Please enter total free hours agreed per day.					**Total no. of free hours per wk.**	**Is this stretched funding: Y / N**	**No. of funded wks. per year**
Provider name:		MON	TUES	WED	THUR	FRI			
A	**Nursery A**	**3**	**3**	**3**			**9**	**N**	**38**
B	**Childminder B**				**3**	**3**	**6**	**N**	**38**
C									
Total Daily Free Hours agreed		**3**	**3**	**3**	**3**	**3**	**15**		
Agreed Start Date for term: (DD / MM / YYYY)									
Parent Sign:									
Parent Print		**Kate Jones**							
Date:		**10/03/2025**							
Provider Sign:									
Provider Print:		**Becky Wright**							
Date:		**10/0/2025**							
Term: **Autumn Term** Year: **2025**		Please enter total free hours agreed per day.					**Total no. of free hours per wk.**	**Is this stretched funding: Y / N**	**No. of funded wks. per year**
Provider name:		MON	TUES	WED	THUR	FRI			
A	**Nursery A**	**4.56**	**4.56**	**4.56**			**13.68**	**Y**	**50**
B	**Childminder B**				**4.56**	**4.56**	**9.12**	**Y**	**50**
C									
Total Daily Free Hours agreed		**4.56**	**4.56**	**4.56**	**4.56**	**4.56**	**22.8**		
Agreed Start Date for term: (DD / MM / YYYY)									
Parent Sign:									
Parent Print		**Kate Jones**							
Date:		**07/07/2025**							
Provider Sign:									
Provider Print:		**Becky Wright**							
Date:		**07/07/2025**							

Parent / Carer - You must complete the sections below at the beginning of each term to confirm that terms entitlement. You are not required to sign up for more than one term at a time.

Child's Name: Penny Jones	**Child's DOB: 12/11/2023**

Term: **Spring Term** Year: **2025**		Please enter total free hours agreed per day.					**Total no. of free hours per wk.**	**Is this stretched funding: Y / N**	**No. of funded wks. per year**
Provider name:		MON	TUES	WED	THUR	FRI			
A	**Nursery A**	**3**	**3**	**3**	**3**	**3**	**15**	**N**	**38**
B									
C									

Total Daily Free Hours agreed	3	3	3	3	3	15		
~~Agreed Start Date for term:~~ (DD / MM / YYYY)	02/01/2025							

Parent Sign:	
Parent Print	Kate Jones
Date:	07/07/2025
Provider Sign:	
Provider Print:	Becky Wright
Date:	07/07/2025

Parent Declaration

Child's Name:	**Penny Jones**
Child's DOB:	**12/11/2023**

Parent / Carer – you must read and answer the following questions carefully:

Is your child accessing any free hours at another nursery or Childminder now or have they previously? (**See notes below)**	YES
Has your child attended / left another nursery or Childminder before starting here? (**See notes below)**	NO
If yes to either of the above, please provide the name of the nursery or Childminder?	**Childminder B**
If yes – have you given notice to the nursery or Childminder?	NO
What was the last date of attendance at the other setting?	**NA**
My child is part of a refugee support scheme:	NO
If 'Yes' – please specify which scheme e.g. Ukraine, Afghanistan, Hong Kong etc.	

Parent / Carer – you must read following information:

Entitlement	You must read pages 1 and 2 of this document explaining the entitlements. You must not exceed your entitlement. If you split funding, you must not have more than your total allowance.
Changing Childcare Provider	When a child moves childcare provider after headcount day, **funding will not be transferred** to the new provider unless an exceptional agreement has been made between the childcare provider and the Local Authority, therefore the parent will be responsible for paying any fees due to the new provider. In addition, when a child moves childcare providers before headcount day, **funding will not be paid** to the childcare provider they are leaving, therefore the **parent will be responsible for the fees** due at the previous provision.
Holiday / Absence	Periods of extended leave – 4 weeks or more: The **maximum** paid absence for a child from a provision when claiming EEE funding is **four consecutive weeks**. If you choose to remove your child for 4 weeks or more, funding will not be paid for that term, and you may be charged by your provider for any sessions you have attended.
Extra Costs	Although your early education hours are free, childcare providers may charge for extra consumable items e.g. meals, nappies, sun cream, trips etc and any extra hours accessed. Ask your childcare provider for a breakdown of the charges so that you understand what you are paying for. Any charges or additional hours / sessions must not be a condition of you taking up your funded hours. Providers can charge you a deposit to secure your place but must refund the deposit in full within a reasonable time scale.
Collecting your Data	In collecting your data for the purposes of checking your eligibility for the early education entitlements, Early Years Pupil Premium (EYPP), Free School Meals (FSM) or Disability Access Fund (DAF), Birmingham City Council is exercising the function of a government department.

	Birmingham City Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.
Parent/Carer/Guardian with Legal Responsibility Declaration:	
I confirm that the information I have provided in this parent declaration form is accurate and true. I have read the data protection statement on page 2, and I understand and agree to the conditions set out in this document. I authorise the following provider to claim the early education entitlement on behalf of my child:	
Provider Name:	**Nursery A**
Parent signed:	
Date:	**10/12/2024**