

Funded Early Education Entitlement (FEEE) for 2, 3 & 4 year olds  
**PARENTAL DECLARATION FORM (Page 1)**  
 To be completed by Parent/Carer/Guardian alongside the childcare provider



PARENT/CARER/GUARDIAN DETAILS	CHILDCARE PROVIDER DETAILS
Full Name Mr / Mrs / Miss	Name
Address  Postcode	Address  Postcode

**CHILD'S DETAILS**

Forename(s) <small>per Birth Certificate or Passport</small>		Address (if different from parent above)     Postcode
Surname <small>per Birth Certificate or Passport</small>		
Name known as <small>if different from above</small>		
Date of Birth	Gender Male (M) Female (F)	
Ethnicity Code <small>Provider will show you the list of codes</small>	Registering for FEEE as (tick one) 2YO <input type="checkbox"/> 3&4YO Universal Entitlement <input type="checkbox"/> 3&4YO Extended Entitlement <input type="checkbox"/>	

**A. DETAILS OF FEEE HOURS CLAIMED WITH THIS PROVIDER**

Start Date for FEEE claim or date of change:  FEEE Hours pw also enter details below:  Weeks per year that FEEE is claimed 38 (or less), 48 or 51:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
<b>Actual Hours</b>						
<b>FEEE hours</b>						

I confirm my child is not attending any other pre-school, nursery, childminder or school nursery class and claiming free hours there (sign in the box or complete part B below)

Signature (or leave blank if part B below applies)

**B. DETAILS OF FEEE HOURS CLAIMED WITH ANY OTHER PROVIDER**  
 This can be another pre- school, nursery, childminder or school nursery class that the child attends.

Name of second provider  
 Address  
  
 Postcode

Start Date for FEEE claim or date of change:  FEEE Hours pw also enter details below:  Weeks per year that FEEE is claimed 38 (or less), 48 or 51:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
<b>Actual hours</b>						
<b>FEEE hours</b>						

I confirm that I have told both providers about my child's attendance at the other setting and have completed a parental declaration form with the second provider too (sign in the box)

Signature (if applicable)

## PARENTAL DECLARATION FORM (Page 2)

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### 2 YEAR OLD FEEE

If your child is eligible for 2YO FEEE please enter the **TYOF reference number** which will have been issued to you when you made your online application to check eligibility.

TYOF Reference Number

### 3 & 4 YEAR OLD FEEE – EXTENDED ENTITLEMENT

If the child is eligible for the 30 hour Extended Entitlement please enter the details below.

30 hour FEEE EligibilityCode (DERN Code) Enter the full 11 digit code	
Parent's National Insurance (NI) Number	

If the Extended Entitlement (EE) is being 'split' between two providers then you must nominate and enter the name of the provider who will continue to deliver the Universal Entitlement (UE) in the event that you become ineligible for the EE.

**NOTE: Where the entitlement is split with a school nursery then the school will automatically deliver the UE.**

Name of nominated provider

### EARLY YEARS PUPIL PREMIUM (EYPP) REGISTRATION

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for 3 & 4 year old children of families in receipt of certain benefits. This funding will be used to enhance the quality of the early years' experience for the child by improving the teaching & learning and facilities & resources, with the aim of impacting positively on your child's progress and development. EYPP will only be paid for the Universal Entitlement hours and not if your child is in a school reception class.

**For more information please speak to your childcare provider.**

If you believe that your child may qualify for EYPP please provide the information below. The information must be for the Parent or Carer who is the **main benefit holder** who should sign below to enable the provider to claim EYPP for your child.

First Name	
Surname	
National Insurance (NI) Number	
National Asylum Support Service - NASS Number (if applicable)	
Signature (of main benefit holder)	

### DISABILITY ACCESS FUND (DAF) DECLARATION

3 & 4 year old children will be eligible for the DAF if they are in receipt of child disability living allowance (DLA) and attend an early years provider for a FEEE place (not necessarily the full 570 hours).

DAF will be paid to the child's early year's provider as a fixed annual lump sum payment of £615. If the child is accessing a FEEE place with more than one provider the parent will have to nominate one provider to receive the full DAF payment.

Please complete the information below if applicable.

My child receives child disability living allowance (DLA) and is accessing 3&4YO FEEE with the provider named below	YES / NO
I have given the named provider a copy or copies of my child's current DLA award document(s)	YES / NO
Name of Provider nominated to receive the DAF payment	

The nominated provider will use this information to make an application to the SEND Support team to claim DAF for your child.

## PARENTAL DECLARATION FORM (Page 3)

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### PLEASE READ THESE STATEMENTS CAREFULLY AND CONFIRM BY SIGNING ON PAGE 4

The provider has explained the Terms & Conditions for FEEE places to me and I understand that:

- Proof of Name and Age of my child must be given to the provider (Birth Certificate or Passport)
- For 2 year old FEEE or the 3 & 4 year old Universal Entitlement (UE) I can claim up to a maximum of 15 funded hours per week over 38 weeks in the year (or 570 hours per year 'stretched' over 48 or 51 weeks)
- For the 3 & 4 year old Extended Entitlement (EE) I can claim up to a maximum of 30 funded hours per week over 38 weeks in the year (or 1,140 hours per year 'stretched' over 48 or 51 weeks)
- The maximum entitlement applies even if the entitlement is 'split' between two providers
- If my provider is not open for at least 38 weeks then my child will not be able to access the full entitlement with the provider as the maximum FEEE that can be claimed per week is 15 hours or 30 hours (if applicable) i.e. the full entitlement cannot be condensed over less than 38 weeks per year
- If I sign up with a provider it is my intention to send my child for the FEEE hours as per the pattern of attendance completed on this form. **It is fraudulent to sign up to more FEEE hours than my child is actually accessing and also for the provider to claim more FEEE hours than my child is accessing**
- If my child is accessing FEEE on a term time (38 week) or stretched (over 48 or 51 weeks) pattern it has to be for a minimum for one whole term and cannot be changed to another pattern until the start of the following term. Also, if FEEE is being split between two providers then both providers have to offer the same pattern.
- The provider **will not charge me for the FEEE hours** that my child is accessing
- I have to pay the provider their published fees or charges for any extra hours or services that I agree for my child to access over and above the FEEE hours
- I may have to pay my provider if my child **fails to regularly access their FEEE hours without a reasonable or valid reason** as this could result in Leicester City Council reclaiming the funding from the provider
- If I want to move my child to another setting I must give at least a **4 weeks' notice in writing** (or longer if my contract with the provider states a longer notice period). If I do not do this, I will not be able to claim FEEE hours at the other setting until the end of the notice period and/or I may have to pay fees for the notice period
- If my child is eligible for EYPP the funding will only be paid for the UE hours accessed
- If my child is eligible for DAF, I must give the provider copies of my child's current DLA award document(s) and the fixed payment will be only be made to the provider I have nominated above
- I will have to complete a new parental declaration form in certain circumstances, including:
  - Where I request, and the provider agrees to, changes to the number of FEEE hours claimed or change the pattern of claim e.g. from Term Time to Stretched
  - When my child is claiming 2 year FEEE and moves to the 3 & 4 year FEEE (UE or EE)
  - If my child is claiming the 30 hours EE but has to move to claiming only the 15 hours UE due to a change in circumstances
  - Where there is a change or changes to any name. address or provider details
- If my child qualifies for the EE, this can only be accessed in the term after I apply for the Eligibility Code (DERN code) and it is my responsibility to reconfirm eligibility for the EE every 3 months when reminded by HMRC. In the event that the eligibility ends, my child will continue to receive the UE with the provider who I have nominated for this.
- If my child is taking up a Stretched offer or the 30 hour Extended Entitlement, the provider will submit an online E-Form to Leicester City Council giving the details completed above

**PARENTAL DECLARATION FORM (Page 4)**

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**I confirm that:**

- I am the child's Parent/Carer/Guardian with legal responsibility
- The information I have provided above is complete, accurate and true
- I understand and agree to the declarations and conditions set out in this document and authorise the Provider to claim the appropriate FEEE funding for my child
- I understand that if I have given any false information I may be asked to pay back the provider for the cost of the funded place
- I will inform the provider/s if the arrangements or details given on this declaration form change.
- My child is not attending a school reception class
- My provider has displayed/made available the 'Privacy Notice for Parents' showing what the Department for Education does with the data
- I agree that the information I have provided can be shared with Leicester City Council and Department for Education who will access information from other government departments to:
  - confirm my child's eligibility and validate the 30 hour FEEE Eligibility Code - if applicable
  - enable the provider to claim Early Years Pupil Premium (EYPP) - if applicable
  - enable the provider to claim Disability Access Fund (DAF) for my child – if applicable

Signature of Parent/Carer/Guardian named on page 1	
Relationship to child	
Date	

**Please note** that this declaration form does not replace the provider's usual registration form and parental contract which you may be required to complete to register your child to attend the setting.

**INFORMATION FOR PROVIDER**

When you register a child for a FEEE place you must check either the Birth Certificate or Passport as proof of Name and Age and retain a copy of the document. Please tick the relevant box below to confirm this.

<b>Birth Certificate</b> seen and copy retained		<b>Passport</b> seen and copy retained	
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**EYPP:** If the child is eligible the funding is only payable for the UE hours accessed by the child and to the provider or providers delivering the UE hours.

**DAF:** If the child is eligible and you are the nominated provider then you must contact the SEND Support team to apply for the payment and forward the copies of the DLA award documents to them.

Where a child is taking up a **Stretched Offer** or the **30 hour Extended Entitlement**, you will need to submit an online E-Form to Leicester City Council giving the relevant details from this form.

This declaration is your evidence of FEEE claim for this child and must be retained for 7 years to complete headcount forms and for future reference, including auditing. You may be asked by Leicester City Council to produce evidence of a claim at any time. Please sign below and give a copy of the form to the parent.

<b>Signature</b> on behalf of provider		Date	
Name and Position			

**Please note** that this declaration form does not replace your usual registration form and parental contract which you may require the parent to complete to register the child at your setting.

General information about Free Early Education and childcare can be found via <http://families.leicester.gov.uk/free-early-education/>