

Parent/Carer Declaration Form April 2026 - March 2027

Funded Early Education and Childcare for 9-months, 2-, 3- and 4-year-olds

Note for Parent/Carers

This Parent/Carer Declaration is between the Parent/Carer, and all Ofsted registered Early Years' Providers offering and delivering funded places for 9 months, 2-, 3- and 4-year-old children in West Northamptonshire. Please retain a copy of this contract for your own records. A copy of this contract must also be made available upon request to WNC Early Education and Childcare Team. Your Provider may have additional terms and conditions alongside this document. Speak to your provider for more information.

Parents/Carers with legal responsibility for the child must complete this Parent/Carer Declaration **before their child takes up a funded place**. If you need help to complete any of the sections below, please ask your provider for assistance. If you have a Tax-Free Childcare log in for the HMRC website, please make sure the details you use below are the same.

- **Up to 30-hours childcare** for eligible working families in England for children aged **9 months to 2 years** (1140 hours a year)
- **Up to 15-hours of Early Learning for 2-year-olds** (570 hours a year)
- **Up to 15-hours childcare** for all families in England for children aged 3 to 4 (570 hours a year)
- **Additional 15-hours childcare** for eligible working families in England for children aged 3 to 4 years (570 hours a year)

Funded Early Education and Childcare is split across 3 funding blocks, Spring, Summer, and Autumn. Funding blocks are not school terms, children become eligible the funding block **after** they become age eligible. This is the funding block after they turn 9 months, 2 years and 3 years old.

They can attend:

- A maximum of 15 or 30 hours per week
- A maximum of 10 hours in a single day between 6am and 8pm
- A maximum of two Early Years Providers in one day (please note both providers must offer the same Funding Model to claim)

For more information, please visit our website: www.westnorthants.gov.uk

Section One – Child's Details – parents/carers to complete

Child's Legal Forename(s):	
Child's Legal Middle Name(s):	
Child's Legal Surname:	
Name by which child is known if different:	
Address:	
Postcode:	
Date of Birth:	
Ethnicity:	
Gender:	
Child's First Language:	

Section Two – Parent/Carer Details - parents/carers to complete

Parent/Carer One	Parent/Carer Two
Title: Dr Mr Mrs Ms	Title: Dr Mr Mrs Ms
Legal Forename:	Legal Forename:
Legal Surname:	Legal Surname:
Address if different to named child:	Address if different to named child:
Contact Number:	Contact Number:
Date of Birth:	Date of Birth:
National Insurance Number or Asylum Support Reference (previously NASS):	National Insurance Number or Asylum Support Reference (previously NASS):
Parental Responsibility: Yes No	Parental Responsibility: Yes No

Section Three – Your Child’s Eligibility – parents/carers to complete

West Northamptonshire Council offers 3 funding options, as detailed below. Please select the option you wish to use to claim your child’s funding. 38 weeks of the year is approximately term time only and does not include any school holidays.

Please ask your Provider to help you select the options they have available that suit your needs. If your child is 2 years old and eligible for both entitlements, your provider must use the early learning for 2-year-olds funding first. Please note that by using a stretched funding model your child may not be able to access their full annual entitlement of 570/1140 hours per year.

The tables below are an example only. All funded hours must be claimed for attended hours only. This is the actual number of hours your child attends the setting. Providers are responsible for calculating and making sure they claim the correct number of funded hours. Providers closed on Bank Holidays and training days are unable to claim funding. For further information please refer to the Provider Agreement.

Early Learning for 2-year-olds, 3- and 4-Year-Olds (Universal) and 3- and 4-Year-Old (Extended) – Up to 15 hours per week:

Mandatory Options	Hours per week	Summer weeks	Summer hours	Autumn weeks	Autumn hours	Spring Weeks	Spring hours	Please confirm:
38 weeks	15	13	195	14	210	11	165	
47.5 Weeks	12	19.5	234	15.5	186	12.5	150	
51 Weeks	11	22	242	16.8	185	13	143	

9 Month to 2-Year-olds working Families (Expanded) – Up to 30 hours per week:

Mandatory Options	Hours per week	Summer weeks	Summer hours	Autumn weeks	Autumn hours	Spring Weeks	Spring hours	Please confirm:
38 weeks	30	13	390	14	420	11	330	
47.5 Weeks	24	19.5	468	15.5	372	12.5	300	
51 Weeks	22	22	484	16.8	370	13	286	

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

Please refer to [Childcare funding guide for providers](#) for more information on the Disability Access Fund (DAF) and Early Years Pupil Premium (EYPP).

The 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 Disability Living Allowance (DLA)? Ticking Yes will enable your chosen provider to apply for 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 following questions may enable your chosen provider to receive the EYPP.

Have you filled in your National Insurance number or Asylum Support Reference in Section Two of this form?

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

Section Four – Document Check – provider to complete

Documentary proof of Date of Birth (e.g. birth certificate or passport):	Child's Birth Certificate Child's Passport
Documentary proof of Address (Driving Licence, utility bill, or bank statement (less than 3 months old):	Driving Licence Utility Bill (less than 3 months old) Bank Statement (less than 3 months old)
Documents recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	
9 months to 4-year-old working families eligibility code: (Starts with a 50 or 11) * Eligible from date must pre-date the funding block. Please direct any complaints/queries to HMRC.	
Code for Early Learning for 2-year-olds: (Starts with TYF)	

Section Five –Setting and attendance details – parents/carers to complete

This declaration form should be agreed and completed with each setting your child attends for their funded entitlement(s) in order to ensure that funding is paid fairly to each of them. **Providers should assist in the completion of this section.** Please refer to the guidance notes for funding block dates. Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

Provider – One (Please list universal, extended and expanded hours separately.)

Name of Provider:	
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Summary of Funded Hours	Mon	Tues	Wed	Thurs	Fri	Total Funded Hours per week	No. of weeks per year (38, 47.5, 51)
Up to 15 Hours per week early learning for 2-year-olds or 3- & 4-Year-olds (universal)							
Up to 15 Hours per week additional (Extended) Hours for 3- & 4-Year-olds							
Up to 30 Hours per week (Expanded) for 9 months to 2 Year-olds of working families.							

Summary of Privately Paid Hours	Mon	Tues	Wed	Thurs	Fri	Total	Total Weekly Charge £
Total Privately paid hours per day							

Summary of all hours	Mon	Tues	Wed	Thurs	Fri	Total
Total daily hours attended (Funded and Non-Funded)						

	Summer 2026	Autumn 2026	Spring 2027
Total number of hours being claimed per funding block:			
Parent/carer signature per funding block: please do not sign more than one funding block in advance			

Provider – Two (To complete only if your child attends more than one setting. Please list universal, extended and expanded hours separately)

Name of Provider:	
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Total no. of funded entitlement hours attended per day	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	No. of weeks per year (38, 47.5, 51)
Up to 15 Hours per week early learning for 2-year-olds or 3- & 4-Year-olds (universal)							
Up to 15 Hours per week additional (Extended) Hours for 3- & 4-Year-olds							
Up to 30 Hours per week (Expanded) for 9 months- 2 Year-olds olds of working families.							
Total daily hours attended							

	Summer 2026	Autumn 2026	Spring 2027
Total number of hours being claimed per funding block:			
Parent/carer signature per funding block: please do not sign more than one funding block in advance			

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 entitlement 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.

Provide details of the charges made for consumables and additional services. Itemised details of what these charges relate to should be proportionate, but enable the parent/carer to understand the charges they are agreeing to:

Snacks / Meals - £ Non-food consumables - £ Additional Activities - £
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The parent agrees by signing this declaration that they have agreed to take up these optional extras in connection with the funded hours and are aware that they can discuss alternatives with the provider.

Section Six – Parent/Carer/Guardian with legal responsibility

- I understand and accept that I am NOT able to change my child's funded place during the funding block without giving the provider full notice as detailed in their policies up to a maximum of 4 weeks. I understand that if I do, the funding available for my new provider may be affected.
- I am unable to claim more than the maximum hours available for each funding block and this has been explained to me by my Provider.
- I understand that if my child who may be either 9 months or 2 years old receiving working entitlements, is no longer eligible after the grace period, I will not be eligible for funded working entitlements and therefore would need to pay childcare costs directly to the provider.
- If my eligibility for 9 months to 4-year-old working family entitlements, funded place ends, I will continue to receive funding for the 'grace period' at this Provider only. After which I will only be entitled to Universal funded entitlement if aged 3 and 4 years old.
- I should not be charged for the funded hours in advance or be expected to pay any top up fees.
- I have seen, agreed and signed a contract with my provider that details any additional costs I may be charged.
- I agree that the information I have provided will be shared with the Early Education and Childcare Team, other LA's if required, other Providers and the Department for Education who will access information from other Government departments to confirm my child's eligibility and enable the named Provider to claim funding.
- I agree that this Parent/Carer Declaration must be signed at the beginning of each Funding Block to confirm the information is correct. If the information has changed, a new Parent/Carer Declaration must be completed.

- I confirm that my child will use the hours I have signed for on this Parent/Carer Declaration. I understand that I am only able to claim a maximum of 10 consecutive days' absence (2 weeks if part time) or 30 days absence (6 weeks if part time) over the funding year and that I will be liable for childcare costs over and above.
- I understand that any false or incorrect information could lead to the funding for my child being removed.
- I confirm that the details I have given on this Parent/Carer Declaration are correct to the best of my knowledge.
- In collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or (DAF) WNC is exercising the function of a Government department. WNC is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.
- I authorise for the following Provider/s to claim entitlement as agreed above on behalf of my child/ren. I understand that the data collected in this form will be shared with my chosen provider and local authority.

Name/s of Provider/s

Data privacy

- 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, 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. 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 about how your information or the information relating to your child/ren is being used, please contact your provider or WNC. Please note that information about whether a child is in receipt of 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 on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/>

Further details about how West Northamptonshire Council processes personal data can be found in our [privacy notice](#).

Please ensure that wherever possible, both parent/carers/guardians with parental responsibility sign below.

Parent/Carer/Guardian One with legal responsibility	Parent/Carer/Guardian Two with legal responsibility	Childcare Provider
Signed:	Signed:	Signed:
Print Name:	Print Name:	Print Name:
Date:	Date:	Date: