

Parental Contract for Free Early Education Funding (FEEE)

This contract is for the Early Years Provider to collect information from the Parent/Carer of the funded child to enable a claim to be made for Free Early Education Entitlement (FEEE). This Parental Contract **must** be made available to Derby City Council for audit purposes. This is important as you have a data protection responsibility to inform parents why we need their information and how we are going to use it. The retention period for a Parental Contract is the current year plus 5 years.

Name of Childcare Provider offering 2 year or 3 and 4 year old universal funding (up to 15 hours) : EYPP funding only paid to this Provider	
Name of Childcare provider offering 3 and 4 year old extended entitlement (up to 15 hours) :	
2 Year Old Children Or 3&4 Year Old Children Taking The Extended Entitlement Only: <input type="checkbox"/> I confirm that I have received confirmation stating that the named child is eligible for a 2 year old place or that the named 3 or 4 year old child is eligible for the extended entitlement funding.	
2 year old voucher code on allocation letter:	30 hours voucher code (11 digits):
Providers will need to enter the voucher code in the relevant section of the EY Provider Portal	

Disability Living Allowance (DLA) And Disability Access Fund (DAF) All 3 and 4 year old children who are in receipt of DLA and are receiving the free entitlement are eligible for the DAF. DAF is paid to the child's childcare provider at a fixed annual rate of £615 per eligible child, Payment is made when the child starts with the provider each financial year.		
Is your child eligible and in receipt of DLA and have you provided evidence to the provider/s?	Yes	
	No	
If your child is splitting their free entitlement across two or more providers please nominate the main setting where the Local Authority should pay the DAF:		
Main Setting:		

Section 1 - Parent / Carer With Parental Responsibility Please note the parent details you supply must be the parent who created the childcare services account on the HMRC website.

Title:	Legal Forename:	Legal Surname Name:
Previously Known Surname:		
Address:		
		Postcode:
Date of birth: / / (e.g. 31/08/1970)	Telephone:	
Mobile phone number:	Are you a lone parent:	Yes
		No
Email address:		

National Insurance (NI) or National Asylum Support Service (NASS) number:

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NI - 2 letters then, 6 numbers and 1 letter or NASS - first 9 numbers only.

Relationship to child named on this claim:

If you have joint parental responsibility of the child please complete the details below:

Title:	Legal Forename:	Legal Surname Name:										
Previously Known Surname:												
Address:												
		Postcode:										
Date of birth: / / (e.g. 31/08/1970)	Telephone:											
NI or NASS number:	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											
Relationship to child/ren named on this claim:												

Section 2 - Child Information

Legal Forename:		Legal Surname Name:			
Date of Birth: / /	Gender M <input type="checkbox"/> F <input type="checkbox"/>		Ethnicity code:		
<input type="checkbox"/> Please tick for Date of Birth					
Address:					
Postcode:			1st Language spoken:		
Additional information**:	DLA <input type="checkbox"/>	EHCP <input type="checkbox"/>	LAC <input type="checkbox"/>	Adopted <input type="checkbox"/>	Residence Order / Special Guardianship <input type="checkbox"/>
** If you have ticked any of the above your Provider will ask you to produce evidence					

Start Date of FEEE		Total weekly hours attended		Funded weekly hours claimed	
Universal Provider:		Universal Provider:		Universal Provider:	
Additional Provider:		Additional Provider:		Additional Provider:	
Additional Provider		Additional Provider			

My child is attending the following settings:

Provider Name(s)	Please enter total Early Education Funded hours attended per day					Total number of funded hours per week	Total number of actual hours attended per week	Number of weeks per year (e.g. 38,47.5,51,52)
	Mon	Tue	Wed	Thur	Fri			
A								
B								
C								
Total Daily Hours Attended								

Section 3 - Child Level Data of the Early Years Census

1st Language		Country of Birth	
Nationality			

This information in section 3 is a statutory requirement from the DfE (Department for Education) required for the Early Years Census collected every January by the DfE.

Section 4 – Ethnic Background

White	WBRI	White British		
	WIRI	White Irish		
	WIRT	White Traveller of Irish Heritage		
	WROM	White Gypsy/Roma		
	WOTH	Any other White background		
Black or Black Caribbean	BCRB	Caribbean		
	BAFR	African		
	BOTH	Any other Black background		
Other Background	CHNE	Chinese		
	OOTH	Any other ethnic background		
Asian or Asian British	AIND	Indian		
	APKN	Pakistani		
	ABAN	Bangladeshi		
	AOTH	Any other Asian background		
Mixed	MWBC	White and Black Caribbean		
	MWBA	White and Black African		
	MWAS	White and Asian		
	MOTH	Any other Mixed background		
I do not wish an ethnic background to be recorded				

Section 5 – Child’s Special Educational Needs

Please tick if your Child has any of the below Special Educational Needs:

D00229	Pupil SEN Provision	Please Tick
N	No Special Educational Need	
S	Statement of Special Education Need	
E	Education, Health and Care Plan	
K	SEN Support	

If you have ticked 'N' skip to Section 6. If not please describe which type of Special Educational Needs your child has using the abbreviations detailed below

D00237	Pupil SEN Type	Please tick
SPLD	Specific Learning Difficulty	
MLD	Moderate Learning Difficulty	
SLD	Severe Learning Difficulty	
PMLD	Profound & Multiple Learning Difficulty	
SEMH	Social, Emotional and Mental Health	
SLCN	Speech, Language and Communication Needs	
HI	Hearing Impairment	
VI	Visual Impairment	
MSI	Multi-Sensory Impairment	
PD	Physical Disability	
ASD	Autistic Spectrum Disorder	
OTH	Other Difficulty/Disability	
NSA	SEN support but no specialist assessment of type of need	

This information will assist the local authority in compiling statistics on early education from different ethnic backgrounds to help ensure that all children have the opportunity to fulfil their potential

Section 6: Child's proof of identification (this section is for the childcare provider to complete)

I have seen original copies of at least one of the child's following forms of identification:

- Passport**

 Birth Certificate

 Other

If other please state identification seen:

Signature of authorised signatory:

Print name of authorised signatory:

Date:

Section 7 – Parent Declaration

I understand my child is entitled to a maximum of 570 universal hours per year and/or a maximum of 570 extended hours per year (if eligible), on either a stretched or term time model and can only take this funding at a maximum of 2 sites in any one day.	
I have received charges information upfront from my childcare provider/s and fully understand any charges for additional services and hours of childcare that can be taken by my child. I understand that I should not be charged in advance for my child's funded place and providers cannot insist I take and pay for additional services as a condition of accessing my child's funded place.	
I understand that if I choose to move my child during a term the childcare provider/s may require 4 weeks' notice (20 working days) to terminate my child's funded place and I can only move my child's free place during a term if the below exceptional circumstances apply: <ul style="list-style-type: none"> • Family moving house • Change in the child's primary care • Change of employment, for example a new job or unemployment) • Health and safety concerns, for example a child with long term sickness or child protection issue 	
I understand that my child's attendance should be regular and that a minimum of 80% attendance a term is expected. If my child cannot attend their sessions for any reason (due to illness, appointments or holidays) I will telephone my childcare provider/s to inform them of my child's absence and understand that consistent poor attendance and any unauthorized non-attendance may result in my child's funding being withdrawn.	
I understand that if I do not qualify for extended entitlement or fail to keep up with re-validating my 30 hour voucher code I will continue to receive funding for the 30 hour voucher code "grace period" only and will then only be able to access my universal funded hours of 570 hours per year.	
I understand that if the childcare provider takes a retainer fee to reserve my child's 3 and 4 year old funded place this will be refunded within 4 weeks of my child starting at the provider. I understand that this cannot be taken if my child is only accessing a free two year old funded place with no other additional hours taken on top of this.	
I understand that my Early Years Provider and the Local Authority are bound by the Data Protection Act and will not reveal information held on my child to a third party unless the law allows them to. For further information about how the Council and / or DfE store and use this data please go to the following websites: http://www.derby.gov.uk/privacy-notice http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/a0064374/pn	
I confirm that the information on this contract is accurate to the best of my knowledge and I authorise Derby City Council to exchange information I have provided on this contract with my child's childcare provider and other local authorities if my address is outside of Derby City to ensure funding is not being exceeded across local authorities.	
I understand that the information I have provided can be shared with the local authority and Department for Education (DfE) and HMRC, who will access information from other government departments to confirm my child's eligibility.	
	Please Tick
I authorise for Derby City Council to use my information to perform an eligibility check and process my 3 or 4 year old child's claim for extended funded hours of Free Early Years Education Entitlement (FEEE) and this information will need to be retained by Derby City Council for 6 years for audit purposes.	<input type="checkbox"/>
I authorise for Derby City Council to use my information to perform an eligibility check and process my 3 or 4 year old child's claim for Early Years Pupil Premium (EYPP) and this information will need to be retained by Derby City Council for 6 years for audit purposes.	<input type="checkbox"/>

Parent / Carer Name	
Parent / Carer Signature	
Date	

Parent Notes:

Note 1: To be eligible for 15 hours for my **two-year-old** I must be in receipt of one of the following:

- Income Support / Income Based JSA / Income related ESA
- Child Tax Credit (with or without Working Tax Credits) and combined taxable income of less than £16,190
- Universal Credit
- The Guarantee element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act
- Child in receipt of DLA
- Child is Looked After, has left care through Adoption, Special Guardianship or Residence Order

Note 2: To be eligible for **30 hours** for my 3 or 4 year old I must earn less than £100,000 and meet one of the following criteria:

- Single parents who works at least 16 hours or earns more than £120 / £112.80*
- Couple - both parents work at least 16 hours/week or each earn more than £120 / £112.80*
- Working will include those on statutory sick pay, parental, adoption, maternity or paternity leave
- One parent is employed and the other parent is in receipt of specific carers' benefits, or specific disability or incapacity benefits.

* These weekly amounts are based on working 16 hours at the National Living/Minimum Wage which is different for different ages i.e. at 25 years you need to earn at least £120 per week, for 21 to 24 year olds this will be at least £112.80 per week and a lower rate again for under 21's

Note 3: All 3 and 4 year olds are entitled to **15 hours early education**. If you are not entitled under note 1 or note 2 you can choose to pay for additional hours yourself and you may get support from the Government through Tax/Universal Credit or through Childcare Vouchers.

Note 4: 3 and 4 year old children who are in receipt of child DLA and are receiving the free entitlement are eligible for the **Disability Access Fund (DAF)**. DAF is paid to the child's setting as a fixed annual rate of £615. See - <https://www.gov.uk/disability-living-allowance-children/overview>

Note 5: Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits including

- Income Support/ Income Based JSA, Income related ESA
- Child Tax Credit (but not Working TC) and combined income of less than £16,190
- Universal Credit
- The Guarantee element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act
- Child in receipt of DLA
- Child is Looked After, has left care through Adoption, Special Guardianship or Residence Order

This funding will be used to enhance the quality of the early years' experience by improving the teaching, learning, facilities and resources, with the aim of impacting positively on your child's progress and development. For more information speak to your childcare provider.

For any further queries you can contact **the Childcare and Families Information Service** on **01332 640758** or fis@derby.gov.uk or please speak to your childcare provider