# Parent Declaration for Early Education Funding (EEF)

All sections **MUST** be completed to claim Early Education Funding (EEF) for this child.

All fields are mandatory.

**This form is to be retained by the provider and should not be returned to Herefordshire Council.**

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| **Provider details** |
| **Name of provider:** |
| **Address of provider**  (incl postcode)**:** |
| **Ofsted registration number:** |

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| **Child Details** | | | | | | | |
| **Childs legal forename\*:** |  | | | | **Address** (incl postcode)**:** | | |
| **Childs legal middle name:** |  | | | |
| **Childs legal surname:** |  | | | |
| **Date Of Birth\*:**  \*I have seen evidence of the child’s legal name and DOB (i.e. Birth Certificate, Passport or other evidence) | | | | | **Gender:** | | |
| **Ethnicity** - tick one option (This is **mandatory** to generate information for the Early Years Census) | | | | | | | |
| WBRI - White British | |  | WEUR - White European | |  | WOTH - Any other white background |  |
| WEEU - White Eastern European | |  | BCRB - Black Caribbean | |  | MWBC - White & Black Caribbean |  |
| CHNE - Chinese | |  | WROM - Gypsy / Roma | |  | BOTH - Any other Black background |  |
| BAFR - Black African | |  | MWBA - White & Black African | |  | BAOF - Other Black African |  |
| MWAS - White & Asian | |  | AOTA - Other Asian | |  | AOTH - Any other Asian background |  |
| AIND - Indian | |  | MWAI - White & Indian | |  | OOTH - Any other ethnic group |  |
| APKN - Pakistani | |  | MWAP - White & Pakistani | |  | MOTH - Any other mixed background |  |
| BOTB - Other black | |  | REFU - Refused | |  |  | |
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| **Entitlement Codes for Working Families** | | | | | | | |
| To access the working family entitlement, you must provide a code that is **valid the term before** your child is due to access their place. You must re-confirm your code **every 3 months.** If you do not have a valid code for every term, you will be liable for any additional hours accessed where the provider is unable to claim funding for your child. **Only codes issued to families who reside within England are able to be accepted** | | | | | | | |
| **Working Family Eligibility Code:** | | | | | | | |
| **For children splitting their funding at more than one provider**  If I fall out of eligibility for the extended 15 hours, I wish to keep the universal 15 hours of funding at the following setting: | | | | | | | |
| **Entitlement Codes for 2 year olds meeting additional criteria (Best Start)** | | | | | | | | |
| If your entitlement was issued by a Local Authority other than Herefordshire Council, you **MUST** provide a letter of confirmation as evidence to your provider before accessing your child’s place. | | | | | | | | |
| 2 year old voucher code issued by the applicants Local Authority: | | | | | | | | |
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| **Parent / Carer Details** | | | | | | | | |
| **Parent / Carer 1** | | | | **Parent / Carer 2** (if applicable) | | | | |
| **Full name:** | | | | **Full name:** | | | | |
| **NINo** (or NASS): | | | | **NINo** (or NASS): | | | | |
| **DOB:** | | | | **DOB:** | | | | |
| **Address:** (if different to child) | | | | **Address:** (if different to parent 1) | | | | |
| **Tel no:** | | | | **Tel no:** | | | | |
| **Email:** | | | | **Email:** | | | | |

## Entitlement Guidelines

* EEF hours can be claimed between 6am and 8pm up to a maximum of 10 hours.
* Parents can access the funded entitlement at a maximum of 2 sites in any one day.
* **If applicable, parents must reconfirm their eligibility with HMRC every 3 months to access the working parent entitlement.**
* The Local Authority reserves the right to suspend funding if the provision does not meet the required quality as rated by Ofsted.
* Depending on how many funded hours have been claimed in the previous two terms, the annual entitlement could be reached before the end of the third term in the year; check with your childcare provider.
* **Periods of extended leave – 2 weeks or more:** The maximum paid absence for a child from a provision when claiming EEF funding is two weeks. If you chose to remove your child for 2 weeks or more in one term, EEF funding will not be paid and you may be charged by your provider for any sessions you have attended.

## Additional Supplements

Some children are entitled to extra funding based on Government criteria. This funding is paid directly to the child’s provider and must be used to support your child’s needs. The additional funding can only be accessed if information required to check eligibility is shared.

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| **Disability Access Fund (DAF) £938** |
| Children in receipt of Disability Living Allowance (DLA) and in receipt of EEF are eligible for DAF. DAF is an additional annual funding paid to the child’s nominated setting. If eligible, please provide a copy of the DLA Award letter to your provider.  **Is your child eligible and in receipt of Disability Living Allowance (DLA)?** Yes No  If ‘Yes’ the provider will need to apply for DAF online via the Early Years Portal and a copy of the child’s most recent DLA award letter will need to accompany the application. |
| If the child attends 2 or more providers the parent will nominate the provider that will receive the funding, as it can only be paid to one provider. **Please confirm which setting you wish to receive your child’s DAF entitlement:** |
| **Early Years Pupil Premium (EYPP) £1.00 p/hour** |
| The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of your child’s early years’ experience. For more information, please speak to your childcare provider. **Children eligible for EYPP will also attract an additional deprivation supplement.**  EYPP is only payable on the first 15 hours of EEF  **Is the Child LAC (Looked After Child) or Post LAC?** Yes No  **If yes, please advise the EEF team of the child details in order for the EYPP to be applied.** |

# Signatures

* The parent / carer must sign this form give consent to share personal information in line with current Data Protection legislation and for the purpose of claiming EEF and other additional supplements.
* Sections for hours and weeks must be completed once the parent and childcare provider have agreed the funded hours that will be claimed.
* This parent declaration is for the purpose of claiming Early Education Funding and does not replace the contract you may have with your Early Years Provider.
* Funding information must be completed each term.
* Settings MUST sign the setting declaration to confirm that the relevant documents and information needed to make an EEF claim have been received.

| **Agreement to the terms and conditions of the Early Education Funding (EEF)** | |
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| I have read the Privacy Notice below and understand that any information shared with Herefordshire Council will be stored in accordance with Data Protection Legislation.  I certify that the information given on this form is accurate to the best of my knowledge. I understand that if I give false information or fail to declare my full circumstances, Herefordshire Council may withdraw the funding for my child and take criminal proceedings against me.  I understand that if my child does not consistently attend for the agreed amount of funded hours, the funding could be reduced or removed in full, meaning that I could incur private costs with my provider.  In addition, I agree that the information I have provided can be shared with the local authority and Department for Education (including the Eligibility Checking Service), who will access information from other government departments to confirm my child’s eligibility and enable this provider to claim Two Year Old Funding, Working Parent Entitlements, Early Years Pupil Premium (EYPP) and/or Disability Access Fund (DAF) on behalf of my child. | |
|  | Parent/carer with legal responsibility |
| Name (please print) |  |
| Signature |  |
| Date of signature |  |

Funding is calculated over an academic year

Children starting their funding during Spring or Summer Term will have their allocation reset in Autumn Term

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| **Summer Term 2025 Funding – 11 weeks Term Time Only / 18 weeks Stretched** | | | |
| Parent / carer name: | | Signature: | |
| Start Date: | | | |
| Provider name where universal hours are taken: | | | |
| Provider name where extended hours are taken: | | | |
| No. of **universal/expanded hours** per week to be claimed this term (first 15) |  | No. of **extended hours** per week to be claimed this term (**3 & 4 year olds only)** |  |
| Total number of weeks claimed per term |  | Total number of weeks claimed per year |  |
| Is the child claiming EEF hours at another provider? Yes / No | | If ‘Yes’ How many hours are being used with them? |  |
| If Yes give name of provider: | | | |
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| **Autumn Term 2025 Funding – 14 weeks Term Time Only / 17 weeks Stretched** | | | |
| Parent / carer name: | | Signature: | |
| Start Date: | | | |
| Provider name where universal hours are taken: | | | |
| Provider name where extended hours are taken: | | | |
| No. of **universal/expanded hours** per week to be claimed this term (first 15) |  | No. of **extended hours** per week to be claimed this term |  |
| Total number of weeks claimed per term |  | Total number of weeks claimed per year |  |
| Is the child claiming EEF hours at another provider? Yes / No | | If ‘Yes’ How many hours are being used with them? |  |
| If Yes give name of provider: | | | |

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| **Spring Term 2026 Funding - 11 weeks Term Time Only / 14 weeks Stretched** | | | |
| Parent / carer name: | | Signature: | |
| Start Date: | | | |
| Provider name where universal hours are taken: | | | |
| Provider name where extended hours are taken: | | | |
| No. of **universal/expanded hours** per week to be claimed this term (first 15) |  | No. of **extended hours** per week to be claimed this term |  |
| Total number of weeks claimed per term |  | Total number of weeks claimed per year |  |
| Is the child claiming EEF hours at another provider? Yes / No | | If ‘Yes’ How many hours are being used with them? |  |
| If Yes give name of provider: | | | |

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| **Changes to Previously Agreed Funding** | |
| **Changes agreed between parent/carer and setting**  *For example, ‘Increase from 9 hours to 15 hours from 24/02/2025’* | **Signature of parent/carer confirming change** |
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| **To be completed by the setting:** |
| Have you completed an eligibility check using the Working Family Code provided above? Yes No  If ‘Yes’ please provide the Validity Start date of the code:  If ‘No’ please complete an eligibility check asap using the checker on the Provider Portal  Using the table below, please state the term the child’s funding will commence: |

| **Start date of eligibility code** | **When can they access the Working Family Funding?** |
| --- | --- |
| 1st September – 31st December | Spring Term starting on or after 1 January |
| 1st January – 31st March | Summer Term starting on or after 1 April |
| 1st April – 31st August | Autumn Term starting on or after 1 September |

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| **Setting Declaration** | |
| It is acknowledged all relevant documents have been received and reviewed to permit an EEF claim  If any of the following reasons prevent a successful claim for EEF, the setting will not penalize the parent/carer and any fees accrued will be met by the setting   * Failure for the setting to meet specified deadlines, * Failure for the setting to check and understand eligibility code entitlements before the start of term * Failure for the setting to check and understand eligibility code commencement dates before Headcount Week * Incorrect funding information recorded on the Provider Portal by the setting | |
| Name (please print) |  |
| Signature |  |
| Date |  |

## Privacy Notice

Information that you supply to your childcare provider will be shared with other organisations including Herefordshire Council. The Local Authority will use the information you provide in order to:-

* Deliver our services and understand your needs
* Maintain and update your customer records or contact details
* Contact you where necessary in relation to the provision of this service
* Obtain your opinion and feedback about the services we provide
* Ensure that we fulfil our legal obligations

Your information may also be shared with other Local Authorities, Childcare Providers and the Department for Education for audit funding requirements or where there is a legal basis to do so.

Herefordshire Council collects and processes your data for the purposes of checking your eligibility for the 2 year-old, or 3 & 4 year old universal and extended funded entitlements, Early Years Pupil Premium (EYPP), Free School Meals (FSM) or Disability Access Fund (DAF), Herefordshire Council is exercising the function of a government department. Herefordshire Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Your data may be shared with the Department for Education, Department for Work and Pensions, neighbouring Local Authorities and Her Majesty’s Revenue and Customs to confirm your child’s eligibility and enable your setting of choice to claim early years funding on behalf of your child.

If you wish to exercise any of your rights under the General Data Protection Regulations, please contact the Early Years Team at [emily.garner@herefordshire.gov.uk](mailto:emily.garner@herefordshire.gov.uk)

Information on how Herefordshire Council process your information can be found here: [Nursery education funding and early years pupil premium privacy notice - Privacy notices – Herefordshire Council](https://www.herefordshire.gov.uk/directory-record/5928/nursery-education-funding-and-early-years-%20pupil-premium-privacy-notice)

**Your Rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email to [informationgovernance@herefordshire.gov.uk](mailto:informationgovernance@herefordshire.gov.uk)

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office: <https://ico.org.uk/>