

Parental declaration form for Early Years Funding

This form is a declaration of what entitlements you will be taking up, and what optional extras you have agreed to pay your provider. It is important that this form is kept up to date and accurate. If you wish to increase or reduce your hours, change what days your child attends, change what optional extras you purchase, or your circumstances mean that the entitlement(s) you are using changes, then you should speak to your provider about updating this form. Your provider may have additional terms and conditions alongside this document. Speak to your provider for more information.

Step 1: Your child's details – parent/guardian to complete

Child's surname	
Child's forename	
Name by which child is known (if different from above)	
Date of birth	
Sex	
Address	

Step 2: Your details – parent/guardian to complete

Parent/Carer details are needed to make eligibility, or validation checks for extended/expanded entitlement, Early Years Pupil Premium, and/or Disability Access Funding. Completing this section and signing this form gives us permission to use your details to make these checks. Your personal information will be kept by your provider in accordance with their Data Protection policies.

Parent/carers 1		Parent/carers 2	
Surname		Surname	
Forename		Forename	
Date of birth		Date of birth	
National Insurance Number or Asylum Support Reference Number		National Insurance Number or Asylum Support Reference Number	

Step 3: Your child's eligibility – parent/guardian to complete with provider assistance

To be completed with assistance from your chosen provider(s). Please tick which entitlement(s) you will be using. If your child is two years old and eligible for both entitlements, your provider must use the early learning for two-year-olds funding first.

	Tick here if using this entitlement	Insert code here
Early Learning for two-year-olds – formerly Funded twos: - If parents/carers live in England and are in receipt of certain benefits. - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allocation or has left care under an adoption order, special guardianship order or a child arrangements order.		
Working parent entitlement for children from nine months old		
Universal Entitlement for three- and four-year-olds		

Your provider could receive Disability Access Funding for your child if certain criteria are met, please opt in by ticking the boxes below if they apply to you or your child. More information can be found in the Parent Guardian Funding Information leaflet.

	Yes	No
Is your child in receipt of Disability Living Allowance? Selecting Yes will enable your chosen provider to apply for DAF.		
If your child is eligible, who will be your Nominated Provider?		

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. Selecting 'Yes' may enable your chosen provider to receive the EYPP.

	Yes	No
Are you in receipt of Universal Credit?		
Is your child current looked after by a local authority/have they ever been looked after by a local authority in England or Wales?		
Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?		
For under threes eligible for the working parent entitlement, you must nominate one provider to receive EYPP. Which provider would you like to nominate?		

Step 4: Setting and attendance details – parent/guardian to complete

You must agree the funded hours and the claim pattern (All Year Round – AYR or Term Time Only – TTO) with each setting your child attends. This declaration form must be completed with each setting to ensure that funding is allocated accurately. Your provider should support you in completing this section.

Funding periods	Max number weeks per funding period	Total hours per funding period - TTO		Max number weeks per funding period	Total hours per funding period - AYR	
		15 hours / week	30 hours / week		11.4 hours / week	22.8 hours / week
Autumn 1 September – 31 December	14	210	420	16	182.4	364.8

Spring 1 January – 31 March	11	165	330	13	148.2	296.4
Summer 1 April – 31 August	13	195	390	21	239.4	478.8
Totals	38 weeks	570 hours	1140 hours	50 weeks	570 hours	1140 hours

Early Years Funding is a government scheme administered by local authorities to offer funded early learning and childcare places to two-year-olds, entitlement for working parents from nine months to four years and universal childcare for all three–four-year-olds. To find out more please visit the [Best Start in Life](#) website.

You can also find further information on the [Early years funding | Cambridgeshire County Council](#) webpage.

You must agree the funded hours claim and complete a declaration form with each early years setting your child attends. Your provider must claim Early Years Funding for 38 weeks or 50 weeks with the local authority, however, Department for Education guidance allows providers to stretch funding over up to 52 weeks. You and your provider must note any changes you make to your claim(s) throughout the year, and your signature will be required against any changes.

Setting name	
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Funding Period Please add the funding periods as relevant to use (autumn, spring, and summer)		Monday	Tuesday	Wednesday	Thursday	Friday	Total number of hours per week	Total weekly chargeable hours	Number of weeks per period AYR or TTO	Parent / carer signature and date for changes agreed with provider
	Total funded entitlement hours attended per day	Univ ersal	Univ ersal	Univ ersal	Univ ersal	Univ ersal		N/A		
		Exte nded	Exte nded	Exte nded	Exte nded	Exte nded				
	Total additional chargeable hours per day									
	Total daily hours attended									
	Total funded entitlement hours attended per day	Univ ersal	Univ ersal	Univ ersal	Univ ersal	Univ ersal		N/A		
		Exte nded	Exte nded	Exte nded	Exte nded	Exte nded				

	Total additional chargeable hours per day									
	Total daily hours attended									
	Total funded entitlement hours attended per day	Univ ersal	Univ ersal	Univ ersal	Univ ersal	Univ ersal		N/A		
		Exte nded	Exte nded	Exte nded	Exte nded	Exte nded				
	Total additional chargeable hours per day									
	Total daily hours attended									

To complete if your child attends more than one setting:

Setting name	Total funded entitlement hours attended per day					Total number of hours per week
	Monday	Tuesday	Wednesday	Thursday	Friday	

If any of the above details are incorrect, or if you are claiming funding with another provider who is not listed on this form, please contact your early years setting.

Voluntary chargeable extras

Government funding is intended to deliver 15 or 30 hours a week of funded, high quality, flexible early education and care. There must not be any mandatory charges for parents in relation to the funded hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. I have spoken with my Provider regarding voluntary charges and have been provided with a breakdown. I have agreed to the charges for the following items:

	Yes	No
Meals/snacks		
Consumables, such as nappies, suncream, and so forth.		
Additional Services, such as trips, Holiday activities, and so forth		
Further information (to be completed by provider)		

Step 5: Parent/carers/guardian with legal responsibility declaration

I confirm that the information I have provided is accurate and true. I understand and agree to the conditions set out in this document and I authorise the setting named in Step 4 to claim the funded entitlement as agreed on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and the local authority.

Parent/carer/guardian with legal responsibility		Childcare provider	
Signed		Signed	
Print name		Print name	
Date		Date	

Cambridgeshire County Council is collecting your data for the purposes of checking your eligibility for the funded entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998. Please refer to the Parent Guardian Funding Information 2026/2027 for more information.

Your child's ethnic group – please select appropriate category from the choice below:

White British	☐	White & Black/Black British Caribbean	☐	Indian	☐
White Irish	☐	White & Black/Black British African	☐	Pakistani	☐
Traveller of Irish Heritage	☐	White & Asian/Asian British	☐	Bangladeshi	☐
Gypsy/Roma	☐	Any other mixed background	☐	Any other Asian/Asian British background	☐
Any other White background	☐	Black/Black British Caribbean	☐	Chinese/British Chinese	☐
Refused to provide	☐	Black/Black British African	☐	Any other background	☐
Info not obtained	☐	Any other Black/Black British background	☐		

Step 6: Document check – provider to complete

This declaration is evidence of the claim and must be retained for six years to complete submissions and for future reference, including auditing. You may be asked by the local authority to produce evidence of a claim at any time. When a child is eligible for EYF, you must see an original document to confirm proof of eligibility. Please check names and dates of birth match those shown on the child's legal documents.

Documentary proof of date of birth type, for example birth certificate, passport		
Full legal name of the child as shown on the document		
Child's date of birth		
Document recorded by (name of staff member)		
Date document recorded (dd/mm/yyyy)		
I confirm that the working parent eligibility code is stated in section 3.	Yes	No
I confirm that the funded two's authorisation code is stated in section 3.	Yes	No
Disability Living Allowance letter seen, if applicable		



This early years setting/childminder provides government funded childcare as part of [Best Start in Life](#).