

A parent / carer claim form **MUST** be completed and returned to your childcare provider to enable them to claim your Early Education Funded Entitlement. It also collects data for extra funding (Early Years Pupil Premium (EYPP) and the Disability Access Fund (DAF)) that is available to your provider if you or your child meets the criteria, together with your contact details (email address).

When signing this form, you are consenting to your information being shared with the Local Authority (LA).

The LA will –

- check the claim meets the funding rules and adjust as necessary
- use the data to meet their statutory duties in relation to early years
- if needed contact families directly about their early education funded entitlement(s)

If your child attends more than one childcare provider, a form must be completed for each to avoid an overclaim.

**The form is split into three parts –**

- **Part 1** is guidance and information  
Provides notes to assist you to complete the parent / carer claim form and a QR code to read the Parent/Carer Booklet
- **Part 2** is about you and your child  
It must be completed every time a new entitlement is claimed, or when your details change.
- **Part 3** is about your funded entitlement claim and declaration  
The correct version (Summer, Autumn, or Spring) must be completed and signed **every claim period**.



The form should only be completed and signed within the specified dates.

- Summer - 1 Mar to 31 Aug
- Autumn - 1 Jul to 31 Dec
- Spring - 1 Dec to 31 Mar

#### **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. 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 relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or the Early Years Finance Team at Norfolk County Council.

Please note that information about whether a child is in receipt of Disability Living Allowance 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/training-videos/handling-more-sensitive-information/>

Your child's funded entitlement is not intended to cover the costs of meals, other consumables (such as nappies or sun cream), additional hours or additional activities (such as trips). Providers may charge a fee for these additions. If you choose to pay for these it is an arrangement between you and the childcare provider. If you have fees to pay you may be eligible for Tax-Free Childcare or Universal Credit for Childcare

#### **Tax-Free Childcare**



#### **Universal Credit Childcare Costs**





## Part 1

Please read the notes below when completing each section of the parent /carer claim form.

<b>1</b>	To confirm your child has reached the eligible age for a funded entitlement, your childcare provider will ask you to provide documentation (eg. birth certificate or passport) to <b>evidence your child's date of birth</b> . A copy does not need to be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.		
<b>2</b>	<p>This information is used for statistical purposes only. Please choose your <b>ethnicity</b> from the list –</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>• Asian or Asian British any other background</li> <li>• Asian or Asian British Bangladeshi</li> <li>• Asian or Asian British Indian</li> <li>• Asian or Asian British Pakistani</li> <li>• Black or Black British African</li> <li>• Black or Black British any other Black background</li> <li>• Black or Black British Caribbean</li> <li>• Chinese</li> <li>• Mixed any other background</li> <li>• Mixed White and Asian</li> </ul> </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>• Mixed White and Black African</li> <li>• Mixed White and Black Caribbean</li> <li>• Traveller of Irish heritage</li> <li>• White British</li> <li>• White Irish</li> <li>• White Northern Irish</li> <li>• Any other ethnic background</li> <li>• Any other white background</li> <li>• Withheld/do not wish to be recorded</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• Asian or Asian British any other background</li> <li>• Asian or Asian British Bangladeshi</li> <li>• Asian or Asian British Indian</li> <li>• Asian or Asian British Pakistani</li> <li>• Black or Black British African</li> <li>• Black or Black British any other Black background</li> <li>• Black or Black British Caribbean</li> <li>• Chinese</li> <li>• Mixed any other background</li> <li>• Mixed White and Asian</li> </ul>	<ul style="list-style-type: none"> <li>• Mixed White and Black African</li> <li>• Mixed White and Black Caribbean</li> <li>• Traveller of Irish heritage</li> <li>• White British</li> <li>• White Irish</li> <li>• White Northern Irish</li> <li>• Any other ethnic background</li> <li>• Any other white background</li> <li>• Withheld/do not wish to be recorded</li> </ul>
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<b>3</b>	Providing this <b>additional information</b> if applicable to your child will help your provider to identify the non-economic criteria which may have been met for the 2-year-old funded entitlement, Early Years Pupil Premium or Disability Access Fund.		
<b>4</b>	<p>Your <b>email address</b> is requested so that the local authority can contact you directly about early education and other early years initiatives / support. Examples of this communication would be -</p> <ul style="list-style-type: none"> <li>• a reminder to renew your working parent entitlement HMRC code</li> <li>• providing information to help you find alternative childcare in the event your provider unexpectedly closes</li> <li>• early years initiatives which support your child's progress and development</li> </ul> <p>If you do not wish to receive this type of messaging, please leave blank.</p>		
<b>5</b>	Some families will be eligible for the <b>2-year-old funded entitlement</b> if they receive some form of government support, or their child meets specific criteria. A NEO code must be obtained which proves eligibility has been met and certain rules apply.		
<b>6</b>	All families living in England with children aged 3 or 4 are eligible to receive the <b>universal funded entitlement</b> of up to 15 hours per week (max. 570 hours annually) the claim period following their third birthday.		
<b>7</b>	Some families will be eligible for the <b>working parent entitlement</b> where certain rules are met. A HMRC code must be obtained which proves eligibility and reconfirmed every 90 days to keep it valid.		
<b>8</b>	<p>The funding entitlement can be taken <b>term time (TT)</b> or <b>all year round (AYR)</b>. Your childcare provider will advise you how they offer the entitlement to families and most likely help you complete this part of the form.</p> <p><b>TT</b> - Funding is claimed over 38 weeks (cycle of eligibility) no more than 15 or 30 hours a week. Each claim period the LA will recommend the maximum hours available.</p> <p><b>AYR</b> – Also known as stretched is where funding is claimed over more than 38 weeks (cycle of eligibility) which means less than 15 or 30 hours a week over more weeks. The maximum weekly and claim period hours will depend on the total number of weeks your provider is open over the year. E.g. If provider is open 48 weeks, then no more than 11.5 or 23 hours should be claimed weekly.</p> <p>Where the total hours overall fall short of the maximum available, it may be possible for your provider to offer extra weekly hours (up to the maximum) so that your child receives their full entitlement.</p>		
<b>9</b>	<p><b>Early Years Pupil Premium</b> is extra funding paid to your provider if you or your child meet certain criteria. Up to £387.60 (or a share of) will be paid directly to your childcare provider(s), who will use the funding to improve teaching and learning facilities and/or resources so that there is a positive impact to your child's progress and development.</p> <p>Eligibility is checked using your date of birth and National Insurance (NI) number / National Asylum Support Service (NASS) number or if your child is currently being looked after by a local authority or if your child has left care through adoption, special guardianship order, or child arrangements order additional evidence will be requested.</p> <p>Supplying this information gives consent for the LA to check your eligibility and fairly distribute the funding to your providers where the entitlement is split. If eligible, this funding will not cease whilst your child is in receipt of early education.</p> <p>More information can be found here - <a href="https://www.gov.uk/get-extra-early-years-funding">https://www.gov.uk/get-extra-early-years-funding</a></p>		
<b>10</b>	<p><b>Disability Access Funding (DAF)</b> is for children in receipt of Disability Living Allowance (DLA). Annually £910.00 will be paid directly to the nominated childcare provider of your choice to support them to make reasonable adjustments so your child can access their funded entitlement. Once paid it is not transferrable to another provider.</p> <p>You must provide your childcare provider with a copy (no originals) of your child's current DLA award letter for them to claim DAF. This claim form, together with your DLA letter will be sent to the LA to check eligibility. The letter must show that your child is currently in receipt of DLA.</p> <p>More information can be found here - <a href="https://www.gov.uk/get-extra-early-years-funding">https://www.gov.uk/get-extra-early-years-funding</a></p>		

**Please read the Parent/Carer Booklet**





**Part 2**

 Please use **BLOCK CAPITALS** when completing the form

\* Mandatory information

**Part 1  
Guidance Notes**

**1. YOUR CHILD'S DETAILS**

Child's legal name*			
Name by which the child is known (if different from legal name)			
Date of Birth*			
Your childcare provider will need to see proof of your child's date of birth. Please indicate which document you will use. ❶		<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Other
		<input type="checkbox"/> Passport	
Address and Postcode*			
Gender*		Ethnicity ❷	
❸ If applicable, please indicate if your child is/has -	<input type="checkbox"/> Looked After By the LA	Left Care through	<input type="checkbox"/> Adoption
	<input type="checkbox"/> receiving DLA		<input type="checkbox"/> Special Guardianship
	<input type="checkbox"/> an EHCP		<input type="checkbox"/> Child Arrangement Order

**2. YOUR DETAILS (PARENT OR CARER)**

If a NEO or HMRC account exists, please provide the details of the named person on the account	
Parent/Carer legal name*	
Email Address ❹	

**3. YOUR CHILD'S FUNDING ENTITLEMENT**
**My child is eligible for\* -**

<input type="checkbox"/> 2-year-old funding ❺	NEO Code (6 digit)	
<input type="checkbox"/> 3- and 4-year-old universal ❻		
Working Parent ❼		
<input type="checkbox"/> Under 2's	Parent/Carer NI Number	
<input type="checkbox"/> 2-year-old	HMRC Code (11 digit)	
<input type="checkbox"/> 3- and 4-year-old		

**4. EXTRA FUNDING**
**Early Years Pupil Premium (EYPP) ❾**

Do you agree for the LA to complete an EYPP eligibility check? <input type="checkbox"/> YES / <input type="checkbox"/> NO	
If YES, please provide your	Parent/Carer Date of Birth
	Parent/Carer NI / NASS Number

**Disability Access Fund (DAF) ❿**

Is your child in receipt of Disability Living Allowance (DLA)? <input type="checkbox"/> YES / <input type="checkbox"/> NO	
<b>If YES</b>	
<ul style="list-style-type: none"> <li>Please attach the most recent copy of the DLA award letter to this form. Your nominated childcare provider will share this form and documentation with the LA.</li> <li>If you are using two or more providers for the entitlement, please nominate the one the LA should pay DAF:</li> </ul>	
<input style="width: 100%; height: 20px;" type="text"/>	

**Parent/Carer:** The information I have provided is accurate and true, and I agree for eligibility checks to take place.

Signature:	Print Name:	Date:
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Part 3

Please use BLOCK CAPITALS when completing the form \* Mandatory information

Part 1 Guidance Notes



Your Child's legal name\*

1. CHILDCARE PROVIDER DETAILS

[A] Childcare Provider Name\*

You must state if the funded entitlement will be split between provider's (maximum of two providers in a single day). This will also ensure the funding is paid fairly. Your providers should discuss and work closely with you to agree how your child's overall childcare will work in practice to ensure a smooth transition.

Is your funding entitlement shared with (an)other provider(s)\*? [ ] YES / [ ] NO

If YES\*, my child is also attending -

Table with 2 columns: Provider Name ([B], [C]), Funded Hours Claimed

2. CHILDCARE CONTRACT / ARRANGEMENT (pattern of attendance)

Norfolk Model Calendar table with columns for months (January, February, March) and rows for days of the week (mon-fri). Includes TT1, AYR2 max days and legend for Bank Holidays, School Holidays, Open - TT1, Term Time, All Year Round.

Small weekly calendar grid for the month of March.

My child is booked to attend\*: Mon [ ] Tue [ ] Wed [ ] Thu [ ] Fri [ ]

Use the calendar to count how many of each day your child will attend as agreed with your provider (for example: 12 Mondays)

How many weekdays\* (A)

How many hours each day\* (B)

Total Hours\* (A x B)

Total

3. FUNDING FOR SPRING CLAIM PERIOD

Start Date\*

End Date\*

Funding should be claimed ⑧

- [ ] TERM TIME
[ ] ALL YEAR ROUND (stretched)

Based on your childcare arrangement, your provider will confirm the -

- number of weekly funded hours that can be claimed
• maximum total funded hours available for the claim period

Table with 2 columns: Weekly Funded Hours\*, Total Funded Hours\*

Weekly Non-Funded Hours

Please be aware you may need to pay for additional hours where there are not enough funded hours to cover your childcare arrangement. Check with your provider before signing this claim form.

If the entitlement is shared with other providers, the total of the combined claims cannot exceed the total funded hours available for the claim period and funding rules must be met.

Table with 5 columns: Provider Use: Hours Claimed, 1st, 2nd, 3rd, TOTAL





**4. DECLARATION**

**I understand that:**

- I am responsible for ensuring that my child attends the pattern of attendance for funding purposes (Part 3 section 2) and I can request via my childcare provider a change to the number of funded hours claimed up to the maximum available
- the claim must adhere to the rules of funding, and it is fraudulent to sign up to or claim more funded hours than my child is attending
- hours not funded by the Local Authority (LA) are additional hours and fees will apply in accordance with my childcare provider's charging policy
- my provider can charge fees within the rules of funding, and if I am unable to pay, I can discuss this with them
- if I fail to provide complete and accurate information, this will affect my funding claim and fees may apply
- except where there are safety or quality concerns for which a formal complaint has been made to Ofsted and substantiated, if I decide to end my child's childcare arrangement without giving the required notice period, it will affect my next funding claim at my new provider
- if I have any concerns regarding my child's funded place, I will attempt to resolve this with my childcare provider in the first instance, however, if my concerns cannot be resolved, I can contact the LA's funding team
- the personal information that I provided will be held, and used –
  - in compliance with the General Data Protection Regulation
  - to contact me about my funding claim if needed
  - for analysis and statistical purposes including government returns
  - to support my child's learning and development
- my personal information will not be shared to a third party
- if my family is identified as eligible for Early Years Pupil Premium (EYPP) and or Disability Access Fund (DAF), the extra funding will be paid to my childcare provider(s) until my child is no longer accessing a funded entitlement or I need to re-confirm eligibility
- extra funding details will be shared with all my childcare provider(s)
- the parent/carers claim form will be requested by the LA to resolve disputes, check claims, investigate fraudulent claims and for audit purposes

**I confirm:**

- I have read the information provided in Part 1 and Part 3 Section 4 of the parent/carers claim form
- My information can be used as detailed in Part 1 and Part 2 of the parent/carers claim form
- I will communicate with my provider if my childcare arrangement, eligibility, or details change, or I have any concerns
- I am the parent/carers with legal responsibility for the child named in Part 2

**The information I have provided is accurate and true. I understand and agree to the conditions set out in the parent/carers form and I authorise my childcare provider [A] named in Section 1 to claim the funded entitlement on my behalf for my child.**

Parent / Carer*		Childcare Provider*	
Signed:		Signed:	
Print name:		Print name:	
Date:		Date:	

In collecting your data for the purposes of checking your eligibility for the funded entitlements, EYPP or DAF, Norfolk County Council is exercising the function of a government department.

Norfolk County Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.