Cumberland Council Funded Early Years Entitlements - Parental Declaration Form

A parental declaration form is an agreement between parents and their chosen provider or providers in respect of receiving the early years entitlements.

A parental declaration must be completed with the parent before a child first takes up an entitlements place.

This form is a declaration of what funded 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.

1. Providers Details – Provider to complete

Early Years/Childcare Providers Name	
Ofsted registration number or Childminder agency Number	

2. Childs Details - Parent/Carer to complete

Child's legal Surname	
Child legal Forenames	
Name by which the child is known (if different from above):	
Date of Birth: Your will need to show your childcare provider evidence of your child's date of birth.	
Sex/Gender	
Ethnicity	
Address **Including postcode**	

3. Parent/Carers Details - Parent/Carer to complete

Parent/Carer 1	
Surname	
Forename	
Date of birth	

Email Address	
Telephone Number	
National Insurance number or Asylum Support Reference Number (previously NASS):	
Parent/Carer 2	
Surname	
Forename	
Date of birth	
Email Address	
Telephone Number	
National Insurance number or Asylum Support Reference Number (previously NASS):	

4. Childs Eligibility – Parent/Carer to Complete

Please tick which entitlement you would like to use.

Funded Entitlement	**Please tick which applies**	**Enter the eligibility code**
Universal entitlement for 3 and 4 year olds (from the term after a child third birthday until they go to school) 15 hours per week over 38 weeks per year Total 570 hours per year		**NOT APPLICABLE**
Working parent entitlement for children from 9 months old to 4 years old (from the term after a child is 9 months old until they go to school) 30 hours per week over 38 weeks Total 1140 hours per year		
Early learning for Two Year Olds (from the term after a child second birthday) 15 hours per week over 38 weeks per year Total 570 hours per year. - If parents/carers live in England and are in receipt of certain benefits. - If a child is looked after by a local authority. - If a child has an EHC plan. - If a child gets Disability Living Allowance - If a child has left care under an adoption order, special guardianship order or a child arrangements order. - Families with no recourse to public funds.		

5. Additional Funding

Disability Access Fund

The Disability Access Funding (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.

Children from 9 months through to age 5 who are in receipt of Disability Living Allowance (DLA) and are receiving the funded entitlement hours are eligible for DAF. DAF is paid to the child's early years setting at a fixed annual rate.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

Yes	
No	
Currently applying	

Early Years Pupil Premium (EYPP)

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. (EYPP is paid for the first 15 hours (per week) of funded entitlement)

Are you in receipt of any of the following?

Ticking yes will give your permission to the provider to check your eligibility and receive EYPP funding.

The provider will ask you to complete an EYPP Application Form to send to Cumberland Council if you are eligible under the 'looked after' or 'asylum seeker' criteria.

Are you in receipt of Universal Credit	
Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999	
Is your child currently looked after by a local authority/have they ever been looked after by a local authority	

6. Attendance - Parent /Carer to complete with support from the provider

Providers can claim government funded hours for 38 weeks of the year, this is split into 3 terms.

Summer Term 2026	Autumn 2026	Spring 2027
12.8 weeks	14.6 weeks	10.6 weeks

Some providers offer the maximum funded hours stretched over more than 38 weeks; this means less hour per week over more weeks e.g. 22.8 hours each week for 50 weeks

	Mon	Tues	Wed	Thurs	Fri	Total number of funded entitlement hours per week	No. of weeks per year the provider is offering the funding over (e.g. 38,48,51)
Total funded entitlement hours attended per day							
Total extra (chargeable) hours per day							
Total daily hours attended							

If you are sharing your child's entitlement hours with other early years childcare providers, you must share this information with each provider to ensure you do not exceed the maximum funded hours. If the funded hours are exceed the childcare provider will charge you for any non-funded hours.

Providers Name	Mon	Tues	Wed	Thurs	Friday	Total of funded entitlement hours per week	No. of weeks per year the provider is offering the funding over (e.g. 38,48,51)

7. Additional Charges – Parent/carer to read

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 Cumberland Council 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.

Provider to complete - Provide details of the charges made for consumables and additional services, either in the box below or additional charging policy documentation or website link. Itemised details of what these charges relate to should be proportionate, but enable the parent/carer to understand the charges they are agreeing to:

8. Document Check – Provider to complete

	Date checked/recorded
Documentary proof of DOB Type (birth certificate or passport):	
Proof of DOB seen by (name of staff member)	
Working Families HMRC eligibility code WF Code (if applicable)	
Two Year Old – TYOF eligibility (if applicable)	

9. Parent/Carer with Legal Responsibility Declaration – Parent/Carer to complete

Please see the following and sign below to confirm your understanding

I confirm that the information I have provided above is accurate and true.
I confirm I agree to the conditions set out in this document.
I authorise the provider named in this form to claim the early education funded entitlements as agreed above on behalf of my child.
I give consent for the information contained within this agreement to be used by Cumberland Council for the purposes of checking my child's eligibility for early education funded entitlements.
I understand that the data collected in this form will be shared with Cumberland Council and the Department for Education.
I confirm I have been provided with details of any additional charges that the provider's offers, and I fully understand these charges.
I confirm that if I wish to end my child's attendance at the provider named on this form, I will provide a minimum of 4 weeks' notice to the provider. The provider may require a different notice period for additional paid for hours.
I understand that if I do not provide 4 weeks' notice to the provider, I will be unable to access any funded hours at another provider until the start of the next funding period, and I will have forfeited any remaining funded hours.
I understand that until the notice period has ended, I cannot access my child's funded entitlement hours elsewhere, unless in exceptional circumstances the funded hours are terminated by the provider or Cumberland Council.
I understand that if I leave the provider and my child has received more funded hours then the provider is eligible to receive funding for, the provider will make a charge of the cost of the childcare hours at their standard rate.

Name of Parent/Carer/Guardian with legal responsibility	
Signature	
Date	

Data Protection

Cumberland 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.

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 Cumberland 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/