

**Early Years Education Funding  
Parent Declaration form – notes for  
completion**



**Hampshire  
County Council**

This claim form can be used to record the hours agreed for the whole of your child’s eligible birthday year or you may just record the hours agreed each funding period.

**Part one: Provider details**

To be completed by the provider who will need to add either their Ofsted or DfE URN.

**Part two: Child information – to be completed by parent**

- **Legal name of child:** enter your child’s full legal name; this should match what is on their birth certificate.
- **Date of birth:** enter your child’s date of birth – you must provide evidence of your child’s correct date of birth to your provider so they can verify that you child is eligible.
- **Gender:** enter a cross in the box to confirm whether your child is male or female.
- **Ethnicity code:** the codes used by Hampshire County Council are detailed below and on the back of the form. Please choose the code that you consider provides the closest description. If you do not wish to disclose your ethnicity please use the code “REFU”.

Ethnicity	Code
White British	WBRI
Bangladeshi	ABAN
Indian	AIND
Pakistani	APKN
Any other Asian background	AOTH
Black African	BAFR
Black Caribbean	BCRB
Any other Black background	BOTH
Chinese	CHNE

Ethnicity	Code
Any other Mixed background	MOTH
White and Asian	MWAS
White and Black African	MWBA
White and Black Caribbean	MWBC
White Irish	WIRI
White Traveller of Irish Heritage	WIRT
Any other White background	WOTH
Gypsy/Roma	WROM
Any other ethnic group	OOTH
Do not wish to disclose	REFU

**Example 1:**

Ethnicity code

M	O	I	H
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- **First Language:** Please enter your child’s principal language (e.g. English, Polish, Urdu)
- **30 hours eligibility code:** if you are claiming for 30 hours for your 3 or 4 year old you must show proof of eligibility by entering the code provided by HMRC.
- **Unique reference number (if 2YO):** If you are claiming 2 year old funding you will need to provide your unique reference number. You must show proof of your eligibility to the provider (e.g. a letter or email).
- You will have been given your number via one of the following:
  1. the online eligibility checker – this will have provided you with a number when you submitted your details. It will have been emailed to you as well if you provided an email address. Please check your junk folder if you cannot find the email in your inbox;
  2. if you live in another local authority area or have moved to Hampshire from another local authority area, and you have been told you are eligible to receive 2 year old funding you should use the number provided by your other local authority and let your provider know which local authority issued this as Hampshire may need to contact your previous local authority to verify eligibility.
- **Parent NI number for 30 hours check:** This is required for the setting to check eligibility for 30 hours. If this is not supplied eligibility cannot be checked and the extended hours will be declined.
- **Address and post code:** enter your address with the full and correct post code. It is important for your provider’s funding to make sure your post code is correct.

## Part Three (a): Claim details - to be completed by parent in agreement with the provider

- The form can be used to either just claim funding for an individual funding period, spring, summer or autumn or completed for the whole year for all the funding periods.
- How many of the 15 universal free hours are you claiming (1 hour – 15 hours):** Enter the number of universal hours that you are taking
- How many of the extended 15 hours (30 hour offer) are you claiming (1 hour – 15 hours)**
- If you are claiming these hours you must give your provider your NI number and the eligibility code and sign this form to give them permission to check your eligibility: Enter the number of extended hours that you are taking.
- How many weeks per year are you claiming (e.g. 38, 45, 51):** Enter the number of weeks you are taking the funding over. For a standard offer this is 38 weeks, for a stretched offer this will be between 38-51 weeks.  
 “standard” offer is up to 15 hours per week for up to 38 weeks per year  
 “stretched” offer is less than 15 hours per week over more than 38 weeks per year.  
 For both offers the maximum claim is 570 hours for your child’s eligible birthday year.
- Complete the table as shown below:

### Example 1:

Claiming from (date)	4 September 2017			Claiming to (date)	23 July 2018	
I have agreed with the provider that my child will attend the following hours each week as below:						
	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total
All hours attending each day						
Total Free hours being claimed (1 hour – 30 hours)						
If you are claiming at a second setting, how many hours per week are you claiming with them?						
If you are claiming at a third setting how many hours per week are you claiming with them?						
If you are claiming at a fourth setting how many hours per week are you claiming with them?						

- All hours attending each day:** enter the number of hours each day your child will be attending the provider and add up the total at the end (example below 3 + 2 + 5 + 10 = 20)
- Total Free hours:** enter the weekly free hours that you are agreeing that your provider can claim for your child. The maximum is 10 hours a day. It cannot be more than the hours your child attends on that day, but it may be less.
- Second and subsequent settings:** If you are also claiming free Early Years Education hours at a different setting you must confirm how many hours you have agreed they will claim each week. The total hours between the two settings must not exceed 15 hours per week or 30 hours if you are eligible for the extended entitlement.

### Example 2:

Claiming from (date)	4 September 2017			Claiming to (date)	21 December 2017	
I have agreed with the provider that my child will attend the following hours each week as below:						
	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total
All hours attending each day	5	10	5	5	10	35
Total Free hours being claimed (1 hour – 30 hours)						
If you are claiming at a second setting, how many hours per week are you claiming with them?						
If you are claiming at a third setting how many hours per week are you claiming with them?						
If you are claiming at a fourth setting how many hours per week are you claiming with them?						

**Example 3:**

Claiming from (date)	4 September 2016			Claiming to (date)	23 July 2018	
I have agreed with the provider that my child will attend the following hours each week as below:						
	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total
All hours attending each day	5		5	5	5	20
Total Free hours being claimed (1 hour – 30 hours)						20
If you are claiming at a second setting, how many hours per week are you claiming with them?						10
If you are claiming at a third setting how many hours per week are you claiming with them?						0
If you are claiming at a fourth setting how many hours per week are you claiming with them?						0

If you wish to complete a form for just one funding period because you are not sure what hours you will be claiming for the whole year then just complete one form per funding period.

### Part three (b): Claim details second provider

- If you have indicated that you are claiming hours at another provider, please give their details in this section.
- If you are not using any additional setting just enter **N/A**

### Part four: Early Years Pupil Premium Registration – 3 & 4 year olds only

If your child is 3 or 4 years old please complete the sections on the form which will allow your provider to check whether they are eligible to receive Early Years Pupil Premium funding for your child.

Further information about EYPP [www.hants.gov.uk/childrens-services/childcare/parents/cis/eye](http://www.hants.gov.uk/childrens-services/childcare/parents/cis/eye)

- Answer Q1 by ticking the relevant boxes. If you answer *No* to Q1 please go to Q2.
- Answer Q2 by ticking the relevant boxes. If you answer *No* to Q2 please skip Q3 and go straight to Part Five: Declarations.
- If you answer *Yes* to either Q1 or Q2 you must provide parent/guardian details in Q3.
- Note: If you have answered *Yes* to Q2 you should provide the details of the individual in receipt of the benefits you have ticked. Otherwise your eligibility check may fail.

### Part Five: Disability Access Fund

- **Disability Access Funding:** this is a new fund starting 1 April 2017 which providers (nursery, preschool or childminder) are able to claim for your child if they are eligible for three and four year old early years education funding. The fund is not available for 2 year old children receiving free early years education funding.
  - Your child must be in receipt of Disability Living Allowance (DLA) or the new Personal Independence Payment (PIP) and you will need to provide copy of your DLA or PIP award letter to your provider.
  - The provider will send this with a copy of the parent declaration form to Services for Young Children to claim the funding.
  - This is a one off payment paid once a year (every 12 months) regardless of the number of EYE hours claimed.

If your child is claiming the free Early Years Education funding at more than one provider, only one provider can claim this funding which is £615 per year. You must nominate which provider you wish to claim this funding to support your child.

## Part Six: Declarations

Don't forget to read and sign the declaration on page 3 of the form.

- Parent/guardian should sign your name and print underneath. This must be a person with parental responsibility for the child.
- Add the date

Finally the provider should sign and date the claim. These forms are kept by the provider to support any EYE funding claims they submit.

Please direct any queries to the SfYC Information Support Team on 01962 847070 or [childcare@hants.gov.uk](mailto:childcare@hants.gov.uk)