

BRADFORD EARLY YEARS FUNDED HOURS PARENT AGREEMENT FORM

1. CHILDS DETAILS

Child's Legal Forename:	Child's Legal Family Name:
Child's Date of Birth: Day/Month/Year	Male/Female:
Home Address:	

Child's Ethnicity (Please tick one of the boxes below)					
ABAN	Bangladeshi or British Bangladeshi		MWAS	Mixed – white/Asian	
AIND	Indian or British Indian		MWBA	Mixed – white/Black African	
AMPK	Mirpuri Pakistani or British Mirpuri Pakistani		MWBC	Mixed - White/Black Caribbean	
AOPK	Other Pakistani or Other British Pakistani		MOTH	Any other mixed background	
AOTH	Any other Asian or British Asian background		WBRI	White British	
BAFR	Black African or British Black African		WIRI	White Irish	
BCRB	Black Caribbean or British Black Caribbean		WIRT	Traveller – Irish heritage	
BOTH	Any other Black or Black British background		WROM	Roma/Roma Gypsy	
CHNE	Chinese or British Chinese		WOTH	Any other white background	
OOTH	Other - Any other ethnic group		REFU	Refused	

2. PARENTS DETAILS

Parent's name	
Parent's telephone number	
Parent's email address	

2a. ADDITIONAL DETAILS FOR CHILDREN CLAIMING 15 HOURS FOR A 2 YEAR OLD

Providers must check the eligibility of a child before offering the funded hours.

The following information is required for an online check or official document check to be carried out by the provider.

Parent's National Insurance Number or National Asylum Seeker's Support Number	Parent's Date of Birth: Day/Month/Year
Tick which eligibility you meet on the list below and the provider will carry out a check using the online 2 year old checker	
Income Support	
Income-based Jobseeker's Allowance	
Income Related Employment and Support Allowance [ESA]	
The "Guarantee" element of State Pension Credit	
Support under part VI of the Immigration and Asylum Act 1999	
Tax credits, and your household income is £16,190 a year or less before tax	

the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)	
Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments	
Tick which eligibility you meet on the list below and provide documentation to evidence your child meets the criteria	
Child has a current statement of special educational needs (SEN) or an education, health and care plan	
Child attracts the Disability Living Allowance	
Child who is looked after by the local council	
Child who has left care through adoption order, special guardianship order or a child arrangements order	
Tick which eligibility you meet on the list below and the provider will contact Bradford Council to check eligibility	
If you're a non-EEA citizen who cannot claim benefits and are getting support under the Immigration and Asylum Act and have either: <ul style="list-style-type: none"> - claimed asylum in the UK and are waiting for a decision (known as 'part 6') - been refused asylum in the UK (known as 'section 4') 	
If you're a non-EEA citizen who cannot claim benefits and your household income is £15,400 a year or less after tax, and you have any of the following: <ul style="list-style-type: none"> - leave to remain with 'no recourse to public funds' on family or private life grounds - support from your local council because you have 'a child in need', for example they have a disability or a child protection plan - the right to live in the UK because you're the main carer of a British citizen (known as a 'Zambrano Carer') 	

2b. ADDITIONAL DETAILS FOR CHILDREN ELIGIBLE FOR 30 HOURS

Providers must check the eligibility code before offering the funded hours.

The following information is required for an online check to be carried out.

Bradford Council will also check the code is eligible for funding as part of the funding process.

Parent/carer National Insurance Number:	Parent's Date of Birth: Day/Month/Year
30 hours HMRC eligibility code: 11 digit number (e.g. 50001234567)	

2c. EARLY YEARS PUPIL PREMIUM (EYPP)

Providers can claim extra funding through the Early Years Pupil Premium to support children's development, learning and care.

Bradford Council will inform your childcare provider if your child is eligible for EYPP based on you being in receipt of out-of-work benefits.

If the provider is not informed your child is eligible and they think your child should be eligible then they can carry out an online check.

If you wish the provider to carry out a check please provide the following information.

Please note: you are giving permission to check your eligibility from the relevant benefits.

Parent's National Insurance Number or National Asylum Seeker's Support Number	Parent's Date of Birth: Day/Month/Year
Tick which eligibility you meet on the list below and the provider will carry out a check	
Income Support	
Income-based Jobseeker's Allowance	
Income-related Employment and Support Allowance	
Support under part VI of the Immigration and Asylum Act 1999	
The guaranteed element of State Pension Credit	
Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)	
Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit	
Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you get	

Children who are looked after or have left care through particular circumstances (adoption, special guardianship or a child arrangement order) may be eligible for EYPP - please tick the relevant box below and provide your childcare provider with a copy of the relevant court order or a letter from your child's social worker:

Looked After Child	
Left Care Through Adoption	
Left Care Through Special Guardianship	
Left Care through Child Arrangement order	

2d DISABILITY ACCESS FUND

Parents of children who are in receipt of Disability Living Allowance DLA and are receiving their 3 and 4-year-old funded entitlement can apply for the Disability Access Fund (DAF) to be paid to a provider. Disability Access Fund is paid to the child's early year provider as a fixed annual rate of £615. Funding can only be paid to one provider.

The funding aids access to early years' places, it should help towards making reasonable adjustments and/or helping with building capacity, be that for your child, or for the benefit of children as a whole attending the setting.

If your child is in receipt of Disability Living Allowance, please tick the relevant boxes below and ask your provider for information on how to make an application.

My child has been awarded Disability Living Allowance	
I intend making an application for funding to go to the provider named in this form	
I do not intend making an application for funding to be paid to the provider named in this form	

3. SETTING AND ATTENDANCE DETAILS

You need to agree and complete a Parent Agreement Form with each setting your child attends for their early years funded entitlement of 15 or 30 hours per week.

Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting Bradford Council will split the funding paid to each setting.

If you are eligible for 30 hours, 15hrs are universal hours and 15hrs are extended hours, you need to indicate in the table below where your universal and extended hours will be accessed. This is particularly important if you become ineligible for the extended hours as you would still be entitled to the Universal 15 hours.

My child is attending the following settings/providers: Name all providers including school nurseries	Total number of hours per week	Number of weeks per year the hours will be taken over (e.g. 38, 45, 51)	Number of Universal hours per week	Number of Extended hours per week

4. PARENT/CARER/GUARDIAN WITH LEGAL RESPONSIBILITY DECLARATION

<p>Declaration I (Name) _____</p> <p>Authorise</p>
<p>I agree the provider (name of provider) _____</p>
<ul style="list-style-type: none"> • can claim early years funding as agreed in this agreement on behalf of my child
<ul style="list-style-type: none"> • can verify my child's eligibility using Bradford Council's online checking systems and official documents I have provided
<ul style="list-style-type: none"> • can share the information I have provided in this form and the eligibility evidence I have provided with Bradford Council and the Department for Education regarding my child's eligibility for funded entitlement hours and their attendance at the provision
<p>I confirm I</p>
<ul style="list-style-type: none"> • have seen the provider's privacy notice and I understand how my data is being used and protected
<ul style="list-style-type: none"> • understand I cannot access a place with a registered childminder if my child is a relative of the childminder (<i>a 'relative, in relation to a child, means a grandparent, aunt, uncle, brother or sister, whether of the full blood or half blood or by marriage or civil partnership</i>)
<ul style="list-style-type: none"> • understand if my child doesn't start on or before the census date I will not be eligible to receive funding until the start of the next term
<ul style="list-style-type: none"> • understand that if I register with a provider and my child starts attending, then I choose to leave prior to census date, the provider will not be able to claim the funding for any hours my child has attended so far. This may result in the provider billing me for the cost of the hours my child has attended
<ul style="list-style-type: none"> • understand I cannot transfer my child's funded hours to another provider part way through the funding period
<ul style="list-style-type: none"> • have received information by the provider of any additional services available and understand that the provider may charge me if I take up any additional services that are beyond my child's entitlement hours
<p>Parent name</p>
<p>Parent signature</p>
<p>Date signed</p>

5. PROVIDER SECTION - ELIGIBILITY RECORDING

This section **must** be completed by the provider. The full form must be retained for a period of 4 years from the child's start date, to enable Bradford Council to carry out compliance visits, audits and if necessary fraud investigations.

	Date an online check was carried out (dd/mm/yyyy)	Date Documentation was checked Name all documents checked	Checked by Name of the member of staff	Start date Date the funded hours will begin (dd/mm/yyyy)	End date Date the funded hours ended (dd/mm/yyyy)
Child's Date of birth <u>all</u> children Birth Certificate/Passport Adoption Certificate. <u>Do not retain a copy</u>					
2-year-old eligibility [secure online eligibility Checker] retain a print out or secure digital copy of the positive check					
2-year-old eligibility Paper Documentation [retain the evidence] <ul style="list-style-type: none"> • Official DWP or HMRC document when negative online check is received [not Universal credit] • Statement of special educational need education, health and care plan [EHCP] • Looked after or left care [social worker letter or email] • Adopted [adoption certificate] • Disability Living Allowance [award letter] 					
2 year old eligibility Referral to Early Education team <ul style="list-style-type: none"> • Universal Credit manual check when online check is negative • Referral for eligibility application for a non-EEA citizen 					
30 hour eligibility Funded 30 hour Code Checker [secure online checker) retain print out or secure digital copy					
The full form must be retained for a period of 4 years from the child's start date as stated above, to enable Bradford Council to carry out compliance visits, audits and if necessary fraud investigations				Date the form can be disposed of / /	