

## BRADFORD EARLY YEARS FUNDED HOURS PARENT AGREEMENT FORM

### 1. CHILDS DETAILS

<b>Child's Legal Forename:</b>	<b>Child's Legal Middle name:</b>	<b>Child's Legal Family Name:</b>
<b>Child's Date of Birth: Day/Month/Year</b>		<b>Child's Gender: Male/Female/Not specified</b>
<b>Home Address:</b>		

#### 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 to provide	

<b>What is your child's spoken language?</b>	
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### 2. PARENTS DETAILS

<b>Parent's name*</b>		
<b>Parent's Date of Birth*</b>		
<b>Parent's NI or NASS number*</b>		

*\*Required for eligibility checking*

### 3. UNIVERSAL ENTITLEMENT

All children aged 3-4 years are entitled to 15 hours of early education for 38 weeks (up to 570 hours per year)

When your child turns eligible age	The date that they are entitled to funded hours from
1 September to 31 December	Term starting on or after 1 January
1 January to 31 March	Term starting on or after 1 April
1 April to 31 August	Term starting on or after 1 September

### 4. WORKING FAMILIES ENTITLEMENT

Eligible families can access

- 3-4yr olds: an additional 15 hours of early education for 38 weeks (total 1140 hours per year)
- 9mth – 2yr olds: 30 hours of early education for 38 weeks (up to 1140 hours per year)

Parents must apply to HMRC for an eligibility code to be eligible, using the recommended dates below. Parents must have a valid code by the end of the month before a new term starts.

When your child turns eligible age	The date that they are entitled to funded hours from	Recommended time to apply for code
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

The following information is required for the provider to carry out an online check prior to offering a place.

<b>Child's HMRC eligibility code: 11 digit number (e.g. 50001234567)</b>  
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## 5. TERRIFIC TWOS - 15 HOUR ENTITLEMENT FOR TWO-YEAR-OLDS OF FAMILIES RECEIVING ADDITIONAL SUPPORT

Children may be entitled to a Terrific Twos place if:

- parents/carers live in England and are in receipt of certain benefits,
- child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.

Parents can read the full list of eligibility criteria and apply for a voucher code by visiting:

[www.bradford.gov.uk/terrifictwos](http://www.bradford.gov.uk/terrifictwos)

Some families may be entitled to both Terrific Twos and Working Families Entitlement (a maximum of 30 hours funding per week across both funding). If this applies to you, please apply for a voucher code. Once your eligibility has been confirmed, the Terrific Twos hours will continue until the term after your child turns 3. This helps ensure the continuity of your childcare, should circumstances change and you are no longer eligible for the Working Families Entitlement.

Providers must verify the eligibility of a child before offering the funded hours using the voucher code provided by the parent

The following information is required for the provider to verify eligibility prior to offering a place.

**Child's Two Year Old Application Reference Number** (e.g. TYF380-12345678)

If a parent has not yet applied for a voucher code and would like assistance from the provider, the following information will be required. The provider can support the parent to receive a code via the Assisted Application process using the information below.

<b>Title</b>		
<b>Forename</b>		
<b>Surname</b>		
<b>Gender</b>		
<b>Relationship to child</b>		
<b>Parental Responsibility? (Y/N)</b>		
<b>Address (if different from above)</b>		

## 6. DISABILITY ACCESS FUND

Parents of children who are in receipt of Disability Living Allowance (DLA) 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. Funding can only be paid to one provider. If your child attends more than one early years setting, you should choose which provider you want to receive the funding.

The funding aids access to early years' places, it should help towards making reasonable adjustments that will benefit your child and the setting as a whole.

More information is available here:



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

My child has been awarded Disability Living Allowance	
I wish for the provider named in this form to make an application for funding	
I do not wish for the provider named in this form to make an application for funding	

## 7. EARLY YEARS PUPIL PREMIUM (EYPP)

Providers can claim additional funding through the Early Years Pupil Premium to support children's development, learning and care. If your child attends more than one early years setting, the EYPP funding will be shared proportionally between the settings.

If you would like your provider to carry out an eligibility check please indicate which criteria you meet below.

Please note: By providing this information, you are giving your consent for the provider to check your eligibility using the relevant benefits data.

<b>Tick which eligibility you meet on the list below and the provider will carry out a check if required.</b>	
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 you 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 you 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	

## 8. DETAILS OF FUNDED HOURS

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

Your child can

- access their hours at more than one provider
- attend a maximum of two sites in a single day
- access their funded hours over more than 38 weeks, some providers can offer to stretch funded hours over more than 38 weeks
- access no more than 10 hours a day of their funded hours – additional hours will be paid for childcare
- access no more than 15 hours per week if claiming the 15 hours entitlement
- access no more than 30 hrs per week if claiming 30 hours entitlement
- access the funded hours between 6 am and 8 pm, subject to the opening times of your provider

Your provider can explain how they can offer your child their funded entitlement hours.

If you want to make a change to the funded hours speak to your provider and they will update the form and change the hours they are claiming.

### Tell us how many funded hours you want the provider to claim

<b>How many funded hours per week do you want the provider to claim?</b>	<b>How many weeks per year do you wish to take the funded hours over?</b> <ul style="list-style-type: none"> <li>- <b>38 weeks (term time)</b></li> <li>- <b>More than 38 weeks e.g. 39-52 (stretched)</b></li> </ul>

<b>Are you claiming some of your child's funded hours with another provider?</b>	<b>NO</b>	<b>YES</b>
<b>If YES please tell us the name of the provider</b>	<b>If YES please tell us how many funded hours per week?</b>	

## 9. PARENT/CARER/GUARDIAN WITH LEGAL RESPONSIBILITY DECLARATION

<b>I Authorise (parents name)</b>	
<b>I agree the provider (name of provider)</b>	
<ul style="list-style-type: none"> <li>can claim early years funding as agreed in this agreement on behalf of my child</li> </ul>	
<ul style="list-style-type: none"> <li>can verify my child's eligibility using Bradford Council's online checking systems and official documents I have provided</li> </ul>	
<ul style="list-style-type: none"> <li>can share the information I have provided in this form and the eligibility evidence I have provided with Bradford Metropolitan District Council and the Department for Education regarding my child's eligibility for funded entitlement hours and their attendance at the provision</li> </ul>	
<b>I confirm I</b>	
<ul style="list-style-type: none"> <li>have seen the provider's privacy notice and I understand how my data is to be used and protected</li> </ul>	
<ul style="list-style-type: none"> <li>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>)</li> </ul>	
<ul style="list-style-type: none"> <li>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</li> </ul>	
<ul style="list-style-type: none"> <li>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</li> </ul>	
<ul style="list-style-type: none"> <li>understand I cannot transfer my child's funded hours to another provider part way through the funding period</li> </ul>	
<ul style="list-style-type: none"> <li>have received information from the provider of any chargeable extras (costs of meals, other consumables, additional hours or additional services) available and understand that the provider will charge me if I choose to take up any chargeable extras that are beyond my child's entitlement hours</li> </ul>	
<ul style="list-style-type: none"> <li>understand that should I no longer be entitled to working families entitlement funding I will inform all childcare providers to make the necessary reductions to funding claims</li> </ul>	

Parent name	
Parent signature	
Date signed	

## 10. PROVIDER SECTION - ELIGIBILITY RECORDING

This section **must** be completed by the provider.

The full form must be retained for a period of 5 years from the child's start date, to enable Bradford Council to carry out compliance visits, audits and if necessary fraud investigations.

CHILDS DATE OF BIRTH ELIGIBILITY - check for all children		
Tick which documentation was checked <u>Do not retain a copy</u>		Date the check was carried out (dd/mm/yyyy)
Birth Certificate		
Passport		
Adoption Certificate		

WORKING FAMILIES ELIGIBILITY CODE CHECK		
The provider must do this by verifying the child's eligibility code with Bradford Metropolitan District Council via the Bradford Early Years Provider Portal.		
	Date the check was carried out	Name of member of staff
POSITIVE online eligibility check		

TERRIFIC TWOS ELIGIBILITY CHECK		
The provider must do this by verifying the child's application reference number via the Bradford Early Years Provider Portal.		
	Approval Date	Name of member of staff
POSITIVE Placement Notification check		

SUMMARY OF HOW FUNDED HOURS WILL BE DELIVERED				
Additional columns to be used when there are any changes with the funded hours as agreed with the parent.				
How many hours each week will the child be attending?				
How many weeks will the entitlement hours be delivered over?				
How many weekly entitlement hours will be claimed?				
Date Agreed with parents				

What date will the funded hours begin?	
What date did the funded hours end?	

The full form must be retained for a period of 5 years from the child's start date as stated above, to enable Bradford Metropolitan District Council to carry out compliance visits, audits and if necessary fraud investigations	Date the form can be disposed of / /
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