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Updated September 2025

Early Years' Entitlement Funding

The Parent / Carer & Provider Contract

This form should be completed by the parent / carer and provider for the delivery of the early years' entitlement funding. The provider will claim the funding using the information contained within this form.

Provider Name	
Provider's Ofsted unique reference number (URN)	

FAMILY DETAILS

Child's Legal Surname	Address Line 1
Child's Legal Forename	Address Line 2
Child's Legal Middle Name	Address Line 3
Child's Preferred Surname	Locality
Child's Date of Birth (DOB)	Town
Child's Sex	County
<u>PROVIDER USE ONLY</u> Proof of DOB required. Note document type seen. Include signature of staff member having sight of document.	Postcode
Document Type:	If you have moved house within the last 12 months, please include your previous house number and postcode below:
Staff Signature:	House number
	Postcode

*Parent / Carer 1 Surname *The parent/carer who applied for the HMRC code and whose eligibility check will be undertaken.	Parent / Carer 2 Surname
Parent / Carer 1 Forename	Parent / Carer 2 Forename
Parent / Carer 1 DOB	Parent / Carer 2 DOB
Parent / Carer 1 E-mail Address	Parent / Carer 2 E-mail Address
Parent / Carer 1 Contact Number	Parent / Carer 2 Contact Number
National Insurance or Asylum Support (previously NASS) number	National Insurance or Asylum Support (previously NASS) number

Ethnicity:

The Department for Education (DfE) ask local authorities to collect details on child ethnicity. This data is reported back to the DfE in the census collection to assess impact of policy on equality of opportunity.

Although this is optional for parents to answer, early years' providers **must** report this data back to the DfE on their early years' census return.

Please tick the relevant description in the ethnicity box below. This enables your chosen early years' provider to include this information when they apply for your child's funded hours.

White – British	☐	White and Asian	☐	Any other Black background	☐
White - English	☐	Any other Mixed background	☐	Chinese	☐
White – Irish	☐	Indian	☐	Any other ethnic group	☐
Traveller of Irish heritage	☐	Pakistani	☐	Preferred not to say	☐
Any other White background	☐	Bangladeshi	☐		
Gypsy / Roma	☐	Any other Asian background	☐		
White and Black Caribbean	☐	Black Caribbean	☐		
White and Black African	☐	Black – African	☐		

FUNDING DETAILS

Providing these details enables the provider and the local authority to check whether the child is eligible for funding.

Working Family Entitlement (HMRC) Codes:

Please include in the box below, the 11-digit Working Family Entitlement code issued to you by HMRC. You will receive a reminder from HMRC to inform you that your details **MUST** be re-confirmed prior to the end date of your code. This will ensure you can continue to receive your child's funded hours.

Working Family Entitlement (HMRC) 11-digit Code:	
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Working Family Entitlement HMRC Code Cut-Off Dates:

The Department for Education have cut-off dates for each term.

Working Family Entitlement HMRC codes **must be valid on the following dates, to be eligible for the following term:**

31st August to be eligible for Autumn Term
31st December to be eligible for Spring Term
31st March to be eligible for Summer Term

Important note: Codes which are not valid by the cut off dates or issued with start dates after the cut-off dates, cannot be used for the funded hours until the following term.

Your chosen provider will verify your code prior to accepting your child's place at the setting.

Two-Year-Old Additional Support Funding - code issued by the local authority (15 hours per week):

If your child is eligible to receive the two-year old additional support funding, please complete the boxes below. The code, issued by Derbyshire County Council, is a 6-digit code (codes issued by other local authorities may vary):

If your child is two years old and eligible for both entitlements, you should use the additional support funding (6-digit code issued by the local authority) in the first instance.

Two-year old Additional Support Eligibility (6-digit) Code:		Code Start Date:	
Name of code's issuing local authority. (e.g. Derbyshire County Council or Out of County local authority e.g. Nottinghamshire):			

If the child does not have an Additional Support code, but it is believed the family may be eligible:

A check can be undertaken on the Provider Portal where immediate verification will be given. However, this option will not generate a code.

Eligibility check undertaken via the Provider Portal by the provider:	Name of staff member: Date check undertaken:
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Disability Access Fund Declaration:

Children who are in receipt of child Disability Living Allowance and are receiving the Early Years' Entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years' provider as a fixed rate of £938.00 per year, per eligible child. This funding can only be paid to one provider which you must nominate.

If your child is in receipt of Disability Living Allowance (DLA), please provide your reference number displayed on the DLA award letter (9-digits):

DLA (9-digit) Reference Number:	
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If your child is splitting the Early Years' Entitlement across more than one provider, please specify which provider should receive the Disability Access Funding:

Provider Name:	
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Evidence that the child is in receipt of Disability Living Allowance must be seen and a copy must be retained by the provider.

Early Years Pupil Premium (EYPP):

Early years pupil premium (EYPP) is additional funding for early years' providers to improve outcomes for children, by providing them with enhanced learning and development support. This means that providers are entitled to receive a funding supplement for children who meet the eligibility criteria.

ATTENDANCE DETAILS:

This section must be completed for each provider that your child attends for their funded hours. Completing these details helps each provider plan the hours of attendance, set staffing ratios accordingly and ensure children are not over-funded, therefore **ALL** providers, where the child is accessing funded hours, **MUST** be listed in the following table(s). **Please complete this information with your chosen provider.**

Children can access the funded hours from the beginning of the term following the child and the parent meeting the eligibility criteria. Funded hours are calculated over 38 weeks of the academic year. If you are unsure of how best to split the weekly funded or Working Family Entitlement (HMRC) funded hours, please speak to your provider(s) before completing the table below. Please also speak to your provider(s) to enquire whether they deliver stretched funded hours, over the holiday periods. If you choose for your child to access their funded hours on a stretched basis, the number of funded hours available to be accessed per week will be reduced. (Providers are under no obligation to offer extended entitlement hours or to offer a stretched funded delivery option).

The tables below relate to term time delivery (the number of funded hours to be claimed by the provider). The provider must only claim for the funded hours that have been agreed by the parent.

My child is to access funded hours at the following provider(s). The first provider should be the provider you are completing this form for.

Provider 1							
Name of first early years' provider:							
	Mon	Tues	Wed	Thurs	Fri	Total no hours per week	Total weekly charge
3- and 4-year-olds ONLY (no code required) How many of the 15 weekly funded hours would you like to use per day/week?							N/A
All eligible children with an 11-digit HMRC code How many of the 15/30 Working Family Entitlement funded hours would you like to use per day/week?							N/A
2-year-olds ONLY with a 6-digit code issued by the local authority How many of the 15 Two-Year-Old Additional Support funded hours would you like to use per day/week?							N/A
*How many agreed additional (chargeable) hours would you like to access per day/week?							
*Total agreed (funded and chargeable) hours to be accessed per day/week?							

* In relation to term time delivery model

Provider 2							
Name of second early years' provider:							
	Mon	Tues	Wed	Thurs	Fri	Total no hours per week	Total weekly charge
3- and 4-year-olds ONLY (no code required) How many of the 15 weekly funded hours would you like to use per day/week?							N/A
All eligible children with an 11-digit HMRC code How many of the 15/30 Working Family Entitlement funded hours would you like to use per day/week?							N/A
2-year-olds ONLY with a 6-digit code issued by the local authority How many of the 15 Two-Year-Old Additional Support funded hours would you like to use per day/week?							N/A

Please note: Funding cannot be claimed without providing the relevant information.

Provider to complete:

Additional charges: Early Years' Entitlement 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 free 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 there is no website, on local authority Family Information Services. These should be clear, transparent, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

Although providers can charge for consumables, optional extras etc, these must be voluntary for the parent.

	Mon	Tues	Wed	Thurs	Fri	*Total weekly charge
Additional charges for consumables or additional charges per day/per week.						

*The provider reserves the right to give notice of any change to the charge of consumables / optional extras.

Provide itemised details of the charges made for consumables and additional services and itemised details of what these charges relate to:

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Contract Start Date:
(DD/MM/YYYY)

TERMS AND CONDITIONS:

I understand that the early years' entitlement funded hours must be delivered completely free of charge at the point of delivery and that I cannot be charged for this in advance.

I will be responsible for payment of any hours exceeding 15 if my child is not eligible for the extra entitlement, or exceeding 30 hours if my child is eligible, taken either here or elsewhere.

I have seen a copy of the provider's policies and procedures.

I have received information from the provider(s) above and been advised of additional services available for my child and I understand I will be charged for these services should I wish to use them.

I fully understand that:

- I can opt for my child to receive chargeable extras such as: meals, snacks, trips and other items such as nappies or sun cream.
- my provider cannot insist that I purchase additional hours or services as a condition of my child accessing a funded only place.
- I cannot be charged for core business costs such as insurance, Ofsted registration, energy bills and training or for items required to deliver the Early Years' Foundation Stage (EYFS), such as craft materials, toys and equipment.

I understand that additional charges in connection with the funded hours are voluntary. However, the early years' entitlement funding only covers the cost of childcare.

Also

I fully understand that:

- My provider **cannot** charge a "top-up" fee (the difference between my provider(s) normal charge and the funding they receive from the local authority to deliver funded places).

If my child only attends for an early years' entitlement place, I understand that there is not a required notice period and that should my child leave, the following will happen:

- my provider will be paid to the end of the funded week of my child's last day of attendance.
- my child can access the early years entitlement with another provider at the start of the next funded week.

I will inform the provider of my child's last day of attendance in advance, if possible. If I am paying for additional childcare hours, I understand my provider may have a notice period that I will adhere to.

I also understand that it is my provider's discretion whether they close or stay open on bank holidays, as there is no government expectation for early years providers to remain open on a bank holiday. Where my provider has capacity, they may offer an alternative session for the funded hours.

If multiple providers claim for more than the maximum number of hours my child is eligible for and I have given any misleading information on this declaration, I may be asked to reimburse one of the providers, or my child's place may be forfeited. I understand that checks on my claim will be made.

I confirm that the information on this contract is accurate, and I understand that anyone who knowingly makes a false declaration in an attempt to obtain a funded entitlement place fraudulently may be committing an offence. The local authority has a duty to protect the public funds it administers, and to this end will use the information I have provided on this form for the prevention and detection of fraud. The local authority will also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I am aware that the information I have provided will be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years' Pupil Premium / Disability Access Fund and undertake validity checks for the Working Family Entitlement (HMRC) code and/or Additional Support Funding on behalf of my child. I will provide a copy of the Disability Living Allowance letter and agree for this to be held securely by the provider as evidence for this funding.

I am aware that the information I have provided will be shared within the local authority and that I will be notified should any restrictions to funding be made to my provider following them receiving a less than 'Good' Ofsted judgement.

The personal data I supply will be kept securely by Derbyshire County Council (DCC) and this provider in accordance with the UK General Data Protection Regulations, DPA 2018 and any subsequent legislation. This information may be shared with other Local Authorities or Childcare providers in accordance with the Privacy Notice issued to myself by this Early Years setting prior to completing this form. I have a right to have inaccurate/incomplete information corrected. To ensure eligibility and for audit purposes, DCC requires providers to confirm they have seen evidence of my child's DOB by recording the evidence from one of the following: birth certificate, passport or NHS Red Book.

I understand this declaration runs for the duration of my child's funded place.

Providers must adhere to the retention periods recommended within the Companies Act, which states documents relating to income should be kept for 6 years, plus the current financial year (any provider acting as a sole trader e.g. child minders, must adhere to the retention periods recommended within the Public Records Act, of 5 years, plus the current financial year).

If the form has been completed and returned electronically then the corresponding emails should also be retained.

By signing this contract, you agree with the above terms and conditions of the funded entitlement:

Parent / Carer / Guardian with legal responsibility	Early Years' Provider
Signed:	Signed:
Print name:	Print name:
Relationship to Child:	Designation:
Date:	Date:

FOR COMPLETION BY THE PROVIDER WHERE A CHILD IS STRETCHING THEIR FUNDED HOURS OVER THE HOLIDAY PERIODS:

To be completed by the provider, **ONLY** when a parent has chosen to stretch their funded hours over the holiday periods (funded hours offered over 39 – 52 weeks).

Example of stretching funded hours, where a provider is open for 51 weeks:

570 hours stretched over 51 weeks, would equate to a total of 11.17 funded hours per week:
(570 ÷ 51 = 11.17)

Total number of funded hours, for children who become eligible from the start of the Spring or Summer terms will be on a pro-rotta basis* (please refer to the funding calendar for the number of weekly funded hours available during the Spring and Summer terms).

*For children starting:

Autumn Term 2025/2026: Total funded hours available **570 hours** for the full academic year (38 term time weeks or up to 52 stretched weeks)

Spring Term 2025/2026: Total funded hours available **360 hours** for the remainder of the academic year (24 term time weeks or up to 34 stretched weeks)

Summer Term 2025/2026: Total funded hours available **195 hours** for the remainder of the academic year (13 term time weeks or up to 20 stretched weeks)

Autumn Starter:

Full academic year: September to August

Total number of weeks the funded hours are to be stretched over:	
Number of stretched hours to be accessed per week by the child - this will be less than the requested term time hours to be claimed on the portal (as recorded on page 4)	
Weekly funded hours (3- and 4-year-olds ONLY)	
Working Family Entitlement (HMRC) funded hours (for ALL ELIGIBLE children with an 11-digit code issued by HMRC)	
Two-Year-Old Additional Support hours (6-digit code issued by the local authority)	
How many days will the funded hours be taken over per week?	
*How many agreed additional (chargeable) hours would you like to access per week?	
*Total agreed (funded and chargeable) hours to be accessed per week?	

* In relation to stretched delivery model

Spring / Summer Starter:

Part academic year: January to August

Total number of weeks the funded hours are to be stretched over:	
Number of stretched hours to be accessed per week by the child - this will be less than the requested term time hours to be claimed on the portal (as recorded on page 4)	
Weekly funded hours (3 and 4-year-olds ONLY)	
Working Family Entitlement (HMRC) funded hours (for ALL ELIGIBLE children with an 11-digit code issued by HMRC)	
Two-Year-Old Additional Support hours (6-digit code issued by the local authority)	
How many days will the funded hours be taken over per week?	
*How many agreed additional (chargeable) hours would you like to access per week?	
*Total agreed (funded and chargeable) hours to be accessed per week?	

* In relation to stretched delivery model

Please be reminded that 'stretched' calculations for a Spring / Summer starter should be reviewed at the beginning of the next Autumn term to reflect a full academic year.

Contract Amendment Sheet

Please use this page to record amendments to the contract as and when they occur. Both the parent and a representative of the provider should sign the change.

Details of change:

Date change to take effect:

Parent / Carer / Guardian with legal responsibility signature:

Early Years' Provider Signature:

Details of change:

Date change to take effect:

Parent / Carer / Guardian with legal responsibility signature:

Early Years' Provider Signature:

Details of change:

Date change to take effect:

Parent / Carer / Guardian with legal responsibility signature:

Early Years' Provider Signature: