

BRADFORD EARLY YEARS FUNDED HOURS PARENT AGREEMENT FORM

1. CHILDS DETAILS

Child's Legal Forename:	Childs Legal Middle name:	Child's Legal Family Name:
Child's Date of Birth: Day/Month/Year		Child's Gender: Male/Female/Not specified
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 to provide	

What is your child's spoken language?	
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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 an official document check to be carried out by the provider. The provider must retain a copy of the online check or the official documentation you provide.

Parent's National Insurance Number or National Asylum Seeker's Support Number	Parent's Date of Birth: Day/Month/Year
Tick which 2 year old 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	
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 the provider must then contact Bradford Council to check eligibility	
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	
Parent is a non- UK citizen who cannot claim benefits Immigration status says you have 'no recourse to public funds' Household income must be no more than: <ul style="list-style-type: none"> - £26,500 for families with one child - £30,600 for families with two or more children You cannot have more than £16,000 in savings or investments.	

2b. ADDITIONAL DETAILS FOR CHILDREN ELIGIBLE FOR 30 HOURS FUNDING

Parents can apply to HMRC for a 30 hour code from when your child is 2 years and 36 weeks old. You must have a valid code by the end of the month before a new term starts.

When your child turns 3	The date that they are entitled to 30 hours from	Recommended time to apply
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.

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 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 for 2022-2023 of £1000. 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.

More information is available here www.bradford.gov.uk/children-young-people-and-families/looking-for-childcare/childrens-disability-access-funding/

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	

2d. 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 that your child is eligible and they think that 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 if required.	
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	

3. 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 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 hrs 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

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

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

4. PARENT/CARER/GUARDIAN WITH LEGAL RESPONSIBILITY DECLARATION

I Authorise (parents name)	
I agree the provider (name of provider)	
<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 Metropolitan District Council and the Department for Education regarding my child's eligibility for funded entitlement hours and their attendance at the provision 	
I confirm I	
<ul style="list-style-type: none"> • have seen the provider's privacy notice and I understand how my data is to be 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 from 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 	
<ul style="list-style-type: none"> • understand that should I no longer be entitled to 30 hours funding I will inform all childcare providers to make the necessary adjustments to funding claims 	

Parent name	
Parent signature	
Date signed	

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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.

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		

2 YEAR OLD ELIGIBILITY CHECK				
POSITIVE online eligibility check	Tick eligibility checked	Evidence required	Date the check was carried out	Name of member of staff
POSITIVE online eligibility check		A print out or secure digital copy of the positive check		
MANUAL check. Please indicate the evidence provided for Bradford Metropolitan District Council to check and verify eligibility.				
Eligibility criteria	Evidence provided			Name of member of staff
Income Support	Jobcentre Plus letter			
Income-based Job Seeker's Allowance	Jobcentre Plus letter			
Income Related Employment & Support Allowance	Jobcentre Plus letter			
Universal Credits (income less than £15,400 a year after tax)	Up to 3 x most recent Universal Credit Statements			
The "Guarantee" element of State Pension Credit	Department for Work and Pensions DWP letter			
Tax Credits (income less than £16,190 before tax)	HMRC statement - actual previous year's earnings showing total household earnings			
Special Education Needs	SEN statement/Education Health and Care Plan			
Child in receipt of Disabilities Living Allowance	Child's DLA award letter			
Looked After Child	Letter/email from the child's Social Worker			
Child who has left care	Adoption certificate/Special Guardianship Order/Child Arrangements Order			
Non- EEA citizen who cannot claim benefits	Application form and relevant evidence			
Confirmation of manual eligibility check. Bradford Metropolitan District Council will verify eligibility. A copy of the email confirmation must be kept on file.				
Date of email confirmation				

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30 HOUR ELIGIBILITY CHECK

The provider must do this by verifying the child's 30 hour 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		

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?					
How many are universal hours?					
How many are extended hours?					
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 4 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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