

Parent/ Carers Declaration Form 2025-2026

Funded Early Education and Childcare 9-month 2-, 3- and 4-year-olds

Note for Parent/Carers

This Parent/Carer Contract is between the Parent/Carer and all Ofsted registered Early Years Providers offering and delivering funded places for 9 months, 2-, 3- and 4-year-old children in West Northamptonshire. Please retain a copy of this contract for your own records. A copy of this contract must also be made available upon request to West Northamptonshire Council Early Education and Childcare Team.

Parents/Carers with legal responsibility for the child must complete this Parent/Carer contract **before their child takes up a funded place**. If you need help to complete any of the sections below, please ask your Early Education and Childcare provider for assistance. If you have a Tax-Free Childcare log in for the HMRC website, please make sure the details you use below are the same.

- 9-month-old those eligible to working entitlement funding are entitled to a maximum 570 hours a year. (This will be extended to 30 Hours/1140 per year from September 2025)
- 2 years old for families who are receiving some additional forms of government support (previously known as disadvantaged entitlements)
- are entitled to a maximum 570 hours a year.
- 2-years -old those eligible to working entitlement funding are entitled to a maximum 570 hours a year. (This will be extended to 30 Hours/ 1140 per year from September 2025)
- All 3- and 4-year-old children are entitled to a maximum of 570 hours a year.
- 30 hours eligible 3- and 4-year-olds are entitled to 570 universal hours and 570 extended Entitlement (1140 hours in total a year).

Funded Early Education and Childcare is split across 3 funding blocks, Spring, Summer, and Autumn. Funding blocks are not school terms, children begin the funding block **after** they become age eligible. This is the funding block after they turn 9 months, 2 years and 3 years old. They can attend:

- A maximum of 15 or 30 hours per week
- A maximum of 10 hours in a single day
- A maximum of two Early Years Providers in one day (please note both providers must offer the same Funding Model to claim)

For more information, please visit our website: [Funding information for childcare providers](#)

Section One – Child's Details

Childs Legal Forename:
Childs Legal Middle Name:
Childs Legal Surname:
Name by which child is know if different:
Address:
Postcode:
Date of Birth:
Ethnicity:
Gender:
Identification documents seen and checked by Name & Date:

Section Two – Parent/Carer Details

Parent/Carer One	Parent/Carer Two
Legal Forename:	Legal Forename:
Legal Surname:	Legal Surname:
Address if different to named child:	Address if different to named child:
Contact Number:	Contact Number:
Date of Birth:	Date of Birth:
National Insurance Number or NASS Number:	National Insurance Number or NASS Number:

Section Three – Funding Offer

West Northamptonshire Council offers 4 funding options, as detailed below. Please select the option you wish to use to claim your child's funding. 38 weeks of the year is approx. term time only and does not include any school holidays.

Please ask your Early Years provider to help you select the options they have available that suits your needs. Please note that by using a stretched funding model your child may not be able to access their full annual entitlement of 570/1140 hours per year.

The table below is an example only. All Funded hours must be claimed for participated hours only. This is the actual number of hours the child attends the setting. Providers are responsible for calculating and making sure they claim the correct number of funded hours. Providers closed on Bank Holidays are unable to claim for funding. For further information please refer to the Provider Agreement.

Mandatory Options	Hours per week	Summer weeks	Summer hours	Autumn weeks	Autumn hours	Spring Weeks	Spring hours	Choose Option
38 weeks	15	13	195	14	210	11	165	–
47.5 Weeks	12	19.5	234	15.5	186	12.5	150	–
51 Weeks	11	22	242	16.8	185	13	143	–
52 weeks*	10.75	22	237	17.6	193	12.8	140	–

*Settings offering a 52-week model must be able to offer childcare on bank holidays including Christmas Day.

Section Four – Early Years Provider Details and Child's Attendance

If your child is attending more than one Early Education and Childcare Provider, the section below needs to be completed for each of them.

Early Education and Childcare Providers should assist in the completion of this section. Please refer to the guidance notes for Funding Block Dates.

Early Years Provider – One

Early Years Provider Name:

(Please list universal and extended hours separately)

Universal Hours – 2 Year old in receipt of additional government support/ 3 & 4 Year Old Universal	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:
Extended Hours – 9 month, 2 Year old working and Extended/30 Hours for 3 & 4 Year olds.	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:

Total Funded Hours per week:

Hours per funding block: *(please add total funding block figures next to each relevant block below)*

Summer 2025:

Autumn 2025:

Spring 2026:

Parent/carer sign per funding block here: <i>(please sign next to each relevant funding block for the above hours)</i>	Summer 2025:	Autumn 2025:	Spring 2026:
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Early Years Provider – Two

Early Years Provider Name:

(Please list universal and extended hours separately)

Universal Hours – 2 Year old in receipt of additional government support / 3 & 4 Year Old Universal	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:
Extended Hours – 9 month, 2 Year old working and Extended/30 Hours for 3 & 4 Year olds.	Monday:	Tuesday:	Wednesday:	Thursday:	Friday:

Total Hours per week:

Hours per funding block: *(please add total funding block figures next to each relevant block below)*

Summer 2025:

Autumn 2025:

Spring 2026:

Parent/carer sign per funding block here: <i>(please sign next to each relevant funding block for the above hours)</i>	Summer 2025:	Autumn 2025:	Spring 2026:
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Section Five – Eligibility

Please refer to [Childcare funding guide for providers](#) for more information on the Disability Access Fund (DAF) and Early Years Pupil Premium (EYPP)

2 Year Funding code for families, receiving some additional form of government support (Disadvantaged) Funding reference number:	*Must be validated within 6 weeks of parent obtaining
9-month, 2 Year working entitlement Funding reference number:	* This reference number is called a DERN number and will need to be checked every 3 months. Eligible from date must pre-date the funding block. For any complaints/queries please email HMRC directly.
30 Hours Eligibility reference number:	* This reference number is called a DERN number and will need to be checked every 3 months. Eligible from date must pre-date the funding block. For any complaints/queries please email HMRC directly.
My Child receives Disability Living Allowance (DAF): Yes/No	*For eligible 9 months, 2, 3- and 4-year-old children

Section Six – Parent/Carer Contract Declaration

- I accept and understand the following points: I am NOT able to change my child's funded place during the funding block without giving the Early Education and Childcare Provider full notice as detailed in their Admissions Policy up to a maximum of 4 weeks. I understand that if I do, the funding available for my new Early Education and Childcare Provider may be affected.
- I am unable to claim more than the maximum hours available for each funding block and this has been explained to me by my Early Education and Childcare Provider.
- I understand that if my child who may be either 9 months or 2-year-old receiving working entitlements, is no longer eligible after the grace period I will not be eligible for funded working entitlements and therefore would need to pay for my childcare cost directly to the provider.
- If my eligibility for 3- and 4-year-old 30 hours extended entitlements, funded place ends, I will continue to receive funding for the 'grace period' at this Early Education and Childcare Provider only. After which I will only be entitled to Universal funded entitlement.
- I should not be charged for the funded hours in advance or be expected to pay any top up fees for my child's funded place.
- I have seen, agreed and signed a contract with my Early Education and Childcare Provider that details any additional costs I may be charged.
- I agree that the information I have provided will be shared with Early Education and Childcare Team, other local authorities if required, Early Education and Childcare Providers and the Department for Education who will access information from other government departments to confirm my child's eligibility and enable the named Early Education and Childcare Provider to claim funding.
- I agree that this Parent/Carer Contract must be signed at the beginning of each Funding Block to confirm the information correct. If the information has changed a new Parent/Carer Contract must be completed and signed by my Early Education and Childcare Provider.
- I confirm that my child will use the hours I have signed for on this Parent/Carer Contract. I understand that I am only able to claim a maximum of 3 weeks absence in my child's funded year and I will inform my Early Education and Childcare Provider of any absence.

- I understand that any false or incorrect information could lead to the funding for my child being removed.
- I confirm that the details I have given on this Parent/Carer Contract are correct to the best of my knowledge.

In collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) West Northamptonshire is exercising the function of a government department.

West Northamptonshire is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Data privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools, and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents, and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed
- Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or West Northamptonshire Council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

Parent/Carer One Print:	Parent/Carer Two Print:	Provider Print:
Signature:	Signature:	Signature:
Date:	Date:	Date: