

## Parent Funding Agreement Form 2024-25

for PVI's, childminders and academies

This form provides the agreement between the parent / carer and provider as to how the named child will take up their early education entitlement in Merton.

This document contains personal sensitive data. Please ensure it is shared and stored securely in line with your organisation's data protection policy.

### Section 1 – Details (this section must be completed in full with the provider named below)

<b>Provider name</b>					<b>Ofsted number</b>						
<b>Person completing form on behalf of provider</b>											
<b>Job title / position</b>											
<b>Parent / carer first name</b>											
<b>Parent / carer surname</b>											
<b>Phone number</b>						<b>Email</b>					
<b>Child's first name</b>											
<b>Child's last name</b>											
<b>Child's full address</b>						<b>Child's postcode</b>					
<b>Child's sex</b>						<b>Child's date of birth</b>					
<b>The provider named above has seen evidence of this child's date of birth, such as birth certificate or passport</b>						<b>Yes (please tick)</b>					
<b>Child's ethnicity</b> <i>select one - as identified by the parent</i>											
White - British	White - Irish	Traveller of Irish heritage	Any other white background	Gypsy / Roma	White and Black Caribbean	Not Obtained					
White and Black African	White and Asian	Any other mixed background	Indian	Pakistani	Bangladeshi	Refused					
Any other Asian background	Black Caribbean	Black - African	Any other Black background	Chinese	Any other ethnic group						

### Section 2 - Early Education Eligibility and Funded Hours

Please confirm which entitlement(s) the child is taking up with the **above-named provider** by ticking and completing the relevant box(es) below:

<input type="checkbox"/>	<b>Working parent entitlement for 2, 3 &amp; 4-year-olds (from April 2024) and children aged 9 months and above (from Sept 2024)</b> Parents must apply for / reconfirm codes here: <a href="http://www.gov.uk/sign-in-childcare-account">www.gov.uk/sign-in-childcare-account</a>													
	<b>Eligibility code*</b>													
	<b>Parent / carer's National Insurance (NI) number*</b>													
<input type="checkbox"/>	<b>3&amp;4-year-old universal entitlement</b> 15 hours for all children aged 3&4 years old - no eligibility check or code required													

<input type="checkbox"/>	<b>2-year-old funding for families receiving additional government support</b> For eligible families in receipt of certain benefits, or children receiving Disability Living Allowance, or who are adopted or looked after by the local authority. For further information visit: <a href="http://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds">www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds</a>						
	<b>Merton EY Voucher Code*</b> All children must have a 6-digit code issued by London Borough of Merton. Parents can apply for a code here: <a href="https://directories.merton.gov.uk">https://directories.merton.gov.uk</a>						

\* Mandatory information for eligibility checks

**Please confirm how the named child will be taking up their entitlement**

This child will take up their entitlement term-time only			
This child will take up their entitlement over more than 38 weeks		Over how many weeks?	

Parents should complete this form before starting a funded entitlement place and should complete again when there is either a change to the way the entitlement is taken up or when moving on to another age-related entitlement, for example, increasing hours, changing days, or moving from the 2-year-old entitlement to the 3&4-year-old entitlement. Providers may request this form is completed termly to give you flexibility.

Please enter the name of each setting(s) your child attends and the number of funded hours taken there each day. If your child attends more than one setting, (for example a 15-hour universal place in a school nursery and extended hours a childminding setting or splits the number of hours between two settings) funding will be distributed appropriately between providers.

Period 1 Summer Term									
Entitlement	Setting Name	Start Date	Mon	Tue	Wed	Thu	Fri	Total Weekly Hours	Parent Signature
Working parent 2-year-olds and under 2s									
2-year-old (families with government support)									
3 & 4-year-old Universal									
3 & 4-year-old Extended									
Period 2 Autumn Term									
Entitlement	Setting Name	Start Date	Mon	Tue	Wed	Thu	Fri	Total Weekly Hours	Parent Signature
Working parent 2-year-olds and under 2s									
2-year-old (families with government support)									
3 & 4-year-old Universal									
3 & 4-year-old Extended									
Period 3 Spring Term									
Entitlement	Setting Name	Start Date	Mon	Tue	Wed	Thu	Fri	Total Weekly Hours	Parent Signature
Working parent 2-year-olds and under 2s									
2-year-old (families with government support)									
3 & 4-year-old Universal									
3 & 4-year-old Extended									

## Section 3 - Additional funding (*if not applicable, go to Section 4*)

Early Years Pupil Premium (EYPP)	
EYPP is additional funding provided to childcare providers for children living in households in receipt of certain benefits or children who are adopted or looked after by the LA. This funding is to help improve and enhance the quality of the Early Education provided and to support your child in meeting their learning potential.	
Parent / carer's full legal name (if different from section 1)	
Parent / carer's National Insurance number	
Parent / carer's date of birth	
Adoption / special guardianship order / child arrangement order	Please attach supporting evidence
Looked after by the Local Authority	Please attach supporting evidence

### 3.1 Special Educational Needs and Disabilities

Please indicate if the child has SEND and is currently in receipt of additional funding:				
No Special Education Need		SEN Support (SENDIF)		Education Health & Care Plan (EHCP)

Disability Access Fund (DAF)		
If your child receives Disability Living Allowance (DLA), your provider can claim an additional £910 Disability Access Funding (DAF) to support your child in their setting. <b>Note:</b> DAF funding can only be claimed once in any 12-month period. It cannot be split or claimed by multiple providers / schools. If your child changes provider after DAF has been claimed, the new provider will not be able to claim DAF for your child until the anniversary of the first payment.		
I have read and understood the above statement and give permission for the childcare provider named in Section 1 to claim the Disability Access Fund for my child for the next 12-months.	YES (tick)	
Parent / carer signature		
<i>Please attach supporting evidence of Disability Living Allowance</i>		

## Section 4 - Parent / Carer Declaration

For parents / carers only

Please read and tick and then sign to show that you agree to each of these terms and conditions:

I agree to the following terms and conditions	
I can confirm that my child is only accessing their Early Education entitlement(s) at the provider(s) detailed on this form. If my child attends a nursery class, this is detailed in Section 2 of this form, as are any and all other providers where my child takes up their funded entitlement(s).	
I confirm that my child has not been in receipt of early education in another setting or borough previously during the current funding period.	
I understand that the provider will deliver Early Education on the days and hours agreed in Section 2 without any charge but that they will charge me, at the provider's published rates, for any additional hours or services over and above the Early Education hours that my child receives.	

<p>I understand that I have signed and agreed to how my child will be taking up their early education for the agreed funding periods which are:</p> <ul style="list-style-type: none"> <li>• Period 1 Summer - 1 April – 31 Aug</li> <li>• Period 2 Autumn - 1 Sept – 31 Dec</li> <li>• Period 3 Spring - 1 Jan – 31 March</li> </ul> <p><b>I understand that once I have agreed I cannot transfer any or all of my child's early education to another provider or increase/decrease my child's entitlement hours part way through a funding period unless I show evidence to the Local Authority of exceptional circumstances.</b></p>	
<p>I understand that if I should remove my child from their place prior to the date in each funding period when the provider submits their funding claim, the provider can charge me for the full cost of my child's place.</p>	
<p>I understand that my child's attendance should be regular, that I will inform the provider of my child's absence and that long periods of absence will result in the withdrawal of funding for my child. I understand that information will be shared with relevant agencies if there are concerns about my child's non-attendance in relation to safeguarding.</p>	
<p>I can confirm that I have read and understood the setting's Privacy Notice.</p>	

<b>Parent Declaration</b>			
<ul style="list-style-type: none"> <li>• I confirm that the details I have provided are accurate and true.</li> <li>• I give permission for London Borough of Merton and the provider named in Section 1 to store the information on this form and undertake initial checks to confirm eligibility for funded entitlement(s).</li> <li>• If I am claiming 2-year-old-funding, Working Parent Entitlement and/or Early Years Pupil Premium, I give permission for London Borough of Merton and the provider named in Section 1 to use this information to carry out further checks to confirm eligibility during the time my child receives the entitlement at this provider, in accordance with legislative requirements.</li> <li>• I give permission for the information I have provided to be shared with London Borough of Merton and the Department for Education to enable them to exercise their government functions in checking eligibility of funded entitlements, Early Years Pupil Premium (EYPP) and Disability Access Fund.</li> </ul>			
<b>Print Name</b>			
<b>Signature</b>		<b>Date</b>	