**Parent Funding Agreement Form 2024 - 25**  
for PVIs, 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

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| **Provider name** | Click or tap here to enter text. | |
| **Person completing form on behalf of provider** | Click or tap here to enter text. | |
|  |  | |
| **Parent / carer first name** | Click or tap here to enter text. | |
| **Parent / carer surname** | Click or tap here to enter text. | |
| **Phone number** | Click or tap here to enter text. | |
| **Email** | Click or tap here to enter text. | |
|  |  | |
| **Child’s first name** | Click or tap here to enter text. | |
| **Child’s last name** | Click or tap here to enter text. | |
| **Child’s full address** | Click or tap here to enter text. | |
| **Child’s postcode** | Click or tap here to enter text. | |
| **Child’s sex** | Choose an item. | |
| **Child’s date of birth** | Click or tap to enter a date. | |
| **The provider above has seen evidence of my child’s date of birth (e.g. birth certificate or passport)** | |  |
| **Child’s Ethnicity** | Choose an item. | |

# 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:

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|  | **Working parent entitlement for 2-, 3& 4-year-olds (from April 2024) and children aged 9 months and above (from Sept 2024)**  Parents must apply for / reconfirm codes here: [childcare account - GOV.UK (www.gov.uk)](https://www.gov.uk/sign-in-childcare-account) | | | | | | | | | | | |
| **Eligibility code\*** |  |  |  |  |  |  |  |  |  |  |  |
| **Parent / carer’s National Insurance (NI) number\*** | | |  |  |  |  |  |  |  |  |  |

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|  | **3&4-year-old universal entitlement**  15 hours for all children aged 3&4 years old - no eligibility check or code required |

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|  | **2-year-old funding for families receiving additional government support**  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: [www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds](https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds) | | | | | | |
| **Merton EY Voucher Code\***  All children must have a 6-digit code issued by London Borough of Merton. Parents can apply for a code here: [Apply for a code](https://directories.merton.gov.uk/kb5/merton/directory/advice.page?id=E_DK2NzGlLo&localofferagebands=1) |  |  |  |  |  |  |

  \* mandatory information for eligibility checks

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

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| --- | --- | --- |
| **My child will take up their entitlement** | Choose an item. | Number of weeks if more than 38 |

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 at a childminding setting or splits the number of hours between two settings) funding will be distributed appropriately between providers.

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| **Period 1 Summer Term** **- 1 April – 31 Aug** | | | | | | | | | |
| Entitlement | Setting Name | Start Date | Mon | Tue | Wed | Thur | Fri | Total Weekly Hours | Parent Signature |
| Working parent  2-year-olds and under 2s | Click or tap here to enter text. |  |  |  |  |  |  |  | Name or initials |
| 2-year-old (families with government support) | Click or tap here to enter text. |  |  |  |  |  |  |  | Name or initials |
| 3 & 4-year-old Universal | Click or tap here to enter text. |  |  |  |  |  |  |  | Name or initials |
| 3 & 4-year-old Extended | Click or tap here to enter text. |  |  |  |  |  |  |  | Name or initials |
| **Period 2 Autumn Term - 1 Sept – 31 Dec** | | | | | | | | | |
| Entitlement | Setting Name | Start Date | Mon | Tue | Wed | Thur | Fri | Total Weekly Hours | Parent Signature |
| Working parent  2-year-olds and under 2s | Click or tap here to enter text. |  |  |  |  |  |  |  | Name or initials |
| 2-year-old (families with government support) | Click or tap here to enter text. |  |  |  |  |  |  |  | Name or initials |
| 3 & 4-year-old Universal | Click or tap here to enter text. |  |  |  |  |  |  |  | Name or initials |
| 3 & 4-year-old Extended | Click or tap here to enter text. |  |  |  |  |  |  |  | Name or initials |
| **Period 3 Spring Term - 1 Jan – 31 Mar** | | | | | | | | | |
| Entitlement | Setting Name | Start Date | Mon | Tue | Wed | Thur | Fri | Total Weekly Hours | Parent Signature |
| Working parent  2-year-olds and under 2s | Click or tap here to enter text. |  |  |  |  |  |  |  | Name or initials |
| 2-year-old (families with government support) | Click or tap here to enter text. |  |  |  |  |  |  |  | Name or initials |
| 3 & 4-year-old Universal | Click or tap here to enter text. |  |  |  |  |  |  |  | Name or initials |
| 3 & 4-year-old Extended | Click or tap here to enter text. |  |  |  |  |  |  |  | Name or initials |

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

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| **Early Years Pupil Premium (EYPP) -** *Please attach supporting evidence* | |
| 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)** | Click or tap here to enter text. |
| **Parent / Carer’s National Insurance Number** | Click or tap here to enter text. |
| **Parent / Carer’s date of birth** | Click or tap to enter a date. |
| **My child is eligible through the following additional criteria** | Choose an item as applicable. |

3.1 Special Educational Needs and Disabilities

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| --- | --- | --- | --- | --- | --- |
| **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) |  |

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| **Disability Access Fund (DAF) -** *Please attach supporting evidence* | | |
| If your child receives Disability Living Allowance (DLA), your provider can claim an additional £910 Disability Access Funding (DAF) to support your child. **Note**: 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.** | |  |
| Parent / Carer Signature | Name or initials | |

# Section 4 - Parent / Carer Declaration

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

|  |  |
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| **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 entitlement(s) |  |
| I confirm that this is the first time my child is taking up their entitlement(s) this term and 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. |  |
| I understand that I have signed and agreed to how my child will be taking up their early education for the agreed funding period which are:   * Period 1 Summer - 1 April – 31 Aug * Period 2 Autumn - 1 Sept – 31 Dec * Period 3 Spring - 1 Jan – 31 Mar   **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 LA of exceptional circumstances** |  |
| I understand that if I should remove my child from their place prior to the date in each funding period when the provider submit their claim, the provider can charge me for the full cost of my child’s place. |  |
| 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. |  |
| I confirm that I have read and understood the settings Privacy Notice. |  |

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| **Parent / Carer Declaration** | | | | |
| * I confirm that the details I have provided are accurate and true. * 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). * 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. * 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. | | | | |
|  | | | | |
| **Signature** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. | |
| By ticking the box, I agree that the signature I have entered above will be the electronic representation of my signature and initials on this document – just the same as a pen-and-paper signature. | | | |  |