

## Early Childhood Service

### Free Entitlement Parent Declaration Form

To be completed by the parent of an eligible child and returned to the provider of early years education. Bracketed numbers indicate that help notes exist for your reference on the separate sheet 'Notes on completion of the Parent Declaration Form'.



**Please ensure you complete both pages of this form.**

**Box 1: Details of my child for whom I wish to access the Free Entitlement (note 1)**

Full legal name of child (including child's middle name(s) if applicable, as per child's birth certificate or passport)

\_\_\_\_\_

Home Address

\_\_\_\_\_

\_\_\_\_\_ Postcode (Must be included) \_\_\_\_\_

ID reference \_\_\_\_\_ from PASSPORT/BIRTH CERTIFICATE  
(delete as appropriate)

Ethnic origin (see list, note 2) \_\_\_\_\_

Date of birth (day/month/year)    /    /    Today's Date (day/month/year)    /    /

Agreed start date at provider (day/month/year)    /    /

I understand that

- I can claim up to a maximum of 15 funded education hours for my child per week, but no more than 15 per week across 38 weeks in the year (570 hours per year) (notes 3&5)
- I must show the provider confirmation of my child's date of birth (note 1)
- I can request, via the provider, changes to the number of hours claimed, as long as this is done before the headcount date of each term (note 6)
- I can claim the funding flexibly within the criteria laid out in the Definition of Flexibility (note 3)
- I cannot split this funding across more than two providers without permission from West Sussex County Council's Early Childhood Service (note 4).
- Funding can only be claimed over the number of funded weeks per year, and if the number of weeks exceeds the standard 38, the funding will be adjusted accordingly (notes 8&9).
- I have completed Box 2 overleaf (and Box 3 if your child attends 2 providers).

I confirm that I have been given a West Sussex County Council leaflet 'Guide to Free Entitlement for parents and carers' by my provider. (please tick box)

I confirm I have seen a copy of the Privacy Notice. (please tick box)

I will tell the provider if the arrangements or details on this declaration change (note 11).  
(please tick box)

Parent Signature \_\_\_\_\_ Print \_\_\_\_\_

Provider Signature \_\_\_\_\_ Print \_\_\_\_\_

**Please turn over**

## Early Childhood Service

If your child will attend Free Entitlement sessions at one provider, please complete **Box 2**.

If your child will attend Free Entitlement sessions at two providers, please complete **Box 2 and Box 3**.

### Box 2: Details of the registered provider (nursery, pre-school or accredited childminder) that my child will be attending.

Provider name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Pattern of attendance for the **funded hours** (see note 7) is as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
AM								
PM								

	Total per week	Number of weeks
Total number of <b>funded hours</b> per week (see note 7)		
Total number of <b>additional</b> hours attendance per week		
Total number of <b>all</b> hours attendance per week		

I confirm that my child does not access a funded place with another provider

If your child will also access a funded place at a second provider, please complete Box 3 below.

### Box 3: Details of any other registered provider (if applicable) that my child will be attending (maximum of two providers).

I am also claiming **funded hours** (see note 7) with the following provider (note 4)

Provider name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Pattern of attendance for the **funded hours** (see note 7) is as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
AM								
PM								

	Total per week	Number of weeks
Total number of <b>funded hours</b> per week (see note 7)		
Total number of <b>additional</b> hours attendance per week		
Total number of <b>all</b> hours attendance per week		

Local authority if not West Sussex County Council \_\_\_\_\_

Where Free Entitlement is being claimed across more than one setting, a copy of this Parental Declaration will be sent to West Sussex County Council (WSCC) Early Childhood Service (ECS) by the setting manager.

**THIS FORM MUST BE RETAINED BY THE PROVIDER, FOR THE CURRENT FINANCIAL YEAR (April to March), PLUS 2 YEARS FROM COMPLETION DATE AND MADE AVAILABLE AT THE REQUEST OF WEST SUSSEX COUNTY COUNCIL AUDITORS OR OFSTED INSPECTORS.**

## Early Childhood Service

### Record of Changes made to the Original Declaration (note 6)

This section should only be used to record changes to the information provided on the original Parent Declaration overleaf. Each change should be signed and/or dated by the parent and the setting where indicated.

#### CHANGES TO TOTAL NUMBER OF HOURS CLAIMED

##### Change to the number of funded hours claimed

I wish to change the number of funded hours that I claim with this provider to \_\_\_\_ funded hours (notes 6&10)

Parent Signature \_\_\_\_\_ Print \_\_\_\_\_

Provider Signature \_\_\_\_\_ Print \_\_\_\_\_

Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_ Date change takes effect \_\_\_\_/\_\_\_\_/\_\_\_\_

##### Change to the number of funded hours claimed

I wish to change the number of funded hours that I claim with this provider to \_\_\_\_ funded hours (notes 6&10)

Parent Signature \_\_\_\_\_ Print \_\_\_\_\_

Provider Signature \_\_\_\_\_ Print \_\_\_\_\_

Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_ Date change takes effect \_\_\_\_/\_\_\_\_/\_\_\_\_

##### Change to the number of funded hours claimed

I wish to change the number of funded hours that I claim with this provider to \_\_\_\_ funded hours (notes 6&10)

Parent Signature \_\_\_\_\_ Print \_\_\_\_\_

Provider Signature \_\_\_\_\_ Print \_\_\_\_\_

Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_ Date change takes effect \_\_\_\_/\_\_\_\_/\_\_\_\_

#### CHANGE OF ADDRESS OF CHILD (note 11)

##### Change to the address details of the child for whom the funded hours are claimed

New Address \_\_\_\_\_

\_\_\_\_\_ Postcode Must be included (note 1) \_\_\_\_\_

Date of change \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent Signature \_\_\_\_\_ Print \_\_\_\_\_

## Early Childhood Service

### Notes on completion of the 'Free Entitlement Parent Declaration Form'

**1** West Sussex County Council (WSCC) must correctly identify all children the grant is claimed for. The child's name must be given in full and match their legal name, as stated on their birth certificate or passport.

WSCC is required to check pupil records for duplicates and fraudulent claims and to update individual details on its database. The postcode is very important information in this process so please ensure this is completed.

The provider may only claim grant if they have had proof that your child is in the eligible age range and so they will need to certify your child's date of birth. You will need to show the provider a document of proof such as a birth certificate or passport, and enter the document number on the form.

**2** Choose your ethnic origin from the following list (Funding is not dependent on choice of ethnic origin – this information is used purely for statistical purposes.)

- WHITE BRITISH
- WHITE IRISH
- TRAVELLER OF IRISH ORIGIN
- GYPSY/ROMA
- ANY OTHER WHITE BACKGROUND
- MIXED WHITE AND BLACK CARIBBEAN
- MIXED WHITE AND BLACK AFRICAN
- MIXED WHITE AND ASIAN
- MIXED ANY OTHER BACKGROUND
- ANY OTHER ETHNIC BACKGROUND
- ASIAN OR ASIAN BRITISH INDIAN
- ASIAN OR ASIAN BRITISH PAKISTANI
- ASIAN OR ASIAN BRITISH BANGLADESHI
- ASIAN OR ASIAN BRITISH ANY OTHER BLACK BACKGROUND
- BLACK OR BLACK BRITISH CARIBBEAN
- BLACK OR BLACK BRITISH AFRICAN
- BLACK OR BLACK BRITISH ANY OTHER BLACK BACKGROUND
- CHINESE

**3** WSCC will claim grant, to be paid to providers for educating your child/children for up to 15 funded hours per week. This can be over a minimum of 3 days (unless taken over more than 38 weeks) lasting a minimum of two-and-a-half hours per day. Children may attend a maximum of 10 hours in one day and 12.5 hours in total if over two days. Please note:

- Parents should not be required to take up additional services in order to take up funded hours.
- You may, if you wish, accept only the 15 funded hours at those times stipulated by the provider and subject to availability of places.
- If you do not wish to commit to extra weeks over and above the 38 week limit you are not obliged to in order to access the Free Entitlement.
- If the childcare provider opens for less than 38 weeks you cannot access the Free Entitlement for the remaining weeks from an alternative provider.
- Also see note **4** regarding dividing funding between settings.

#### Definition of Flexibility of the Free Entitlement

A parent can use the 15 hours entitlement over a minimum of three and maximum of seven days per week between 8.00am and 6.00pm over 38 weeks. The entitlement equates to 570 hours per year and this cannot be exceeded in one 12-month period. The entitlement may be taken over more than 38 weeks, in which case the weekly entitlement is reduced (see also note **8**).

Parents can request any combination of hours within a setting's opening hours as long as it adheres to these guidelines. However, settings are **not** obliged to meet every individual request where this is impractical.

**WARNING: You are not entitled to claim more than 15 funded hours per week (or 570 hours per year). Claims in excess of this will lead to legal action.**

**Continued overleaf...**

## Early Childhood Service

**4** Most parents will use the entitlement of up to 15 funded hours per week with one provider. You can divide your child's 15 funded hours between no more than two settings registered to receive funding. In exceptional circumstances, and only if agreed with the WSCC Early Childhood Service, this may be more than two. You must inform each setting of how many funded hours you are going to claim on behalf of your child.

**5** West Sussex County Council makes regular checks to ensure children are not exceeding their Free Entitlement Claim.

**6** Any new declaration to start Free Entitlement for a child, or change to the total number of funded hours on an existing declaration, can only be made in accordance with the terms of the Free Entitlement Registration Form. Any changes **MUST** be submitted by the childcare provider to West Sussex County Council **BEFORE** the headcount date at the start of a term. Headcount dates are available from your childcare provider. Any change to an existing declaration, made after the headcount date will not be accepted.

**7** Funded hours is the amount of time your child is entitled to attend for free whilst accessing early learning. These hours are funded by the Government. The maximum amount of funded hours that can be claimed is 570 per year.

**8** If your provider offers funding over more than 38 weeks per year, the 570 hours can be stretched across the whole year. The total hours you can claim over the year will consequently reduce, as the funding can only be claimed in half hourly increments over a minimum number of days per week. For further information, please refer to the West Sussex County Council leaflet 'Guide to Free Entitlement for parents and carers' which will be given to you by your provider (see also note **3**).

Weeks per year	Hours per week	Minimum number of days	Total hours across the year
38	15	3	570
45	12.5	2	562.5 *
51	11	2	561 *

\* The remainder of hours cannot be claimed

**9** If your provider is open for more than their stated funded weeks per year (e.g. if they are open for 51 weeks per year but only claim the funding over 38 weeks), any hours your child attends in the non-funded weeks will need to be funded by yourself.

**10** If your child starts to attend primary school on a part time basis the funding to your pre-school, nursery or childminder ceases.

**11** You must update your provider and complete the 'Record of Changes made to Original Declaration' whenever the arrangements or your details change, including a change of address. The information you provide will be used for the school admissions process and must be accurate.

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**If you require any assistance when completing the form  
please contact the Family Information Service on 01243 777807**