

## Early Education Annual Parent Funding Agreement ~ September 2024 – August 2025

### **Privacy Summary**

Coventry City Council will use your personal information to provide services which facilitate children to access any entitlement to government funded early years education places. We will also share information about you with other internal Council departments to ensure that Childcare Providers are paid for the provision of Government funded hours.

### **PLEASE NOTE:**

- ❖ The term **parent** will be used throughout this document to describe the person who has legal responsibility for the child.
- ❖ This form must be completed by the eligible child's parent and the chosen early year's childcare provider. The Local Authority recommends that this agreement is emailed to each parent electronically, for parents to complete and return. Alternatively, paper copies can be downloaded, completed by the parent, and returned to the setting.
- ❖ Parents and childcare providers must agree the funded hours that the provider will claim for the child, by completing the relevant section of the attendance pattern portion of this document. Each section must be completed on a term-by-term basis, at the start of each funding period e.g. at 3 points throughout the year. Parents **will be** required to complete the attendance pattern section each term, in partnership with their childcare provider/s. They **will not** be required to complete the entire document again until the start of the next academic year.

*For further information please see: Attendance Patterns Section*

### **Agreement requirements for parents:**

This agreement enables the chosen childcare provider/s to claim Early Education Entitlement Funding from Coventry City Council for the child named on this form.

### **As the parent of the child named in this document, I agree to;**

1. complete this form accurately, as failure to do so could impact on my child's funding payment.
2. complete one agreement for each childcare provider that my child attends, so that the childcare provider can claim the early education entitlement funding.

*Note: Eligible children will be entitled to take up a funded place the term after they turn 9 months of age, or the term after their 2<sup>nd</sup> or 3<sup>rd</sup> birthday, in accordance with the relevant funding entitlement. A child can attend a maximum of two sites in a single day. E.g., A child may attend a breakfast club based on the school site in the morning, followed by nursery class, on the same site and then move to a childminder at lunchtime. This would be classed as two sites, even though the child may be attending three different providers. Where a child attends more than one provider the funding payments will be made in accordance with the child's attendance pattern, as agreed on this form.*

3. clearly state the details of the early year's childcare provider/s who is/are delivering the funded entitlement/s to my child.  
*Note: In the event of a child attending more than one provider, the parent must record the name of each provider and the number of hours claimed, with each individual provider and must not exceed the child's maximum entitlement hours.*
4. work with the childcare provider to ensure that if my child meets one of the criteria below that he/she will be on roll and attending the provision, no later than the termly headcount date, unless they meet the criteria for a place under the Council's Post Census/Headcount route (PCH34).
  - A child aged 9 months - 2 years who is eligible for the new expanded entitlement (15 hours)
  - A child aged 3- or 4-years who is eligible for universal early education funding (15 hours)
  - A child aged 3- or 4-years who is eligible for extended entitlement early education funding (30 hours)
5. re-confirm my child's expanded entitlement funding code (15 hours) or extended entitlement (30 hours) funding code, every 3 months as prompted by HMRC. I understand that it is my sole responsibility to reconfirm the code and that failure to do so will potentially result in my child being unable to access the expanded entitlement or extended entitlement funding.

**For further details about all early education entitlements see: Early Education Funding Entitlement – Information for Parents & Carers.** (Available to download on Coventry City Council website)

[https://www.coventry.gov.uk/downloads/file/31626/early\\_education\\_funding\\_entitlement\\_handbook\\_for\\_parents\\_and\\_carers](https://www.coventry.gov.uk/downloads/file/31626/early_education_funding_entitlement_handbook_for_parents_and_carers)

*Important note: Some 2-year-olds are eligible to receive up to 15 hours per week of early education entitlement funding because parents are in receipt of financial government support or meet other 'targeted' criteria. This offer has been in place for a number of years and will now be known as 'Targeted Funding for 2-Year-Olds'. Parents will need to apply for a TYF approval code. Unlike the expanded entitlement for 2-Year-Olds, the TYF code for Targeted 2-Year-Olds will remain valid until the child transitions into one of the entitlements for 3- & 4-year-olds. Where possible children should be on roll and in attendance at the childcare provision by the termly headcount date.*

### **Agreement requirements for childcare providers**

1. Providers can charge for meals, snacks and consumables such as nappies, sun cream or for activities such as football coaching or drama, as part of a funded entitlement place, although parents must be able to opt out of these charges.
2. Where a child accesses funded provision both morning **and** afternoon, on the same day, the lunchtime hour/session should form part of the funded provision, therefore enabling the child to take up early education entitlement funding as part of a continuous block, which is absent of artificial breaks.
3. Where a child accesses a combination of funded and privately paid-for hours, invoices and receipts should be completely transparent, providing parents with a **breakdown** of what they have paid for. E.g. clearly show the component parts which make up the monthly/weekly payment.
4. Where children access **only** funded entitlement hours, the childcare provider will not require parents to pay a registration fee.
5. The childcare provider may request a **refundable deposit** for a 15-hour universal place, a 15-hour expanded entitlement place or a 30-hour early education entitlement place, in order to secure the place until they have received funding from the Council. However, this deposit must be refunded to the parent by the end of the first funding term in which the provider has successfully claimed for the child. The provider will not be expected to refund the deposit, where a parent chooses to move the child to a new provision before the termly headcount/census date.
6. Parents of children accessing Targeted Funding for 2-Year-Olds will not be charged a deposit.

7. The childcare provider will not charge parents “Top Up” fees

*Note: This refers to the difference between the providers normal charge for privately paid-for hours and the funding they receive from the Council, to deliver early education entitlement places, and includes any compulsory charges, made by the Childcare Provider as a condition of contract.*

Child details: Please use the child’s legal name and write in capital letters					
Child’s legal forename:		Child’s legal surname:			
Name by which child is known (if different to above):					
Child’s Date of Birth: (DD/MM/YYYY)		Male		Female	
Child’s ethnicity:		Child’s first language:			
Home address:				Post code:	

Document check for all children:		
Original documentation must be provided by the Parent, which includes the child’s date of birth, e.g. birth certificate, passport. National Asylum Support System reference number (NASS) reference number, etc. This must be viewed and verified below by the provider.		
<i>Note: Copies of these documents must not be retained under UK GDPR and Data Protection Act 2018 regulations</i>		
Type of evidence provided:	Viewed and verified by: (name of staff member)	Date viewed:

## Eligibility codes

### Targeted Funding for 2 Year Olds

- TYF code required. Once approved code will not need to be renewed until the child transitions into one of the funding entitlements for 3-&4-year-olds

### Expanded Entitlement for 9 months - 2-years, up to a maximum of 15 hours per week if taken over 38 weeks per year.

- A code must be sourced from HMRC and reconfirmed every 3 months.

### Extended entitlement for 3-&4-year-olds - up to a maximum of 30 hours per week if taken over 38 weeks per year.

- A code must be sourced from HMRC and reconfirmed every 3 months.

For all Expanded and Extended Entitlement codes, Childcare providers must verify the validity of all codes on the Coventry Schools and Early Years Provider Portal **before** offering a place. They must ensure that application dates are checked carefully as a child cannot receive funding in the same term as the application was made. All codes are valid to start at the beginning of the term, after which the application was approved. *E.g. codes obtained/approved after 31<sup>st</sup> March will not be valid for use until the start of the Autumn term ~ September.* Furthermore, a childcare provider must not permit a newly enrolled child to start a new Expanded/Extended Entitlement place if the code is within the grace period.

<b>Targeted Funding for 2-Year-Olds</b> <b>TYF Reference number</b> <b>(e.g. TYF331-1609E8BF6)</b>		<b>Route 1</b> <i>(please tick accordingly)</i>	<b>Route 2</b> <i>(please tick accordingly)</i>
<b>Expanded Entitlement for 9 month - 2-year-old.</b> <b>Enter Eligibility code</b>			
<b>Extended Entitlement for 3-&amp;4-Year-Olds (30-hour)</b> <b>Enter eligibility code (e.g. 50006789126)</b>			
<b>National Insurance Number</b>			

## ATTENDANCE PATTERNS - Autumn Term 2024

<b>Name of Childcare Provider:</b>		<b>Child's start date:</b>	
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Total No of funded weeks <small>Term Time Only</small>	Max No funded weeks stretched*	Max No Termly funded hours 15      30		Please enter the daily hours (not times) the child attends. Include paid and funded hours in the grey sections					Term Time Only  Total weekly hours	Stretched model Total weekly hours. <small>This may not be offered by all childcare providers</small>	Total number of hours the provider will claim in this term	The provision of Meals, Snacks and Consumables		
		Monday	Tuesday	Wednesday	Thursday	Friday	Yes	No						
14	17	210	420									Please provide meals and snacks for my child, this term. <i>I understand this will incur an additional charge.</i>		
<b>Autumn term 2024</b>  <i>Please complete at the start of the Autumn term.</i>	Targeted entitlement for 2-year-olds		Funded hours									Yes	No	
	Expanded Entitlement for 9 month - 2-years		Funded hours											
	Privately paid for hours for 2-year-old funded children													
	Universal hours for 3- or 4-year-olds		Funded hours										Please provide consumables for my child this term. <i>I understand this will incur an additional charge.</i>	
	Extended hours for 3 or 4-year-olds		Funded hours										Yes	No
Privately paid for hours for children in receipt of 3- & 4-year-old funding														

Any amendments made to this form must be countersigned and dated by the child's parent.	<b>Parent confirmation of agreement for Autumn term 2024</b>		
Parent Name (Printed):	Parent Signature:	Date:	

## ATTENDANCE PATTERNS - Spring Term 2025

<b>Name of Childcare Provider:</b>		<b>Child's start date:</b>	
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Total No of funded weeks <i>Term Time Only</i>	Max No funded weeks stretched*	Max No Termly funded hours 15      30		Please enter the daily hours (not times) the child attends. Include paid and funded hours in the grey sections					Term Time Only  Total weekly hours	Stretched model Total weekly hours  <small>The stretched model may not be offered by all childcare providers</small>	Total number of hours the provider will claim in this term	The provision of Meals, Snacks and Consumables			
		Monday	Tuesday	Wednesday	Thursday	Friday	Yes	No							
12	13	180	360									Please provide meals and snacks for my child, this term. <i>I understand this will incur an additional charge.</i>			
<i>Spring term 2025</i>  <i>Please complete at the start of the Spring term.</i>	Targeted entitlement for 2-year-olds		Funded hours										Yes	No	
	Expanded Entitlement for 9 month - 2-years		Funded hours												
	Privately paid for hours for 2-year-old funded children														
	Universal hours for 3- or 4-year-olds		Funded hours										Please provide consumables for my child this term. <i>I understand this will incur an additional charge.</i>		
	Extended hours for 3 or 4-year-olds		Funded hours										Yes	No	
Privately paid for hours for children in receipt of 3- & 4-year-old funding															

Any amendments made to this form must be countersigned and dated by the child's parent.	<b>Parent confirmation of agreement for Spring Term 2025</b>		
Parent Name (Printed):	Parent Signature:	Date:	

## ATTENDANCE PATTERNS - Summer Term 2025

<b>Name of Childcare Provider:</b>		<b>Child's start date:</b>	
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Total No of funded weeks <i>Term Time Only</i>	Max No funded weeks stretched*	Max No Termly funded hours 15      30		Please enter the daily hours (not times) the child attends. Include paid and funded hours in the grey sections					Term Time Only  Total weekly hours	Stretched model Total weekly hours  <small>The stretched model may not be offered by all childcare providers</small>	Total number of hours the provider will claim in this term	The provision of Meals, Snacks and Consumables		
		Monday	Tuesday	Wednesday	Thursday	Friday	Yes	No						
12	22	180	360											
<b>Summer term 2025</b>  <i>Please complete at the start of the Summer term.</i>	Targeted entitlement for 2-year-olds	Funded hours											Please provide meals and snacks for my child, this term. <i>I understand this will incur an additional charge.</i>	
	Expanded Entitlement for 9 month - 2-years	Funded hours											Yes	No
	Privately paid for hours for 2-year-old funded children												Yes	No
	Universal hours for 3-&-4-Year-Olds	Funded hours												
	Extended hours for 3-&-4-Year-Olds	Funded hours											Please provide consumables for my child this term. <i>I understand this will incur an additional charge.</i>	
	Privately paid for hours for children in receipt of 3- & 4-year-old funding											Yes	No	

Any amendments made to this form must be countersigned and dated by the child's parent.	<b>Parent confirmation of agreement for Summer Term 2025</b>		
Parent Name (Printed):	Parent Signature:	Date:	

**Children who access funded provision with more than one childcare provider**

<b>Does the child attend any other providers?</b>	<b>Yes</b>		<b>No</b>	
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If **yes**, please state below the name of the other provider(s) and the number of funded hours claimed, per week, at each provider

**Note:**  
 If a child will be taking up a reception class place, in a maintained, free school or academy, they are no longer eligible to claim early education entitlement funding.  
*E.g. A child starting reception class on 26<sup>th</sup> September would not be eligible to also claim early education entitlement funding with a childcare provider.*

<b>Provider Name</b>	<b>Number of funded hours per week attended with second (and/or third) provider.</b>	<b>Type of funding entitlement accessed at second or third provider. E.g. Targeted Funding for 2-Year-Olds Expanded Entitlement for 9 months - 2-Years Universal or Extended hours funding for 3-&amp;-4 Year-Olds</b>
<b>Autumn - 2024</b>		
<b>Spring - 2025</b>		
<b>Summer - 2025</b>		

**Note to childcare provider:**  
 If a child accesses funded entitlements with more than one childcare provider, this section, along with the relevant term Attendance Patterns will need to be updated by the parent.



## Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP) is an additional sum of money, paid directly to childcare providers for children in receipt of 15 hours expanded or universal entitlement funding, for those families who meet an identified, economic criteria. This funding will be used to enhance the quality of the child's early years' experience by improving the facilities, resources for teaching and learning to make a positive impact on the child's progress and development.

### **IMPORTANT NOTE TO PARENTS**

**All** parents are urged to complete this section regardless of whether, or not, they consider themselves likely to be eligible. Parents are sometimes unaware that they meet the eligibility criteria for EYPP, which means that the childcare provider misses out on additional funding to support individual children.

Additionally, families who meet these criteria may also be entitled to **receive other, specific government funding directly into their household.**

Coventry City Council need certain information from parents to complete a check to confirm a child's EYPP eligibility. The provision of this information **will not**, in any way, affect a parent's benefit/s.

### **PARENTAL INFORMATION REQUIRED TO CONFIRM A CHILD'S ELIGIBILITY FOR EYPP**

<b>Main benefit holder: (Claimant)</b>	Mr Miss Mrs Ms ( <i>Please circle</i> )	<b>Parent Surname</b>	
<b>Parent Forename</b>			
<b>Parent date of birth</b>		<b>National Insurance number / NASS number</b>	
<b>Parent signature</b>		<b>Date of signature</b>	

### Disability Access Fund (DAF)

A funded child who is in receipt of Disability Living Allowance (DLA) **and** who is accessing early education entitlement funding will also be eligible for Disability Access Funding (DAF)

- DAF is paid directly to the child's early year's childcare provider.
- The purpose of DAF is to support childcare providers to make reasonable adjustments which remove barriers to attendance and build capacity in their provision to support children with special educational needs and disability (SEND).

In order for the childcare provider to be able to claim DAF for your child, please confirm if your child is in receipt of DLA?

Yes		If you answered yes <ul style="list-style-type: none"> <li>• please state the name of the childcare provider you would like to receive this payment.</li> <li>• Present a copy of your DLA award letter to the provider. They will need this to make an online application to the local authority.</li> </ul>
No		

Name of childcare provider you would like to receive the DAF payment

*Note: If your child is accessing early education entitlement funding across two or more providers, you must nominate the provider you wish to receive DAF.*

**Note to childcare provider:**

**DAF claims must be submitted through the Coventry Schools and Early Years Provider Portal with an attached copy of the child's DLA award letter. Copies of these documents must not be retained by the provider under UK GDPR.**

DAF CLAIM - Parental Declaration	
<b>Parent / Guardian with Legal Parental Responsibility</b>	
Please highlight:	Mr   Miss   Mrs   Ms
Full name	
Relationship to child:	
Full home address (if different to child)	
Signed:	
Date:	

DAF CLAIM - Childcare Provider Declaration.	
<b>Childcare Provider Representative</b>	
Full name	
Position	
Signed:	
Date:	

## Parent Declaration Statements

As the parent of the child named in this document;

1. I understand that my child's early education entitlement funding will be delivered without charge, and that the funded hours will be claimed on my behalf by the childcare provider, from Coventry City Council.
2. I confirm that the information I have provided is accurate and true.
3. I agree that my child will access their early education entitlement place as stated in the 'Attendance Patterns' section of this document.
4. I understand and agree to the requirements set out in this document and I authorise the childcare provider named in this agreement to claim early education entitlement funding as recorded in the attendance pattern section.
5. I understand that where my child is accessing a universal, expanded, or extended entitlement place, my child must have started at the childcare provision before the termly headcount date, unless they meet Coventry City Council's criteria for children taking up a place after the termly census/headcount date. (PCH34)
6. I understand that if I decide to move my child to a new childcare provider between the start of a new funding period and the statutory headcount day for that term, I am responsible and will be held liable for any charges that have accrued between those dates and will lose any deposit I have paid to the childcare provider.
7. I understand that it is my sole responsibility to re-confirm my child's 15 hour expanded entitlement funding code, or 30 hour extended entitlement code, every 3 months, as prompted by HMRC. Failure to do so will potentially result in my child being unable to access expanded or extended entitlement hours funding.
8. Where my child takes up expanded or extended entitlement funding and at re-confirmation, I learn I am no longer eligible, I will notify the provider that this is the case.
9. I understand that my child's attendance should be regular and that I will inform the provider if my child is unable to attend (*e.g., due to sickness, dentist/doctor appointment*). I am aware if I do not ring or contact the provider, they may contact Coventry City Council.
10. I understand that I **must** inform my childcare provider if I intend to leave their setting, in line with the providers termination of contract policy.
11. I understand that if I have given any misleading information on this agreement or have claimed more than the entitlement hours with one or more providers, I will be required to reimburse the provider(s) or my child's place may be withdrawn.
12. Acknowledge that I have received detailed information about any additional services offered by my childcare provider and understand information relating to any associated costs for these services. *e.g., snacks, meals, activities outings/trips.*
13. I confirm that I have received information from the childcare provider about billing and invoicing procedures and understand that funded entitlement hours will never be displayed as a monetary amount on my bill/invoice.
14. I understand that I should be provided with a copy of this agreement from my childcare provider, to keep for reference.
15. I understand that if I have a concern, query or complaint related to the delivery of my child's funded hours or associated charges, I will in the first instance raise this with the childcare provider following their complaints procedure.

### **Data and information sharing**

The local authority is unable to provide early education entitlement funding where a parent declines to agree to the terms and conditions set out in this Annual Parent Funding Agreement. Please provide your consent by placing a cross into the relevant boxes below.

I understand that my personal information will be held securely and agree that the information I have provided will be shared with Coventry City Council and the Department for Education, who may access information from other government departments to confirm my child's eligibility. This will enable the childcare provider to claim the early education entitlement funding and/or Early Years Pupil Premium (EYPP) and/or Disability Access Fund (DAF) on behalf of eligible children.

I understand that I may, at any point, withdraw my consent for the childcare provider named in this document, to share information with the Coventry City Council, but understand that in doing so any early education entitlement funding for my child will cease and I will be responsible for any unpaid fees. Details of how to withdraw your consent can be found via the link below.

#### **Parent Declaration**

**I the parent named below agree to the terms and conditions referred to in this annual Parent Funding Agreement and understand that failure to comply with said terms will result in Coventry City Council being unable to provide early education entitlement funding for my child.**

Name (please print)

Signed

Date

Details of what Coventry City Council can use my child's data for can be found in the privacy notice <https://www.coventry.gov.uk/eyprivacynotice>