

Early Education Annual Parent Funding Agreement ~ September 2025 – August 2026

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 on a termly basis, 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 2nd or 3rd 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
 - A child aged 9 months - 2 years who is eligible for the new expanded entitlement (30 hours)
 - A child aged 2 years who is eligible to receive targeted early education funding (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 (additional 15 hours)
5. re-confirm my child's expanded entitlement or extended entitlement 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

***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 is 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 not require renewal, it will remain valid until the child transitions into one of the entitlements for 3- & 4-year-olds.*

Agreement requirements for childcare providers

1. Providers can charge for food consumables, non-food consumables such as nappies, sun cream and 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 both funded and privately paid-for hours, invoices and receipts should be completely transparent, providing parents with a **breakdown** of what they have paid for including additional hours purchased, food consumables, non-food consumables and extra-curricular activities.
4. Where children access **only** funded entitlement hours, the childcare provider will not require parents to pay a registration fee. A registration fee can only be requested in connection with 'privately paid for' hours.
5. The childcare provider may request a **refundable deposit** for a funded 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 or does not start in a place before the termly headcount/census date.
6. The childcare provider will not charge parents "Top Up" fees

Note: Top-up fees refer 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. A provider is prohibited from issuing any mandatory charges in connection with a funded place.

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.		
Note: Copies of these documents must not be retained under UK GDPR and Data Protection Act 2018 regulations		
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 the 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 – 35 months, 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.

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.

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 31st 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.

Targeted Funding for 2-Year-Olds TYF Reference number (e.g. TYF331-1609E8BF6)		Route 1 <i>(please tick accordingly)</i>	Route 2 <i>(please tick accordingly)</i>
Expanded Entitlement for 9- 35 months Enter Eligibility code			
Extended Entitlement for 3-&4-Year-Olds (30-hour) Enter eligibility code (e.g. 50006789126)			
National Insurance Number			

ATTENDANCE PATTERNS - Autumn Term 2025			
Name of Childcare Provider:		Child's start date:	

Total No of funded weeks <i>Term Time Only</i>	Max No funded weeks <i>stretched*</i>	Max No Termly funded hours 15 30	Please enter the daily hours (not times) the child attends funded hours in the white sections. Include privately paid-for hours in the grey sections					Term Time Only Total weekly hours	Stretched model Total weekly hours. <i>This may not be offered by all childcare providers</i>	Total no. of hours the provider will claim in this term	Does the parent opt in to purchase additional items and services this term? <i>Parent: please highlight to confirm</i>		
15	17	225 450	Monday	Tuesday	Wednesday	Thursday	Friday				Food consumables	Yes No	
Autumn term Please complete at the start of the Autumn term.	Targeted funding for 2-year-olds	Funded hours									Non-food consumables	Yes No	
	Expanded funding for 9-35 months	Funded hours									Activities	Yes No	
	Privately paid for hours for children aged 9-35 months. Including Targeted 2-year-olds.												
	Universal funding for 3-and-4-year-olds	Funded hours									Food consumables	Yes No	
	Extended funding for 3-and-4-year-olds	Funded hours									Non-food consumables	Yes No	
	Privately paid for hours for children in receipt of 3- & 4-year-old funding											Activities	Yes No
	Privately paid for hours for children in receipt of 3- & 4-year-old funding											Additional 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.		Parent confirmation of agreement for Autumn term 2025 <div style="display: flex; justify-content: space-between;"> Parent Name (Printed): Parent Signature: Date: </div>											

ATTENDANCE PATTERNS - Spring Term 2026											
Name of Childcare Provider:								Child's start date:			

Total No of funded weeks	Max No funded weeks	Max No Termly funded hours		Please enter the daily hours (not times) the child attends funded hours in the white sections. Include privately paid-for hours in the grey sections					Term Time Only	Stretched model Total weekly hours	Total no. of hours the provider will claim in this term	Does the parent opt in to purchase additional items and services this term?	
Term Time Only	stretched*	15	30						Total weekly hours	<small>The stretched model may not be offered by all childcare providers</small>		<u>Parent: please highlight to confirm</u>	
11	13	165	330	Monday	Tuesday	Wednesday	Thursday	Friday					
Spring term <i>Please complete at the start of the Spring term.</i>	Targeted funding for 2-year-olds		Funded hours									Food consumables	Yes No
												Non-food consumables	Yes No
	Expanded funding for 9-35 months		Funded hours									Activities	Yes No
												Additional hours	Yes No
	Privately paid for hours attended by children aged 9-35 months. Including Targeted 2-year-olds.												
	Universal funding for 3-and-4-year-olds		Funded hours									Food consumables	Yes No
												Non-food consumables	Yes No
	Extended funding for 3-and-4-year-olds		Funded hours									Activities	Yes No
											Additional 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.	Parent confirmation of agreement for Spring Term 2026		
	Parent Name (Printed):	Parent Signature:	Date:

ATTENDANCE PATTERNS - Summer Term 2026													
Name of Childcare Provider:									Child's start date:				
Total No of funded weeks Term Time Only	Max No funded weeks stretched*	Max No Termly funded hours 15 30		Please enter the daily hours (not times) the child attends funded hours in the white sections. Include privately paid-for 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 no. of hours the provider will claim in this term	Does the parent opt in to purchase additional items and services this term? <u>Parent: please highlight to confirm</u>	
12	22	180	360	Monday	Tuesday	Wednesday	Thursday	Friday				Food consumables	Yes No
Summer term Please complete at the start of the Summer term.	Targeted funding for 2-year-olds		Funded hours									Non-food consumables	Yes No
	Expanded funding for 9-35 months		Funded hours									Activities	Yes No
	Privately paid for hours for attended by children aged 9-35 months. Including Targeted 2-year-olds.											Additional hours	Yes No
	Universal funding for 3-and-4-year-olds		Funded hours									Food consumables	Yes No
	Extended funding for 3-and-4-year-olds		Funded hours									Non-food consumables	Yes No
												Activities	Yes No
												Additional 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.		Parent confirmation of agreement for Summer Term 2026 <div style="display: flex; justify-content: space-between;"> Parent Name (Printed): Parent Signature: Date: </div>											

Children who access funded provision with more than one childcare provider			
Does the child attend any other providers?		Yes	No
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: Where 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. <i>E.g. A child starting reception class on 26th September would not be eligible to also claim early education entitlement funding with a childcare provider in the Autumn term.</i>			
Provider Name		No. of funded hours per week attended with second (and/or third) provider.	Type of funding entitlement accessed at second or third provider. E.g. Targeted funding for 2-Year-Olds Expanded entitlement for 9-35 months Universal or Extended hours funding for 3-&-4-Year-Olds
Autumn - 2025			
Spring - 2026			
Summer - 2026			

Note to childcare provider:

For children who access funded entitlements with more than one childcare provider, this section, along with the relevant terms 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 eligible children in receipt of funded entitlements. EYPP is paid for the first 15 hours of the funding entitlement only. EYPP 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 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.

Coventry City Council require specific 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

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

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"> • Please state the name of the childcare provider you would like to receive this payment. • Present a copy of your DLA award letter to the provider. They will need this to make an online application to the local authority.
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, the parent must nominate the provider who will 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	
Parent / Guardian with Legal Parental Responsibility	
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.	
Childcare Provider Representative	
Full name	
Position	
Signed:	
Date:	

Parent Declaration Statements

I acknowledge that 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 my chosen 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 my child must have started at the childcare provision before the termly headcount / census date, unless they meet Coventry City Council's criteria for children taking up a place after the termly census/headcount date.
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 / census day for that term, or my child does not start at the setting during this time, I am responsible and will be held liable for any charges that have accrued between those dates. I 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 expanded /extended entitlement funding 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; if 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 childcare provider if my child is unable to attend (e.g. *due to sickness, dentist/doctor appointment*). I am aware that if I do not 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 in this agreement or claim 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 charges for any additional items or services offered by my childcare provider and understand that I may choose to opt out of these additional costs.
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.

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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.

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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>