Lancashire County Council Early Education Funding (EEF) Parental Agreement – Maintained Settings

Step 1 – Placement details – provider to complete

Childcare provider/school name:	**Calder Vale St John's CE Primary School**
Ofsted registration number:	**119518**
EEF start date:	

Step 2: Your child's details - parents/carers to complete

Child's Forename(s):	
Child Surname(s):	
Name by which the child is known (if different from above):	
Address:	
Date of Birth:	
Gender:	
Ethnicity:	
Does your child receive Disability Living Allowance as the provider will be able to claim the Disability Access Funding?	

Step 3: Parent/carer details - parents/carers to complete

Parent / Carer 1	**Parent / Carer 2**
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):

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Step 4: Document check - provider to complete

Documentary proof of DOB Type (e.g. birth certificate, passport):	
Proof of DOB seen by (name of staff member):	
Date document recorded:	
Working parent eligibility code: (if applicable e.g. 12345678912):	
2 year old golden ticket voucher code (if applicable):	

Step 5: Setting and attendance details - parents/carers to complete with provider

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38,48,51,52)	Total funded hours per year
2YO golden ticket or 34YO universal funded hours per day							**£0**		
Working parent's funded hours per day							£0		
Additional chargeable hours per day									
Total hours attended per day									

If the total funded hours per year shown in the table are less than the child's annual entitlement, the provider and/or parent may agree to bank the unused hours for future use within the term or year. In such cases, the agreed number of hours to be banked each term MUST be documented on the Banked Hours Form and attached to this agreement, otherwise the provider cannot claim the full annual entitlement each term. Any unused banked hours at the end of the academic year, including where the child leaves part way through the year will be recovered from the provider.

Your child can attend a maximum of two settings in a single day. If you are splitting your funded entitlement across more than one setting, please complete the table below:

Setting name/address:	Mon	Tues	Wed	Thurs	Fri	Total no. of funded hours per week

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Note: the maximum number of funded hours your child can receive across all providers is:

- 2 year old families receiving additional forms of support (i.e. 2YO golden ticket): a maximum of 15 hours a week/570 hours per year
- Working families with children aged from 9 months to 4 years old: a maximum of 30 hours a week/1140 hours per year.
- All 3 and 4 years old (i.e. universal funding): 15 hours a week/570 hours per year

Disability Access Funding (DAF)

If your child is splitting their entitlement across more than one setting and is in receipt of DLA please nominate the setting that you want to claim the DAF.

Name of provider nominated to receive DAF ……

Step 6: Additional Charges - provider and parent to complete

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents, i.e. there must not be any mandatory charges for parents in relation to the early education funded entitlement hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

Additional Charges	Mon	Tues	Wed	Thurs	Fri	Total weekly charge £
Meals						
Non-food consumables						
Additional/enhanced activities						
Total £						

Step 7: Notice period – provider to complete

I am entitled to reduce the number of funded hours outlined in this agreement or move my child from the above-named childcare provider to a new childcare provider, providing I give the childcare provider at least

..... weeks written notice.

I understand there will be no transfer of funding within the term unless written notice has been given by the deadlines specified in section 3 of Appendix 1 - Parental Agreement Terms and Conditions of Early Education Funded Places.

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Step 8: Parent/Carer/Guardian with legal responsibility declaration

I confirm that the information I have provided above is accurate and true and I agree to the conditions set out in this document.

I authorise the provider named in this agreement to claim the Early Education Funded Entitlements (EEF) on behalf of my child, in accordance with the details agreed above.

I understand that the information provided in this form will be shared between the provider and Lancashire County Council and consent to Lancashire County Council using this information to administer my child(ren)'s EEFE. This includes checking eligibility for all relevant funding streams, including Working Families Entitlement, 2-Year-Old Early Learning, Early Years Pupil Premium (EYPP), Disability Access Fund (where applicable) and checking eligibility for Free School Meals. I understand that this information will be processed in accordance with Lancashire County Council's statutory duties and powers under the Childcare Act 2006, the Childcare Act 2016, and the School Standards and Framework Act 1998.

I confirm the school named in this agreement has provided me with a copy of the terms and conditions of funding (Appendix 1) and that I understand these.

Parent/Carer/Guardian with legal responsibility	School/Childcare provider
Signed:	Signed:
Print name:	Print name:
Date:	Date:

Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held, why it is being held; and to whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Lancashire County Council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately.

Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/

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