

Wokingham Borough Council maintains a register of early years providers who have been assessed as being eligible to offer the Free Entitlement for two, three and four year olds. Each provider has their own specific offer to parents for the free entitlement depending on their individual circumstances. By applying to any early years provider and signing for a place you are accepting that the free entitlement offer meets your current needs. Should your individual needs change that their provider may no longer be able to offer you the free entitlement in accordance with your requirements and you may have to consider an alternative provider who may be better able to meet your requirements.

Please complete this form and return it as soon as possible to your child's Early Years provider. The details marked with an asterisk (*) must be supplied. Information given on this form will be subject to checks for compliance with the Council's Terms of Agreement for the Free Entitlement within Wokingham Borough and with "Early Education and Childcare, Statutory Guidance for Local Authorities."

Name of Provider*

HILLSIDE PRIMARY SCHOOL

Child's Forename*

Child's Middle Name(s)*

Child's Surname*

(Full legal surname)

Preferred Surname*

If different from above

Chosen forename

Date of birth*

□□/□□/□□

Gender*

Male

Female

Full Address

including

Postcode

Child's First Language

Ethnicity

(tick 1 box as

appropriate)

- | | | | |
|-------------------------------|-----------------------------------|-------------------------------|--|
| <input type="checkbox"/> WBRI | White, British | <input type="checkbox"/> AIND | Asian or Asian British, Indian |
| <input type="checkbox"/> WIRI | White, Irish | <input type="checkbox"/> APKN | Asian or Asian British, Pakistani |
| <input type="checkbox"/> WIRT | Traveller of Irish Heritage | <input type="checkbox"/> ABAN | Asian or Asian British, Bangladeshi |
| <input type="checkbox"/> WROM | Gypsy/Romany | <input type="checkbox"/> AOTH | Asian or Asian British, other Asian Background |
| <input type="checkbox"/> WOTH | White, any other White Background | <input type="checkbox"/> BCRB | Black or Black British, Caribbean |
| <input type="checkbox"/> MWBC | Mixed, White and Black Caribbean | <input type="checkbox"/> BAFR | Black or Black British, African |
| <input type="checkbox"/> MWBA | Mixed, White and Black African | <input type="checkbox"/> BOTH | Black or Black British, any other Black background |
| <input type="checkbox"/> MWAS | Mixed, White and Asian | <input type="checkbox"/> CHNE | Chinese |
| <input type="checkbox"/> MOTH | Mixed, any other mixed background | <input type="checkbox"/> OOTH | Any other ethnic background |
| | | <input type="checkbox"/> REFU | Do not wish to be recorded |

Signature of Parent/Carer

(Please also print name)

Council Tax Authority

TO BE COMPLETED BY PROVIDER	Evidence to confirm date of birth seen by (print name & position)	
	Date Seen	

From September 2017 the free entitlement for 3 and 4 year olds is split into 2 elements -

- The universal entitlement which is for up to 570 hours per year (15 hours per week if taken during term time only). This is available for all children from the term after their third birthday until they start school in reception or reach statutory school age.
- The extended entitlement is for working families and is for up to an additional 570 hours per year (additional 15 hours per week if taken during term time only)

Both of these offers can be stretched over the holiday periods where families would receive less hours per week over more weeks.

Extended Entitlement for Working Families (30 hours)

If you believe you are eligible for the extended entitlement you will need to apply through www.childcarechoices.gov.uk in order to receive an eligibility code. Please enter this code and your national insurance number in the boxes below so that your eligibility can be verified.

Eligibility Code	
National Insurance Number	

The code has a maximum of a 3 month validity. Every 3 months it is your responsibility to contact HMRC to reconfirm this code. Failure to do so will result in you entering a grace period before funding for the additional hours is stopped.

Universal and extended entitlement hours

You need to agree and complete a separate declaration form for each setting your child attends for their early education entitlement for both universal and the extended entitlement. It is important that you include the names of all the providers you use on each of the forms.

Please note that you are able to split your hours over more than one provider as long as your child does not attend more than two sites in any one day.

Please indicate in the table below the provider(s) you wish to use for your free entitlement. If you are eligible for the additional hours you must decide which provider you wish to use for the universal hours and which you will use for the extended hours.

Term	Number of free entitlement hours per week. Please indicate if this is term time only or stretched offer. (NB not all providers offer a stretched offer)	Signature (parent/carer)	Date

Early Years Pupil Premium

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years experience by improving the teaching, learning, facilities and resources, with the aim of impacting positively on your child's progress and development. For more information and eligibility criteria please speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information for the **main benefit holder** to enable the local authority to confirm eligibility:

If you believe that your child qualifies under the **economic criteria** please complete the boxes below.

Parent/Carer Full Name	
Parent/Carer Date of Birth	
Parent/Carer National Insurance Number	
Parent/Carer Signature	

Disability Access Fund

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £615 per eligible child.

Is your child eligible and in receipt of Disability Living Allowance (DLA)? Yes No

If yes please provide evidence in the form of the award letter to your provider so your claim can be verified by the local authority.

DAF can only be paid to one provider per year regardless of the number of providers your child attends. If your child attends more than one provider please indicate in the box below which provider you would like the DAF payment to be made.

PARENTAL DECLARATION

Information given on this form will be subject to checks for compliance with the Council's Provider Agreement for the Free Entitlement and with Early Education and Childcare Statutory Guidance for Local Authorities. Any personal information given on this form will be used in accordance with the Privacy Notice issued by the Early Years provider.

- I confirm that the information I have given on this form is complete and correct
- I confirm I understand that the free entitlements must be free at the point of delivery and that I cannot be charged for this.
- I have received detailed information from the provider of free entitlements and accept that any additional services I choose to take up over and above the free entitlement hours will be charged for.
- My total hours claimed, if accessed through more than 1 provider, do not exceed my child's free entitlement. This includes private, voluntary, and independent providers, childminders and Local Authority nurseries/schools in Wokingham Borough and any other Local Authority
- I have indicated that I wish my free entitlement hours to be accessed during term time or stretched over more than 38 weeks (N.B. not all providers offer this). I understand that if I decide to accept a stretched offer and decided to move providers I may not be able to receive the full term time offer at the new provider.
- I understand I am entitled to a maximum of either 570 hours or 1140 per year depending on my eligibility. I understand that should I claim for hours above these limits WBC will not pay my provider and I may be liable to the costs the provider has incurred for the extra provision.
- I understand that each provider has their own specific offer to parents for the free entitlement depending on their individual circumstances. By applying to any early years provider and signing for a place I accept that the free entitlement offer meets my current needs and realise that should my needs change that the provider may no longer be able to offer me the free entitlement in accordance with my requirements and that I may have to consider an alternative provider. I understand that I may not be able to take up funding at an alternative provider until the start of the next funding period..
- I give permissions for the provider named above to securely send the information written within the declaration o Wokingham Borough Council in order to verify my claim for the free entitlement, early years pupil premium and/or disability access fund. I agree that Wokingham Borough Council can inform the provider of my eligibility status for the entitlements both initially and throughout the time my child is accessing the entitlement.
- I understand that should I stop being eligible for any of the entitlements Wokingham Borough Council will inform my provider and will let them know the date the entitlement will stop.
- I understand that when I have been offered and have accepted a funded place, information will be shared between my chosen early years provider and Wokingham Borough Council for the collection of data on funded hours, attendance and any other data needed to administer the scheme. I agree that information may also be shared with other providers or professionals involved in caring for my child and my child's school once I have been offered a school place.

Your information is protected by the Data Protection regulations. This means that the information will only be used as stated above, it will be kept safe and secure and you have the right to see what information is being kept about you.

To be completed by the person/organisation with parental responsibility

1. I confirm that I have parental responsibility for the child
2. I have read and understood the data statement above and would like my child to have funded sessions at an appropriate provision

Signatures: Parent/Carer: _____ Date: _____
Manager/Supervisor _____ Date: _____