

## UNDER 2's (from 9 months), 2, 3 AND 4 YEAR OLDS EARLY YEARS FREE ENTITLEMENT – PARENT AGREEMENT

This is an agreement between the Family and the Provider for the Early Years Free Entitlement for Under 2's (from 9 months), 2, 3 and 4 year olds.

Please refer to the Declaration overleaf before completing and signing this agreement.

### 1. PROVIDER DETAILS

<b>Name of Provider</b>	
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### 2. CHILD'S DETAILS

<b>Legal Forename</b> <small>(as birth certificate)</small>		<b>Gender</b>	
<b>Middle Name</b> <small>(as birth certificate)</small>		<b>Preferred Surname</b> <small>(if different to legal surname)</small>	
<b>Legal Surname</b> <small>(as birth certificate)</small>		<b>Ethnicity</b>	
<b>Date of birth</b> <small>(as birth certificate)</small>		<b>SEN Code of Practice Stage</b> <small>(provider has list of codes)</small>	
<b>Address (including postcode)</b>			

### PARENT DETAILS – to support your claim for Under 2's, 2, 3 and 4 year old funding and EYPP.

The Early Years Pupil Premium (EYPP) is an additional amount of money paid to the childcare providers for children of families in receipt of certain benefits (see page 2). If you think your child may qualify then Wakefield Council will confirm eligibility based on information provided below.

The **Working Parent Entitlement** is available to working parents who meet the eligibility criteria (see page 2) and can allow either 15 or 30 hours of free entitlement for eligible children.

Please ensure you have applied for your 11-digit code before the end of the term (ask the daycare provider for the relevant cut off dates).

**Please be aware that it is the Parent's responsibility to reconfirm eligibility with HMRC every 3 months otherwise you may lose your working parent entitlement.**

	Parent/Carer 1	Parent/Carer 2
<b>Forename</b>		
<b>Surname</b>		
<b>Date of Birth (Parent)</b>		
<b>Daytime Telephone Number</b>		
<b>Email Address</b>		
<b>National Insurance</b>		
<b>National Asylum Seeker Service (NASS) Number</b>		
<b>2 Year Old Eligibility Code</b> <small>(issued by Wakefield Council – 12 digits)</small>		One per child
<b>Working Parent Entitlement code</b> <small>(issued by <a href="http://www.childcarechoices.gov.uk">www.childcarechoices.gov.uk</a> – 11 digits)</small>		One per child

#### 4. ATTENDANCE DETAILS – FOR THE WHOLE PERIOD OF THIS AGREEMENT - All ages.

You can attend up to 2 sites in one day – you will be expected to complete a Parent Agreement Form at each setting.  
 Up to 15 Universal Hours can be claimed for 3/4-year-olds and 2 year olds meeting the additional Government support criteria.  
 From April 2024 eligible 2-year-olds can access up to 15 working parent funded hours per week.  
 From Sept 2024 eligible 9 months to 3-year-olds can access up to 15 working parent funded hours per week.  
 From Sept 2025 eligible 9 months to 3-year-olds can access up to 30 working parent funded hours per week.

<b>Start Date (start date of funding)</b>						<b>If your child is moving their funded hours from another setting, what date did you give notice? (Please note: 2 weeks notice is required for all funded hours)</b>	
<b>All Year Round (Yes/No)</b>	<b>Mon</b> (No of hours)	<b>Tue</b> (No of hours)	<b>Wed</b> (No of hours)	<b>Thurs</b> (No of hours)	<b>Fri</b> (No of hours)	<b>Total Hours</b>	
<b>Universal Funded Hours claimed</b>							
<b>Working Parent Funded Hours claimed</b>							
<b>Non-funded hours</b>							
<b>Does the child attend any funded hours at another setting? Please state below:</b>							
<b>Setting Name:</b>	<b>Universal Hours</b> (max 15 between settings)	<b>No of hours:</b>		<b>Working Parent Extended Hours</b> (max 15 hours for 3/4YO's and 30 hours for 9 month-2YO's between settings once fully implemented)	<b>No of hours:</b>		
<b>Parent's Signature</b>				<b>Date:</b>			
<b>Provider's Signature</b>				<b>Date:</b>			

**Detail any hours that differ from the above attendance pattern for parents working shift patterns or who wish to bank extended hours for holidays on the Parent Agreement Amendment Form.**

**5. DISABILITY ACCESS FUND (DAF) – children in receipt of Disability Living Allowance (DLA) who access the free entitlement are eligible for the DAF. This is paid to the setting annually.**

**My child is in receipt of DLA**  **Yes**  **No**

If you are claiming your Free Entitlement at more than one setting you must nominate the setting where DAF is to be paid. (N.B. this cannot be split between providers).

**Name of Setting I wish the Disability Access Funding to be paid.**

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#### 7. Eligibility Criteria

<b>2-year-olds (additional Government support)</b>	<b>EYPP</b>	<b>Working Parent Entitlement</b>
<ul style="list-style-type: none"> <li>Income Support</li> <li>Income-based Job Seekers Allowance</li> <li>Income related Employment &amp; Support Allowance</li> <li>Universal Credit with net household income less than £15,400</li> <li>Tax Credit with gross income of less than £16,190</li> <li>Guaranteed element of Pension Credit</li> <li>Working Tax Credit 4 week run on.</li> <li>Support under part IV of Immigration &amp; Asylum Act 1999</li> </ul> <p>Or the child</p> <ul style="list-style-type: none"> <li>Has an Education &amp; Health Care Plan</li> <li>Receives Disability Living Allowance</li> <li>Is Looked After or has left care through adoption, special guardianship or child arrangement order.</li> </ul> <p>If you are a non-UK citizen who cannot claim benefits and your immigration status states 'no recourse to public funds' you may be eligible for free childcare for your 2-year-old please ring 0800 587 8042 for further information.</p>	<ul style="list-style-type: none"> <li>Income Support</li> <li>Income-based Jobseeker's Allowance</li> <li>Income-related Employment and Support Allowance</li> <li>Support under part six of the Immigration and Asylum Act 1999</li> <li>The guaranteed element of State Pension Credit</li> <li>Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190</li> <li>Working Tax Credit run-on, which is paid for 4 weeks after you stop qualifying for Working Tax Credit</li> <li>Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you get</li> <li>Is Looked After or has left care through adoption, special guardianship or child arrangements order</li> </ul>	<p>Both parents or the lone parent need to be working. Each parent earns, on average:</p> <ul style="list-style-type: none"> <li>A weekly minimum equivalent to 16 hours at national minimum or living wage</li> <li>Less than £100,000 per year.</li> <li>both parents are employed but one (or both parents) is temporarily away from the workplace on parental, maternity, paternity, adoption leave or on statutory sick pay.</li> <li>One parent is employed and one has substantial caring responsibilities based on benefits.</li> <li>One parent is employed and one parent is disabled or incapacitated based on specific benefits.</li> </ul> <p>Families where one parent or neither parent works will not normally be eligible for the extended entitlement.</p> <p>Foster carers who work outside of fostering may be eligible please ring 0800 587 8042 for further information.</p>

## Early Years Free Entitlement Privacy Notice

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

Wakefield Council are joint data Controllers with the childcare provider where you intend to access an Early Years Free Entitlement (EYFE) place for your Under 2 (from 9 months), 2, 3 or 4 year old child. This could be a private nursery, school/academy, childminder, pre-school or out of school club known as 'EYFE Provider'. The EYFE Provider must provide you with a copy of their Privacy Notice alongside the Council's Privacy Notice.

We will keep your information (data) secure at all times.

### 1. Who we are:

	Telephone	Email
The Controller for the information we hold is Wakefield Council	01924 306112	dataprotection@wakefield.gov.uk
The Council's Data Protection Officer is the Corporate Information Governance Team Manager	01924 306112	dpo@wakefield.gov.uk

### 2. How we use your data:

The Early Years Team has obtained your personal data from your Provider.

**Child details** – Name, Date of Birth, Ethnicity, Address and where applicable, whether child is in receipt of Disability Living Allowance.

**Parent details** – Name, Address, Date of Birth, Telephone number, Email address, NI Number/NASS Number where applicable.

The Early Years Team has obtained your personal data from the EYFE Provider to enable them to offer your child an EYFE place and to work with the Health Visiting Team. This information is used to:

- check eligibility for the 2-year-old offer
- check working parent entitlement
- check eligibility for Early Years Pupil Premium
- pay the providers to deliver the EYFE
- collect Government Census Information
- support the health to manage 2-year-old integrated review
- support anonymised statistical returns and analysis of the EYFE programmes.

To enable the EYFE Provider to deliver the EYFE to you they will share the information with the Early Years Team who in turn will share your information with:

- Other teams within Education and Inclusion,
- Health Visiting Team
- Education Finance
- Other Local Authorities where cross border funding checks are required
- The Department for Work and Pensions
- Department for Education.

Should you decide **not** to provide any of the information we request on the form then you will not be able to access the EYFE.

In addition, your data may be accessed by Internal Audit and the Counter-Fraud Team as they are required to hold, or have access to, information from systems and processes across the Council so that we can:

- Fulfil legal (Accounts and Audit Regulations 2015, and Local Government Act 1972) and mandatory professional requirements (Public Sector Internal Audit Standards) to provide an internal audit function.
- Investigate referrals made under the Council's Counter-Fraud Framework, including the Whistleblowing Policy.
- Participate in national and local counter-fraud schemes, such as the National Fraud Initiative, to help protect the public purse.
- Maintain the central register of applications for RIPA (Regulation of Investigatory Powers Act 2000)
- Ensure the effectiveness of the Council's governance, risk management, and control processes. This forms part of the Head of Internal Audit Annual Assurance Opinion, which is incorporated into the Annual Governance Statement.
- Facilitate the prevention, deterrence and detection of bribery, corruption, fraud and money-laundering committed against the Council.

### 3. What authority does the Council have to collect and use this information?

The law says that we cannot process your personal data unless we comply with at least one condition in Article 6 of the UK GDPR. The Article 6 lawful basis we rely upon for processing your information is Article 6 1(e) Public Task in that the data is required to carry out the Council's obligations under the Child Care Act 2006 (s6 and 7).

The law also states that we cannot process personal data which is considered to be Special Category Data (such as information relating to your health, religion or ethnicity, for example) unless we comply with a condition within Article 9 of the UK GDPR. The Article 9 lawful basis we rely upon for processing Special Category Data are:

Article 9(2(b)) for collection of ethnicity data. The Child Care Act 2006 requires us to provide this data for the UK Census.  
Article 9(2(h)) for collection, where applicable, of information that indicates that a child is in receipt of Disability Living Allowance.

### 4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of between 7 and 75 years after which time it will be deleted from our systems. Most records will be kept for 7 years to comply with financial regulations. However, data on Looked After Children need to be retained for 75 years as required by The Children Act 1989.

### 5. Your rights and your personal data

Under the GDPR you have the following rights:

#### Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

#### Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

#### Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

#### Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

#### Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

### 6. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

### 7. Changes to this Notice

We will review this notice regularly, and no later than every 2 years, to ensure it remains accurate and relevant, unless legislative changes require this sooner.

## 8. PARENT / CARER DECLARATION - Declaration of person with legal responsibility for the child.

- I understand that proof of age must be given for my child before they can start their free place.
- The details I have provided in this agreement are accurate and true and which I will amend, if necessary, by informing the provider and by amending the appropriate details within this Agreement.
- I understand that any false information provided could lead to my Early Years Free Entitlement (EYFE) place being withdrawn.
- I understand that I cannot claim more than 15 universal hours per week and/or up to 30 working parent hours per week (if I meet the eligibility criteria), across more than 2 sites in one day, over 38 weeks of the year or the equivalent under the All-Year Round offer.
- I confirm that I have informed the provider if my child attends and claims some or all of the EYFE at another setting.
- I understand that my provider will not charge me for any part of the funded hours although a charge may be applied for meals and some other additional services.
- I understand I will need to pay my provider's published fees for any extra hours/services I ask for above the EYFE place.
- I understand that I must give 2 weeks' notice in writing if I want to move my child to another setting.
- I understand that if my child does not regularly attend for the weekly hours claimed for, then my EYFE place could be terminated.
- I understand the importance of ensuring that my child regularly attends for the number of weekly hours claimed and I will inform my provider, on the first day of any absence, with the reason why my child is unable to attend.
- I understand that if Wakefield Council reclaims any funding on behalf of my child due to poor or non-attendance or where my child has claimed for more than the funded hours per week then my provider may invoice me for any amounts reclaimed by Wakefield Council.
- I understand that where my child is eligible, I can nominate a provider to claim DAF on my behalf.
- If I am eligible for the EYPP then I understand that this will be used by the provider to raise the education attainment of my child.
- I understand that my personal information is shared with Wakefield Council and is kept safe and secure and measures are in place to prevent the loss, misuse or alteration of my personal information.
- I understand and agree that my provider may need to discuss my child with another setting to ensure that funding is claimed correctly or in relation to the child's safeguarding and wellbeing.
- I understand and agree that my child's date of birth and name may be shared with the Health Visiting Team as part of the Integrated Review process.
- I understand that if I am eligible for the Working Parent hours that it is my responsibility to obtain an eligibility code via HMRC by the termly deadline date and that I must re-confirm my code every 3 months to ensure that the code remains valid.

## 8. PROVIDER DECLARATION - Declaration of authorised person within the setting.

- I have checked via the Early Years Establishment Portal that the child is eligible to receive a funded place, ensuring that all eligibility codes are valid before allowing the child to attend.
- I understand that it is the setting's responsibility to claim the EYFE on behalf of the child and that failure to do so will not result in any financial penalty for the parent/carer.
- I understand that it is my responsibility to ensure that this form is fully completed and signed by both the provider and the parent/carer and that failure to do so will result in funding being reclaimed by Wakefield Council.
- I have checked the child's original identification document i.e. birth certificate or passport and confirm that they are eligible to claim the EYFE.
- I will notify the parent in writing and in advance, of the days I am not open for business on an annual basis (with the exception of weekends, bank holidays and any other designated public holidays).
- I understand that the funded hours are provided at no cost to parent.
- I understand that optional additional services or hours that have been agreed with the parent can be charged for but these must not be a mandatory condition to accessing the funded hours.
- I will make available any information to Wakefield Council that supports this funding claim e.g. attendance register.
- I confirm that I have discussed the importance of good attendance with the parent/carer.
- I have explained to the parent the process for the 2 year old progress check and integrated review as appropriate.
- I understand it is the provider's responsibility to retain this form for a period of 6 years after the child has left the setting.

<b>Provider Signature</b>		<b>Date</b>	
<b>Parent Signature</b>		<b>Date</b>	