

## 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 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>Forename</b> <small>(as birth certificate)</small>		<b>Male/Female</b> <small>(M/F)</small>	
<b>Middle Name</b> <small>(as birth certificate)</small>		<b>Preferred Surname</b> <small>(if different to legal surname)</small>	
<b>Surname</b> <small>(as birth certificate)</small>		<b>Ethnicity</b> <small>(provider has list of codes)</small>	
<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>			

#### 3. PARENT DETAILS – 3 & 4 year old children only

##### PARENT'S WISHING TO CLAIM – Early Years Pupil Premium (EYPP) or the Extended Free Entitlement of up to 30 hours

The **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 **Extended Entitlement** is available to working parents who meet the eligibility criteria (see page 2) and allows up to an additional 15 hours of free entitlement to be claimed on top of the universal 15 hours. If you think you meet the criteria Wakefield Council will provide a validity checking service for Providers to confirm the free entitlement.

**Please be aware that it is the Parents responsibility to reconfirm eligibility with HMRC every 3 months otherwise you may lose your extended 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>National Insurance</b>		
<b>National Asylum Seeker Service (NASS) Number</b>		
<b>Extended Hours Eligibility Code (11 Digits)</b>		<b>One Number per household</b>

**4. ATTENDANCE DETAILS – FOR THE WHOLE PERIOD OF THIS AGREEMENT - All ages.**  
This can be at up to 2 sites in one day – you will be expected to complete a Parent Agreement Form at each setting.

Start Date and Term Start Date		Finish Date (Last date attended not end of notice)						
Stretched Offer (Yes/No)	Name of Setting/ Childminder	Mon	Tue	Wed	Thurs	Fri	Total	No of weeks
Universal Hours (up to 15 hours) inc 2YOs								
Extended Hours (up to 15 hours) Setting 1								
Extended Hours (up to 15 hours) Setting 2								
Non-funded hours								
Parent's Signature						Date:		
Provider's Signature						Date:		

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) – 3 & 4 YEAR OLDS ONLY** – 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 you wish the DAF to be paid at. (N.B. this cannot be split between providers).

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

**6. Eligibility Criteria**

2 year old	EYPP-3&4 year olds	30 Hour Extended Entitlement - 3&4 year olds
<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>Support under part IV of Immigration &amp; Asylum Act 1999</li> <li>Guaranteed Element of State Pension Credit</li> <li>Tax Credit with gross income of less than £16,190</li> <li>Working Tax – 4 week run on</li> <li>Universal Credit with net income of less than £15,400</li> </ul> Or the child <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 special guardianship or child arrangement order.</li> </ul>	The criteria for EY Pupil Premium is the same criteria as that for the 2 Year Old Offer except: <ul style="list-style-type: none"> <li>Child Tax Credit (but not Working Tax) with a gross income less than £16190.</li> <li>Universal Credit with net income of less than £7,400.</li> </ul>	Both parents or the lone parent need to be working. Each parent earns, on average: <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> </ul> Families where one parent or neither parent works will not normally be eligible for the extended entitlement. <p>Except where both parents are employed but one (or both parents) is temporarily away from the workplace on:</p> <ul style="list-style-type: none"> <li>- Parental, maternity or paternity leave</li> <li>- Adoption leave</li> <li>- Statutory sick pay</li> </ul> <ul style="list-style-type: none"> <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>

## 7. Transparency Notice

Wakefield Council takes 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.

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

### 1. Who we are:

Joint Data Controllers with the childcare provider where you intend to access an Early Years Free Entitlement (EYFE) place for your 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 Transparency Notice alongside the Council's Transparency Notice.

Further information on the data we hold can be obtained by contacting:

Who	Telephone	Email
The Controller: Wakefield Council	0345 8 506 506	<a href="mailto:customerservices@wakefield.gov.uk">customerservices@wakefield.gov.uk</a>
The Controllers Representative: Team Leader Childcare Sufficiency and Information	01924 306845	<a href="mailto:information@wakefield.gov.uk">information@wakefield.gov.uk</a>
The Council's Data Protection Officer: City Solicitor	01924 305211	<a href="mailto:dpo@wakefield.gov.uk">dpo@wakefield.gov.uk</a>

### 2. How we use your data:

The information collected in this form about you and your child is collected by the Provider to support them and the Council to deliver the EYFE.

The Early Years Team has obtained your personal data from the EYFE Provider to enable them to offer your child an EYFE place. This information is used to check eligibility for the two year old offer, extended entitlement, early years pupil premium, pay the providers to deliver the EYFE, collect Government Census Information, support statistical returns and analysis of the EYFE programmes. Statistical analysis will be anonymised.

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 the other teams within Education and Inclusion and Education Finance. The information will also be shared with the other Local Authorities where cross border funding checks are required the Department for Work and Pensions and 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.

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

The EYFE Provider and the Council are collecting this information for compliance with statutory duties to secure early years provision free of charge and free childcare for working parents and to validate the eligibility of access to free and flexible high quality early years provision and the submission of child data to EYFE providers. There is also a statutory requirement for the Council to complete a return to the Department of Education.

### 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 needs to be retained for 75 years.

### 5. Your rights and your personal data

Under the data protection legislation you have the following rights:

#### Right of Access

You have a right of access to the personal information that the EYFE Provider and 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 Erasure

In certain circumstances, you may have the right to request your personal data is erased.

#### 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 Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

#### Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

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.

**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 15 extended hours (if I meet the eligibility criteria), across more than 2 sites in one day, over 38 weeks of the year or approx. 11/22 hours per week over the year (stretched 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 EYFE although a charge may be applied for meals.
- I agree to pay my provider's published fees for any extra hours/services I ask for above the free 15/30 hour place.
- I understand that I must give 2 weeks' notice in writing if I move my child to another setting otherwise I will not be able to claim my EYFE place at another setting until the end of this 2 week notice period.
- I understand that if my child does not regularly attend for the weekly hours claimed for then my EYFE place could be terminated.
- I will ensure my child attends for the number of free 'allocated' hours I have requested and I will inform my provider on the first day of any absence if my child is unwell or the reason why they are unable to attend.
- I have seen a copy of Wakefield Council's EYFE leaflet and had explained to me Wakefield Council's 'Attendance Matters' sheet and I understand the importance of ensuring that my child regularly attends for the number of weekly hours claimed.
- 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 will invoice me for any amounts reclaimed by Wakefield Council.
- I understand that the Provider will claim DAF on my behalf where my child is eligible.
- 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.
- We agree that you can share information when my 2 year olds progress is assessed with the Health Visiting Team other.
- 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.

<b>Parent (Print Name)</b>			
<b>Parent Signature</b>		<b>Date</b>	

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

- I have checked with Wakefield Council that the child is eligible to receive a free 2 year old place.
- I understand that it is the settings 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, passport and where applicable child benefit document 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 during the length of this agreement (with the exception of weekends, bank holidays and any other designated public holidays).
- The free hours are provided with no additional costs other than the optional additional services that have been agreed with the parent.
- 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 and that I have explained and given them a copy of Wakefield Council's 'Attendance Matters' sheet.
- I have explained to the parent about the integrated review for 2 year olds and provided the information leaflet.
- 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 (Print Name)</b>			
<b>Provider Signature</b>		<b>Date</b>	