Southwark Free Entitlements Parent Funding Agreement

This agreement is a made between you (the parent or legal guardian) and your chosen childcare provider. It sets out the terms for accessing your child's free early education and childcare place, in line with Southwark Council's local funding policies and national statutory guidance.

PLEASE COMPLETE THIS FORM CLEARLY AND IN FULL

NAME OF CHILDCARE PROVIDER:	
OFSTED REGISTRATION NO:	

1. YOUR CHILDS DETAILS:			
Legal First Name(s): *(as shown on birth certificate or passport)*			
Legal Surname(s): *(as shown on birth certificate or passport)*			
Date of Birth:		**Sex:**	
Address Line 1:			
Address Line 2:			
Post Code:			

2. YOUR DETAILS (PARENT / LEGAL GUARDIAN):			
First Name(s):			
Surname(s):			
Date of Birth:		**Relationship to Child:**	
National Insurance Number:		**National Asylum Support No. (NASS):**	
Address line 1: ***(if different to child above)*:**			
Address line 2:			
Post Code:			
Contact Telephone Number:			
Email Address:			

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3. WORKING PARENT FREE ENTITLEMENT

If you are eligible for the Government Working Parent Entitlement, please provide your eligibility code below. Your provider will use this code to validate your eligibility with the Local Authority through the National Eligibility Checking Service (ECS).

Working Parent Eligibility Code: ***(11 digit code issued by HMRC)*:**											
National Insurance number used at application: ***(if different to section 2)***											

4. TWO YEAR OLD DISADVANTAGED FREE ENTITLEMENT

If you are eligible for the 15 hours free entitlement for disadvantaged 2-year-olds, please provide your Southwark issued eligibility code below. Your provider will use this code to verify your eligibility with the Local Authority.

If your code was issued by a different Local Authority, please speak with your childcare provider to request a Southwark issued code.

Two Year Old Eligibility Code:	**T**	**Y**	**F**	**2**	**1**	**0**	**-**					-							

5. EXTRA FUNDING

Your provider may be entitled to receive additional funding for your child if certain criteria are met. Please **'opt in'** by ticking the relevant boxes below if any apply to you or your child.

EARLY YEARS PUPIL PREMIUM (EYPP)

EYPP is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking 'yes' to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?	**YES**		**NO**	
Is your child currently looked after by a local authority, or has left care in England or Wales through an adoption order, special guardianship order or a child arrangements order?	**YES**		**NO**	
Are you an asylum seeker receiving support under part six of the Immigration and Asylum Act 1999?	**YES**		**NO**	

DISABILITY ACCESS FUND (DAF)

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their setting, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance (DLA)? Ticking 'yes' will enable your chosen provider to receive the DAF.	**YES**		**NO**	

6. ATTENDANCE DETAILS
complete this section with your childcare provider

TICK THE FREE ENTITLEMENT THE CHILD WILL BE RECEIVING AT THE SETTING:			
15 Hour Free Entitlement for Disadvantaged 2-year-olds		Start Date	
15 Hour Universal Free Entitlement for 3 and 4-year-olds		Start Date	
30 Hour Working Parent Free Entitlement for 9 months to 4-year-olds		Start Date	

NUMBER OF CHILDCARE HOURS THE CHILD WILL ATTEND PER DAY AND PER WEEK									
Autumn Term	Attendance Hours	Mon	Tue	Wed	Thu	Fri	Total no. hours per week	No. Weeks Per Year (e.g. 38, 48,51)
	Total funded entitlement hours attended per day							
	Total extra hours per day (chargeable)							
	Total daily hours attended (free and chargeable)							
Spring Term	Attendance Hours	Mon	Tue	Wed	Thu	Fri	Total no. hours per week	No. Weeks Per Year (e.g. 38, 48,51)
	Total funded entitlement hours attended per day							
	Total extra hours per day (chargeable)							
	Total daily hours attended (free and chargeable)							
Summer Term	Attendance Hours	Mon	Tue	Wed	Thu	Fri	Total no. hours per week	No. Weeks Per Year (e.g. 38, 48,51)
	Total funded entitlement hours attended per day							
	Total extra hours per day (chargeable)							
	Total daily hours attended (free and chargeable)							

9. DOCUMENT CHECK – PROVIDER TO COMPLETE					
Proof of child D.O.B (birth certificate/passport)		Working Parent Eligibility Code (verified Southwark Portal)		Two Year Old Disadvantaged Eligibility (proof of eligibility email/letter and code)	
Documents verified by (Name of staff member):					
Date documents recorded:					

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7. ADDITIONAL CHARGES

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. It is not intended to cover the costs of meals, other consumables, additional hours or additional services.

Your provider may charge for consumables, meals and snacks, extra activities and additional hours but these must not be mandatory charges, or a condition of accessing your child's free entitlement place.

Enter any 'optional extras' as agreed with the parent

Charge	Mon	Tue	Wed	Thurs	Fri	Total Weekly Charge
Additional Hours						
Meals/Snacks						
Consumables (e.g. Nappies, wipes, sun cream)						
Other Optional Activities (please specify) **1.** **2.** **3.** **4.**						

8. ADDITIONAL CHILDCARE SITES

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting, the local authority will distribute the funding appropriately between the settings.

Complete if your child attends more than one setting

Provider Name:							
Address:							
Post Code:							
Total funded entitlement hours attended per day	**Mon**	**Tue**	**Wed**	**Thurs**	**Fri**	**Total no. hours per week**	**No. Weeks Per Year (e.g. 38, 48,51)**

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PARENT DECLARATION

By signing this declaration, I confirm that I understand and agree to the following:

1. The information I have provided in this agreement is true and accurate to the best of my knowledge.

2. I give permission for my childcare provider to claim my child's government funded early education hours from the Local Authority. I understand the Local Authority is not responsible if my provider does not make the claim.

3. I understand my child's funded hours must be provided to me free of charge.

4. I know that choosing extra hours or optional activities outside the funded entitlement is my choice and may involve a cost.

5. My provider is responsible for telling me the Census dates that affect funding. If my child is away or leaves the setting before these dates, I may need to cover related costs. The Local Authority is not responsible if I am not informed.

6. My child must attend regularly to keep their funded place.

7. I will let my provider know if my child is absent, following their terms.

   (a) For **Illness,** absences must not go over 20 working days.
   (b) **For holidays or other reasons**, absences must not go over 15 working days.
   In both cases, funded hours will be used to cover the absence.

8. If I decided to leave or move to another setting mid-term, I will give proper notice as outlined by my provider.

9. If I end my child's funded place during the term, the Local Authority will not move the funding to another provider. Any arrangements must be made with my provider.

10. Changes to funded hours or days can only happen at the start of a new funding term.

11. If my child attends more than one setting, I will inform my provider and make sure that I do not claim more than the total funded hours allowed.

12. If I am eligible for the Working Parent Entitlement, I will keep my details up to date with HMRC. If my eligibility changes, I will inform my provider straight away.

13. If my provider receives an Ofsted inspection rating of 'Inadequate' they must let me know in writing. My child's funded place may end after a notice period.

14. I agree that my information can be shared with the Local Authority and the Department for Education. This helps confirm my child's funding and check if they qualify for extra support such as Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF).

PARENT/LEGAL GUARDIAN FULL NAME (Print Name):			
SIGNATURE:		**DATE:**	
AUTHORISED STAFF MEMBER NAME: (Print Name)			
POSITION AT SETTING:			
SIGNATURE:		**DATE:**	

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Data Privacy Notice

Southwark Council ('the Council') uses your personal data to carry out its statutory duties under the Department for Education's Early Education and Childcare Statutory Guidance, pursuant to section 2 of the Childcare Act 2016 and sections 6, 7, 7A, 9A, 12 and 13 of the Childcare Act 2006.

The Council does not need your permission to use your data, and failure to tell us your information may result in you not being able to access the services we deliver.

Your personal information will only be used by the Council, the Department for Education and Department for Works and Pensions and in some circumstances may also be shared with other internal or external agencies, as the law allows.

Your personal information is retained by the Council for up to 25 years unless the child has had an Education and Health Care Plan (EHCP), or has been in local authority care in which case longer statutory data retention rules apply. It is then deleted or destroyed securely.

If you are concerned about how the Council is using your personal information, contact our Data Protection Officer by:

- Emailing dpo@southwark.gov.uk
- mailing a letter to: Data Protection Officer, 2nd floor Hub 1, Southwark Council PO Box 64529, London, SE1P 5LX
- Phoning 0207 525 5000

More information about your rights is available on the Council's website at: www.southwark.gov.uk, or via the Information Commissioner at: www.ico.org.uk