

PARENTAL / CARER AGREEMENT FOR FREE EARLY LEARNING (FEL) CHILDREN



This agreement sets out the arrangement made between the parent/carer and provider for accessing/providing Free Early Learning (FEL), and for eligible 3 & 4 year olds Extended Free Entitlement (EFE) and/or Early Years Pupil Premium (EYPP). A copy of this agreement must be kept for your records and a copy shared with parent/Carer.

The Period of the Agreement: between September 2019 and July 2020 (3 terms)

Provider Name St Thomas of Canterbury Pre-School	
Ofsted URN	138828

Section 1: Child's Details

Legal Surname/Family Name:	Legal Forename (s):
Name by which child is known if different	Child's Date of Birth
Full Address	Gender:
Post Code	Telephone
EY Reference Number (2 Yr FEL and/or Extended Free Entitlement (30 hours code)) :-	SEN Code (codes in Portal dropdown box)
Proof of Date of Birth & Eligibility provided: (e.g. Birth Certificate/passport, 2 year eligibility letter/urn etc.)	Evidence seen (Name of staff member)

Section 2: Ethnic Groups

White British	WBRI	White/Black Caribbean	MWBC	Indian	AIND
White Irish	WIRI	White/Black African	MWBA	Pakistani	APKN
Traveller of Irish Heritage	WIRT	White and Asian	MWAS	Bangladeshi	ABAN
Gypsy/Roma	WROM	Any other mixed background	MOTH	Any other Asian background	AOTH
Any other white background	WOTH	Black Caribbean	BCRB	Chinese	CHNE
Refuse to provide	REFU	Black African	BAFR	Any other background	OOTH
Info. Not obtained	NOBT	Any other Black Background	BOTH		

First Language:

Section 3: Parent / Carer Details

Parent/Carer 1	Parental Responsibility for child								Yes / No
Parent Forename*									
Parent Surname/Family Name*									
Relationship to Child*									
Date of Birth									
National Insurance or National Asylum Support Service number.									
Parent/Carer 2	Parental Responsibility for child								Yes / No
Parent Forename									
Parent Surname/Family Name									
Relationship to Child									
Date of Birth									
National Insurance or National Asylum Support Service number.									

* Mandatory field

Section 4: Early Years Pupil Premium (EYPP)

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.

If you believe that your child may qualify for EYPP please complete Section 3 with the **Date of Birth, and National Insurance or National Asylum Seeker Support Service Number** to enable the local authority to confirm eligibility.

Section 5: New Starters to FEL

New Child: A child that has not taken up a place FEL place with any Provider.	Yes / No
New to the City	Yes / No
Date Starting	

Section 6: Transferring Providers

If a child is moving from one provider to another during term time, the existing provider will need to complete the 'Children Transferring Providers during the Term' form

Section 7: Protecting your Information

We are committed to ensuring that the personal and sensitive information you share with us is protected and kept safe and secure. We have put measures in place to prevent the loss, misuse or alteration of your personal information.

Information gathered about a child in receipt of Disability Living Allowance (DLA) is sensitive, personal data which should be handled appropriately. Providers are required to pay particular notice to the ICO notice on holding personal data on <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>

Section 8: Disability Access Fund Declaration

Three and four year old children, who are in receipt of Child Disability Living Allowance and are receiving the free entitlement, are eligible for a 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 your child is splitting their free entitlement across more than one provider please nominate the main setting where the local authority should pay the DAF:

Section 9: Parent's Declaration

I have read and understood the Parental Agreement and the information I have given on this form is complete and accurate.

I understand that my child's funded early learning will be delivered without charge and that the free hours will be claimed on my behalf by the provider from the Local Authority.

I have received detailed information about any additional services and understand I may incur a cost for any additional hours/services over and above the funded entitlement that my child receives (e.g. snacks, meals, activities outings/trips).

I have received information from the provider about the billing and invoicing procedure.

I understand that my child's attendance should be regular and that I will inform the provider if my child does not attend (e.g. due to sickness, dentist/doctor appointment). I am aware if I do not ring or contact the provider they will follow the Local Authority procedures.

I understand that my personal information is held securely and will be used for claiming FEL funding from the Local Authority. My eligibility for funding and any change to that eligibility will be shared with the provider.

I understand that details of what the Local Authority can use my child's data for can be found in the privacy notice at <https://www.sheffield.gov.uk/education/information-for-parentscarers/care-support/childcare/childcare-providers/privacy-notice.html>

I agree to the Local Authority using this information to enable my child's Early Year's Provider to claim the funding my child is entitled to in the current and future academic years for the purposes of Early Years Pupil Premium. The Local Authority may also use this information, once my child begins attending a school setting, to check eligibility for additional funding for my child such as school age Pupil Premium and Free School Meals.

If you wish, at a later date, to withdraw consent for use of your data for Early Years Funding entitlement, or School age Pupil Premium and Free School Meals please notify the Local Authority in writing to [Early Years Funding, Level 7, West Wing, Moorfoot Building, S1 4PL](#)

The information I have given on this form is complete and accurate and I understand that a copy of this agreement can be made available from my Early Years Provider on request

Parent/Carer's MUST Sign & Date the Declaration Below.

Parent/Carer's Declaration

Name (please print)

Signed

Date

Section 10: Providers Declaration

The information I have given on this form is complete and accurate.

I have provided the free hours in line with Sheffield City Council’s Free Early Learning (FEL) Code of Practice.

The free hours are provided with no additional costs other than the optional additional services that have been agreed with the parent.

I have explained to the parent/carer any hours not used at this setting can be used elsewhere.

I have explained FEL hours can be delivered over 38 – 52 weeks per year.

I understand that any incorrect information or incomplete validation of hours could lead to the funding being withdrawn.

I will make available any information that the Local Authority requires to support this funding claim (e.g. attendance register.)

I understand that any personal information provided is held securely and will be used only for Local Authority and funding claim purposes.

I will make available a copy of this agreement available to the Local Authority or parent upon request

Provider’s Declaration

Name (Please print)

Signed **Date**

We would like to thank you for completing this form and helping us to make sure we can claim funding from the Government to improve your child’s outcomes in early years.