

Parental Agreement Form
Funded Places for 9-months to 5-years-old



To be completed together by parent/carers and childcare provider for
each child in receipt of a funded place

Section 1: Child's Details

Child's Forename(s):	
Child's Surname(s):	
Date of Birth: <i>(Provider to obtain evidence of the child's date of birth)</i>	
Sex/Gender:	
Ethnicity:	
Full Address Including Postcode: <i>(Provider to verify using the online Royal Mail Checker)</i>	

Section 2: Parent/Carer Details

Information in this section will be used by the London Borough of Haringey to check Early Years Pupil Premium (EYPP) funding eligibility from central government and to validate Working Families codes issued by the HMRC. It will not be used for any other purpose and will remain confidential.

Parent / Carer 1	Parent / Carer 2
Title:	Title:
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
National Insurance Number or Asylum Support Reference Number (previously NASS):	National Insurance Number or Asylum Support Reference Number (previously NASS):

Section 3: Your Child's Eligibility

Please tick which entitlement(s) you will be using. If your child is 2 years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first. Details on eligibility criteria at: [Help with childcare costs | Haringey Council](#)

- ☐ Entitlement for children from 2 years old in families receiving additional forms of support:
- If parents/carers live in England and are in receipt of certain benefits,
 - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance, or has left care under an adoption order, special guardianship order or a child arrangements order.
- ☐ Working Families entitlement for children from 9 months old to 5 years old.
- | | |
|---|--|
| Working Family Eligibility Code: (e.g. 12345678912) | |
|---|--|
- ☐ Universal entitlement for 3 and 4-year-olds.

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Section 4: Disability Access Fund Declaration (DAF)

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting. Children from 9 months through to 5 who are in receipt of Child Disability Living Allowance (CDLA) and are receiving the funded entitlement are eligible for DAF. DAF is paid to the child's early years setting at a fixed annual rate. The rate as of 1st April 2026 is **£975.00 per eligible child**.

Is your child entitled to Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

☐ Yes ☐ No

Is the parent splitting their free entitlement across two or providers? ☐ Yes ☐ No

If yes, please provide full details of the main or nominated setting where the local authority should pay DAF:

Section 5: Early Years Pupil Premium (EYPP)

The government introduced EYPP to help raise the attainment of pupils of all abilities to reach their full potential. It 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.

Subject to the qualifying criteria below, your circumstances may result in your child being eligible for EYPP. The rate as of 1st April 2026 is **£655.50 per year, per eligible child**.

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/have they ever been looked after by a local authority in England or Wales?

☐ Yes ☐ No

Are you an asylum seeker receiving support under Part 6 of the Immigration and Asylum Act 1999?

☐ Yes ☐ No

Office Note:

EYPP is payable for the first 15 hours of free entitlement funding.

Please ensure that the personal details of the parent/carer have been added to the Parental Agreement Form to indicate they have given their consent for an eligibility check.

The 'Parent Details' tab within the child's record on the provider portal will also need to be completed and the consent box ticked to undertake a HMRC eligibility check

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Section 6: Early Years Funded Entitlement Details

The Funded Entitlement is for a maximum of 38 weeks a year, and a maximum of 15/30hrs per week can be claimed. Providers can agree with parents/carers to stretch this offer over the year but it's not mandatory and is subject to the providers delivery model.

Your child can attend a **maximum** of **two** childcare settings per day or per week. Where this is the case, both settings need to complete the declaration form and communicate to establish how many weeks each are claiming (as in table below). This will ensure funding is paid fairly to each of them.

Previous Setting

Previous setting attended? (if applicable) If still attending, please complete the table below.	End-date at 'Previous' setting? (if applicable)	If the end-date is during the CURRENT term, provide No. of funded weeks claimed at 'Previous' setting? Previous setting MUST verify this information	Start-date at <u>THIS</u> setting? (this will be determined by the Previous setting's end date)

Previous Setting (Continued)

	Mon	Tues	Wed	Thurs	Fri	Total No. of hours per week
Total funded hours attended/day						

This Setting – Chargeable hours must not be a condition to accessing a funded place

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total No. of hours per week	Total weekly charge	No. of weeks per year	Stretched Funding? (Tick)
Total funded hours attended/day							N/A	N/A as paid over 38 weeks	☐
Total chargeable hours/day									☐
Total daily hours attended									☐

Funding Period

Note: the maximum number of funded hours your child can receive across all settings is:

- 1) Families of 2-year-olds receiving additional forms of support: 15 hours per week for 38 weeks of the year
- 2) Eligible working families aged 9 months to 5 years old: 30 hours per week for 38 weeks of the year. For 3 and 4 years old this will comprise of 15 universal hours and 15 working families funding entitlement, totalling a maximum of 30 hours.

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Additional Voluntary Charges – Important Notice

Government funding is intended to deliver 15 or 30 hours per week of free, high quality, flexible early learning and care. The 15 or 30 hours must be accessed **free of charge** by families; that is, there must not be any mandatory charges by providers in relation to the funded hours.

Government funding is not intended to cover cost of meals, consumables, additional hours or services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are **not mandatory charged or a condition of accessing a funded place**.

The costs of chargeable extras should be published on provider websites or, where they do not have a website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to families, to enable them to make informed choices.

Voluntary Food, Consumables & Other Chargeable Extras

Families can opt in or out of **chargeable** food, consumables and extra-curricular or other services as per DfE charging policy under Section A1.32 to A1.44 of the [Statutory Guidance](#)

Food & Consumable charges for parent/carer MUST be provided below. If N/A leave blank or cross out:

Food & Consumables	Daily Cost (if Applicable)	Weekly/ Monthly Cost	Select to opt-in to daily costs				
			Mon	Tue	Wed	Thu	Fri
Food (Breakfast, Lunch, Dinner AM/PM Snacks)	£	£	☐ Opt-In	☐ Opt-In	☐ Opt-In	☐ Opt-In	☐ Opt-In
Consumables i.e. Sun Cream & Nappies	£	£	☐ Opt-In	☐ Opt-In	☐ Opt-In	☐ Opt-In	☐ Opt-In
Total Weekly/monthly Cost	£						

Optional extra's MUST be provided below: i.e. Dance, Sport, Music, Trips. If N/A leave blank:

Extra-Curricular & other services	Weekly/Monthly Cost	Select to Opt-In/Out	
	£	☐ Opt-In	☐ Opt-Out
	£	☐ Opt-In	☐ Opt-Out
	£	☐ Opt-In	☐ Opt-Out
	£	☐ Opt-In	☐ Opt-Out
	£	☐ Opt-In	☐ Opt-Out
Total Weekly/Monthly Cost	£		

Summary

Food & Consumables	£
Optional Extra's	£
Total Voluntary/Optional Cost per Week/Month	£

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Section 7: Parent/Carer/Guardian with Legal Responsibility Declaration

Declaration: I (Print Full Name)
of (Full Address)

confirm that the information I have provided above is accurate and true. I understand
and agree to the conditions set out in this document and I authorise (Name of Provider/s)

.....
to claim funded entitlement funding as agreed above on behalf of my child. I understand that the
data collected in this form will be shared with my chosen provider and local authority.

Parent/Carer/Guardian with legal responsibility	Childcare Provider
Signed:	Signed:
Print Name:	Print Name:
Date:	Date:

Haringey is collecting your data for the purposes of checking your eligibility for the funded entitlements and Early Years Pupil Premium, in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Data Privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents/carers and teachers. This includes:

- The right to know the types of data being held.
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or LONDON BOROUGH OF HARINGEY. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

[Haringey Privacy Notices](#)

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Section 8: Terms and Conditions for Parents/Carers

I have read and agree to the following terms and conditions:

1. The information contained in this form is accurate and true; and if any of the information changes, I will inform the provider in writing.
2. I understand that the provider will offer my child the agreed funded entitlement without any charges to me.
3. I understand the provider will charge me for any additional services that my child uses beyond the funded entitlement e.g. extra hours, lunch, etc.
4. I understand that my child's attendance should be regular and that I will inform the provider of his/her absence if they are unwell.
5. I understand that I will be required to give appropriate notice (as per the provider terms and conditions) of my intention to move my child to another setting or leave.
6. I understand that my National Insurance or NASS number will be checked against the HMRC Eligibility Checking Engine (ECE) to confirm eligibility for Haringey's Free for 2's (2-Year-Old for families receiving additional support) as well as Early Years Pupil Premium and Working Families for all children from 9 month to 5 years old.
7. I understand that my details will be held securely, in accordance with the principles of the Data Protection Act 1998.

Document Check - Provider to Complete

Documentary proof of DOB type (e.g. birth certificate, passport):	
Working Family Eligibility Code: (e.g. 12345678912)	
2-Year-old Eligibility Letter for families receiving additional support:	
Evidence of Children's Disability Living Allowance (award letter) as proof for DAF	
Date document(s) recorded (DD/MM/YYYY):	
Document(s) recorded by (name of staff member):	

Office Note:

- The parent/carers must be issued with a copy of the signed and completed agreement.
- Please ensure a copy is uploaded to the child's record on the Provider Portal
- The childcare provider must retain a copy of the completed form. The form must be renewed annually or updated when there is a change to funded hours at your setting.
- The Local Authority will conduct periodic audits and will ask to see evidence of children claiming the funded entitlement.