

Funded Childcare Entitlements Parental/Carer Declaration Form

1 September 2025 – 31 August 2026

This form is the agreement between the parent/carers and the early years provider to confirm how the child below will take up their funded early years education in the London Borough of Hounslow.

Please note, this document contains personal data and should be stored in line with the provider's data protection policy.

Step 1: Your Child's Details - Parent/Carer to Complete

Child's First Name	
Child's Second Name	
Name by which the child is known (if different from above):	
Date of Birth: You will need to show your childcare provider evidence of your child's date of birth.	
Gender	
Child's Full Address (including postcode)	

Step 2: Your Details - Parents/Carers to Complete

Parent / Carer 1	Parent / Carer 2																		
First Name:	First Name:																		
Second Name:	Second Name:																		
Date of Birth:	Date of Birth:																		
Parent/ Carers National Insurance Number – this has 9 characters. It consists of 2 letters, 6 numbers and 1 letter eg AB123456C. Please enter below:	Parent/ Carers National Insurance Number Please enter below:																		
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If applicable: Parent/ Carers National Asylum Support Service (NASS) number – please enter below	If applicable: Parent/ Carers National Asylum Support Service (NASS) number – please enter below																		
Address if different from child's	Address if different from child's																		

For parents/carers of foster or adopted children, children subject to a Special Guardianship Order or a Child Arrangement Order

If you have a foster child or your child has left care through adoption, special guardianship or a child arrangement order and your child is 2 years old or over, you will be eligible for free/funded childcare. In addition, your childcare provider will be able to claim Early Years Pupil Premium funding.

Please tick the relevant box below:

My child:

Is adopted from care ☐ Has left care under a Special Guardianship Order ☐

Has left care under a Child Arrangement Order ☐

Please note that you will be required to provide a copy of the relevant court order.

Step 3: Your Child's Eligibility - Parents/Carers to Complete

Please say which entitlement you will be using by ticking and completing the boxes below. If your child is two 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.

Working parent entitlement for children aged 9 month – 4 years Parents/carers must apply for/reconfirm codes here: https://www.gov.uk/sign-in-childcare-account												
Eligibility Code – this has 11 characters:												

☐	3 & 4 Year old Universal Entitlement 15 hours for all children aged 3 & 4 – no eligibility check or code needed, except that the provider must see evidence of child's date of birth.
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☐	2 Year Entitlement for families receiving additional government support This is for parents/carers who are in receipt of certain benefits or who are non UK citizens who cannot claim benefits or who have no recourse to public funds AND/OR children who are looked after by a local authority, have an EHCP plan, receive Disability Living Allowance or who have left care under an adoption order, special guardianship order or a child arrangements order. To check your eligibility please go to https://fsd.hounslow.gov.uk/SynergyWeb/Enquiries/Citizen/EarlyYears.aspx Please enter your 2 year eligibility voucher code below.

Step 4: Additional Funding (if not applicable, please go to Step 6)

Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:

Disability Access Fund (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.

Is your child receiving the Disability Living Allowance? If so, please show your provider supporting evidence of this. Ticking **Yes** will enable your chosen provider to receive DAF.

☐ Yes ☐ No

Early Years Pupil Premium (EYPP)

Early Years Pupil Premium (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 below 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 Six of the Immigration and Asylum Act 1999?

☐ Yes ☐ No

Step 5: Document check - Provider to complete as applicable

Have you seen documentary proof of the child's date of birth?	☐ Yes ☐ No Please tick type below: ☐ Birth Certificate ☐ Passport ☐ Other
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	
Depending on what entitlement has been claimed Has the parent/carer provided their working parent eligibility code? Has the parent provided their 2 year eligibility code?	☐ Yes ☐ No ☐ Yes ☐ No

For DAF: Have you seen evidence that the child is receiving DLA?	☐ Yes ☐ No

Step 6: Childcare provider and attendance details

You need to agree and complete this declaration form with each childcare provider your child attends for their funded childcare entitlement in order to ensure that funding is paid fairly to each of them. Your child can attend a maximum of two sites in a single day and if your child attends more than one childcare provider, London Borough of Hounslow will distribute the funding appropriately between them.

My child is attending the following childcare provider/s:

Funded childcare entitlement type	Childcare provider name(s)	Number of funded hours per week	Number of funded weeks per year
Working family entitlement: 9 months to 4 years			
2-year-old: family receiving additional form of support			
Universal: 3 or 4 year-old			
If your child goes to a school nursery class in London Borough of Hounslow or takes up funded childcare in another borough then please give the name of the school or other childcare provider below		Number of funded hours per week	Number of funded weeks per year

To note: the maximum number of funded hours your child can receive is:

1) for 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year

2) for children aged from 9 months of eligible working parents: 30 hours a week for 38 weeks of the year. For 2 year olds who are also entitled to the above, this can be combined to a maximum of 30 hours For 3 and 4 years old this can be combined with the below entitlement to a maximum of 30 hours.

3) for all 3 and 4YOs: 15 hours a week for 38 weeks of the year

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting below:

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Step 7: Provider to complete

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

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

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on the Hounslow Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges for consumables or additional charges per day						

Please provide details of the charges made for consumables and additional services and itemised details of what these charges relate to in the boxes above OR if your invoice provides the same information, please attach a copy to this form.

Step 8: Parent/Carer/Guardian with legal responsibility declaration

- I understand that my child's free childcare entitlement place is funded by the Local Authority and is based on regular attendance. I agree to discuss any planned holidays/absences with my childcare provider and that regular non-attendance may result in the funding being withdrawn.
- I understand that I cannot claim my entitlement across more than 2 sites per day.
- I understand that I cannot claim more than 570 hours per year and a weekly maximum of up to 15 hours if my child is not eligible for the 30-hour entitlement.
- If my child is eligible for 30 hours, I understand that I cannot claim more than 1,140 hours per year and a weekly maximum of up to 30 hours.
- I understand that if I cease to meet the 30 hours eligibility criteria. I will continue to receive funding for the "grace period" only.
- I agree to comply with the childcare provider notice requirements if I decide to leave for any reason.
- I understand that Early Years Providers and the Local Authority (LA) are bound by General Data Protection Regulations and will not reveal information held on my child to a third party unless the law allows them to.
- I also agree that the information I have provided can be shared within the Local Authority and Department for Education.

- I understand the Local Authority will use and store this information to confirm my child's eligibility and enable this provider to claim free entitlement funding, including the extended hours 15 hours for some 3- & 4-year-olds (30 hours) now and in the future, and, if applicable the Early Years Pupil Premium (EYPP).

Parent/Carer/Guardian with legal responsibility declaration

Declaration: I (name)

of (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 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/Role:
Date:	Date:

London Borough of Hounslow will use your data for the purposes of checking your eligibility for the funded entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Data Protection

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 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 the London Borough of Hounslow.

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/>