

Parent declaration form – guidance notes for early years providers

Free early education for two, three and four year olds and 30 hours free childcare entitlements

1. Please ensure this form is completed either in the funding return week (headcount week) or the week before.
2. Please be aware that you need this declaration form to be completed fully as this information confirms the child's attendance at your setting and eligibility for certain entitlements. **The parent needs to complete section A, section C and section D (if leaving your setting).**
3. This one form can be used for all three terms and for the 30 hours free childcare entitlement. **The parent needs to sign the form each term.** Please store this information securely as it will need to be made available at your compliance visit and if there is a query on payment terms.
4. Providers need to complete **section B** of the form and if a parent is sharing funding with another provider all providers must complete this section and a copy kept by each provider. Please ensure that the number of hours claimed do not exceed the maximum amount of entitlement which is 570 hours for the first 15 hours entitlement and 1140 hours for the full 30 hours free childcare entitlement.
5. If a child leaves the setting, please **complete section D** and store this information securely as it will need to be made available at your compliance visit and if there is a query on payment terms.

Ethnicity Information - Child ethnicity codes

ABAN	Bangladeshi	MWBA	White and Black
AIND	Indian	MWBC	White and Black Caribbean
APKN	Pakistani	MOTH	Any Other Mixed Background
AOTH	Any Other Asian	WBRI	White - British
WROM	Gypsy/Roma	WIRI	White - Irish
BAFR	Black - African	WIRT	Traveller of Irish Heritage
BCRB	Black - Caribbean	WOTH	Any Other White
BOTH	Any Other Black Background	OOTh	Any Other Ethnic Group
CHNE	Chinese	REFU	Refused
MWAS	White and Asian		

SEN Code	SEN Type
ASD	Autistic Spectrum Disorder
BESD	Behavioural, Emotional and Social difficulties
HI	Hearing Impairment
MSI	Multi-Sensory Impairment
OTH	Other difficulty or disability
PD	Physical Disability
MLD	Moderate Learning Difficulty
PMLD	Profound and Multiple Learning Difficulty
SLCN	Speech, Language and Communication Needs
SLD	Severe Learning Difficulties
SpLD	Specific Learning Difficulty
VI	Visual Impairment

Table 1: SEN codes (Source: School census Codes)

Parent notes

1. By completing this declaration form you are confirming your child's attendance at this early years provider for any given term. Please complete **section A and section C** of the parent declaration form and return the form to the early years provider. The early years provider uses this information to confirm your entitlement to a place with the local authority and claims payment for the place.
2. If your child does attend another nursery, pre-school, maintained nursery school/ nursery class or childminder please discuss this with both providers manager/administrator on how many hours you wish to attend at each early years provider. Your provider will complete section B of the form confirming the number of hours and weeks each will be claiming for your child.
3. If you decide to change your early years provider during the term, the certificate of leaving (**section D**) will need to be completed with the leaving date and the number of hours attended. This certificate must be handed to the new early years provider to enable them to provide any remaining hours.
4. Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. Hertfordshire County Council will store this information electronically and will use the information submitted to assess your eligibility for early years pupil premium and Disability Access Fund. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to. Early years providers will also share information regarding your child's progress and development with your local children's centre.