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| **Parent Contract for Early Education Funding** | | | | | | | | | | | | | | | |
| This contract must be completed by the parent / carer with legal responsibility for the child detailed below to enable them to receive early education funded hours. This form should be submitted to the provider with evidence of the child’s date of birth and any other required information as detailed below. | | | | | | | | | | | | | | | |
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| **Section 1: Your Child’s Details** | | | | | | | | | | | | | | | |
| **Legal family name:** | | | | | | | | | | | | **Legal forename:** | | | |
| **Any other names the child may be known as:** | | | | | | | | | | | | | | | |
| **Address:** | | | | | | | | | | | | | **Postcode:** | | |
| **Date of birth:** | | | | | | | | | | | |  | **Gender:** | | |
| **D** | **D** | **M** | | **M** | | **Y** | **Y** | **Y** | | | **Y** |
|  | | | | | | | | | | | | | | | |
| **Special Educational Need provision:** please tick one of the following | | | | | | | | | | | | | | | |
| No Special Educational Need Education, Health and Care plan SEN Support | | | | | | | | | | | | | | | |
| **Date of birth evidence:** please tick the evidence you will be providing | | | | | | | | | | | | | | | |
|  | | | | | Birth certificate | | | | | Passport | | | | |  |
| **Date of birth check - to be completed by early years provider:** | | | | | | | | | | | | | | | |
| **Evidence seen** | | |  | | | | | | **Staff name** | | | | |  | |
| **Date** | | |  | | | | | | **Staff signature** | | | | |  | |

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| **Section 2: Your Child’s Early Education Funding** | | | | | | | | |
| Please complete this section with your early years provider, select the funding you will be using. | | | | | | | | |
|  | Working Parent Entitlement, up  to 15 hours per week. | |  | 2 year old funding for families who meet the disadvantaged criteria, up to 15 hours per week. | |  | 3 & 4 year old universal funding, up to 15 hours per week. | |
|  | | | | | | | | |
| **Funding check - to be completed by early years provider:** | | | | | | | | |
| **2YO Funding Reference Number (if applicable)** | |  | | | **Date checked on portal** | | |  |
| **Working Parent Entitlement Eligibility Code (if applicable)** | |  | | | **Date checked on portal** | | |  |
| **Staff name & signature** | |  | | |  | | | |

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| **Section 3: Additional Funding** | | | |
| **Early Years Pupil Premium (EYPP)** is additional funding for children who meet an eligibility criteria. This is used to improve teaching and learning facilities, as well as resources to impact positively on all children’s progress and development. Further information is available at [www.trafford.gov.uk/eypp](http://www.trafford.gov.uk/eypp) or you can also speak to your early years provider. | | | |
| Your provider will apply for EYPP on your behalf using the information provided on this form, do you consent to this? | | Yes | No |
|  | | | |
| **Disability Access Fund (DAF)** is additional funding for children who are in receipt of Disability Living Allowance (DLA) and are receiving early education funding. It is paid to your child’s early years provider for them to make reasonable adjustments and build the capacity of their setting to support children with disabilities. You must submit a copy of your child’s DLA awards letter to your provider which they will keep on record. | | | |
| Is your child eligible and in receipt of Disability Living Allowance? | | Yes | No |
| If your child is splitting their funding across two providers, please nominate which provider should receive the Disability Access Funding. |  | | |

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| **Section 4: Setting and Attendance Details** | | | | | | | | |
| If your child is receiving their early education funding at more than one provider, you will need to agree and complete this contract with each of them. Children can attend a maximum of two sites in a single day. Please provide the details below for all the early years providers that your child is attending, including those in a different local authority. | | | | | | | | |
| **Setting Name (s)** | | **Number of early education hours**  **attended per day** | | | | | **Hours per week** | **Weeks per**  **year**  **(e.g.38,47.5)** |
| **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** |
| A |  |  |  |  |  |  |  |  |
| B |  |  |  |  |  |  |  |  |
| C |  |  |  |  |  |  |  |  |
| **Total Daily Hours attended:** | |  |  |  |  |  |  |  |
| If your child is receiving 3&4 year old funding and eligible for the Working Parent Entitlement, please nominate the provider where they will receive their universal hours which are the 15 early education hours all 3&4 year olds are entitled to. | | | | | |  | | |

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| **Section 5: Your Details (parents/carers)** | | | | | | | | | | | | | | | | | |
| **Parent / Carer 1** | | | | | | | | | **Parent / Carer 2 (optional)** | | | | | | | | |
| **Legal family name:** | | | | | | | | | **Legal family name:** | | | | | | | | |
| **Legal forename:** | | | | | | | | | **Legal forename:** | | | | | | | | |
| **Date of birth:** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** | **Date of birth:** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
| **National Insurance (NI) or NASS Number:** | | | | | | | | | **National Insurance (NI) or NASS Number:** | | | | | | | | |

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| **Section 6: Declarations** | |
| Please tick to confirm you understand the conditions of the funding: | |
| **Charges** | |
| I understand that any costs not covered by the early education funding are my responsibility to pay at the agreed rate. |  |
| I understand that charges for any additional hours, services or consumables are a private matter between myself and my early education provider as per our agreement. |  |
| **Funded hours** | |
| I understand I can receive a maximum of 570 hours per year. |  |
| I understand from the term after my child turns 3 years old, I can also receive an additional 570 hours per year  if I am eligible for the Working Parent Entitlement. |  |
| I must notify you, my early years provider, if I am accessing any funded early education hours at another provider within Trafford or another local authority. |  |
| **Eligibility Codes** | |
| If I am receiving the Working Parent Entitlement, then I must reconfirm my eligibility code by its end date to ensure my child remains eligible for funding. If my code isn’t reconfirmed, the funding stops after the grace period and it is my responsibility to pay for these hours. |  |
| If I am receiving the Working Parent Entitlement, then I must give the provider delivering those hours a valid code so that they can claim the hours on my behalf. |  |
| If I am eligible for the Working Parent Entitlement, my child cannot **start** to access a funded place or **change** providers if my code is in the grace period. |  |
| **Changing providers and notice periods** | |
| I understand I am not able to change early education providers during the term unless it has been agreed by the local authority. |  |
| I understand my provider can claim funding for my child if they are attending or registered to attend on the termly headcount day. If I remove my child before this day any hours used will not be funded and I may be asked to pay for them. |  |
| If I wish to change early years providers at the start of the next term, I must give my current early years provider the required notice period. |  |
| **Data Sharing** | |
| The information I have provided can be shared with the Department for Education, who will access the information from other government departments to confirm my child’s eligibility and enable this provider to claim Free Entitlement Funding; Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF) on behalf of my child. |  |
| The information I have provided will be entered into the national Eligibility Checking System to check my child’s continuing eligibility for Early Years Funding. |  |
| The information on this form will be stored securely in accordance with GDPR and will be entered onto a funding portal which is accessed by the local authority and you, my early years provider. |  |
| The information I have provided can be shared with Trafford Council and the Department for Education. If I live outside of Trafford or my early years provider is located in another local authority, then my information can be shared with the relevant local authority. |  |

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| **Parent**  I (print name):  of (print address):  confirm that the information I have provided on this contract is accurate and true.  I understand and agree to the conditions set out in this contract.  I authorise the named providers to claim early education funding for my child as outlined above.  **Signature: Date:** | |
| **Provider**  I confirm the form has been checked and is fully completed. | |
| **Name:** | **Position:** |
| **Signature:** | **Date:** |
| In collecting your data for the purposes of checking your eligibility for the Working Parent Entitlements, 2-year-old funding, 3 & 4-year-old universal, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Trafford Council is exercising the function of a government department. Trafford Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. | |

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| **Section 7: 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 (DfE), local authorities and schools and other early education providers. The Act gives rights to those about whom data is held (known as data subject), 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 Trafford Council. 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 Special Category Data available at:  <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>  For further information about how Trafford Council handle your personal details please visit [www.trafford.gov.uk/earlyeducationprivacynotice](http://www.trafford.gov.uk/earlyeducationprivacynotice) |
|  |
| **If you need to change any of the information provided on this form or wish to withdraw consent for the eligibility checks detailed above, please contact us and we will inform Trafford Council.** |