

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



Statement

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 and..... (.....Terms)

Provider Name	
Ofsted URN	

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

Section 2: Eligibility Details

EY Reference Number (2 Yr FEL 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 (Date seen and name of staff member)

Section 3: Ethnic Groups (please circle)

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:

(This is collected for data analysis purposes)

Section 4: 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 5: 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.

If you believe that your child may qualify for EYPP please complete Section 4 with the **Date of Birth, and National Insurance or National Asylum Seeker Support Service Number** to enable the local authority to confirm eligibility.

Section 6: New Starters to FEL

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

Section 7: Attendance

Providers are required to complete a termly attendance form. A copy of a template can be found online at <http://www.sheffield.gov.uk/home/schools-childcare/fel-funding-providers>

For children eligible for the Extended Entitlement: the attendance form needs to identify Universal and Extended hours separately. This is a DfE requirement.

Where more than one provider is delivering the funded childcare there is no difference to the hourly rate, *unless* the child is also eligible for EYPP which is only paid for the Universal Hours.

Where a child is already attending one provider and requires a second provider to deliver the Extended Hours, it is assumed that the original provider is delivering the Universal Hours.

Where a child is new to **both** settings, parents need to identify which provider is delivering the Universal Hours.

Section 8: Transferring Providers

If a child is moving from one provider to another during term time, the existing provider will need to be satisfied 20 working days' notice has been given prior to the transfer.

Providers are to ensure they have completed the Children Transferring Providers Form. A copy of a template can be found online at <http://www.sheffield.gov.uk/home/schools-childcare/fel-funding-providers>

Section 9: Disability Access Fund Declaration

Three and four year old children in receipt of Child Disability Living Allowance 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 provider where the local authority should pay the DAF:

Section 10: Parent's Declaration

I have read and understood this Parental Agreement and the information I have given in this Agreement, the Termly Pattern of Attendance Form and Children Transferring Providers Form (sections 7 and 8) is accurate and correct.

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.

Should my child take up the Extended Free Entitlement (EFE), and my child is no longer eligible, I will notify the provider that this is the case.

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 my current provider and future education settings my child attends where the funding claims are still appropriate.

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](#)

I understand that details of what the Local Authority can use my child's data for can be found in the privacy notice at <http://www.sheffield.gov.uk/home/your-city-council/cypf-information>

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

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](#)

Provider to ✓ the box

Section 11: 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 terms of this agreement, and the Provider Funding Agreement.

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 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/>

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.