



Leicester
City Council

Funded Early Education Entitlement (FEEE) for 9-23 month olds, 2 year olds, and 3 and 4 year olds

Parental Declaration Form (2024 version)

1. Parent/carer/guardian formal details

Full name:

Current address:

Postcode:

If you have moved address in the past 3 years, please give details of your previous address:

2. Childcare Provider Details

Name of setting:

3. Child's details – (per birth certificate or passport where applicable)

Forename:

Surname:

Date of birth:

Male:

Female:

Ethnicity Code (per portal):

Name known as if different from above:

Child's address if different from parent:

4. Registering for FEEE type (Tick relevant boxes):

FEEE Type	Please tick	Funding code if applicable
Expanded / Extended Entitlement (9–23 month olds and 2 year olds (15 hours) 3 and 4 year olds (30 hours)	<input type="checkbox"/>	Enter working parent's eligibility code:
2 year old Targeted funding (15 hours)	<input type="checkbox"/>	Enter TYF code from 'Yes' letter:
3–4 yearold Universal Entitlement (15 hours)	<input type="checkbox"/>	No application or code required for the Universal Entitlement for 3-4-year-olds.

National Insurance number/National
Asylum Support Service (NASS) and DOB
used when making the application:

5. Details of FEEE hours claimed with this provider

Start date for FEEE claim or date of change:

FEEE Hours per week:

Number of weeks per year that FEEE is claimed (38 (or less), 48 or 51):

Breakdown of hours	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Actual						
Funded						

6. Details of FEEE hours claimed with any other provider

Complete if your child is attending or recently left another setting and claiming funded hours.

Name of other childcare setting:

Start/leaving date for FEEE claim or date of change:

FEEE Hours per week:

Number of weeks per year that FEEE is claimed (38 (or less), 48 or 51):

Breakdown of hours	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Actual						
Funded						

Tick one box as applicable:

My child is not claiming funded hours at any other setting.

My child is attending another setting and claiming funded hours there. I have informed both providers about my child's attendance at each setting and have completed a parental declaration form with the other setting.

3 and 4 year old Universal entitlement element when claiming the 30 hour entitlement.

If your child's funded hours are split between two settings, you must nominate* the setting that would receive the universal entitlement (15 hours) in the event of you become ineligible for the extended entitlement.

*Note: Where the entitlement is split with a school nursery, the school will automatically deliver the universal entitlement.

Nominated setting:

7. Confirmation by parent

- My childcare provider has issued me with (please tick those applicable)
 - Annex 1 – Parent Declaration statements
 - Annex 2 – EYPP – completed if applicable.
 - Annex 3 – DAF – completed if applicable.
- I understand and agree to the declarations and conditions set out in this document and authorise the Provider to claim the appropriate FEEE funding for my child.
- I understand that if I have given any false information, I may be asked to pay back the provider for the cost of the funded place.
- I agree that the information I have provided can be shared with Leicester City Council and Department for Education who will access information from other government departments to:
 - confirm my child's eligibility and validate the Expanded or Extended Eligibility Code - if applicable
 - enable the provider to claim Early Years Pupil Premium (EYPP) - if applicable
 - enable the provider to claim Disability Access Fund (DAF) for my child – if applicable

Date Annex Agreed:

Parent Full Name:

Parent Signature:

Date:

Email and telephone Information:

Please note: that this declaration form does not replace the provider's usual registration form or parental contract which you may be required to complete when registering your child at a setting.

8. Confirmation by Provider

When you register a child for a FEEE place you must check either the Birth Certificate or Passport as proof of name and age. Tick the relevant box below to confirm this.

Birth certificate seen

Passport seen

This declaration is your evidence of the FEEE, EYPP or DAF claim for this child and must be retained for 6 years to complete headcount forms and for future reference, including auditing. You may be asked by Leicester City Council to provide evidence of a claim at any time. **Sign below and give a copy of the form to the parent.**

Signature on behalf of the provider:

Name and position held:

Date:

Please note: that this declaration form does not replace your usual registration form or parental contract which you may require the parent to complete when registering the child at your setting.

Refer to the Early Years Provider Agreement for the full terms and conditions for the delivery of FEEE places.

Data Privacy Guidance

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 Leicester City 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 (ICO) on holding personal data including sensitive personal data available at:

[Guide to the UK General Data Protection Regulation \(UK GDPR\) | ICO](#)

Annex 1- Parent Declaration

Parental declaration statements:

The provider has explained the terms and conditions for FEEE places to me and I understand that:

- I confirm I am the child's Parent/Carer/Guardian with legal responsibility.
- Proof of name and age of my child must be given to the provider (birth certificate or passport)
- For 9–23 month olds and 2 year olds FEEE, or the 3 and 4 year old Universal Entitlement (UE), I can claim up to a maximum of 15 funded hours per week over 38 weeks in the year (or 570 hours per year 'stretched' over 48 or 51 weeks)
- For the 3 and 4 year old Extended Entitlement (EE) I can claim up to a maximum of 30 funded hours per week over 38 weeks in the year (or 1,140 hours per year 'stretched' over 48 or 51 weeks)
- If my provider is not open for at least 38 weeks, then my child will not be able to access the full entitlement with the provider as the maximum FEEE that can be claimed per week is 15 hours or 30 hours (if applicable) i.e. the full entitlement cannot be condensed over less than 38 weeks per year
- The maximum entitlement applies even if the entitlement is 'split' between two providers.
- If I sign up with a provider, it is my intention to send my child for the FEEE hours as per the pattern of attendance completed on this form. **It is fraudulent to sign up to more FEEE hours than my child is accessing and for the provider to claim more FEEE hours than my child is accessing. The Local Authority have an expected attendance level of 80% for the FEEE hours claimed for my child on the interest of my child's readiness for school and accountability for public funding for the funded hours.**
- If my child is accessing FEEE on a term time (38 week) or stretched (over 48 or 51 weeks) pattern it must be for a minimum of one whole term and cannot be changed to another pattern until the start of the following term. Also, if FEEE is being split between two providers then both providers must offer the same pattern.
- The provider **will not** charge me for the FEEE hours that my child is accessing.
- I must pay the provider their published fees or charges for any extra hours or services that I agree for my child to access over and above the FEEE hours.
- I may have to pay my provider if my child **fails to regularly access their FEEE hours without a reasonable or valid reason** as this could result in Leicester City Council reclaiming the funding from the provider.
- If I want to move my child to another setting, I must give at least **4 weeks' notice in writing** (or longer if my contract with the provider states a longer notice period). If I do not do this, I will not be able to claim FEEE hours at the other setting until the end of the notice period and/or I may have to pay fees for the notice period.
- If I know my child will be absent for more than 10 consecutive funded days (for example due to a holiday), I understand that authorisation must be sought by my provider from Leicester City Council. I understand that my child will not be funded for longer than 4 consecutive weeks for absence and that my provider may require me to pay for funding not paid by the Local Authority or my child's place may be terminated.
- My provider will record any changes to my FEEE claim on this form which must be signed and dated by the parent and the childcare provider.
- If there is a name or address change, I will be required to complete a new parent declaration form.
- My child is not attending a school reception class.

Codes issued by HMRC for Working Parents:

- If eligible for the 9-23 months old, 2 year old 15 hours Expanded Entitlement or 3 and 4 year old 30 hours Extended Entitlement, **I must apply for and receive a valid Working Parents Eligibility Code before accessing the entitlement.**
- **Also, it is my responsibility to reconfirm the Working Parents Eligibility Code every 3 months when reminded by HMRC.**
- When you are applying for the expanded/extended entitlement, applications must be made within a specific timeframe in order to obtain your eligibility code before the following dates.

Deadline to Apply for the Code with HMRC	When the funded Place can Start
31 August	Autumn Term (from September)
31 December	Spring Term (from January)
31 March	Summer Term (from April)

If you apply after these dates, your code will not be eligible for the term and will have to wait until the following term to take up the expanded/extended entitlement.

- If the eligibility of the Working Parent Eligibility code expires:
 - If my child is claiming the 9–23 month olds or 2 year old Expanded Entitlement, the 15 hour funding entitlement will **cease** after a limited 'grace' period.
 - If my child is claiming the 3 and 4 year old Extended Entitlement, the additional 15 hours Extended Entitlement will **cease** after a limited 'grace' period and my child will be eligible for the 15 hour Universal Entitlement **only**.

In this event, I will speak my childcare provider for more information on the 'grace' period and about any charges that I may be liable for if the funding entitlement ceases.

- If my child is eligible for EYPP, it is only payable for up to the 15 funded hours for 9–23 month olds and 2 year olds, and for up to the 15 hours Universal Entitlement accessed by 3 and 4 year olds.
- If my child is eligible for DAF, I **must** give the provider copies of my child's current DLA award document(s) and the fixed lump sum payment will only be made to the provider I have nominated for this.

Annex 2

Early years pupil premium (EYPP) registration

EYPP is an additional funding paid to childcare providers for eligible children from 9-23 month olds, 2 year olds and 3 and 4 year olds for up to 570 hours per annum.

The funding is used to enhance the quality of the early years' experience for the child by improving the teaching, learning, facilities, and resources, with the aim of impacting positively on the child's progress and development.

EYPP is not paid if the child is in a school reception class.

For more information, please speak to your childcare provider.

Full Name (Parent):

**National Insurance (NI)
and Parent Date of Birth:**

**National Asylum Support
Service (NASS):**

**Signature of main benefit
Holder:**

Disability access fund (DAF) declaration

DAF is an annual fixed lump sum that is paid to the setting where the child is in receipt of child disability living allowance (DLA) and claiming FEEE for children from 9-23 month olds, 2 year olds and 3 and 4 year olds. Where the child is claiming FEEE with more than one provider, the parent must nominate one provider to receive the full DAF payment. Complete this section if your child is in receipt of child disability living allowance (DLA).

- I confirm my child receives child Disability Living Allowance (DLA) and is accessing FEEE funding with:

Name of setting accessing FEEE funding:

- I confirm that I have given the named provider a copy of my child's current DLA award document. I nominatethe following setting to receive the DAF payment:

Nominated setting to receive DAF payment:

The nominated provider will use this information to make an application to claim DAF for your child.

Full Name (Parent):

Signature of parent:

Signature on behalf of the provider:

Date: