

## **Guidance notes**

### **Parent declaration form**

#### **Free early education for two, three and four year olds scheme**

#### **Early years setting notes**

1. Please ensure this form is completed either in the headcount week or before headcount week.
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.
3. This one form can be used for all three terms and 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. Ensure that the parent completes all the boxes including their personal information so a claim for early years pupil premium can be made by the setting for eligible children. (Please see separate information on eligibility for the premium)
5. If you are sharing funding with another setting, section B of the form needs to be completed by the parent. Please ensure that the amount of hours claimed does not exceed 15 hours per week.
6. If a child leaves the setting please complete section C 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.

## Parent notes

1. By completing this declaration form you are confirming your child's attendance at this early years setting for any given term. Please complete section A of the parent declaration and return the form to the early years setting. The early years setting uses this information to confirm your place with the local authority and claims payment for the place.
2. If your child does attend another nursery, pre-school, maintained nursery school or nursery class, please discuss with this with both settings manager/administrator on how many hours you wish to attend at each early years setting. Please complete section B of the form at both early years settings.
3. Please note that under the free place scheme, your child is entitled to receive a maximum of 15 hours per week, for a maximum of 570 hours per year.
4. If you decide to change your early years setting during the term, the certificate of leaving (section C) 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 setting to enable them to provide any remaining hours.
5. Your child may be eligible for the early years pupil premium; please discuss with the manager/administrator at your setting on the criteria for eligibility.
6. Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. The early years setting and Hertfordshire County Council will use the information submitted to assess your eligibility for free early education and the early years pupil premium. The data will not be used for any other purpose nor will we share your data with any third parties other than the Department of Education and your local childrens centre.