



Highfield Priory
Independent Day School
and Nursery

**PARENTAL AGREEMENT FOR THE PROVISION OF
EARLY EDUCATION FUNDING (EEF) for TWO, THREE & FOUR YEAR OLD CHILDREN
2021-22**

1. Childcare Provider Details

Childcare Provider/School Name:	Highfield Priory School
Childcare Provider/School Address:	Fulwood Row, Fulwood, Preston PR2 5RW

2. Child Details

Child's Legal Family Surname:		Child's Legal Forename:	
Name by which child is known: (if different from above):		Date of Birth:	
Address:		Post Code:	
Gender (Please circle)	Documentary proof of DoB seen: e.g. Birth Certificate/Passport		
Male / Female	TYPE: Birth Certificate / Passport	COPY TAKEN : Y/N	
	Recorded by: (Name of Member of Staff)	Date Document Recorded:	
SEN Code – (Please circle)		Child's NHS Number:	
N – No Special Education Needs A – School or Early Years Action P – School or Early Years Action Plus S – Statement of SEN			
Ethnic Codes: (Please circle)			
WBRI – White British		AIND - Asian or Asian British, Indian	
WIRI – White Irish		APKN - Asian or Asian British, Pakistani	
WIRT – Traveller of Irish Heritage		ABAN - Asian or Asian British, Bangladeshi	
WROM – Gypsy / Roma		AOTH - Asian or Asian British, Any other Asian Background	
WOTH – White, any other White Background		BCRB - Black or Black British, Caribbean	
MWBC – Mixed, White and Black Caribbean		BAFR - Black or Black British, African	
MWBA – Mixed, White and Black African		BOTH - Black or Black British, Any other Black Background	
MWAS – Mixed, White and Asian		CHNE - Chinese	
MOTH – Any other mixed background		OOTH - Any other ethnic background	
		REFU - Did not wish to be recorded.	

	Autumn 2021	Spring 2022	Summer 2022
Period Covered	1 Sep – 31 Dec 2021	1 Jan – 31 Mar 2022	1 Apr – 31 Aug 2022
Half Term Dates Closed	19 Oct – 2 Nov 2021	15 Feb – 19 Feb 2022	31 May – 11 Jun 2022
Number of Weeks to Claim	14	11	13
Universal 15 Hours	210	165	195

3.

EEF Placement Start Date

4. **Additional details of parents for children claiming the funding**

30 hours eligibility code: e.g. 12345678912 – 11 digits			
Parent/Carer Legal Surname:		Parent/Carer Legal Forename:	
Parent/Carer National Insurance Number:		Parent/Carer Dob	
Proof of Parent/Carer ID seen: e.g. Passport, Driving Licence			
2 Year old eligibility reference number:			

5. **Early Years Pupil Premium (EYPP) for Three and Four-Year-Old Children**

Some three and four year olds are entitled to EYPP which is paid to the childcare provider to enhance the quality of your child's early years' experience by improving the teaching and learning, facilities and resources, with the aim of impacting positively on your child's progress and development. For more information regarding EYPP speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information for the **main benefit holder** to enable the Local Authority to confirm your eligibility.

	Parent/Carer 1:	Parent/Carer 2: (optional)
Legal Family Surname:		
Legal Forename(s):		
National Insurance Number or NASS Number:		
Date of birth:		

6. **Disability Access Fund (DAF)**

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving the EEF are eligible for the Disability Access Fund (DAF). DAF is paid to the childcare provider where the child attends as a fixed annual rate of £615 per eligible child per financial year.

I understand that the funding is a one-off lump sum payment and is not transferable if my child moves to a different provider part way through the financial year. Subsequent providers will not receive any funding if the DAF has already been paid in that financial year.

Is your child eligible and in receipt of Disability Living Allowance (DLA)	YES / NO
Date copy DLA letter kept on file:	

If your child is splitting their EEF early education across two or more childcare providers, please nominate the main childcare provider/school where the Local Authority should pay the DAF.

Childcare Provider/School Name:	Ofsted registration/LCC School Number:

7. Agreed EEF Entitlements

Universal 15 Hours	Autumn 2021	Spring 2022	Summer 2022
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
TOTAL HOURS CLAIMED PER WEEK (A1) (Add the hours entered above Cannot exceed 5 hours per day/15 hours per week)			
MULTIPLIED BY NO. OF WEEKS (B)	14	11	13
TOTAL HOURS USED (C1)=(A1 x B)			
TOTAL TERMS ENTITLEMENT (D1)			
HOURS REMAINING *E1 (D1 – C1)			
Extended 15 Hours (if eligible)	Autumn 2021	Spring 2022	Summer 2022
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
TOTAL HOURS CLAIMED PER WEEK (A2) (Add the hours entered above Cannot exceed 5 hours per day/15 hours per week)			
TOTAL HOURS USED (C2)=(A2 x B)			
TOTAL TERMS ENTITLEMENT (D2)			
HOURS REMAINING *E2 (D2 – C2)			
TOTAL HOURS REMAINING E1 + E2			
HOURS USED AT ANOTHER SETTING (if applicable)			
* PLEASE INDICATE IF YOU WISH TO CLAIM ANY REMAINING HOURS FOR USE IN HOLIDAY CLUB	YES / NO	YES / NO	YES / NO

8. Stretched / Banked Hours

Where the childcare provider chooses to offer the ability for parents to stretch/bank hours to be used over other periods such as school holidays etc. these days/hours need to be agreed between parent and provider and the following applies:

- There will be no charge to the parent if the provider offers this flexibility option.
- The maximum EEF entitlement within any week, including the stretched/banked hours cannot exceed 15 universal hours per week and 15 extended hours per week.
- Where a parent gives written notice to their current childcare provider, any hours that have been stretched or banked from a previous term(s) in the current academic year, that have not been used by the end of the required notice period, can be transferred to an alternative childcare provider.
- The maximum hours that can be claimed for my child/ren by the Provider in any term are as follows:
 - Autumn – 210 universal, 210 extended
 - Spring – 165 universal, 165 extended
 - Summer 195 universal, 195 extended

9. Additional Hours and Services

The childcare provider can charge for meals and snacks as part of an EEF entitlement place and they can also charge for consumables such as nappies or sun cream and for services such as trips and yoga. These charges must be voluntary for the parent. Where parents are unable or unwilling to pay for meals and consumables, providers who choose to offer the EEF entitlements are responsible for setting their own policy on how to respond, with options waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals.

The childcare provider should ensure their invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their EEF entitlement completely free of charge and understand fees paid for additional hours. The provider will also ensure that receipts contain their full details so that they can be identified as coming from a specific provider.

The provider cannot ask the parent to pay any fee associated with their child's EEF entitlement place other than a refundable deposit, required to initially secure the place.

10. Grace Period of Entitlement for the Extended 15 hours

For children whose parent ceases to meet the eligibility criteria for the extended 15 hours, the child's placement will continue to be funded for the extended 15 hours until the grace period end date as detailed below: -

Date Parent/Carer receives ineligible decision on reconfirmation:	Grace Period End date:
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

I understand that the extended 15 hours will not be funded beyond the grace period end date if I become ineligible or fail to reconfirm my details with Childcare Choices by the termly deadlines. If I fall back into eligibility during the grace period, I also understand that my child's extended 15 hours beyond the grace period are subject to availability.

11. Notice Period and Transfer of Entitlement

As the parent/carer/guardian of the above-named child I understand that:

- I shall be entitled to move my child from the above-named childcare provider to a new childcare provider, providing I give the childcare provider at least one term written notice of my intention.
- Where the written notice is given prior to the termly headcount, any remaining EEF funding entitlement for the current term will be made available to a new childcare provider, from the end of the written notice period.
- For any remaining funding entitlement to be made available at the end of the notice period, notice must be given by the Sunday before the termly headcount date. The termly headcount dates are as follows:
 - Autumn term – the first Thursday in October.
 - Spring - the third Thursday in January
 - Summer – the third Thursday in May
- Where **written notice** is given after these dates there **will be no transfer of** EEF entitlement for the current term to a new childcare provider.
- Where the above-named childcare provides me with written notice at any point in the term, any remaining/unused EEF entitlement **will be** made available to a new childcare provider, from the end of the written notice period to the last day of the current term.

12. Accessing EEF Entitlement Across Multiple Childcare Providers

A Parental Agreement must be completed at each childcare provider where your child claims their EEF entitlement. Your child can attend a maximum of two childcare sites in a single day. If your child attends more than one childcare provider, the EEF entitlement will be split between the two childcare providers in line with the information recorded in each Parental Agreement.

Does your child take up any EEF hours at any other childcare provider? YES / NO

If yes, please complete the following for the other providers that your child is accessing their EEF entitlement hours.

Childcare Provider/School Name:	Universal 15 Hours		Extended 15 Hours	
	Per Week	Per Year	Per Week	Per Year
Total Hours Across All Other Providers EEF Being Claimed				

Note: the total number of EEF hours in Section 6 and Section 10 cannot exceed a maximum of 570 universal hours and 570 extended hours per year.

13. Declaration

I (Name) _____

of (Address Line 1) _____

Address Line 2 _____ Postcode _____

Email address _____ Telephone Number _____

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise Highfield Priory School to claim EEF early education funding as agreed above on behalf of my child.

In addition, I also understand and agree that:

- The information I have provided can be shared with Lancashire County Council (LCC) and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this childcare provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.
- In the event that Ofsted publish an 'inadequate' inspection judgement for the provider, the local authority will withdraw funding eight weeks after the date the inspection judgement is published unless the 'quality of education' is judged to be 'good' or better. Where the 'quality of education' is judged to be 'good' or better, the local authority will continue to fund the provider until they are re-inspected. If the provider remains 'inadequate' at the re-inspection, funding will cease 4 weeks from the date the re-inspection judgement is published.
- In such cases outlined above where I choose to secure alternative childcare before the date the local authority would ordinarily cease funding, the local authority will only fund the provider for a period of four weeks after the date the 'inadequate' inspection judgement was published. Any remaining funding after this date will be made available for me to access my child's EEF entitlement with a different provider, which LCC's Family Information Service can assist me in finding, if required.
- If I register my child for 2-year-old funding or the 15 hours extended funding and my child is found not to be eligible, I will be liable for the full cost of the placement.
- For my child to receive the greatest benefit from the EEF entitlement, it is important my child's attendance is in line with the agreed hours detailed above. Whilst it is appreciated that absences may occur due to unforeseen circumstances, I understand that the childcare provider may report my child's absence, to my local children's centre, in accordance with the childcare provider's safeguarding policy.
- An Early Education funded place cannot be provided to a child by a Provider if the child is related, (as defined in the Childcare Act 2006 (Ch21, pt1.18)) to the registered owner of the childcare setting, where the registered owner is directly providing the childcare to the related child. This clause is of particular relevance to childminders. It will not apply in a pre-school or nursery setting provided the registered owner is not included in the ratios of staff providing childcare directly to a group that includes their related child/ren (e.g. key person).

Parent/Carer with legal responsibility residing at address above:		Childcare Provider/School:	
Signed:		Signed:	
Print name:		Print name:	
Date:		Date:	

14. Data privacy

The General Data Protection Regulations puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Regulations give rights to those (known as data subjects) about whom data is held, 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 is being communicated

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;
- 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 Lancashire County 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 sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>