This form is to be used for eligible children to access their Universal 3 & 4 Year Old Free Entitlement.

Children can take up to 15 hours per week for 38 weeks per year or 'stretch' the entitlement accessing fewer hours over more weeks e.g. 11 hours over 51 weeks

Please read these notes before filling in this form.

- Please note this form is mandatory and must be completed before your Early Years Provider can claim the Free Entitlement for your child
- Please put your child's full name as shown on his/her birth certificate.

Child Leg Child Leg Name by Full Addr	letails: gal Family Name: gal First Name: gal Middle Name(s): which the child is known (if differentess:	nt fro	m above):	Male/Female: Documentary proof of DOB Type (e.g. Birth Certificate, Passport):
Please ticl Ethnic Coo WBRI WIRI	k the appropriate Ethnic Code des White British White Irish		APKN ABAN	Asian or Asian British, Pakistani Asian or Asian British, Bangladeshi
WIRT WROM WOTH MWBC MWBA MWAS MOTH AIND	Traveler of Irish Heritage Gypsy/Roma White, any other White background Mixed, White and Black Caribbean Mixed, White and Black African Mixed, White and Asian Mixed, any other mixed background Asian or Asian British, Indian		AOTH BCRB BACFR BOTH CHNE OOTH REFU NOBT	Asian or Asian British, any other Asian background Black or Black British, Caribbean Black or Black British, African Black or Black British, any other Black background Chinese Any other ethnic background Did not wish to be recorded Not obtained

Is the parent of the child a serving member of the Armed Forces (Personnel Categories 1 and 2)?



YES/NO (please delete as applicable)

Provider(s) and attendance details

- You need to agree and complete a Parent/Provider Agreement form with each provider your child attends for their Free Entitlement in order to ensure that funding is paid appropriately between them.
- Your child can attend a maximum of two sites in a single day.
- Your child can attend a session for a minimum of 30 minutes at one provider and a maximum of 10 hours in a single day, split over a maximum of two sites.
- The total claim must not exceed the 15 Free Entitlement hours available per week.

This agreement starts from	(date):						
My child is attending the fo	llowing pro	oviders:					
Drovider Name(s)	Please e	enter total free	Total number	Number of weeks per			
Provider Name(s)	Mon Tue		Wed Thurs		Fri	of hours per week	year (e.g. 38, 51)
Total Daily Free Hours Attended							
Parent to sign						•	•
For the Free Entitlement the accessed over a minimum oprovider in Buckinghamshire receive funding at any other term.	e total claim of 2 days. e or with a	n must not I confirm th provider in	exceed 15 nat my child another lo	d does not a cal authority	access a f and has	ree place we not been re	rith another egistered to
I confirm this is an accurate the Free Entitlement as set shared with Buckinghamshi Pensions if required.	out at the er	nd of this for	m. I also ag	ree that the i	information	n I have prov	ided can be
Print name							
Signed			Date				
STATEMENT 2: If child attee For the Free Entitlement the more providers must be according free entitlement through two of confirm that my child is not providers named, during this	total claim ressed over or more pro- registered	must not ex a minimum viders in the	ceed 15 hou of 2 days. I a approxima	I confirm tha te time span	it the abov s shown in	re child will a the above t	access their able.
I confirm this is an accurate the Free Entitlement as set be shared with Buckingham Pensions if required.	out at the	end of this f	orm. I also a	agree that th	e informat	ion I have p	rovided can
Print name							
Signed			Date				
						The second second	

DISABILITY LIVING ALLOWANCE (DLA) AND DISAB	ILITY ACCESS FUND (DAF)
3&4 year old children who are in receipt of DLA and are DAF is paid to the child's Early Years provider as a fixed	
	YES
Is your child eligible and in receipt of DLA	NO
If your child is splitting their free entitlement across two constructions where the Local Authority should pay the DAF.	or more providers please nominate the main provider
Main Provider:	
EARLY YEARS PUPIL PREMIUM (EYPP) is an addition children of families in receipt of one or more of the benefit	efits listed in the table below. This funding will be development by improving the teaching, learning,
 ✓ Income Support (IS) ✓ Income-based (not contribution-based) Job Seeker's Allowance (IBJSA) ✓ The Guarantee element of the State Pension Credit. ✓ Income-related employment and support allowance or ✓ Financially supported by NASS (National Asylum Support Service). 	 ✓ Child Tax Credit except if you meet ANY of the following criteria entitled to working tax credit (regardless of income) have an annual household income in excess of £24,000 (once benefits are taken into account) Where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to early years pupil premium.
If you believe that your child may qualify for the EYPP pl for the parent/carer in receipt of any of the above. If please fill in the Adopted Children EYPP Application Parent/Carer legal surname:	your child is adopted from care,
Parent/Carer Date of Birth:	r arenivoarer legarnistriame.
- arong earth Date of Diffusi	
Parent/Carer National Insurance Number	
Parent/Carer NASS Number (if applicable)	
In signing this declaration you enable the local authority Department for Works and Pensions (DWP). (s110 of The Education Act 2005 requires that data is or eligibility for pupil premium and that improper use of infosign a declaration to confirm that they will only use data Parent/Carer Signature:	nly used for its intended purpose, i.e. to determine ormation is an offence. All LA users are required to
Provider use only:	Application date for EYPP (dd/mm/yyy):
EYPP eligibility code	Recorded by (name of staff member):



Universal Free Entitlement conditions

- I understand that my chosen provider can ask for a deposit to secure my child's free place but are required to refund the deposit to me in full within six weeks of the first day of my child starting with them.
- I understand that the universal free entitlement hours are free at the point of delivery and that I cannot be charged for these in advance.
- I have received detailed information from the provider(s) named and been advised of any additional services available for my child and I understand I may have to pay fees for these services.
- I understand that I cannot amend this agreement or change the provider(s) detailed within a claim period (each claim period corresponds to every half term) of this agreement without the express permission of the provider(s) and Buckinghamshire County Council (BCC). This will only be agreed in exceptional circumstances as detailed in Buckinghamshire's "Local Management of the Free Entitlement for 2, 3 and 4 year olds" Updated January 2018.
- I agree to accept liability for the administration and legal costs for recovery for any overpayment made due to a false declaration on this form.

Essential notes for parents/carers

- If your child was born within the eligible birth date range he/she will be entitled to up to 15 hours of universal free entitlement per week. The free entitlement must be taken at a BCC approved provider and taken up to 51 weeks per year (maximum 570 hours universal free entitlement for the year).
- Your child is expected to attend for the hours claimed as stated on page 2 of this form and if your child
 does not attend regularly your provider may be asked to repay funding. Your provider will ask you to
 confirm and record the reason for non-attendance and extended non-attendance will be notified to BCC.
- You may choose to enroll your child at two or more providers to access up to 15 hours of free entitlement
 per week but at not more than two providers in one day. Provider's will be clear in their admissions/fees
 policy which days and hours will be their offer where you will be able to access the universal free
 entitlement without having to purchase additional childcare hours. Your child can only receive the
 maximum numbers of free hours designated for any one Early Education Entitlement funding period
 (term).
- Providers will make it clear in their admissions/fees policy the cost of additional childcare hours, meals, consumables (nappies, wipes, sunscreen etc.), or any additional services they may offer (e.g. yoga, French, keep fit etc.).
- If you use more than one provider it must be clear the funded hours to be claimed at each one. Where there is a dispute about the allocation of funding BCC will investigate and make the final decision.
- The maintained or academy school your child is due to attend will offer the opportunity to take up a full time school place from the September following your child's 4th birthday. If you accept the offer to attend a maintained or academy school before compulsory school age you are no longer eligible to claim your free entitlement and must inform your provider(s) not to claim the free Early Education Entitlement funding from the beginning of the term your child starts attending the school.
- BCC recommends only using one provider for the free universal entitlement hours as this will offer a
 more consistent level of development and support to your child, however, it is accepted that some
 parents may need/prefer to use two providers. If accessing the free universal entitlement no more than
 two providers in one day may be used and a maximum of three providers in total without reference to
 BCC.
- A child can attend for no less than ½ an hour in a day, no more than 10 hours in a day and a total of no more than 15 hours universal free entitlement in a week up to the maximum number of hours allowed for the funding term. Pro-rata hours apply e.g. where the child's start is delayed or deferred.
- Where available, Early Education Entitlement may be stretched over 45, 47 or 51 weeks per year, however it can only be accessed with more than one provider if the provider(s) offers the same stretched or term time only offer. Whilst you may change providers at half term we regret that you cannot switch from a term time only to stretched offer or vice versa until the end of the funded period, which is normally the end of the current term but may be later in the case of a stretched offer



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Full legal name of child:		-					
Childs Date of Birth:		_					
Parent/Carer name:		_					
Date change takes effect:		_					
For changes of free entitleme	ent hour	s please	comple	te the tal	ble belo	w:	
	Plea			ntitlement	hours	Total	Number
Setting Name(s)			ended per			number of hours per	of weeks per year
Setting Name(s)	Mon	Tue	Wed	Thurs	Fri	week	(e.g 38, 45,
Total Daily Free Hours Attended	t						
Other changes (e.g. change of the change of the changes of the cha	ated abo	ove are a	nt for Ed	ucation	and DW		
confirm that the changes st	ated abo	ove are a	nt for Ed	ucation	and DW		
confirm that the changes storovided can be shared with	ated abo	ove are a	nt for Ed	ucation	and DW		
confirm that the changes storovided can be shared with	ated abo	ove are a	nt for Ed	ucation	and DW	P if required	
confirm that the changes storovided can be shared with Print name	ated abo BCC, De	epartment PPA-U fo	nt for Ed	ateitially sign	ed please	P if required	on below:
confirm that the changes storovided can be shared with Print name Signed If there have been no changes I confirm that there have be	ated abo BCC, De	epartment PPA-U fo	nt for Ed	ateitially sign	ed please	P if required	on below:

