

Parent declaration form

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

Dear parent/carer

If your child does not attend any other nursery, pre-school, maintained nursery school or nursery class, please complete section A of the parent declaration (see below) and return the form to me.

If your child does attend another nursery, pre-school, maintained nursery school or nursery class, please discuss with me how many hours you wish to attend at this early years setting. 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 38 weeks per year. If your child is three or four, any weeks spent in a maintained nursery or reception class count as part of the 38 weeks. If your child attends more than one early years setting you will need to discuss this with the administrator at the other early years setting your child attends and ask them to sign the appropriate part of section B (see overleaf). When you have done that, please sign the form yourself and return it to me. Please note that if your child receives 15 free hours per week, these must be taken over a minimum of two days.

If you decide to change early years setting during the term, the certificate of leaving will be completed with the number of hours attended. This certificate must be handed to the new early years setting to enable them to provide any remaining hours.

Your child's details will be shared with the local children's centre

Yours sincerely

For the nursery/pre-school

1	Name of early years setting	
2	Name of child	
3	Address	
	Postcode	
4	Date of birth	
5	National Health Number	
6	Ethnic origin code	
7	SEN code	

Section A to be completed by parent/carer:

I confirm that my child is attending this early years setting for the free hours as shown below. I will make every effort to ensure my child attends the free hours. My child is not attending any other early years setting, and is not attending more than 15 free hours a week. I am not claiming any funded hours from any other government source/grant.

Number of free hours attended per week at this early years setting		Signed		Dated	
Date started (this term)					

Section B to be completed by parent/carer:

This section is to be completed if your child attends more than one nursery, pre-school, maintained nursery school or nursery class. You must make it clear how many hours the child is attending. Please note your child can attend a maximum of 15 hours per week under the free place scheme.

Section B

To be signed by parent/carer and by the administrator of both early years settings involved.

I confirm that my child is attending the early years settings shown below, I will make every effort to ensure my child attends all the free hours. I understand that the maximum number of free hours to which I am entitled is 15 hours per week and I would like my child's entitlement to be split between them as indicated below:

	Name of nursery/pre-school/ maintained nursery school/nursery class	Telephone number	Number of free hours attended at each early years setting per week
This early years setting			
Second early years setting			

Signed/printed

 /

Parent/carer

Dated

Signed/printed

 /

Administrator of **this** early years setting

Date
started

Signed/printed

 /

Administrator of **second** early years setting

Date
started

Certificate of leaving (Please take a copy of the leaving certificate)

To be completed by early years setting attended by a child who has left during the funding period and to be given to the parent/carer of that child. The certificate should be handed by the parent/carer for the new early years setting to prove how many free hours have already been used.

Name of child:

Date of
leaving:

Name of early
years setting:

Number of free hours
received this funding
period:

Signed:

Dated:

On behalf of early years setting

Print name:

Contact
telephone No:

Notes about the parent declaration form

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

1. The free entitlement for eligible two year olds and all three and four year olds is a maximum of 15 hours per week for a maximum of 38 weeks per year. This gives an entitlement for each eligible two year old and every three and four year old child of 570 free hours in any funding year April to March.
2. It is an **audit requirement** that parents/carers sign a **parent declaration** form to ensure that no child receives more than the maximum number of free hours allowed. You do not need to send us a copy but you must keep a copy for your records.
3. The **maximum number of free hours** allowed in a funding year 1 April to 31 March is 570 hours with a maximum of 15 hours per week. If your setting is open for longer than 38 weeks the entitlement can be stretched over the additional weeks.
4. Before asking the parent/carer to complete the parent declaration form **you should complete** the following details, having signed the letter at the top in the space provided:

Section 1: The name of your own early years setting
Section 2: The name of the child
5. Most parents/carers will sign **section A** to say their child does not attend elsewhere. If this is the case, keep the form for your records.
6. However, if a parent/carer completes **section B**, and declares that their child is also attending another early education setting, you must discuss with the parent/carer how many hours the child is attending at the other early years setting. The **parent/carer must complete how many free hours the child is attending at each early years setting**, obtain the signature of the administrator of both early years settings involved confirming the hours, and return the declaration to each early years setting. The total number of free hours attended between both early years settings must not exceed 15 per week.
7. Parents must agree to make every effort to ensure their child attends all free hours.
8. If a child starts your early years setting **after the beginning of the funding period**, in addition to finding out if the child is currently attending another early years setting, **you must find out whether the child attended another early years setting during the first part of the funding period**. You should ensure that the parent gives you a **declaration form from the previous early years setting with the certificate of leaving fully completed and keep for your records**.
9. If you are in doubt about the number of free hours a child is entitled to attend please contact 01992 555770 for advice.
10. If you wish to make an adjustment to the number of hours claimed for a two year old child who attends your nursery, please email: fee@hertfordshire.gov.uk.
11. For more detailed information on the free early education schemes please see the early years handbook. You can view this at www.hertsdirect.org/freeearlyeducation.