Durham County Council Early Education Entitlement – Parent Carer Declaration Form for Early Years Children to be used from 1st September 2026

1. Your Child's details *mandatory information

Child's legal name*	
Name by which the child is known (if different from above)	
Date of birth*	Gender*

For choosing the Ethnicity code in the box below, please refer to link below for guidance.
https://www.gov.uk/guidance/complete-the-school-census/find-a-school-census-code#ethnicity

Ethnicity	
Address*	
Postcode*	
Your chosen provider will need to see proof of your child's date of birth. Please indicate which document you will provide with this form.	Birth Certificate ☐ Passport ☐
Additional Information. Please give a copy of the evidence to your setting (if applicable).	Special Guardianship ☐ Looked After ☐ Adopted ☐ Not applicable ☐

2. Your details (parents/carers) the person receiving the benefit must be listed *mandatory information

Parent/Carer 1 Legal name*	
Date of birth*	
NI or NASS number*	
Contact number	
Email address	
Parent/Carer 2 Legal name*	
Date of birth*	
NI or NASS number*	
Contact number	
Email address	

3. What my Child is Eligible for

Information on qualifying criteria is below.

Funded Early Education and Childcare Entitlements

Working Family Entitlement – 9 Months to 4 Years Old

Eligible children aged 9 months up to 4 years old from working families are entitled to:

- 1,140 funded hours per year
- Equivalent to:
  - 30 hours per week (term time only), or
  - 21.92 hours per week (stretched across the year)

Eligibility criteria can be found here:

30 hours childcare - Best Start in Life

Children can access this entitlement the term following their 9-month anniversary.
The HMRC working family eligibility helpline is available at 0300 1234097.

Early Learning Entitlement – 2 Year Olds

Eligible 2-year-olds are entitled to:

- 570 funded hours per year
- Equivalent to:
  - 15 hours per week (term time only), or
  - 10.96 hours per week (stretched across the year)

Eligibility criteria can be found here:

https://www.durham.gov.uk/playandlearn

Children can access this entitlement from the start of the term following their 2nd birthday.

Universal Entitlement – 3 and 4 Year Olds

All 3- and 4-year-olds are entitled to:

- 570 funded hours per year (Universal 15 hours)
- Equivalent to:
  - 15 hours per week (term time only), or
  - 10.96 hours per week (stretched across the year)

Eligibility is based solely on date of birth.

Children can access this entitlement from the start of the term following their 3rd birthday.

I wish to claim for my child's funded hours in the following entitlement and will provide an appropriate code to confirm eligibility (if applicable).

9 month old to under two year old eligibility code (11 digits)	
2 year old eligibility code (6 digits)	
2 year old eligibility code (11 digits)	
3 and 4 year old Universal offer for 15 hours per week (indicate with a tick)	☐
3 and 4 year old eligibility code (11 digits)	
Number of funded hours per week you wish to claim for	

I wish to claim my child's funded hours on a (please indicate with a tick)

Term Time Basis (across the academic year of 38 weeks)	☐
Stretched Funding Basis (across the calendar year of 52 weeks)	☐

I give Durham County Council consent to complete an eligibility check (if applicable) for the following entitlements (please indicate with a tick)

Working Family	☐

4. Notice Period

From April 2026, Durham County Council are implementing a policy of allowing EY providers to request a maximum of 4 weeks' notice for a funded child wishing to move from one registered setting to another registered setting. We are unable to double fund a child at two providers or pay a provider twice for the same place. However, we recognise that it might take some time to fill an empty place, so we are implementing a maximum four weeks' notice period funding policy where a place is empty, and while a child is in this notice period they cannot be funded at a new provider.

Parents/carers are reminded of their responsibility to give a maximum of four weeks' notice on their child's funded hours – if this is not adhered to then you may be subject to a charge from your funded child's current EY setting. It is recommended that you speak to your EY setting before deciding to move your child to another registered setting.

I agree that on a future date (if applicable) that I will give at least 4 weeks' notice at my child's registered setting if my child moves on to another registered setting. ☐

5. Disability Access Fund

If your child is receiving child Disability Living Allowance and is receiving the free entitlement, he or she is eligible for the Disability Access Fund (DAF). DAF is paid to your child's early year's provider. The purpose of DAF is to support providers to make reasonable adjustments to your child's provision.

Further details about Disability Access Fund are available at https://www.durham.gov.uk/article/36548/Early-Years-Pupil-Premium-and-Disability-Access-Fund-information-for-providers

Is your child eligible for and in receipt of Disability Living Allowance (DLA)? Yes ☐ No ☐

If yes, please ensure you have given a copy of your most recent DLA award document to the setting which is to be emailed to EYfunding@durham.gov.uk

If your child is splitting their free entitlement across two or more settings, please nominate below the main setting where the local authority should pay the DAF. Please be aware that the DAF funding once allocated, is not transferable if the child moves settings.

6. Early Years Pupil Premium

To help ensure your child receives all funding and support they may be entitled to, we will check and confirm whether your child is eligible for Early Years Pupil Premium (EYPP).

Please tick the box only if you **do not** wish us to confirm your child's eligibility. No ☐

Further details about Early Years Pupil Premium are available at https://www.durham.gov.uk/article/36548/Early-Years-Pupil-Premium-and-Disability-Access-Fund-information-for-providers

7. Setting and Attendance Details

You need to agree and complete this declaration form with each setting your child attends for their early education entitlement to ensure that funding is paid fairly to each of them.

Your child can attend a maximum of two sites in a single day and a maximum of three registered settings in any one term or funding period. If your child attends more than one setting, we will distribute the funding appropriately between the settings.

Funding start date

My child is attending the following settings

Setting name A	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of funded weeks per year attending (e.g., 38 term time or 52 stretched)
	Mon	Tues	Wed	Thur	Fri		

Setting name B	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of funded weeks per year attending (e.g., 38 term time or 52 stretched)
	Mon	Tues	Wed	Thur	Fri		

Setting name C	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of funded weeks per year attending (e.g., 38 term time or 52 stretched)
	Mon	Tues	Wed	Thur	Fri		

	Grand total daily free hours attended					Grand total number of hours per week	Grand total of funded weeks per year attending (e.g., 38 term time or 52 stretched)
	Mon	Tues	Wed	Thur	Fri		

8. Additional Charges - To be completed by your child's Early Years Provider

Government funding is intended to deliver 15 or 30 hours per week (term time equivalent) of free, high quality, flexible early years education and care. This 15 or 30 hours must be able to be accessed free of charge to parents, that is , there must not be any mandatory charges for parents in relation to the entitlement hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on Local Authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

Providers should give details of the charges made for consumables and additional services, itemised details of what these charges relate to should be proportionate, but enable the parent/carer to understand the charges they are agreeing to by completing the section below.

The Parent/Carer agrees by signing this declaration that they have agreed to take up these optional extras in connection with the funded hours, and are aware that they can discuss alternatives with the provider.

9. Parent/Carer/Guardian with Legal Responsibility Declaration

Declaration (name)	
of (address)	
Postcode	

I 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:

Name of Provider/s	

to claim free entitlement funding as agreed above on behalf of my child.

Parent/Carer/Guardian with legal responsibility

Signed	
Print name	
Date	

Childcare provider

Signed	
Print name	
Date	

In collecting your data for the purposes of checking your eligibility for funded Early Years Children of all age groups and entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Durham County Council is exercising the function of a government department. Durham County Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Data Privacy

The General Data Protection Regulation (GDPR) 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 Early Years Provider or EYfunding@durham.gov.uk 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.

The Privacy Notice for Durham County Council Children and Young Peoples Services and Education Support Services is available at:
Privacy notice for Education Support Service - Durham County Council

Office use only. Document check.

Documentary proof of date of birth type e.g., birth certificate or passport	
Date document recorded	
Working Family Entitlement eligibility code (11 digits)	
Early Learning for 2 year olds eligibility code (6 digits)	
Number of funded hours per week claimed for	
Document recorded by (name of staff member)	