

Funding Parental Agreement

All Ages 2025-6

In order for us to claim the Nursery Education Funding for your child you must complete and acknowledge/sign this form which establishes that you know and understand the choices you have been offered and the responsibilities and obligations that come with that choice. It does not affect your statutory rights as parent or guardian.

Nursery Education Funding is provided for just 38 weeks of the year. It may be delivered over more weeks at fewer hours per week and there is a maximum of 10 hours allowed in any one day.

38 week term dates		
Autumn Term 2025	Spring Term 2026	Summer Term 2026
14 weeks	11 weeks	13 weeks
08 Sep – 19 Dec 2025	05 Jan – 27 Mar 2025	13 Apr – 17 July 2025
Half Term 27 -31 Oct	Half term 16 - 20 February	Half Term 25 May – 29 May

At our nursery we offer funding stretched over 51 weeks meaning that the number of days you attend decides how many hours per day will be funded and how many hours will be provided by the governments funding. Our pricing structure shows you the exact hours of each of these depending on your attendance pattern.

This agreement should be read in conjunction with the following **Policies**:

- Funding Policy
- Admissions & Waiting List Policy
- Provision of Food Policy
- Consumables & Activities Policy

All of which are available at nursery and on our website (to be added before September25)

We offer funded hours in various patterns which include the following:

15 hours Offer	Your Choice	Weekly Funded Hours
730am-6pm over minimum of 2 days	Over 51 wks Enhanced Offers	11.2
730am-1pm or 1-6:00pm over 3+ sessions	Over 51 wks Enhanced Offers	11.2
730am-330pm or 8am to 4pm (please check if offered at your chosen nursery) over minimum of 2 days	Over 51 wks Enhanced Offers	11.2
8am-6pm over 1 day	Over 51 wks Basic Entitlement	10
1-6pm over 2 sessions	Over 51 wks Basic Entitlement	10
1-4pm over 5 sessions	Over 38 wks Basic Entitlement	15
30 hours offer		
730am-6pm over minimum of 3 days	Over 51 wks Enhanced Offers	22.3
730am-1pm over 5 sessions	Over 51 wks Enhanced Offers	22.3
730am-330pm or 8am to 4pm (please check if offered at your chosen nursery) over 4 or 5 days	Over 51 wks Enhanced Offers	22.3
8am-6pm over 2 days	Over 51 wks Basic Entitlement	20
1-6pm over 4 sessions	Over 51 wks Basic Entitlement	20

Enhanced Offers include food, consumables, activities and extra hours, see our **Policies** for more information

Funded Places Terms & Conditions

1. A waiting list operates for all of our places and where we are offering funded only hours then we have to optimally plan our places for these. See Admissions & Waiting List Policy for more information.
2. Additional private paid hours do not have to be taken in order to access funded hours. Any additional hours taken will be charged at the relevant rate shown in the fees list.
3. Funding is not intended to cover the cost of food, consumables, enrichment activities and additional hours.
4. At our nursery we offer a range of funded patterns including enhanced all-inclusive patterns and funded only patterns with and without food, consumables and additional activities added. You cannot mix patterns between days attended.
5. You can choose which sessions to attend from our attendance patterns and on what basis: basic, enhanced or basic with additional enhancements. You will sign below to confirm this choice and agree to this throughout your attendance with us, unless you change the pattern of attendance as per clause 6.
6. If you do wish to change your funded only attendance pattern at any time then one full term's notice must be provided for this to occur. Private patterns require 6 weeks notice.
7. Should the nursery not be able to claim funding or have funding withdrawn for any reason e.g, incorrect information, non-attendance, claiming at more than one nursery or leaving before the Local Authority Headcount date, then you agree to pay any fees that are due at the nursery's private rate.
8. You agree to the nursery being able to apply to the Local Authority to claim for any additional funding as appropriate to support economic and inclusive practice such as EYPP, DAF and specific inclusion or high needs funding and will provide all relevant details to allow this to happen (NI Numbers and DOB for parents living with the child).
9. If you are claiming Working Families Entitlement for the Expanded or Extended 30 hours funding then you will be required to set-up a childcare account and obtain an Eligibility Code www.childcarechoices.gov.uk. This must be re-confirmed every 3 months with HMRC. Should you lose your eligibility, you agree to pay private fees for any period not covered by the funding claim. NB There is an HMRC fine to pay from £300-£3000 for a false claim for funding.
10. Should your Eligibility Code lapse and you move into a Grace Period for some or all of your funded hours e.g. you become eligible for only 15 hours as a 3yr old, then you agree to pay the remainder of any non-funded fees at the relevant rate shown in the fees list on a private basis.
11. If you are unable to pay the private fees due to a change in eligibility or personal circumstances, then you may be asked to change your hours or days in order to ensure our places remain optimally filled with a change in pattern.
12. I confirm I am eligible for
 - ☐ 15 hours for government supported two year olds
 - ☐ 15 hours for three and four year old Universal Entitlement
 - ☐ 30 hours Working Families entitlement for 9 months and above
 - ☐ Disability Access Fund i.e. in receipt of DLA
 - ☐ Early Years Pupil Premium*

***ADOPTION OR SPECIAL GUARDIANSHIP**

To be awarded EYPP, a photocopy of the relevant Court Order or Adoption Birth Certificate must be given to your provider (or can be sent direct to the LA if preferred) and sent to the funding office as supporting evidence. The child must have:

- Been Looked After by the local authority for at least one day
- Been Adopted from care
- Left care through Special Guardianship
- Been or is subject to a child arrangement order (formerly known as residence order)

13. This agreement is set to cover a period from when you start funding to the August prior to your child starting school. Should you wish to cancel this agreement prior to that time then you may give notice no less than 6 weeks before the end of the current term.

14. By agreeing to accept the funded hours, I confirm that the information I have given is accurate and true, that I have read and understood the fees sheet, funding policy and admissions and waiting list policy and that I also fully understand any additional charges that will be applied to my account for the attendance pattern I have chosen.

Funded Place Choice – please complete and return to nursery

	Food	Consumables	Activities	Hours	YOUR CHOICE
I choose All-In Funding over 51 weeks with maximum flexibility and best value	✓	✓	✓	✓	
I choose Just 15/30 Fully Funded over 51 weeks with discounted enhancements	✓	✓	✓	✗	
I choose Just 15/30 over 51 weeks with the following Enhancements				✗	
I choose Just 15 over 38 weeks with the following Enhancements				✗	

Your funding will be spread across the number of weeks above, if you do not attend the full quota of weeks that you have agreed to, the LA may remove your funding and will charge any unfunded hours in addition.

I agree that the information given above is correct, and I give permission for the Local Authority to check my and/or my partner's eligibility status with the relevant benefit providers, and hold my details to make further checks including 30 hours eligibility, Early Years Pupil Premium, Disability Access Fund, Free School Meals. I agree to inform you immediately if my benefit stops or changes.

In addition, I also agree that the information I have provided can be forwarded to and shared with the local authority and Department for Education, and any relevant partners and agencies working

on their behalf, who will access information from other government departments to confirm my child's eligibility and enable the provider to claim Early Years Pupil Premium (EYPP) or Disability ACCESS Fund (DAF) on behalf of my child. My child's details may be used by the relevant Local Authority for functions other than funding, such as to support school admissions concerning SEN provision and Children's Centres. My child's details will be forwarded to the proposed school once I have accepted their Reception place. I understand that my child's details and my own/my partners will be securely retained for audit purposes and in line with the retention periods outlined in our Privacy Notice & Data Protection Policy.

I have read and understood the Funding Parental Agreement and associated policies detailed in this Declaration and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time. I have been made aware of the privacy notice and am able to access a copy via the nursery website, if I wish to do so. I/We are the person/s with legal responsibility for the child named above.

SIGNED: _____ PRINT NAME: _____ DATED: _____
(Parent/Legal Guardian)

SIGNED: _____ PRINT NAME: _____ DATED: _____
(Parent/Legal Guardian)

If you have any other comments or requests then please outline them in the box below:

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