

# Notes on completing the Parent Declaration Form (April 2025)



west  
sussex  
county  
council



- 1 West Sussex County Council (WSCC) must correctly identify all children the funding is claimed for. The child's name **must** be given in full and match their legal name, as stated on their Birth Certificate or Passport. This information is used to update School Admissions records.

WSCC is required to check pupil records for duplicates and fraudulent claims and to update individual details on its database. The postcode is very important information in this process and **must** be completed.

**The provider may only claim funding if they have had proof that your child is in the eligible age range and so they will need to certify your child's date of birth. You will need to show the provider a document of proof such as a Birth Certificate or Passport and enter the document number on the form.**

- 2 Choose your ethnic origin from the following list: (Funding is not dependent on choice of ethnic origin – this information is used purely for statistical purposes).

- Afghan
- African Asian
- Albanian
- Arab Other
- Asian and Any Other Ethnic Group
- Asian and Black
- Asian and Chinese
- Bangladeshi
- Black - Angolan
- Black - Congolese
- Black - Ghanaian
- Black - Nigerian
- Black - Sierra Leonean
- Black - Somali
- Black - Sudanese
- Black and Any Other Ethnic Group
- Black and Chinese
- Black Caribbean
- Black European
- Black North American
- Bosnian- Herzegovinian
- Chinese and Any Other Ethnic Group
- Croatian
- Egyptian
- Filipino
- Greek
- Greek Cypriot
- Gypsy
- Hong Kong Chinese
- Indian
- Iranian
- Iraqi
- Italian
- Japanese
- Kashmiri Other
- Kashmiri Pakistani
- Korean
- Kosovan
- Kurdish
- Latin/ South/ Central American
- Lebanese
- Libyan
- Malay
- Malaysian Chinese
- Mirpuri Pakistani
- Moroccan
- Nepali
- Other Asian Other Black
- Other Black African
- Other Chinese
- Other Ethnic Group
- Other Gypsy/Roma
- Other Mixed Background
- Other Pakistani
- Other White British
- Polynesian
- Portuguese
- Refused
- Roma
- Serbian
- Singaporean
- Chinese
- Sri Lankan Other
- Sri Lankan Sinhalese
- Sri Lankan Tamil
- Taiwanese
- Thai
- Traveller of Irish Heritage
- Turkish
- Turkish Cypriot
- Vietnamese White - Cornish
- White - English
- White - Irish
- White - Northern Irish
- White - Scottish White - Welsh
- White and Any Other Asian Background
- White and Any Other Ethnic Group
- White and Black African
- White and Black Caribbean
- White and Chinese
- White and Indian
- White and Pakistani
- White Eastern European
- White Other
- White Western European Yemeni

- 3 For children who are eligible to receive EYFE for Working Families, the provider will need your 11-digit eligibility code, your National Insurance number and child's date of birth in order to validate the code with WSCC. You will be prompted by HMRC to reconfirm your eligibility every 3 months; missing reconfirmation deadlines may cause your eligibility to lapse. If upon reconfirmation you are no longer eligible for EYFE for Working Families, you will be able to retain your EYFE for a short period; this is known as the grace period. For 3- and 4-year-olds your **Universal EYFE** will continue.
- 4 Children who are in receipt of Disability Living Allowance (DLA) and are receiving EYFE are eligible for the Disability Access Fund (DAF). DAF is paid to the nominated provider of your choice as a fixed annual rate of £938 per eligible child. Funding is **not** transferable between settings. You must provide the setting with a **copy** (no originals) of your child's current DLA award letter in order for the setting to claim DAF.
- 5 Providers will be able to claim additional supplements up to a maximum £855 a year for children who meet Early Years Pupil Premium (EYPP) eligibility criteria, depending on the total number of yearly funded hours claimed. Your eligibility under the economic criteria is checked using your National Insurance (NI) number or National Asylum Support Service (NASS) number. By providing these details you are granting WSCC permission to check your EYPP eligibility with the Department for Work and Pensions (DWP) and award EYPP plus an additional supplement if appropriate.

Information relating to your income is not shared by the DWP when your eligibility is checked. Further information on the EYPP, including eligibility criteria, can be found by visiting the [Early Years Funded Entitlement website](#). EYPP for 3- and 4-year-old children will only apply to the hours claimed from 3- and 4-year-old Universal EYFE allowance (15 hours a week maximum).

- 6 Funded hours is the amount of time your child is entitled to attend for free whilst accessing early education. These hours are funded by the Government. They are subject to the following limits:

EYFE scheme	Maximum hours per week (over 38 weeks)	Maximum hours per year
9-month-old EYFE for working families	15	570
2-year-old EYFE for working families	15	570
LA issued 2-year-old EYFE	15	570
Universal EYFE for 3- and 4-year-olds	15	570
Universal + Extended EYFE for 3 and 4 year olds	30	1140

- 7 If your provider offers funding over more than 38 weeks per year, the total funded hours can be 'stretched' across the whole year. Depending on your provider's method of claiming the total hours you can claim over the year may consequently reduce, as the funding can only be claimed from WSCC in half hourly increments. Please see examples in grid below:

Weeks per year	Hours per week	Total hours across the year	Hours per week	Total hours across the year
38	15	570	30	1140
45	12.5	562.5*	25	1125*
51	11	561*	22	1122*

\*The remainder of hours cannot be claimed if your setting claims standard stretched funding.

Alternatively, your provider can claim over 38 weeks per year but 'self-stretch' the hours according to a pre-arranged agreement between them and yourself. All rules still apply when this method of claiming is used, including the maximum of 15 or 30 hours per week. All hours claimed **must** be delivered to the child (with the exception of child sickness or planned short term holidays). If you wish for your child to access EYFE hours over more than 38 weeks you must discuss this with your provider before starting your claim, so you are aware of any potential loss in free hours. Please note that not all providers offer these stretched methods of claiming.

- 8** If your provider is open for more than their stated funded weeks per year (e.g. if they are open for 51 weeks per year but only offer the funding over 38 weeks), any hours your child attends in the non-funded weeks will need to be funded by yourself.
- 9** WSCC will claim grant, to be paid to providers for educating your child/children for up to 15 funded hours per week, or for the Extended EYFE 30 hours per week. Children may attend a maximum of 10 hours in one day. Please note:
  - Parents **must not** be required to take up additional services in order to take up funded hours.
  - You may, if you wish, access only the funded hours at those times stipulated by the provider and subject to availability of places. Please refer to the provider's Admissions Policy for further information and details on how they prioritise places.
  - If you do not wish to commit to extra weeks over and above the 38 week limit you are not obliged to in order to access the EYFE.
  - The entitlement equates to 570 hours per year, or for 3- and 4-year-old Extended FE 1140 hours per year. This cannot be exceeded in one 12-month period. Please note that the 12-month period starts once the child is eligible at the start of the term in which they begin to access their EYFE hours.
  - All EYFE may be split across county borders, but the total hours claimed for 2-year-old FE and 3- and 4-year-old Universal FE must not exceed 15 per week (or 570 hours per year). Or, for the Extended FE 30 hours per week (or 1140 hours per year). This information is shared and audited with other Local Authorities.
  - The entitlement may be taken over more than 38 weeks, in which case the weekly entitlement is reduced (see also note **7**).
  - Providers are **not** obliged to meet every individual request for a pattern of delivery where this is impractical.

**WARNING: You are not entitled to claim more than 15 funded hours per week (or 570 hours per year), or for the Extended FE 30 hours per week (1140 hours per year). This includes cross county border funding. Claims in excess of this will lead to legal action.**

- 10** You can split the EYFE between multiple EYFE registered providers, though no more than two sites in a single day. For example, your child may attend a breakfast club and nursery setting based on one site, and then attend a setting on a different site in the afternoon. You must inform each provider of how many hours you are going to claim at additional providers and ensure your total funded hours does not exceed the maximum as per note **9**.
- 11** WSCC makes regular checks to ensure children are not exceeding their EYFE Claim.
- 12** You **must** ensure that you claim the same number of EYFE hours you register for with your provider. If you intend to change the number of hours you must discuss this with the provider before implementing any changes. You **must not** register for more EYFE hours than your child accesses. **It is fraudulent for a provider to claim more EYFE hours than a child is accessing.**
- 13** Any changes to the Parent Declaration form **must** be submitted by the childcare provider to WSCC **before** the headcount date at the start of a term. Headcount dates are available from your childcare provider. Any change to an existing declaration, made after the headcount date will not be accepted.
- 14** If your child starts to attend school on a part-time basis the funding to your EYFE registered provider (Day Nursery, Pre-school, Childminder, Breakfast Club, Out of School Club, or Holiday

Scheme) ceases.

- 15** You **must** update your provider and complete a new copy of the Early Years Entitlement Parent Declaration Form for any changes in hours or complete the Record of Change section if there is a change of address or legal names. The information you provide will be used for the school admissions process. **If incorrect, this may mean that your child is designated the incorrect school catchment area.**

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**THIS FORM MUST BE RETAINED BY THE PROVIDER, FOR THE CURRENT FINANCIAL YEAR (APRIL TO MARCH), PLUS 2 YEARS FROM COMPLETION DATE AND MADE AVAILABLE AT THE REQUEST OF WEST SUSSEX COUNTY COUNCIL OFFICERS OR OFSTED INSPECTORS.**

**IF CHANGES TO HOURS ARE REQUIRED THEN A NEW FORM MUST BE COMPLETED.**

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**If you require any assistance when completing this form, please contact the Family Information Service on 01243 777807**