

## **GUIDANCE ON COMPLETING THE PARENT DECLARATION FORM**

Your setting(s) will submit your claim for your funded childcare once you have completed the Parent Declaration Form. It is very important that you understand and agree to any additional costs that you may be liable for.

All children in England are entitled to up to 15 hours free childcare funding from the term after their 3rd birthday until they are of statutory school age or have started school. Please ask your setting if you need help determining your child's eligibility for a free place. The dates are consistent with those used for determining the start of compulsory education.

Working families in England are entitled to up to 30 hours of free childcare at a registered Early Years Provider. Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for further details and to apply.

Deadline dates for apply for the extended hours are:

- **31st March - for the Summer term**
- **31st August - for the Autumn term**
- **31st December - for the Spring term**

Once issued, eligibility codes MUST be reconfirmed every 3 months to remain valid.

Please select one of the following ethnicity categories and complete the relevant box on the form:

AFRICAN ASIAN	OTHER MIXED BACKGROUND
ANY OTHER ASIAN BACKGROUND	PAKISTANI
ANY OTHER BLACK BACKGROUND	WHITE AND ASIAN
ANY OTHER ETHNIC GROUP	WHITE AND BLACK AFRICAN
ARAB OTHER	WHITE AND BLACK CARIBBEAN
BANGLADESHI	WHITE AND BLACK CARIBBEAN
BLACK AFRICAN	WHITE AND INDIAN
BLACK CARIBBEAN	WHITE BRITISH
CHINESE	WHITE EASTERN EUROPEAN
GYPSY/ROMA	WHITE IRISH
INDIAN	WHITE OTHER
OTHER BLACK AFRICAN	

If your child has a SEN status, you may be able to claim the full entitlement even if your child attends less than 15 hours per week. Please discuss with your provider.

Some 2 year olds in England are entitled to up to 15 hours free childcare if their families are receiving some form of support and meet the eligibility criteria. Please discuss with your provider.

Gloucestershire County Council will fund a place for your child to attend:

- a maximum of 2 settings per day
- A maximum of 10 hours per day
- A maximum of 15 or 30 hours per week (570 or 1,140 hours per year)
- 38 weeks per year, term time only or more if your provider offers stretched funding, up to a maximum of 50 weeks.

If you need help completing this form please ask your provider.

**FUNDED ENTITLEMENT FOR 2, 3 & 4 YEAR OLD - TERMS & CONDITIONS**

***IMPORTANT: By signing the Parent Declaration form you understand and agree to the following:***

- As a parent/guardian, you understand it is your responsibility to provide us with accurate details of all the settings and hours that your child attends.
- You must complete a separate Parent Declaration Form for each setting your child attends and declare all hours. We will fairly apportion any over claims.
- You understand the funding is intended to cover the cost of childcare only; it is not intended to cover the cost of meals, consumables, additional hours or services.
- You agree to pay any extra costs direct to your childcare provider(s).
- If your child moves from one setting to another during the funding period, you and your providers must submit the correct amendments to us. If we do not receive the amendments, we will not be able to transfer any funding.

For further advise regarding Early Years Funded Entitlement for 2, 3 & 4 year olds  
please contact the Nursery Funding team:-

Telephone: 01452 328668

Email: [free34formsubmission@eygloucestershire.co.uk](mailto:free34formsubmission@eygloucestershire.co.uk)

Or visit the website: <https://www.gloucestershire.gov.uk/early-years-service/>

**NURSERY FUNDING CATEGORIES****ETHNICITY CATEGORIES**

<b>CATEGORY</b>	<b>PORTAL CODE</b>
AFRICAN ASIAN	AAFR
ANY OTHER ASIAN BACKGROUND	AOTH
ANY OTHER BLACK BACKGROUND	BOTH
ANY OTHER ETHNIC GROUP	OOth
ARAB OTHER	OARA
BANGLADESHI	ABAN
BLACK AFRICAN	BAFR
BLACK CARIBBEAN	BCRB
CHINESE	CHNE
GYPSY/ROMA	WROG
INDIAN	AIND
OTHER BLACK AFRICAN	BAOF
OTHER MIXED BACKGROUND	MOTM
PAKISTANI	APKN
WHITE AND ASIAN	MWAS
WHITE AND BLACK AFRICAN	MWBA
WHITE AND BLACK CARIBBEAN	MWBC
WHITE AND BLACK CARIBBEAN	MWBC
WHITE AND INDIAN	MWAI
WHITE BRITISH	WBRI
WHITE EASTERN EUROPEAN	WEEU
WHITE IRISH	WIRI
WHITE OTHER	WOTW