

## **Sample Parental Agreement Template 2026-2027**

### • **Provider Information**

A parental agreement must be completed for every child **before** they access a funded entitlement place with your provision. Providers must check this is fully completed, signed and dated by the parent/carer. The parental agreement must also be signed and dated by the designated person in the provision.

Providers are required to check parental agreements for accuracy before the start of each term and may re-issue these for completion, if amendments are required e.g. a change to the number of weekly funded hours claimed or child's attendance pattern.

If the provision uses a third-party platform to request the completion of parental agreements, the provider must check any parental agreements uploaded to the system have been completed correctly and that it has been signed and dated by the parent, before they access their funded entitlement place

Once parental agreements are completed, they must be made available to the local authority if requested, as part of any compliance check process or parent query raised with the Funding Team.

As a childcare provider, you have a data protection responsibility to inform parents/carers why this personal data is required and how this will be used. **The retention period for parental agreement by a provider is 6 years.**

If using or adapting this sample parental agreement for use at your provision, you must ensure your updated parental agreement remains compliant as per the Early Years Statutory Guidance requirements in place - [Free early years provision and childcare: model agreement - GOV.UK](#)

### • **Parent/Carer Information**

To access your government-funded childcare hours, you must complete a parental agreement for each provider your child attends.

By completing a parental agreement your provider will claim for the funded hours planned and agreed with the provider. You must ensure your child therefore attends regularly and consistently with the provider for their registered funded hours claimed.

The purpose of this agreement is for your provider to confirm how they will offer your funded hours to you. A parent is also required to confirm their personal details and your permission for these to be shared with the local authority, so they can claim government funding on your behalf. Your details will also be used by the local authority to carry out checks for **Working Parent entitlement, Early Years Pupil Premium (EYPP) and Disability Access Funding (DAF)**.

Parents are required to check their parental agreement for accuracy prior to the start of each term and notify their provider if an amendment is required e.g. a change to the number of weekly funded hours claimed or your child's attendance pattern.

On your agreement you must declare if you are accessing funded hours at another provider in North Yorkshire, or in another local authority. Checks are made to ensure you do not exceed your government funded entitlement. Where overclaims are found, parents will be required to pay for hours used over and above their government funded entitlement.

Your provider must make clear if they offer the stretched entitlement and if so, the number of weeks the entitlement is stretched over so you can clearly see that you are receiving your child's full entitlement. However, offering 'stretched' funding is at the discretion of your childcare provider. There is no requirement for providers to offer funding in this way.

Early years funded providers are required to confirm to you how they offer government funded hours and their additional costs to parent/carers for non-funded items such as food, consumables, activities, and non-funded hours. This enables you to clearly understand how you will access your child's funded entitlement and what charges are payable by you **before** taking up a funded place. Any charges made relating to non-funded services should also be optional and in line with Statutory Guidance [Early education and childcare - GOV.UK](#).

Any invoice issued to you must also be itemised and clearly separate your funded hours from the additional charges payable by you for agreed consumables, activities, non-funded hours and any other charges you agreed to according to your provider's terms and conditions, when registering to access a funded place.

The table below gives details of when a child becomes eligible for a funded place.

Child's birthday	When you can claim
1 January to 31 March	The beginning of the school term (Summer) on or after 1 April
1 April to 31 August	The beginning of the school term (Autumn) on or after 1 September
1 September to 31 December	The beginning of the school term (Spring) on or after 1 January

If you want to use Working Parent funding, you must have a valid Working Parent Code. This code must be in place by the deadline at the end of the term before your child starts receiving the funding. Full details on deadline dates to access Working Parent funding can be found here: [Eligibility for 30 hours childcare - Best Start in Life](#). If you are a parent/carer returning from maternity, paternity, parental or adoption leave, or starting new employment please ensure you check with your childcare provider when you are able to start using your Working Parent Code.

Once a child attends a maintained school reception class, they are no longer eligible for early years government funding

Before accessing a funded place, your childcare provider will need to see proof of your child's date of birth, for example their Birth Certificate or passport. Dependent upon which type of government funded childcare you wish to access further information will also be required by your provider as follows:

Funding Type	Information from parent/carer required
Working Parent Funding for 9–23-month-old, 2-year-old or 3-&-4-year-old	11-digit Working Parent code from HMRC (or from local authority responsible for child, if child in in foster placement)
Early Learning Funding for 2-year-old's	6-digit code provided to you by <b>North Yorkshire Council only</b>
3&4 YO Universal funding	No code required or additional information to be provided to claim this. Provider will claim on your behalf automatically.

*If you are eligible to claim both Early Learning funding for 2-year-olds and Working Parent funding, your provider must be given details of your 6-digit Voucher Code from North Yorkshire Council to claim your child's funding **and** your 11-digit Working Parent code from HMRC.*

Useful website information for parents:

[Homepage | Best Start in Life](#) – Further information on support with childcare costs and Working Parent funding codes

[Early years funding for 2-year-olds | North Yorkshire Council](#) – Information on Early Learning Funding for 2YO's

[Children and families | North Yorkshire Council](#) - For information and help to find childcare in North Yorkshire. You can also contact by email our FIS Team at [fis.information@northyorks.gov.uk](mailto:fis.information@northyorks.gov.uk)

For further information about how NYC and/or Department for Education store and use this data, please go to the following websites: [CYPS general privacy notice | North Yorkshire Council](#) and <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

## SAMPLE Parental Agreement Template.

Funded early years childcare for working parents of eligible children who are:

9-23 months old: 30 hours/week, 2-Year-Olds (working parent entitlement 30hours/week maximum), Early Learning funding for 2-Year-Olds (15 hours/week maximum), 3 & 4-Year-Olds: 15hrs/week (universal entitlement only) or 30hours/week (universal entitlement + working parent entitlement)

**Name of Provider**

### Section 1 - Child Details

<b>Legal Forename</b>		<b>Legal Surname</b>	
<b>Middle Name</b>		<b>Preferred Surname</b>	
<b>Address including postcode.</b>			
<b>Date of Birth</b>		<b>Gender</b>	
		<b>SEN Stage</b>	
<b>Ethnic Background</b> - This information is a statutory requirement from the Department for Education and is needed for the Early Years Census. If you do not wish to have this information recorded, please tick the appropriate box below.			
<b>White</b>	WBRI	White British	<input type="checkbox"/>
	WIRI	White Irish	<input type="checkbox"/>
	WIRT	White Traveller of Irish Heritage	<input type="checkbox"/>
	WROM	White Gypsy/Roma	<input type="checkbox"/>
	WOTH	Any other White background	<input type="checkbox"/>
<b>Black or Black Caribbean</b>	BCRB	Caribbean	<input type="checkbox"/>
	BAFR	African	<input type="checkbox"/>
	BOTH	Any other Black background	<input type="checkbox"/>
<b>Other Background</b>	CHNE	Chinese	<input type="checkbox"/>
	OOTH	Any other ethnic background	<input type="checkbox"/>
<b>Asian or Asian British</b>	AIND	Indian	<input type="checkbox"/>
	APKN	Pakistani	<input type="checkbox"/>
	ABAN	Bangladeshi	<input type="checkbox"/>
	AOTH	Any other Asian background	<input type="checkbox"/>
<b>Mixed</b>	MWBC	White and Black Caribbean	<input type="checkbox"/>
	MWBA	White and Black African	<input type="checkbox"/>
	MWAS	White and Asian	<input type="checkbox"/>
	MOTH	Any other Mixed background	<input type="checkbox"/>
<b>I do not wish an ethnic background to be recorded</b>			<input type="checkbox"/>

**SECTION 2 – Weekly attendance and Funding claim details**

Non funded additional hours, consumable/activities, and any other charges								
	Has your provider confirmed charges payable by you for the chargeable extras below. Please tick where applicable				Have you been made aware by your provider that you can opt out of paying for the chargeable extras below. Please tick where applicable			
<b>Non-funded hours</b>								
<b>Food</b>								
<b>Consumables</b>								
<b>Activities</b>								
<b>2-year-olds receiving <u>both</u> Early Learning Funding for 2-year-old’s and Working Parent Entitlement funding</b>								
<p>The local authority receives parent data from the Department for Work and Pensions to enable the local authority to check eligibility for the Early Learning for 2-year-olds. Where necessary eligibility for Early Learning for 2 year olds funding may be shared with your childcare provider.</p> <p>2-year-olds eligible for <b>both</b> Early Learning Funding for 2-year-old’s (15 hours per week) <b>and</b> Working Parent Entitlement (15 hours per week) who split their child’s provision between providers, please state below at which provider you wish to claim the Early Learning Funding for 2-year-olds, and which provider you wish to claim the Working Parent Entitlement.</p> <p><b>Please note</b> that if a parent ceases to meet the eligibility criteria for the Working Parent Entitlement, the parent may, at that point, choose which provider where they will continue to take up any funded hours they remain eligible for. Where claims are made for 30 hours Working Parent Entitlement, and the local authority has a record of Early Learning Funding for 2-year-old entitlement, the local authority has a duty to account for any hours available under the Early Learning Funding for 2-year-old entitlement and will contact the provider to inform them of how this should be recorded.</p>								
<b>Name of Provider</b>								
<b>Enter number of funded hours per day for this Provider</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Total per week</b>	<b>Number of funded weeks (38 or less)</b>	
<b>Funded hours Early Learning Funding for 2-year-old’s</b>								
<b>Funded hours universal 3 &amp; 4-year-old</b>								
<b>Working Parent hours (if eligible) 9–23-month-old, 2-year-old, or 3 &amp; 4-year-old</b>								
<b>Non-Funded hours (paid for by parent)</b>								
<b>Total funded hours per day (term time only)</b>								
	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Total per week</b>	<b>Number of funded weeks (e.g. 48, 50)</b>	
Stretched funding pattern - enter the actual funded hours accessed per day.								

**Please state child's attendance at another provider, if applicable.**

If splitting the government funding, you must ensure that you notify all childcare providers, making it clear where the funded hours should be claimed. Failure to declare another provider may require payment by you, for hours used over the funded entitlement.

**Name of second Provider:**

Enter number of funded hours per day accessed with second Provider	Mon	Tue	Wed	Thu	Fri	Total per week	Number of funded weeks (38 or less)
Funded hours Early Learning Funding for 2-year-old's							
Funded hours universal 3 & 4-year-old							
Working Parent hours (if eligible) 9–23-month-old, 2-year-old, or 3 & 4-year-old							
<b>Total funded hours per day</b>							
	Mon	Tue	Wed	Thu	Fri	Total	Number of funded weeks (e.g. 48, 50)
Stretched funding pattern - enter the actual funded hours accessed per day.							

**Disability Living Allowance (DLA) and Disability Access Funding (DAF)**

Funded children who are in receipt of DLA and are receiving the funding entitlement are eligible for the DAF. The DAF is a fixed annual rate of £975 per eligible child and paid annually to the child's early years childcare provider nominated by the parent. **The provider must have a copy of the child's Disability Living Award letter to enable a claim to be made.**

Is your child eligible and in receipt of Disability Living Allowance?	YES		NO		If YES, please give a copy of the Disability Living Award letter to your provider.		
Please name the main early years provider that you wish to claim for the DAF. You must give a copy of the child's Disability Living Award letter to make a claim.							

**Early Years Pupil Premium for funded children**

The Early Years Pupil Premium (EYPP) is additional funding up to £655.50 per year provided by the government to early years providers to support the development and learning of some children by providing extra resources to support their early education. If your child is taking up the working parent entitlement, is eligible for EYPP and is splitting their provision across two or more settings then you must state at which provider you wish to claim the EYPP entitlement. Please note, if a child is entitled to Early Learning Funding for 2-year-old entitlement as well as working parent, the EYPP will be applied to the Early Learning Funding for 2-year-old funded hours.

To qualify for EYPP, a child must be accessing early year's funded childcare, and their family must meet certain criteria, such as being eligible for free school meals, being looked after by the local authority, or being adopted from care.

By completing the Parental Agreement, you are giving your permission for checks to be made using your NI/NASS number, DOB and surname, this will not affect any of your benefits.

Where EYPP is allocated to children who are in local authority care or have been adopted, childcare providers will have access to the reason for the EYPP allocation and this information may be shared with your child's other provider, if applicable. Your childcare provider will discuss with you how this additional funding will be used to enhance your child's development.

Name of Provider you wish to claim EYPP.	
Name of local authority that the child is currently under the care of:	
Name of local authority, if child has left care adopted, SGO, child arrangement order – evidence may be required	

### Section 3 – Parent / Carer Details

The sections below must be completed by the child's parent/carer with parental responsibility for the named child. This information will enable the named Early Years childcare provider to check and claim, if applicable, for the correct number and type of funded hours.

**2-year-old funding** – For Early Years Pupil Premium purposes, claims can only be made for either Early Learning Funding for 2-year-old's or Working Parent funding, **not both**.

**Working Parent Eligibility Codes** can only be checked using the parent details who created the childcare services account on the Government website.

**Early Years Pupil Premium** economic eligibility checks can only be made using the parent details of the person named on a Tax Credit Award Form or Letter from the Department for Work and Pensions. Evidence may be required for children with LAC status or who have left care.

	Parent/Carer 1						Parent/Carer 2					
Parent/carer first name												
Parent/carer surname												
Parent/carer Date of Birth (required to enable EYPP check to be made)	DD		MM		YYYY		DD		MM		YYYY	
National Insurance Number or NASS Number												
Working Parent Eligibility 11-digit Code												
Early Learning for 2-year-old's 6-digit code from NYC, if eligible												

## Section 4 – Parental Declaration

- 1) I confirm that the details given on this form are correct.
- 2) I confirm that my child is not attending a reception class in a maintained/academy school.
- 3) I accept that I must discuss any change in my child’s funded hours during a term with all Early Years childcare providers that my child attends.
- 4) I understand that I cannot claim my entitlement across more than 2 sites in one day.
- 5) I understand that I must inform my childcare provider if I am eligible for both Early Learning Funding for 2-year-old’s and 2-year-old Working Parent entitlement.
- 6) I understand that I cannot claim more than the weekly maximum of up to 30 funded hours.
- 7) I understand that my funded hours cannot exceed 10 hours per day and can be accessed between 6am – 8pm depending on the operating hours of my chosen childcare provider.
- 8) I authorise the named provider to check the Working Parent eligibility code, if provided.
- 9) I understand that if I cease to meet the Working Parent eligibility criteria, I will continue to receive working parent entitlement for the “grace period” only at my current provider.
- 10) I authorise North Yorkshire Council to exchange information I have provided with my child’s providers, other local authorities if my address is outside of North Yorkshire and the Department for Education.
- 11) I authorise North Yorkshire Council to exchange information about my child’s take-up of the entitlement.
- 12) I authorise North Yorkshire Council to check my eligibility for 2-year-old funding (where applicable) and use my details should I be in receipt of a 2-year-old NYC confirmation letter to confirm my eligibility.
- 13) I authorise North Yorkshire Council to check my eligibility for Early Years Pupil Premium enabling the proper funding to be paid to my childcare provider based on 15 universal funded hours (3&4yo) and 15 funded hours for 9–23-month-old, and 2-year-olds only.
- 14) I understand that childcare providers and the Local Authority are bound by the Data Protection Act and will not reveal information held on my child to a third party unless the law allows us to. Information may be provided to other agencies where necessary for the purpose of the prevention or detection of crime.
- 15) I understand that if my child accesses government funded hours at another provider in North Yorkshire, or with another local authority over their maximum entitlement, I may be liable to pay my provider.

<b>Parent/Carer: I confirm that I have read and agree to all points in the declaration above.</b>			
<b>Parent/Carer Signature:</b>		<b>Date:</b>	
<b>Print Name:</b>			
<b>Provider: I confirm I have checked evidence of child’s date of birth and supplied details to confirm how government funding will be offered. I have also confirmed any additional services offered at this provider that are not covered by government funding, including any additional charges payable.</b>			
<b>Provider Signature:</b>		<b>Date:</b>	
<b>Print Name:</b>		<b>Job Role:</b>	
Documentary proof of DOB seen (e.g., birth certificate, Passport)			