

## Parental Agreement September 2025 - Guidance Notes for Completion

### IMPORTANT NOTES:

1. You must have a fully completed parental agreement in place for all children that you claim funding for.
2. Providing a parental agreement is in place for every child, which reflects the EEF hours that have been agreed you can decide how frequently you complete them. For example, some settings choose to issue them termly, others recomplete them every academic year, or just when the EEF hours change.
3. You must use the parental agreement template supplied by Lancashire County Council and must not delete or amend any of the fields/wording.
4. You may choose to add additional fields to the parental agreement providing such fields do not contravene any of the national requirements as set out in the Early Education and Childcare Statutory Guidance for Local Authorities.
5. Without a completed parental agreement, you do not have the necessary consents in place to claim the funding on the parent's behalf and you are in breach of the terms and conditions of funding.
6. Having a fully completed parental agreement helps to protect you with any parental disputes, overclaims and helps to ensure you do not have any funding withdrawn.
7. The parent and provider must sign the parental agreement, otherwise it is invalid.
8. You must provide the parent with a paper or electronic copy of the signed parental agreement.
9. **You are only permitted to claim the hours as agreed in the parental agreement.** Claiming more hours than those agreed is a breach of the terms and conditions of funding and any overpayments will be reclaimed. If this practice is identified by the EEF team, it could also result in a full audit undertaken by the Council's Internal Audit Service.
10. You can only include the hours that the child will be regularly attending in the parental agreement i.e. If the parent does not want to use their full entitlement of hours you cannot insist that the parent allows you to claim the hours by including them in the parental agreement.
11. Where a child is not accessing their full entitlement of 570 funded hours and/or 570 extended/expanded hours, to calculate the number of hours that need to be claimed in the headcount/census you need to divide the annual number of funded hours and/or extended/expanded hours by 38 weeks (as providers are funded on a term time only basis).
  - For example a 2YO child accesses 10 hours per week over 48 weeks of the year/480 hours in total per year. Settings would claim 12.63 hours in the headcount/census each term.
  - Hours can only be stretched over an academic year (1st September to the following 31st August), if a child starts partway through the academic year or only qualifies to claim the entitlement partway through the academic year they will only be able to claim pro-rata using the funding still available for the remainder of the academic year. i.e. if a child starts on the 1st January or only becomes eligible to claim the funding from 1st January, they will only be able to claim for Spring = 165 hours and Summer 195 hours. And the same if a child only starts 1st April or only becomes eligible to claim the funding from the 1st April, they will only be able to claim the funding for the Summer term = 195 hours.

### Step 1: Placement Details

- All sections must be completed.

### Step 2: Child Details

- All sections must be completed
- Child name – enter the child's legal forename and surname. Also enter the name by which child is known, if different from their legal name.
- Child address and postcode – enter the full postal address.

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- Child date of birth – enter the correct date of birth as seen in the evidence supplied by the parent.
- Child gender – enter child's gender e.g. female, male.
- Child ethnicity – wherever possible please endeavour to record the child's ethnicity unless a parent has chosen not to tell you. Where that is the case please record as 'not stated'.
- You must answer Yes or No to the DLA/DAF question.

### Step 3: Parent/Carer Details

- Parent Carer Details - it is in your interest to ensure this section is fully completed so that we can confirm eligibility for the Early Education Funded entitlements and EYPP funding where applicable. This will ensure you do not miss out on any funding that may be due to you.
  - If this section is left blank, we cannot undertake an EYPP check for eligible children.
  - Please **also ensure you tick the EYPP consent button in the Provider Portal** when you are submitting the headcount claims for parents who have provided you their details, as without the parent's consent we cannot undertake an EYPP check.

### Step 4: Document check

- Proof of DOB – you must see evidence of the child's date of birth to ensure it is the term after they have turned 9 months old, 2 or 3 e.g. birth certificate, passport.
- Proof of DOB seen by – enter the name of staff who has verified the child's date of birth.
- You must keep a copy of the proof of child's date of birth and ensure it is stored securely (electronic or paper copy) as outlined in the Funding Agreement.
- You will be asked for a copy of the evidence of child's date of birth when we undertake audit checks.
- In exceptional cases a parent may not have evidence of their child's date of birth e.g. if they are a refugee, if this is the case please contact the EEF team to discuss.
- Working parents' eligibility code **must** be completed where applicable. Also check that the start date and end dates of the code to ensure they are valid for the term you are wanting to claim extended/expanded hours for. Use the Provider Portal 'Eligibility Checker' tab to do this.
- 2YO golden ticket voucher code – **must** be completed where applicable. Remember you must have seen the LCC eligibility letter from the parent before offering a golden ticket 2YO funded place

### Step 5: Setting and attendance details

To ensure that parents are clear how their funded entitlements are being taken/allocated, you **must** ensure the first table is fully completed as follows:

- You **must** enter the number of EEF hours that have been agreed for each day of the week, split by 2YO golden ticket/34YO universal hours and/or working parents' entitlements. For example if a 34YO child is eligible for 30hrs and this is being accessed term time only over 38 weeks you need to enter the 15 universal hours across the days it is being used on the '2YO golden ticket/34YO universal hours per day' line (e.g. 7.5hrs Monday, 7.5hrs Tues) and the remaining 15 extended hours across the days it is being used on the working parents' hours per day' line (e.g. 7.5hrs Thursday, 7.5hrs Friday)
- The EEF sessions must be shown as a zero cost so this must not be changed on the parental agreement template, as these must be provided 'free' of charge.
- Additional chargeable hours per day – enter any additional hours over and above the EEF hours that the parent has agreed to pay for.
- Total hours attend per day – This is the total of the EEF hours plus the additional hours the parent has agreed to pay for each day.
- Number of weeks per year - enter the number of weeks that the child is accessing their hours over. This must be completed against each line that is applicable (i.e. 2YO golden ticket/34YO universal hours, working parents' hours, additional chargeable hours, and total hours per day).

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- Total funded hours per year – calculate the annual number of funded and/or extended/expanded hours by multiplying the total weekly hours by the number of weeks in the year.
  - The annual total cannot exceed 570hrs or 1140 if eligible for the working parents' entitlements.

### Banked Hours

- Where a parent is taking less than their annual entitlement you cannot assume that the parent will want to bank hours, so these must be agreed with the parent, at the outset, which term the parent would like to use their banked hours. The agreed number of hours to be banked each term MUST be documented on the Banked Hours Form
- Where a parent is unsure if they will need to bank any hours to be used later, you may decide to claim the additional hours as and when needed on an ad hoc basis via the supplementary process rather than having to repay the funding.
- If at the end of the academic year the parent has not used all the hours that have been banked, you must notify the local authority so that these can be re-paid.
- Enter the number of funded and/or extended/expanded hours that you have agreed to bank for each term.
- Enter the total banked hours for the year (i.e. sum of the 3 terms banked hours).
- Enter the total number of EEF hours for the year (i.e. annual EEF hours agreed in the signed Parental Agreement plus banked hours agreed on the banked hours form).
- To work out how many hours need to be claimed in each termly headcount, divide the total number of EEF hours by 38 weeks. This is because the headcount claims/Provider Portal calculates it over a 38 week period.

### Parents who are splitting their entitlements across more than one provider:

If the parent is splitting their funded entitlements with another provider, the details must be completed in the 2<sup>nd</sup> table.

It is important that you check with parents if they are taking any of their funded entitlements with another provider.

Where a parent is splitting their entitlements with more than one provider you should also check the number of hours per week that they are accessing with other providers and how many weeks they are taking it over to ensure the parent does not exceed their annual entitlements of 570 funded or 1140 if eligible for the working families' entitlements.

You must ensure the following information is recorded:

- Setting name/address
- Funded hours being used each day
- Total funded hours per week
- You do not need to record any privately paid for hours the parent is taking with any other providers just the funded hours.
- If the child is in receipt of DLA and splitting the EEF entitlements across two or more settings, the parent must nominate the main setting who will claim the DAF

### Step 6: Additional Charges

- You must enter the charges per day for meals, non-food consumable and any additional/enhanced activities that the parent has opted to pay for. Any charges for these services must be optional and cannot be a condition of accessing a place.

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- **Note:** all settings will be required to publish the additional charges on their website by January 2026 broken down into these 3 categories. If you are not currently able to break down the charges into these 3 categories, you can tick each box that the charge relates to rather than entering an individual amount for each element. You must however complete the total charge per day line so the parent understands how much they are paying for the additional services they have opted into over each day of the week including the total charge for the week.

### Step 7 – Notice Period

- You must ensure you complete the notice period that is required in the event the parent wishes reduce the number of funded hours or move their child to a different provider.
- If the notice period is left blank, the parental agreement and notice period is invalid, and you could lose out on funding.

### Step 8 - Declaration

- Prior to signing the agreement, you must ensure you have given the parent a copy of Appendix 1 which outlines the terms and conditions of funding so that they fully understand what they are signing up to. Appendix 1 can be provided electronically by email if you prefer not to give a printed copy.
- You must ensure the parent and provider have **both** signed the parental agreement. These must be 'wet' signatures. A photo of the parent's and setting's signature can be inserted electronically if you do not want to print the parental agreements, however you cannot just type the name of the setting or parent, it must be a real signature.
- If both parties do not sign the parental agreement, it is invalid, and funding may be reclaimed.