

Confirmation of Attendance

Privacy notice

The information you are being asked to provide in this document will be shared with Walsall Council and the Department for Education, who will access information from other government departments to confirm your child's eligibility and enable this provider to claim free entitlement funding as agreed on behalf of your child and to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of your child.

Setting and attendance details

You need to complete a confirmation of attendance form with each setting your child attends for their early education entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them. Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will split the funding fairly between the settings.

The maximum length of a funded session is 10 hours. There is no minimum session length.

Funded sessions may not take place before 6:00am, or after 8:00pm.

If a child is attending a maintained nursery or primary school, those hours count towards the child's free entitlement.

All Early Years Providers are required by law to keep a record of the children who are claiming a funded place. You must complete the form and show the provider documentation to confirm your child's legal name and date of birth. Please complete this form in BLOCK CAPITALS.

Child's details			
Child's Legal Family Name:	Child's Legal Forename(s):		
Date of Birth:		Male/Female:	
Address:			
Post Code:			
Proof of DoB (e.g. Birth Certificate, Passport):		Document recorded by (name of staff member):	
Funding Start date:		Ethnicity:	
Does the child receive SEN Support?		Does the child have an Education, Health & Care Plan (EHCP)?	

Details of Parent / Carer / Guardian with legal responsibility in case we have a query about this claim			
First Name		E-Mail	
Surname		Phone Number	
Additional details for children claiming 30 hours free childcare			
Parent/carer National Insurance Number:		30 hours eligibility code: (e.g 12345678912)	
Additional details for children claiming 2 year old funding			
2 year old funding code:			

Setting Name(s)	Please enter total free entitlement hours attended per week			No. of weeks per year (e.g 38,45,51)
	2 year old funding	Universal funding	Extended entitlement	
A				
B				
C				

Disability Access Fund Declaration

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF).

DAF is paid to the child’s early years setting as a fixed annual rate of £615 per eligible child.

DAF will not be paid if the parent has claimed the funding at another provider within the last 12 months.

Is your child eligible and in receipt of Disability Living Allowance (DLA)

Yes No

If your child is splitting their free entitlement across two or more providers please nominate the main setting where the local authority should pay the DAF:

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Declaration

I confirm that the information I have provided above is correct and complete. I understand and agree to the conditions set out in this document and I authorise the childcare provider named above to claim free entitlement funding as agreed above on behalf of my child.

Parent/Carer/Guardian with legal responsibility	
Signed	
Print name	
Date	

Childcare Provider	
Signed	
Print name	
Date	