

# **Parent Agreement: Terms of Agreement and Key Facts Statement**

**Early Education and Childcare Funded Entitlements**

**February 2026**

# Terms of Parent Agreement

## The Parent agrees as follows:

1. My Child is entitled to an Early Education and Childcare Funded place so long as my Child remains eligible in accordance with the terms of this Agreement and the entitlements as stated in the Department for Education (DFE) Statutory Guidance.
2. The details I have provided on the Parent Agreement are accurate and I will amend by informing the Provider and completing the relevant section of the agreement with my Provider as my Child moves through the entitlements by age group, (to be agreed by the Provider) and I understand that any false information provided could lead to the funding being withdrawn.
3. I will ensure my Child attends the Provider for the number of funded hours I have requested and will inform the Provider of the reason for absences. I understand the Provider is entitled to terminate this Agreement if my Child does not attend for ten Provider Working Days and I fail to inform the Provider of the reason for absence.
4. I have to pay the Provider direct in accordance with the Provider's separate terms and conditions, a copy of which I have seen:
  - a) for any additional Services I have requested or received from the Provider in excess of my Child's Statutory Entitlement,
  - b) for any Services provided by them during any period where I am not entitled to receive funding from Kirklees Council in accordance with the terms of this Agreement and the Statutory Entitlements.
5. If I wish to cancel this Agreement with the Provider or move my Child's funded place to a new Provider, I will give the Provider at least twenty Provider Working Days written notice.
6. I understand that it is my responsibility to apply for the Working Parent Entitlement and to renew my eligibility every 3 months or when requested by His Majesty's Revenue and Customs (HMRC).
7. Where applicable, if my employment circumstances change and my Child is no longer eligible for the Working Parent Entitlement, I will notify the Provider that this is the case. I understand a grace period will apply.
8. I understand that I am required to show the Provider my Child's birth certificate, passport, or adoption certificate as proof of my Child's identity and date of birth.
9. Where there is any conflict between the terms of this Agreement and those of the Provider's separate terms relating to the Statutory Entitlement, the terms of this Agreement shall prevail.
10. I understand and agree that the information provided on the Parent Agreement will be shared with Kirklees Council (through the Provider Portal) and the Department for

Education (through the Early Years Census). I understand Kirklees Council will access information from other government departments (HMRC and the Department for Work and Pensions (DWP)) to confirm eligibility and entitlements. I understand that personal data submitted by my Provider about my Child will be used by Kirklees Council, in accordance with the Data Protection Act 2018, throughout my Child's early education.

## The Provider agrees as follows:

1. I shall provide the Early Education and Childcare Services to the Child as set out on the Parent Agreement in accordance with the FEEC Guide, the terms of this Agreement and the Kirklees Agreement and understand that failure to do so could result in our receiving no payment, or refunding any payments made to us, and/or removal from the Kirklees List of Approved Early Education and Childcare Providers.
2. I have checked the Child's original identification document (i.e. birth certificate) to verify the Child's full legal name and date of birth and kept a copy.
3. I shall enter into the "Kirklees Agreement" with Kirklees Council regarding the provision of Services to the Child as set out on the Parent Agreement and the 'Delivery of Early Education and Childcare Provider Guide'.
4. I will notify Kirklees Council by submitting a 'Notification of Child Leaving a Funded Place' form when a Child leaves a funded place during the funded period.
5. I will (together with the Parent) complete and sign the relevant section of the agreement as the Child moves through the entitlements by age. If the Child is stretching their entitlement, I agree to complete the relevant section of the Parent Agreement at the start of each financial year (in April before the start of the summer term).
6. I will notify the Parent in writing and in advance, of the days I am not open for business during the length of this Agreement (with the exception of weekends, Good Friday, Christmas Day, bank holidays and any designated public holidays).

PLEASE SEE FOLLOWING PAGES FOR KEY FACTS

## Key Facts Statement

### Section A: Working Parent Entitlement for children aged nine months to two years old

Eligible working Parents of Children aged nine months to two years old can receive 30 weekly funded hours. This entitlement is known as the Working Parent Entitlement and is also referred to as Expanded Hours. Parents need to apply through [Best Start in Life](#)

The table below shows when your Child may be eligible for a funded place, subject to assessment of eligibility by His Majesty's Revenue and Customs (HMRC). Please note you need to apply to HMRC by the deadlines in the table below, it is recommended to apply at least one month before the deadline.

Table 1: When your 9-month-old Child's funded place can start

When your child turns nine months old	Deadline to apply to HMRC	Your child will become entitled to a funded place from:
Child turns 9 months old between 1 <sup>st</sup> January and 31 <sup>st</sup> March	31 <sup>st</sup> March	The start of the summer term beginning on or after 1 <sup>st</sup> April after your Child turns 9 months old
Child turns 9 months old between 1 <sup>st</sup> April and 31 <sup>st</sup> August	31 <sup>st</sup> August	The start of the autumn term beginning on or after 1 <sup>st</sup> September after your Child turns 9 months old
Child turns 9 months old between 1 <sup>st</sup> September and 31 <sup>st</sup> December	31 <sup>st</sup> December	The start of the spring term beginning on or after 1 <sup>st</sup> January after your Child turns 9 months old

See section B if your Child is eligible to both the Working Parent Entitlement and Early Learning for 2 year olds criteria.

### Section B: Early Learning for 2-year-olds

Families in receipt of eligible qualifying benefits, or No Recourse to Public Funds (NRPF), or Social Needs. Two year olds are entitled to 15 hours per week if the Child or parent/guardian meet the eligibility criteria, Parents can view the eligibility criteria and apply to Kirklees Council for a six digit code at this link: [Free learning and childcare for 2 year olds | Kirklees Council](#)

Some Parents will meet both the criteria for the Working Parent entitlement and Early Learning for 2-year-olds. If you meet both criteria you can apply under both schemes as your Child will remain eligible for 15 hours under Early Learning for 2-year-olds entitlement even if your circumstances change, whereas with the Working Parent entitlement you can lose eligibility.

You will need a Working Parent code from HMRC to receive 30 hours as the Early Learning for 2-year-olds entitlement is 15 hours only. Please provide both your National Insurance number and date of birth on the Parent Agreement so your eligibility can be checked under both entitlements.

The table below shows when your Child may be eligible for a funded place, subject to assessment of eligibility.

Table 2: When your 2-year-old Child's funded place can start

If your Child's 2 <sup>nd</sup> birthday falls between:	Your child will become entitled to a funded place from:
1 <sup>st</sup> January and 31 <sup>st</sup> March	The start of the summer term beginning on or after the 1st April after your Child's 2 <sup>nd</sup> birthday
1 <sup>st</sup> April and 31 <sup>st</sup> August	The start of the autumn term beginning on or after the 1st September after your Child's 2 <sup>nd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	The start of the spring term beginning on or after the 1st January after your Child's 2 <sup>nd</sup> birthday

## Section C: Three- and Four-year-old Universal Entitlement and Working Parent Entitlement

Every Child is entitled to 15 hours of Early Education and Childcare each week for 38 weeks (570 hours each year) through the Three- and Four-Year-Old Universal Entitlement regardless of Parent/Guardian employment status, income, or immigration status. This is known as the Statutory Universal Entitlement. There is no application for the Universal Entitlement and no code is required.

Families that meet the Government's eligibility criteria for Working Parents are entitled to an additional 15 hours of funded Childcare each week for 38 weeks (an additional 570 hours each year, subject to continued eligibility), this is known as the Working Parent Entitlement and is also referred to as Extended Hours. Parents need to apply through [Best Start in Life](#)

Families that are entitled to the Working Parent entitlement can therefore receive up to 1,140 hours in total each year (subject to continued eligibility), usually taken as 30 hours a week over 38 weeks.

The table below shows when your Child is eligible for a funded place, your Child may qualify for a funded place earlier than this (see sections A and B). The table also shows the deadlines you need to apply to HMRC by if you are eligible to the Working Parent entitlement, it is recommended to apply at least one month before the deadline.

Table 3: When your 3-year-old Child's funded place can start

If your Child's 3rd birthday falls between:	Deadline to apply to HMRC if eligible to the Working Parent entitlement	Your child will become entitled to a funded place from:
1 <sup>st</sup> January and 31 <sup>st</sup> March	31 <sup>st</sup> March	The start of the summer term beginning on or after 1 <sup>st</sup> April after your Child's 3 <sup>rd</sup> birthday
1 <sup>st</sup> April and 31 <sup>st</sup> August	31 <sup>st</sup> August	The start of the autumn term beginning on or after 1 <sup>st</sup> September after your Child's 3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	31 <sup>st</sup> December	The start of the spring term beginning on or after 1 <sup>st</sup> January after your Child's 3 <sup>rd</sup> birthday

## Section D: Stretching the Entitlement

'Stretching' means your Child may be able to use their funded hours all year round without the need to purchase Childcare during the school holidays. For example, instead of using 15 hours each week for 38 weeks, your Child could use 11 hours for 51 weeks (22 hours if eligible to the Working Parent Entitlement). Your Provider will be able to tell you if they offer stretch and how it works.

Stretching is not the same as spreading childcare costs over equal monthly payments. Some Providers calculate charges for additional hours and services over the year to spread the cost evenly.

It is important to note that if your Child is moving into a school nursery class or any Provider who does not offer stretch in the autumn term (September) you must limit your hours to the maximum allowed for a standard claim in the summer term which is 195 hours (universal or Early Learning for 2-year-olds entitlement) or 390 hours (Working Parent Entitlement).

If your Child attends a stretch Provider in the summer term and then moves to a new Provider in the autumn or spring terms who does not offer stretch (they offer term-time places only) please note you may not have enough hours left to cover the autumn and spring terms due to the long stretch period in the summer term.

For all Children moving into a full-time school reception place in the autumn term (usually the September after your child's 4<sup>th</sup> birthday) the stretch hours will automatically be capped at 195/390 hours in the summer term.

You must tell your new Provider that your Child has stretched, and the new Provider must manage the remaining entitlement and be clear with you about how this will be made available. The new Provider can invoice you for any funded hours you have accessed over the maximum entitlement, claim less hours per week or adjust your Child's attendance dates for the funded period.

## Section E: Funding to support children with additional needs

### Early Years Pupil Premium (EYPP)

Providers can claim extra funding through Early Years Pupil Premium to support Children's development, learning and care. Children whose parents are in receipt of certain benefits, Children currently looked after by the local authority and children who have left local authority care through adoption, Special Guardianship Order (SGO) or Child Arrangements Order (CAO) are eligible.

Parental consent to check eligibility for EYPP is collected on the Parent Agreement. Please enter your name, date of birth and National Insurance or National Asylum Support Service (NASS) number.

If your Child has left care through adoption, SGO or CAO please give a copy of the order to your Provider.

Full eligibility criteria can be found at this link: [Early Years Pupil Premium](#)

EYPP is available on the universal 15 hours entitlement for three- and four-year-olds, Early Learning for 2-year-olds and up to 15 hours for children aged nine months to two years old that are eligible to the working parent entitlement.

### Disability Access Fund (DAF)

Providers can claim Disability Access Funding (DAF) to support children with a disability to access the funded entitlement. A lump sum payment is available annually to Providers who have eligible funded Children in receipt of Disability Living Allowance (DLA). To apply for DAF please speak to your Provider – further information can be found at this link: [Disability Access Funding](#) DAF is available for all age groups from 9 months to 4 years old.

## Section F: About the Parent Agreement

### Period of the Parent Agreement

Parents complete one agreement with each Provider that their Child attends. The agreement could potentially be in place from when a Child first qualifies for the Working Parent Entitlement until the Child leaves to attend a full-time school place. The Agreement will need to be updated periodically as your Child moves through the different entitlements depending on their age. If you are stretching your entitlement the 'Stretch Year' sections must be completed annually at the start of each financial year, i.e. from the summer term which starts after the Easter holidays and ending in the following spring term, which is just before the Easter holidays.

### Important information

- a) You must provide the correct details for your Child including their full legal name as shown on their Birth Certificate or Adoption Certificate. You must also provide accurate details of your Child's intended attendance pattern whilst they are accessing the relevant entitlement for their age. If you need to change your Child's attendance pattern, you can

do this by completing a new Parent Agreement or updating the relevant entitlement by age section as long as your Provider agrees and can accommodate your request. If any of your Child's details change or you change your address you should inform your Provider in writing, for example a change of legal surname. Your child's record will be used throughout their education including when your Child starts school, so it is vital that the council has your Child's correct details.

- b) Your Child can access their funded entitlement at more than one Provider but is limited to attending a maximum of two sites in any one day, for example your Child could attend a breakfast club on a school site followed by a morning session at the school nursery and then go to a childminder for the rest of the day. The funded entitlement can be accessed at several types of provision including schools and academies with nursery provision, day nurseries, pre-schools, playgroups, childminders, out of school clubs and holiday schemes. If your Child does attend more than one Provider, you must complete and sign a Parent Agreement with each Provider.
- c) The Department for Education (DFE) Statutory Guidance states that the maximum number of funded hours that can be claimed each day is 10 hours. There is no minimum session length, but funded hours cannot be claimed before 6am or after 8pm.
- d) You should try to ensure your Child attends each funded session. However, if this is not always possible you must notify your Provider of any reasons for absence. Your Provider will give you twenty Provider Working Days<sup>1</sup> written notice to end your Child's place if your Child is absent for ten Provider Working Days and you have not told your Provider why your Child is absent. If such notice is given within twenty Provider Working Days prior to the end of the Provider's funding period relating to any school term, the notice will be reduced to the remaining Provider Working Days of that funding period.
- e) Your Provider will be able to provide you with further information if your Child has an extended holiday (more than 4 weeks) during the funded period or if your Child is absent long term due to illness.
- f) Government funding is provided to cover the cost of the 15- or 30-hour place. It does not cover the cost of meals, consumables, additional hours, or additional services. Providers can make additional charges for these or must offer reasonable alternatives including options for Parents to supply their own consumables or food. Therefore, you will have to pay your Provider for any additional hours or services that you request, for example if

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<sup>1</sup> Provider Working Days means any day the Provider is usually open for business, therefore in most cases excluding weekends, Good Friday, Christmas Day, bank holidays, days designated as public holidays and any day specified by the Provider as a non-working day. Your Provider will notify you in writing and in advance, of the days they will be closed during the length of your Agreement. This may be by email, on their notice board or published on their website.

you require more than 15 hours a week, 570 hours a year, or if you are eligible to the Working Parent Entitlement, you require more than 30 hours a week, 1140 hours a year.

- g) Providers should publish their admissions criteria and any charges for consumables, additional hours and additional services and make these easily available to Parents to enable Parents to make an informed choice of Provider. Chargeable extra services or hours must not be a condition of taking up a funded place.
- h) Providers cannot charge top-up fees, this is the difference between a Provider's normal charges and the funding that they receive from Kirklees Council to deliver funded places.
- i) To cancel your Agreement (or change Provider) you will need to give the Provider at least twenty Provider Working Days written notice. Written notice can be electronic for example an email.
- j) If you are eligible to the Working Parent Entitlement and your circumstances change which mean you are no longer eligible you must inform your Provider. Provided your Child has started accessing their Working Parent Entitlement place, a grace period will apply which enables your Child to continue attending for a specified period of time. The grace period end date can be found on your Childcare Services Account and your Provider can also inform you of the Grace Period End Date.
- k) The terms of the Parent Agreement will replace any other agreement you have with the Provider in relation to your Child's Early Education and Childcare entitlement.
- l) Your Child can start their funded place at a Provider before the final termly deadline which is two weeks before the end of the school term, subject to the start date being after the twenty Provider Working Days' notice period at any previous Provider, if applicable. Once this deadline has passed it will not be possible for changes to be made to your Child's funding until the following term. This includes movement to a different Provider after the deadline.

# How to complete the Parent Agreement

Before completing the Parent Agreement it is important that you read the following:

- a) The terms and conditions of the Parent Agreement on pages 1 and 2.
- b) The Key Facts on pages 3 to 8.
- c) How to complete the Parent Agreement on pages 9 to 11.
- d) The Privacy Notice which can be found at this link: [Provider Privacy Notice for free early education](#).

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*Important: Please tick the boxes to confirm you have read these documents:*

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1. At the top of the Agreement enter the name of the Provider. If your child attends other providers, please enter their names in the box below.

## Section 1 – Child details

2. Complete all your Child's details in this Section. The list of Ethnicity and Special Educational Needs (SEN) Codes can be found at this link: [Ethnicity & SEN codes](#)

## Section 2 – Parent / guardian details

3. Complete your details in this section so that a check can be done to confirm eligibility for the Working Parent Entitlement, Early Learning for 2-year-olds and Early Years Pupil Premium (EYPP) funding.
4. Only enter your date of birth if you are consenting to an eligibility check for EYPP or the Early Learning for 2-year-olds entitlement.
5. Your National Insurance number is essential to check eligibility for all the entitlements listed in point 3 above.

## Section 3 – Working Parent Entitlement for children aged nine months to two years old

6. Enter the **11-digit eligibility code** provided by HMRC.
7. **Terms** – enter the terms that your Child will access their funded place. For example, Autumn term 2025 to Summer term 2026 (inclusive).
8. **Funded hours** - enter the number of funded hours your Child will attend each day and the total each week, up to a maximum of 30 hours.
9. **Non-funded hours (paid for)** - enter the number of paid hours your Child will attend each day and the total each week.
10. **Total hours** - enter the total number of hours (funded and paid) your Child will attend each day and the total each week.

## Section 4 – Early Learning for 2-year-olds

11. Enter the **6-digit eligibility code** provided by Kirklees Council.
12. **Terms** – enter the terms that your Child will access their funded place. For example, Autumn term 2025 to Summer term 2026 (inclusive).
13. **Funded hours** - enter the number of funded hours your Child will attend each day and the total each week, up to a maximum of 15 hours.
14. **Non-funded hours (paid for)** - enter the number of paid hours your Child will attend each day and the total each week.
15. **Total hours** - enter the total number of hours (funded and paid) your Child will attend each day and the total each week.

## Section 5 – Three- and four-year-old universal and working parent entitlement

16. Important note for parents eligible to the Working Parent Entitlement for Three- and Four-Year Olds: If your Child attends more than one Provider, it is important to specify where you are claiming your Child's universal entitlement and where you are claiming your Child's Working Parent Entitlement. For example, if your circumstances change and you are no longer eligible to the working parent entitlement would your Child continue attending each Provider? If yes, consider which Provider you would choose to keep accessing your Child's universal entitlement at and which Provider you would choose to pay.
17. Enter the **11-digit eligibility code** provided by HMRC.
18. **Terms** – enter the terms that your Child will access their funded place. For example, Autumn term 2026 to Summer term 2027 (inclusive).
19. **Universal funded hours** – enter the number of universal funded hours your Child will attend each day and the total each week, up to a maximum of 15 hours.
20. **Working Parent funded hours** (if eligible) - enter the number of extended funded hours your Child will attend each day and the total each week, up to a maximum of 15 hours.
21. **Non-funded hours (paid for)** - enter the number of paid hours your Child will attend each day and the total each week.
22. **Total hours** - enter the total number of hours (funded and paid) your Child will attend each day and the total each week.

## Section 6 – Additional details for stretched claims

23. Important note: If your child is not stretching their entitlement hours or if your Provider does not offer stretch please use the non-stretch version of the Parent Agreement.
24. Only complete these sections if you are stretching your Child's entitlement. Your Provider can help you to complete this section as they are provided with example stretch models each year. At the start of each financial year (before the start of summer term after Easter) the 'Stretch Year' details will need updating so you can clearly see how your entitlement will be used for that financial year.

## All Sections

25. Sign and date the relevant section 3, 4 or 5 according to your Child's age and entitlement; if your Child is stretching you will also need to sign section 6 on an annual basis before the start of each summer term.
26. Return your Agreement to your Provider before your Child starts to attend their entitlement.
27. Your Provider will sign and date the Agreement in the relevant sections.
28. Your Provider will give you a copy of the Agreement.

## Data Protection Act 2018 - Privacy Notice

29. The retained EU law version of the General Data Protection Regulation ((EU) 016/679) is a European Union regulation implemented in the United Kingdom through the Data Protection Act 2018.
30. Schools, Childcare Providers, Local Authorities [LAs], the Department for Education [DfE] and a number of other organisations are all 'data controllers' under the Act, in that they determine the purpose[s] for which 'personal data' [i.e. information about living individuals from which they can be identified] is processed and the way in which that processing is done.
31. Data controllers have to provide 'data subjects' [individuals who are the subject of personal information] with details of who they are, what information they collect, why they collect the information including the lawful basis for collecting and processing the information, how long the information is kept and any third parties to whom the information may be passed on to. The [Privacy Notice](#) explains how your childcare Provider and other data controllers uses your data.

## Complaints

- a) Your Provider should have a clear complaints procedure made available to all parents which should also include a procedure for parents who are not satisfied their Child has received their funded entitlement in the correct way (e.g. in accordance with the law or as set out in the Early Education and Childcare Statutory Guidance for Local Authorities).
- b) If a Parent is not satisfied with the way in which their complaint has been dealt with by the Provider they can make a complaint to the Council, in writing, to the Service Director for Learning and Early Support, Kirklees Council, Learning and Early Support Service, Childcare Sufficiency Team, PO Box 1720, Huddersfield HD1 9EL or send an email to [earlyeducation@kirklees.gov.uk](mailto:earlyeducation@kirklees.gov.uk)
- c) The Council will investigate the complaint and provide a written response within a reasonable period.
- d) If a parent is not satisfied with the way in which their complaint has been dealt with by the Council or believes the Council has acted unreasonably, they can make a complaint to the [Local Authority Ombudsman](#). Such complaints will only be considered when the local complaints procedures have been exhausted.