

# Further Information and Example Documentation

Materials to support the  
Provider Agreement for the  
delivery of early years  
entitlement places in  
Nottingham City

Children's and  
Education  
Directorate

Early Years  
Team



Nottingham  
City Council

This 'Further Information and Example Documentation' Pack has been produced to complement the Provider Agreement for the delivery of early years entitlement places in Nottingham City.

The pack contains further information on certain aspects of the delivery, administration and management of the early years entitlement hours. It also provides example documentation that you, as a Provider, can use and adapt to support the provision of these hours in your setting.

You do not have to use this documentation, but it should be noted that the information contained in the examples will be used as part of the audit process for the early years entitlements funding. If you use your own forms, you should ensure that you collect the same information to ensure your provision of the early years entitlement places remains compliant.

	<b>Page Number</b>
<p><b>Parent Declaration Form</b> This form is a declaration of what entitlements the parent will be taking up, and what optional extras have been agreed.</p> <p>It is important that this form is kept up to date and accurate. For example if there is an increase or reduction in hours, a change to what days the child attends, a change with optional extras purchased or a change in circumstances with the family - meaning that the entitlement(s) are changing, then this form should be updated.</p> <p>If providers adapt this template, they should ensure that the information requested mirrors the information in this template, including the Nottingham City Council Privacy Notice regarding data collection, for audit and compliance purposes. <i><b>Last Update: 2026 – 2027 Provider Agreement</b></i></p>	3
<p><b>Chargeable Extras Template</b> This Chargeable Extras Template gives an illustration as to how providers can set out costs on your website to give information about the services you offer. As stated at clause 2.10 of the Provider Agreement, this information should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider. They should set out, for each setting, the amounts charged for all the chargeable extras listed, as well as the pattern of hours that parents can take the entitlements.</p> <p>If providers adapt this template, they should ensure that the information requested mirrors the information in this template for audit and compliance purposes. <i><b>Last Update: 2026 – 2027 Provider Agreement</b></i></p>	11
<p><b>Managing Attendance Guidance</b> This guidance is designed to support Providers in managing and monitoring a child's absence and attendance. It supports Section 7 on Auditing and Compliance in the Provider Agreement and can be used to support staff induction and to explain to parents about how their child's attendance is monitored. This section also contains some example letters around poor attendance and late starts / early collections that Providers may wish to use. <i><b>Last Update: 2026 – 2027 Provider Agreement</b></i></p>	12



## Childcare entitlements parental declaration form

This form is a declaration of what entitlements you will be taking up, and what optional extras you have agreed to pay your provider. It is important that this form is kept up to date and accurate. If you wish to increase or reduce your hours, change what days your child attends, change what optional extras you purchase, or your circumstances mean that the entitlement(s) you are using changes, then you should speak to your provider about updating this form. Your provider may have additional terms and conditions alongside this document. Speak to your provider for more information.

### Step 1: Your child's details - parents/carers to complete

<b>Child's Surname(s):</b>	
<b>Child Forename(s):</b>	
<b>Name by which the child is known (if different from above):</b>	
<b>Date of Birth:</b> You will need to show your childcare provider evidence of your child's date of birth.	
<b>Sex:</b>	
<b>Address:</b>	

### Step 2: Your details - parents/carers to complete

<b>Parent / Carer 1</b>	<b>Parent / Carer 2</b>
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):

### Step 3: Your child's eligibility - parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement(s) you will be using. If your child is 2 years old and eligible for both entitlements, your provider must use the early learning for 2-year-olds funding first.

- Early learning for 2-year-olds:
  - If parents/carers live in England and are in receipt of certain benefits,
  - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- Universal entitlement for 3- and 4-year-olds.
- Working parent entitlement for children from 9 months old

**Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:**

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting. Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

- Yes  No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?

- Yes  No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

- Yes  No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

- Yes  No

## Step 4: Document check - provider to complete

<b>Documentary proof of DOB Type (e.g. birth certificate, passport):</b>	
<b>Document recorded by (name of staff member):</b>	
<b>Date document recorded (dd/mm/yyyy):</b>	
<b>Working parent eligibility code: (e.g. 12345678912)</b>	
<b>[If LA uses codes] 2-year-old eligibility code (if applicable):</b>	

## Step 5: Setting and attendance details - parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement(s) in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38, 45, 51)
Total funded entitlement hours attended per day							N/A	
Total extra (chargeable) hours per day								
Total daily hours attended								

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

To fill in if your child attends more than one setting:

### Total funded entitlement hours attended per day

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting name:						
Setting name:						

To note: the maximum number of funded hours your child can receive is:

- 1) for early learning for 2-year-olds: 15 hours a week for across 38 weeks of the year (570 hours a year).
- 2) for all 3- and 4-year-olds: 15 hours a week across 38 weeks of the year (570 hours a year).
- 3) for children aged from 9 months to 4 years old of eligible working parents: 30 hours a week across 38 weeks of the year (1,140 hours a year). For children aged 2 to 4 years, this can be combined with either of the above entitlements to a maximum of 30 hours.

## Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the entitlement hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

Provide details of the charges made for consumables and additional services. Itemised details of what these charges relate to should be proportionate, but enable the parent/carer to understand the charges they are agreeing to:

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The parent agrees by signing this declaration that they have agreed to take up these optional extras in connection with the funded hours, and are aware that they can discuss alternatives with the provider.

## Step 6: Parent/Carer/Guardian with legal responsibility declaration

Declaration: I (name) .....  
of (address) .....

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider/s)

.....  
to claim entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed:
Print name:	Print name:
Date:	Date:

**Nottingham City Council** is collecting your data for the purposes of checking your eligibility for the childcare entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

### Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or [NAME OF LOCAL AUTHORITY]. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner’s Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

## **Privacy Notice – Early Years Funding – Nottingham City Council**

### **Who is the Data Controller?**

Personal Information (personal data) will be processed by Nottingham City Council (NCC) for the purposes of Early Years Funding and Provision, either provided directly by you, or by the Early Years Provider. The Data Controller for the personal data that is processed by NCC for these purposes is NCC.

### **Why do we process personal data?**

We will only process personal data when it is necessary and where we have a lawful reason to do so. Personal Data used in relation to Early Years funding will be used to allocate your child a place; to administer contracts between NCC and providers; dealing with complaints, non-compliance and safeguarding issues; working with OFSTED and other public bodies; and delivering training with providers.

### **What personal data will the Council process?**

If you are a parent or a child, we will process: your name (and person with parental responsibility); address and contact details; date of birth; gender; financial information; details of childcare provision and national insurance number.

If you are a provider, we will process: your name; address and contact details.

We will also process 'special categories of information' about you when necessary, this includes information relating to your race or ethnicity; religious beliefs; and physical and mental health.

### **What is the legal basis for using your information?**

The lawful basis for processing your information for these purposes is because it is necessary for the performance of a public task; under Article 6 1 (e)GDPR because it is necessary for compliance with a legal obligation under Article 6 1 (c)GDPR to which NCC is subject; or because it is necessary for compliance with a contract to which the council is subject.

When we process 'special categories of personal data' we do so under the condition that it is necessary for reasons of substantial public interest. Article 9 2 (g) GDPR

Sometimes, we may also process information relating to criminal offences, we will do so because it is necessary for statutory reasons of substantial public interest for the prevention and detection of crime, the prevention of fraud, or for safeguarding children and other individuals at risk.

### **Who will NCC share my personal information with?**

NCC will only share you information within the Council and with others when it is necessary and lawful to do so. We may also share it when we are obliged by law to do so.

To provide these services, the Council may share you information with: the childcare provider; Nottinghamshire County Council, Capita; East Midlands Shared Services (EMSS); Department of Work and Pensions (DWP); Department of Education (DfE); and the Office for Standards in Education, Children's Services and Skills (OFSTED).

### **Do I have to provide the information?**

No, you are not obliged by statute to provide the information. However if we were not able to process the information, we would not be able to provide these services.

### **How long will NCC keep the data for?**

NCC will process the data for 6 years from the end of the provision or contract

### **What are my information rights?**

You have the following rights under data protection legislation, the right to request:

1. A copy of your information;
2. That your information is corrected;
3. That your information is deleted (right to be forgotten);
4. That we restrict the processing of your information;
5. The portability of your data to another provider;
6. To object to processing your personal data; and
7. Rights relating to automated decision making including profiling.

Not all of these rights are applicable due to the lawful basis for processing the data. NCC can restrict these rights in certain circumstances. This mainly relates to the prevention of crime, prejudicing investigations and protecting others.

### **How can I find out more?**

You can contact NCC's Data Protection Officer to find out more, to exercise your rights or to complain about how your personal data has been handled. The contact details are:

Information Compliance Team, Loxley House, Station Street, Nottingham, NG2 3NG

or by email : [data.protectionofficer@nottinghamcity.gov.uk](mailto:data.protectionofficer@nottinghamcity.gov.uk)

A longer version of this notice is available on our website

[https://www.nottinghamcity.gov.uk/media/iv5l3esl/pn-0194\\_earlyyearfunding\\_v20.pdf](https://www.nottinghamcity.gov.uk/media/iv5l3esl/pn-0194_earlyyearfunding_v20.pdf)

If you need a physical or paper copy of this, please contact us.

### **The Information Commissioner's Office (ICO)**

The ICO website has guidance on data privacy and data protection – [www.ico.org.uk](http://www.ico.org.uk). You also have the right to complain to the ICO if you think NCC have processed your information incorrectly. You can contact them at: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 9AF, or by phone 0303 123 1113.

## Chargeable Extras Template: How to Set Out Costs on your Website

[Opening text for providers to give information about the services that they offer]

Description	Unit	Unit price	Line total
Free entitlement hours –xxx hours per week (most not have a charge). <b>[enter number of free hours per week, explain any stretched offer provided]</b>	Weekly	Free	Free
Additional hours purchased – xxx hours per week <b>[enter number of hours per week]</b>	Weekly		£
Meals/snacks <b>[Explain how many meals are provided and the type of meals]</b>	Daily / Weekly / Per meal		£
Consumables (for example, nappies and sun cream) <b>[Provide details of the charges made for consumables and <u>itemised</u> details of what these charges relate to.]</b>			£
Additional voluntary services (for example, trips, forest school sessions or foreign language lessons) <b>[Provide details of the charges made for additional services and itemised details of what these charges relate to.]</b>	Ad Hoc		£
		<b>Total</b>	£

If you do not wish to take up specific extras with the provider, for example, because you wish to provide your own, please make your provider aware so options can be discussed.

## Managing Attendance Guidance

This guidance note outlines good practice for monitoring and recording the absence of children who are in receipt of early years entitlement hours to ensure they attain a minimum of 85% attendance each term. The guidance aims to ensure the safety of all children by monitoring attendance, identifying long term absences/patterns of absence and offer suggestions for strategies to support parents in achieving 85% attendance for their children.

In line with the Provider Agreement;

- Providers **must** maintain accurate attendance registers including a record of notification of absence.
- Providers **must** make parents aware that they are to contact the setting if their child is unable to attend
- Providers **must** notify Nottingham City Council immediately if a parent withdraws their child or the attendance pattern alters in any way. It is in the interests of the Provider to ensure that there is a Parent Declaration Form in place as this may be taken into consideration if Nottingham City Council seeks to reclaim funding
- Providers **must** notify Nottingham City Council immediately if a child is absent (authorised or unauthorised) for more than 2 weeks during one term
- If the absence is for longer than 2 weeks in one term, funding may be stopped and reinstated following the end of the absence. Nottingham City Council will not fund a place where absence is recurring or for extended periods unless the absence is authorised and in agreement with Nottingham City Council in advance.
- If the parent wishes to take additional week's holiday, they should be made aware that Nottingham City Council will not fund their child's place for this period. The parent will either; need to give up the place or come to an arrangement with the Provider.
- Providers will not be penalised for a child's unexplained absence for a session or short period when they have booked to attend the setting. However, when an absence is recurring over an extended period, the Provider must make all reasonable efforts to establish a valid reason for the absence and promptly notify Nottingham City Council. A minimum of 85% attendance is expected during a term as set out on the Parent Declaration Form.
- Providers will not be funded for a lack of notice.

## Managing Absence

A child being absent could be a safeguarding concern. If a Provider has a child who is not attending for the agreed hours/sessions, is attending irregularly or is attending late, the following steps should be taken to try to improve attendance:

- 1<sup>st</sup> day of absence - Provider should make contact with the parent as early as possible and establish the reason for absence and the expected length of absence
- 3 consecutive days/sessions (or 1 week) absence – if the parent has not made contact, the Provider should try again to establish the reason and expected length of absence, examples could be text, phone or home visit. If necessary, the Providers should inform any other agencies involved with the family
- 5 consecutive days/sessions – if contact cannot be made, and a reason for the absence cannot be confirmed, a letter should be sent to the parent requesting they make contact with the Provider within a set timescale (for example – 5 working days to reply). Continue to text, phone or attempt to home visit.
- If a reply to the letter is not received within the set timescale, a second letter should be sent and the Early Years Funding Team should be informed.
- 2 weeks' absence – if all of the above attempts to contact the parent fail, a final letter should be sent informing the parent that their child's early years entitlement hours may be withdrawn and the Early Years Funding Team informed.
- If no contact is made with the Provider at all, then the place should be withdrawn. The Provider should notify the Early Years Funding Team and the parent of this decision and contact the Safeguarding Officer for an agency check.
- Providers should keep records of all correspondence / actions taken / outcomes of meetings that can be produced, if requested by Nottingham City Council.

### **Exceptional Circumstances for Absence**

There may be a genuine reason for a child not attending or irregular attendance for short periods due to illness of the child or a family member, bereavement etc. In these circumstances, providers should record the reason and actions taken to monitor the child's absence and the support they are giving the parents to ensure the child's access to their full early years entitlement hours.

### **Rethinking 'Did Not Attend' and Missed Appointments Matter**

- An animation to encourage practitioners to identify children as 'was not brought' as opposed to 'did not attend' when they are not presented at medical appointments, was jointly commissioned by the Nottingham City Safeguarding Children Partnership (NCSCP), Nottingham City Council, and NHS Nottingham City Clinical Commissioning Group.
- The animation is a powerful reminder that children do not take themselves to appointments, and for practitioners to reflect on the impact of missed appointments on a child's wellbeing.
- Whilst in post as Corporate Director of Children and Adults at Nottingham City Council, Alison Michalska wrote a blog about the following animation when she was Vice President of the Association of Directors of Children's Services (ADCS): <http://adcs.org.uk/blog/article/getting-sticky-with-it>
- Watch the *Rethinking 'Did Not Attend'* animation, and share it with colleagues, friends and family: <https://www.youtube.com/watch?v=dAdNL6d4ljk>

**If at any stage of a child being absent, there is cause for concern, or the risk of the child suffering significant harm, you must follow the safeguarding advice as detailed in Section 5 of the Provider Agreement.**

### **Developing Good Habits for Regular Attendance**

- Parents and Providers must complete the Parent Declaration Forms together at registration clearly identifying the days/sessions/hours the parent has chosen to access the early years entitlements for the child. Parents should be encouraged to ensure their child attends all agreed sessions. Parents may be more inclined to adhere to attendance requirements if the child attends the session of their choice.
- Parents should be made aware at registration of the absence procedures and that they should phone the Provider if the child is not attending with a reason why. Parents should also be advised of the consequences of poor attendance and the steps the Provider will take in such circumstances, e.g. loss of early years entitlement hours.
- Accurately record all attendance and information on reasons for absence, including any information provided by parents/carers and information gathered when making first day absence calls. Ensure that all relevant staff are kept informed.
- Monitor attendance to track attendance and pay particular attention to any patterns of late or non-attendance and liaise with the parents to try and establish the reason why, offering help or support to improve attendance if needed or possible. For example, consider flexibility to encourage attendance – if a family has signed up to 15 hours per week but always attends for 10 hours, Provider could reduce or rearrange sessions where possible. If no improvement is made, a letter should be sent informing the parent that their child's early years entitlement hours may be withdrawn and the Early Years Funding Team informed.
- Staff should be proactive in challenging absences as part of their daily practice and a couple of example letters are included at the end of this section to support Providers with this.
- Regularly review attendance with parents – this could be offering a meeting to discuss how their child benefits from attending, the progress the child has made, reviewing the agreed days/sessions and looking at how attendance could be improved or meeting with parents to congratulate them on their fantastic attendance and let them know how this is helping their child.
- All early years settings should be encouraged to adapt common attendance policies and strategies with their feeder schools, ensuring that parents/carers have continuity from their early years provision into school. Collaborative working also promotes sharing of good practice.

**Example Letter re: Poor Attendance**

Provider Name  
Provider Address

Parent Name  
Parent Address

Date

Dear

We have noticed that your child..... has not attended for their early years entitlement hours. Your Parent Agreement states that 85% attendance each term is a requirement of these early years entitlement hours.

Please make contact with ..... to discuss how we can support your child's attendance or to discuss if early years entitlement hours are available on a different day/time that is more suitable to your family needs.

If we don't hear from you within one week then we will assume you no longer require your early years entitlement place for .....[insert child's name]. If you have any questions about this, please speak to .....

Regular attendance is important in helping to give your child the best start to their education. .... [insert child's name] benefits by being in a learning environment and sharing many fun experiences with children of a similar age. These firm foundations help to give your child the best start in their learning journey.

We are required by the local authority to inform them of a child's poor attendance as this could impact on the funding for your child's place at this provision. Should you wish to access the early years entitlement hours at another provision please contact the Families Information Service on 0115 876 5910 who will inform you of other nurseries in your area.

Yours Sincerely,

**Example Letter re: Late Start/Early Collection**

Provider Name  
Provider Address

Parent Name  
Parent Address

Date

Dear

We have noticed that your child..... has not attended for their full early years entitlement hours. As stated on your Parent Declaration Form, the planned sessions are:

- Monday: [insert times here]
- Tuesday:
- Wednesday:
- Thursday:
- Friday:

It is not possible to 'swap' sessions as we have to ensure that the provision is staffed to meet the needs of the children and have a legal requirement to ensure staff/children ratios are maintained.

Please try to ensure that your child arrives on time and is collected at the end of their session time. By doing this your child will receive the full benefit of the whole of the planned session. Arriving late or leaving early means your child is missing part of their education as well as being disruptive to the rest of the session.

Please make contact with ..... to discuss how we can support your child's attendance or to discuss if early years entitlement hours are available on a different day/time that is more suitable to your family needs.

Regular attendance is important in helping to give your child the best start to their education. .... [insert child's name] benefits by being in a learning environment and sharing many fun experiences with children of a similar age. These firm foundations help to give your child the best start in their learning journey.

We are required by the local authority to inform them of a child's irregular attendance as this could impact on the funding for your child's place at this provision. Should you wish to access the early years entitlement hours at another provider please contact the Families Information Service on **0115 876 5910** who will inform you of other provision in your area.

Yours Sincerely,