

APPLEGARTH PRIMARY SCHOOL

GOVERNOR-LED NURSERY

Information and Parental Agreement Form (with effect from Autumn 2025)

What we provide?

As a school, we provide different options of provision for children aged 3 and 4 years old. This provision is available for TERM TIME ONLY therefore we are unable to offer 'stretched provision'. The school terms can be found on the school website.

3 & 4 YEAR OLDS

Option A (UNIVERSAL FUNDED HOURS – 3 & 4 Year olds)

Free entitlement to 15 hours Early Years provision. Where places are available, we admit children the term after their 3rd birthday. This provision takes the form of 5 morning sessions per week (8:50am - 11:50am) **OR** 5 afternoon sessions per week (12:20pm - 3:20pm). There is no option to combine the 15 hours across the morning and afternoon sessions or split across days.

Option B (EXTENDED FUNDED HOURS – 3 & 4 Year olds)

This provision is only available to eligible parents as set out in the Department for Education's criteria. This option enables working parents (criteria based) to access the UNIVERSAL FUNDED HOURS plus a further 15 hours EXTENDED FUNDED HOURS. This provision takes the form of 5 morning sessions **PLUS** 5 afternoon sessions per week. Children eligible for this option will be in school from 8:50am - 3:20pm. Children will be supervised during a 30 minute lunch period.

A packed lunch must be provided by parents unless you wish to purchase a school meal which will be charged accordingly. **Please see the reference to lunchtime supervision fees on page 2- 3 of this agreement.**

As a school, we are limited to a maximum of **24 EXTENDED FUNDED HOURS** places **per term**. These are allocated in line with our Admission Policy and are regularly reviewed.

Is my child eligible for a 15 hour OR a 30 hour 3 and 4 year old funded place?

In order for a child to be eligible for GOVERNMENT FUNDED HOURS, both parents must be working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 or more hours at the national living wage. To check your eligibility visit; <http://www.childcarechoices.gov.uk>

If my child is eligible, what do I do next?

STEP 1 – complete an on-line application at <http://www.childcarechoices.gov.uk> where you will be provided with an ELIGIBILITY CODE.

STEP 2 – the code needs to be presented to a member of the School Admin Team along with the completed Parental Agreement form which includes information regarding the parent's name, National Insurance number and the child's date of birth.

STEP 3 – complete the attached Parental Agreement Form

STEP 4 – school will confirm eligibility and a place will be allocated if available.

Please note the following:

- Parents are required to confirm their eligibility for the extended funded hours every three months.
- If you are entitled to the 30 hours extended funding and decide to take it with two providers, the 'Universal' 15 funded hours must be taken here and indicated as such on the attached form.

Information on Funding

Further information on a range of government childcare offers can be found at:

<http://www.childcarechoices.gov.uk>

For information on North Yorkshire childcare services please contact:

Families Information Service: Telephone 01609 533483

Email: fis.information@northyorks.gov.uk

Website: <http://www.northyorks.gov.uk/nyfamilies>

Further information about North Yorkshire Council Early Years Funding can be found at:

<http://www.northyorks.gov.uk/article/24354/Early-education-places-and-funding>

Early Years Pupil Premium (EYPP) Registration – for 3 & 4 year old universal funded hours

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of either; families in receipt of certain benefits, or for children who are looked after, adopted, have a special guardianship order or a child arrangement order (Your Early Years Provider will need to see evidence of either the care order or adoption certificate)

Further details on the eligibility criteria families need to meet in order for their child to receive funding for EYPP can be found at www.gov.uk/guidance/earlyyears-pupil-premium-guide-for-local-authorities. This funding will be used to enhance the quality of your child's learning experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to the School Office.

If you provide your full name, date of birth and national insurance number or NASS number of the parent named on the Tax Credit Award Form or Letter from the Department of Work and Pensions checks can be made by NYC for eligibility.

Nursery Charging Transparency

We adhere to the latest guidance from North Yorkshire Council and Department of Education with regards to charging and provide invoices (on Arbor) broken down into:

- **Additional paid for hours** – any additional paid for hours will be charged at the current charge of £14 per 3 hour session. Sessions must be pre-booked and be booked as a complete set of morning or afternoon sessions on an on-going basis. At the Headteacher's discretion, a reduced timetable might be permitted for a limited period, e.g. to aid transition to full-time hours or towards starting Reception class.
- **Lunch charges** – The current charge for a school-provided lunch in Nursery is £2.30. Pupils can go home during the lunch period, or may bring a packed lunch provided by home. Charges for school lunches will be added to Arbor under the Meals Account
- **Lunchtime Supervision fees** – The 30 hours government funding covers the 6 hours your child attends our setting daily. This does not include the 30-minute lunchbreak. However, if you wish your child to stay for lunch, there is a small lunchtime supervision fee of **£2.90 PER DAY**. This is payable each half term and will be invoiced on Arbor under Nursery Charges. The lunchtime supervision fee is different from the money you pay for your child's lunch. The lunchtime supervision fee covers the cost of qualified staff looking after your child during the non-funded 30-minute lunch break between 11.50am - 12.20pm. There is an option for your

child to be picked up and taken home for lunch between 11.50am -12.20pm, in which case the lunchtime supervision fee does not apply to you.

- **Nursery snack charges and non-food consumables charges** - charged at 50p per day and invoiced half termly on Arbor under the Ad Hoc account.
- **Activities charges** - charges may occur for any planned Nursery visits or activities. This will be communicated to parents and carers.

When will charges be raised on your Arbor account?

Charges will be added at the end of each month and payment is due within 2 weeks.

Example of Charges for a 15 hour child (without staying for lunch)

- 15 hour AM sessions are from 8.50am to 11.50am – no charges
- 15 hour PM sessions are from 12.20pm to 3.20pm – no charges
- There will be a charge for consumables of 50 per day
- Total possible charges are £2.50 per week

Example of Charges for a 15 hour child (staying for lunch)

- 15 hour AM sessions are from 8.50am to 11.50am – no charges
- 15 hour PM sessions are from 12.20pm to 3.20pm – no charges
- There will be a charge for consumables of 50 per day / £2.50 per week
- Lunchtime Supervision fee of £2.90 per day / £14.50 per week
- School lunch if required is £2.30 per day / £11.50 per week
- Total possible charges are £28.50 per week

Example of Charges for a 30 hour child (staying for the lunchtime period)

- 30 hour AM sessions are from 8.50am to 3.20pm – no charges with eligible code
- There will be a charge for consumables of 50 per day / £2.50 per week
- Lunchtime Supervision fee of £2.90 per day / £14.50 per week
- School lunch if required is £2.30 per day / £11.50 per week
- Total possible charges are £28.50 per week

All costs will be added to Arbor – please refer to the payment guide that accompanies this agreement.

All charges are approved by the Governing Body.

By signing this agreement, you hereby agree to the details and charges in this document.

Applegarth Primary School Governor-Led Nursery

Parental Agreement



Funded early years providers in North Yorkshire are expected to ensure parents clearly understand how they are receiving their child's entitlement and what charges they may need to pay for any additional hours of provision and / or consumables at the point when they first register their child at a setting (as long as charges are in line with the statutory guidance published by the Department for Education).

Early years funded providers are required to make their funded entitlement offer clear for you and which hours are to be paid for. You must also declare if you are accessing funded hours at another provider in North Yorkshire, or in another local authority as checks are made. 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 see that you are receiving your child's full entitlement.

All parents of eligible children who access a government funded place must complete this Parental Agreement Form to authorise their chosen early years childcare provider to claim for the government funded entitlement on their behalf and use their personal data.

We will need to see your child's birth certificate or Passport as proof of your child's date of birth.

All families of children aged 3-4 years are eligible for up to 15 universal hours per week - parents do not need to apply for this.

Foster carers, who are employed in addition to foster care work, may be eligible for Working Parent childcare for 3 & 4-year-olds (15 hours) – please contact your social worker to discuss how you apply.

Government funding can be offered term time only or can be stretched - this is at the discretion of the childcare provider.

Your provider must have explained their funded offer and any additional charges.

A child attending a maintained school reception class will not be eligible for early years government funding.

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

Information on North Yorkshire childcare services

Contact: Families Information Service: fis.information@northyorks.gov.uk

NYC Website: [Children and families | North Yorkshire Council](#)

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

Notice to childcare provider: This agreement is for the North Yorkshire Early Years registered childcare provider to collect information from the Parent/Carer of the funded child to enable a claim to be made for early years government funding. Once completed, this Parental Agreement **MUST** be available to the local authority for audit purposes. The childcare provider has a data protection responsibility to inform parents why we need their information and how we are going to use it.

The retention period for a Parental Agreement is 6 years.

Parental Agreement: Funded early years childcare for eligible children who are 3- & 4-Year-Olds -15hrs or 30hrs/wk.

Name of Provider	APPLEGARTH PRIMARY SCHOOL - GOVERNOR-LED NURSERY
-------------------------	---

SECTION 1 - Child Details

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

	BOTH	Any other Black background				MOTH	Any other Mixed background	
Other Background	CHNE	Chinese						
	OOH	Any other ethnic background		I do not wish an ethnic background to be recorded				

SECTION 2 – Weekly attendance and claim details (converted to term time only for stretched funding).

Enter number of weekly hours for this Provider	Mon	Tue	Wed	Thu	Fri	Total	Number of funded weeks
Funded hours universal 3 & 4-year-old							
Working Parent hours (if eligible) 9–23-month-old, 2-year-old or 3 & 4-year-old							
Non-Funded hours (paid for by parent)							
Total funded hours (term time only)							
*Stretched funding pattern if your child's hours are being stretched enter the actual funded sessions							

* The provider is responsible for making a correct funding claim on behalf of the parent and must ensure the parent understands the limitations of taking up stretched funding and agrees to the proper terms and conditions.

Please state child's attendance at another provider, if applicable including holiday provision. If splitting the government funding, ensure that you notify all childcare providers, making it clear where the funded hours should be claimed.							
Name of second Provider							
Enter number of weekly hours for second Provider	Mon	Tue	Wed	Thu	Fri	Total	Number of funded weeks
Funded hours universal 3 & 4-year-old							
Working Parent hours (if eligible) 9–23-month-old, 2-year-old or 3 & 4-year-old							
Total funded hours							
*Stretched funding pattern, if your child's hours are being stretched, enter the actual funded sessions							
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 £910 per eligible child and paid annually to the child's nominated early years							

childcare. 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 DLA?	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. They must have a copy of the child's Disability Living Award letter to make a claim.					
<p align="center">Early Years Pupil Premium for funded children</p> <p>The Early Years Pupil Premium (EYPP) is additional funding provided by the government to early years settings, such as nurseries and childminders, to support the development and learning of some children by providing extra resources to support their early education.</p> <p>To qualify for EYPP, a child must be attending an early years 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. 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. Your childcare provider will discuss with you how this additional funding will be used to enhance your child's development.</p>					
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 is required					

SECTION 3 – Parent / Carer with parental responsibility

<p>The sections below must be completed to enable the named Early Years childcare provider to check and claim, if applicable, for the correct number and type of hours.</p> <p>Working Parent Eligibility Codes can only be checked using the parent details who created the childcare services account on the Gov website.</p> <p>Early Years Pupil Premium economic 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 LAC/Children who have left care.</p>						
	Parent/Carer 1			Parent/Carer 2		
Parent/carers first name						
Parent/carers surname						
Parent/carers Date of Birth						
Please provide to allow checks to be made for EYPP	DD	MM	YYYY	DD	MM	YYYY

National Insurance Number or NASS Number																			
Working Parent Eligibility 11-digit Code																			
2-year-old 6-digit NYC Voucher Code, if eligible	n/a																		

Will your child be staying in the nursery for the lunchtime period?	YES		NO		If YES, please note there will be a Lunchtime Supervision fee charged at £2.90 per day. If you child stays for a school lunch the total will £5.20 per day.
---	-----	--	----	--	--

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 confirm that I understand the charges contained in this agreement and hereby agree to them.
- 5) I understand that I cannot claim my entitlement across more than 2 sites in one day.
- 6) I understand that I cannot claim more than the weekly maximum of up to 30 funded hours for 3- & 4-year-olds (if eligible) and up to 15 hours for 9 – 23-month-olds, and 2-year-olds.
- 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)
- 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.

Parent/Carer: I confirm that I have read and agree to all points in the declaration – please sign the agreement			
Parent/Carer Signature:		Date:	
Print Name:			

For Office Use Only:

Provider: <i>I confirm I have checked evidence of child's date of birth, and supplied details of the government funding offered at this provider</i>			
Provider Signature:		Date:	
Print Name:			
Job role:			
Documentary proof of DOB seen (e.g., birth certificate, Passport):			