

Guidance for completing Parental Declaration

The parental declaration form is an agreement between parents and their chosen provider or providers.

The declaration form sets out the up-to-date hours and patterns of access to the funded entitlements that the parent and provider have agreed to.

You may read more about the [DfE Parental Declaration](#) form guidance.

Claiming local authority funding

A parental declaration form must be completed for all local authority funding claims as well as for audit and compliance purposes including

- headcount/funding claim for 9-month-old, 2-, 3- and 4-year-olds
- validation of eligibility codes
- deprivation payments
- SEN Inclusion Funds
- Early Years Pupil Premium
- Disability Access Fund
- Together for Twos placements
- Information sharing and data privacy note

Information from this form is added to the funding portal. You should hold a copy of the form as part of your records, and it should be stored securely for Royal Greenwich compliance audits for 12 months after the child's last date at your setting. After this time, you may destroy the form securely. You should not return this form to the local authority.

When to complete the new updated Parental Declaration

Every child in your setting who takes up a funded entitlement place will have a parental declaration form already signed and in place.

Therefore, to reduce administrative burden in Summer and Autumn 2025, we are adopting a phased approach to the parental declaration.

For your current cohort of children for whom you already have an existing signed parental declaration form, you do not need to do anything just yet. If a child accessing a funded entitlement but does not have a parental declaration form in place, you must complete this form immediately with the parent.

You only need to complete the new Parental Declaration (attached) in the circumstances set out below

- New starters
- Children changing or taking up a new or expanded entitlement i.e.
 - Converting from a privately paid place to a partly or fully funded place
 - Transitioning from one entitlement bracket to another i.e. 9 month to 2-year-old or from 2 year to 3- and 4-year-old funding

- Expanding hours from 15 to 30 hours
- Changing patterns of take up – i.e. changing days or moving from term time only to a stretch place
- In response to a parent request/complaint/ query about funding and charging
- Change in child or parent details
- Following local authority audit and compliance

It is expected that you will have moved all of your children to new Parental Declaration for by end of Spring 2026 by following this phased approach.

Information on charges

The form includes information on provider charges for

- consumables
- additional hours or services

Parents can then clearly see what they are asked to pay alongside their funded hours.

It also includes the number of

- funded hours per day
- weeks over the year that the child is taking up their funded place (with the parent, you may choose a term time only offer of 38 weeks or stretched between 45 and up to 51 weeks)

Parents who stretch their hours across the year, can then see that they have received their child's full entitlement.

It is recommended that you pre-populate your master template with charges relating to voluntary and optional additional items such as hours, food, consumables, services, or activities as a starting place for your agreement with parents. This is an opportunity for you to share the benefits of your additional offer to their child. You can then delete or adjust charges for optional food, consumables, services, or activities as an opt out and agree any reasonable alternatives with the parent depending on their individual circumstances. Please note that you cannot make mandatory charges for consumables relating to the delivery of the EYFS curriculum during funded hours.

Please also note that from time to time, there will be minor changes particularly in relation to occasional ad-hoc activities. You must tell the parents about these in advance, the likely cost and itemise on their invoice without needing to change the parental declaration every time. However, if the parent chooses to opt out (depending on individual circumstances that you can explore with the parent after discussing benefits), offer a reasonable alternative and ensure that their child continues to receive the EYFS. If the child is eligible for EYPP, you may use this funding to enable their access.

Some of the reasons why parents may opt out may be related to disadvantage, low income or anxiety. Please explore with sensitivity as part of your positive parent partnerships. It is expected that parents will be willing to share appropriate financial information with you to allow you to decide reasonable alternatives such as waiving or reducing additional costs.

It is expected that parents pay for food, consumables, services, or activities that are not core to the EYFS curriculum delivery during funded hours if they have agreed in advance and where they are itemised on their invoice.

When to re-sign or complete a fresh parental declaration form again

Parents should only be asked to re-sign and/or complete a fresh parental declaration if the information on the current form changes. For example, if:

- they want to reduce the number of hours they take up
- change the days their child attends
- change which settings their child attends
- changing or expanding entitlements
- significant change in charges for optional hours, consumables, activities, or services

Best practice from local authorities recommends that where there are no changes, providers invite parents to re-sign form each term to ensure parental agreement and understanding about charges and hours remain up to date. The termly signing is advisory only and remains optional for you.

If you have any queries, please contact your Early Years and Childcare Advisor on childcare-support@royalgreenwich.gov.uk or 020 8921 3877