

Declaration form guidance

| Declaration form | Guidance for completion |
|-----------------------------|--|
| Child details | Name, date of birth, address |
| Session grid | Pre-populated with the universal entitlement of 3 sessions based on your existing attendance pattern If you have, or are applying for the extended funding for working parents an additional 3 sessions are marked in red |
| Funded hours | Tick the total number of hours claimed. 1 session = 4 hours |
| Wraparound hours (optional) | If you want additional hours outside the funded sessions then tick the required boxes, these are charged at an hourly rate for this funding period |
| Declaration | Read, sign and date in the grey box |
| Parent Name | Completed by the 'lead parent' applying for the extended funding |
| Child ID | Either pre populated or highlighted for evidence to be brought in with claim form |
| Parent NI Number | Bring to nursery for verification by 'lead parent' claiming the extended funding |
| Verification code | Bring to nursery for verification 'lead parent' claiming the extended funding |