



## Preschool Education Funding (PSEF) - PARENT DECLARATION FORM

(If completing by hand please complete in BLOCK CAPITALS)

Child's Legal  
Forename

Child's Legal  
Surname

Date of Birth  
(DD/MM/YYYY)

Child's Current Home  
Address (including  
Postcode)

### Preschool Education Funding (PSEF) Claim Details

Please complete the table below for ALL the Early Years provision/s your child attends. Providers are registered Day Nurseries, Independent Schools, Preschools and Childminders in Guernsey and Alderney.

**Provider A**

**Provider B**

Number of PSEF hours per week

Number of PSEF hours per week

Number of Non Funded Hours per  
week

Number of Non Funded Hours per  
week

Total number of Free Preschool Education Funded (PSEF) Hours claimed per week

(Maximum 15 hours per week)

### Parental Declaration

I declare my/our parental joint income to be less than **£150,000** per annum therefore qualifying my child access to this funding.

I further declare that to the best of my knowledge the information given on this form is correct and complete and I understand that any false statements are fraudulent and as such I may be required to pay back any fraudulent claims.

I authorise any officer of the Committee for Education, Sports & Culture (ESC) to contact and obtain information from any other States of Guernsey Service to confirm or provide details as sought by the ESC.

I have read and understood the information attached to this form and agree to abide by the policies and procedures it sets out.

I understand that my child is entitled to a maximum of 15 hours per week over the number of weeks per the school term during the year, term time only. This can be taken at a maximum of TWO Providers.

I will be charged for any additional hours taken over and above the Free Preschool Education entitlement by the Provider(s). I must inform my Provider(s) of any changes to the provision my child takes.

*SEYT processes personal data in line with the Data Protection (Bailiwick of Guernsey) Law, 2017. Any information you provide may be shared with partnership agencies, including other States Services. This is for the purpose of contacting families to provide appropriate services, evaluating service provision and for statistical analysis. It will also be used as part of auditing purposes to ensure details provided are accurate. For more information about how the SEYT uses personal data, please see our Fair Processing Notice which can be found on our website. [www.gov.gg/seyt](http://www.gov.gg/seyt)*

Signed by Parent

Date

Provider A Signature

Date

I confirm that I have seen the original proof of the Child's identification, in the form of either their Birth Certificate or Passport and have also seen the original proof of Parent/Carer identification, in the form of either their Driving Licence or Passport.

Provider B Signature

Date

I confirm that I have seen the original proof of the Child's identification, in the form of either their Birth Certificate or Passport and have also seen the original proof of Parent/Carer identification, in the form of either their Driving Licence or Passport.

## Important Information for Parents

### 1. Free at the point of delivery

Free Preschool Education Funding (PSEF) Entitlement must be provided free at the point of delivery, this means that Providers cannot charge parents for any part of their free hours which are then refunded at a later date or charge a deposit or charge a top-up fee (the difference between what a Provider would normally charge for a non-funded session and the amount they receive from the States of Guernsey to deliver the Funded place). Once you complete and submit your Parental Declaration (PD) Form you are committing to attending the Provision the year before your child starts Reception. Half term requests will be for changes of circumstance such as moving house, moving to the island or a breakdown in relationships during this time.

States of Guernsey guidance states the following in relation to the free PSEF places:

- If Providers charge for any goods or services, for example meals, uniform, optional extras or additional hours of provision outside of the free PSEF place, this should not be a condition of children accessing their free place.
- Ensure that parents can clearly see, from the information they receive from their Provider, that they have received their child's full 15 hour place completely free.

If the PSEF place accessed by a child covers a lunch/snack period, there are three options:

- The Provider can choose to include the cost of the lunch/snack within the free hours
- The Provider can make a charge for lunch/snack and the parent/carer pays the additional charge.
- The parent/carer can bring a packed lunch/snack for the child.

If hours are taken over lunchtime and the parent does not want to/cannot afford to pay for a lunch for their child, they must be given the option of providing a packed lunch with no charge incurred by the parent.

Any charges made for lunch/snacks or additional hours should be clearly explained to the parent. We recommend that all Providers should ensure parents have full written details of their funding structure prior to their child taking up a place at their provision.

### 2. Charging for additional childcare

Providers should clearly show on the invoice to parents the number of free hours which have been deducted in respect of their child's free place. Additional charges, such as lunch/snack costs and charges made for attendance **outside** of the free entitlement hours should be clearly stated on the invoice and be delivered in line with the guidance set out above.

If a child does not attend for three consecutive days and you have not informed the Provider why your child is absent, the Provider will contact you to determine the reason for absence. It is important to understand the place is funded by The States of Guernsey and should be used on a regular basis. If attendance does not improve, a letter will be sent to you explaining that if you do not use your place within the next two weeks it may no longer be available. Copies of any correspondence will be kept and a

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note made on the register. Exceptions will be made for individual circumstances such as children with additional needs or vulnerable children.

### **3. Extended Holidays**

Children may be absent due to extended family holidays, but parents must inform the Provider of the period your child will be absent. During absence the child's place will be funded for a maximum of 3 weeks per term if the Provider has a return date for that child. If the holiday extends beyond 3 weeks or the child does not return, Providers must inform the SEYT as funding may be reduced.

If your child returns at a later date their funded place may not be available until the start of the following term. Any decision regarding providing a place for a returning child will be the Providers.

### **4. Staff Training Days/Public Holidays**

Providers must offer the full entitlement over the number of weeks as per the school term (or for the registered number of weeks if less than the school term dates) to all eligible children and therefore the funding cannot be claimed during a period of closure for staff training. Where a Provider has to close for training, for example, the funding should be offered at an alternative time in compensation. However, there is no obligation to offer alternative provision due to public holiday closure.

### **5. Withdrawing from offering Free PSEF Places**

If a Provider wishes to withdraw from the directory and delivery of the funded places, they must inform all their parents by letter, giving at least half a terms notice to enable parents to make alternative arrangements.

### **6. Changing Early Years Providers during the term**

If you move from one Provider to another in the middle of the term, funding will **not** automatically be transferred to the new Provider. You will not be able to access a funded place at a different Provider until the notice period of **6 weeks** has been honoured to terminate your contract with the Provider. The 6 weeks' notice period is calculated during States Schools term time only.

### **7. Further Information**

- a) Funding cannot be claimed until the PD Form has been completed and signed by the parent.
- b) A PD Form must be completed at both Providers if a child is accessing their Free PSEF place across two Providers.
- c) The number of hours entered on the PD Form under "Number of PSEF per week" must correspond to the number of hours submitted to the SEYT and hence the number of hours to be funded by the States of Guernsey. This will be checked by the SEYT.
- d) The Provider will support you to complete the PD Form, understand what free entitlement your child is entitled to and how you can access this.
- e) Parents must bring identification of their child, this needs to be either the child's birth certificate or passport to verify the child's name and date of birth.

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This process is often incorporated into the Providers' registration process for new children. Providers will sign to confirm that they have seen the original identification of the child. If parents are struggling to obtain either form of identification, please contact the SEYT.

- f) Parents must provide proof of their identity by providing either their own passport or driving licence. Providers will sign to confirm that they have seen the original identification of the parent.
- g) The PD form is available on [www.gov.gg/seyt](http://www.gov.gg/seyt) or from your EY Provider as a paper or electronic copy. A copy will be sent to the SEYT. The Provider will keep an attendance register, for 3 terms and this can be made available if required.

## **8. Completing the Parent Declaration Form**

- a) Please ensure you read and understand the conditions and information included on the form before signing.
- b) Child's details – ensure you complete **all** your child's details including their full legal name, date of birth and full address including postcode.
- c) Number of Free Preschool Education hours to be claimed at the provision. There will be a maximum of 15 hours a week over the number of weeks per the school term during the year (term time only – see States Schools term dates at [www.gov.gg/termdates](http://www.gov.gg/termdates)), the year before a child starts school in Reception class. Any additional weekly hours that are non-funded hours must also be included on the PD Form.
- d) The threshold to qualify for the 15 hours of free preschool education funding for 3 to 4 year old children is a joint parental annual income of £150,000.
- e) Ensure you read the Parental Declaration then sign and date 'Signed by Parent'. Provider/s are to sign and date to confirm that relevant identifications have been verified.

## **9. Raising a Concern or Making a Complaint**

The following is the States Early Years Team (SEYT) process for parents who are not satisfied that their child has received the free preschool education funding to which their child is entitled.

All three and four year olds who meet eligibility criteria, are entitled to a free preschool education funded place, consisting of up to 15 hours per week, over the number of weeks per the school term during the year, the year before they start Reception at primary school. These places are available in all registered Early Years Provisions who offer the free preschool education funding.

The list of registered provisions who offer the PSEF can be found on our webpage <https://gov.gg/seyt-families>

In the first instance you should always contact the Provider(s) concerned to discuss the problem and if necessary go through the Provider's internal complaints procedure to try and resolve the problem.

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However, if you are not happy with the outcome then you can raise your concerns by emailing [educationsportandculture@gov.gg](mailto:educationsportandculture@gov.gg) please see the Compliments, Comments and Complaints Policy [here](#).

You can further appeal to the Administrative Decisions Review Board details can be found here: <https://gov.gg/reviewboard>.