

**Authorisation Form for
Headcount of
2, 3 & 4 Year Olds**

Date Processed:	
Processed By:	

Spring Headcount 2019

Eligible dates of birth: 01/01/14 to 31/12/16

Return Deadline: Friday 1 February 2019 - 4pm

Name of Provider:

Number of Parent Declaration Forms enclosed:

Total number of children on your claim this term:

Name of practitioner completing the headcount:

Job Title:

Contact Number:

Contact Email:

I certify that

- I enclose with this claim all originals of the Parent/Carer Declaration forms
- I have retained all copies of the Parent/Carer Declaration forms and have seen evidence of the identity and the date of birth of all of the children in this claim
- The provider named on this sheet is registered with the DfE to provide nursery education and registration has not been withdrawn
- The Nursery Education Funding will be spent wholly on nursery education for eligible children and this may be checked through audit arrangements
- I confirm that the Privacy Notice has been seen by all parents/carers included in this claim
- I confirm that I will notify Bedford Borough Council Early Year Team of any changes to these claims within 5 work days.
- I acknowledge that if I miss deadlines, send incorrect or incomplete claims, this will incur a late payment.

Authorised Signature:

Print Name:

Date:

Please return to: Julie Comber / Dawn Wilson, Early Years, 5th Floor, Bedford Borough Hall, Cauldwell Street, Bedford, MK42 9AP