FREE EARLY EDUCATION ENTITLEMENT

PARENT DECLARATION – 3 & 4 year olds ONLY

Name of Provider .....

TERM *(tick the relevant box)*

SUMMER 2017		AUTUMN 2017		SPRING 2018	

1. Child's details

Child's Legal Family Name:		**Child's Legal Forename(s):**	
Name by which the child is known (if different from above):			
Date of Birth:			
Address:			**Postcode:**
Ethnicity code:		**SEN code:**	
Documentary proof of DOB Type (e.g. Birth Certificate, Passport)**:**		**Document recorded by** (name of staff member)**:**	
Date document recorded:		**30 hours eligibility code:** (e.g. 12345678912)	

Ethnicity Codes

WBRI = White British
WIRI = White Irish
WIRT= Traveller of Irish Heritage
WROM = Gypsy/ Roma
WOTH = White, any other White Background
MWBC = Mixed, White & Black Caribbean
MWBA = Mixed, White & Black African
MWAS = Mixed, White & Asian
MOTH = Any other mixed background
AIND = Asian or Asian British Indian
APKN = Asian or Asian British Pakistani
ABAN = Asian or Asian British Bangladeshi
AOTH = Any other Asian background
BCRB = Black or Black British Caribbean
BAFR = Black or Black British African
BOTH = Any other Black background
CHNE = Chinese
OOTH = Any other ethnic background
REFU = Did not wish to be recorded
NOBT = Not obtained

Special Educational Needs (SEN) Codes

N = No Special Educational Needs
E = Education, Health and Care Plan
S = Statement
K = SEN Support

2. Additional details for children claiming 30 hours free childcare

30 hour applicant **First parent / guardian**		**Partner listed in 30 hour application** **Second parent / guardian**	
Forename		**Forename**	
Surname		**Surname**	
DOB		**DOB**	
National Insurance / NASS No.		**National Insurance / NASS No.**	

3. Setting and attendance details

- You need to agree and complete this Declaration Form with each setting your child attends for their early education entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than one setting we may split the funding fairly between the settings.

My child is attending the following childcare settings:

Setting Name(s)		Please enter total free entitlement hours attended per day					Total no. of free hours per week	Total no. of non funded hours per week	Indicate if setting responsible for delivery of universal 15 hours	No. of weeks per year (e.g. 38, 45, 51)
		Mon	**Tue**	**Wed**	**Thu**	**Fri**			**Yes/No**	
A										
B										
C										
D										
Total Daily Free Hours Attended										

4. Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children and families in receipt of certain benefits. This funding will be used to enhance the quality of their early years' 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 your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information to enable the local authority to confirm eligibility:

		Second Parent/Guardian	
Forename		**Forename**	
Surname		**Surname**	
DOB		**DOB**	
National Insurance / NASS No.		**National Insurance / NASS No.**	
Contact telephone number		**Contact telephone number**	

5. Disability Access Fund Declaration

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early year s setting as a fixed annual rate of £615 per eligible child.

Is your child eligible and in receipt of Disability Living Allowance (DLA):

☐ Yes (please provide the nominated childcare provider with a copy of the DLA award letter)

☐ No

If your child is splitting their free entitlement across two or more providers please nominate the main setting where the local authority should pay the DAF:	
Name of Setting:	

6 Parent/Carer/Guardian with legal responsibility declaration

Declaration I (Name) .....

of (Address) .....

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider/s)

.....

to claim free entitlement funding as agreed above on behalf of my child.

In addition, I also agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

I understand that by completing and signing this declaration;

- **I will not be entitled to change provider during the course of a term without the express permission of the Local Authority, which will only be given in exceptional circumstances**
- **If the Local Authority considers there are no exceptional circumstances in my case I may not be entitled to claim further Free Entitlement at any new provider for the remainder of the term**
- **I will not be entitled to increase the funded hours stated during the course of the term unless the Local Authority considers there are exceptional circumstances**
- **I consent to my childcare provider verifying my 30 hours eligibility code**
- **I agree to information being collected and shared with partner organisations to support my child's learning and development.**

Parent/Carer/Guardian with legal responsibility		**Childcare Provider**	
Signed		Signed	
Print name		Print name	
Date		Date	

7. Data privacy

The Data Protection Act 1998 put is place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools.
Parents should refer to the setting's privacy notice and information sharing policy and procedure.
Providers are asked to pay particular note to advice from the Information Commissioner's Office (ICO) on holding personal data including sensitive personal data available at:
https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/