

## Parental Declaration for 2, 3 and 4 year old Free Early Learning Entitlement Funding Claims

### 1. Child's Details

<b>Child's Legal First Name</b> <i>same as birth certificate</i>		<b>Child's Legal Family Name</b> <i>same as birth certificate</i>	
<b>Name by which child is known</b> <i>(if different from above)</i>			
<b>Date of Birth</b>		<b>Male/Female</b>	
<b>Address</b>		<b>Postcode</b>	
<b>Documentary Proof of DoB Type</b> eg Birth Certificate, Passport		<b>Document recorded by</b> (name of staff member)	<b>Date document recorded</b> ...../...../.....
<b>30 hours eligibility code</b> (11 digit number)		<b>Date of 30 hours eligibility code issue</b>	...../...../.....

### 2. Parent/guardian details – please complete for both parents *(any person with parental responsibility and who the child normally lives with)*

	Parent/Guardian 1	Parent/Guardian 2
<b>First name</b>		
<b>Last Name</b>		
<b>Date of Birth</b>	D   M   Y	D   M   Y
<b>Do you have Parental Responsibility?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>National Insurance Number</b>		
<b>National Asylum Support Service (NASS) Number</b>		
<b>Apply for Early Years Pupil</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Premium (EYPP)</b> <i>Joint family income under £16,190 and in receipt of benefits?*</i>		
<b>Address</b>		
	<b>Postcode:</b>	<b>Postcode:</b>

### 3. Early Years Pupil Premium (EYPP) \*

The Early Years Pupil Premium (EYPP) is an extra sum of money (up to £300 a year) paid to your child's setting. This funding will be used to enhance the quality of your child's early years' experience by improving the teaching and learning, and providing extra money for facilities and resources. The aim is to have positive impact on your child's progress and development. For more information please speak to your setting or Families Information Service on 020 8921 6921.

If you receive benefits, or your child was Looked After Child or has been adopted from care, please tick under which criteria you believe your child is eligible and make sure you fill in your National Insurance information.

Benefits or Income       Looked After Child       Adopted from Care

### 4. Setting and attendance details

- You must agree and complete this Declaration Form with each setting your child attends for their free early learning entitlement of 15 universal and up to an extra 15 extended hours (to make 30 term time or 25 stretched all year round) per week in order to ensure that funding is paid fairly between the settings.
- Your child can attend a maximum of two sites in a single day and if your child attends more than one setting, the funding will be split fairly as indicated below.

**My child is attending the following settings (include schools) only:**

Setting Names	Please enter total free entitlement hours attended per day in a week	Total number	Number of weeks per year

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	of hours per week	(term time only 38 weeks or stretched)
A:									
B:									
C:									
<b>Total Daily Free Hours Attended</b>									

Please note a maximum of 10 hours can be claimed per day in ½ hour increments

#### 4. Disability Access Fund Declaration

Three- and four-year old children who are in receipt of child Disability Living Allowance and are receiving the free early learning entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £615 per eligible child. The funding is non-transferable and does not follow the child if there is a transition to another setting during the academic year.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
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			
Setting Name		Address	
		Postcode	

#### 5. Declaration

**PARENTAL /GUARDIAN 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 each 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 and agree that this information will be used by the local authority to confirm receipt of one of the listed eligible welfare benefits. The local authority will do this by checking benefit data provided by Her Majesty’s Revenue and Customs (HMRC) and Department of Work and Pensions (DWP).

Parent/Guardian		Early Years Provider	
Signed		Signed	
Print name		Print name	
Date		Date	

## 6. Data privacy

The Data Protection Act 1998 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, such as pupils, their parents and teachers. This includes:

- the right to know the types of data being held
- why it is being held, and
- to whom it may be communicated

A 'privacy notice' is a good way to be able to meet data subject's rights and therefore DfE recommend they are used to explain to parents, pupils and staff how their data is being used. The department has drafted template privacy notices that schools and local authorities may like to use, however, they should be reviewed, amending as necessary to reflect business need and ideally include this link to the gov.uk webpage on how the department collects and shares data.

It is recommended that the privacy notice be included as part of an induction pack for staff and be put on the school website for parents, as well as potentially featured on the staff notice board/intranet. They do not need to be issued on an annual basis as long as new pupils and staff are made aware of the notices and they are readily available electronically or in paper format.

Please note that information about whether a child is in receipt of Disability Living Allowance is sensitive personal data which should be handled appropriately. Providers are asked to pay particular note to advice from the ICO on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>

### **EYPP /DLA information**

<https://www.gov.uk/guidance/early-years-pupil-premium-guide-for-local-authorities>

<https://www.gov.uk/disability-living-allowance-children/overview>

### **IMPORTANT NOTE**

Please note this form must be completed for all local authority funding claims including

- headcount for 2, 3 and 4 year olds
- deprivation payments
- SEN and Social Inclusion Funds (eg additional hours and 1:1 funding)
- Early Years Pupil Premium and
- Disability Access Fund.

You hold this copy as part of your records and it should be stored safely for local authority audits. You should not return this form to the local authority. Information on this form should be returned in format as requested.