

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 years setting as a fixed annual rate of £615 per eligible child.

If your child is three or four years old and in receipt of Disability Living Allowance (DLA) please complete the following information:

<b>Child's Details</b>			
Forename		Middle Name(s)	
Surname		Name by which child is known (if different)	
Date of Birth (dd/mm/yyyy)		Gender	Female <input type="checkbox"/> Male <input type="checkbox"/>
Documentary proof of DLA (e.g. letter from HMRC)		Document seen by (staff member name) and date document recorded (dd/mm/yyyy)	

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:

**Declaration**

I (PRINT name).....

Of (PRINT address) .....

Confirm that the information I have provided is accurate and true. I agree to the conditions set out in this document.

In addition, I 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 (name of provider):

.....to

claim the Disability Access Fund (DAF) on behalf of my child.

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

### 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/>