

Please complete your information in full. You will only need to complete box number 2 (in blue) if you are eligible to access 30 hours and have an 11 digit eligibility code.

- 2 year old** – starts from the term after second birthday
- 3 & 4 year old (universal 15 hour funding)** – starts from the term after third birthday
- 3 & 4 year old (extended 15 hour funding)** – starts from the term after third birthday and an eligibility code has been issued.

<b>Name of Childcare Provider:</b>			
<b>1. 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 DoB type (e.g. birth certificate, passport)		Document recorded by (staff member name) and date document recorded (dd/mm/yyyy)	
<b>Special Educational Needs (tick which one applies)</b>			
SEN Support	<input type="checkbox"/>	Education Health and Care Plan	<input type="checkbox"/>
<b>2. Additional details for children claiming 30 hours free childcare (to be completed by parents who are eligible to access 30 hours)</b>			
Parent/carer National Insurance Number		30 hours eligibility code: (e.g 50005678912)	
<p>I (PRINT name)..... agree that the information I have provided above can be shared with the Local Authority and Department for Education, who will access information from other government departments to check the validity of my 30 hours eligibility code. <b>(Please refer to the data privacy notes on page 4)</b></p>			

<b>Parent/Carer/Guardian with legal responsibility</b>					
Signed		Print Name		Date	

3. Child address details			
Address line 1			
Address line 2			
Address line 3		Town	
County		Postcode	

4. Child's ethnicity (tick which one applies)					
Any Other Asian Background		Black African		Traveller of Irish Heritage	
Any Other Black Background		Black Caribbean		White British	
Any Other Ethnic Background		Chinese		White Irish	
Any Other Mixed Background		Gypsy / Roma		White & Asian	
Any Other White Background		Indian		White & Black African	
Bangladeshi		Pakistani		White & Black Caribbean	
Prefer not to say (refused)					

### 5. 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 1 setting we will split the funding fairly between the settings
- In the case where you cease to meet the eligibility criteria for 30 hours, you may choose which provider you continue to take up your child's universal 15 hours entitlement

Declaration of Funding Details										
Setting Name(s)	Universal (15 hours) /Extended (15 hours) funding?	Please enter total free entitlement hours attended							Total number of hours per week	Number of weeks per year
		Mon	Tue	Wed	Thur	Fri	Sat	Sun		

## 6. Early Years Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years' experience by improving the teaching, learning, facilities and resources. For more information please speak to your childcare provider.

If you believe that your child qualifies for EYPP please provide the following information for the **main benefit holder** to allow the local authority to confirm eligibility and enable your setting to get additional funding to improve outcomes for your child. *(Please ask your nursery manager or refer to web guidance for further details <https://www.gov.uk/guidance/early-years-pupil-premium-guide-for-local-authorities> )*

Please tick one of the boxes to the right to indicate if your child has specific eligibility for EYPP:				AO (Adoption Order)		RO (Residence Order)		SG (Special Guardianship Order)		LAC (Looked After Child)	
<b>Please complete details below for main benefit holder if none of the above criteria apply</b>											
PARENT NATIONAL INSURANCE NUMBER				PARENT NATIONAL ASYLUM SUPPORT SERVICE NUMBER		PARENT DATE OF BIRTH (DD/MM/YYYY)		PARENT FIRST NAME		PARENT SURNAME	

## 7. Declaration

I (PRINT name) .....

Of (PRINT address) .....

confirm that the information I have provided above is accurate and true and I agree that I will update this document if there any changes. I understand and agree to the conditions set out in this document and I authorise (name of provider): ..... to claim free entitlement funding as agreed 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) on behalf of my child where applicable.

Year	Term (circle the term)	Parent/Guardian			Provider		
		Name	Signed	Date	Name	Signed	Date
20__	Autum Spring Summer						
20__	Autum Spring Summer						
20__	Autum Spring Summer						

## 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/>