*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.*

**Early Education Funding**

**Parent Declaration for 2, 3 and 4 Year Old Funding**

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

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Childcare Provider:** | | | | | | | |
| 1. **Child’s Details** | | | | | | | |
| Forename |  | | | | Middle Name(s) |  | |
| Surname |  | | | | Name by which child is known (if different) |  | |
| Date of Birth (dd/mm/yyyy) |  | | | | Gender | Female Male | |
| Documentary proof of DoB type (e.g. birth certificate, passport) |  | | | | Document recorded by (staff member name) and date document recorded (dd/mm/yyyy) |  | |
| **Special Educational Needs (tick which one applies)** | | | | | | | |
| SEN Support | |  | | Education Health and Care Plan | | |  |
| 1. **Additional details for children claiming 30 hours free childcare (to be completed by parents who are eligible to access 30 hours)** | | | | | | | |
| Parent/carer National Insurance Number |  | | 30 hours eligibility code: (e.g 50005678912) | | |  | |
| 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. **(Please refer to the data privacy notes on page 4)** | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Parent/Carer/Guardian with legal responsibility** | | | | | |
| Signed |  | Print Name |  | Date |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **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) |  |  |  |  |  |

1. **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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |  |  |  |  |  |  |
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1. **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.early-education.org.uk/eypp-basics>

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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) |  |
| **Please complete details below for main benefit holder if none of the above criteria apply** | | | | | | | | | | | | | | | | | |
| PARENT NATIONAL INSURANCE NUMBER | | | | | | | | | PARENT NATIONAL ASYLUM SUPPORT SERVICE NUMBER | | | PARENT DATE OF BIRTH (DD/MM/YYYY) | | PARENT FIRST NAME | | PARENT SURNAME | |
|  |  |  |  |  |  |  |  |  |  | | |  | |  | |  | |

1. **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 |  |  |  |  |  |  |
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**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](https://www.gov.uk/government/publications/data-protection-and-privacy-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](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data) 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/