**Annex: A: Parent declaration for the free entitlements**

**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:** |  | **Male/Female:** |  |
| **Address:** | | Post Code: | |
| **Documentary proof of DoB Type** (eg Birth Certificate, Passport): |  | **Document recorded by** (name of staff member): |  |
| **Date document recorded**  (dd/mm/yyyy): |  |  |  |

**2. Additional details for children claiming 30 hours free childcare**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parent/carer National Insurance Number** |  | **30 hours eligibility code:** 11 digits  (e.g 12345678901) |  |

**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 correctly to each setting.
* 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 between the settings as agreed.

**My child is attending the following settings:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Setting Name(s)* | | **Please enter total free entitlement hours attended per day** | | | | | **Total number of hours per week** | **Number of weeks per year (e.g 38, 45, 51)** |
| **Mon** | **Tue** | **Wed** | **Thur** | **Fri** |
| **A** |  |  |  |  |  |  |  |  |
| **B** |  |  |  |  |  |  |  |  |
| **C** |  |  |  |  |  |  |  |  |
| **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 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 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 for the **main benefit holder** to enable the local authority to confirm eligibility:

|  |  |  |  |
| --- | --- | --- | --- |
| **Parent/carer**  **First Name** |  | **Parent/carer**  **Last Name** |  |
| **Parent/carer**  **Date of Birth** |  |  |  |
| **Parent/carer National**  **Insurance Number/**  **NASS Number** |  | **Parent/carer**  **Signature** |  |

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

**Is your child eligible and in receipt of Disability Living Allowance?**

|  |
| --- |
|  |

**Yes**

|  |
| --- |
|  |

**No**

**Please provide your early years setting with a copy of your Disability Living Allowance award letter.**

**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 (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 for 30 hours and enable this provider to claim Early Years Pupil Premium (EYPP) or 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 |  |
| Signed |  | Signed |  |
| Print  name |  | Print  name |  |
| Date |  | Date |  |
| 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

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