

Placement Form for Together for Twos 2020/21

Step 1 : Child details

Child's Legal First Names <i>as birth certificate</i>		Child's Legal Family Names <i>as birth certificate</i>	
Name by which child is known <i>(if different from above)</i>			
Date of Birth		Male/Female/Other	
Address			Nationality
Postcode			

Step 1 complete? Tick here

Step 2 : Parent/guardian details – *person with parental responsibility and who the child normally lives with*

	Parent/Carer/Guardian 1	Parent/Carer/Guardian 2
Legal First name		
Legal Last Name		
Date of Birth	D M Y	D M Y
Do you have Parental Responsibility?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Nationality		
National Insurance Number		
National Asylum Support Service (NASS) Number		
Address		
	Postcode:	Postcode:
Contact Telephone Number		

Step 2 complete? Tick here

Step 3: Child's eligibility for 2 year old funding

Please tick criteria under which you may be. The children's centre will be able to check for you if you are not sure. They will need your National Insurance/ NASS number, date of birth and documentary proof.

Economic – not working or household net income less than £15,400pa

Children in our Care SEND Special Guardianship Order /Adopted

Zambrano carer* *See paragraph 15 of Department for Education Guidance on Assessing Eligibility for a free place

Right to remain Article 8 European Convention of Human Rights&Nil Recourse to Public Funds

Section 4 Immigration & Asylum Act 1999 s17 Children's Act and Nil Recourse to Public Funds

Step 3 complete? Tick here

Step 4: Children's Centre Details

Children's Centre	Central <input type="checkbox"/> East <input type="checkbox"/> South <input type="checkbox"/> West <input type="checkbox"/>		
Staff member completing placement			
Contact details - email & telephone number			
Documentary proof recorded	Document recorded by (staff name)	Date document recorded	
Child's date of birth <input type="checkbox"/> <i>Complete where relevant</i> Household annual net income less than £15,400 pa <input type="checkbox"/> Adoption/ SGO <input type="checkbox"/> Child's nationality <input type="checkbox"/> Parent/ Carer's nationality <input type="checkbox"/> Relationship to child <input type="checkbox"/> Right to Zambrano Carer Status <input type="checkbox"/> Right to remain under Art. 8 ECHR <input type="checkbox"/> Support under S4 Immigration and Asylum Act 1999 <input type="checkbox"/> s.17 Children's Act & nil recourse (Covid 19) <input type="checkbox"/>			
Economic criteria - check carried with FIS?	Yes <input type="checkbox"/> No <input type="checkbox"/>	EYP Hub Response	Eligible <input type="checkbox"/> Not Eligible <input type="checkbox"/>

Step 4 complete? Tick here

Step 5: Setting details

Setting Name			
Address & Postcode		Ofsted URN	
Type of Placement	Term Time only <input type="checkbox"/> All Year Round <input type="checkbox"/>	Start date/...../.....
Out of Borough	Yes <input type="checkbox"/> (name of borough) No <input type="checkbox"/>	Have you advised parent to follow procedure of out of borough authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Step 5 complete? Tick here

Step 6: Parent/Guardian with Legal Responsibility 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 Children’s Centre and Setting)

.....and

.....

to claim free entitlement funding as agreed above on behalf of my child. In collecting my data for the purposes of checking my eligibility for the 2-year-old Royal Borough of Greenwich is exercising the function of a government department. Royal Borough of Greenwich is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

I agree that information I have provided can be shared with the local authority, the Department for Education and with other government departments for the purpose of assessing the eligibility for a free early education place.

You must tick the criteria under which you are applying

- 1. I confirm that I am not working and my household annual net income is less than £15,400 a year Yes No
- 2. I confirm I meet the relevant criteria to have acquired Zambrano Carer status Yes No
- 3. I confirm I have a right to remain in the UK on grounds of private and family life under Article 8 of the ECHR with no recourse to public funds Yes No
- 4. I confirm I receive support from the Home Office under.4 of the Immigration and Asylum Act 1999 Yes No

and I confirm I have provided documentary evidence to the Children’s Centre as required Yes No

Parent/Carer/Guardian with legal responsibility		Children’s Centre	
Signed		Signed	
Print name		Print name	
Date		Date	

Data privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools, children’s centres and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), 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 disclosed
- The right to request a copy of the data
- The right to have it rectified if it is inaccurate

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your Children’s Centre, early year’s setting or Royal Borough of Greenwich. You can find out more from the Information Commissioner’s Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/your-data-matters/>

Please note that information about an individual’s immigration status is sensitive data should be handled appropriately. Local authorities are asked to pay particular note to advice from the Information Commissioner’s Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>

Step 6 complete? Tick here	
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THIS FORM IS NOW COMPLETE

Note to children’s centres and early years providers

Children’s Centre

- Please check eligibility directly with Families Information Service
- Please email completed and password protected form to Families Information Service fis@royalgreenwich.gov.uk
- Keep copy on EiSi
- Send copy with parent to provider

Early Years Provider:

- Please return password protected form to eyc-funding@royalgreenwich.gov.uk when first claiming funding
- Store form safely for audit purposes while the child remains at your setting and for further 3 years
- Information on this form should be completed in pupil and parent fields on funding claim

Funding claims will not be paid unless the local authority hold a copy of the completed form