

Parent Declaration Form

1. Parent declaration form to start from:

2. Stretched or term time pattern?

3. 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:			
Documentary proof of DoB Type (eg passport):		Document recorded by:	
Date document recorded (dd/mm/yyyy):		30 hours eligibility code:	
Parents NI number:		Parents NASS no:	

4. Setting and attendance details

- You need to agree and complete this Declaration Form with **each setting your child attends** for their funded early education entitlement 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 the funding will need to be split between the settings. **It is the parents decision on how to split the funding but must be recorded correctly below.**

My child is attending the following settings:	Please enter total hours per day broken down into Funded Universal (FU), Funded Extended (FE), and Private hours (PR) child is attending															Total hours per week	Total Weeks per year		
	Mon			Tues			Wed			Thur			Fri						
	FU	FE	PR	FU	FE	PR	FU	FE	PR	FU	FE	PR	FU	FE	PR				
A																			
B																			
C																			
Total Daily Hours																			

5. EY Pupil Premium (EYPP) check

The Early Years Pupil Premium is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits (please see web address in footnote). 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 you childcare setting to confirm eligibility:

Parent/carer first name:	
Parent/carer last name:	
Parent/carer date of birth:	
Parent/carer NI number/NASS:	
Parent/carers signature:	

6. 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 as a fixed annual rate of £615 per eligible child. Is your child eligible and in receipt of Disability Living Allowance (DLA)?

Yes No

If your child is splitting their free entitlement across two or more providers please nominate the setting where the local authority should pay the DAF:

Setting Name:	
Parent/carers signature:	

7. Parent/Carer/Guardian with legal responsibility

The parent/carer by signing this form agrees to the following: I confirm that the information I have provided is accurate and true. I understand the conditions set out in this document and I authorise the childcare providers recorded on this document can claim Funded early education on behalf of my child. I understand that the information I have provided will 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 Two year old funding, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

Parent/Carer/Guardian with legal responsibility	
Signed:	
Print name:	
Date:	

8. 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
- how long it will be held for
- why it is being held, and
- to whom it may be communicated

The Department for Education has legal powers to collect the pupil, child and workforce data that schools, local authorities and awarding bodies hold. Information on how the department collects and shares data can be found via: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

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/>

Childcare Provider/s claiming Funding		
Childcare setting	Signature	Date