Department for Education

Walsall Council

Parent Declaration for Early Education Funding (EEF)

All sections should be completed to claim Early Education Funding (EEF) for this child. You will be required to complete a form once a year, or before if your funding entitlements change. All fields must be completed.

Child Details	
Child's Legal Family Name:	
Child's Legal First Name:	
Name by which the child is known (if different from above):	
Date of Birth:	**Gender:**
Address:	

Ethnicity-tick one option – this information is mandatory					
Did Not wish to be recorded		Black or Black British, Caribbean		Asian or Asian British, Pakistani	
Not Obtained		Mixed White & Black Caribbean		Asian British or any other Asian background	
White British		Black or Black British, African		Traveller of Irish Heritage	
White-Irish		Mixed White & Black African		Gypsy/Roma	
White Northern Irish		Asian British or any Other Asian		Chinese	
White, Any other White Background		Mixed White & Asian		Mixed Any other mixed background	
Other European		Asian or Asian British, Bangladeshi			
Black or Black British		Asian or Asian British, Indian			

Special Educational Need- tick one option					
No Special Education Need		Education, Healthcare Plan		SEN support	

Parent/Carer Details

Parent / Carer 1	**Parent / Carer 2**
Legal Family Name:	Legal family Name:
Legal First Name:	Legal First name:
Date of Birth:	Date of Birth:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):
Daytime contact number:	Daytime contact number:
Contact e-mail address:	Contact e-mail address:
Address if Different from Child:	Address if Different from Child:
Document check	
Documentary proof of DOB Type (e.g. birth certificate, passport):	
Document to be checked and signed by the provider. (name of staff member):	
Time 2 Start Code Please note Time 2 start codes do not need to be renewed.	
11-digit funding code. For working family's eligibility criteria, you must have obtained an eligibility code through Childcare Choices by 31 March, 31 August or 31 December to claim for the next funding period. You must reconfirm your eligibility every 12 weeks with HMRC through your childcare service account to confirm you can retain your eligibility	

Additional Funding to support your child.

Some children are entitled to extra funding based on Government criterion. This funding is paid directly to the child's provider but can only be accessed if information required to check eligibility is shared.

Early Years Pupil Premium-Eligibility Criteria

• Income Support

• Income-based Jobseekers Allowance

• Income-related Employment and Support Allowance

• Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999

• The guaranteed element of State Pension Credit

• Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

• Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

• Universal Credit – your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Disability Access Fund (DAF)-Eligible if the child is entitled to Disability Living Allowance (evidence letter will need to be shown to the provider)

Provider Details								
Setting name:	**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Total no. of hours per week**	**Total weekly charge**	**No. of weeks per year (e.g. 38,45,51)**
Total funded entitlement hours attended per day							n/a	
Total extra (chargeable) hours per day								
Total daily hours attended								

Please note: the maximum number of funded hours your child can receive depends on the type of funding you are eligible for:

- 2-year-olds in families receiving Time 2 Start: 15 hours a week for 38 weeks of the year.
- Universal 3 and 4YOs: 15 hours a week for 38 weeks of the year.
- for children aged from 9 months of eligible working parents: 30 hours a week for 38 weeks of the year, for 3 and 4 years old this can be combined with the Universal entitlement to a maximum of 30 hours.

If your child is attending another setting, then please put the details below: If not, please leave blank.

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting name						

If your child attends another setting, please state which one is named as the main one. ……..

Provider Charges

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Families Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges for consumables or additional charges per day						

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to: (See Appendix 1 for example)

Parent/Carer/Guardian with legal responsibility declaration

I 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. I understand that the data collected in this form will be shared with my chosen provider and local authority.

Walsall Council is collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Term 1

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

Term 2

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

Term 3

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

Data Protection

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 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

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 provider or Walsall Council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers 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/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/

How Walsall Council uses your personal data

We collect and use personal data to deliver services and support to families, in line with data protection laws. This may include sharing information with relevant teams within the council to ensure the right services are provided.

For full details on how we collect, store, use, and share your information, please see our Privacy Notice:

Privacy statement | Walsall Council

Easy read Policy Notice

This form is now complete and is to be retained by the provider and should NOT be returned to Walsall Council