

## Parent Declaration for Early Education Funding (EEF)

All sections should be completed to claim Early Education Funding (EEF) for this child.

All fields are mandatory.

**This form is to be retained by the provider and should NOT be returned to Staffordshire County Council.**

Provider details
<b>Name of provider:</b>
<b>Address of provider</b> (incl postcode):

Childs details			
<b>Childs legal name*:</b>		<b>DOB*:</b>	
*I have seen evidence of the childs legal name and DOB (i.e Birth Certificate, Passport or other evidence)			
<b>Address</b> (incl postcode):		<b>Gender:</b>	
<b>Ethnicity</b> -tick one option – this information is <b>mandatory</b>			
WBRI-White British	WEUR-White European	WOTH-Any other white backgr'nd	
WEEU-White Eastern European	BCRB-Black Caribbean	MWBC-White & Black Caribbean	
CHNE-Chinese	WROM-Gypsy / Roma	BOTH-Any other Black backgr'nd	
BAFR-Black African	MWBA-White & Black African	BAOF-Other Black African	
MWAS-White & Asian	AOTA-Other Asian	AOTH-Any other Asian backgr'nd	
AIND-Indian	MWAI-White & Indian	OOTH-Any other ethnic group	
APKN-Pakistani	MWAP-White & Pakistani	MOTH-Any other mixed backgr'nd	
BOTB-Other black	REFU-Refused		
Eligibility code for 15 funded hrs for 2 year olds (Think2) (if applicable)			
11 digit reference code for working parents (if applicable - from Childcare Choices)			

Parent/Carer details	
Parent/Carer 1	Parent/Carer 2 (if applicable)
<b>Full name</b>	<b>Full name</b>
<b>NINo</b> (or NASS)	<b>NINo</b> (or NASS)
<b>DOB</b>	<b>DOB</b>
<b>Address</b> (if different to child)	<b>Address</b> (if different to parent 1)
<b>Tel no:</b>	<b>Tel no:</b>

## Entitlement Guidelines

- ◇ EEF hours can be claimed between 6am and 8pm up to a maximum of 10 hours.
- ◇ Parents can access the funded entitlement at a maximum of 2 sites in any one day.
- ◇ If applicable, parents must reconfirm their eligibility with HMRC every 3 months to access the working parent entitlement.
- ◇ The Local Authority reserves the right to suspend funding if the provision does not meet the required quality as rated by Ofsted.
- ◇ Depending on how many funded hours have been claimed in the previous two terms, the annual entitlement could be reached before the end of the third term in the year; check with your childcare provider.
- ◇ Parents of children under 2 years old who fall out of eligibility for the working parent entitlement will not have access to early education funding until eligibility is reconfirmed.
- ◇ Parents of 2 year olds who fall out of eligibility for the working parent entitlement should be encouraged to check their eligibility for 15 hours of funding through the 'disadvantaged funding entitlement', known as Think2 in Staffordshire.
- ◇ 3 and 4 year olds who are no longer eligible for the working parent entitlement remain eligible for the 15 universal hours. Information on all entitlements and other childcare support is available at: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

## Additional Supplements

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.

Disability Access Fund (DAF)	
Children in receipt of Disability Living Allowance (DLA) and in receipt of EEF are eligible for DAF. <b>Is this child in receipt of DLA?</b> If 'Yes' the provider will need to apply for DAF online via the Early Years Portal and a copy of the child's most recent DLA award letter will need to accompany the application. If the child attends 2 or more providers the parent will nominate the provider that will receive the funding, as it can only be paid to one provider.	Y/N
Early Years Pupil Premium (EYPP)	
Some children are entitled to a premium which the provider can use to support their learning and development (please discuss criterion with provider.) Parent/carer details are required to conduct an eligibility check. <b>Does the parent/carer consent to share information?</b> If yes, ensure the parent/carer details are entered in full in the box above. (Please note-if details are already on record this check may already have been undertaken). EYPP is only payable on the first 15 hours.	Y/N

## Signatures

**This form must be signed by the parent/carer to give consent to share personal information in line with GDPR compliance and for the purpose of claiming EEF and other additional supplements.**

**This parent declaration is for the purpose of claiming early education funding and does not replace the contract you may have with your early years provider.**

**By completing this form, it is confirmed:**

I have read the Privacy Notice below and understand that any information shared with Staffordshire County Council will be stored in accordance with Data Protection legislation. I certify that the information given in this form is accurate to the best of my knowledge. I understand that if I give false information or fail to declare my full circumstances, Staffordshire County Council may withdraw the funding for my child and take criminal proceedings against me.

I understand that if my child does not consistently attend for the agreed number of funded hours, the funding could be reduced or removed in full, meaning that I could incur childcare costs with my provider.

Sections for hours and weeks must be completed once parent and childcare provider have agreed the funded hours that will be claimed.

**AUTUMN TERM FUNDING PERIOD (1 September-31 December)**
**14 weeks or stretch 16 weeks**

<b>Parent/carer name</b>		<b>Signature</b>	
<b>Date</b>			
<b>Provider staff name</b>		<b>Signature</b>	
<b>No. of funded hours per week to be claimed this term</b>		<b>Total number of weeks claimed per term</b>	
<b>Is the child claiming EEF hours at another provider?</b>	<b>Y / N</b>	<b>If Y give name of provider</b>	

**SPRING TERM FUNDING PERIOD (1 January-31 March)**
**11 weeks or stretch 12 weeks**

<b>Parent/carer name</b>		<b>Signature</b>	
<b>Date</b>			
<b>Provider staff name</b>		<b>Signature</b>	
<b>No. of funded hours per week to be claimed this term</b>		<b>Total number of weeks claimed per term</b>	
<b>Is the child claiming EEF hours at another provider?</b>	<b>Y / N</b>	<b>If Y give name of provider</b>	

**SUMMER TERM FUNDING PERIOD (1 April-31 August)**
**13 weeks or stretch 20 weeks**

<b>Parent/carer name</b>		<b>Signature</b>	
<b>Date</b>			
<b>Provider staff name</b>		<b>Signature</b>	
<b>No. of funded hours per week to be claimed this term</b>		<b>Total number of weeks claimed per term</b>	
<b>Is the child claiming EEF hours at another provider?</b>	<b>Y / N</b>	<b>If Y give name of provider</b>	

## Privacy Notice

Information that you supply to your childcare provider will be shared with Staffordshire County Council. The Local Authority will use the information you provide in order to:-

- Deliver our services and understand your needs.
- Maintain and update your customer records or contact details.
- Contact you where necessary in relation to the provision of this service.
- Obtain your opinion and feedback about the services we provide.
- Ensure that we fulfil our legal obligations.

Your information may also be shared with local Health Services, other Staffordshire County Council departments, other Local Authorities, childcare providers and the Department for Education for funding audit requirements or where there is a legal basis or statutory duty to do so.

### Eligibility checking for 2 year olds

The Department for Education has advised local authorities they have a statutory duty to fund 2 year olds under the 'disadvantaged funding entitlement' (Think2). To meet this duty, Staffordshire County Council are obligated to run eligibility checks for the 'disadvantaged funding entitlement' against 2 year olds who are eligible and/ or have been accessing early education funding under the working parent entitlements. To meet this obligation, Staffordshire County Council may use information shared with them for the purposes of claiming early education funding such as National Insurance Numbers and date of birth.

This information could be accessible from information shared by:

- the Department for Work and Pensions,
- parents, as supplied in this parent declaration for 2 year olds claiming funding through the working parent entitlements, or
- parents, that have previously supplied details to Staffordshire County Council for the purposes of validating eligibility and claiming for the working parent entitlement for a child under 2 years old.

Parents who are identified as eligible for the 'disadvantaged funding entitlement' for 2 year olds will have the first 15 hours of funding allocated to that entitlement, this will remain in place until children become eligible for the universal entitlement for 3 year olds. Parents do not need to reconfirm their eligibility for the 'disadvantaged funding entitlement'.

This in no way impacts the 30 hours that confirmed eligible 2 year olds receive for the working parent entitlement as the second set of 15 hours (to make the 30 hours) will be allocated under the working parent entitlement for as long as parents remain eligible. Parents are reminded they must reconfirm their eligibility every three months for the working parent entitlement as directed by Childcare Choices.

Information on how Staffordshire County Council process your information can be found here: <https://www.staffordshire.gov.uk/Your-council-and-democracy/Request-and-access-information/Your-personal-information/Overview.aspx>

Staffordshire County Council is collecting your data for the purposes of checking eligibility for the early education funded entitlements, Early Years Pupil Premium (EYPP) and the Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006: The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014, and the Childcare Act 2016: The Childcare (Free of Charge for Working Parents), Regulations 2022 (England) and the School Standards and Framework Act 1998.

### **Your rights**

Under the Data Protection legislation, you have a right to make a request for a copy of some or all of your personal information we hold about you. We want to make sure that your personal information is accurate and up to date. You may ask us to rectify or remove information. Please help us to make sure that we have identified you correctly by letting us know when you change address or name.

Further information on your rights can be found at:

<https://www.staffordshire.gov.uk/Your-council-and-democracy/Request-and-access-information/Your-personal-information/Your-information-rights.aspx>

### **Request further information or making a complaint**

Our Information Governance Unit is responsible for handling requests in relation to your information and rights. Send your request in writing to:

[accessinformation@staffordshire.gov.uk](mailto:accessinformation@staffordshire.gov.uk) or by telephone: 0300 111 8000

Raising a complaint or concern about the handling of your information, contact the Data Protection Officer: [DPO@staffordshire.gov.uk](mailto:DPO@staffordshire.gov.uk)

Further information on raising concern or complaints is available from the Information Commissioner's Office: <https://ico.org.uk/for-the-public/>