

Annex A: Parent declaration for the early education free entitlements – September 2025

The declaration for Free Entitlements Form **MUST BE COMPLETED, SIGNED AND RETURNED TO THE ACADEMY NO LATER THEN Friday 26th September 2025 please.** The form enables us to claim the relevant funding for your child's Nursery provision.

The form also asks you to provide details enabling the academy to check your child's eligibility for Early Years Pupil Premium (EYPP) funding and Disability Access Funding (if applicable).

We politely ask that all parents complete the relevant boxes in each step, **highlighted in grey**, This will enable the school claim the relevant funding for your child's Early Years provision.

Thank you

Step 1: Your 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:	Ethnicity:
Address: Email address:		Post Code: Mobile number:

Your chosen provider will need to see proof of your child's date of birth

Please tick which document you will provide with this form:

Birth Certificate	Yes/ no	Health Record	Yes/no	Passport	Yes/no
Step 1 complete? Tick here					

Step 2: Your Details (parents/carers)

Parent/Carer 1	Parent/Carer 2
Legal Family Name:	Legal Family Name:
Legal Forename:	Legal Forename:
Date of Birth:	Date of Birth:
NI or NASS Number	NI or NASS Number
Step 2 complete? Tick here	

Step 3: Your Child's Eligibility

To be completed with assistance from your chosen provider(s) if needed.

2 Year Old letter or LA voucher code	3&4 Year Old (universal and/or extended)
2 Year Old working parent code (Circle which offer is applicable)	9 mths to 23mths working code from Sept 24 (Circle which offer is applicable)

- 9mth to 23mth old children whose parents could access up to 1,140hrs
- Some 2 year olds are entitled to 570hrs a year via the DWP route and/or 1,140hrs under the working parent offer. Check if the combined offer is applicable.
- All 3 and 4 year olds are entitled to 570 hours a year (universal entitlement) and some 3 and 4 year olds from working families could access up to 1,140hrs

Disability Access Fund

If your child is receiving child Disability Living Allowance, he or she is eligible for Disability Access Fund (DAF). DAF is paid to your child's early years provider, the total is £938 (Sept 25) per annum. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities. *The LA will need to see a copy of the award letter.*

Is your child eligible for and is receipt of Disability Living Allowance (DLA)?

Yes	No
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If your child is splitting their government funded childcare entitlement across two or more settings please nominate the main setting where the Local Authority should pay the DAF if your child is claiming Disability Living Allowance:

Setting Name.....

Step complete? Tick here

Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child's progress and development. The annual payment is £570 which equates to £1 per hour, paid for a maximum of 15hrs per week.

We will check eligibility based on the NASS/NI numbers supplied on page 1 for your child, unless you state otherwise

Step 4: Document Check

Documentary proof of DOB		Recorded by (staff name)	Date
birth			
certificate/passport/other			
11 digit eligibility code			
2 year old voucher code or letter			

Step 4 complete? Tick here

Step 5: Setting and Attendance Details

- You need to agree and complete this Declaration Form with each setting your child attends for their government funded childcare entitlement of 15 or 30 hours per week 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 we will distribute the funding fairly between the settings.

My child is attending the following settings:

9mth to 36mth olds are entitled to 30hrs per week For 2 year olds indicate whether these are the working parent offer or DWP route		Please enter total entitlement hours attended per day										Total number of hours per week		Number of weeks per year (38 or 51)
		Mon		Tues		Wed		Thurs		Fri				
For 3 & 4 yr olds – the full 15 universal hrs must be input before any extended hours are added		U	E	U	E	U	E	U	E	U	E	U	E	
Setting A														
Setting B														
D=DWP W=WORKING	2 YEAR OLDS – COULD ACCESS BOTH UNDER THE COMBINED OFFER	D	W	D	W	D	W	D	W	D	W	D	W	
Setting A														
Setting B														
P - PAYING W=WORKING	9MTHS TO 23 MTHS	P	W	P	W	P	W	P	W	P	W	P	W	
Setting A														
Setting B														
Total Daily Funded Hours - number of free hours cannot exceed 10daily														

Step 6: Parent/Carer/Guardian with Legal Responsibility 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 WILL notify the setting if I no longer intend to access the place that my child has been given; ***I understand that I need to apply on line for a school place for my child in the October of the academic year they turn 4 years old*** and I authorise:

(Name of Provider/s)

to claim free entitlement funding as agreed above on behalf of my child.

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Print name		Print name	
Date		Date	

In collecting your data for the purpose of checking your eligibility for the government funded childcare entitlements, including, 2,3 & 4 year old universal, supported and working parent offers, Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF). Hull City Council is exercising the function of a government department. Hull City Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Parents Notes

Eligibility Criteria for the Government Funded Entitlements

Note 1: eligibility criteria for the funded entitlements for 9mth to 4 year old children can be found online via the childcarechoices.gov.uk website.

Note 2: Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children aged 9mths to 4 year olds of families in receipt of certain benefits. ***Based on a maximum of 15 hrs per week.***

Further information about EYPP and DAF is included in the Operational Guide for Local Authorities, which can be found on gov.uk.

Alternatively, for more information please speak to your childcare provider or Hull City Council.

Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and childcare. 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 to parents in relation to free hours.

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

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

BREAKDOWN OF ADDITIONAL CHARGES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL WKLY CHARGES

Completed by.....

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 (DfE), local authorities, schools and other 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 Hull City Council. Please note that the 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 Commissioners Office on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>

A 'privacy notice' is a good way to be able to meet data subject's rights and therefore DfE recommend they are used to explain to parents, pupils and staff how their data is being used. They should be reviewed, amending as necessary to reflect business need and ideally include the link to the gov.uk webpage on how the department collects and shares data.

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