



## St William's Catholic Academy

### Early Education Entitlement Parent/Carer Declaration Form for 3 and 4 year old children

#### 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:  |  | Gender:                    | Ethnicity: |
| *For choosing the Ethnicity code, please refer to the table on page 9 for guidance. |  |                            |            |
| Address   |  | Post Code:                 |            |

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:

|  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Passport |
|--|-----------------------------------|

#### 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: |
| Tel No             | Tel No             |

### 3. Your Child's Eligibility

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

|   |
|---|
| <input type="checkbox"/> <b>3-&amp;4-year-old application</b> |
|---|

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 may be entitled to an additional 570 hours (extended or 30 hours entitlement) a year.

#### Disability Access Fund

If your child is 3 or 4, is receiving child Disability Living Allowance and is receiving the free entitlement, he or she is eligible for the Disability Access Fund (DAF). DAF is paid to your child's early year's provider. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

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

|  |                             |
|--|-----------------------------|
| <input type="checkbox"/> YES   | <input type="checkbox"/> NO |
| If YES, please tick to confirm you have seen the DLA letter <input type="checkbox"/> |                             |

#### Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early year's 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.

**Do you wish to apply for EYPP for your child?**

|                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|------------------------------|-----------------------------|

## 4. Document Check

|  |  |  |  |
|--|--|--|--|
| <b>Documentary proof of DoB Type</b> (eg Birth Certificate, Passport): |  | <b>Document recorded by</b> (name of staff member):  |  |
| <b>Date document recorded</b> (dd/mm/yyyy):                            |  | <b>30 hours eligibility code:</b> (e.g. 12345678912) |  |
|  |  | <b>2-year-old eligibility code</b>                   |  |

## 5. Setting and Attendance Details

You need to agree and complete this declaration form with each setting your child attends for their early education entitlement in order to ensure that funding is paid fairly to each of them.

Your child can attend a maximum of two sites in a single day and if your child attends more than one setting we will distribute the funding appropriately between the settings.

**My child is attending the following settings:**

| Setting Name(s)  |  | Please enter total free entitlement hours attended per day |     |     |      |     | Total number of hours per week | Number of weeks per year (e.g 38, 45, 51) |
|--|--|--|-----|-----|------|-----|--------------------------------|---|
|  |  | Mon  | Tue | Wed | Thur | Fri |                                |   |
| <b>A</b>   |  |  |     |     |      |     |                                |   |
| <b>B</b>   |  |  |     |     |      |     |                                |   |
| <b>C</b>   |  |  |     |     |      |     |                                |   |
| <b>Total Daily Free Hours Attended</b>   |  |  |     |     |      |     |                                |   |
| <b>If your child is splitting their free entitlement across two or more settings please nominate below the main setting where the local authority should pay the DAF:</b><br><br>..... |  |  |     |     |      |     |                                |   |

## 6. Parent/Carer/Guardian with Legal Responsibility Declaration

Declaration: (name) .....

of (address) .....

.....

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.

| Parent/Carer/Guardian with legal Responsibility |  | Childcare Provider |  |
|---|--|--------------------|--|
| Signed  |  | Signed             |  |
| Print name                                      |  | Print name         |  |
| Date  |  | Date               |  |

In collecting your data for the purposes of checking your eligibility for the 2-year-old, or 3 & 4-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Durham County Council is exercising the function of a government department. Durham County Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

## Data Privacy

The General Data Protection Regulation (GDPR) 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 Early Years Provider or [EYfunding@durham.gov.uk](mailto:EYfunding@durham.gov.uk) . 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/guide-to-data-protection/principle-3-adequacy/>

The Privacy Notice for Durham County Council Children & Young Peoples Services & Education Support Services is available at:

<http://www.durham.gov.uk/media/24878/Privacy-notice-education-support/pdf/PrivacyNotice-EducationSupport.pdf>

## **Eligibility for free childcare for 3-and-4-year- olds of working parents**

A child is entitled to free early years provision if the child has attained the age of three, is under compulsory school age and the child's parent(s) meets the eligibility criteria set out below.

- the parent of the child (and their partner where applicable) should be seeking the free childcare to enable them to work;
- the parent of the child (and their partner where applicable) should also be in qualifying paid work. The definition of qualifying paid work is set out at regulation 5. Each parent or the single parent in a lone parent household will need to expect to earn the equivalent of 16 hours at the national living wage or their national minimum wage rate over the forthcoming quarter;
- where one or both parents are in receipt of benefits in connection with sickness or parenting, they are treated as though they are in paid work;
- where one parent (in a couple household) is in receipt or could be entitled to be in receipt of specific benefits related to caring, incapacity for work or limited capability for work that they are treated as though they are in paid work;
- where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months in order to qualify for the extended entitlement.
- if either or both parents' income exceeds £100,000 they will not be eligible for the extended entitlement.

## **Eligibility for Early Years Pupil Premium (EYPP)**

3 and 4 year-olds in state-funded early education will attract EYPP funding if they meet at least 1 of the following criteria:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit
- they are currently being looked after by a local authority in England or Wales
- they have left care in England or Wales through:
  - an adoption
  - a special guardianship order
  - a child arrangement order

Children must receive free early education in order to attract EYPP funding. They do not have to take up the full 570 hours of early education they are entitled to in order to get EYPP.

## Ethnicity

### Child Ethnicity codes:

| <b>Ethnicity Category</b>          | <b>Code</b> | <b>Ethnicity Category</b>                           | <b>Code</b> |
|------------------------------------|-------------|---|-------------|
| White - British                    | <b>WBRI</b> | Asian or Asian British - Pakistani                  | <b>APKN</b> |
| White - Irish                      | <b>WIRI</b> | Asian or Asian British - Bangladeshi                | <b>ABAN</b> |
| Traveller of Irish Heritage        | <b>WIRT</b> | Asian or Asian British - Any other Asian Background | <b>AOTH</b> |
| Gypsy / Roma                       | <b>WROM</b> | Black or Black British - Caribbean                  | <b>BCRB</b> |
| White - Any Other White Background | <b>WOTH</b> | Black or Black British - African                    | <b>BAFR</b> |
| Mixed - White and Black Caribbean  | <b>MWBC</b> | Black or Black British - Any Other Black background | <b>BOTH</b> |
| Mixed - White and Black African    | <b>MWBA</b> | Chinese   | <b>CHNE</b> |
| Mixed - White and Asian            | <b>MWAS</b> | Any Other Ethnic Group                              | <b>OOTH</b> |
| Mixed - Any Other Mixed background | <b>MOTH</b> | Refused   | <b>REFU</b> |
| Asian or Asian British - Indian    | <b>AIND</b> | Information Not Yet Obtained                        | <b>NOBT</b> |