

Parental Declaration for 2, 3 and 4 year old Free Early Learning Entitlement Funding Claims

Step 1 : Child's Details

Child's Legal First Name <i>same as birth certificate</i>		Child's Legal Family Name <i>same as birth certificate</i>	
Name by which child is known <i>(if different from above)</i>		Ethnicity	
Date of Birth		Male/Female	
Address		Postcode	

Step 1 complete? Tick here

Step 2 : Parent/guardian details – please complete for both parents *(any person with parental responsibility and who the child normally lives with)*

	Parent/Guardian 1	Parent/Guardian 2
Legal First name		
Legal Last Name		
Date of Birth	D M Y	D M Y
Do you have Parental Responsibility?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
National Insurance Number		
National Asylum Support Service (NASS) Number		
Address		
	Postcode:	Postcode:

Step 2 complete? Tick here

Step 3: Child's Eligibility for extra funding

Early Years Pupil Premium (EYPP) *

The Early Years Pupil Premium is an extra sum of money (up to £300 a year) paid to your child's setting. This funding will be used to improve the teaching and learning, and provide extra money for facilities and resources so as to positively impact on your child's progress and development. For more information please speak to your setting or Families Information Service on 020 8921 6921.

Please tick criteria under which you may be eligible. The setting will be able to check for you if you are not sure. They will need your National Insurance number.

Benefits or Income Looked After Child Adopted from Care Special Guardianship Order

Do you wish to apply for Early Years Pupil Premium (EYPP)*	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Disability Access Fund Declaration

If your child is 3 or 4, is in receipt of child Disability Living Allowance and is receiving the free early learning entitlement, you may be 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. The funding is non-transferable and does not follow the child if there is a transition to another setting during the academic year.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If your child is splitting their free entitlement across two or more providers please nominate the main setting where the local authority should pay the DAF			
Setting Name		Address	
		Postcode	

Step 3 complete? Tick here

Step 4: Document Check

Your chosen provider will need to see proof of your child's date of birth.	Please tick which document you will provide this form: <input type="checkbox"/> Birth certificate <input type="checkbox"/> Passport	Document recorded by (name of staff member)	
		Date document recorded	
30 hours eligibility code (11 digit number)		30 hours code start date/...../.....
Children's Centre 2 year old placement form	Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Children's Centre	

Step 4 complete? Tick here

Step 5: Setting and attendance details

- You must agree and complete this Parental Declaration Form with each setting (including schools) your child attends for their free early learning entitlement of 15 universal and up to an extra 15 extended hours per week for 38 weeks (during term time or less hours stretched over more weeks). This is 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, the funding will be distributed appropriately between the settings.

My child is only attending the following settings (include schools):

Setting Names	Please enter total free entitlement hours attended per day in a week							Total number of hours per week	Number of weeks per year (term time only 38 weeks or stretched eg 45/51 weeks)
	Mon	Tues	Weds	Thurs	Fri	Sat	Sun		
A:									
B:									
C:									
Total Daily Free Hours Attended									

Please note a maximum of 10 hours can be claimed per day in ½ hour increments

Step 5 complete? Tick here

Step 6: Parent/Guardian with Legal Responsibility Declaration

PARENTAL /GUARDIAN 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 I authorise (Name of each provider/s)

.....

to claim free entitlement funding as agreed above on behalf of my child. I understand. In collecting my data for the purposes of checking my 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) Royal Borough of Greenwich is exercising the function of a government department. Royal Borough of Greenwich is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Parent/Carer/Guardian with legal responsibility

Early Years Provider

Signed		Signed	
Print name		Print name	
Date		Date	

Data privacy

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
- The right to request a copy of the data
- The right to have it rectified if it is inaccurate

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 Royal Borough of Greenwich. 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/your-data-matters/>

Step 6 complete? Tick here	
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THIS FORM IS NOW COMPLETE

NOTE TO PROVIDERS

Please note this form must be completed for all local authority funding claims including

- headcount/funding claim for 2, 3 and 4 year olds*
- deprivation payments*
- SEN Inclusion Funds*
- Early Years Pupil Premium and*
- Disability Access Fund.*

You hold this copy as part of your records and it should be stored securely for local authority audits. Please upload to EYP Hub in the pupil record where funding is claimed through the EYP hub. You should not return this form to the local authority. Information on this form should be completed in pupil and parent fields on the EYP Hub.