

Parent Declaration Form Free Entitlements

In order to receive your child's entitlement to funded Early Education and Childcare this form must be completed accurately.

A new completed form is required for each setting your child attends.

Data privacy

The Data Protection Act 2018 and the General Data Protection Regulations (GDPR) puts in place certain safeguards regarding the use of personal data by organisations including the Department for Education, local authorities, early education settings and schools. The Act gives rights to those about which data is held (known as data subjects), such as children, their parents/carers and childcare staff 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 shared with

Should you have any concerns relating to how your information or the information relating to your child/children is being or will be used, please contact your provider or Telford & Wrekin 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 attention 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/guide-to-the-general-data-protection-regulation-gdpr/principles/>

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:	
Child's Address:	
Postcode:	

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

Please identify and tick which document you will provide with this form:

<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Passport
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Document Check

Documentary proof of DoB Type (e.g. Birth Certificate, Passport):		Document recorded by (name of staff member):	
Date of document recorded (dd/mm/yyyy)		Funded Childcare Eligibility code: (6 or 11 digits)	
Parents NI or NASS Number:			

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:
Contact telephone number:	Contact telephone number:

Step 3: Setting and Attendance Details

You must agree and complete this declaration form for 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, if your child attends more than one setting we will distribute the funding appropriately between the settings.

We also use this information to prevent and detect fraud, we will check with your local authority if you live outside of the Telford & Wrekin Council to ensure our cross border arrangements are clear and that any funded hours claimed by you do not exceed the total hours available.

The local authority where you take up your child's funded entitlement is responsible for funding the place.

My child will attend the following setting/s:

[illegible]

Step 4. Your Child's Ethnicity:

Ethnicity Description	Code	Tick	Ethnicity Description	Code	Tick
Bangladeshi	ABAN		White and Black African	MWBA	
Indian	AIND		White and Black Caribbean	MWBC	
Any other Asian background	AOTH		Information Not yet obtained	NOBT	
Pakistani	APKN		Any other Ethnic group	OOTH	
Black –African	BAFR		Refused	REFU	
Black Caribbean	BCRB		White – British	WBRI	
Any other black background	BOTH		White – Irish	WIRI	
Chinese	CHNE		Traveller of Irish heritage	WIRT	
Any other mixed background	MOTH		Any other white background	WOTH	
White and Asian	MWAS		Gypsy / Roma	WROM	

Step 5. Parent/Carer/Guardian with Legal Responsibility Declaration

Declaration: I (name)
Address:
Postcode:
Telephone number:

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 the provider/s named below to claim the funded entitlement as agreed on behalf of my child.

Name of setting/s to receive funded entitlement	1)
	2)
	3)

Parent/Carer with legal responsibility:		Childcare setting:	
Print name		Print name	

Funded Terms - Parent acknowledgment

Term 1 Date		Term 1 Date	
Signature		Signature	
Term 2 Date		Term 2 Date	
Signature		Signature	
Term 3 Date		Term 3 Date	
Signature		Signature	

Step 6. Additional Funding to support your child may be available.

Early Years Pupil Premium (EYPP) for funded 9 months – 4 year olds.

If your child is 9 months to 4 years old, additional funding may be available through the Early Years Pupil Premium (EYPP), if you are a benefit recipient or a low income earner. EYPP is paid to childcare 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? ☐ Yes ☐ No

Child's Name:	Parents NI or NASS Number:
Parents/carers signature	

Disability Access Fund (DAF) for funded 9 months - 4 year olds.

If your child is 9 months to 4 years old, has special educational or additional needs, is receiving Disability Living Allowance and is receiving their funded entitlement, they are eligible for the Disability Access Fund (DAF). Funding is paid per anniversary year will be paid to your child's early education or childcare provider, to support the provider to make reasonable adjustments and build capacity in their setting to support your child.

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

☐ Yes ☐ No

Child's Name:	DLA document recorded by (name of staff member):
DLA date of document recorded (dd/mm/yyyy):	Parents/carers signature

If your child is splitting their funded entitlement across two or more settings please nominate the main setting where Telford & Wrekin Council should pay the DAF:

Name of setting to receive DAF	
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Provider to see and copy child's DLA letter and submit to the local authority for audit purposes)

In collecting your data for the purposes of checking your eligibility for the 9 months – 4 years old universal and extended funded entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Telford & Wrekin Council is exercising the function of a government department. Telford & Wrekin Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.