

# Free childcare entitlements parental declaration form

***Please complete all sections of this form***

## Section 1: Your child’s details - Parents/Carers to complete

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| --- | --- |
| **Child’s last name(s):** |  |
| **Child first name(s):** |  |
| **Name by which the child is known (if different from above):** |  |
| **Date of birth:**  *You will need to show your childcare provider evidence of your child’s date of birth.* |  |
| **Ethnicity:** | Choose an item. |
| **Sex:** |  |
| **Home address:** |  |
| **Start date at setting:** |  |

**Section 2: Your details - Parents/Carers to complete**

* **Parent 1 must be the person that applied for working parent code.**
* **Partner must reside at the same address as Parent / Carer 1 and child in Section 1.**

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| --- | --- |
| **Parent / Carer 1** | **Partner Details** |
| Last name (Family name) | Last name (Family name) |
| First name: | First name: |
| Date of birth: | Date of birth: |
| Telephone number: | Telephone number: |
| Email address: | Email address: |
| National Insurance number: | National Insurance number: |
| Asylum Support Reference Number (previously NASS): | Asylum Support Reference Number (previously NASS): |

**Section 3: Your child’s eligibility - Parents/carers to complete**

**To be completed with assistance from your chosen provider(s).** Please tick which entitlement you will be using. If your child is two years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first.

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| Entitlement for children from 2 years old in families receiving additional forms of support:   * If parents/carers live in England and are in receipt of certain benefits, * If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order. |  |
| Working parent entitlement for children from 9 months old |  |
| Universal Entitlement for 3- and 4-year-olds |  |

If you are eligible for 2-year-old funding for family in receipt of additional support:

[NHS Healthy Start Scheme | NHS Healthy Start Scheme | Ealing Council](https://www.ealing.gov.uk/info/201201/staying_healthy/3210/nhs_healthy_start_scheme)

**Your provider could receive extra funding for your child if certain criteria are met, by ticking the below boxes you will opt in to eligibility checks if they apply to you or your child:** The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

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| --- | --- |
| Is your child entitled to the Disability Living Allowance? Ticking yes will enable the appropriate checks to be completed by your provider | Yes No |

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child’s progress and development. Ticking yes will enable the appropriate checks to be completed by your provider.

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| --- | --- |
| Are you in receipt of Universal Credit? | Yes No |
| Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales? | Yes No |
| Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999? | Yes No |

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**Section 4: Document check - Provider to complete**

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| **Documentary proof of DOB Type**  **(e.g. birth certificate, passport):** |  |
| **Document recorded by**  **(name of staff member):** |  |
| **Date document recorded (dd/mm/yyyy):** |  |
| **Working parent eligibility code:**  **(e.g. 12345678912)** |  |
| **2-year-old eligibility code for families in receipt of additional support:** |  |

**Section 5: Setting and attendance details - Parents/Carers to complete**

**Your provider should help you to complete this section.**

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

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

**To note: the maximum number of funded hours your child can receive is:**

1) for 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year

2) for children aged from 9 months of eligible working parents:15 hours a week for 38 weeks of the year (this will increase to 30 hours from September 2025). For 3 and 4 years old this can be combined with the below entitlement to a maximum of 30 hours.

3) for all 3 and 4YOs: 15 hours a week for 38 weeks of the year

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

|  |  |
| --- | --- |
| **Setting name** |  |
| **Setting address:** |  |

### Provider to complete:

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Total hours a week** |
| **Total Nursery Education grant (NEG) funded hours (3 & 4yr olds only):** |  |  |  |  |  |  |
| **Total number of Expanded hours (Working parent) :** |  |  |  |  |  |  |
| **Total Number of additional hours (over and above the funded hours):** |  |  |  |  |  |  |
| **Total Number of hours per day:** |  |  |  |  |  |  |

### 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 care. The 15 or 30 hours must be able to be accessed free of charge to parents; charges associated with the funded place should be voluntary.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities, however parents are able to opt out of these charges. Providers will charge for additional hours attended as long as they are not a condition of accessing a funded place.

Providers will have a funding policy in place which will detail their fees and charges. Please ensure you have read and understood this policy and are clear on the terms and conditions of the place provided.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Total weekly charge** |
| **Additional charges for consumables or additional charges each day** |  |  |  |  |  |  |

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

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**Section 6: Parent/carer/guardian with legal responsibility declaration**

Declaration: I (Full name) ..................................................................................................... of (Home 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 Provider) …………………………………………………………………………………………

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

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| **Have you given notice to any previous providers?** | Yes No |
| **If this is your first setting have you spoken to setting about the notice period?** | Signed: |

*I understand that the data collected in this form will be shared with my chosen provider and London Borough of Ealing.*

|  |  |
| --- | --- |
| **Parent/Carer/Guardian with legal responsibility** | **Childcare provider** |
| Signed: | Signed: |
| Print name: | Print name: |
| Date: | Date: |

London Borough of Ealing is collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Please note that since April 2024 2-year-olds qualify for DAF and EYPP, and under 2’s qualify from September 2024.

**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, 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 provider or London Borough of Ealing.

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](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/) including sensitive personal data available at:

[Privacy Policy - Family information service](https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/privacy_policy.page)