

PARENTAL DECLARATION FORM FOR FREE EARLY EDUCATION FOR 3 & 4 year olds

..... TERM 20.....

1. Child's Details

First Name of Child: Middle Name

Surname of Child: Date of Birth:

Name of Service Provider:

2. Additional details for children claiming 30 hours free childcare:

Parent/Carer National Insurance Number:

30 hours eligibility code:

3. Setting and Attendance details:

- You need to agree and complete this Declaration Form with each setting your child attends for their early education 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 split the funding fairly between settings.
- You need to provide details of the school, which your child will be attending and start date if known.
- I give permission for my provider to contact school to confirm start dates.

My child is attending the following settings:

Setting Name	Total UNIVERSAL (NEG) hours per week	Total EXTENDED hours per week	Total number of hours per day	Total number of days per week	Taken over number of weeks per year (eg 38, 45, 51)

School which my child will be attending:

School	Estimated Start Date

Please tick to show that you agree with the following conditions of the grant.

- I have received detailed information from this provider of additional services available for my child and I have agreed to pay fees for these additional services above and beyond the 15/30 hours.

4. Early Years Pupil Premium

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information for the **main benefit holder** to enable the local authority to confirm eligibility:

Parent/Carer Details:

First Name: Surname:

Parent/Carer National Insurance Number:

Date of Birth: Signature:

5. Disability Access Fund Declaration

Three- and four-year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are 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.

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

- Yes
- No

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:

6. Parent/Carer/Guardian with legal responsibility declaration

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 Provider/s)

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

I understand that if I have given any false information on this form, I may be asked to reimburse the provider. I understand that checks on the system will be made and that I am required to give my provider a copy of my child's birth certificate as proof of his/her date of birth.

In addition, I also agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm your child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

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

7. Privacy Notice

Early Years Funding Eligibility Checks & how we will use your information.

Middlesbrough Council's School Readiness Team provides childcare providers with access to an online eligibility checking service allowing checks to be made as to whether your child is eligible for a free 2, 3 or 4 year old early learning placement.

Middlesbrough Council is a data controller for the purposes of the Data Protection Act. We receive data from the national Eligibility Checking Service (ECS) about eligible children which we must share with early learning providers in Middlesbrough in order to deliver an effective service. Information we hold about you includes your name, address, contact details, email address, Date of Birth, National Insurance number and/or NASS number and your child's name, address and Date of Birth.

The data you provide will only be stored on the Council's Capita electronic system and be used to:

- Correspond with you regarding your application.
- Check with the appropriate Government departments (HMRC and DWP) whether your child is eligible to receive a free early learning childcare placement.
- Inform early year's providers if there is a change in the child's entitlement status.
- Ensure accuracy of records across the Local Authority and to check against fraud.

Data agreements are in place to ensure that:

- Only nominated representatives are able to access eligibility information.
- The data cannot be used in any way that would affect an individual's entitlement to benefits or services, other than the intended application for a free early learning placement.
- The data in any published reports is anonymised and it will be impossible for any individual to be identified.
- All data is transferred, handled and stored in accordance with the Data Protection Act.
- Appropriate measures are in place to prevent unauthorised access and use of your data.

We will not share information about you to anyone without your consent unless the law and our policies require us to do so and we will not use your data for any other purpose than those stated in this notice. Your information will be retained by us in our electronic system for up to 7 years so we can continue to provide you with a service and in line with the Limitations Act 1980.

Please contact: School Readiness Team if you have any queries regarding this privacy notice.

Tel: 01642 727117

Email: childcare@middlesbrough.gov.uk