

Parent declaration for the free entitlements 2018/19

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:	
Address:		Postcode:	

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:

Birth Certificate	Passport
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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:

3: Your Child's Eligibility

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

2-year-old application	3- & 4-year old application
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Some 2-year-olds are entitled to 570 free hours a year. 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. [See note 1, page 5.](#)

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 years 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. [See note 3 on page 5.](#)

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

Yes	No
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Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years 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. See notes 2 and 3 on page 5 or speak to your childcare provider.

Do you wish to apply for EYPP for your child? Please tick below

Yes	No
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4: Document Check

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

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 this term
	Mon	Tue	Wed	Thur	Fri		
A							
B							
C							

Total Daily Free Hours Attended							
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If your child is splitting their free entitlement across two or more settings please nominate the main setting where the local authority should pay the DAF:

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6: Parent/Carer/Guardian with Legal Responsibility Declaration

Declaration: I (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)

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

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 the extended entitlement Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

I understand that you may **share the information** I have given on this form with other Council departments or other bodies responsible for auditing and administering public funds. The information that you have submitted will be **shared with your local Children's Centre** in order to process your application and keep you informed of relevant free early learning opportunities available to you. **If you DO NOT wish to be registered at your local Children's Centre please email childrenscentrepobox@southglos.gov.uk. You can choose to opt out at any time by contacting the Local Authority.**

I confirm that should my child leave this provision I will abide by the notice period of this provider (up to a maximum of 4 weeks). If I do not abide by the notice period, I understand that I may not be able to access my full free entitlement for a particular term.

I confirm that I have received detailed information on fees charged for hours attended outside of my free entitlement hours and fees for any additional service offered i.e. lunch, trips etc. and that I understand I will have to pay fees for those services.

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) (see notes 1 – 3), South Gloucestershire Council is exercising the function of a government department. South Gloucestershire Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

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

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 South Gloucestershire 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 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/>

**PRIVACY NOTICE
for
Children in Early Years Settings**

Privacy Notice - Data Protection Legislation

Our setting is a data controller for the purposes of the Data Protection Act. We collect information from you. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well your child's setting is doing.

We will not give information about you to anyone outside the setting without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE). If you want to see a copy of the information about your child that we hold and/or share, please let us know.

The information will be retained for 6 years following the last year your child was entitled to funding.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[Data protection policy | South Gloucestershire Council](#)

[this link](#) to the gov.uk webpage on how the department collects and shares data

Data Protection Legislation. This information is being collected for the purpose of administering the Free Entitlement for two, three and four year olds and for use by the Department for Education. The information collected may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or determining need in order to target resources.

If you are unable to access these websites please contact the LA or DfE as follows:

Freedom of Information
Email: dataprotection@southglos.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
email: <http://www.education.gov.uk/help/contactus>

Parent Notes

Eligibility Criteria for the Free Entitlements

Note 1: eligibility criteria for the free entitlements for 2- 3-and 4-year-old children and tax free childcare can be found online:

www.southglos.gov.uk/freechildcare

Note 2: **Early Years Pupil Premium (EYPP)** is an additional sum of money paid to childcare providers for 3- and 4-year-olds of families in receipt of certain benefits.

Note 3: 3- and 4-year-old children who are in receipt of child Disability Living Allowance (DLA and are receiving free early education are eligible for the **Disability Access Fund (DAF)**. DAF is paid to the child's setting as a fixed annual sum of £615.

Further information about EYPP and DAF is included in the Operational Guide for Local Authorities 2018-2019, which can be found on www.gov.uk/government/publications/early-years-national-funding-formula-allocations-and-guidance

Alternatively, for more information please speak to your childcare provider or The Contact Centre at South Gloucestershire Council Tel 01454 868008