 

# Free childcare entitlements parental declaration form

## Step 1 – Your child’s details

|  |  |
| --- | --- |
| **Child’s Surname(s):** |  |
| **Child Forename(s):** |  |
| **Name by which the child is known (if different from above):** |  |
| **Date of Birth:** |  |
| **Sex:** |  |
| **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 |

## Step 2 – Your details (parents/carers)

|  |  |
| --- | --- |
| **Parent / Carer 1** | **Parent / Carer 2** |
| Surname: | Surname: |
| Forename: | Forename: |
| Date of Birth: | Date of Birth: |
| NI or NASS Number: | NI or NASS Number: |

## Step 3: Your child’s eligibility

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

|  |  |
| --- | --- |
| 2-year-old application (for disadvantaged children)  Further information: <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds> | Working parent entitlement for children from the age of 9 months and above application  Further information: <https://educationhub.blog.gov.uk/2023/04/14/how-to-apply-for-30-hours-free-childcare-and-find-out-if-youre-eligible/> |

Disadvantaged 2-year-olds are eligible for 15 hours of free early years provision if their parents meet the eligibility criteria. 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 (30 hours entitlement) a year. The free childcare available will be extended to eligible working parents of children from the age of 9 months:

* + - From April 2024, the 15-hour entitlement for children aged 2 years of eligible working parents
    - From September 2024, the 15-hour entitlement for children from the age of 9 months of eligible working parents
    - From September 2025, the 30-hour entitlement for children from the age of 9 months of eligible working parents

If your child is receiving the free entitlement and child Disability Living Allowance (DLA), they are eligible for the Disability Access Fund (DAF).

**Is your child eligible for, and in receipt of, the DLA?**

|  |  |
| --- | --- |
| Yes | No |

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.

**Do you wish to apply for EYPP for your child?**

|  |  |
| --- | --- |
| Yes | No |

## Step 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:) |  |
| Eligibility code: (e.g. 12345678912) |  |
| 2-year old eligibility code (if eligible): |  |

## Step 5: Setting and attendance details

You need to agree and complete this declaration form with each setting your child attends for their free 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 per year (e.g. 38, 45, 51)** |
| Mon | Tue | Wed | Thur | Fri |
| A |  |  |  |  |  |  |  |  |
| B |  |  |  |  |  |  |  |  |
| C |  |  |  |  |  |  |  |  |
| **Total Daily Free Hours Attended** | |  |  |  |  |  |  |  |

**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:**

………………………………………………………………………………………….……………..

**Step 6 Setting 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; that is, there must not be any mandatory charges for parents in relation to the free hours.

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 and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites (by January 2026) 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

|  |  |
| --- | --- |
| **Additional Charges description** | **Weekly Charge** |
| Food charges |  |
| Non-food consumables charges |  |
| Activities charges |  |

## Step 7: 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.

|  |  |
| --- | --- |
| **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 free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) (see notes 1 – 3), [NEWHAM LOCAL AUTHORITY] is exercising the function of a government department.

[NEWHAM LOCAL AUTHORITY] is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2’s will qualify from September 2024.

## 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 [NAME OF LOCAL AUTHORITY]. 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/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

**Step 8**

**Ethnic Origin – please help your provider to complete the Department for Education Early Years Census by indicating you child’s ethnic origin below:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Afghan | Black - Sudanese | Iranian | Other Chinese | Turkish Cypriot | White Other |
| African Asian | Black and Any Other Ethnic Group | Iraqi | Other Ethnic Group | Turkish/ Turkish Cypriot | White Western European |
| Albanian | Black and Chinese | Italian | Other Gypsy/Roma | Vietnamese | Yemeni |
| Any Other Asian Background | Black Caribbean | Japanese | Other Mixed Background | White - British |  |
| Any Other Black Background | Black European | Kashmiri Other | Other Pakistani | White - Cornish |  |
| Any Other Ethnic Group | Black North American | Kashmiri Pakistani | Other White British | White - English |  |
| Any Other Mixed Background | Bosnian- Herzegovinian | Korean | Pakistani | White - Irish |  |
| Any Other White Background | Chinese | Kosovan | Polynesian | White - Northern Irish |  |
| Arab Other | Chinese and Any Other Ethnic Group | Kurdish | Portuguese | White - Scottish |  |
| Asian and Any Other Ethnic Group | Croatian | Latin/ South/ Central American | Refused | White - Welsh |  |
| Asian and Black | Egyptian | Lebanese | Roma | White and Any Other Asian Background |  |
| Asian and Chinese | Filipino | Libyan | Serbian | White and Any Other Ethnic Group |  |
| Bangladeshi | Greek | Malay | Singaporean Chinese | White and Asian |  |
| Black - African | Greek Cypriot | Malaysian Chinese | Sri Lankan Other | White and Black African |  |
| Black - Angolan | Greek/ Greek Cypriot | Mirpuri Pakistani | Sri Lankan Sinhalese | White and Black Caribbean |  |
| Black - Congolese | Gypsy | Moroccan | Sri Lankan Tamil | White and Chinese |  |
| Black - Ghanaian | Gypsy / Roma | Nepali | Taiwanese | White and Indian |  |
| Black - Nigerian | Hong Kong Chinese | Other Asian | Thai | White and Pakistani |  |
| Black - Sierra Leonean | Indian | Other Black | Traveller of Irish Heritage | White Eastern European |  |
| Black - Somali | Information Not Yet Obtained | Other Black African | Turkish | White European |  |

**This form is now complete**