

## Parent Declaration Form – ‘Free’ Childcare

The Parent Declaration Form enables us (your childcare provider) to collect the information we need to claim funding from the Local Authority for your child's free childcare place. It also ensures we can meet our statutory duties to provide the Government with information on children receiving funded childcare places.

If you are applying for a 30 hour placement, the Parent Declaration Form also ensures we have your written consent to receive confirmation and future notifications from the local authority, regarding the validity of your 30 hours eligibility code.

Some children can also receive additional funding to support their childcare place, through the:

- Early Years Pupil Premium
- Disability Access Fund

Parents can **choose** to provide additional information that will allow us to claim funding, if you are found to be eligible for these additional payments. You **do not have to provide this information**.

See the Data Privacy section at the end of the document which sets out the information that is collected within the Parent Declaration Form, the purpose for which it is being collected, the requirements around the information and how it will be retained.



# Parent Declaration Form – Early Years Funding

Please read the accompanying Data Privacy Notice before completing the form

## 1. Child’s Details

|   |  |   |                  |
|---|--|---|------------------|
| <b>2 Year Old Offer</b><br>(Please tick)                                |  | <b>3 &amp; 4 Year Old Offer inc Universal and / or Additional 15</b><br>(Please tick) |                  |
| <b>Child’s Legal Family Name</b>  |  | <b>Child’s Legal Forename(s)</b>  |                  |
| <b>Name by which the child is known</b> (if different from above)       |  |   |                  |
| <b>Date of Birth</b>  |  | <b>Male / Female</b>  |                  |
| <b>Address</b>  |  |   | <b>Post Code</b> |
| <b>Document of proof of DOB type</b> (e.g. Birth Certificate, Passport) |  | <b>Ethnicity</b>  |                  |
| <b>For Setting Staff to Complete</b>                                    |  |   |                  |
| <b>Date document recorded</b> (dd/mm/yyyy)                              |  | <b>Document recorded by</b> (name of staff member)                                    |                  |

## 2. Additional details for eligible 3 & 4 year olds claiming 30 hours free childcare.

|   |  |  |  |
|---|--|--|--|
| <b>Parent National Insurance Number</b> |  | <b>30 Hours eligibility code</b><br>(e.g. 12345678912) |  |
|---|--|--|--|

## 3. Additional details for eligible 2 year olds claiming 15 hours free childcare

|  |  |
|--|--|
| <b>2 Year Old Offer Code</b> (e.g. TYF-392- 1234567) |  |
|--|--|

#### 4. Setting and attendance details (15 or 30 Hours)

- 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 no more than 10 hours in a single day.

#### My child is attending THIS childcare provider:

| Name of Setting  | 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  | Tues | Wed | Thurs | Fri | Sat | Sun |                                |  |
| <b>15 Hours</b> (ALL parents / carers inc 2, 3 & 4 year olds)  |  |      |     |       |     |     |     |                                |  |
| <b>Additional 15 Hours*</b><br>– only complete if your 3/4 year old child is eligible for the 30 Hours entitlement |  |      |     |       |     |     |     |                                |  |

**\*Please note:** you will lose these hours if you stop being eligible for the 30 Hours

#### My child is also attending the following additional childcare provider / school

| Name of additional childcare provider(s) or school(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  | Tues | Wed | Thur | Fri | Sat | Sun |                                |  |
| <b>A</b>  |  |      |     |      |     |     |     |                                |  |
| <b>B</b>  |  |      |     |      |     |     |     |                                |  |
| <b>A</b> <b>15 Hours</b> (ALL parents / carers inc 2 3 & 4 year olds)   |  |      |     |      |     |     |     |                                |  |
| <b>Additional 15 Hours*</b> – only complete if your 3/4 year old child is eligible for the 30 Hours entitlement |  |      |     |      |     |     |     |                                |  |
| <b>B</b> <b>15 Hours</b> (ALL parents / carers inc 2 year olds)   |  |      |     |      |     |     |     |                                |  |
| <b>Additional 15 Hours*</b> – only complete if your 3/4 year old child is eligible for the 30 Hours entitlement |  |      |     |      |     |     |     |                                |  |

**\*Please note:** you will lose these hours if you stop being eligible for the 30 Hours

## 5. Early Years Pupil Premium (EYPP) Registration Form – 3 & 4 year olds ONLY

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.

In order for the Local Authority to check eligibility and provide this additional funding to your child's setting, please provide your name, National Insurance number and date of birth below.

**If you move your child to another childcare provider in the next year your Early Years Pupil Premium status will automatically be transferred to the new provider, do not provide this information if you are not happy for your early years pupil premium funding to be transferred.**

|   |  |
|---|--|
| <b>Child's Full Name</b>  |  |
| <b>Parent/Carer Legal Surname</b><br>(as per Birth Certificate and Benefit Documents)   |  |
| <b>Parent/Carer Legal Forenames</b><br>(as per Birth Certificate and Benefit Documents) |  |
| <b>Date of Birth</b><br>(dd/mm/yyyy)  |  |
| <b>National Insurance Number / NASS Number</b>  |  |

Three and four year olds who currently access free early education will attract EYPP funding if they meet at least one of the following from the criteria below:

| <b>a. Are you in receipt of one of the following benefits:</b>   | <b>TICK</b> |
|--|-------------|
| Income Support   |             |
| Income-based Jobseeker's Allowance   |             |
| Income-based Employment and Support Allowance  |             |
| Support under part VI of the Immigration and Asylum Act 1999   |             |
| The guaranteed element of State Pension Credit   |             |
| Child Tax Credit (provided they're not also entitled to Working Tax Credit and have a annual gross income of no more that £16,190)                             |             |
| Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit   |             |
| Universal Credit   |             |
| <b>b. Looked After Children looked after for 1 day or more</b> (the Local Authority will identify any Looked After Children who are eligible for EYPP funding) |             |
| <b>c. Children who have been adopted from care</b>   |             |
| <b>d. Children who have left care under special guardianship order or residence order</b>  |             |

## 6. Disability Access Fund Declaration – 3 & 4 year olds ONLY

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

|   |     |    |
|---|-----|----|
| <b>Is your child eligible and in receipt of Disability Living Allowance (DLA)?</b>  | YES | NO |
| <b>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</b> |     |    |

## 7. Declaration

I (PRINT Name) .....

of (PRINT 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  
PRINT Provider

Name(s)..... to claim  
free entitlement funding as agreed above on behalf of my child.

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

| Parent / Guardian Signature | Date | Provider Signature | Date |
|-----------------------------|------|--------------------|------|
|                             |      |                    |      |

If you wish to withdraw your consent to share your information at a later date please email [EYCommissioning@northtyneside.gov.uk](mailto:EYCommissioning@northtyneside.gov.uk)

We will retain a copy of the Parent Declaration Form. The information contained within the Parent Declaration Form will be shared with the Local Authority through a secure online portal which is used by the Authority to administer the Government funded childcare places and the early years census / school census.

## 8. Data Privacy Notice

| <b>Table A.</b>                                       |   |
|---|---|
| <b>Information</b>                                    | <b>Purpose</b>  |
| Child's Name<br>Date of birth<br>Address              | This information is shared with the Local Authority (North Tyneside Council) and the Department for Education (DfE), in order to claim the funding for your 'free' childcare place and to meet the DfE data collection requirements.<br><br>We are required by law to provide information to the Department for Education as part of statutory data collection requirements i.e. the school census or early years census.<br>*A |
| Proof of Date of birth                                | We have to check original copies of documentation to confirm a child has reached the eligible age on initial registration for all free childcare entitlements.<br>*A  |
| Ethnicity   | This information will be shared with the Local Authority and DfE as part of statutory data collection requirements i.e. school census or early years census.<br>*B  |
| 30 Hours Eligibility Code & National Insurance Number | We are required by the Government to verify your eligibility code before confirming a 30 hour childcare place.<br><br>We enter your 30 hour eligibility code and National insurance number into the Local Authority's online system, which then confirms your eligibility with the HMRC's database.<br>*C   |
| Eligibility code – 2 Year Old Offer                   | We are required to verify your 2 year old eligibility code with the Local Authority before confirming your 2 year old place. This process ensures the code is valid and that you are entitled to a free 15 hour place. The information is shared with the Local Authority using their online portal.<br>*A  |
| Setting and attendance details                        | The Local Authority requires this information to ensure that<br>a) we claim for the correct hours<br>b) parents / carers are not claiming more 'free' hours than they are entitled to.<br>c) the child's pattern of care complies with statutory guidance<br>d) childcare providers are claiming for hours that they are providing to   |

|                               |  |
|-------------------------------|--|
|                               | <p>the parents / carers.</p> <p>By providing your pattern of care, we can claim the correct funding from the Local Authority.</p> <p>The Local Authority will carry out periodic audits to ensure the parent and childcare provider are claiming the appropriate hours / funding.</p> <p>*A</p>  |
| The Early Years Pupil Premium | <p>The Early Years Pupil Premium provides additional funding to 3 and 4 year olds, whose families receive certain benefits.</p> <p>The funding is spent on improving the early years experience of eligible children. We can provide you with more detail of how the Early years Pupil Premium will benefit your child.</p> <p>If you provide this information it will be shared with the Local Authority and Department for Education's Eligibility Checking Service, who will carry out a check to see if your child is eligible for the additional funding.</p> <p>If you move your child to another childcare provider in the next year your Early Years Pupil Premium status will automatically be transferred to the new provider, <b>do not provide this information if you are not happy for your early years pupil premium funding to be transferred.</b></p> <p>*D</p> |
| Disability Access Fund        | <p>Children who are in a Government funded '3 and 4 year old' childcare place and who receive the Disability Living Allowance are eligible for the Disability Access Fund. We can claim a one off payment of £615, for DAF eligible children, which will be used to support the inclusion of children with disabilities. If you move setting your new setting will be able to see if you are currently eligible for DAF.</p> <p>If you complete the DAF section, we will ask you to supply the letter that confirms that your child is currently in receipt of the Disability Living Allowance. A copy of the letter will be shared with the Local Authority to enable them to confirm eligibility.</p> <p>If your child is attending more than one setting you must nominate the setting you want to receive the Disability Access Fund payment.</p> <p>*E</p>                  |

\*A You do not have to provide the information but we will not be able to provide a Government funded childcare place if you choose not to.

\*B You do not have to provide this information, this will not effect your free childcare placement.

\*C You do not have to provide your eligibility codes but we will not be able to provide the additional 15 hours (which make up the 30 hour entitlement), if you do not. This would not affect your ability to take up a Universal 15 hour placement.

\*D You do not have to provide this information but we will not be able to check if your child is eligible for additional funding, which would be spent on supporting your child's early education. Choosing not to provide this information will not effect your free childcare placement.

\*E You do not have to provide this information but we will not be able to claim the additional funding, which would support the inclusion of children with disabilities. Choosing not to provide this information will not effect your free childcare placement.

The individual level data collection from childcare settings is a statutory requirement on providers and local authorities through regulations under Section 99 of the Childcare Act 2006 and The Education (Provision of Information About Young Children) (England) Regulations 2009.