



North Tyneside
Council

Office Use	
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Parent Declaration Form – ‘Free’ Childcare Entitlements

North Tyneside Council’s full data Privacy Notice for the early years entitlements is available on North Tyneside Council’s childcare website, at <https://my.northtyneside.gov.uk/category/1260/information-childcare-providers> or for more information, you can speak with your childcare provider.

Step 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:	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:

<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Passport
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Step 2: Your Details (parents/carers)

Parent / Carer 1	Parent / Carer 2
Legal Family Name:	Legal Family Name:
Legal Forename:	Legal Forename:

Step 3: Your Child's Eligibility

To be completed with assistance from your chosen provider(s) if needed (tick all that apply).

<input type="checkbox"/> 2-year-old application (families receiving some form of additional Government support)
<input type="checkbox"/> Universal Entitlement 3- & 4-year old application
<input type="checkbox"/> Working Parent Entitlement (for children aged 9 months and above) application

All 3- and 4-year-olds are entitled to 570 hours a year (Universal Entitlement). Eligible working families of early years children, from the age of 9+ months, can receive 570 hours. Some 2-year-olds are entitled to 570 hours a year if their families receive additional government support and their parents meet the eligibility criteria.

Disability Access Fund (optional)

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

Do you want to apply for Disability Access Funding?

<input type="checkbox"/> Yes (answer question below)	<input type="checkbox"/> No or N/A
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Is your child eligible for and in receipt of Disability Living Allowance (DLA)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Disability Access Funding cannot be split between settings. 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 Disability Access Funding (if applicable):

Setting Name

Early Years Pupil Premium (Optional)

Additional funding may be available through the Early Years Pupil Premium (EYPP), which is paid to early years providers for the provision of extra support for eligible children. EYPP is used to improve teaching and learning facilities and resources to impact positively on your child’s progress and development.

Do you wish to apply for EYPP for your child?

<input type="checkbox"/> Yes Complete EYPP details section below	<input type="checkbox"/> No
EYPP Details – Only complete if you want to apply for Early Years Pupil Premium	
Parent / Carer 1 Name	Parent / Carer 2 Name
Date of Birth:	Date of Birth:
National Insurance or NASS Number:	National Insurance or NASS Number:
<p>There is a separate early years pupil premium application process if your child;</p> <ul style="list-style-type: none"> • is currently being looked after by a local authority in England or Wales; or • has left care in England or Wales through: <ul style="list-style-type: none"> • an adoption order • a special guardianship order • a child arrangements order <p>Please tick the box to the right if your child meets these criteria. Your provider will contact the local authority directly to confirm eligibility.</p>	<p>Tick here</p>

Step 4: Information Check

IMPORTANT Families accessing the working parent entitlements **MUST**:

A) apply for a code the funding period **before** they want to take up the entitlement. Deadlines are 31st August for autumn term, 31st December for spring term and 31st March for summer term; B) regularly renew their code or they will stop being eligible for the hours; and

C) have a valid code on first day of the funding period to receive funding i.e. 1st January for Spring term, 1st April for summer term or 1st September for autumn term.

Documentary proof of DoB Type (All) (e.g. Birth Certificate, Passport):	Document recorded by (name of staff member):	Date document recorded (dd/mm/yyyy):
Information required for working parent entitlement to be validated by provider Working families eligibility code: (e.g. 50345678912) Parent 1 National Insurance Number Parent 2 National Insurance Number		
2-year-old families receiving some form of additional Government support - eligibility code (code begins with 'TYF...') :		

Step 5: Setting and Attendance Details

You need to agree and complete this declaration form with each setting your child attends for their early years entitlement, 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 the local authority will distribute the funding appropriately between the settings.

IMPORTANT If you want to change the funded hours you are claiming, you should discuss this with your provider **before the term starts**. Once the provider has claimed the funded hours for the term, you cannot increase the number of funded hours you receive at the setting.

My child is attending THIS childcare provider:

Name of Setting	Please enter total funded 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			
	15 Hours									
Additional 15 Hours – only complete if your child is 3 or 4 years old and is eligible for the Working Parents’ Entitlement.										

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

Name of additional childcare provider(s) or school(s)	Please enter total funded 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			
	A 15 Hours*									
Additional 15 Hours – only complete if your child is 3 or 4 years old and is eligible for the Working Parents’ Entitlement.										
B 15 Hours*										
Additional 15 Hours* – only complete if your child is 3 or 4 years old and is eligible for the Working Parents’ Entitlement.										

Step 6: Parent/Carer/Guardian with Legal Responsibility Declaration

Declaration: I (name)

of (address)

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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.

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), North Tyneside Council is exercising the function of a government department.

North Tyneside Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. Please note that from September 2024 under 2's will qualify for DAF and EYPP.

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 North Tyneside Council EYCommissioning@northtyneside.gov.uk.

You can access North Tyneside Council's data Privacy Notices for the early years entitlements on North Tyneside Council's childcare website , which is available at <https://my.northtyneside.gov.uk/category/496/childcare>.

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/>

The childcare provider 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 provided by the Authority's software provider. The Authority uses capita's online portal to administer the Government funded childcare places and the early years census/school census.

If you wish to withdraw your consent to share your information at a later date please email EYCommissioning@northtyneside.gov.uk

This form is now complete