Funded Early Education Entitlement
Parent/Carer Declaration

St.Helens Council

Term/Year | |

Section 1: Child's details

Child's Legal Forename (s)		Address	
Child's Legal Surname			
Name child is known as (If different from above)			
Child's Date of Birth		Postcode	
Child's Gender	Male ☐ Female ☐	Mobile Number:	
Please tick which document you will provide with this form.	Birth Certificate ☐	Passport ☐	Other ☐
Child's Ethnic Origin:			
Special Educational Needs	None ☐	EHCP ☐	SEN Support ☐

Section 2: Parent/Carer/Guardian with legal responsibility details

Parent/Carer/Guardian 1		Parent/Carer/Guardian 2	
Legal Forename:		Legal Forename:	
Legal Surname:		Legal Surname:	
Date of Birth:		Date or Birth:	
Email:		Email:	
Contact No:		Contact No:	
NI or NASS Number:		NI or NASS Number:	

Section 3: Funding Eligibility

Please indicate which type of funding you are applying for:

Early Learning for 2-Year Olds		**Working parent entitlement for children from 9 months old**		**Universal Entitlement only**	
- If parents/carers live in England and are in receipt of certain benefits,' - If a child is looked after by the authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order. For Early Learning for 2-year-olds: children are entitled to 570 hours per year via "Passport for 2's". **Please complete Section 3a below**.	☐	For children aged from 9 months to 4-years-old of eligible working parents: 30 hours a week across a minimum of 38 weeks of the year (1,140 hours per year). **Please complete Section 3b below.**	☐	All 3- and 4-year-olds are entitled to 570 hours per year. This is known as Universal Entitlement.	☐

Section 3a: 2-Year-Old Funding

You can only claim 2-year-old funding where eligibility criteria have been met, and the claim has been approved by the Local Authority.

If you qualify for Early Learning for 2-year-olds, you must provide a copy of your eligibility document known as "Passport for 2's" along with evidence of your child's date of birth.

In addition, you can only claim 2-year-old funding at settings that are registered and approved for 2-year-old funding. If you are unsure, please speak with your childcare provider to ensure they can provide the funded hours.

Please tick below to confirm the following has been provided

Passport for 2's:	☐
Child's birth certificate or passport	☐

Section 3b: Working Parent Entitlement

If you are applying for working parent entitlement, you will need to apply for an Eligibility Code at https://www.gov.uk/apply-free-childcare-if-youre-working.
You can only claim funding at settings that are registered and approved to provide care based on the age of your child. Not all providers offer funded care for 2-year-olds and under. If you are unsure, please speak with your childcare provider to ensure they can provide the funded hours. **Please provide your eligibility code below:**

Eligibility Code:	

In completing this section I understand that the Local Authority and childcare provider will use the information provided above to verify my eligibility for working parent entitlement.

Section 3c: Additional Funding

Early Years Pupil Premium and Free School Meals

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 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 or visit www.gov.uk/get-extra-early-years-funding.

Some children whose families receive Universal Credit, or who have certain immigration statuses, may be eligible for free school meals if they attend a maintained nursery, a school-based nursery, or a nursery school.**Please note that this does not apply if your child attends a private nursery provider.**

If you believe that your child may qualify for the EYPP and or Free School Meals please tick to confirm that you are happy for the Local Authority to check your eligibility	**Yes** ☐	**No** ☐

Disability Access Fund (DAF)

Children who are in receipt of the entitlements and receiving Disability Living Allowance are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting per eligible child. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

Is your child in receipt of Disability Living Allowance?	**Yes** ☐	**No** ☐
Are you able to provide a copy of the Disability Living Allowance award letter?	**Yes** ☐	**No** ☐
If your child is attending more than one setting, please. nominate the main setting where the local authority should pay the DAF:		

Are you in receipt of Universal Credit	**Yes** ☐	**No** ☐
Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?	**Yes** ☐	**No** ☐
Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?	**Yes** ☐	**No** ☐

Section 4: Setting and attendance details

You must list below all the settings your child will attend for which you will claim any early education entitlement (whether 15 or 30 hours) and you will be required to complete this declaration form with each setting your child attends. 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.

Setting to which this declaration form relates:	
Start Date at Setting: (Funding will commence from this date)	

My child will be attending the following settings:

Setting Name(s)		Please enter total funded entitlement hours attended per day					**Total funded entitlement hours attended per week**	**Total extra (chargeable hours per day**	No of weeks per year (e.g. 38,51)
		Mon	Tue	Wed	Thur	Fri			
(A)									
(B)									
(C)									
	Total daily funded hours attended:								

Important:

- Your child can attend a maximum of two sites in a single day. Funding can be split across a maximum of 3 providers. If your child attends more than one setting, we will split the funding between the providers. A maximum of 10 hours' funding can be provided per day.
- You may be able to access the entitlement as a 'stretched offer.' This means that you can spread the hours across the calendar year rather than term-time-only, but you cannot claim more than the maximum amount for the year (570 hours universal offer) and (1140 hours extended offer). Speak to your provider if you wish to arrange this.
- If you choose to take up extra hours more than your funded entitlement you will be required to pay the provider for these hours
- In each term there is a "Headcount" date. It is important that you speak with your childcare provider and/or the Local Authority before taking any action if you are considering moving providers to ensure that your funding can be transferred. If your child moves settings prior to Headcount the funding for the term will be split between the providers based on the date of the move. After the Headcount date you will not be able to change your child's hours or change provider **until the start of the following term** unless you meet the criteria for Exceptional Circumstances. Where you do not meet the criteria for Exceptional Circumstances, and you change provider after the Headcount date you will have to pay for all hours of childcare from the date of the move until the start of the following term.
- If your child is involved with the Local Authority or any other agencies (e.g., Social Workers, Family Intervention Workers, and Speech Therapists etc.) you **must** inform the provider at the start of the provision and at any time, to ensure that your child is fully supported throughout their funded early education place.

To be Completed by the Provider

- 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 entitlement 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 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

.

Provide details of the charges made for consumables and additional services. Itemised details of what these charges relate to should be proportionate, but enable the parent/carer to understand the charges they are agreeing to:

The parent agrees by signing this declaration that they have agreed to take up these optional extras in connection with the funded hours and are aware that they can discuss alternatives with the provider.

Section 5: Data Privacy

Your childcare provider will share the information contained in this declaration form with St Helens Council

The Data Protection Act 2018 puts in place certain safeguards regarding the use of personal and sensitive data by organisations including the Department for Education (DfE), local authorities and schools. The Act gives rights to include:

- the right to know the types of data being held.
- why it is being held, and
- to whom it may be communicated

St Helens Council processes personal data about you and your child in relation to claiming funded early education entitlement funding and are "data controllers" for the purposes of the Data Protection Act 2018. In collecting your data for the purposes of checking your eligibility for universal and extended funded entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) St Helens Council is exercising the function of a government department. St Helens Council is authorised to collect this data pursuant to section 13 of the Childcare Act 2006.

Your data may also be shared with the School Admissions Team, Children's Centres and Health Services to help them with their service provision and assess your child's progress in this funded place.

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 St Helens Council. Please note that the 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 Commission's Office on holding personal data including sensitive personal data at https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/

Full details of how and why we use your data and how to exercise your rights in relation to your data can be found in the St Helens Council Early Years Privacy Notice. Your provider(s) should also provide you with information in relation to how they will use your data.

Please tick to confirm that you have been provided with a copy of the St Helens Council Early Year Privacy Notice by the provider:	☐

Section 6: Declaration by Parent / Carer / Guardian with legal responsibility

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) …… to claim early entitlement funding as agreed above on behalf of my child.

- I confirm that all the information on this form is correct and complete to the best of my knowledge.
- I confirm that I shall update the provider whenever there are changes to my circumstance which affect the information on this form.
- I understand that if I have given misleading information on this declaration or have claimed more than the allowed entitlement, I may be asked to reimburse the provider and/or my child's place may be withdrawn.
- I understand that claiming more than the eligible entitlement may also result in court proceedings being taken against me.
- I understand that any hours or consumables more than my funded entitlement are payable by me.
- I shall discuss options with my provider or Local Authority prior to moving setting and understand that I may be liable to pay for hours if I move setting after the Headcount date.
- I understand that information given on this form may be used to ensure accuracy of records across the Local Authority and to prevent and detect fraud.
- I understand that St Helens Council and the provider can use my information to check my child's eligibility for funded childcare with the appropriate government departments as allowed by law.
- I have read and understand the St Helens Council Early Years Privacy Notice and consent to my data being processed and retained in accordance with the Data Protection Act 2018 (where consent is the lawful basis for processing).

Parent / Carer / Guardian:					
Signed		**Print name**		**Date**	

Section 7: Document Check (to be completed by the provider)

This declaration is your evidence of a claim and must be retained for seven years to complete claim forms and for auditing purposes.

The Council may ask you to produce evidence of a claim at any time.

Type of Documentary proof of DOB (e.g., Passport/Birth Certificate):		
Documents recorded by:	Name:	Date:
Eligibility Code	Name:	Date:
2-year-old Passport (fully completed) where applicable:	Name:	Date:

Childcare Provider:					
Signed		**Print name**		**Date**	

St. Helens Council offers a translation and interpretation service covering foreign languages, British Sign Language, Braille, and audio tape. For a translation of any St. Helens Council publication, please provide your name and address and the name of the language you require (also quote the title and/or reference number of the document) to:

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