

FREE EARLY EDUCATION ENTITLEMENT (FEEE)



PARENT DECLARATION

Name of childcare provider: **Havannah Preschool**

Step 1: Your child's details

Child's Surname:		Child's Forename(s):	
Name by which the child is known (if different from above):			
Date of Birth:		Gender:	
Address:		Postcode:	
Documentary proof of DOB type (e.g., Birth Certificate, Passport):		Document recorded by (name of staff member):	
Date document recorded:		Eligibility code: (e.g., 50012345678)	

2-Year-Old Funding (for families receiving some additional forms of government support)

Parents receiving certain benefits may be eligible for 15 hours of funded childcare for their 2-year-old. Enter the 6-digit code obtained from Cheshire East Council (e.g., AB123C):

2-year-old eligibility code (if eligible):	NOT APPLICABLE – Service not provided for two year olds.
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Child's Ethnicity – Please tick		
White British	Traveller/Irish Heritage	White Eastern European
Roma/Roma Gypsy	Any other White background	White/Black Caribbean
White/Black African	White Asian	Any other mixed background
Indian	Pakistani	Bangladeshi
Any other Asian background	Black Caribbean	Black African
Any other black background	Chinese	Any other ethnic group
Not given	Information not obtained	

Step 2: Your Details (parents/carers)

Parent / Carer 1	Parent / Carer 2
Parent's full name:	Parent's full name:
Date of Birth:	Date of Birth:
NI or NASS Number:	NI or NASS Number:
Telephone number:	
Email address:	

Step 3: Details of FEEE hours claimed with this provider

Updated February 24

Start date for FEEE claim or date of change:
hours per week:

FEEE

Number of weeks per year that FEEE is claimed e.g., 38 (or less), 51 or 52:

Breakdown of hours	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Funded						
Actual						

Step 4: Details of FEEE hours claimed with any other provider

Complete if your child is attending another setting and claiming funded hours.

Name of other childcare setting:

Start date for FEEE claim or date of change:

FEEE hours per week:

Number of weeks per year that FEEE is claimed e.g., 38 (or less), 51 or 52:

Breakdown of hours	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Funded						
Actual						

Tick the relevant statement

I confirm my child is not claiming funded hours at any other setting.

I confirm that my child is attending another setting and claiming funded hours there. I have informed both providers about my child's attendance at each setting and have completed a parental declaration form with the other provider.

Step 5: Your Child's Eligibility

Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers for families in receipt of certain benefits for the provision of extra support for your child. For more information, please speak to your childcare provider.

Do you wish to apply for EYPP for your child and give Cheshire East Council permission to check my eligibility for EYPP?

Yes

No

Disability Access Fund

Children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to your child's early years provider.

Is your child eligible for and in receipt of Disability Living Allowance (DLA):

Yes No

Please provide a copy of the letter confirming your child's entitlement to DLA to your provider.

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:

(Name of setting)

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

Declaration 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)

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

I understand that by completing and signing this declaration:

- I will not be entitled to change provider during a term without the express permission of the Local Authority, which will only be given in exceptional circumstances
- If the Local Authority considers there are no exceptional circumstances in my case, I may not be entitled to claim further Free Entitlement at any new provider for the remainder of the term
- I will not be entitled to increase the funded hours stated during the term unless the Local Authority considers there are exceptional circumstances
- I consent to my childcare provider verifying my eligibility code
- I have obtained permission from my partner to provide their details in step 2 of this form

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Print name		Print name	
Date		Date	
Term			

Step 7: Continuation of free entitlement funding claim

I confirm that the information I have provided above has not changed and I wish to continue claiming the free entitlement in accordance with the details previously supplied in Step 3.

Subsequent term

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Date		Date	

Subsequent term

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Date		Date	

Subsequent term

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
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), Cheshire East Council is exercising the function of a government department.

Cheshire East Council 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 2s 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 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 Cheshire East 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-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/>

Cheshire East Council's Children and Families Privacy Notice can also be found at:

https://www.cheshireeast.gov.uk/council_and_democracy/council_information/website_information/privacy-notices/children-and-families-privacy-notice.aspx