



## Free childcare entitlements parental declaration form

### 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:	
Gender:	
Address:	
Postcode:	

### Your Child's Eligibility

To be completed with assistance from your chosen provider(s) if needed. Please indicate which entitlement you will be accessing.

<input type="checkbox"/> 2-year-old entitlement ( Low income or SEN Criteria*)  Further information: <a href="https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds">https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds</a>	<input type="checkbox"/> Working parent entitlement **  Further information: <a href="https://educationhub.blog.gov.uk/2023/04/14/how-to-apply-for-30-hours-free-childcare-and-find-out-if-youre-eligible/">https://educationhub.blog.gov.uk/2023/04/14/how-to-apply-for-30-hours-free-childcare-and-find-out-if-youre-eligible/</a>	<input type="checkbox"/> Universal Entitlement for 3 and 4 year olds
<b>2YO Eligibility Code:</b>	<b>Working Parent Eligibility Code:</b>	<b>NO CODE REQUIRED</b>

\*2-year-olds with Special Educational Needs or from low-income households are eligible for 15 hours of free early years provision if they or their parents meet the eligibility criteria. Please see link above for eligible criteria.

\*\* The working parent entitlement consists of; 30 hours for some 3- and 4-year-olds from working families (existing entitlement since 2017), 15-hour entitlement for children of eligible working parents aged 2 years From April 2024 and 9 months+ from September 2024 and 30 hours for children of eligible working parents age 9 months+ from September 2025. Please see link above for further details and applications via GOV.UK.

## Your details (parents/carers)

Please complete your details below. These should be details of the main benefit holder or the parent on the application for funded entitlement.

Surname	
Forename	
Date of Birth	
NI or NASS Number	

## EYPP and DAF

This form collects information to assess the free childcare entitlement you are eligible for and your eligibility for Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF). 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.

If you believe that your child may qualify for the EYPP and you agree to West Berkshire Council performing an eligibility check, please give your permission below:

I give West Berkshire Council permission to check my eligibility for EYPP:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you are a parent/carer for a child who meets any one of the following criteria please advise your provider, who can apply directly to the early years team;

- they have been in local-authority care for 1 day or more in England or Wales
- they have been adopted from care in England or Wales
- they have left care under a special guardianship order or residence order in England or Wales

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

**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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## Setting and Attendance

You need to complete this declaration form with each setting your child attends for their funded 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, if your child attends more than one setting we will distribute the funding appropriately between the settings.

Please complete the details of your child's attendance, below. Please speak to each of your chosen providers about your entitlement and how you can use it at their setting:

Setting Name(s)	Hours attended per week	If your child is using their entitlement at <u>more than 2 sites</u> in a week please indicate where they are attending on each day. Your child cannot attend more than 2 sites per day.					Number of Weeks per year
		Mon	Tue	Wed	Thur	Fri	
A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Total Free Entitlement Hours per week</b>							

**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:**

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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
<b>Document recorded by (name and position of staff member):</b>	
<b>Name and Position:</b>	<b>Date:</b>

## 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) , West Berkshire Council is exercising the function of a government department.

West Berkshire 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 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 West Berkshire 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/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

**This form is now complete**