

Parent declaration for the free entitlements

To be completed for all children accessing any free entitlement

1. 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:	Male/Female:
Address:	Post Code:
Documentary proof of Date of Birth Type (e.g. Birth Certificate, Passport):	Document recorded by (name of staff member):
Date document recorded (dd/mm/yyyy):	
2 year old funding approval number, if applicable, <u>please enter</u> Golden Ticket number or EY number	
30 hours Funding for eligible 3 and 4 Year olds, if applicable, <u>please enter</u> 11 digit eligibility code	
Note: All children are entitled to 15 hours funded entitlement from the <u>term after</u> the 3 rd birthday. Proof of date of birth must be given above.	

2. Parent / Carer details

Parent/Carer 1	Parent/Carer 2
Legal family Name:	Legal family Name:
Legal forename:	Legal forename:
Date of birth:	Date of birth:
NI or NASS number:	NI or NASS number:

3. Setting and attendance details

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 if your child attends more than 1 setting we will split the funding fairly between the settings.
- My child will be attending the following setting(s). Please enter below the total free entitlement hours attended per day.
- If, in future, your child's attendance pattern changes, then a new parent declaration form must be completed and kept by your provider with previous declarations.

Setting Name(s)	Please enter total free entitlement hours attended per day						Total number of hours per week ^{1 2}	Number of weeks per year (e.g. 38, 45, 47, 51)
	Mon	Tue	Wed	Thu	Fri	Sat Sun		
Total daily hours attended								

4. Early Years Pupil Premium (EYPP) Registration Form

Additional funding may be available through EYPP, paid to providers for the provision of extra support for children of families in receipt of certain benefits (see criteria and on line checker details in footnote³). Children who are looked after or have left care of the local authority through adoption or special guardianship are also eligible. EYPP is for children aged three or four and is used to improve teaching and learning facilities and resources to as to impact positively on your child's progress.

Do you wish your provider to apply for EYPP? This check will use the information supplied by you on this form or you may need to provide evidence such as a copy of an adoption certificate or a copy of the special guardianship/residence order.

Yes please arrange an EYPP check	
No thanks	

5. Disability Access Fund Declaration

Three- and four-year old 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 the child's early years setting as a fixed annual rate of £615 per eligible child. The purpose is to allow providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

¹ 2 Year old and universal free entitlement for 3 & 4s totals 570 hours per year. This can be taken at 15 hours per week term time of 38 weeks or may be stretched over more weeks at fewer hours per week over 45 weeks at 12.5 hours, 47 weeks at 12 hours or 51 weeks at 11 hours where the provider offers this.

² Extended 30 hour free entitlement for eligible 3 & 4s totals 1140 hours per year. This can be taken at 30 hours per week term time of 38 weeks or may be stretched over more weeks at fewer hours per week over 45 weeks at 25 hours, 47 weeks at 24 hours or 51 weeks at 22 hours where the provider offers this.

³ Criteria and application details at www.newham.gov.uk/eypp

Is your child eligible and in receipt of Disability Living Allowance (DLA)?⁴:

Yes No If yes please supply a copy of award letter to allow your provider to submit with this form to EDU - Nursery Grant 3-4 <EDU-NurseryGrant3-4@newham.gov.uk>

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:

6. 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.

I confirm that my child is attending the above provider for the specified funded hours per week per funding period.

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 2 year old, or 3 & 4 year old universal and extended entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Newham is exercising the function of a government department. Newham is authorised to collect this data pursuant of Section 13 of the Childcare Act 2006.

⁴ <https://www.gov.uk/disability-living-allowance-children/overview>

7. Data privacy

In collecting your data for the purposes of checking your eligibility for the 2 year old, or 3 & 4 year old universal and extended entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Newham is exercising the function of a government department. Newham is authorised to collect this data pursuant of Section 13 of the Childcare Act 2006.

Newham council is the data controller for purposes of the EU General Data Protection Regulation and any UK laws supplementary to this, and is registered as a data controller with the Information Commissioner's Office (ICO) under registration number Z5808736.

Newham council is committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

Why we are processing your data - We are collecting your data for the purpose of

- enabling us to pay your early years provider for their provision of the early years free entitlement for your child, including for any supplementary entitlements
- supporting your child's teaching and learning
- monitoring early years and childcare provision

We have a legal basis for collecting this data as we have a legal obligation under the Childcare Acts 2006 and 2016.

We will process special category data regarding your child's ethnicity, disability (where applicable) and this will be done on the basis of Substantial Public Interest: processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued. Data may be used in accordance with the Equality Act 2010.

Your anonymised data may be shared with Newham Children's services, and the government's Department for Education for statistical purposes.

We will hold your data for six years' following the term after your child's fifth birthday.

Your information rights

- You have the right to access a copy of the data held about you and your child and an explanation of the purpose for it.
- If you believe that information held is inaccurate, you have the right to request that it be changed.

Further information - If you wish to exercise any of your information rights, please refer to Newham's data protection privacy statement which is located here

<https://www.newham.gov.uk/Pages/Services/Processing-personal-data.aspx>

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 Newham 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-data-protection/principle-3-adequacy/>

To be completed by the provider:

Documentary proof of child’s date of birth (e.g. birth certificate, passport)	
Documentary proof of parent identification (e.g. passport, driving licence)	
Documentary proof of eligibility for two year old or 30 hours schemes seen/copied (where applicable)	
Documentation seen/copied by (full name of staff member)	
Signed:	
Date documentation recorded	