

Parent/Carer declaration for the free entitlements

Please complete using BLOCK CAPITALS



Step 1: Your Child's details

| | | | |
|----------------------------|--|---------------------------|--|
| Child's Legal Family Name | | Child's Legal Forename(s) | |
| Date of Birth (dd/mm/yyyy) | | Gender | |
| Ethnicity | | First Language | |
| 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 |
|--|-----------------------------------|

Step 1 complete? Tick here

Step 2: Your Details (parents/carers)

| Parent / Carer 1 | | Parent / Carer 2 | |
|----------------------------|--|----------------------------|--|
| Legal Family Name | | Legal Family Name | |
| Legal Forename | | Legal Forename | |
| Date of Birth (dd/mm/yyyy) | | Date of Birth (dd/mm/yyyy) | |
| NI or NASS Number | | NI or NASS Number | |

Step 2 complete? Tick here

Step 3: Your Child's Eligibility

To be completed with assistance from your chosen provider(s) if needed.

| | |
|--|--|
| <input type="checkbox"/> 2 year old application | <input type="checkbox"/> 3 & 4 year old application |
|--|--|

Some 2 year olds are entitled to 570 free hours a year. All 3 and 4 year olds are entitled to 570 hours a year (universal entitlement) and some 3 and 4 year olds from working families may be entitled to an additional 570 hours (extended or 30 hours entitlement) a year. See note 1, page 5.

Disability Access Fund

If your child is 3 or 4, is receiving child Disability Living Allowance and is receiving the free entitlement, he or she is eligible for the Disability Access Fund (DAF). DAF is paid to your child's early years provider. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities. See note 3 on page 5.

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

| | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|-------------------------------------|------------------------------------|

Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child's progress and development. See notes 2 and 3 on page 5 or speak to your childcare provider.

Do you wish to apply for EYPP for your child?

| | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|-------------------------------------|------------------------------------|

| |
|--|
| <input type="checkbox"/> Step 3 complete? Tick here |
|--|

Step 4: Document Check

| | | |
|--|--|---|
| Documentary proof of DoB Type | <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Passport |
| Document recorded by (name of staff member): | | Date document recorded (dd/mm/yyyy) |
| 30 hours eligibility code (e.g. 12345678912) | | |
| 2-year-old eligibility code (e.g. TYF867-1809-XXXXXXX) | | |

| |
|--|
| <input type="checkbox"/> Step 4 complete? Tick here |
|--|

Step 5: Setting and Attendance Details

You need to agree and complete this declaration form with each setting your child attends for their early education entitlement in order to ensure that funding is paid fairly to each of them.

My child is attending the following settings:

| Setting Name (s) | Please enter total free entitlement hours attended per day | | | | | Total number of hours per week | Number of weeks per year (e.g. 38, 45, 51) |
|--|--|-----|-----|------|-----|--------------------------------|--|
| | Mon | Tue | Wed | Thur | Fri | | |
| I am claiming universal hours at: | | | | | | | |
| A | | | | | | | |
| B | | | | | | | |
| C | | | | | | | |
| I am claiming extended hours at: | | | | | | | |
| A | | | | | | | |
| B | | | | | | | |
| C | | | | | | | |
| Total Daily Free Hours Attended | | | | | | | |

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:

Step 5 complete? Tick here

Step 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.

| 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 free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) (see notes 1 – 3), Bracknell Forest Council is exercising the function of a government department. Bracknell Forest Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

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 Bracknell Forest 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/guide-to-the-general-data-protection-regulation-gdpr/>

| |
|--|
| <input type="checkbox"/> Step 6 complete? Tick here |
|--|

This form is now complete

Parent Guidance Notes

Eligibility Criteria for the Free Entitlements

Note 1: eligibility criteria for the free entitlements for 2, 3 and 4 year old children can be found online:

Help with Childcare Costs – for 2 year olds

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

Help with Childcare Costs – for 3 and 4 year olds

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Note 2: Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for 3 and 4 year olds of families in receipt of certain benefits.

Note 3: 3 and 4 year old children who are in receipt of child Disability Living Allowance (DLA and are receiving free early education are eligible for the **Disability Access Fund (DAF)**. DAF is paid to the child's setting as a fixed annual sum of £615.

Further information about EYPP and DAF is included in the Operational Guide for Local Authorities 2018-2019, which can be found on [gov.uk](https://www.gov.uk):

<https://www.gov.uk/government/publications/early-years-national-funding-formula-allocations-and-guidance>

Alternatively, for more information please speak to your childcare provider or Bracknell Forest Council.