



## Parent declaration form for 3 & 4 year old free childcare entitlement

All children, from the term after they turn 3 years of age, are eligible for the universal free childcare entitlement of up to 15 hours a week free childcare\*

From September 2017 some 3 & 4 year olds will be eligible for the extended free childcare entitlement of up to 30 hours a week free childcare\*\*

This form will collect 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)

### 1. Child details

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>Child's Legal Family Name:</b>   |  | <b>Child's Legal Forename(s):</b>  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Name by which the child is known</b> (if different from above)         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Date of Birth (DOB)</b><br><i>dd/mm/yy</i>                             |  | <b>Male/ Female</b>  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Address:</b>   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Postcode:</b>  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Documentary proof of DOB</b> (e.g <i>birth certificate, passport</i> ) |  | <b>Document recorded by:</b><br><i>(Name of member of staff)</i>   |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Date of document recorded</b><br><i>(dd/mm/yyyy):</i>                  |  | <b>30 hours eligibility 11 digit code</b><br><i>(extended free childcare)</i>  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |  | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> </tr> </table> |  |  |  |  |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\*Universal free childcare entitlement is 570 hours a year, if taken over 38 weeks (term time) this equates to 15 hours a week, Parents are able to stretch their entitlement all year round, this will mean less hours per week over more than 38 weeks.

\*\*Extended free childcare entitlement is 1140 hours a year if taken over 38 weeks, equates to 30 hours a week, as with the universal free entitlement parents are able to stretch their entitlement over more weeks of the year.

| Child's ethnic origin – please tick one of the following (optional): |                          |                                   |                          |  |                          |  |                          |
|--|--------------------------|-----------------------------------|--------------------------|--|--------------------------|--|--------------------------|
| White, British   | <input type="checkbox"/> | Mixed, White and Black Caribbean  | <input type="checkbox"/> | Asian or Asian British, Pakistani                  | <input type="checkbox"/> | Black or Black British, Any other Black background | <input type="checkbox"/> |
| White, Irish   | <input type="checkbox"/> | Mixed, White and Black African    | <input type="checkbox"/> | Asian or Asian British, Bangladeshi                | <input type="checkbox"/> | Chinese  | <input type="checkbox"/> |
| Traveller of Irish Heritage  | <input type="checkbox"/> | Mixed White and Asian             | <input type="checkbox"/> | Asian or Asian British, Any other Asian Background | <input type="checkbox"/> | Any other ethnic background                        | <input type="checkbox"/> |
| Gypsy / Roma   | <input type="checkbox"/> | Mixed, any other mixed background | <input type="checkbox"/> | Black or Black British, Caribbean                  | <input type="checkbox"/> | Did not wish for it to be recorded                 | <input type="checkbox"/> |
| White, any other White Background                                    | <input type="checkbox"/> | Asian or Asian British, Indian    | <input type="checkbox"/> | Black or Black British, African                    | <input type="checkbox"/> |  |                          |

## 2. Setting and attendance details

- Your child can attend up to a total of three registered childcare settings, however your child can only attend a maximum of two sites in a single day and claim for their free childcare entitlement. Further information can be found in the [operational guidance](#).
- If your child attends more than one setting the London Borough of Sutton will distribute the funding fairly between the setting.
- You will need to agree and complete this parent declaration form with each setting your child attends for their free childcare entitlement ( universal or extended) to ensure funding is distributed fairly.
- If your child attends more than one setting to access the extended free childcare you will need to identify which setting will receive the universal free childcare and the extended free childcare entitlement.

### Attendance

The Department of Education and the local authority needs to monitor the number of funded hours children are receiving. Your first 15 hours of funding are referred to as "Universal". Any hours after that are referred to as "Extended". Please record for each setting how many hours your child is receiving at each setting and whether these are Universal or Extended hours.

| Setting name(s)                                  | Please enter total free childcare 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 | Sat |                                |  |
| <b>A</b>   |   |     |     |      |     |     |                                |  |
|  | <b>Universal hours</b>  |     |     |      |     |     |                                |  |
|  | <b>Extended hours</b>   |     |     |      |     |     |                                |  |
| <b>B</b>   |   |     |     |      |     |     |                                |  |
|  | <b>Universal hours</b>  |     |     |      |     |     |                                |  |
|  | <b>Extended hours</b>   |     |     |      |     |     |                                |  |
| <b>C</b>   |   |     |     |      |     |     |                                |  |
|  | <b>Universal hours</b>  |     |     |      |     |     |                                |  |
|  | <b>Extended hours</b>   |     |     |      |     |     |                                |  |
| <b>Total daily free childcare hours attended</b> |   |     |     |      |     |     |                                |  |

### 3. Parent details

If you have provided a 30 hours eligibility code in section 1 **or** believe you are eligible for EYPP please provide the following information for the main benefit holder to enable the local authority to confirm eligibility.

EYPP is an addition sum of money paid to childcare providers for children 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 with your childcare provider.

\* If the child named in section 1 is adopted or is a looked after child you do not need to complete the information below, however you will need to additional evidence e.g court order to claim for EYPP

|  |                                |
|--|--------------------------------|
| <b>Parent/Carer First Name:</b>                            | <b>Parent/Carer Last Name:</b> |
| <b>Parent/Carer Date of Birth:</b>                         |                                |
| <b>Parent/Carer National Insurance Number/ NASS Number</b> | <b>Parent/Carer Signature</b>  |

|  |  |
|--|--|
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|--|--|

**4. Disability Access Fund Declaration**

Three and four year old children who are receipt of child Disability Living Allowance (DLA) and are receiving the free childcare entitlement are eligible for the DAF. DAF is paid to the childcare setting as a fixed annual rate of £615 per eligible child.

Is your child eligible for DLA?

Yes

No

If your child is splitting their free childcare entitlement across two or more settings please nominate the childcare setting the local authority should allocate the DAF:

|  |
|--|
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|--|

Documentary proof of DLA seen by (name of staff member)

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|  |
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**5. Parent/Carer/Guardian with legal responsibility 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.

I authorise (name of setting) 

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

In addition, I also agree that the information I have provided can be shared with the local authority and Department of Education, who will access information from other government departments to confirm your child's eligibility and enable this childcare provider to claim free early years entitlement funding, EYPP or DAF on behalf of my child.

| Parent/Carer/Guardian with legal responsibility |            |
|---|------------|
| Full Name                                       |            |
| Full address                                    |            |
|   | Post code: |
| Signed  |            |
| Date  |            |

|                           |  |
|---------------------------|--|
| <b>Childcare provider</b> |  |
| <b>Signed</b>             |  |
| <b>Print name</b>         |  |
| <b>Date</b>               |  |

## 6. Data privacy

The Data Protection Act 1998 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, 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 communicated

The provider and the London Borough of Sutton are the data controller in relation to all personal information you provide on this form. Sutton Council is committed to protecting your privacy and processing such personal information in a manner which meets the requirements of the Act. For more information about The London Borough of Sutton privacy policy and the Act, please refer to [www.sutton.gov.uk](http://www.sutton.gov.uk)

Childcare providers should have a privacy notice that is readily available electronically or in paper format. Parents are directed to their childcare provider for further information.

Information about whether a child is in receipt of Disability Living Allowance is sensitive personal data which should be handled appropriately, advice from the ICO on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy>