

	Portal	Proof of Address	Signature	Birth Certificate/Passport

## Funded Early Education Entitlement Parent/Carer Declaration



St. Helens Council

Term/Year

### Section 1 - Child's details - names should be legal names as shown on the child's birth certificate

Child's Legal Family Name							Address	
Child's Legal Forename(s)								
Name child is known as (if different from above)								
Child's Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Postcode	
Child's Gender	Male <input type="checkbox"/>		Female <input type="checkbox"/>				Mobile Number:	
Email Address;	<input type="text"/>							
Please tick which document you will provide with this form.	Birth Certificate <input type="checkbox"/>		Passport <input type="checkbox"/>			Other <input type="checkbox"/>		

Ethnicity  Special Educational Needs None  EHCP  SEN Support

Disability Access Fund - Is your child in receipt of Disability Living Allowance? Yes  No

(If your child is 3 or 4, is receiving Disability Living Allowance and is receiving the funded 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).

30 Hour Eligibility Code (Please tick Yes to give consent for the childcare provider to check and verify your code) Yes

Early Years Pupil Premium – Do you wish to apply for EYPP for your child? Yes  No

(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 to impact positively on your child's progress and development).

### Section 2 – Your details (parents/carers)

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:

### Section 3 – Your Child's eligibility

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

Some 2 year olds are entitled to 570 hours per 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) per year.

2 Year Old Application

3 & 4 Year Application

### Section 4 – Document Check

Documentary proof of DOB Type: (e.g Birth Certificate or Passport)		Document recorded by and date: (Name of Staff Member and date recorded dd/mm/yyyy)	
30 Hours eligibility Code:		2-year-old eligibility code:	

## Section 5 – Setting and Attendance Details

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

If your child is entitled to Disability Access Fund (DAF) and accessing your entitlement across two or more settings, please nominate the main setting where the local authority should pay the DAF:

.....

**My child's start date at the following settings will be:** .....

**My child is attending the following settings:**

Setting Name(s)	Please enter total funded entitlement hours attended per day					Total number of hours per week	Total number of weeks per year (e.g 38,51,52)
	Mon	Tue	Wed	Thur	Fri		
(A)							
(B)							
(C)							
Total daily funded hours attended:							

## Section 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 funded 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 funded entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), St Helens Council is exercising the function of a government department. St Helens 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. This includes:

- The right to know the types of data being held
- Why it is being held
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/children is being or will be used, please contact your provider or St Helens 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 Commissioners Office on holding personal data including sensitive personal data available at:

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

- I confirm that all the information on this form is correct and complete.
- I understand that I can only claim 2 year old funding where strict criteria have been met, and the claim has been eligibility checked and approved by the Local Authority. I understand that I can only claim 2 year old funding at settings that are registered and approved for 2 year old funding.
- I understand that the maximum I can claim per week for each eligible child is 15 hours universal entitlement and up to a maximum of 30 hours including the extended entitlement. I understand this can be split over a maximum of 3 providers on no more than two separate sites per day. I understand that the funded hours must be free at the point of delivery and that I cannot be charged for this in advance.
- I understand that providers can charge for any meals that my child has throughout the day along with any consumables such as nappies, sun creams etc. as long as I am informed of this prior to me signing this agreement.
- I understand that I can claim up to a maximum of 10 hours' funded entitlement per day for each eligible child.
- I understand that I can access the entitlement as a 'stretched offer' and that if I choose to access the entitlement in this way, I cannot claim more than the maximum amount for the year (570 hours universal offer) and (1140 hours extended offer).
- I have received detailed information from the provider(s) and have been advised of additional optional services available for my child. I understand that I will have to pay fees for these services, if I choose to take them up.
- I understand that if my child moves setting prior to Headcount, the funding for the term will be split between both providers based on the date of the move.
- Children will only be funded from their actual start date at the setting.
- I understand that after Headcount date I cannot change my child's hours, or change provider **within one term of this agreement** without meeting the criteria for Exceptional Circumstances, as outlined below:
  - If the family leaves the area
  - If the family's circumstances change, i.e. a new job/unemployment (evidence will be required)
  - Child with long term sickness
  - To accommodate changing shift patterns (evidence will be required)
  - Safeguarding
- I understand that if my child is involved with the local authority or any other agencies (e.g. Social Workers, Family Intervention Workers, and Speech Therapists etc.) that **I must** inform the provider to ensure that my child is fully supported throughout their funded early education place.
- I understand that my National Insurance or NASS number will only be used to check my eligibility for 2 year old funding, eligibility for Early Years Pupil Premium and 30 hours funded childcare. I authorise the Local Authority to re-check my eligibility to claim Early Years Pupil Premium for my child as required by the Department for Education.
- The information provided on this form will be processed in accordance with the requirements of the Data Protection Act 2018. It will be treated as confidential and used only for the purpose of education and promotion of health services.
- The information may be subject to monitoring and recording only for purposes permitted by the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 in order to prevent or detect a crime, or investigate or detect the unauthorised use of the service.
- If supplied, your email address may be used to contact you in relation to this application. You are responsible for the security of your email address. To remove consent for us to use your email address or update it, then please contact us at [earlyyearsfee@sthelens.gov.uk](mailto:earlyyearsfee@sthelens.gov.uk)
- I have seen and read the Council Privacy Notice (formerly Fair Processing Notice provided (copies available from the Early Years Setting) in relation to the use of the information contained in this form.
- I understand that the St Helens Funded Early Education Entitlement Team, School Admissions Team, Children's Centres and Health Services will record and share the information overleaf to help them in their service provision and assess my child's progress in this funded place. I agree to the information about myself and my dependents, as outlined on this agreement being kept on the local authority internal database systems in line with the appropriate retention period. I understand that this information will be used for monitoring and evaluation purposes and will be processed in accordance with the Data Protection Act 2018.

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St. Helens Council offers a translation and interpretation service covering foreign languages, British Sign Language, Braille and audio tape. For a translation of any St. Helens Council publication, please provide your name and address and the name of the language you require (also quote the title and/or reference number of the document) to:

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