|  |  |  |
| --- | --- | --- |
| AfC_CMYK-Forwhitebackground_grey_1000px | **PARENT DECLARATION FORM**  This form collects information from parents/carers to assess and process Early Education Funding (EEF) hours, eligibility for Early Years Pupil Premium (EYPP) and eligibility for Disability Access Fund (DAF). **It is mandatory to complete a Parent Declaration Form for each childcare provider your child accesses their EEF and thereafter complete a new form where there are changes to any details previously submitted**. This form must be completed, signed and returned to your childcare provider to confirm eligibility and access the funding. A false declaration may result in your Early Education Funding being withdrawn. |  |

**Step 1: Your child’s details - parents/carers to complete**

|  |  |
| --- | --- |
| **Child’s Surname(s):** |  |
| **Child Forename(s):** |  |
| **Name by which the child is known (if different from above):** |  |
| **Date of Birth:** Documentary proof (e.g. birth certificate, passport (Provider to sign and date) |  |
| **Sex:** |  |
| **Address to include postcode:** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Child’s Ethnicity – Mandatory** **RBWM AfC is required by the government to collect this information (tick which one applies)** | | | | | | | | | | | |
| **Any other Asian  background** |  | **Any other Mixed Background** |  | **Black African** |  | **Gypsy/**  **Roma** |  | **Traveller of Irish Heritage** |  | **White & Asian** |  |
| **Any other Black  background** |  | **Any other White Background** |  | **Black Caribbean** |  | **Indian** |  | **White British** |  | **White & Black African** |  |
| **Any other Ethnic background** |  | **Bangladeshi** |  | **Chinese** |  | **Pakistani** |  | **White Irish** |  | **White & Black Caribbean** |  |
| **I would prefer not to state my child’s ethnicity (refused)** | | | | | | | | |  | | |

**Step 2: Your details - parents/carers to complete**

|  |  |
| --- | --- |
| **Parent / Carer 1** | **Parent / Carer 2** |
| Surname: | Surname: |
| Forename: | Forename: |
| Date of Birth: | Date of Birth: |
| National Insurance number or Asylum Support Reference Number (previously NASS): | National Insurance number or Asylum Support Reference Number (previously NASS): |

**Step 3: Your child’s eligibility- parents/carers to complete**

To be completed with assistance from your chosen childcare provider(s). Please tick which entitlement you will be using. If your child is two years old and eligible for both entitlements, the maximum for each entitlement will be 15 hours and you should use the 2 Year Old Funding entitlement hours first.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Entitlement** |  | **Eligibility** | | | | | | | | | | |
| Working parent entitlement for children from 9 months old |  | Enter the 11 digit code from HMRC here (required to access working parent entitlement hours) | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
| 15 hours funded early education for 2 year olds, accessed via AfC (2 Year Old Funding) |  | **\*Please note no code will be issued.**  **Eligible families will only receive a Letter of Confirmation for the 2YO funding.**  **Parent or carer to kindly add the date and sign to confirm the provider has seen this letter** | | | | | | | | | | |
| Universal Entitlement for 3-4 year olds |  |  | | | | | | | | | | |

**Step 4: Early Years Premium (EYPP)**

EYPP is eligibility based and is paid to providers for 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. Indicate below possible eligibility criteria you may meet.

|  |  |
| --- | --- |
| In receipt of benefits, child tax credits, universal credits  **(please ensure parent/carer details in section 2 are fully completed)** |  |
| The child has left care under the subject of an adoption, special guardianship, child arrangement order  **(Please supply documentary evidence to your childcare provider. Provider to contact early years team to claim)** |  |
| The child has been in local authority care for one day or more  **(Please supply documentary evidence to your childcare provider. Provider to contact early years team to claim)** |  |

**Step 5: Disability Access Fund (DAF)**

If your child is currently in receipt of Disability Living Allowance the provider delivering your entitlement hours can claim Disability Access Fund **(DAF).** DAF can be claimed only once in a 12 month period and cannot be split between multiple providers within the 12 month period.

|  |  |
| --- | --- |
| I understand the above statement and nominate the provider below to claim the Disability Access Fund for my child.  **I have attached a copy of my child’s current DLA award to confirm eligibility** | |
| **Parent or carer to date and sign:** |  |

**Step 6: Setting and attendance details - parents/carers to complete**

Detail the actual number of funded entitlement hours your child will access each week. Each funding entitlement is available for a maximum 38 weeks of the year. Providers can choose to stretch the entitlement if they are open for more than 38 weeks. Your provider should help you complete this section.

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Setting name:** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Total no. of hours per week** | **Total weekly charge** | **No. of weeks per year (e.g. 38,45,51)** |
| **Total funded entitlement hours attended per day** |  |  |  |  |  |  | n/a |  |
| **Total extra (chargeable) hours per day** |  |  |  |  |  |  | **£** |  |
| **Total daily hours attended** |  |  |  |  |  |  |  |  |
| **Funding to start from** | **Parent or carer to date and sign:** | | | | | | | |

**Complete if your child is claiming Early Education Funding with another provider (including outside RBWM)**

Total funded entitlement hours attended per day

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Setting name and Local Authority:** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Total no. of hours per week** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

………………………………………………………………………………………….……………..

|  |
| --- |
| **Additional Charges**:  Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.  Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.  The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider. |

**Step 7: Parent/Carer/Guardian with legal responsibility declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm I am only accessing Early Education Funding at providers, in this or other Local Authorities, declared in section 6 | | | |
| I understand that the named provider will deliver the agreed hours free of charge. I have been shown and understand my providers Early Education Funding offer, including any voluntary charges for additional hours or services | | | |
| It is my responsibility to meet any criteria or actions required to ensure the working entitlement code issued by HMRC remains valid. Failure to renew the code within required timeframes will result in my working entitlement being withdrawn | | | |
| To claim the Early Education Funding as agreed above on behalf of my child, I understand that the data collected in this form will be shared with my chosen provider, Achieving for Children and the Department for Education. | | | |
| **I confirm the information I have given in this form is true and accurate and I have read and understand the statement written above in section 7 of this form** | | | |
| **Print name:** |  | | |
| **Signature:** |  | **Date:** |  |

**Step 8:** **Provider Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider Declaration: read statements below and sign agreement** | | | |
| I have seen documentary proof of date of birth to confirm child meets age requirements for Early Education Funding claimed (e.g. birth certificate, passport) | | | |
| I agree to deliver the Early Education Funding as funded hours, subject to the child being on roll and hours claimed accessible to the child | | | |
| I have given the parent/carer written details of my Early Education Funding offer, including clear details of any voluntary charges for additional hours and services. | | | |
| I have checked the Working Parent Eligibility code supplied is valid for the place agreed and will advise parent/carer if it is not valid | | | |
| When agreeing a place and the parent/carer has declared they have accessed the entitlement hours in term with another provider, the parent/career will confirm the last day the other provider should claim funding and confirm the first day this setting should claim the remaining funding | | | |
| In the event of any changes to the details submitted on this form I will follow and action relevant AfC policy and guidance | | | |
| I understand if for any reason the agreed funded hours cannot be fulfilled a notice period does not apply | | | |
| **Print name:** |  | **Job role:** |  |
| **Signature:** |  | **Date:** |  |

**This document must be retained by the Provider for 7 years.**

Achieving for Children, Royal Borough Windsor and Maidenhead is collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts

**Data Privacy and Protection Information**

The personal information we collect will be processed and stored in compliance with UK data protection law. For further details about how we use your personal information, please read the privacy notice: [www.achievingforchildren.org.uk/pages/privacy-and-data-protection](http://www.achievingforchildren.org.uk/pages/privacy-and-data-protection)