

## 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 A false declaration may result in your Early Education Funding being withdrawn.

www.rbwm.gov.uk



### Step 1: Your child's details - parents/carers to complete

<b>Child's Surname(s):</b>	
<b>Child Forename(s):</b>	
<b>Name by which the child is known (if different from above):</b>	
<b>Date of Birth:</b> Documentary proof (e.g. birth certificate, passport (Provider to sign and date))	
<b>Gender:</b>	
<b>Address to include postcode:</b>	

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/Guardian with legal responsibility 1	Parent/Carer/Guardian with legal responsibility 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 Early Learning for 2-year-olds (EL2 – Formerly Additional Support) first and the remainder hours as Working Parent Entitlement (WPE).

Entitlement	Eligibility											
<b>Working Parent Entitlement (WPE) for children from 9 months old</b>	Enter the 11 digit code from HMRC here (required to access working parent entitlement hours) <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
<p><b>*Early Learning for 2-year-olds (EL2 – Formerly Additional Support)</b></p> <p>*Parent/carer live in England in receipt of certain benefits</p> <p>*Child looked after by a Local Authority, has an EHC Plan, gets DLA, left care under an adoption order, special guardianship order or a child arrangements order</p>	<p><b>*Please note no code will be issued.</b></p> <p><b>Eligible families will only receive a Letter/Email of Confirmation for the funding for Early Learning for 2-year-olds</b></p> <p><b>Parent or carer to kindly add the date and sign to confirm the provider has seen this letter</b></p>											
<b>15 hours Universal Entitlement for 3-4 year olds</b>												

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

EYPP is eligibility based and is paid to providers for provision of extra support for your child. A child will be eligible for EYPP if they receive one of the following:

- the universal 15 hours entitlement for 3 and 4-year-olds
- the 15 hours entitlement for Early Learning for 2-year-olds (EL2)
- the 15 hours entitlement for children aged 2 years of eligible working parents or
- the 15 hours entitlement for children aged 9 months to 2 years of eligible working parents

Their family gets one of the following: Income Support, or income-based Jobseeker's Allowance, or income-related Employment and Support Allowance, or support under Part 6 of the Immigration and Asylum Act 1999, or the guaranteed element of State Pension Credit, or Universal Credit (household income must be less than £7,400 a year after tax, not including any benefits - this is assessed on up to 3 of the parent's most recent universal credit assessment periods)	
If the child is currently being looked after by a local authority in England or Wales, or they have left care in England or Wales through: an adoption order, a special guardianship order, a child arrangements order, has an EHC Plan, gets DLA <b>(Please supply documentary evidence to your childcare provider. Provider to contact early years team to claim)</b>	

### 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 paid annually on the anniversary of the initial claim and cannot be split between multiple providers.

A child will be eligible for the DAF if: the child is in receipt of Disability Living Allowance (DLA) and the child receives one of the following: the universal 15 hours entitlement for 3 and 4-year-olds or the 15 hours entitlement for EL2 (Early Learning for 2-year-olds) or the 15 hours entitlement for children aged 2 years of eligible working parents or the 15 hours entitlement for children aged 9 months to 2 years of eligible working parents

<b>I understand the above statement and nominate the provider below to claim the Disability Access Fund for my child.</b>	
<b>I have attached a copy of my child's current DLA award to confirm eligibility and for the provider to forward a copy of the DLA award to the Early Years Funding Team to claim the funding</b>	
<b>Parent/Carer/Guardian with legal responsibility to sign and date</b>	

## 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 9mths+ WPE EL2 3&4YO Universal	Tues 9mths+ WPE EL2 3&4YO Universal	Wed 9mths+ WPE EL2 3&4YO Universal	Thurs 9mths+ WPE EL2 3&4YO Universal	Fri 9mths+ WPE EL2 3&4YO Universal	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 – Term time funding equivalent							n/a	
Total funded entitlement hours attended per day - If accessing stretched funding							n/a	
Total extra (chargeable) hours and consumables per day							£	
Total daily hours attended (put total hours if claiming stretched funding)								
Funding to start from	Parent/Carer/Guardian with legal responsibility 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 (please add if claimed termly or stretched)

Setting name and Local Authority:	Mon Term Time / Stretched	Tues Term Time / Stretched	Wed Term Time / Stretched	Thurs Term Time / Stretched	Fri Term Time / Stretched	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:
<p>Government funding is intended to deliver 15 or 30 hours a week of funded, 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 funded hours.</p> <p>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.</p> <p>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.</p> <p>Childminders and Providers caring for 10 or fewer children at any one time are not required to publish their chargeable extras but must still give parents as much information as possible (e.g. a leaflet) on their additional fees and charges so that parents are aware of them.</p>

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

I confirm I am only accessing Early Education Funding at provider(s), 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.			
<b>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</b>			
<b>The parent agrees by signing this declaration that they have agreed to take up the optional extras in connection with the funded hours and aware that they can discuss alternatives with the provider</b>			
<b>Print name:</b>			
<b>Signature:</b>		<b>Date:</b>	

## Step 8: Provider Declaration

<b>Provider Declaration: read statements below and sign agreement</b>			
I have seen documentary proof of date of birth to confirm the 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/carers 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/carers if it is not valid.			
When agreeing a place and the parent/carers has declared they have accessed the entitlement hours in term with another provider, the parent/carer 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.			
<b>Print name:</b>		<b>Job role:</b>	
<b>Signature:</b>		<b>Date:</b>	

Achieving for Children, Royal Borough Windsor and Maidenhead is collecting your data for the purposes of checking your eligibility for the childcare entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998

## Data Protection and Privacy Information

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by Organisations. The personal information we collect will be processed and stored in compliance with UK data protection law. Should you have any concerns relating to how your information relating to your child/ren is being or will be used, please contact your provider or Achieving for Children, Royal Borough Windsor and Maidenhead. 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/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

For further details about how Achieving for Children, Royal Borough Windsor 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)

This document must be retained by the Provider for 7 years