# Parent declaration for the free early years education entitlements

### Before using this form, Providers to amend with their own privacy statement.

**Step 1: Your Child's Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s Legal Family Name:** | | **Child’s Legal Forename(s):** | |
| **Name by which the child is known (if different from above):** | | | |
| **Date of Birth:** |  | **Gender:** |  |
| **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:

**Passport:**

**Step 1 complete? Tick here.**

**Birth Certificate:**

**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:** | **Date of Birth:** |
| **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.

**2-year-old application**

**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)?

**Yes**

**No**

If yes, provider please tick document check page to confirm you have seen proof of DLA. Then securely email the child’s initial’s only (not their full name) and date of birth and state that you have retained evidence of Child’s being in receipt of Disability Living Allowance to [30hours@barnsley.gov.uk](mailto:30hours@barnsley.gov.uk) with subject title DAF. NB this is a shared inbox, limited to members of the team responsible for processing these claims.’

# 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?

**Yes**

**No**

Eligibility is verified by BMBC.

**Step 3 complete? Tick here.**

**Step 4: Document Check**

|  |  |  |  |
| --- | --- | --- | --- |
| **Documentary proof of DOB Type**  (e.g. Birth Certificate, 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:** |  |

**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.

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.

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** | |
| **U** | **E** | **U** | **E** | **U** | **E** | **U** | **E** | **U** | **E** |
| **A B**  **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Daily Free Hours Attended** | |  |  |  |  |  |  |  |  |  |  |  |  |

**Key:** for 30 hours only U=Universal, E = Extended’.

### 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), Barnsley MBC is exercising the function of a government department. Barnsley MBC 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 authori- ties, 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

EVERY SETTING TO ADD OWN WORDS HERE either:

* 1. a statement to inform parents that they you have your own setting privacy notice that includes this process for claiming funding and a statement that parents have right to view this, or
  2. add the full details of your privacy notice here that relates only to THIS PROCESS for claiming funding. The statement to include why you gather this information, how you gather it and store/send securely, notifying parent(s) that they have a right to view the information that you keep on them and their child(ren), how to make a complaint to the Commissioner’s Office. This is not exhaustive as the pages over leaf provide links and advice from the DfE. NB you need to read the ‘Explanation of Privacy Notices’ and ‘Suggested text for pupils – Word Version’. Together, these documents provide everything you need to know to draw up your own privacy notice.

The following from the Council should then be included in your form to parents.

Barnsley Council asks providers to retain every parental declaration form and any associated evidence. Therefore, providers must draw up their own Privacy Statement.

However, in order to make a funding claim for your child(ren), childcare providers have to submit details to Barnsley Council to enable the funding process to administered.

Therefore, the following sets out how Barnsley Council receives and uses this data to process the funding claim from the setting.

* Providers wishing to make a claim for two, three and four year old early education entitlement and the Disability Access Fund, submit the child’s details securely - either through a web portal or via secure email.
* Barnsley Council is the controller of this information (which is held securely) and is only shared with the relevant departments within the Council and the Department for Education – and, if requested, the HMRC. Statistical information is aggregated

– such as % take up funding by area, and this is used in the production of internal and public reports. However, no individual person can be identified within these reports.

* The parental and child data received as part of these claims will be retained by Barnsley Council for a period of 6 years plus current year. This is to meet retention schedules for keeping information for financial auditing. At Barnsley Council we are committed to respecting and protecting your privacy. Our website tells us what you can expect when Barnsley Council collects and processes your personal information.

This can be found at

[https://www.barnsley](http://www.barnsley.gov.uk/services/information-and-privacy/your-privacy/).gov[.uk/services/information-and-privacy/your-privacy/](http://www.barnsley.gov.uk/services/information-and-privacy/your-privacy/)

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 Barnsley Council contact email [30hours@barnsley.gov.uk.](mailto:30hours@barnsley.gov.uk)

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/principle-3-adequacy/

**Step 6 complete? Tick here.**

# This form is now complete

**Parent 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 [www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds](http://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds)

Help with Childcare Costs – for 3- and 4-year-olds [www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds](http://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds)

Please see your childcare provider or contact the Families Information Service, if you wish to access this information.

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.

Alternatively, for more information please speak to your childcare provider or Barnsley Council Families Information Service Freephone 0800 0345340

[email infofis@barnsley.gov.uk.](mailto:emailinfofis@barnsley.gov.uk)