

# Parent declaration for the free entitlements (Early Years Education and Childcare)



## 1. Child's details

<b>Child's Legal Family Name:</b>		<b>Child's Legal Forename(s):</b>	
<b>Name by which the child is known:</b> <i>(if different from above)</i>			
<b>Date of Birth:</b> <i>(dd/mm/yyyy)</i>		<b>Male/Female:</b> <i>(M / F)</i>	
<b>Address:</b>			
<b>Post Code:</b>		<b>Child's Ethnicity:</b>	
<i>Sections below to be completed by setting:</i>			
<b>Documentary proof of DoB Type:</b> (eg Birth Cert, Passport)		<b>Document recorded by:</b> (name of staff member)	
		<b>Date document recorded:</b> <i>(dd/mm/yyyy)</i>	
<b>Name of Provider where child is attending:</b>			

## 2. Extended Hours – Up To 30 Hour Claims – Three- and Four-Year-Old Children

Eligible children can claim their extended hours with a valid code. **The code must be valid by the end of the month before a new term starts** and **must** be renewed every three months. Codes not valid for the term will only be able to claim their universal 15 hours.

The following link advises parents '[When and how to apply](https://www.gov.uk/apply-free-childcare-if-youre-working)': <https://www.gov.uk/apply-free-childcare-if-youre-working>.

Extended hours - Up to 30 Hour Claims	
<b>Extended hours eligibility code:</b> (e.g 50045678912)	
<b>Parent/Carer First Name:</b>	
<b>Parent/Carer Last Name:</b>	
<b>Parent/Carer National Insurance Number:</b>	
<b>Child's Date of Birth:</b> <i>(dd/mm/yyyy)</i>	
<b>Email address:</b>	
<b>Parent/Carer Signature:</b>	

### 3. Two-Year Old Claims

- a. Families receiving some additional forms of government support apply for your code [here](#): [www.medway.gov.uk/onlineadmissions](http://www.medway.gov.uk/onlineadmissions)
- b. If you are working, the following link advises 'When and how to apply': <https://www.gov.uk/apply-free-childcare-if-youre-working>. **This code must be valid by the end of the month before a new term starts and must be renewed every three months.**

Children with a valid code can start their two-year-old place from the term after their second birthday.

Two-Year-Old Funding		
Reference number (6 Digits)		
Extended hours code (11 numbers)	<i>Can be used if in date, from April 2024</i>	
	Parent/Carer 1*	Parent/Carer 2*
First Name:		
Last Name:		
National Insurance Number:		
or NASS Number:		
Date of Birth: (dd/mm/yyyy)		
Email address:		
Signature:		

\* adults who have parental rights for the child named in this form.

### 4. Setting and attendance details

You need to agree and complete a Declaration Form with each setting your child attends for their early education entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between 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 split the funding fairly between the settings.

Some childcare providers offer **stretched funding**, so that children can take up their full entitlement of funding over more than 38 weeks.

**My child (Child's Name) ..... is attending the following settings:**

Setting Name(s)	Please enter the total funded hours per day					Total number of hours per week	Number of weeks per year	Term-Time or Stretched	
	Mon	Tue	Wed	Thur	Fri			<input type="checkbox"/>	Term-Time
A									
B									
<b>Total Daily Free Hours Attended</b>									
Parent's Signature:						Date:			

If my child is accessing Free Early Education Entitlements (FEEE) on a stretched (over more than 38 weeks) pattern, this pattern of funding **should** continue for the full funding year (April – March). **However, if I change the pattern to term-time at any time during the funding year I may not have enough hours to cover the year and I agree that I will pay for any shortfall of hours.**

If my child is eligible for extended funding (30 hours) and FEEE is being split between two providers, it is possible for my child to use the funding term-time with one and stretched in the other. In this instance, the extended funding entitlement can be used for the stretched hours. **I agree that if I change my funding pattern within the funding year I will pay for any shortfall of hours.**

## 5. Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families 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 and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to your childcare provider. If you believe that your child may qualify for the EYPP please provide the following information for the **main benefit holder** to enable the local authority to confirm eligibility:

Early Years Pupil Premium (EYPP)		
	Parent/Carer 1*	Parent/Carer 2*
Parent's Forename:		
Parents Surname:		
Parent's National Insurance Number:		
or Parent's NASS Number:		
Parent's Date of Birth: (dd/mm/yyyy)		
Parent's Signature:		

\* adults who have parental rights for the child named in this form.

## 6. Disability Access Fund Declaration

Three- and four-year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £881 per eligible child.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?:			
Yes		No	
<i>If your child is splitting their funded place across two or more providers please nominate the main setting where the local authority should pay the DAF:</i>			
<b>Please attach a copy of <u>ALL</u> pages of this form and a copy of the DLA letter to the child's details on the provider portal.</b>			
Documentary proof of DAF: (DLA Number)		Document recorded by: (name of staff member)	Date document recorded: (dd/mm/yyyy)

## 7. Sharing information

I agree to information being passed on to other settings where my child is receiving early education and childcare in accordance with the Statutory framework for the early years foundation stage (2021:3.69). If you do <b>not</b> wish information to be passed on please indicate this by putting an "X" in the box.	
I agree that information linked to the progress of my child at this provider may also be passed to the school that my child begins to attend when they are old enough. If you do <b>not</b> wish information about your child to be passed onto the school, please indicate this by putting an "X" in this box.	

## 8. Declaration (by Parent/Carer/Guardian with legal responsibility)

<b>Child's Name</b>	
<i>I (parent/carer name)</i>	
<i>of: (address)</i>	
<b>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:</b>	
<i>(name of provider)</i>	
<b>to claim free entitlement funding as agreed above on behalf of my child.</b>	

In addition, I also agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) 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) Medway Council is exercising the function of a government department. Medway Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Please note that information about whether a child is in receipt of Disability Living Allowance is sensitive personal data which should be handled appropriately. Providers are asked to pay particular note to advice from the ICO on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Link to the Medway Council General Data Protection Regulation Privacy Notice:  
[https://www.medway.gov.uk/info/200146/about\\_the\\_website/467/how\\_we\\_use\\_your\\_data/2](https://www.medway.gov.uk/info/200146/about_the_website/467/how_we_use_your_data/2)

Information I supply will be held in an electronic format by Medway Council and may be compared to data from other childcare providers and be used for statistical purposes.