

Funded Early Education Entitlement Parent/Carer Declaration



St. Helens Council

Term/Year

Section 1: Child's details										
Child's Legal Forename (s)						Address				
Child's Legal Surname										
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"/>	Postcode				
Child's Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>				Mobile Number:				
Please tick which document you will provide with this form.	Birth Certificate <input type="checkbox"/>			Passport <input type="checkbox"/>			Other <input type="checkbox"/>			
Child's Ethnic Origin:										
Special Educational Needs	None <input type="checkbox"/>			EHCP <input type="checkbox"/>			SEN Support <input type="checkbox"/>			

Section 2: Parent/Carer/Guardian with legal responsibility details							
Parent/Carer/Guardian 1				Parent/Carer/Guardian 2			
Legal Forename:				Legal Forename:			
Legal Surname:				Legal Surname:			
Date of Birth:				Date of Birth:			
Email:				Email:			
Contact No:				Contact No:			
NI or NASS Number:				NI or NASS Number:			

Section 3: Funding Eligibility					
Please indicate which type of funding you are applying for:					
2-year-old funding disadvantaged		Working Parent Entitlement		Universal Entitlement only	
Some 2-year-olds are entitled to 570 hours per year via "Passport for 2's". Please complete Section 3a below.		Eligible working parents of 3- and 4-year-olds may be entitled to an additional 570 hours per year. This is known as Extended or "30 hours" entitlement. From April 2024 – Up to 15 hours for eligible working parents with a 2-year-old From September 2024 – Up to 15 hours for eligible working parents with a child between 9-23 months old Please complete Section 3b below.		All 3- and 4-year-olds are entitled to 570 hours a year. This is known as Universal Entitlement.	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Section 3a: 2-Year-Old Funding		
<p>You can only claim 2-year-old funding where eligibility criteria have been met and the claim has been approved by the Local Authority.</p> <p>If you qualify for Passport for 2s, you must provide a copy of your eligibility document known as "Passport for 2's" along with evidence of your child's date of birth.</p> <p>In addition, you can only claim 2-year-old funding at settings that are registered and approved for 2-year-old funding. If you are unsure, please speak with your childcare provider to ensure they can provide the funded hours.</p> <p>Please tick below to confirm the following has been provided</p>		
Passport for 2's:		<input type="checkbox"/>
Child's birth certificate or passport		<input type="checkbox"/>
Section 3b: Working Parent Entitlement		
<p>If you are applying for a working parent entitlement you need to apply for an Eligibility Code at https://www.gov.uk/apply-free-childcare-if-youre-working.</p> <p>You can only claim funding at settings that are registered and approved to provide care based on the age of your child. Not all providers offer funded care for 2-year-olds and under. If you are unsure, please speak with your childcare provider to ensure they can provide the funded hours.</p> <p>Please provide your eligibility code below:</p>		
Eligibility Code:		
<p>In completing this section I understand that the Local Authority and childcare provider will use the information provided above to verify my eligibility for working parent entitlement.</p>		
Section 3c: Additional Funding		
Early Years Pupil Premium		
<p>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 or visit www.gov.uk/get-extra-early-years-funding.</p>		
If you believe that your child may qualify for the EYPP please tick to confirm that you are happy for the Local Authority to check your eligibility	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Disability Access Fund (DAF)		
<p>Three- and four-year-old children who are in receipt of child Disability Living Allowance and are receiving the funded entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting per eligible child. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.</p>		
Is your child in receipt of Disability Living Allowance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you able to provide a copy of the Disability Living Allowance award letter?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If your child is attending more than one setting, please, nominate the main setting where the local authority should pay the DAF:		

Section 4: Setting and attendance details

You must list below all the settings your child will attend for which you will claim any early education entitlement (whether 15 or 30 hours) and you will be required to complete this declaration form with each setting your child attends.

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.

Setting to which this declaration form relates:

Start Date at Setting:
(Funding will commence from this date)

My child will be 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:							

Important:

- Your child can attend a maximum of two sites in a single day. Funding can be split across a maximum of 3 providers. If your child attends more than one setting, we will split the funding between the providers. A maximum of 10 hours' funding can be provided per day.
- You may be able to access the entitlement as a 'stretched offer.' This means that you can spread the hours across the calendar year rather than term-time-only, but you cannot claim more than the maximum amount for the year (570 hours universal offer) and (1140 hours extended offer). Speak to your provider if you wish to arrange this.
- If you choose to take up extra hours more than your funded entitlement you will be required to pay the provider for these hours. Settings may also charge for any meals that your child has throughout the day along with any consumables such as nappies, sun creams etc. You should be informed of any additional charges prior to signing this agreement.
- In each term there is a "Headcount" date. It is important that you speak with your childcare provider and/or the Local Authority if you are considering moving providers to ensure that your funding can be transferred. If your child moves settings prior to Headcount the funding for the term will be split between the providers based on the date of the move. After the Headcount date you will not be able to change your child's hours or change provider **until the start of the following term** unless you meet the criteria for Exceptional Circumstances. Exceptional circumstances include:
 - Safeguarding concerns based on recommendations from a St Helens Council social care or health professional.
 - A change of address where the distance to the provider from a new home is more than 2 miles further than the distance from the old home.
 - Multiple and significant changes placing a family in challenging circumstances at the discretion of the Local Authority
 - Where current arrangements prevent a parent accepting a job offer or a required change in shift patterns
 - Where a child's additional needs are not able to be met at the current setting
 - Where a child who has not accessed a provision before applies after the Headcount date
- If your child is involved with the Local Authority or any other agencies (e.g., Social Workers, Family Intervention Workers, and Speech Therapists etc.) you **must** inform the provider to ensure that your child is fully supported throughout their funded early education place.

Section 5: Data Privacy

Your childcare provider will share the information contained in this declaration form with St Helen's Council

The Data Protection Act 2018 puts in place certain safeguards regarding the use of personal and sensitive data by organisations including the Department for Education (DfE), local authorities and schools. The Act gives rights including:

- the right to know the types of data being held.
- why it is being held, and
- to whom it may be communicated

St Helen's Council processes personal data about you and your child in relation to claiming funded early education entitlement funding and are "data controllers" for the purposes of the Data Protection Act 2018. In collecting your data for the purposes of checking your

eligibility for universal and extended funded entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) St Helen's Council is exercising the function of a government department. St Helen's Council is authorised to collect this data pursuant to section 13 of the Childcare Act 2006.

Your data may also be shared with the School Admissions Team, Children's Centres and Health Services to help them in their service provision and assess your child's progress in this funded place.

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 St Helens Council. Please note that the 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 Commission's Office on holding personal data including sensitive personal data at <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

Full details of how and why we use your data and how to exercise your rights in relation to your data can be found in the St Helen's Council Early Years Privacy Notice

Your provider(s) should also provide you with information in relation to how they will use your data.

Please tick to confirm that you have been provided with a copy of the St Helen's Council Early Year Privacy Notice by the provider:

Section 6: Declaration by Parent / Carer / Guardian with legal responsibility

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) to claim early entitlement funding as agreed above on behalf of my child.

- I confirm that all the information on this form is correct and complete to the best of my knowledge.
- I understand that if I have given misleading information on this declaration or have claimed more than the allowed entitlement, I may be asked to reimburse the provider or my child's place may be withdrawn. I understand that claiming more than the eligible entitlement may also result in court proceedings being taken against me.
- I understand that information given on this form may be used to ensure accuracy of records across the local authority and to prevent and detect fraud.
- I understand that St Helen's Council and the provider can use my information to check my child's eligibility for funded childcare with the appropriate government departments as allowed by law.
- I have read and understand the St Helen's Council Early Years Privacy Notice and consent to my data being processed and retained in accordance with the Data Protection Act 2018 (where consent is the lawful basis for processing).

Parent / Carer / Guardian:

Signed		Print name		Date	
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Section 7: Document Check (to be completed by the provider)

This declaration is your evidence of a claim and must be retained for seven years to complete claim forms and for auditing purposes. The Council may ask you to produce evidence of a claim at any time.

Type of Documentary proof of DOB (e.g., Passport/Birth Certificate):					
Documents recorded by:	Name:			Date:	
Eligibility Code	Name:			Date:	
2-year-old Passport (fully completed) where applicable:	Name:			Date:	

Childcare Provider:

Signed		Print name		Date	
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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:

Contact Centre, Wesley House, Corporation Street, St. Helens, Merseyside WA10 1HF. Telephone (01744) 676789, Fax (01744) 676895

Minicom: (01744) 671671,

Email: contactcentre@sthelens.gov.uk or visit us at www.sthelens.gov.uk