

Parent declaration form for free childcare entitlement 2023-24

All children are eligible for the universal free childcare entitlement of up to 15 hours a week free childcare* from the term after they turn 3.

Since September 2017 some 3 & 4 year olds are eligible for the extended free childcare entitlement of up to 30 hours a week free childcare**

Eligible 2 year olds are entitled to up to 15 hours of free childcare per week***

This form will collect information to assess the free childcare entitlement you are eligible for and your eligibility for Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF)

1. Child's details

Child's Legal Family Name:

Child's Legal Forename(s):

Name by which the child is known (*if different from above*):

Male: Female: Date of Birth: Ethnicity:

Address:

Post Code:

Documentary proof of DoB Type (*eg Birth Certificate, Passport*):

Document recorded by (*name of staff member*):

Date document recorded (*dd/mm/yyyy*):

30 hours eligibility code: (*e.g 50012345678*)

2 Year Old eligibility code (*e.g 869-2103-AB1CD3EF*)

2. Parent/Carer Details

Parent/Carer First Name:

Parent/Carer Last Name:

Date of Birth: National Insurance number/NASS Number:

*Universal free childcare entitlement is 570 hours a year. If taken over 38 weeks (term time) this equates to 15 hours a week. Parents are able to stretch their entitlement all year round, this will mean fewer hours per week over more than 38 weeks.

**Extended free childcare entitlement is 1140 hours a year. If taken over 38 weeks this equates to 30 hours a week. As with the universal free entitlement, parents are able to stretch their entitlement taking fewer hours over more than 38 weeks of the year.

*** Eligible 2 year old entitlement is 570 hours a year (equivalent to 15 hours per week over 38 weeks). Parents should apply to check their eligibility for 2 year old funding at www.westberks.gov.uk/fe2

3. Setting and attendance details

- You need to agree and complete this 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 1 setting we will split the funding fairly between the settings.
- If your child attends more than one setting to access the extended free childcare you will need to identify which setting will receive the universal free childcare and the extended free childcare entitlement.
- You may only increase your child's funded hours with the prior agreement of the Early Years Team. Your childcare provider should send the request stating the reason for the increase to earlyyears@westberks.gov.uk Once agreed you should complete a new Parent Declaration form.

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		
A							
Universal hours							
Extended hours							
B							
Universal hours							
Extended hours							
C							
Universal hours							
Extended hours							
Total Daily Free Hours Attended							

Example

	<i>The ABC Pre-School</i>							
	<i>Universal hours</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>15.00</i>	<i>38</i>
	<i>Extended hours</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>15.00</i>	<i>38</i>
	<i>Total Daily Free Hours Attended</i>	<i>6.00</i>	<i>6.00</i>	<i>6.00</i>	<i>6.00</i>	<i>6.00</i>	<i>30.00</i>	<i>1140</i>

4. Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for 3 and 4 year old 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 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 complete the parent information in section 2 for the main benefit holder to enable the local authority to confirm eligibility, and confirm your permission for the Local Authority to your eligibility here:

I give West Berkshire Council permission to check my eligibility for EYPP: Yes No

If you are a parent/carer for a child who meets any one of the following criteria please advise your provider, who can apply directly to the early years team;

- they have been in local-authority care for 1 day or more in England or Wales
- they have been adopted from care in England or Wales
- they have left care under a special guardianship order or residence order in England or Wales

5. 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 Disability Access Funding (DAF). DAF is paid to the child's early years provider as a fixed annual rate of £828 per eligible child.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?: Yes No

Please provide a copy of the letter confirming your child's entitlement to Disability Living Allowance (DLA) to your provider.

If your child is splitting their free entitlement across two or more providers please nominate the main setting where the local authority should pay the DAF:

6. Parent/Carer/Guardian with legal responsibility declaration

Declaration

I 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 free entitlement funding as agreed above on behalf of my child.

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 your 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

Data Privacy

West Berkshire Council, and childcare providers, are required to handle your personal data according to The Data Protection Act 2018. Please visit <https://info.westberks.gov.uk/pneyf> to find out how West Berkshire Council collect, store, protect and share the data you give to us. We collect personal data to help us to provide childcare for parents and children in our area, and also to meet our legal obligations to provide data to the Department for Education.

For more information about West Berkshire Council's privacy policy, fair processing and the Act, please refer to <https://info.westberks.gov.uk/fairprocessing>

Childcare providers should have a privacy notice of their own that is available electronically or in paper format. You should contact the childcare provider for further information.

Information about whether a child is in receipt of Disability Living Allowance is regarded as sensitive personal data and should be handled appropriately.

Advice from the Information Commissioner's Office (ICO) on holding personal data - including sensitive personal data - is available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/>