

Early years entitlement parental declaration form

Step 1 – Your child’s details

| | |
|--|--|
| Child’s Surname(s): | |
| Child Forename(s): | |
| Name by which the child is known (if different from above): | |
| Date of Birth: | |
| Gender: | |
| Ethnicity (choose from list on the next page) | |
| 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:

| | |
|--|-----------------------------------|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Passport |
|--|-----------------------------------|

Step 2 – Your details (parents/carers)

| Parent / Carer 1 | Parent / Carer 2 |
|-------------------------|-------------------------|
| Surname: | Surname: |
| Forename: | Forename: |
| Date of Birth: | Date of Birth: |
| NI or NASS Number: | NI or NASS Number: |

Ethnic code list

| |
|--------------------------------------|
| White – British |
| White – Cornish |
| White - English |
| White – Scottish |
| White – Welsh |
| Other White British |
| White – Irish |
| Traveller of Irish Heritage |
| |
| Any Other White Background |
| Albanian |
| Bosnian- Herzegovinian |
| Croatian |
| Greek/ Greek Cypriot |
| Greek |
| Greek Cypriot |
| Italian |
| Kosovan |
| Portuguese |
| Serbian |
| Turkish/ Turkish Cypriot |
| Turkish |
| Turkish Cypriot |
| White European |
| White Eastern European |
| White Western European |
| White Other |
| |
| Gypsy / Roma |
| |
| White and Black Caribbean |
| White and Black African |
| White and Asian |
| White and Pakistani |
| White and Indian |
| White and Any Other Asian Background |
| |
| Any Other Mixed Background |
| Asian and Any Other Ethnic Group |
| Asian and Black |
| Asian and Chinese |
| Black and Any Other Ethnic Group |
| Black and Chinese |
| Chinese and Any Other Ethnic Group |
| White and Any Other Ethnic Group |
| White and Chinese |
| Other Mixed Background |
| |
| Indian |
| |
| Pakistani |
| Mirpuri Pakistani |
| Kashmiri Pakistani |
| Other Pakistani |

| |
|-----------------------------------|
| Bangladeshi |
| |
| Any Other Asian Background |
| African Asian |
| Kashmiri Other |
| Nepali |
| Sri Lankan Sinhalese |
| Sri Lankan Tamil |
| Sri Lankan Other |
| Other Asian |
| |
| Black - African |
| Black - Angolan |
| Black - Congolese |
| Black - Ghanaian |
| Black - Nigerian |
| Black - Sierra Leonian |
| Black - Somali |
| Black - Sudanese |
| Other Black African |
| |
| Any Other Black Background |
| Black European |
| Black North American |
| Other Black |
| Chinese |
| Hong Kong Chinese |
| Malaysian Chinese |
| Singaporean Chinese |
| Taiwanese |
| Other Chinese |
| Any Other Ethnic Group |
| Afghan |
| Arab Other |
| Egyptian |
| Filipino |
| Iranian |
| Iraqi |
| Japanese |
| Korean |
| Kurdish |
| Latin/ South/ Central American |
| Lebanese |
| Libyan |
| Malay |
| Moroccan |
| Polynesian |
| Thai |
| Vietnamese |
| Yemeni |
| Other Ethnic Group |

Step 3: Your child's eligibility

To be completed with assistance from your chosen provider(s) if needed.

| | |
|--|---|
| <input type="checkbox"/> 2-year-old application (for disadvantaged children) Further information: https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds | <input type="checkbox"/> Working parent entitlement for children from the age of 9 months and above application Further information: https://educationhub.blog.gov.uk/2023/04/14/how-to-apply-for-30-hours-free-childcare-and-find-out-if-youre-eligible/ |
|--|---|

Disadvantaged 2-year-olds are eligible for 15 hours of free early years provision if their parents meet the eligibility criteria. 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 (30 hours entitlement) a year.

The free childcare available will be extended to eligible working parents of children from the age of 9 months:

- From April 2024, the 15-hour entitlement for children aged 2 years of eligible working parents
- From September 2024, the 15-hour entitlement for children from the age of 9 months of eligible working parents
- From September 2025, the 30-hour entitlement for children from the age of 9 months of eligible working parents

Disability Access Fund

If your child is receiving the free entitlement and is receiving child Disability Living Allowance, they are eligible for the Disability Access Fund (DAF).

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?

| | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Early Years Pupil Premium Registration Form

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare settings and schools for children of families in receipt of certain eligibility criteria eg Income Support, Universal Credit (if household income is less than £7,400 after tax, not including benefits). For a full visit of benefits, refer to the following website:

<https://www.gov.uk/get-extra-early-years-funding>.

This funding will be used to enhance the quality of these children's 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.

If you think your child may qualify for the Early Years Pupil Premium, please confirm if you are happy for your child's eligibility for thos to be checked bythe local authority:

Yes / No (please delete as appropriate)

Asylum seekers may also be eligible for the Early Years Pupil Premium

Are you an asylum seeker?

Yes / No

If you are an asylum seeker, your setting will need to contact the Families' Information Service to check if you are eligible for the Early Years Pupil Premium. They would need to email fis@hillingdon.gov.uk.

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:) | |
| Eligibility code: (e.g. 12345678912) | |
| 2-year old eligibility code (if eligible): | |

Step 5: Setting and attendance details

You need to agree and complete this declaration form with each setting your child attends for their free 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 | | |
| A | | | | | | | |
| B | | | | | | | |
| C | | | | | | | |
| Total Daily Free Hours Attended | | | | | | | |

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 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 free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), the London Borough of Hillingdon is exercising the function of a government department.

The London Borough of Hillingdon is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. Please note that from April 2024, two-year-olds will qualify for DAF and EYPP, and under two's will qualify from September 2024.

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 authorities, 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

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 the London Borough of Hillingdon. 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/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>