

FREE EARLY EDUCATION ENTITLEMENT PARENT DECLARATION



Name of Nursery/Pre School/Childminder _____

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:	
Ethnicity code:		SEN code:	
Documentary proof of DOB Type (e.g. Birth Certificate, Passport):		Document recorded by (name of staff member):	
Date document recorded:		30 hours eligibility code: (e.g. 50012345678)	

2 Year Old Funding

Some 2-year-olds are entitled to 570 free hours a year. Enter your code obtained from Cheshire East Council below:

2-year-old eligibility code: (e.g. AB123C)	
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Ethnicity Codes

WBRI = White British
WROM = Gypsy / Roma
MWBA = Mixed, White & Black African
AIND = Asian or Asian British Indian
AOTH = Any other Asian background
BOTH = Any other black background
REFU = Did not want to be recorded

WIRI = White Irish
WOTH = White, any other White background
MWAS = Mixed, White & Asian
APKN = Asian or Asian British Pakistani
BCRB = Black or Black British Caribbean
CHNE = Chinese
NOBT = Not obtained

WIRT = Traveller of Irish Heritage
MWBC = Mixed, White & Black Caribbean
MOTH = Any other mixed background
ABAN = Asian or Asian British Bangladeshi
BAFR = Black or Black British African
OOTH = Any other ethnic background

Special Educational Needs (SEN) Codes

N = No Special Educational Needs
S = Statement
E = Education, Health and Care Plan
K = SEN Support

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 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 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 childcare settings:

Nursery/Pre School/Childminder Name(s)	Please enter total free entitlement hours (funded hours) attended per day					Total number of free funded hours per week	Total number of non funded hours per week	Indicate if childcare setting is responsible for delivery of universal 15 hours	Funded hours delivered Term Time Only or Stretched throughout the year
	Mon	Tue	Wed	Thu	Fri				
A									
B									
C									
Total Daily Free Hours Attended									

Step 4: Your Child's Eligibility

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. For more information please speak to your childcare provider.

Do you wish to apply for EYPP for your child?

Yes No

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.

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

Yes (please provide the nominated childcare provider with a copy of the DLA award letter)

No

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:

Name of Setting:

Step 5: 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.

I understand that by completing and signing this declaration;

- **I will not be entitled to change provider during the course of a term without the express permission of the Local Authority, which will only be given in exceptional circumstances**
- **If the Local Authority considers there are no exceptional circumstances in my case I may not be entitled to claim further Free Entitlement at any new provider for the remainder of the term**
- **I will not be entitled to increase the funded hours stated during the course of the term unless the Local Authority considers there are exceptional circumstances**
- **I consent to my childcare provider verifying my 30 hours eligibility code**
- **I have obtained permission from my partner to provide their details in step 2 of this form**

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Print name		Print name	
Date		Date	
Term			

Step 6: Continuation of free entitlement funding claim

I confirm that the information I have provided above has not changed and I wish to continue claiming the free entitlement in accordance with the details previously supplied in Step 3.

Subsequent term

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Date		Date	

Subsequent term

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Date		Date	

Subsequent term

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Date		Date	

Subsequent term

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
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), Cheshire East Council is exercising the function of a government department. Cheshire East Council 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 authorities, schools and other early education providers. The Act gives rights to those 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 Cheshire East Council. 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-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/>

Cheshire East Council's Children and Families Privacy Notice can also be found at:

https://www.cheshireeast.gov.uk/council_and_democracy/council_information/website_information/privacy-notice/children-and-families-privacy-notice.aspx