

Autumn 1 Term

**Parent declaration for the free entitlements 2024/25**

To be completed for all children accessing any free entitlement

**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):	
Date of Birth:	Gender :
Address:	Post Code:
Documentary proof of Date of Birth Type (e.g. Birth Certificate, Passport):	Document recorded by (name of staff member):
Date document recorded (dd/mm/yyyy):	
2 year old funding disadvantaged - approval certificate EY reference number or manual approval date, if applicable	
2 year old funding working parents, if applicable, please enter 11 digit eligibility code	
30 hours Funding for eligible 3 and 4 Year olds, if applicable, please enter 11 digit eligibility code	
Note: All children are entitled to 15 hours funded entitlement from the <u>term after</u> the 3 <sup>rd</sup> birthday. Proof of date of birth must be given above.	

**2. Parent / Carer details**

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:
mobile number:	Mobile number:
Email Address:	Email Address:

**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.

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- My child will be attending the following setting(s). Please enter below the total free entitlement hours attended per day.
- If, in future, your child’s attendance pattern changes, then a new parent declaration form must be completed and kept by your provider with previous declarations.

St Antony’s Catholic Primary School	Free entitlement session times: 08:45 – 11:45 = 3 hours 12:30 – 15:30 = 3 hours 08:45 - 14:45 = 6 hours – ALL DAY					Total number of hours per week <sup>1 2</sup>	Number of weeks per year (e.g. 38, 45, 47, 51)
	Mon	Tue	Wed	Thu	Fri		
Sessions <input type="checkbox"/> Free entitlement session							
<input type="checkbox"/> all day with free entitlement @ £6.00 per day							
<input type="checkbox"/> Private @ £6.00 per hour							
Total daily hours attended							

**4. Early Years Pupil Premium (EYPP) Registration Form**

Additional annual funding of £ 388 may be available through EYPP, paid to providers for the provision of extra support for children of families in receipt of certain benefits (see criteria and online checker details in footnote<sup>3</sup>). Children who are looked after or have left care of the local authority through adoption or special guardianship are also eligible. Children may now be eligible for EYPP if accessing any early years funded entitlement and it should be used to improve teaching and learning facilities and resources to as to impact positively on your child’s progress.

Do you wish your provider to apply for EYPP? This check will use the information supplied by you on this form or you may need to provide evidence such as a copy of an adoption certificate or a copy of the special guardianship/residence order.

Yes please arrange an EYPP check	
No thanks	

**5. Disability Access Fund Declaration**

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

<sup>1</sup> 2-Year-old disadvantaged, 2 yr old working parents, universal free entitlement for 3 & 4s and working parents entitlement for children from 9 months from September 2024 totals 570 hours per year. This can be taken at 15 hours per week term time of 38 weeks or may be stretched over more weeks at fewer hours per week over 45 weeks at 12.5 hours, 47 weeks at 12 hours or 51 weeks at 11 hours where the provider offers this.

<sup>2</sup> Extended 30-hour free entitlement for eligible 3 & 4s totals 1140 hours per year. This can be taken at 30 hours per week term time of 38 weeks or may be stretched over more weeks at fewer hours per week over 45 weeks at 25 hours, 47 weeks at 24 hours or 51 weeks at 22 hours where the provider offers this.

<sup>3</sup> Criteria and application details at [www.newham.gov.uk/eypp](http://www.newham.gov.uk/eypp)

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rate of £910 per eligible child. The purpose is to allow providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?<sup>4</sup>:

Yes  No

If yes please supply a copy of award letter to allow your provider to submit with this form to EDU - Nursery Grant 3-4 [EDU-NurseryGrant3-4@newham.gov.uk](mailto:EDU-NurseryGrant3-4@newham.gov.uk)

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:

Information on other available help with childcare costs is shown at the end of this document.

**6. Ethnic Origin – please help your provider to complete the Department for Education Early Years Census by indicating you child’s ethnic origin below:**

Afghan	Black - Sudanese	Iranian	Other Chinese	Turkish Cypriot	White Other
African Asian	Black and Any Other Ethnic Group	Iraqi	Other Ethnic Group	Turkish/ Turkish Cypriot	White Western European
Albanian	Black and Chinese	Italian	Other Gypsy/Roma	Vietnamese	Yemeni
Any Other Asian Background	Black Caribbean	Japanese	Other Mixed Background	White - British	
Any Other Black Background	Black European	Kashmiri Other	Other Pakistani	White - Cornish	
Any Other Ethnic Group	Black North American	Kashmiri Pakistani	Other White British	White - English	
Any Other Mixed Background	Bosnian- Herzegovinian	Korean	Pakistani	White - Irish	
Any Other White Background	Chinese	Kosovan	Polynesian	White - Northern Irish	
Arab Other	Chinese and Any Other Ethnic Group	Kurdish	Portuguese	White - Scottish	
Asian and Any Other Ethnic Group	Croatian	Latin/ South/ Central American	Refused	White - Welsh	
Asian and Black	Egyptian	Lebanese	Roma	White and Any Other Asian Background	
Asian and Chinese	Filipino	Libyan	Serbian	White and Any Other Ethnic Group	
Bangladeshi	Greek	Malay	Singaporean Chinese	White and Asian	
Black - African	Greek Cypriot	Malaysian Chinese	Sri Lankan Other	White and Black African	
Black - Angolan	Greek/ Greek Cypriot	Mirpuri Pakistani	Sri Lankan Sinhalese	White and Black Caribbean	
Black - Congolese	Gypsy	Moroccan	Sri Lankan Tamil	White and Chinese	
Black - Ghanaian	Gypsy / Roma	Nepali	Taiwanese	White and Indian	
Black - Nigerian	Hong Kong Chinese	Other Asian	Thai	White and Pakistani	
Black - Sierra Leonean	Indian	Other Black	Traveller of Irish Heritage	White Eastern European	

<sup>4</sup> <https://www.gov.uk/disability-living-allowance-children/overview>

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Black - Somali	Information Not Yet Obtained	Other Black African	Turkish	White European	
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## 7. 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 confirm that my child is attending the above provider for the specified funded hours per week per funding period and no other setting, unless detailed at "3 Setting and attendance details" above

- providing false information or withholding information which results in illegitimate access to funded early education or other public funds is fraudulent and may be investigated by the Local Authority
- if you leave your provider you need to give them 4 weeks' notice you cannot start a new funded place until after this time

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

### 7. Data privacy

In collecting your data for the purposes of checking your eligibility for the 2 year old, or 3 & 4 year old universal and extended entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Newham is exercising the function of a government department. Newham is authorised to collect this data pursuant of Section 13 of the Childcare Act 2006.

Newham council is the data controller for purposes of the EU General Data Protection Regulation and any UK laws supplementary to this, and is registered as a data controller with the Information Commissioner's Office (ICO) under registration number Z5808736.

Newham council is committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

Why we are processing your data - We are collecting your data for the purpose of

- enabling us to pay your early years provider for their provision of the early years free entitlement for your child, including for any supplementary entitlements
- supporting your child's teaching and learning
- monitoring early years and childcare provision

We have a legal basis for collecting this data as we have a legal obligation under the Childcare Acts 2006 and 2016. We will process special category data regarding your child's ethnicity, disability (where applicable) and this will be done on the basis of Substantial Public Interest: processing is necessary for

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reasons of substantial public interest, on the basis of Union or Member State law, which shall be proportionate to the aim pursued. Data may be used in accordance with the Equality Act 2010.

Your anonymised data may be shared with Newham Children’s services, and the government’s Department for Education for statistical purposes.

We will hold your data for six years’ following the term after your child's fifth birthday.

Your information rights

- You have the right to access a copy of the data held about you and your child and an explanation of the purpose for it.
- If you believe that information held is inaccurate, you have the right to request that it be changed.

Further information - If you wish to exercise any of your information rights, please refer to Newham’s data protection privacy statement which is located here

<https://www.newham.gov.uk/Pages/Services/Processing-personal-data.aspx>

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 Newham 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-data-protection/principle-3-adequacy/>

<b>To be completed by the provider:</b> Documentary proof of child’s date of birth (e.g. birth certificate, passport)	
Documentary proof of parent identification (e.g. passport, driving licence)	
Documentary proof of eligibility for disadvantaged two year old or working parent “30 hours” schemes seen/copied (where applicable)	
Documentation seen/copied by (full name of staff member)	
Signed:	
Date documentation recorded	
Info on other help with childcare costs shared with parent (attached below)	



# HELP PAYING FOR CHILDCARE



## MONEY TOWARDS CHILDCARE

Any **one** of the following schemes...

<p>Age <b>0-11</b> <small>Or 16 if disabled</small></p> <p>Get up to <b>£2000</b> per child For working families</p> <p><b>TAX-FREE CHILDCARE</b></p>	<p>Age <b>0-16</b></p> <p>Claim back up to <b>85%</b> of costs For working families</p> <p><b>UNIVERSAL CREDIT</b></p>	<p>Age <b>0-15</b> <small>Or 16 if disabled</small></p> <p>Claim back up to <b>70%</b> of costs For working families</p> <p><b>TAX CREDITS</b></p>
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... **can** be used with

## FREE HOURS OF CHILDCARE

<p>Age <b>2</b></p> <p>For families getting <b>certain government support</b></p> <p><b>15 HOURS FREE CHILDCARE</b></p>	<p>Age <b>3&amp;4</b></p> <p>For all families</p> <p><b>15 HOURS FREE CHILDCARE</b></p>	<p>Age <b>3&amp;4</b></p> <p>For <b>working families</b></p> <p><b>30 HOURS FREE CHILDCARE</b></p>
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For full details visit

[childcarechoices.gov.uk](http://childcarechoices.gov.uk)

Getting childcare vouchers?

Go to GOV.UK to find out more

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<sup>5</sup> 2 Year old and universal free entitlement for 3 & 4s totals 570 hours per year. This can be taken at 15 hours per week term time of 38 weeks or may be stretched over more weeks at fewer hours per week over 45 weeks at 12.5 hours, 47 weeks at 12 hours or 51 weeks at 11 hours where the provider offers this.

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<sup>[1]</sup> Criteria and application details at [www.newham.gov.uk/evpp](http://www.newham.gov.uk/evpp)

