**Academic Year 2023/24**

**2, 3 & 4 year old Parental Declaration Form**

***ENSURE ALL SECTIONS ARE COMPLETED CLEARLY AND ACCURATELY IN BLOCK CAPITALS***

***Information as detailed on this form should be gathered for every child before claiming***

1. ***Child’s details***

**I understand that the childcare setting / school my child attends, will claim Early Education Funding for my child in respect of the funded hours declared below, and that:-**

* I must present to the early education provider my child’s Birth Certificate, as proof of age eligibility.
* I must present to the early education provider the 2 yr old Funding Approval Letter issued by Solihull Family Information Service, if 2 yr funding is being claimed.
* I must provide a 30 hr extended entitlement eligibility code and parent national insurance number to enable the setting below to verify eligibility, if my child wishes to receive the additional free hours.
* I must re-validate this 30 hr eligibility code every 3 months when reminded by HMRC.
* The setting may apply for Inclusion or High Needs Funding if my child has some extra needs.

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| **Child’s Legal Forename(s)** *in full, not a shortened or familiar version* | | |
| **Child’s Legal Family Name** | **Child’s Preferred Name** *if different to legal name* | |
| **Address** | | **Post Code** |
| **Date of Birth**  *original birth certificate must be seen* \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ | **Gender** \* *delete as appropriate*  **\* Male / Female** | |
| **Child’s Ethnicity** *see codes in Appendix 1* | **Special Educational Need** *see codes in Appendix 1* | |
| **Date 2 yr old Funding Approval Letter presented by parent** *mark n/a if previously claimed*    *if 2 yr old funding is being claimed from SMBC for the first term* \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ | | |
| **30 hours Eligibility Code (3&4yr olds only)**  *(11 digits) if claiming extended entitlement* \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ | | |

1. ***Parent Details - Early Years Pupil Premium (EYPP) and Extended Entitlement (3 & 4 yr olds only)***

**I understand that the childcare setting / school my child attends, will receive EYPP Funding and a Deprivation Supplement based on universal funded hours declared overleaf, if my child is eligible.**

Early Years Pupil Premium is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits (see appendix 1 for details). This funding will be used to enhance the quality of their early years experience by improving the teaching, learning, facilities and resources, with the aim of impacting positively on your child’s progress and development.

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| --- | --- |
| **Parent First Name** | **Parent Surname** |
| **Parent Date of Birth** (not required for extended entitlement check) \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ | **Parent National Insurance No.**  *(or NASS No if applicable)* \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ / \_\_ |

1. ***Provider and attendance details***

* The funded hours can be accessed:-
* at up to 2 childcare providers per day, not exceeding above totals per week and term
* between 6:00am and 8:00pm only
* at a maximum of 10 hours per day
* at a set weekly attendance pattern determined during headcount week at the beginning of term
* The funded hours cannot be accessed:-
* *at a second provider, if an offer for the full entitlement per week:-*

*- has been accepted at a School Nursery / Reception for that term*

*- has been received at a School Reception for that term*

* *by a Childminder providing childcare for:- their own child, related child, or, a child for which they have parental responsibility; even if they fund other children.(a relative means a grandparent, brother, sister, uncle or aunt (by blood, half blood or affinity [non blood ties]) or step parent).*
* any extra hours to these, must be paid for by the parent / carer
* there should be no charge for any part of the funded hours although a refundable deposit may be applied to secure your place. This refund must be made in a timely manner.

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| **AUTUMN 2023/24 – Maximum Claim for this Term = 210hrs (max 17wks)**  **plus 210 additional hours if entitled to extended entitlement** | | | | | | | | | |
|  | | **UNIVERSAL 3&4yr**  **or 2yr Approved Hours** | | | **EXTENDED 3&4yr**  **Hours** | | | | **NON Funded** |
| **Setting / School Name** | | **Hours per Week** | **Weeks per Term** | **Hours per Term** | **Hours per Week** | **Weeks per Term** | **Hours per Term** | | **Hours per Week** |
| **Your Setting:-** | |  |  |  |  |  |  | |  |
| **2nd Setting:-** | |  |  |  |  |  |  | |  |
| **3rd Setting:-** | |  |  |  |  |  |  | |  |
| **Total** | |  | **n/a** |  |  | **n/a** |  | |  |
| **Autumn funding hours agreed by Parent / Carer / Guardian** | **Signature** | | | | | | | **Date** | |

Please state all hours and weeks to 2 decimal places

nb: If a child is at school nursery class, the school will offer Universal funding before Extended Entitlement is offered

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| **SPRING 2023/24 – Maximum Claim for this Term = 150hrs (max 14wks)**  **plus 150 additional hours if entitled to extended entitlement** | | | | | | | | | |
|  | | **UNIVERSAL 3&4yr**  **or 2yr Approved Hours** | | | **EXTENDED 3&4yr**  **Hours** | | | | **NON Funded** |
| **Setting / School Name** | | **Hours per Week** | **Weeks per Term** | **Hours per Term** | **Hours per Week** | **Weeks per Term** | **Hours per Term** | | **Hours per Week** |
| **Your Setting:-** | |  |  |  |  |  |  | |  |
| **2nd Setting:-** | |  |  |  |  |  |  | |  |
| **3rd Setting:-** | |  |  |  |  |  |  | |  |
| **Total** | |  | **n/a** |  |  | **n/a** |  | |  |
| **Spring funding hours agreed by Parent / Carer / Guardian** | **Signature** | | | | | | | **Date** | |

Please state all hours and weeks to 2 decimal places

nb: If a child is at school nursery class, the school will offer Universal funding before Extended Entitlement is offered

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| **SUMMER 2023/24 – Maximum Claim for this Term = 210hrs (max 21wks)**  **plus 210 additional hours if entitled to extended entitlement** | | | | | | | | | |
|  | | **UNIVERSAL 3&4yr**  **or 2yr Approved Hours** | | | **EXTENDED 3&4yr**  **Hours** | | | | **NON Funded** |
| **Setting / School Name** | | **Hours per Week** | **Weeks per Term** | **Hours per Term** | **Hours per Week** | **Weeks per Term** | **Hours per Term** | | **Hours per Week** |
| **Your Setting:-** | |  |  |  |  |  |  | |  |
| **2nd Setting:-** | |  |  |  |  |  |  | |  |
| **3rd Setting:-** | |  |  |  |  |  |  | |  |
| **Total** | |  | **n/a** |  |  | **n/a** |  | |  |
| **Summer funding hours agreed by Parent / Carer / Guardian** | **Signature** | | | | | | | **Date** | |

Please state all hours and weeks to 2 decimal places

nb: If a child is at school nursery class, the school will offer Universal funding before Extended Entitlement is offered

**Academic Year 2023/24**

**2, 3 & 4 year old Parental Declaration Form**

1. **Disabled Access Fund Declaration (DAF) (3 & 4 yr olds only)**

Three- and four-year old children who are in receipt of Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund.

DAF is paid to the child’s early years setting as a fixed rate of £828 per child once a year.

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

* + Yes
  + No

**Please nominate the childcare provider who you want the local authority to pay DAF:-**

*Please mark as not applicable if DAF is not due for payment during the terms covered in this document*

**I understand that I should supply a copy of the Disability Living Allowance award letter to the nominated setting to allow this funding to be paid.**

1. ***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.**

**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 my child’s eligibility and enable this provider to claim Extended Entitlement, Early Years Pupil Premium (EYPP), Disability Access Fund (DAF) and Inclusion1 / High Needs Funding on behalf of my child.**

|  |  |
| --- | --- |
| **Parent/Carer/Guardian with legal responsibility** | **Childcare Provider** |
| **Signed** | **Signed** |
| **Print name** | **Print name** |
| **Date** | **Date** |

1. **Data Privacy**

**A ‘privacy notice’ explains to parents how their data is being used. A template of the Department for Education recommended Privacy notice is issued to settings by the local authority and this must be issued to every parent, electronically or in paper format, before funding commences for the first time. This does not need to be issued again.**

Please note that information about whether a child is in receipt of Disability Living Allowance is sensitive personal data which should be handled appropriately. Providers are asked to pay particular note to advice from the ICO on holding personal data including sensitive personal data available at:

* [**https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/**](https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/)

**Appendix 1**

**Ethnic Code**

|  |  |  |  |
| --- | --- | --- | --- |
| WBRI | White, British | AIND | Asian or Asian British, Indian |
| WIRI | White, Irish | APKN | Asian or Asian British, Pakistani |
| WIRT | White, Traveller of Irish Heritage | ABAN | Asian or Asian British, Bangladeshi |
| WOTH | White, any other White background | AOTH | Asian or Asian British, any other Asian background |
| WROM | White, Gypsy/Roma | BCRB | Black or Black British, Caribbean |
| MWBC | Mixed, White and Black Caribbean | BAFR | Black or Black British, African |
| MWBA | Mixed, White and Black African | BOTH | Black or Black British, any other Black Background |
| MWAS | Mixed, White and Asian | OOTH | Any other Ethnic background |
| MOTH | Mixed, any other mixed background | NOBT | Not Obtained |
| CHNE | Chinese | REFU | Refused |

**SEN Provision**

|  |  |
| --- | --- |
| N | No special educational need |
| K | SEN support |
| E | Education, health and care plan |

**Early Years Pupil Premium and Deprivation Payment Eligibility (3&4 yrs only)**

3 and 4 year olds in early education will attract EYPP funding if they meet at least 1 of the following criteria:-

* Their family gets one of the following:-
* Income support
* Income-based Jobseekers Allowance
* Income-related Employment and Support Allowance
* Support under Part VI of the Immigration and Asylum Act 1999
* The guaranteed element of State Pension Credit
* Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
* Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
* Universal Credit, if a parent is entitled to Universal Credit they **must** have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent’s most recent Universal Credit assessment periods.
* They are currently being looked after by a local authority in England or Wales
* They have left care in England or Wales under an adoption, special guardianship or child arrangements order .