



## Childcare entitlements parental declaration form

This form is a declaration of what entitlements you will be taking up, and what optional extras you have agreed to pay your provider. It is important that this form is kept up to date and accurate. If you wish to increase or reduce your hours, change what days your child attends, change what optional extras you purchase, or your circumstances mean that the entitlement(s) you are using changes, then you should speak to your provider about updating this form. Your provider may have additional terms and conditions alongside this document. Speak to your provider for more information.

### Step 1: Your child's details - parents/carers to complete

Child's Surname(s):	
Child Forename(s):	
Name by which the child is known (if different from above):	
Date of Birth: Your will need to show your childcare provider evidence of your child's date of birth.	
Sex:	
Ethnicity:	
Address:	

### Step 2: Your details - parents/carers to complete

Parent / Carer 1	Parent / Carer 2
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):
Email address:	Email address:
Telephone number:	Telephone number:

## Step 3: Your child's eligibility - parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement(s) you will be using. If your child is 2 years old and eligible for both entitlements, your provider must use the early learning for 2-year-olds funding first.

- Early learning for 2-year-olds:
  - If parents/carers live in England and are in receipt of certain benefits,
  - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- Universal entitlement for 3- and 4-year-olds.
- Working parent entitlement for children from 9 months old

**Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:**

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

- Yes  No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?

- Yes  No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

- Yes  No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

- Yes  No

## Step 4: Document check - provider to complete

<b>Documentary proof of DOB Type (e.g. birth certificate, passport):</b>	
<b>Document recorded by (name of staff member):</b>	
<b>Date document recorded (dd/mm/yyyy):</b>	
<b>Working parent eligibility code: (e.g. 12345678912)</b>	
<b>2-year-old approval letter from Solihull Council (if applicable):</b>	

## Step 5: Setting and attendance details - parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement(s) in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38, 45, 51)
<b>Total funded entitlement hours attended per day</b>							N/A	
<b>Total extra (chargeable) hours per day</b>								
<b>Total daily hours attended</b>								

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

To fill in if your child attends more than one setting:

### Total funded entitlement hours attended per day

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
<b>Setting name:</b>						
<b>Setting name:</b>						

To note: the maximum number of funded hours your child can receive is:

- 1) for early learning for 2-year-olds: 15 hours a week for across 38 weeks of the year (570 hours a year).
- 2) for all 3- and 4-year-olds: 15 hours a week across 38 weeks of the year (570 hours a year).
- 3) for children aged from 9 months to 4 years old of eligible working parents: 30 hours a week across 38 weeks of the year (1,140 hours a year). For children aged 2 to 4 years, this can be combined with either of the above entitlements to a maximum of 30 hours.

## Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the entitlement hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

Provide details of the charges made for consumables and additional services. Itemised details of what these charges relate to should be proportionate, but enable the parent/carer to understand the charges they are agreeing to:

The parent agrees by signing this declaration that they have agreed to take up these optional extras in connection with the funded hours, and are aware that they can discuss alternatives with the provider.

## Step 6: Parent/Carer/Guardian with legal responsibility declaration

Please read the following statements before signing this section below;

The provider has explained the terms and conditions for funded places to me and I understand that:

- Proof of name and age of my child must be given to the provider (birth certificate or passport)
- For 9 month old funding, 2 year old funding or Universal 3&4 year old funding I can claim up to a maximum of 30 funded hours per week over 38 weeks in the year (or 1140 hours per year 'stretched' up to a maximum of 52 weeks)
- For the 3 & 4 year old Extended Entitlement I can claim up to a maximum of 30 funded hours per week over 38 weeks in the year (or 1,140 hours per year 'stretched' over 48 or 51 weeks)
- The maximum entitlement applies even if the entitlement is 'split' between two providers
- If my provider is not open for at least 38 weeks then my child will not be able to access the full entitlement with the provider as the maximum funding that can be claimed per week is 15 hours or 30 hours i.e. the full entitlement cannot be condensed over less than 38 weeks per year
- If I sign up with a provider it is my intention to send my child for the funded hours as per the pattern of attendance completed on this form. It is fraudulent to sign up to more funded hours than my child is actually accessing and also for the provider to claim more funded hours than my child is accessing.
- If my child is accessing funding on a term time (38 week) or stretched (over more than 38 weeks) pattern it has to be for a minimum of one whole term and cannot be changed to another pattern until the start of the following term.
- The provider will not charge me for the funded hours that my child is accessing
- I have to pay the provider their published fees or charges for any extra hours or services that I agree for my child to access over and above the funded hours
- If I want to move my child to another setting, I must give at least a 4 weeks' notice in writing. If I do not do this, I will not be able to claim funded hours at the other setting until the end of the notice period
- If my child is eligible for DAF, I must give the provider copies of my child's current DLA award document(s) and the fixed payment will only be made to the provider I have nominated above
- I will have to complete a new parental declaration form in certain circumstances, including:
  - Where I request, and the provider agrees to, changes to the number of funded hours claimed or change the pattern of the claim e.g. from Term Time to Stretched
  - If my child is claiming the 30 hours extended entitlement but has to move to claiming only the 15 hours Universal entitlement due to a change in circumstances
  - Where there is a change or changes to any name, address or provider details
- If applicable I must apply for and receive a valid Eligibility Code by the end of the month (31 Mar or 31 Aug or 31 Dec) before the respective term starts. Also, it is my responsibility to reconfirm my eligibility code every 3 months when reminded by HMRC. In the event that the eligibility ends, my child will continue to receive the universal entitlement (3 and 4 year olds only) with the provider who I have nominated for this. My child can continue to get funded hours up to the grace period end date on my Eligibility Code.

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 entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed:
Print name:	Print name:
Date:	Date:

**Solihull Council** is collecting your data for the purposes of checking your eligibility for the childcare entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

## Data Protection

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 [NAME OF LOCAL AUTHORITY]. 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/>