

## Parent Declaration Form – ‘Free’ Childcare

The Parent Declaration Form enables your childcare provider to collect the information needed to claim funding from the Local Authority for your child’s funded childcare place. It also ensures your childcare provider and the local authority can meet their statutory duties to provide the Government with information on children receiving funded childcare places.

If you are applying for a 30 hour placement, the Parent Declaration Form also ensures your childcare provider has your written consent to check your eligibility for the 30 hour entitlement, receive confirmation and future notifications from the local authority, regarding the validity of your 30 hours eligibility code.

Some children can also receive additional funding to support their childcare place, through the:

- Early Years Pupil Premium
- Disability Access Fund

Parents can **choose** to provide additional information that will allow us to claim this funding, if you are found to be eligible for these additional payments. You **do not have to provide this information**.

The Data Privacy section at the end of the document sets out the information that is collected within the Parent Declaration Form, the purpose for which it is being collected, the requirements around the information and how it will be retained.

You can access North Tyneside Council’s full data Privacy Notices for the 2 year old entitlement and 3 and 4 year old entitlements on North Tyneside Council’s childcare website, which is available at <https://my.northtyneside.gov.uk/category/1260/information-childcare-providers>.

## 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:                    |
| Ethnicity   |                            |
| 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 |
| <input type="checkbox"/> Step 1 complete? Tick here. |                                   |

## Step 2: Your Details (parents/carers)

|  |                    |
|--|--------------------|
| Parent / Carer 1                                     | Parent / Carer 2   |
| Legal Family Name:                                   | Legal Family Name: |
| Legal Forename:                                      | Legal Forename:    |
| <input type="checkbox"/> Step 2 complete? Tick here. |                    |

### Step 3: Your Child's Eligibility

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

|   |  |
|---|--|
| <input type="checkbox"/> 2-year-old offer | <input type="checkbox"/> 3- & 4-year offer (15 or 30 hour) |
|---|--|

Some 2-year-olds are entitled to 570 free hours a year. 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 (extended or 30 hours entitlement) a year. See note 1 at end of document.

### Disability Access Fund

If your child is 3 or 4, is receiving child Disability Living Allowance and is receiving the free early years 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. See note 3 at end of document for more details.

#### Do you want to apply for Disability Access Funding?

|  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Yes (answer question below) | <input type="checkbox"/> No or N/A |
|--|------------------------------------|

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

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

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 Disability Access Funding (if applicable):

Setting Name .....

### Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), which is 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. See notes 2 and 3 at end of form or speak to your childcare provider.

#### Do you wish to apply for EYPP for your child?

|   |                             |
|---|-----------------------------|
| <input type="checkbox"/> Yes<br>Complete EYPP details section | <input type="checkbox"/> No |
|---|-----------------------------|

| <b>EYPP Details – Only complete if you want to apply for Early Years Pupil Premium</b>   |   |
|--|---|
| <b>Parent / Carer 1 Name</b>   | <b>Parent / Carer 2 Name</b>              |
| <b>Date of Birth:</b>  | <b>Date of Birth:</b>                     |
| <b>National Insurance or NASS Number:</b>  | <b>National Insurance or NASS Number:</b> |
| <p><b>There is a separate early years pupil premium application process if your child;</b></p> <ul style="list-style-type: none"> <li>• is currently being looked after by a local authority in England or Wales; or</li> <li>• has left care in England or Wales through: <ul style="list-style-type: none"> <li>• an adoption order</li> <li>• a special guardianship order</li> <li>• a child arrangements order</li> </ul> </li> </ul> <p>Please tick in the box to the right if your child meets these criteria. Your provider will contact the local authority directly to check eligibility in these cases.</p> | <b>Tick here</b>                          |
| <input type="checkbox"/> <b>Step 3 complete? Tick here.</b>  |   |

## Step 4: Information Check

| <b>Documentary proof of DoB Type (All)</b> (e.g. Birth Certificate, Passport):    | <b>Document recorded by</b> (name of staff member): | <b>Date document recorded</b> (dd/mm/yyyy): |
|---|---|---|
| Information required for 30 hour code to be validated by provider (30 hours only) |   |   |
| <b>30 hours eligibility code:</b> (e.g. 12345678912)                              |   |   |
| Parent 1 National Insurance Number  |   |   |
| Parent 2 National Insurance Number  |   |   |
| <b>2-year-old eligibility code: (2 year olds only)</b>                            |   |   |
| <input type="checkbox"/> <b>Step 4 complete? Tick here.</b>                       |   |   |

## Step 5: 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 the local authority will distribute the funding appropriately between the settings.

**My child is attending THIS childcare provider:**

| Name of Setting  | Please enter total funded entitlement hours attended per day |      |     |       |     |     |     | Total number of hours per week | Number of weeks per year (e.g. 38, 45, 51) |
|--|--|------|-----|-------|-----|-----|-----|--------------------------------|--|
|  | Mon  | Tues | Wed | Thurs | Fri | Sat | Sun |                                |  |
| <b>Universal 15 Hours</b><br>(2, 3 & 4 year olds)  |  |      |     |       |     |     |     |                                |  |
| <b>Additional 15 Hours*</b><br>– only complete if your 3/4 year old child is eligible for the 30 Hours entitlement |  |      |     |       |     |     |     |                                |  |

**\*Please note:** you will lose these hours if you stop being eligible for the 30 Hours

**My child is also attending the following additional childcare provider / school**

| Name of additional childcare provider(s) or school(s)   | Please enter total funded entitlement hours attended per day |      |     |      |     |     |     | Total number of hours per week | Number of weeks per year (e.g. 38, 45, 51) |
|---|--|------|-----|------|-----|-----|-----|--------------------------------|--|
|   | Mon  | Tues | Wed | Thur | Fri | Sat | Sun |                                |  |
| <b>A</b>  |  |      |     |      |     |     |     |                                |  |
| <b>B</b>  |  |      |     |      |     |     |     |                                |  |
| <b>A 15 Hours</b> (2 3 & 4 year olds)   |  |      |     |      |     |     |     |                                |  |
| <b>Additional 15 Hours*</b> – only complete if your 3/4 year old child is eligible for the 30 Hours entitlement |  |      |     |      |     |     |     |                                |  |
| <b>B 15 Hours</b> (2, 3 & 4 year olds))   |  |      |     |      |     |     |     |                                |  |
| <b>Additional 15 Hours*</b> – only complete if your 3/4 year old child is eligible for the 30 Hours entitlement |  |      |     |      |     |     |     |                                |  |

**\*Please note:** you will lose these hours if you stop being eligible for the 30 Hours

**Step 5 complete? Tick here.**

## 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 2-year-old, or 3 & 4-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) (see notes 1 – 3) North Tyneside Council is exercising the function of a government department. North Tyneside 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 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 North Tyneside Council [EYCommissioning@northtyneside.gov.uk](mailto:EYCommissioning@northtyneside.gov.uk).

You can access North Tyneside Council's data Privacy Notices for the 2 year old entitlement and 3 and 4 year old entitlements on North Tyneside Council's childcare website, which is available at

<https://my.northtyneside.gov.uk/category/1260/information-childcare-providers>

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.

The childcare provider will retain a copy of the Parent Declaration Form. The information contained within the Parent Declaration Form will be shared with the Local Authority through a secure online portal provided by the Authority's software provider. Capita's online portal is used by the Authority to administer the Government funded childcare places and the early years census / school census.

If you wish to withdraw your consent to share your information at a later date please email [EYCommissioning@northtyneside.gov.uk](mailto:EYCommissioning@northtyneside.gov.uk)

## Data Privacy Notice

| <b>Table A.</b>                                       |  |
|---|--|
| <b>Information</b>                                    | <b>Purpose</b>   |
| Child's Name<br>Date of birth<br>Address              | <p>This information is shared with the Local Authority (North Tyneside Council), Capita the local authority's software supplier and the Department for Education (DfE), in order to claim the funding for your 'free' childcare place and to meet the DfE data collection requirements.</p> <p>We are required by law to provide information to the Department for Education as part of statutory data collection requirements i.e. the school census or early years census.</p> <p>*A</p> |
| Proof of Date of birth                                | <p>We have to check original copies of documentation to confirm a child has reached the eligible age on initial registration for all free childcare entitlements.</p> <p>*A</p>  |
| Ethnicity   | <p>This information will be shared with the Local Authority and DfE as part of statutory data collection requirements i.e. school census or early years census.</p> <p>*B</p>  |
| 30 Hours Eligibility Code & National Insurance Number | <p>We are required by the Government to verify your eligibility code before confirming a 30 hour childcare place.</p> <p>We enter your 30 hour eligibility code and National insurance number into the Local Authority's online system, which is a Capita product. This information is used to confirm your eligibility with the Government's Eligibility Checking Service.</p> <p>*C</p>  |
| Eligibility code – 2 Year Old Offer                   | <p>We are required to verify your 2 year old eligibility code with the Local Authority before confirming your 2 year old place. This process ensures the code is valid and that you are entitled to a free 15 hour place. The information is shared with the Local Authority using their online portal, which is a Capita product. Your eligibility for 2 year old funding will be shared with future childcare providers.</p> <p>*A</p>   |
| Setting and attendance details                        | <p>The Local Authority requires this information to ensure that</p> <ul style="list-style-type: none"> <li>a) your childcare provider claims the correct funding</li> <li>b) parents / carers are not claiming more 'funded hours than they are entitled to.</li> <li>c) the child's pattern of care complies with statutory guidance</li> <li>d) childcare providers are claiming for hours that they are providing to the parents / carers.</li> </ul>                                   |



|                                      |  |
|--------------------------------------|--|
|                                      | <p>By providing your pattern of care, your childcare provider can claim the correct funding from the Local Authority. The Local Authority will share information with the Department for Education through an annual census to claim the appropriate funding.</p> <p>The Local Authority will carry out periodic audits to ensure the parent and childcare provider are claiming the appropriate hours / funding.</p> <p>*A</p>  |
| <p>The Early Years Pupil Premium</p> | <p>The Early Years Pupil Premium provides additional funding to 3 and 4 year olds, whose families receive certain benefits.</p> <p>The funding is spent on improving the early years experience of eligible children. We can provide you with more detail of how the Early years Pupil Premium will benefit your child.</p> <p>If you provide this information it will be shared with the Local Authority, using the Capita online portal and Department for Education’s Eligibility Checking Service, who will carry out a check to see if your child is eligible for the additional funding.</p> <p>If you move your child to another childcare provider in the next year your Early Years Pupil Premium status will automatically be transferred to the new provider, <b>do not provide this information if you are not happy for your early years pupil premium funding to be transferred.</b></p> <p>*D</p> |
| <p>Disability Access Fund</p>        | <p>Children who are in a Government funded ‘3 and 4 year old’ childcare place and who receive the Disability Living Allowance are eligible for the Disability Access Fund. We can claim a one off payment for DAF eligible children, which will be used to support the inclusion of children with disabilities. If you move setting your new setting will be able to see if you are currently eligible for DAF.</p> <p>If you complete the DAF section, your childcare provider will ask you to supply the letter that confirms that your child is currently in receipt of the Disability Living Allowance. A copy of the letter will be shared with the Local Authority to enable them to confirm eligibility.</p> <p>If your child is attending more than one setting you must nominate the setting you want to receive the Disability Access Fund payment.</p> <p>*E</p>                                      |

\*A You do not have to provide the information but you will not be able to access a Government funded childcare place if you choose not to.

\*B You do not have to provide this information, this will not effect your free childcare placement.

\*C You do not have to provide your eligibility code / NI number but you will not be able to access the additional 15 hours (which make up the 30 hour entitlement), if you do not. This would not affect your ability to take up a Universal 15 hour placement.

\*D You do not have to provide this information but your childcare provider will not be able to check if your child is eligible for additional funding, which would be spent on supporting your child's early education. Choosing not to provide this information will not effect your free childcare placement.

\*E You do not have to provide this information but your childcare provider will not be able to claim the additional funding, which would support the inclusion of children with disabilities. Choosing not to provide this information will not effect your free childcare placement.

The individual level data collection from childcare settings is a statutory requirement on providers and local authorities through regulations under Section 99 of the Childcare Act 2006 and The Education (Provision of Information About Young Children) (England) Regulations 2009.

**Step 6 complete? Tick here.**

## Parent Notes

### Eligibility Criteria for the Free Entitlements

**Note 1:** eligibility criteria for the free entitlements for 2- 3-and 4-year-old children can be found online:

Help with Childcare Costs – for 2-year-olds

Help with Childcare Costs – for 3- and 4-year-olds

**Note 2: Early Years Pupil Premium (EYPP)** is an additional sum of money paid to childcare providers for 3- and 4-year-olds of families in receipt of certain benefits.

**Note 3:** 3- and 4-year-old children who are in receipt of child Disability Living Allowance (DLA and are receiving free early education are eligible for the **Disability Access Fund (DAF)**. DAF is paid to the child's setting as a fixed annual sum.

Further information about EYPP and DAF is included in the Operational Guide for Local Authorities 2018-2019, which can be found on gov.uk.

Alternatively, for more information please speak to your childcare provider or email North Tyneside Council at

[EYcommissioning@northtyneside.gov.uk](mailto:EYcommissioning@northtyneside.gov.uk).