

<b>Office Use</b>	
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## 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 working families placement, the Parent Declaration Form also ensures your childcare provider has your written consent to check your eligibility and can receive confirmation and future notifications from the local authority regarding the validity of your 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 your childcare provider 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 early years 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

<b>Child's Surname(s):</b>	<b>Child's Forename(s):</b>
<b>Name by which the child is known (if different from above):</b>	
<b>Date of Birth:</b> You will need to show your childcare provider evidence of your child's date of birth (passport or birth certificate).	<b>Sex:</b>
<b>Ethnicity</b>	
<b>Address:</b>	<b>Postcode:</b>

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

<b>Parent / Carer 1</b>	<b>Parent / Carer 2</b>
<b>Surname:</b>	<b>Surname:</b>
<b>Forename:</b>	<b>Forename:</b>
<b>Date of Birth</b>	<b>Date of Birth</b>
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):

## Step 3: Your Child's Eligibility

To be completed with assistance from your chosen provider(s) if needed (tick all that apply). If your child is two years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first AND the working parent entitlement.

<input type="checkbox"/> <b>Entitlement for children from 2 years old in families receiving additional forms of support (TYF Code):</b> <ul style="list-style-type: none"><li>- If parents/carers live in England and are in receipt of certain benefits,</li><li>- 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.</li></ul>	
<input type="checkbox"/> <b>Working Parent Entitlement for children from 9+ months old</b>	<input type="checkbox"/> <b>Universal 3- &amp; 4-year application</b>

Eligible working families of 9 months to 4-year-olds may be entitled to 1,140 hours in total. All 3- and 4-year-olds are entitled to 570 hours a year (universal entitlement). Some 2-year-olds are entitled to 570 hours a year if their families receive some form of additional support. See note 1 at end of document.

**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:**

### Disability Access Fund

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. See note 3 at end of document for more details.

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

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

<input type="checkbox"/> Yes (answer question below)	<input type="checkbox"/> No or N/A
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**Is your child eligible for and in receipt of Disability Living Allowance (DLA)?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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**

Early Years Pupil Premium (EYPP) is paid to early years childcare providers to deliver 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. See notes 2 and 3 at end of form or speak to your childcare provider. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Step 4: Document Check – provider to complete**

Documentary proof of DOB Type (e.g. birth certificate, passport):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	

Working parent eligibility code: (e.g. 12345678912), if applicable	
2 year old eligibility code ('TYF'), if applicable	

## 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 funding entitlement, 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 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.

**IMPORTANT** If you want to change the funded hours you are claiming, you should discuss this with your provider **before the term starts**. Once the provider has claimed the funded hours for the term, you cannot increase the number of funded hours you receive at the setting.

Setting name:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38,45,51)
Total funded entitlement hours attended per day									n/a	n/a
Total extra (chargeable) hours per day if applicable										n/a
Total daily hours attended										

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

Alternative Provider's Name	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total no. of hours per week
1.								
2.								

### **Total funded entitlement hours attended per day**

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

1) for 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year

2) for children aged from 9 months of eligible working parents: 30 hours a week for 38 weeks of the year (September 2025 onwards). For 3 and 4 years old this can be combined with the below entitlement to a maximum of 30 hours a week.

3) for all 3 and 4 Year Olds: 15 hours a week for 38 weeks of the year

### **Additional charges: Provider to complete:**

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care.

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.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total weekly charge
<b>Additional charges for meals / consumables (if applicable)</b>								

Your provider will provide you with details of the charges made for consumables and additional services and itemised details of what these charges relate to:

Providers should use this space to provide further detail on agreed additional charges. Alternatively, providers can attach their own fee information as a separate sheet.

## 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.  
I understand that the data collected in this form will be shared with my  
chosen provider and local authority.

<b>Parent/Carer/Guardian with legal responsibility</b>	<b>Childcare Provider</b>
Signed	Signed
Print name	Print name
Date	Date

North Tyneside Council is collecting your data for the purposes of checking your eligibility for the free 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 Privacy**

In collecting your data for the purposes of checking your eligibility for the 2-year-old (families receiving some form of additional Government support), universal or working families 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.

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 early years 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: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

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. An 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 Date of birth Address, Sex	<p>This information is shared with the Local Authority (North Tyneside Council), the local authority's software supplier and the Department for Education (DfE), 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. *A</p>

Proof of Date of birth	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. *A
Ethnicity	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. *B
Working Families Eligibility Code & National Insurance Number	<p>We are required by the Government to verify your eligibility code before confirming a working families entitlement childcare place.</p> <p>We enter your working families eligibility code and National insurance number into the Local Authority's online system, which is provided by a third party. This information is used to confirm your eligibility with the Government's Eligibility Checking Service. *C</p>
Eligibility code – 2 Year Old Offer (Families Receiving Additional Government Support)	We are required to verify your 2 year old ('additional Government Support) 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 provided by a third party. Your eligibility for 2 year old funding will be shared with future childcare providers. *A
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; and</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.*A</p>
The Early Years Pupil Premium	<p>The Early Years Pupil Premium provides additional funding to families receiving 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 an online portal (provided by a third party) 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> *D</p>
Disability Access Fund	<p>Children who are in a funded early years entitlement childcare place and who receive the Disability Living Allowance are eligible for the Disability Access Fund. Providers 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. *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 working families 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.

## Parent Notes

### Eligibility Criteria for the Free Entitlements

**Note 1:** eligibility criteria for the free early years entitlements can be found online on the Childcare Choices website:

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

**Note 3:** Children who are in receipt of 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', 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).