Appendix E : Parent Declaration for the free entitlements

Child's Legal Family Name:	Child's Legal Forename(s):
Name by which the child is kno	(if different from above):
Date of Birth:	Gender:
Address:	Postcode:
·	der will need to see proof of your child's date of birth.
□ Birth Certificate	ich document you will provide with this form: □ Passport
	p 1 complete? Tick here.
Step 2: Your Details (paren	carers)
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:
□ \$	p 2 complete? Tick here.
Step 3: Your Child's Eligib	/
To be completed with assistance f	your chosen provider(s) if needed.
□ 2-year-old application	□ 3- & 4-year old application
	ree hours a year. All 3- and 4-year-olds are entitled to 570 hours a good and 4-year-olds from working families may be entitled to an additional lement) a year.
Disability Access Fund	
she is eligible for the Disability Acc	I Disability Living Allowance and is receiving the free entitlement, he Fund (DAF). DAF is paid to your child's early years provider. The s to make reasonable adjustments and build the capacity of their ities.
ls your child eligible for	d in receipt of Disability Living Allowance (DLA)?

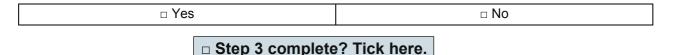
□ Yes □ No

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 DAF:.....

Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), 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.

Do you wish to apply for EYPP for your child?



Step 4: Document Check

Documentary proof of DoB Type (e.g. Birth Certificate, Passport):	30 hours of code from Hub system (e.g. 1234)	online EY m
Date document recorded (dd/mm/yyyy):	2-year-old code from Hub syste (e.g XB8V	online EY m
Document recorded by (Print name and signature of staff member):	From LBV	Childcare

Please attach photocopy of the child's birth certificate or passport to this declaration to verify the child/ren's eligibility to access the grant. Please redact any sensitive information e.g. passport number.

□ Step 4 complete? Tick here.

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 we will distribute the funding appropriately between the settings.

I understand that if I 'stretch' my entitlement over more than 38 weeks per annum (pa) this will reduce my weekly entitlement as detailed below:

	38 weeks	39 weeks	48 weeks	50 weeks	51 weeks	52 weeks
	per year					
15 hrs p/w	15	14.5	12	11.5	11	11
30 hrs p/w	30	29	24	23	22	22
(eligible families)						

My child will commence their free early education entitlement place from(date) for the following hours: Monday Tuesday Wednesday Thursday Friday Total Total hrs weekly Charge Start-No Start-Start-No Start-No No Start-No **Finish** Finish **Finish** Finish Finish of of of of of times times times Hrs times Hrs Hrs Hrs times Hrs Example 9am-8hrs 8hrs 9am-8hrs 9am-9am-8hrs 9am-8hrs 5pm 5pm 5pm 5pm 5pm All Attendance hours Free Early education hours NIL (A) Chargeable childcare hours @ £ X per hour **Additional Charges** (food, nappies, transport etc) **Total Weekly Cost** Please sign either Statement 1 or Statement 2: Statement 1: I confirm that my child only attends the provider below and does not access a free place with another provider Provider Name _____ Ofsted URN No.____ Parent/Carer Print Name ______ Parent/Carer Signature _____ Date _____ Statement 2: I confirm that in addition to the provider detailed above my child takes up free early hours with another provider as outlined below over 38/39/48/50/51/52 weeks per annum (delete as appropriate):

□ Step 5 complete? Tick here.

Parent Carer/ Signature _____ Date ____

Wed

Thu

Fri

Provider Name _____ Ofsted URN No.____

Tue

Mon

Parent/Carer Print Name

Attendance Hrs (number)

Free Early Education Hrs (number)

Step 6: Parent/Carer/Guardian with Legal Responsibility Declaration

Declaration: I (name) or (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), London Borough of Waltham Forest is exercising the function of a government department. London Borough of Waltham Forest 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 London Borough of Waltham Forest. 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/

□ Step 6 complete? Tick here.