Childcare Entitlements Parental Declaration Form

Parent/Carer to complete:

Child's full name (Registered on Birth Certificate or Passport)			
Name which the child is known *(if different from above)*			
Address that child currently resides in: Postcode:			
Date of birth		Gender:	

Parent / Carer Title: Miss/Mrs/Ms/Mr (optional)	Parent / Carer (optional) Title: Miss/Mrs/Ms/Mr (optional)
Parents full name	Parents full name
Parent/ Carer Parental Responsibility Yes / No	Parent/ Carer Parental Responsibility Yes / No
National Insurance Number or Asylum Support Reference Number (previously NASS):	National Insurance Number or Asylum Support Reference Number (previously NASS):
Address: Post Code:	Address: Post Code:
Telephone number: Email address:	Telephone number: Email address:
Date of birth	Date of birth

Enfield Council is required by HMRC to check your National Insurance Number to validate your child's eligibility for the Entitlement Funding and Early Years Pupil Premium.

9 months Working Families Funding HMRC eligibility code:	
Two-Year-Old Working Families Funding HMRC eligibility code:	
3–4-Year-old Entitlement Extended Funding HMRC eligibility code:	
Early Learning for 2-Year-olds Informed Families EY Voucher code:	
3–4-Year-old Entitlement Universal Funding:	No code required

Early Learning for 2-Year Olds 15 Hours funding – If you have applied for the working family funding for two-year-olds the provider may check to see if you are eligible for the Early Learning for two-year-olds. I give the provider permission to check if I am eligible for the Early Learning for 2-year-olds
Please tick: Yes ☐ **No** ☐

Early Years Special Educational Needs Inclusion Funding (SENIF) - Providers may access additional funding to support your child 's learning and development. The SENIF is to support children with emerging needs to support their progress and development. The panel members are from School and Early Years' Improvement Service (SEYIS) and Early Years SEND Team. I give permission for the provider to submit a SENIF application and review to access the SENIF Funding.
Please tick: Yes ☐ **No** ☐

Disability Living Allowance - If your child is receiving Disability Living Allowance (DLA), the provision can claim Disability Access Fund (DAF). DAF is paid to your child's 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. Please provide a copy of your DLA letter to your nominated provider and sign and date this section as confirmation.

Signature:	Full name:	Date:

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 support teaching and learning facilities, and to support your child's progress and development. I give permission for the provider to access the EYPP Funding. **Please tick: Yes** ☐ **No** ☐

Are you in receipt of Universal Credit? **Please tick: 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? **Please tick: Yes** ☐ **No** ☐
Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999? **Please tick: Yes** ☐ **No** ☐

Entitlement Funding Hours

Terms: Autumn/Spring/Summer (If funding hours change this form must be updated)	Mon	Tues	Wed	Thurs	Fri	Total number of hours per week	Total weekly charge	No. of weeks per year (e.g. 38, 45, 51)
Please enter total number of funding entitlement hours attended per day								
Please enter total number of extra (chargeable) hours attended per day								
☐ My child is accessing the Funding Entitlement with another provider (please states): ☐ Total amount of Funded Entitlement hours claimed per week with another provider: ☐ Local Authority if not Enfield (please state):								

Sickness, Holidays, Bank Holidays, and Inset Days - Where a child is absent for more than two weeks, the Provider must notify the Family Information Service (Informed families).

**Childcare", as defined in section 18 of the 2006 Act, specifically excludes care provided for a child by a parent, stepparent, foster parent (or other relative) or by a person who fosters the child privately or has parental responsibility for the child. Government funding cannot be claimed by childminders providing childcare for their own child or a related child.

Attendance and declaration by parents/guardians *(please tick the below relevant boxes)*

- ☐ I confirm that my child is accessing and attending the named below provider for their Early Years childcare entitlement of 15 or 30 hours per week (pending eligibility).
- ☐ I confirm that my child is not a relative to the childminder stated above
- ☐ I understand that I can only claim up to 15 hours or up to 30 hours per week (pending eligibility) of funded childcare for my child.
- ☐ I understand my child may lose their funded place if they do not attend regularly without a satisfactory reason provided for their absence.
- ☐ I declare that my child receives no funded childcare, other than that which is stated on this form, and is not registered at a School (Reception Class).
- ☐ I declare the table above is correct and understand that if any details change the Parental and Legal Responsibility Declaration for the Funding Entitlement Form must be updated.

Additional charges - The entitlement 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 funding 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.

Ethnic Group of your child

Ethnic Origin *(please tick box below)*

- ☐ **White**
- ☐ White-British
- ☐ White-White Irish
- ☐ White-White Irish Traveller
- ☐ White-Gypsy Roma
- ☐ White-Eastern European
- ☐ White-Greek
- ☐ White-Greek Cypriot
- ☐ White-Turkish
- ☐ White-Turkish Cypriot
- ☐ White-Western European
- ☐ White-Italian
- ☐ White-Other

Mixed/Dual background

- ☐ Black & Any Other
- ☐ Mixed-Other
- ☐ Mixed-White & African
- ☐ Mixed-White & Asian
- ☐ Mixed-White & Caribbean
- ☐ White & Any Other

Black or Black British

- ☐ Black-Caribbean
- ☐ Black-Other
- ☐ Other Black African
- ☐ Somali

Chinese

- ☐ Chinese

Asian or Asian British

- ☐ Asian-Bangladeshi
- ☐ Asian-Indian
- ☐ Asian-Other
- ☐ Asian-Pakistani

Any Other Ethnic Group

- ☐ Any Other Ethnic
- ☐ Kurdish

Refused

- ☐ I do not wish to state my child's ethnic origin

Declaration - Parent/Carer/Guardian with legal responsibility. In accordance with the early year's entitlements guidance for local authorities and providers, parent/carer/guardian must sign a legal responsibility declaration.
I (full name) .....(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) ……. to claim the funding entitlement as agreed above on behalf of my child.

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

- ☐ I confirm that the information I have provided on the form is accurate and true.
- ☐ I understand and agree to the conditions set out in this document and I authorise the named Provider/s stated above to claim the funding entitlement as agreed on behalf of my child for the sessions/weeks my child is accessing.
- ☐ I understand that my child can attend a maximum of two providers in a single day. If my child attends more than one provider, the funding will be paid according to the number of hours claimed between the providers of a maximum of 15 or 30 hours depending on eligibility.
- ☐ I understand that the provider cannot claim the funding entitlement if I have informed the provider that my child will no longer be attending their provision. (For example, if my child's last date is in the autumn term, the provider is not permitted to be paid from the LA for the following Spring and Summer terms).

Signature:	Full name:	Date:

Document Check to be completed by the provider:

Documentary proof of child's date of birth *(birth certificate or passport)*	Date seen/copied by:
Documentary proof of address *(e.g., utility bill)*	Date seen/copied by:
Documentary proof of parent identification *(e.g., passport, driving licence)*	Date seen/copied by:
Full name:	
Signature:	

Data Protection Act - *Your child's Provider is responsible for keeping the information on this form as part of their record keeping. The organisations stated within this form will store the information on a secure data base. Enfield Council requires the above information to ensure that providers are funded for all children that are in receipt of the Funding Entitlement. An incomplete or incorrectly completed form could result in a delay in your child's accessing their funded place.*

Your Provider is required to collect your data in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998, for the purposes of checking your eligibility for the 9 months, 2-year-old, or 3 & 4-year-old universal and extended funding entitlements, Early Years Pupil Premium (EYPP), Special Educational Needs Inclusion Funding (SENIF) or Disability Access Fund (DAF), Enfield Council is exercising the function of a government department.

Enfield Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006, and 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 if@enfield.gov.uk. 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/

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