

Appendix 2

Parental Declaration and Consent Form

The details requested in this form are required to assess your eligibility for funded early education places and associated funding including Early Years Pupil Premium. Your early year's provider can support you to complete the declaration form.

Your child can attend a maximum of **three** providers in total with a maximum of **two** sites in one day. If your child attends more than one provider you must complete a declaration form at each provider your child attends to ensure that funding is paid fairly between them.

Please use **black ink** and write in **BLOCK CAPITALS**

Sections 1a, 1b & 1c	To be completed for ALL children
Section 2	Additional information needed to claim the two year old funded entitlement (15 hours for two year olds whose families are in receipt of additional government support)
Section 3	Additional information needed to claim the working parent entitlement (Expanded entitlement) <ul style="list-style-type: none"> • 15 hours for two year olds April 2024 • 15 hours for 9 months September 2024
Section 4	Additional information needed to claim 30 hours for three & four year olds (Extended entitlement)
Section 5	Additional information needed to claim Early Years Pupil Premium (EYPP)

1a: Summary of Placement (to be completed by ALL)							
Name of child:							
Name of provider:							
							Tick as appropriate ✓
Type of placement attended at the above named provider:	Two year old funded entitlement (15 hours for two year olds)						
	Working parent entitlement (15 hours)						
	15 hours for Three & Four Year Olds (Universal Entitlement)						
	30 hours for Three & Four Year Olds (Extended Entitlement)						
Does your child split their funded entitlement place across more than one site?			Yes		No		
If yes please state their pattern of attendance below:							
Provider / School name	Please enter total funded entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g. 38)
	Mon	Tue	Wed	Thurs	Fri		
A							
B							
C							

Total daily funded hours							
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1b: Parent / Carers Details: the person receiving the benefit must be listed if applicable (to be completed by ALL)							
Title:		Legal forename:		Legal surname:			
Previously known surname: (if applicable)							
Address:							
Postcode:							
Date of birth (e.g. 31/08/1970)	Date	Month	Year	Gender:	Male	Female	
Contact telephone number:	Home: Mobile:						
Email address:							
Relationship to child?							
Are you a lone parent?	Yes			No			
National Insurance (NI) Number or National Asylum Support Service (NASS) Number: (NI number = 9 digits (2 letters, 6 numbers, 1 letter) NASS number = first 9 numbers only)							

If you have joint parental responsibility please complete the details below:							
Title:		Legal forename:		Legal surname:			
Previously known surname: (if applicable)							
Address:							
Postcode:							
Date of birth (e.g. 31/08/1970)	Date	Month	Year	Gender:	Male	Female	
Contact telephone number:	Home: Mobile:						
Email address:							
Relationship to child?							
Are you a lone parent?	Yes			No			
National Insurance (NI) Number or National Asylum Support Service (NASS) Number: (NI number = 9 digits (2 letters, 6 numbers, 1 letter) NASS number = first 9 numbers only)							

1c: Childs Details (to be completed by ALL)							
Title:		Legal forename:		Legal surname:			
Previously known surname: (if applicable)							
Address:							
Postcode:							
Date of birth (e.g. 31/08/2011)	Date	Month	Year	Gender:	Male	Female	
Ethnicity Code: (see notes below)				Language/s spoken:			

Ethnicity Category	Code	Ethnicity Category	Code
White – British	WBRI	Asian or Asian British – Pakistani	APKN
White Irish	WIRI	Asian or Asian British – Bangladeshi	ABAN
Traveller of Irish Heritage	WIRT	Asian or Asian British – Any other Asian background	AOTH
Gypsy / Roma	WROM	Black or Black British - Caribbean	BCRB
White – Any Other White Background	WOTH	Black or Black British - African	BAFR
Mixed – White and Black Caribbean	MWBC	Black or Black British – Any Other Black Background	BOTH
Mixed – White and Black African	MWBA	Chinese	CHNE
Mixed - White and Asian	MWAS	Any Other Ethnic Group	OOTH
Mixed – Any Other Mixed Background	MOTH	Refused	REFU
Asian or Asian British - Indian	AIND	Information not yet obtained	NOBT

Please provide evidence to your childcare provider as proof of your child's age. (to be completed by ALL)			
Documentary proof of DoB Type (e.g. Birth Certificate, Passport):			
Document recorded by: (name of staff member)		Date recorded:	

2: Additional details for two year old funded entitlement (to be completed if families are in receipt of additional government support)	
Parent Notes: Some 2 year olds are eligible to 570 hours per year of childcare where families are in receipt of certain benefits, where children are Cared For who have left care, for children who have an Education Health Care plan or are in receipt of Disability Living Allowance (DLA). To make an application and to read the full eligibility criteria please view information on the Together for Children website: www.togetherforchildren.org.uk/families/childcare	
Two year funded application reference number:	
Relationship to child on this claim:	

3: Additional information needed to claim the working parent entitlement (Expanded entitlement)
<ul style="list-style-type: none"> 15 hours for two year olds April 2024 15 hours for 9 months September 2024
Parent Notes: Some children are eligible to 570 hours per year funded early education. Children may be eligible if their parent/s are working and meet particular criteria. To make an application and for further information please view information on www.childcarechoices.gov.uk

If you are not entitled to the expanded entitlement, you can choose to pay for additional hours yourself and you may get support from the Government through Tax Free Childcare or Universal Credit.

Eligibility Code (e.g. 12345678912) = 11 digit code

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If your child splits their 15 hour entitlement across more than one provider please complete the below:

If your circumstances change making you no longer eligible for the expanded entitlement, please state which provider you would like your child to continue attending for their 15 hours:

Name of Provider:

4: Additional details for 30 Hours for three and four year olds (Extended entitlement) (to be completed if accessing a 30 hour funded place)

Parent Notes:

Some three and four year olds are eligible for an additional 570 hours per year funded early education. Children may be eligible if their parent/s are working and meet particular criteria.

To make an application and for further information please view information on www.childcarechoices.gov.uk

All three-and-four-year-olds are entitled to 15 hours early education. If you are not entitled to the extended entitlement you can choose to pay for additional hours yourself and you may get support from the Government through Tax Free Childcare or Universal Credit.

30 Hours Eligibility Code (e.g. 12345678912) = 11 digit code

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If your child splits their 30 hour entitlement across more than one provider please complete the below:

If your circumstances change making you no longer eligible for the extended entitlement, please state which provider you would like your child to continue attending for their universal 15 hours:

Name of Provider:

5: Early Years Pupil Premium (EYPP)

Parent Notes:

Early Years Pupil Premium (EYPP) is an additional sum of money paid to early years providers for children of families in receipt of certain benefits or where children are Cared For or who have left Care. This funding will be used to enhance the quality of their early years' experience by improving the teaching, learning, facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to your childcare provider. For more information about Early Years Pupil Premium please view information on the Together for Children website: www.togetherforchildren.org.uk/families/childcare

	Yes	No
I agree to Together for Children using my information to enable my provider to claim Early Years Pupil Premium, where eligible, whilst my child receives early education.		

Parent/Carer/Guardian with Legal Responsibility Declaration

I (Print Full Name).....
confirm that the information I have provided above is accurate and true. I agree to inform the provider if there is any change in my circumstances.

I understand and agree to the conditions set out in this document and I authorise the provider named in section 1a to claim funded entitlement funding as agreed above on behalf of my child.

I understand that my early year's provider will securely share the information contained in this declaration form with Together for Children. (Together for Children is a data controller in respect of the data it receives and is subject to the same legal constraints in how it deals with personal and sensitive personal data as your early year's provider under the Data Protection Legislation. All information is held in accordance with Together for Children's retention schedule). I understand this information will be shared with the Department for Education (DfE) and His Majesty's Revenue and Customs (HMRC) to confirm eligibility and the information provided will be held on Local Authority Systems and used to meet the Local Authorities Legal Requirements and ensure the correct use of public funds.

Parents Signature:		Date:	
Parents Signature:		Date:	
Setting Representative Name & Signature:		Date:	

***please note if both parent's details are included on the declaration form then a signature is required from both parents.**

Data privacy: The Data Protection Act 1998 and General Data Protection Regulation (GDPR) May 2018 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, 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 communicated.

Should you have any concerns in relation to how your information or the information relating to your child/ren is being or will be used, please contact your provider directly or Together for Children's Data Protection Officer (a function of Sunderland City Council) – Tel 0191 520 5555.

Email – data.protection@sunderland.gov.uk

Please note that information about whether a child is in receipt of Disability Living Allowance is sensitive personal data which should be handled appropriately. Providers are asked to pay particular note to advice from the ICO on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>