

## Appendix 2

### Parental Declaration 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 years 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.

### Step 1: Your child's details- parents/carers to complete

Child's Surname(s):	
Child Forename(s):	
Name by which the child is known (if different from above):	
Date of Birth: Your will need to show your childcare provider evidence of your child's date of birth.	
Gender:	
Address:	
Language spoken:	
Ethnicity:	

### Step 2: Your details-parents/carers to complete

Parent / Carer 1	Parent / Carer 2
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
Contact telephone number:	Contact telephone number:
Email address:	Email address:
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- parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement you will be using. 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.

☐ Entitlement for children from 2 years old in families receiving additional forms of support:

- If parents/carers live in England and are in receipt of certain benefits,
- 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.

☐ Working parent entitlement for children from 9 months old.

☐ Universal entitlement for 3- and 4-year-olds.

**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:**

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.

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

☐ Yes ☐ No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide 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.

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.

☐ Yes ☐ No

## Step 4: Document check-provider to complete

<b>Documentary proof of DOB Type (e.g. birth certificate, passport):</b>	
<b>Document recorded by (name of staff member):</b>	
<b>Date document recorded (dd/mm/yyyy):</b>	
<b>Working parent eligibility code: (e.g. 12345678912)</b>	
<b>2-year-old eligibility code (if applicable):</b>	

## 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 funded entitlement in order 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 settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

Setting name:	Mon	Tues	Wed	Thurs	Fri	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	
Total extra (chargeable) hours per day								
Total daily hours attended								

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

### Total funded entitlement hours attended per day

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting name:						
Setting name:						

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: 15 hours a week for 38 weeks of the year (this will increase to 30 hours from September 2025). For 3 and 4 years old this can be combined with the below entitlement to a maximum of 30 hours.
- 3) for all 3 and 4YOs: 15 hours a week for 38 weeks of the year

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

.....

**Provider to complete:**

Additional charges: Government 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 free 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 Sunderland Information Point. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges for consumables or additional charges per day						

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

## 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 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 (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. 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.

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

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

Together for Children 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.

Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2's will qualify from September 2024.

## Data Protection

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 Together for Children's Data Protection Officer (a function of Sunderland City Council) – Tel 0191 520 5555 or Email – [Data.Protection@sunderland.gov.uk](mailto:Data.Protection@sunderland.gov.uk)  
[Privacy Notice - Together for Children](#)

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/>