**Parent/Carer Declaration Form - Funded Childcare Entitlements**

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| **Step 1: Your child’s details** |
| Child’s surname(s): |  |
| Child’s forename(s): |  |
| Name by which your child is known (if different from above): |  |
| Child’s date of birth: |  |
| Gender: |  |
| Address: |  |
| Postcode: |  |
| Is your child eligible for Disability?Living Allowance (Y/N) |  |

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| **Step 2: Your details (Parents/Carers)**Additional information is required for your childcare provider to be able to claim the Early Years Pupil Premium funding and for the working parents’ entitlement for children aged 9 months and above. |
| **Parent / Carer 1** | **Parent / Carer 2** |
| Surname: | Surname: |
| Forename: | Forename: |
| Date of Birth: | Date of Birth: |
| NI (National Insurance) or NASS Number: | NI or NASS Number: |
| Address if different from child’s address: | Address if different from child’s address: |

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| **For parents/carers of foster or adopted children, children subject to a Special Guardianship Order or a Child Arrangement Order** |
| If you have a foster child or have left care through adoption, special guardianship or a child arrangement order and are 2 years old or over, you will be eligible for free/funded childcare. In addition, your childcare provider will be able to claim Early Years Pupil Premium funding.**Please tick the relevant box below:** |
| My child:Is adopted from care Has left care under a Special Guardianship Order Has left care under a Child Arrangement order.*Note that you must provide a copy of the relevant court order.* |

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| **Step 3: Child’s eligibility - document check**To be completed by parent/carer with assistance from your childcare provider(s) |
| Type of documentary proof of child’s DOB (e.g., birth certificate, passport): |  |
| Document recorded by (name of staff member): |  |
| Date document recorded (dd/mm/yyyy:) |  |
| Eligibility code 9-23 months (about 2 years) e.g., 500XXXXXXXX or 501XXXXXXXX (if applicable) |  |
| EY (Early Years) reference number issued via London Borough of Hammersmith and Fulham Synergy parent portal (if applicable) |  |
| Eligibility code 2-year-old e.g., 500XXXXXXXX or 501XXXXXXXX (if applicable) |  |
| Eligibility code 3- or 4-year-old e.g.500XXXXXXXX or 501XXXXXXXX (if applicable) |  |
| DLA letter if applicable |  |

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| **Step 4: Childcare provider and attendance details**You need to agree and complete this declaration form with each childcare provider your child attends for their funded childcare entitlement 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 childcare provider, London Borough of Hammersmith and Fulham will distribute the funding appropriately between them.**My child is attending the following childcare provider/s:** |
| **Funded childcare entitlement type** | **Childcare provider name(s)** | **Number of funded hours per week** | **Number of funded weeks per year** |
| Working family entitlement - 9-23 months (from Sept 24) |  |  |  |
| 2-year-old - family receiving additional form of support |  |  |  |
| Working family entitlement - 2-year-old |  |  |  |
| Universal - 3- or 4-year-old |  |  |  |
| Working family entitlement- 3- or 4-year-old |  |  |  |
| **If your child goes to a school nursery class in London Borough of Hammersmith and Fulham or takes up funded childcare in another borough then please give the name of the school or other childcare provider below** | **Number of funded hours per week** | **Number of funded weeks per year** |
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| **Step 5: Parent/Carer/Guardian with legal responsibility declaration** |
| * **I understand that my child’s free childcare entitlement place is funded by the Local Authority and is based on regular attendance. I agree to discuss any planned holidays/absences with my childcare provider and that regular non-attendance may result in the funding being withdrawn.**
* I understand that I cannot claim my entitlement across more than 2 sites per day.
* I understand that I cannot claim more than 570 hours per year and a weekly maximum of up to 15 hours if my child is aged under 3 years old or if my child is aged over 3 and not eligible for the 30-hour entitlement.
* If my child is over 3 and eligible for 30 hours, I understand that I cannot claim more than 1,140 hours per year and a weekly maximum of up to 30 hours.
* I understand that if I cease to meet the 30 hours eligibility criteria. I will continue to receive funding for the “grace period” only.
* I agree to comply with the childcare provider notice requirements if I decide to leave for any reason.
* I understand that Early Years Providers and the Local Authority (LA) are bound by General Data Protection Regulations and will not reveal information held on my child to a third party unless the law allows them to
* I also agree that the information I have provided can be shared within the Local Authority and Department for Education
* I understand the Local Authority will use and store this information to confirm my child’s eligibility and enable this provider to claim free entitlement funding, including the extended hours 15 hours for some 3- & 4-year-olds (30 hours) now and in the future, and, if applicable the Early Years Pupil Premium (EYPP).
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| **Parent / Carer / Guardian with legal responsibility**I confirm that the information I have provided on this form is accurate and true. I understand.and agree to the conditions set out in this document and I authorise my child’s childcare provider/s, as stated on this form, to claim free entitlement funding on behalf of my child. |
| Signed: |  |
| Print name: |  |
| Date: |  |

In collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) London borough of Hammersmith and Fulham is exercising the function of a government department.

The London borough of Hammersmith and Fulham is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

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| **Step 6: For childcare provider to complete.**The childcare provider **MUST** complete the next section before making a claim for the child named in this form. |
| **2-year-old EY Reference number seen in an email or in a confirmation letter:**Yes  No **Tick proof of parent/carer identity seen:**Benefit letter  Tax Credit letter  Utility bill Council tax letter  Other  Please specify  |
| **All children**Proof of date of birth seen: Birth certificate  Passport  Other  please specify below.eyp….……………………………………….. |
| **All children in receipt of DLA and those who meet the LAC (Looked After Children) categories.**(This relates to claiming the 2-year-old disadvantage entitlement and EYPP)Before making the relevant claim, the childcare provider must confirm that they have seen and checked the relevant court order, social service’s document (for looking after children) or a DLA letter.Special Guardianship Order Child Arrangement Order Adoption Order Social Services document if looked after by the Local AuthorityDLA letter |
| Please note that information on this form is sensitive personal data which should be handled appropriately. Providers are asked to pay particular attention to advice from the ICO on holding personal data including sensitive personal data available at:https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/what-is-personal- data/*The lawful basis for collecting this data falls under Legal Obligation and Public Task and therefore consent is not required, and details of London Borough of Hammersmith and Fulham and Early Years Privacy Notice can be found on* [*The Family Hub | London Borough of Hammersmith & Fulham (lbhf.gov.uk)*](https://www.lbhf.gov.uk/children-and-young-people/family-hub) |
| I confirm that I have seen the evidence required that verifies the child’s date of birth and if applicable, the relevant document. |
| **Name of setting:** |  |
| **Manager or owner’s signature:** |  |
| **Date:** |  |

*Note to childcare provider – Please do not return Parent Declaration Forms to the Early Years and Childcare Service. Keep completed forms securely at your setting for audit purposes.*

**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 childcare provider or London borough of Hammersmith and Fulham. 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.

Childcare providers are asked to pay notice to the 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-](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/) [more-sensitive-information/](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/)