# Funded childcare entitlements parental declaration form

## Step 1 – Your child’s details

|  |  |
| --- | --- |
| Child’s first name(s) |  |
| Child last name (surname) |  |
| Name by which the child is known (if different from above): |  |
| Date of birth |  |
| Gender |  |
| Address |  |
| Start date at setting: |  |
| Your chosen provider will need to see proof of your child’s date of birth.  Please tick which document you will provide with this form | Birth certificate  Passport |

## Step 2 – Your details (parents/carers)

|  |  |
| --- | --- |
| **Parent / Carer 1** |  |
| First name |  |
| Last name (surname) |  |
| Date of birth |  |
| NI or NASS Number: |  |
| **Parent / Carer 2** |  |
| First name |  |
| Last name (surname) |  |
| Date of birth |  |
| NI or NASS Number: |  |

## Step 3: Your child’s eligibility

To be completed with assistance from your chosen provider(s) if needed.

* Disadvantaged 2-year-olds are eligible for 15 hours (over 38wks) of free early years provision if their parents meet the eligibility criteria. Apply through Ealing’s Families information service (FIS) [children@ealing.gov.uk](mailto:children@ealing.gov.uk)
* Children aged from 9months to 2 years are eligible for 15 hours (over 38wks) of early years provision if their parents meet the eligibility criteria. Apply through [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
* All 3- and 4-year-olds are entitled to 570 hours a year (15hrs over 38wks) (universal entitlement)
* Eligible 3- and 4-year-olds from working families may be entitled to an additional 570 hours (30 hours entitlement) a year. Apply through [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

When to apply for 15 hours free childcare

You can apply from when your child is 23 weeks old.

|  |  |  |
| --- | --- | --- |
| **When your child is 9 months old** | **When you can get your hours from** | **When to apply** |
| 1 September to 31 December | Term starting on or after 1 January | The term before 1 January |
| 1 January to 31 March | Term starting on or after 1 April | The term before 1 April |
| 1 April to 31 August | Term starting on or after 1 September | The term before 1 September |

## When to apply for 30 hours free childcare

You can apply from when your child is 2 years and 36 weeks.

|  |  |  |
| --- | --- | --- |
| **Your child’s 3rd birthday** | **When you can get your hours from** | **When to apply** |
| 1 September to 31 December | Term starting on or after 1 January | The term before 1 January |
| 1 January to 31 March | Term starting on or after 1 April | The term before 1 April |
| 1 April to 31 August | Term starting on or after 1 September | The term before 1 September |

You must apply for a code by the end of the month before a new term starts. For example, if the term starts on 1 September you must apply by 31 August. Providers may ask for a code before this deadline.

Check with your childcare provider to find out the exact date your free childcare starts.

**Please select the type of funded childcare you are applying for:**

2-year-old application (for disadvantaged children)

NEG funding for 3- and 4-year-olds application

Working parent entitlement for children age 9 months and above application

Further information: [children@ealing.gov.uk](mailto:children@ealing.gov.uk)

If your child is receiving the free entitlement and is receiving child Disability Living Allowance, they are eligible for the Disability Access Fund (DAF).

|  |  |
| --- | --- |
| Is your child eligible for and in receipt of Disability Living Allowance (DLA)? | Yes  No |

If you are completing this form for 2-year-old disadvantaged children, your family may be entitled to the Healthy Start scheme.  
If the mother of the child is more than 10 weeks pregnant or have a child under 4, you may be entitled to get help to buy healthy food and milk.

If you are eligible, you will be sent a Healthy Start card with money on it that you can use in some UK shops. We’ll add your benefit onto this card every 4 weeks.

You can use your card to buy:

* plain liquid cow’s milk
* fresh, frozen, and tinned fruit and vegetables
* fresh, dried, and tinned pulses
* infant formula milk based on cow’s milk

You can also use your card to collect:

* Healthy Start vitamins – these support you during pregnancy and breastfeeding
* vitamin drops for babies and young children – these are suitable from birth to 4 years old

For more information, please visit: [Get help to buy food and milk (Healthy Start)](https://www.healthystart.nhs.uk/)

## Step 4: Document check

|  |  |
| --- | --- |
| Documentary proof of DOB Type (e.g. birth certificate, Passport): |  |
| Document recorded by (name of staff member): |  |
| Date document recorded (dd/mm/yyyy:) |  |
| Eligibility code: (e.g. 12345678912) |  |
| 2-year old (Disadvantaged) eligibility code (if eligible): |  |

## Step 5: Setting and attendance details

You need to agree and complete this declaration form with each setting your child attends for their free entitlement to ensure that funding is paid fairly to each of them.

Please ensure you have checked the notice period of each setting that your child attends.

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.

My child is attending the following settings:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Setting name(s) | Please enter total free entitlement hours attended per day | | | | | Total number of hours per week | Number of weeks per year (eg. 38, 45, 51) |
| Mon | Tue | Wed | Thur | Fri |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| Total Daily Funded Hours Attended |  |  |  |  |  |  |  |

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:

## 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 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.

|  |  |
| --- | --- |
| Please ensure you have checked the notice period of the setting: Have you given notice to any previous providers? | Yes  No |
| If this is your first setting have you spoken to setting about the notice period? | Yes  No |

|  |  |
| --- | --- |
| Parent/Carer/Guardian with legal responsibility |  |
| Signed |  |
| Print name |  |
| Date |  |
| Childcare provider |  |
| 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) (see notes 1 – 3), Ealing Local Authority is exercising the function of a government department.

Ealing Local Authority is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. 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 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 Ealing Local Authority.

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/>

This form is now complete