

Parent/Carer declaration for the free entitlements

Please complete using BLOCK CAPITALS

Parents must complete this form to confirm how they will be claiming the free entitlements, to give consent for the sharing of personal data and permission to check eligibility for the Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF)

Step 1: Your Child's details

Child's Legal Family Name		Child's Legal Forename(s)	
Date of Birth (dd/mm/yyyy)		Gender	
Ethnicity		First Language	
Address			
Postcode			

You will need to provide proof of your child's date of birth

Please tick which document you will provide with this form:

<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Passport
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Step 1 complete? Tick here

Step 2: Your Details (parents/carers)

Parent / Carer 1		Parent / Carer 2	
Legal Family Name		Legal Family Name	
Legal Forename		Legal Forename	
Date of Birth (dd/mm/yyyy)		Date of Birth (dd/mm/yyyy)	
NI or NASS Number		NI or NASS Number	

Step 2 complete? Tick here

Step 3: Your Child's Eligibility

Some 2 year olds are entitled to 570 hours of free childcare per year, from the term after their 2nd birthday.

All 3 and 4 year olds are entitled to 570 hours per year (universal entitlement) from the term after their 3rd birthday.

Some 3 and 4 year olds from working families may be entitled to an additional 570 hours (extended or 30 hours entitlement) per year, from the term after their 3rd birthday.

See note 1, page 5.

<input type="checkbox"/> 2 year old application	<input type="checkbox"/> 3 & 4 year old application
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Early Years Pupil Premium (3 & 4 year olds)

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers to help with your child's education.

Would you like us to check the EYPP eligibility for your child?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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See note 2 on page 5.

Disability Access Fund (DAF)

The DAF is an annual payment to a child's early years provider where they care for 3 or 4 year old children in receipt of Disability Living Allowance. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

See note 3 on page 5.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If your child is splitting their free entitlement across two or more early years providers, please nominate the main setting where the local authority should pay the DAF

<input type="checkbox"/> Step 3 complete? Tick here
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Step 4: Document Check

Documentary proof of DoB Type	<input type="checkbox"/> Birth Certificate					<input type="checkbox"/> Passport					
Document recorded by (name of staff member):						Date document recorded (dd/mm/yyyy)					
30 hours eligibility code (e.g. 12345678912)											
2-year-old eligibility code (e.g. TYF867-1809-XXXXXXX)											

Step 4 complete? Tick here

Step 5: Setting and Attendance Details

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

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 (e.g. 38, 45, 51)
	Mon	Tue	Wed	Thur	Fri		
I am claiming universal hours at:							
A							
B							
C							
I am claiming extended hours at:							
A							
B							
C							
Total Daily Free Hours Attended (Maximum of 10 hours)							

Step 5 complete? Tick here

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	
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to claim free entitlement funding as agreed above on behalf of my child.

Parent / Carer / Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Print name		Print name	
Date		Date	

In collecting your data for the purposes of checking your eligibility for the 2 year old, or 3 & 4 year old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) (see notes 1 – 3), Bracknell Forest Council is exercising the function of a government department. Bracknell Forest Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

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 Bracknell Forest Council. 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 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/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

Step 6 complete? Tick here

This form is now complete

Parent Guidance Notes

Note 1: [Free Entitlement Eligibility](https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/free-childcare/about-free-childcare) (<https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/free-childcare/about-free-childcare>)

Criteria for the free entitlements for 2, 3 and 4-year-old children can be found online:

- [2 year olds](https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/free-places-2-year-olds) (<https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/free-places-2-year-olds>)
- 3 and 4 year olds:

[Universal Hours](https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/15-hours-universal-entitlement-3-and-4-year-olds) available to all 3 and 4 year olds (<https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/15-hours-universal-entitlement-3-and-4-year-olds>)

[Extended Hours](https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/30-hours-extended-entitlement-3-and-4-year-olds) available for working parents who meet the criteria (<https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/30-hours-extended-entitlement-3-and-4-year-olds>)

Note 2: [Early Years Pupil Premium](https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/early-years-pupil-premium) (<https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/early-years-pupil-premium>)

Your child's early years education provider might be able to get additional funding. This will be paid directly to your provider for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources to impact positively on your child's progress and development.

Note 3: [Disability Access Fund \(DAF\)](https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/disability-access-fund) (<https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/disability-access-fund>)

3 and 4-year-old children who are in receipt of child Disability Living Allowance (DLA) and are receiving free early education are eligible for the DAF, paid to the child's setting as a fixed annual sum.

Further information about EYPP and DAF is available on the government website [Get extra funding for your early years provider - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

If you would like more information about free places and/or how to check if you are eligible, please contact the Family Information Service

FIS@bracknell-forest.gov.uk

01344 353133

www.bracknell-forest.gov.uk/localdirectory