

Parent Declaration Form – Early Education Entitlement 2-4 years

Data Protection Statement

The information you have provided in this form about you and your child will be used by Birmingham City Council and your early year's provider to process your application for early year's education funding, and in accordance with the General Data Protection Regulation's and any successor legislation to the GDPR and or the Data Protection Act 2018.

The Council will use the information provided by you on this Parental Declaration form to enable it carry out specific functions, which it is responsible for. These include:

- To safeguard and promote the welfare of children, including children missing from education.
- Meeting funding requirements for early year's education places in Birmingham;
- Ensuring that the early year's providers receive appropriate early education funding for 2, 3 or 4 year old children, including supplementary payments for children with special educational needs.
- Ensuring that the early year's providers are administrating the funding or free entitlement appropriately including accessing information from other government departments to confirm child eligibility.

The Council is under a duty to protect the public funds it administers, and may also use the information you have provided on this form within the Council for the prevention and detection of fraud, in order to check its accuracy, prevent or detect crime, protect public funds, or where otherwise required or permitted by law. Your information may also be shared with third parties and other Local Authorities, early year providers and the Department for Education (DfE) for audit funding requirements, or where there is a legal requirement to do so. Your personal data will never be disclosed for marketing purposes and will only be used for Statutory purposes which the Local Authority is empowered to act on because it is a public body.

If you would like more information about how the DfE use your information, then please go to the following website:

www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data

Your personal data will be collected, used, processed, stored and retained in accordance with your legal rights and the Council's policy as set out in our privacy notice. Our privacy notice also contains contact details of our Data Protection Officer and the Information Governance Team. You can view the full [privacy notice](#) on our website at www.birmingham.gov.uk/info/20154/foi_and_data_protection/384/privacy_statement or you can request a hard copy by writing to the Information Governance Team, 10 Woodcock Street, Birmingham B7 4BL.

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 early education entitlement funding 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), Free School Meals(FSM) or Disability Access Fund (DAF) (see notes 1 – 6), Birmingham City Council is exercising the function of a government department. Birmingham City Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Data Privacy

The General Data Protection regulations (GDPR) and 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 is being or will be used, please contact your provider or Birmingham City 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 particular note to advice from the Information Commissioner’s Office on holding personal data including sensitive personal data which is available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>

Provider Name	
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Parent Declaration Form – Early Education Entitlement 2-4 years

Please fully complete this form in English.

All three and four year olds are eligible for a funded early education place of 15 hours a week for 38 weeks per year (term time only) or the equivalent of 570 hours stretched over the whole year. Some two year olds are also eligible for 570 hours per year subject to certain criteria – see ‘**Parents Notes**’.

Some three and four year olds will be eligible for 30 hours per week (1140 hours per year) funded early education place (term-time or equivalent stretched). This form collects information to assess which funding you are eligible for including Free School Meals, Pupil Premium and Disability Access Fund

Child details:

Legal Forename:	Legal family name:
Previous names;	
Date of Birth: / / (as per birth certificate) Gender M <input type="checkbox"/> F <input type="checkbox"/>	
Proof of date of birth seen by	Proof of address seen by
Ethnicity:	
Address:	
Postcode:	
Home Language:	
Disability living Allowance <input type="checkbox"/> Education Health Care Plan <input type="checkbox"/> Looked After Child <input type="checkbox"/>	
Adopted <input type="checkbox"/> Residence Order <input type="checkbox"/> Special Guardianship Order <input type="checkbox"/>	
** If you have ticked any of the above boxes your Provider may ask you to produce evidence	

Document Check

Your chosen provider will need to see proof of your child’s date of birth.

Documentary proof of Date of Birth Type (e.g. Birth Certificate, Passport):	
Documentary proof of Address Type (e.g. Utility bill, benefit letter):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	

Parent or Carer details:

Title:	Legal Forename:	Legal Family Name:												
Previously known Surname:														
Address:														
		Postcode:												
Date of birth	/ /	(i.e. 31/08/1970)												
Telephone:														
Email address:														
National Insurance (NI) number or National Asylum Support (NASS) number:														
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<p>30 hour eligibility code: Please note 30 hours cannot be funded until the term after eligibility is confirmed. Funding can only continue each term if eligibility is reconfirmed by parents every 3 months. Parents will be charged for 15 hours if eligibility is reconfirmed late. Children who have been admitted to primary school and are attending a state-funded or independent school reception class are not entitled to any additional free hours outside their school reception class.</p>														
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2 year old eligibility code:		3 and 4 early years pupil premium eligibility/FSM code:												
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If the child lives full time with a second parent or carer, you must record the details of the second parent or carer below:

Title:	Legal Forename:	Legal Family Name:											
Previously known Surname:													
Address:													
		Postcode:											
Date of birth	/ /	(i.e. 31/08/1970)											
Telephone:													
Email address:													
National Insurance (NI) number or National Asylum Support (NASS) number:													
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You need to agree and complete this declaration form with each setting your child attends, in order to ensure that funding is paid fairly to each provider. 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.

Term Please circle– Autumn Spring Summer		Please enter total free entitlement hours attended per day*					Total number of hours per week	Number of weeks per year (e.g. 38, 51)	
Provider school name		MON	TUES	WED	THUR	FRI			
A									
B									
C									
Total Daily Free Hours Attended									
Start Date/s									

Term Please circle– Autumn Spring Summer		Please enter total free entitlement hours attended per day*					Total number of hours per week	Number of weeks per year (e.g. 38, 51)	
Provider school name		MON	TUES	WED	THUR	FRI			
A									
B									
C									
Total Daily Free Hours Attended									
Start Date/s									

Term Please circle– Autumn Spring Summer		Please enter total free entitlement hours attended per day*					Total number of hours per week	Number of weeks per year (e.g. 38, 51)	
Provider school name		MON	TUES	WED	THUR	FRI			
A									
B									
C									
Total Daily Free Hours Attended									
Start Date/s									

Universal Provider

If your child is splitting their free entitlement across two or more settings please nominate the universal provider (the universal provider is the provider that the 15 hours universal funding will be paid to if the 15 hours extended entitlement is lost:)

Universal provider name:

Disability Access Fund (DAF)

If your child is splitting their free entitlement across two or more settings please nominate the setting where the local authority should pay the DAF. Please note the Disability Access Fund payments can only be paid to one provider per financial year DAF provider name;

I confirm I am eligible for the provision below (See 'Important Note for Parents/Carers' overleaf)

- 15 hours for two year olds (see note 1)
- 30 hours for three and four year old (see note 2)
- 15 hours for three and four year old (see note 3)
- Disability Access Fund i.e. in receipt of DLA (see note 4)
- Early Years Pupil Premium (see note 5) Free School Meals (see note 6)

Parent Signature	Date	Term Autumn/Spring/Summer
Provider Signed:	Date	Print Name
Parent Signature	Date	Term Autumn/Spring/Summer
Provider Signed:	Date	Print Name
Parent Signature	Date	Term Autumn/Spring/Summer
Provider Signed:	Date	Print Name

Important Notes for Parents/Carers

Changing Provision: When a child moves early years provider after headcount day, funding will not be transferred to another provider unless an exceptional agreement has been made between the provider and the Local Authority. If a parent moves to a new provider midterm, the parent will be liable for any fees due to the new provider.

Periods of extended leave – 4 weeks or more: The maximum paid absence for a child from a provision when claiming EEE funding is four consecutive weeks. If you choose to remove your child for 4 weeks or more, funding will not be paid for that term and you may be charged by your provider for any sessions you have attended.

Note 1: To be eligible for 15 hours for a two year old, you must be in receipt of one of the following benefits: Income Support/Income based JSA, Income related ESA, Child Tax Credit, Working Tax credit with an assessed income of less than £16,190, Universal Credit and have an annual net income of no more than £15,400. The Guarantee element of State Pension Credit, Support under Part VI of the immigration and Asylum Act 1999, child in receipt of DLA, Child looked after by the Local Authority, or a child who has left care through adoption, Special Guardianship or Residence Order.

Note 2: To be eligible for 30 hours extended entitlement place for a three or four year old you must earn less than £100,000 and meet one of the following criteria: Single parents working at least 16 hours per week on the minimum wage, Couples – both working at least 16 hours per week on minimum wage, one parent is employed and the other parent is in receipt of carers benefits, specific disability or incapacity benefits. Working parents includes those on statutory sick pay, parental, adoption maternity or paternity leave. Please note that parents cannot receive extended entitlement funding at a new provider if they start attendance during their Grace period. Should you no longer be eligible for 30 hours (extended entitlement) then you will still be eligible for the 15 hours early education universal entitlement. Where your child attends 2 settings or more, you should choose which setting will be funded for the universal 15 hours.

If parents do not reconfirm their eligibility every 3 months before the following deadlines, they will be liable for the next terms extended hours fees.

- Autumn Term – reconfirmation and application deadline date – 31st August
- Spring Term – reconfirmation and application deadline date – 31st December
- Summer Term – reconfirmation and application deadline date – 31st March

Children who have been admitted to primary school and are attending a state-funded or independent school reception class are not entitled to any additional free hours outside their school reception class.

Note 3: All three and four year olds are entitled to the 15 hours universal entitlement.

Note 4: Three and four year old children in receipt of child DLA and who are receiving the early education entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to

the child's setting as a fixed annual rate of £615. Please note this payment is not made for 4 year olds in reception classes. This is an annual payment and is only payable to one provider each financial year. If the child is attending more than one provider. Parents should complete this form with each provider they attend including schools.

Note 5: Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits including: Income Support/Income based JSA, Income related ESA, Support under Part VI of the immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit, Universal Credit and have an annual net income of no more than £7,400, Child looked after by the Local Authority, or a child who has left care through adoption, Special Guardianship or Residence Order. This funding will be used to enhance the quality of the child's early years' experience by improving teaching and learning.

Please note that 4-year-olds in primary school reception classes who already receive the school-age pupil premium are not eligible for EYPP funding.

Note 6: Free School Meals (FSM) is an additional sum of money paid to childcare providers to fund a FSM for children of families in receipt of certain benefits including: Income Support/Income based JSA, Income related ESA, Support under Part VI of the immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit, Universal Credit and have an annual net income of no more than £7,400, Child looked after by the Local Authority, or a child who has left care through adoption, Special Guardianship or Residence Order.

Important Note the FSM funding is only available if your child attends a full education place before and after lunch (a full day place).