

## Parental Declaration

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

Child's Legal First Name <i>same as birth certificate</i>		Child's Legal Family Name <i>same as birth certificate</i>	
Name by which child is known <i>(if different from above)</i>		Age in months	
Date of Birth		Nationality	
Gender		Ethnicity	
Address		Postcode	

Step 1 complete? Tick here

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


(any person with parental responsibility and who the child normally lives with)

	Parent/Guardian 1	Parent/Guardian 2
Legal First name		
Legal Last Name		
Date of Birth	D M Y	D M Y
Do you have Parental Responsibility?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
National Insurance Number		
Asylum Support Reference (NASS) Number		
Contact Telephone Number		
Address	Postcode:	Postcode:

Step 2 complete? Tick here

### Step 3: Your child's eligibility- parents/carers to complete

To be completed with assistance from your chosen provider(s), Families Information Service or Children's Centre

<input type="checkbox"/> <b>Together for Twos</b> 2-year-olds where benefits, government support or special circumstances apply. Please select criteria below under which child is eligible  <a href="https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds">https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds</a>  <ul style="list-style-type: none"> <li>15 hours for 38 weeks or 570 stretched</li> <li>Term after reach age eligibility and with valid 6-digit code if benefits and/or documentary proof if other criteria</li> </ul> 	<input type="checkbox"/> <b>Working Parents</b>  <a href="https://www.gov.uk/apply-free-childcare-if-youre-working">https://www.gov.uk/apply-free-childcare-if-youre-working</a>  <ul style="list-style-type: none"> <li>Both parents/carers, each earning at least the equivalent of 16 hours at National Minimum Wage and less than £100k</li> <li>30 hours x 38 weeks or 1140 stretched</li> <li>Term after reach age eligibility and with valid 11-digit code which has been verified with LA</li> </ul>
<input type="checkbox"/> Benefits or government support <a href="https://tinyurl.com/Together-for-Twos">https://tinyurl.com/Together-for-Twos</a>  <input type="checkbox"/> Children in our Care (looked after by LA)  <input type="checkbox"/> Special Guardianship Order /Adopted / Child Arrangements Order  <input type="checkbox"/> Education Health Care Plan or in receipt of Disability Living Allowance  <input type="checkbox"/> Nil Recourse to Public Funds – £34,500 per annum with 1 child or £38,600 per annum with 2 or more children	<input type="checkbox"/> 30 hours for 3- & 4-year-olds  <input type="checkbox"/> 15 hours for 2-year-olds and from age 9 month + until 31 August 2025  <input type="checkbox"/> 30 hours for 2-year-olds and from age 9 month + from 1 September 2025  <input type="checkbox"/> <b>Universal Entitlement</b> 15 universal hours for all 3- & 4-year-olds

#### Early Years Pupil Premium (EYPP) \*

The Early Years Pupil Premium is an extra sum of money (£570 a year) paid to your child's setting. This funding will be used to support high quality teaching and learning, and provide extra money for evidence-based training, activities and resources which impact positively on your child's progress and development. For more information please speak to your setting or Families Information Service on 020 8921 6921.

Please tick criteria under which you think you may be eligible, and the LA will do a quick and easy check even if you are not sure. This is valuable funding for your child's setting.

Benefits or Income ☐ Child in our Care ☐ Adopted from Care ☐ Special Guardianship Order ☐  
Asylum seeker receiving support under Part 6 of Immigration and Asylum Act 1999 ☐

Would you like to apply for Early Years Pupil Premium (EYPP)* for your child's setting (up to £570)	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

## Disability Access Fund Declaration

If your child is in receipt of child Disability Living Allowance and is taking up a funded entitlement, your child's setting may be eligible for the Disability Access Fund (DAF) to make reasonable adjustments, support your child or benefit all children in the setting. DAF is paid as a fixed annual rate of £938 per eligible child. Please note the funding is non-transferable and does not follow the child if there is a transition to another setting during the same academic year.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If your child is splitting their funded entitlement across two or more providers, please nominate the main setting where the local authority should pay the DAF			
Setting Name		Address	
		Postcode	

Step 3 complete? Tick here ☐

## Step 4: Document check-provider to complete

Name of Provider / Children's Centre			
Staff member undertaking document check			
Contact details - email & telephone number			
Documentary proof seen and copied	Document recorded by (staff name)	Date document recorded	
<b>Proof of child's date of birth</b> <input type="checkbox"/> Birth certificate			
<b>Proof of address</b> <input type="checkbox"/> Utility Bill or Bank Statement <input type="checkbox"/> Council Tax <input type="checkbox"/> Benefits Letter			
<b>Proof of special criteria (EYPP / Together for Twos)</b> <input type="checkbox"/> Adoption order / SGO / child arrangements order <input type="checkbox"/> EHCP / DLA letter			
<b>Proof of Nationality and Income if non-UK and nil recourse to public funds</b> <input type="checkbox"/> Biometric Residents Card <input type="checkbox"/> Bank Statement / Payslips			

<b>Working Parents eligibility code</b> Add 11-digit code in box		Start date	...../...../.....
		Reconfirmation date	...../...../.....
		End date	...../...../.....
<b>Together for Twos eligibility code</b> Add 6-digit code in box		Start date	...../...../.....
<b>Out of Borough</b> - if your home address is in another borough, pls state which borough		Have you advised parent to follow procedure of out of borough authority?	Y / N

Step 4 complete? Tick here

### Step 5: Setting and attendance details- parents/carers to complete

- You must agree and complete this Parental Declaration Form with each setting (including schools) your child attends for their funded early learning entitlement. This is 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 setting, the funding will be distributed appropriately between the settings.
- If you exceed your funded entitlement hours, you will be liable for associated costs for additional hours at the provider's hourly rate. This will be explained to you upfront and will be shown on your invoice.
- There may also be voluntary charges for additional optional activities, services and consumables which your provider will share with you upfront and show on your invoice.

Setting Name			
Address & Postcode		Ofsted URN	
Type of Placement	<input type="checkbox"/> Term Time only <input type="checkbox"/> Stretched - up to 51 weeks	Start date	...../...../.....

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year 38 or 45/51 weeks)
Total funded entitlement hours attended per day							£0.00	
Total extra (chargeable) hours per day								
Total daily hours attended								

My child attends more than one setting (include schools). Please nominate **A** as your main setting and add total funded entitlement hours attended per day

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
A. Main setting name:						
B. Setting name:						

Please note a maximum of 10 funded hours can be claimed per day in ½ hour increments. 15 hours x 38 weeks = 570 hours or 30 hours x 38 weeks = 1140 hours. Your setting will advise you about their daily and yearly stretched pattern.

### 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 [Royal Greenwich Family Information Service](#). These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to (also set out any reasonable alternatives where applicable):

Itemise Additional Charges	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional private paid hours <i>£hourly rate x No of hours</i>						
Food Meals Snacks						
Consumables (itemise)						
Activities (list)						
Total per day						

Step 5 complete? Tick here

## Step 6: Parent/Carer/Guardian with legal responsibility declaration

### PARENTAL /GUARDIAN 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 each provider/s)

.....  
to share information and claim early learning 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 and local authority. Royal Greenwich is collecting your data for the purposes of checking your eligibility for the funded early years 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.

#### Autumn Term

Parent/Carer/Guardian with legal responsibility		Early Years Provider/ Children's Centre	
Signed		Signed	
Print name		Print name	
Date		Date	

#### Spring Term (sign here only if no changes otherwise complete fresh Parental Declaration)

Parent/Carer/Guardian with legal responsibility		Early Years Provider/ Children's Centre	
Signed		Signed	
Print name		Print name	
Date		Date	

#### Summer Term (sign here only if no changes otherwise complete fresh Parental Declaration)

Parent/Carer/Guardian with legal responsibility		Early Years Provider/ Children's Centre	
Signed		Signed	
Print name		Print name	
Date		Date	

### 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 Royal Greenwich. 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/>

Please note that information about an individual's immigration status is sensitive data should be handled appropriately. Local authorities 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/guide-to-data-protection/principle-3-adequacy/>

<b>Step 6 complete? Tick here</b>	
-----------------------------------	--

## **THIS FORM IS NOW COMPLETE**

### **NOTE TO PROVIDERS**

*Please note this form must be completed for all local authority funding claims as well as for audit purposes including*

- *headcount/funding claim for 9-month-old, 2-, 3- and 4-year-olds*
- *validation of eligibility codes*
- *deprivation payments*
- *SEN Inclusion Funds*
- *Early Years Pupil Premium*
- *Disability Access Fund*
- *Together for Twos placements by Children's Centres*
- *Information sharing and data privacy note*

*Information on this form must be added to the funding portal. You hold this copy as part of your records, and it should be stored securely for Royal Greenwich compliance audits. Please store this form safely for 12 months from the child's last date at your setting. After this time, you may destroy the form securely. You should not return this form to the local authority.*

*Parents should only be asked to re-sign their parental declaration if the information on the current form changes. For example, if:*

- *they want to reduce the number of hours they take up*
- *change the days their child attends*
- *change which settings their child attends*
- *changing entitlement*
- *change in voluntary charges*

