

Early Years & Childcare 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>			
Date of Birth		Nationality	
Sex		Ethnicity	
Address			
Postcode			

Step 2: Your details-parents/carers to complete

Any person with parental responsibility and who the child normally lives with	Parent/Carer/Guardian 1	Parent/Carer/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 / Asylum Support Reference (NASS) Number		
Contact Telephone Number		
Address		
Postcode		

Step 3: Your child's eligibility- parents/carers to complete *Get help from your chosen provider(s)*

<p><u>Together for Twos</u></p> <p><input type="checkbox"/> Benefits or government support</p> <p><input type="checkbox"/> Children in our Care (looked after by LA)</p> <p><input type="checkbox"/> Special Guardianship /Adopted/Child Arrangements</p> <p><input type="checkbox"/> Education Health Care Plan/Disability Living Allowance</p> <p><input type="checkbox"/> Nil Recourse to Public Funds</p>	<p><u>Working Parents</u></p> <p><input type="checkbox"/> 30 hours from 9 months</p> <p><input type="checkbox"/> 15 or 30 hours for 2-year-old</p> <p><input type="checkbox"/> 30 hours for 3- and 4-year-old</p> <p><u>Universal Funded Entitlement</u></p> <p><input type="checkbox"/> 15 hours for all 3- & 4-year-olds</p>
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Early Years Pupil Premium (EYPP)

An extra sum of money (£570 a year) paid to your child's main setting to support high quality teaching, training, activities and resources. Please tick [criteria](#) under which you may be eligible.

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)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Disability Access Fund Declaration

If your child is in receipt of child Disability Living Allowance, your child's setting may be eligible for the Disability Access Fund (DAF) of £938 pa to make reasonable adjustments. The funding is non-transferable and will be paid to your child's main setting.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Step 4: Document check-provider to complete

Name of Provider / Children's Centre			
Contact details - email & telephone number			
Documentary proof seen and copied		Document recorded by (staff name)	Date document recorded
Proof of child's date of birth <input type="checkbox"/> Birth certificate Proof of address <input type="checkbox"/> Utility Bill, Bank Statement, Council Tax or Benefits Letter Proof of special criteria (EYPP / Together for Twos) <input type="checkbox"/> Adoption/SGO/child arrangements order <input type="checkbox"/> EHCP / DLA letter Proof of Nationality and Income if non-UK and nil recourse to public funds <input type="checkbox"/> Biometric Residents Card <input type="checkbox"/> Bank Statement / Payslips			
Working Parents code Add 11-digit code in box		Start date	
		Reconfirmation date	
		End date	
Together for Twos code Add 6-digit code in box		Start date	
Out of Borough home address Which borough?		Advised to follow out of borough process?	Y / N

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 provider should help you to complete this section
- Your child can attend a maximum of two settings in a single day and if your child attends more than one setting, the funding will be distributed appropriately between the settings.
- There may be 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 - 51 weeks max	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.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges for consumables or additional charges per day						
Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:						

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

PARENTAL /CARER/ 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)

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to 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.

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

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.

Data Protection notice : Please ask your provider for more information which is in guidance for completing Parental Declaration document