

Appendix A

Parent Declaration Form

Funded Early Education for 2, 3 & 4 year olds and universal free school meals

You can use this form to apply for funded early education for 2, 3 & 4 year olds and universal free school meals. Once you have completed this form and signed the declaration your provider can share the information with sources as allowed by law to verify your initial, and ongoing, entitlements. You need to agree and complete this Declaration Form with each setting your child attends for their early education entitlement in order to ensure that funding is paid fairly between them. If your child is splitting their free entitlement across two or more providers please nominate the main setting where the local authority should pay the universal entitlement. Each provider must adhere to the terms of the Local authorities' provider agreement.

2 year old funding

2 year olds from families in receipt of certain benefits, including working tax credit with an income of £16,190 or less per year. Children with an Education, Health and Care Plan or those attracting Disability Living Allowance are also entitled to a place. The criteria also include children leaving care through special guardianship, an adoption or residence order.

Universal 3 & 4 year old funding

From the beginning of the term after a child's third birthday they are entitled to 570 hours a year of free flexible early years provision or *until the child reaches compulsory school age (the beginning of the term following their fifth birthday) or starts in a reception class in a state funded school. Eligible 3 & 4 year old children attending an independent school will receive funded early education entitlements until they reach statutory school age.*

Extended Entitlement for 3 & 4 year olds (30 hours)

From the beginning of the term after a child's third birthday they may be entitled to 1140 hours a year of free flexible early years provision. You are eligible if both parents or carers (or the sole parent in a one parent family) work and earn more than £107 per week, if you are under 24 years old, but no more than £100,000 per year, or more than £120 per week if you are over 25 years old but no more than £100,000 per year. People who are self employed or on zero hour contracts will be required to make a financial statement of earnings when they apply.

Early Years Pupil Premium

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to early years providers for children of families in receipt of certain benefits. It is for three and four year olds who receive the universal 15 hours entitlement and they meet any of the following criteria: :

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided they are 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 –if a parent is entitled to Universal Credit they **must** have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.

Or they are currently being looked after by a local authority in England or Wales, they have left care in England or Wales through; an adoption order, a special guardianship order or a child arrangements order

Universal Free School Meals: All government-funded schools must offer free school meals to every pupil in reception, year 1 and year 2.

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Parent / Carer details			
Title			
Parent / Carer first name		Parent / Carer surname	
Parent / Carer date of birth		Address	
Email address			
Telephone Number			
Ethnicity		Postcode	
National Insurance Number or National Asylum Support Service Reference Number (NASS No)			
Relationship to child(ren)			

1. Your child's details										
Child's Legal First name(s)					Child's Legal Family Name:					
Name by which the child is known:										
Child's Date of Birth	/ /		Gender		Ethnicity					
My child (please tick any/all that apply)	Has an Education, Health and Care Plan		Is in receipt of Disability Living Allowance			Left care through special guardianship, an adoption or residence order				
Daily Hours of Funded Early Education			Mon	Tues	Wed	Thurs	Fri	Sat / Sun	Total hours	Weeks per year
Name of universal provider										
Name of universal provider										
Name of extended entitlement provider										
Name of extended entitlement provider										
Total daily funded hours:										
2 year old reference number:						Date checked:				
Extended entitlement 30 hour code:						Documentary proof of DOB (birth certificate, passport)				
Date document recorded (dd/mm/yyyy)						Document recorded by (name of staff member):				

Terms and Conditions / Privacy Notice

I confirm that I am the legal parent/carer for the child(ren) on this form and that information provided is correct. I agree that you will use the information I have provided to process my claim to find out if I am able to claim for my child 2 year old funding, universal 3 & 4 year old funding, extended entitlement for 3 & 4 year olds, Early Years Pupil Premium and/or universal free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement. I understand that my information will be checked using the Department for Education eligibility checking service and the results will be supplied to my child's provider/school.

I understand that if my child is splitting their free entitlement across two or more providers my nominated universal provider where the local authority should pay the universal entitlement funding is listed above as setting 1.

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), Slough Borough Council is exercising the function of a government department. Slough Borough Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

I agree to inform the provider / school of any change in my circumstances.

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 Slough borough 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 available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy>

Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you and your children on our database. Slough Borough Council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit:

<http://www.slough.gov.uk/council/data-protection-and-foi/privacy-notices.aspx>

Completing this form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at DataProtectionOfficer@slough.gov.uk

I have read and understood the statements above. I understand that I if I have given any false information on this declaration I may be asked to reimburse the provider. I understand that checks on the system are made each half term.

Parents Signature	Print Name	Date