

**Parent Declaration Form**

Funded Early education and universal free school meals

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
Setting name – universal / main										
Setting name										
Total daily funded hours:										
Bright Futures for 2 year olds reference number:						Date checked:				
Working Families Entitlement – 2 year olds code:						Date checked:				
Working Families Extended entitlement 30 hour code:						Date checked:				
Office Use Only										
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: [ICO](https://ico.org.uk)

*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: [Data Protections and FOI](#) 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](mailto: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
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