A Parental Declaration Form must be completed at each Childcare / Early Years Provider your child attends for any part of their Early Years Entitlement. This form gives consent for the sharing of personal data and permission to check your child’s eligibility for the Early Years Entitlements, Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF).

In the event of any change, a new Parental Declaration Form must be completed by the parent / carer and provider.

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| **Section 1 Child’s Details** |

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| --- | --- | --- | --- | --- | --- |
| Family Name: |  | | Forename(s): |  | |
| Name by which the child is known: | | |  | | |
| Date of birth: |  | | Male / Female: |  | |
| Address: |  | | | | |
| Postcode: |  | | Ethnicity: |  | |
| First language: | | |  | | |
| Form of ID seen to confirm DOB? |  | Seen by: (name of staff) |  | Date ID seen: |  |
| Name of Childcare Provider where child is attending: | | |  | | |
| If you are splitting funding over more than one setting, please name the other provider(s) here: | | |  | | |

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| **Section 2 Eligibility and Claim Declaration** |

Your child’s funded hours can be taken at a maximum of 2 sites in a single day and you cannot claim more hours than your child is eligible for. If you are using more than one provider and do not state your preferred split between providers, the Local Authority will determine this.

You may take up to 10 funded hours in one day between the hours of 6.00am and 8.00pm. No more than 15 / 30 hours may be taken in any one week.

All funded entitlements start the term after a child’s eligible birthday. It is your responsibility to ensure you have the correct eligibility code and that you renew this regularly where required.

The Department of Education fund the entitlement for a maximum of 38 weeks a year and any alternative offer is at the provider’s discretion.

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| Eligibility code: |  |

Details of eligibility for the funded entitlement and how to get an eligibility code is available at www.calderdale.gov.uk and www.childcarechoices.gov.uk.

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|  | **Parent / Carer 1** | **Parent / Carer 2** |
| Name: |  |  |
| Contact number: |  |  |
| Email: |  |  |
| Date of birth: |  |  |
| National Insurance Number: |  |  |
| National Asylum Support Service (NASS) number: |  |  |

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| --- | --- | --- | --- | --- | --- |
| Funding start date: |  | Term Time only or Stretched Offer? |  | Hours claimed each week |  |

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| --- | --- | --- | --- | --- | --- |
| **Day** | **Session Times** | **Disadvantaged 2 year olds**  **0 – 15 hours** | **Universal Entitlement**  **3 & 4 year olds**  **0-15 hours** | **Working Parents’ Entitlement**  **0-30 hours** | **Chargeable Hours Per Day** |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |
| **Total Hours:** | |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Disability Access Fund (DAF) Declaration for children in Receipt of Disability Living Allowance** | | | | | |
| 3 and 4 year old children in receipt of DLA and receiving the Early Years Entitlement are eligible for DAF. The provider will use this funding to support your child to access their Early Years Entitlement.  **If your child is splitting their Early Years Entitlement across 2 or more providers, please nominate the one setting where the LA should pay the DAF.** Please note that if your child moves providers halfway through the year, DAF is not transferable and does not ‘follow the child’. | | | | | |
| I hereby give permission for the nominated provider above to claim DAF for my child: | | | | | |
|  | | | | | |
| Parent / Carer’s Signature: | |  | | Date: |  |
|  | | | | | |
| DAF Ref Number: |  | | Date Approved: | |  |
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| **Section 3 Funding Statements** |

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|  | I understand I cannot be charged for the hours comprising the Early Years Entitlement. |
|  | I understand if I have paid a deposit to secure my child’s funded place that this should be returned to me within a reasonable timeframe, unless I fail to take up my funded place. |
|  | I have received information from my provider of additional optional services available for my child. |
|  | I understand I can expect to pay for any meals and other consumables or additional activities offered by the provider, such as nappies or trips. I am aware, however, that my provider must offer alternative options. This could include, for example, allowing me to bring in my child’s own consumables or a packed lunch, where appropriate. |
|  | I have agreed to pay the fees relating to any additional optional services purchased from this provider. |
|  | I understand I am required to show my provider my child’s birth certificate / passport / Health record (‘red book’) as proof of their identity and date of birth. |
|  | I understand if I have given any false information on this form that results in my provider having to refund the Local Authority for any of the Early Years Entitlement they have claimed for my child, then I will have to reimburse the provider for any funded entitlement services provided. |
|  | I understand my provider’s Attendance Policy and, should it be determined under this policy that my child’s attendance is unsatisfactory, my Early Years Entitlement is at risk and I may have to reimburse my provider the value of any refund paid to the Local Authority in relation to any of the funded entitlement they have claimed for my child. |
|  | I understand when accessing my Early Years Entitlement at a maintained school nursery that my child’s attendance is not taken into consideration in the allocation of school places in the reception year. |
|  | I understand I am required to give my provider their stated notice period should I wish to cancel my place. I understand my new provider may check that any notice period has been served at a previous provider before offering an Early Years Entitlement place. |
|  | I agree the information I have provided will be shared with the Local Authority and Department for Education, who will access information from HM Revenue and Customs (HMRC) and the Department for Work and Pensions (DWP) to confirm eligibility and entitlements. |

Working Parents’ Entitlement Only (in addition to the above statements):

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|  | I understand eligibility for the Working Parents’ Entitlement is determined solely by HMRC. The review and appeals process is also managed by HMRC. |
|  | I understand my provider will have to validate my Working Parents’ Entitlement eligibility code with HMRC via a secure Local Authority system (Capita) and will periodically recheck my code. |
|  | I understand the Local Authority will complete a check on my eligibility for the Working Parents Entitlement with HMRC at least 6 times a year and inform my provider if my eligibility changes. |
|  | I understand it is my responsibility to renew my Working Parents’ Entitlement eligibility code in accordance with HMRC deadlines. Failure to do so will invalidate my eligibility code. |
|  | I understand it is my responsibility to inform my provider if I no longer meet the eligibility criteria for the Working Parents’ Entitlement. I understand there will be a Grace Period during which my child’s funded entitlement will continue and that this will be detailed to me by my provider. |
|  | I understand I cannot move my child’s Early Years Entitlement to another setting during a Grace Period. I understand if I fall out of eligibility, I agree to this setting retaining funding for the duration of the Grace Period. |

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| **Parent / Carer’s Signature:** |  | **Date:** |  |

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| --- | --- | --- | --- |
| **Provider’s Signature:** |  | **Date:** |  |

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| **Privacy Notice**  Calderdale Council is registered with the Information Commissioner’s Office (ICO) under the provisions of the Data Protection Act 2018. The Council takes its responsibilities under the Act very seriously. The information provided by you is collected purely for the purposes of providing your child with a funded early education and childcare place. We need to collect this information in order to check your eligibility for a funded place. Completion of this form/sharing your information with us constitutes explicit consent from you for us to process your data for compliance with a legal obligation. You may withdraw this consent at any time by writing to the Council’s HR, IT & Transformation Team, Calderdale Council, Town Hall, Crossley Street, Halifax, HX1 1UJ. In addition you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Council’s Data Protection Officer if you feel that your data has not been handled in accordance with the law. The Council’s Data Protection Officer is Tracie Robinson and can be contacted at [information\_management@calderdale.gov.uk](mailto:information_management@calderdale.gov.uk) Your name, contact details and eligibility are recorded electronically on our system to maintain up to date records. This information will be held on record by Calderdale Council for seven years from your child’s date or birth or until such time as the data is reviewed by us or removed at your request. |

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| For information on the Funded Early Years Entitlement please contact:  Early Years & Childcare Sufficiency Team, Town Hall, Crossley Street, Halifax, HX1 1UJ  Email: [eef@calderdale.gov.uk](mailto:eef@calderdale.gov.uk)  Tel No: 01422 392695 / 392576 / 392573  Council Website Link: [www.calderdale.gov.uk](http://www.calderdale.gov.uk/) |