

Free childcare entitlements parental declaration form

Dates	Please Specify	No of weeks per Term
From: 01/04/2024 To: 19/07/2024	Summer Term 2024	13 Weeks
From: 02/09/2024 To: 13/12/2024	Autumn Term 2024	14 Weeks
From: 06/01/2025 To: 28/03/2025	Spring Term 2024	11 Weeks

Name of provider:	<input type="text"/>
URN:	<input type="text"/>

Step 1 – Your child’s details

Child’s Surname(s):	<input type="text"/>
Child Forename(s):	<input type="text"/>
Name by which the child is known (if different from above):	<input type="text"/>
Date of Birth:	<input type="text"/>
Gender:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>

Your chosen provider will need to see proof of your child’s date of birth.

Please place an X next to the document you will provide with this form:

Birth Certificate ()	Passport ()
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Step 2 – Your details (parents/carers)

Parent / Carer 1	Parent / Carer 2
Surname: <input type="text"/>	Surname: <input type="text"/>
Forename: <input type="text"/>	Forename: <input type="text"/>
Date of Birth: <input type="text"/>	Date of Birth: <input type="text"/>
NI or NASS Number: <input type="text"/>	NI or NASS Number: <input type="text"/>

Step 3: Your child's eligibility

To be completed with assistance from your chosen provider(s) if needed.

<input type="checkbox"/> 2-year-old application (for disadvantaged children) Further information: https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds	<input type="checkbox"/> Working parent entitlement for children from the age of 9 months and above application Further information: https://educationhub.blog.gov.uk/2023/04/14/how-to-apply-for-30-hours-free-childcare-and-find-out-if-youre-eligible/
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Disadvantaged 2-year-olds are eligible for 15 hours of free early years provision if their parents meet the eligibility criteria. All 3- and 4-year-olds are entitled to 570 hours a year (universal entitlement) and some 3- and 4-year-olds from working families may be entitled to an additional 570 hours (30 hours entitlement) a year. The free childcare available will be extended to eligible working parents of children from the age of 9 months:

- From April 2024, the 15-hour entitlement for children aged 2 years of eligible working parents
- From September 2024, the 15-hour entitlement for children from the age of 9 months of eligible working parents
- From September 2025, the 30-hour entitlement for children from the age of 9 months of eligible working parents

If your child is receiving the free entitlement and is receiving child Disability Living Allowance, they are eligible for the Disability Access Fund (DAF).

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If your child is splitting their free entitlement across two or more settings please nominate the main setting where the local authority should pay the DAF:

.....

Step 4: Document check

Documentary proof of Dob Type (e.g. birth certificate, Passport):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	
Eligibility code (3/4 year old): (e.g. 12345678912)	
2-year old eligibility code (if eligible):	

Step 5: Setting and attendance details

You need to agree and complete this declaration form with each setting your child attends for their free entitlement in order 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 we will distribute the funding appropriately between the settings.

My child is attending the following settings:

Setting Name(s)	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
	Mon	Tue	Wed	Thur	Fri		
A							
B							
C							
Total Daily Free Hours Attended							

Please identify any additional costs that the parent will be responsible for whilst the child accesses the Nursery Education Grant Funding:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total per week
Meals / Snacks	£	£	£	£	£	£
Sundries (Nappies / wipes / creams etc)	£	£	£	£	£	£
Other please specify:	£	£	£	£	£	£

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

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 Provider/s) [.....]

to claim free entitlement funding as agreed above on behalf of my child.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed:
Print name:	Print name:
Date:	Date:

In collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) (see notes 1 – 3), Wigan Council is exercising the function of a government department.

Wigan Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. Please note that from April 2024 **eligible disadvantaged** 2-year-olds will qualify for EYPP, and all **eligible** under 2's will qualify for DAF from September 2024.

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 [NAME OF LOCAL AUTHORITY]. 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/>

This form is now complete

