

Parental Declaration Form

(Effective from April 2024)



1. Your Child's Details

Child's Legal Family Name:		Child's Legal Forename(s):	
Name by which child is known (if different from above):			
Date of Birth:		Gender:	
Address:		Postcode:	

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

Please tick which document you are providing with this form:

<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Passport
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2. Your Details (Parents / Carers)

Parent/Carer/Guardian with Legal Responsibility 1	Parent/Carer/Guardian with Legal Responsibility 2
Legal Family Name:	Legal Family Name:
Legal Forename(s):	Legal Forename(s):

3. Additional parent / carer details required for children claiming:

- 30 hours free childcare for working families of 3 & 4 year old children.
- 15 hours free childcare for working families of 2 year old children.
- 15 hours free childcare for working families of 9 months to 23 months old children.
- 15 hours free childcare for children with a Busy 2's ticket.

Parent/Carer/Guardian with Legal Responsibility 1										Parent/Carer/Guardian with Legal Responsibility 2									
Date of Birth:										Date of Birth:									
NI or NASS (9-digits/letters):										NI or NASS (9-digits/letters):									
11-digit eligibility code (if applicable):																			
Busy 2's ticket eligibility code (if applicable):																			
Note: You must hand in your original Busy 2 ticket to the Childcare provider and please complete the EYPP section of this form on page 3.																			

4. Setting and attendance details

You need to agree and complete this Parental Declaration form with each setting your child attends for their free early education entitlement of 15 or 30 hours per week to ensure that the funding is paid fairly between 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.

The only exception to this is if the child is accessing 15 hours or more at a maintained school (being a school which is in receipt of other funding i.e. Targeted or Universal Entitlement funding) from the Council. The funding will not be split so the maintained school will receive the full funding.

My child is attending the following settings:

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

5. Early Years Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families of 9 months to 23 months olds, 2, 3 and 4-year-olds in receipt of certain benefits. This funding will be used to enhance the quality of their early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information, please speak to your childcare provider.

If you believe that your child may qualify for the EYPP or if your child has a Busy 2's ticket, please provide the following information for the main benefit holder to enable the Council to confirm your eligibility.

Parent/Carer/Guardian with Legal Responsibility 1	Parent/Carer/Guardian with Legal Responsibility 2																		
Legal Family Name:	Legal Family Name:																		
Legal Forename(s):	Legal Forename(s):																		
Date of Birth:	Date of Birth:																		
NI or NASS (9-digits/letters):	NI or NASS (9-digits/letters):																		
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6. Disability Access Fund (DAF)

9 months to 23 months old, 2, 3 and 4 year-old children who are in receipt of child Disability Living Allowance (DLA) and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £910 per eligible child per financial year.

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

Yes ☐

No ☐

If yes, and you would like to apply for DAF, please show the provider your child's Disability Living Allowance confirmation letter as evidence of your child's eligibility, which the provider will need to take a copy of, in order to apply for it.

Is your child splitting their free entitlement across two or more providers please nominate the main / only setting where the Council should pay the DAF:

Name of Provider:
Address:

7. Ethnicity

The Council is required to compile information on the ethnicity of all children accessing the Free Early Education Entitlement. The information will only be used to compile statistics and individual children will not be identified through the process. The categories used below are those used by The DfE. To improve the quality of the information, please tick only one category below which best indicates the ethnicity of your child. Your assistance in the compilation of this information is greatly appreciated.

CATEGORY	CODE
White - British	WBRI
White - Cornish	WCOR
White - English	WENG
White - Scottish	WSCO
White - Welsh	WWEL
Other White British	WOWB
White - Irish	WIRI
Traveller of Irish heritage	WIRT
Any other white background	WOTH
Albanian	WALB
Bosnian- Herzegovinian	WBOS
Croatian	WCRO
Greek/ Greek Cypriot	WGRE
Greek	WGRK
Greek Cypriot	WGRC
Italian	WITA
Kosovan	WKOS
Portuguese	WPOR
Serbian	WSER
Turkish/ Turkish Cypriot	WTUR
Turkish	WTUK
Turkish Cypriot	WTUC
White European	WEUR
White Eastern European	WEEU
White Western European	WWEU
White other	WOTW
Gypsy / Roma	WROM
Gypsy	WROG
Roma	WROR
Other Gypsy/Roma	WROO
White and Black Caribbean	MWBC
White and Black African	MWBA
White and Asian	MWAS
White and Pakistani	MWAP
White and Indian	MWAI

Bangladeshi	ABAN
Any other Asian background	AOTH
African Asian	AAFR
Kashmiri other	AKAO
Nepali	ANEP
Sri Lankan Sinhalese	ASNL
Sri Lankan Tamil	ASLT
Sri Lankan other	ASRO
Other Asian	AOTA
Black Caribbean	BCRB
Black - African	BAFR
Black - Angolan	BANN
Black - Congolese	BCON
Black - Ghanaian	BGHA
Black - Nigerian	BNGN
Black - Sierra Leonean	BSLN
Black - Somali	BSOM
Black - Sudanese	BSUD
Other Black African	BAOF
Any other Black background	BOTH
Black European	BEUR
Black North American	BNAM
Other Black	BOTB
Chinese	CHNE
Hong Kong Chinese	CHKC
Malaysian Chinese	CMAL
Singaporean Chinese	CSNG
Taiwanese	CTWN
Other Chinese	COCH
Any other ethnic group	OOTH
Afghan	OAFG
Arab other	OARA
Egyptian	OEGY
Filipino	OFIL
Iranian	OIRN

White and any other Asian background	MWAO
Any other mixed background	MOTH
Asian and any other ethnic group	MAOE
Asian and Black	MABL
Asian and Chinese	MACH
Black and any other ethnic group	MBOE
Black and Chinese	MBCH
Chinese and any other ethnic group	MCOE
White and any other ethnic group	MWOE
White and Chinese	MWCH
Other mixed background	MOTM
Indian	AIND
Pakistani	APKN
Mirpuri Pakistani	AMPK
Kashmiri Pakistani	AKPA
Other Pakistani	AOPK

Iraqi	OIRQ
Japanese	OJPN
Korean	OKOR
Kurdish	OKRD
Latin/South/ Central American	OLAM
Lebanese	OLEB
Libyan	OLIB
Malay	OMAL
Moroccan	OMRC
Polynesian	OPOL
Thai	OTHA
Vietnamese	OVIE
Yemeni	OYEM
Other ethnic group	OOEG
Refused	REFU
Information not yet obtained	NOBT

8. SEN Provision

The Council is required to compile information on the special education needs of all children accessing the Free Early Education Entitlement, in order to meet their needs.

The information will only be used to compile statistics and individual children will not be identified through the process. Please tick only one category below which best indicates the special education needs of your child.

SEN provision Code	Description
N	No special educational need
E	Education, health and care plan
K	SEN support

9. 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. **If I claim at another setting and receive double funding, I will have to pay full fees to one of the settings.**

I also agree that I will provide the setting with their agreed notice period should I no longer require the funded place.

In collecting your data for the purposes of checking your eligibility for the 9 months to 23 months old, 2-year-old, or 3 and 4-year-old universal, extended and working parent free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) The Royal Borough of

Kensington and Chelsea / Westminster City Council is exercising the function of a government department. The Royal Borough of Kensington and Chelsea / Westminster City Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Parent/Carer/Guardian with Legal responsibility		Childcare Provider	
Signed:		Signed:	
Print name:		Print name:	
Date:		Date:	

10. Document Check (*For Provider Only to complete*)

Requirement	
Documentary proof of Child's Date of Birth	State e.g. Birth certificate or passport
Documentary proof of Disability Living Allowance	State e.g. Letter from DWP
Date Document recorded (DD/MM/YYYY):	
Document recorded by (i.e. Name of staff member):	
Signature of Staff member	

11. 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 give rights to those about whom data is held (known ad 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 the 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/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>