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**Childcare Entitlements Parental Declaration Form for Early Education Funding For   
April 2024 - March 2025**

**Step 1a – Child’s details & document check (parent/carer completes)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child’s Surname(s):** | |  | | |
| **Child Forename(s):** | |  | | |
| **Name by which the child is known (if different from above):** | |  | | |
| **Address:** | |  | | |
| **Postcode:** | |  | | |
| **Date of Birth** |  | | **Gender:** |  |
| **Ethnicity:** |  | | **First Language:** |  |

Your chosen provider needs to see proof of your child’s date of birth. Please tick which identification document you are providing alongside this declaration form:

|  |  |
| --- | --- |
| □ Birth Certificate | □ Passport |

**Step 1b – document check (Childcare provider completes)**

|  |  |
| --- | --- |
| Type of Documentary proof of D.O.B seen: e.g. birth certificate, passport |  |
| Document recorded by:  (name of staff member) |  |
| Date document recorded: (dd/mm/yyyy) |  |
| Working Parent Eligibility code:  (all ages) e.g. 50123456789 |  |
| 2-year-old unique funding code, for those receiving additional government support. e.g. TYF877…. |  |
| Date child starts accessing entitlement |  |

**Step 2 – Parent/Carer Details (parent/carer completes)**

|  |  |
| --- | --- |
| **Parent / Carer 1** | **Parent / Carer 2** |
| Surname: | Surname: |
| Forename: | Forename: |
| Date of Birth: | Date of Birth: |
| NI or NASS Number: | NI or NASS Number: |

**Step 3: Child’s eligibility to Early Education Funding** **(Childcare provider completes)**

|  |  |  |
| --- | --- | --- |
| Tick which method of funding you wish to access (families of 3 & 4 year olds accessing the universal and extended working parent funding need to tick both) | | |
| □ 3 and 4 year old application for universal entitlement  Further information: [www.warrington.gov.uk/childcare](http://www.warrington.gov.uk/childcare) | □ Working parent expansion entitlement for children from the age of 9 months and above application, includes 3 & 4 year old 15 hour extended entitlement  Further information: [www.warrington.gov.uk/childcare](http://www.warrington.gov.uk/childcare) | □ 2-year-old application for families or children receiving additional government support such as DLA or Universal Credit  Further information: [www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds](http://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds) |

Applications for the extended funding entitlement for working parents are made through HMRC via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) The funded childcare expansion will be a phased approach:

* 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.

Those families or children who are in receipt of additional government support, can apply via Warrington Borough Council at [www.warrington.gov.uk/twoyearfunding](http://www.warrington.gov.uk/twoyearfunding) to receive a unique funding code starting with TYF877. Parents can apply the term their child turns 2 and can access from the following term.

If your child is receiving a funded place, 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)?** | |
| □ Yes | □ No |

If your child is splitting their funded entitlement across two or more settings and your child is in receipt of DLA, please nominate the main setting where the local authority should pay the DAF:

|  |
| --- |
|  |

**Step 4: Setting and attendance details (Childcare provider completes)**

You need to agree and complete this declaration form for each setting the child attends for their funded entitlement in order to ensure that funding is paid fairly.

A child can attend a maximum of two sites and a total of 10 hours of funding in a single day. If the child attends more than one setting, we will distribute the funding appropriately between the settings as per the instructions below.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **The child is attending the following setting(s):** | | | | | | | | |
| Setting Name(s) | | | Please enter a breakdown of the hours attended per day | | | | | Total number of hours per week | Who is delivering the universal hours? | If stretching funding, over how many weeks? |
| Mon | Tue | Wed | Thurs | Fri |
| A |  | |  |  |  |  |  |  |  |  |
| B |  | |  |  |  |  |  |  |  |  |
| C |  | |  |  |  |  |  |  |  |  |
| Total Daily Funded Hours Attended | | |  |  |  |  |  |  |  |  |

Mid-term movement will only be considered in exceptional circumstances and must be authorised by the EEF Team who will confirm whether funds can be transferred. This needs to be done before any changes take place. Requests are made through a 'Request to transfer funding form', that can be found on the provider portal and emailed to [EEFTeam@warrington.gov.uk](mailto:EEFTeam@warrington.gov.uk)

**Step 5: Parent/Carer/Guardian with legal responsibility declaration (Parent/carer completes)**

**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 the providers named above to claim the funded 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 funded entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF). Warrington Borough Council is exercising the function of a government department.

Warrington Borough Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. Please note subject to eligibility, from April 2024 2-year-olds some may qualify for DAF and Early Years Pupil Premium (EYPP), and under 2’s may qualify from September 2024. EYPP is additional funding your child’s early years education provider could get per year to help with your child’s education. This will be paid direct to your provider. We also notify providers about the validity of a parent’s eligibility code regarding the entitlement they are accessing or wish to access.

**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 Warrington 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/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/)

|  |
| --- |
| Most working families can get government support to help lower their childcare costs.  For further information visit [**www.childcarechoices.gov.uk**](http://www.childcarechoices.gov.uk) |

**This form is now complete**