



## Free childcare entitlements parental declaration form

This form is a declaration of what entitlements you will be taking up, and what optional extras you have agreed to pay your provider. It is important that this form is kept up to date and accurate. If you wish to increase or reduce your hours, change what days your child attends, change what optional extras you purchase, or your circumstances mean that the entitlement(s) you are using changes, then you should speak to your provider about updating this form. Your provider may have additional terms and conditions alongside this document. Speak to your provider for more information.

### Step 1: Your child's details- parents/carers to complete

<b>Child's Surname(s):</b>	
<b>Child Forename(s):</b>	
<b>Name by which the child is known (if different from above):</b>	
<b>Date of Birth:</b> <i>Your will need to show your childcare provider evidence of your child's date of birth. Please provide either passport or birth certificate</i>	
<b>Sex:</b>	
<b>Address:</b>	
<b>Postcode:</b>	

### Step 2: Your details-parents/carers to complete

<b>Parent / Carer 1</b>	<b>Parent / Carer 2</b>
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):

## Step 3: Your child's eligibility- parents/carers to complete

To be completed with assistance from your chosen provider(s). **Please tick** which entitlement you will be using. If your child is two years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first.

Early learning for 2-year-olds:

*If parents/carers live in England and are in receipt of certain benefits,  
If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.*

- Eligibility code can be applied for at <https://parentportal.rochdale.gov.uk/web/portal/pages/home> or your provider can apply on your behalf

Universal entitlement for 3- and 4-year-olds.  
*No eligibility code required – just proof of age*

Working parent entitlement for children from 9 months old  
*Parents/carers **MUST** renew this code every 3 months*

**Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:**

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

Yes  No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?

Yes  No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

Yes  No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

Yes  No

## Step 4: Document check-provider to complete

Documentary proof of DOB Type (e.g. birth certificate, passport):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	
Working parent eligibility code (if applicable): (e.g. 12345678912)	
Working Parent Eligibility Renewal Date: <i>Eligibility codes MUST be renewed every 3 months</i>	
2-year-old eligibility code (if applicable):	

## Step 5: Setting and attendance details- parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38,45,51)
Total funded entitlement hours attended per day							n/a	
Total extra (chargeable) hours per day								
Total daily hours attended								

Does Your Child Attend More than one Provider							Yes	No	
If <b>Yes</b> please complete the information below									
Is the setting named above your child's main provider? <i>(EYPP and DAF will be paid to your main provider if eligible)</i>							Yes	No	
If <b>No</b> please name your child's main provider									
Additional settings that your child attends				Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting name:									
Setting name:									

To note: the maximum number of funded hours your child can receive is:

1) for early learning for 2-year-olds: 15 hours a week for across 38 weeks of the year (570 hours a year).

2) for all 3- and 4-year-olds: 15 hours a week across 38 weeks of the year (570 hours a year).

3) for children aged from 9 months to 4 years old of eligible working parents: 30 hours a week across 38 weeks of the year (1,140 hours a year). For children aged 2 to 4 years, this can be combined with either of the above entitlements to a maximum of 30 hours.

## **Additional Charges – provider to complete**

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services <https://www.ourrochdale.org.uk> . These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

Provide details of the charges made for consumables and additional services. Itemised details of what these charges relate to should be proportionate, but enable the parent/carer to understand the charges they are agreeing to:

The parent agrees by signing this declaration that they have agreed to take up these optional extras in connection with the funded hours and are aware that they can discuss alternatives with the provider.

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

Declaration: I (name) .....

of (address) .....

I 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. I understand that the data collected in this form will be shared with my chosen provider and local authority.

I understand that termly parental agreements are binding and funding can only be moved to another provider mid-term in exceptional circumstances and requires local authority approval.

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

Rochdale Borough Council is collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

### Data Protection

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 Rochdale 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://www.rochdale.gov.uk/directory-record/912/early-years-and-childcare-settings-privacy-notice>

**Your provider must provide you with a copy of this agreement has been completed**

## Annex A – Additional Information Your provider will need to submit your funding claim to the Local Authority

**ETHNIC BACKGROUND – this is entered into the early years portal where your setting claims your funding**

The Local Authority is required to compile statistics regarding take up of free entitlements by children/families from differing ethnic backgrounds. The information below will help us to do this.

BACKGROUND	ETHNICITY	CODE	Please tick
ASIAN OR BRITISH ASIAN	Indian	AIND	
	Pakistani	APKN	
	Bangladeshi	ABAN	
	Any other Asian background	AOTH	
BLACK OR BLACK CARIBBEAN	Caribbean	BCRB	
	African	BAFR	
	Any other Black background	BOTH	
MIXED	White and Black Caribbean	MWBC	
	White and Black African	MWBA	
	White and Asian	MWAS	
	Any other mixed background	MOTH	
OTHER	Chinese	CHNE	
	Any other ethnic background	00TH	
WHITE	White British	WBRI	
	White Irish	WIRI	
	White Traveller of Irish Heritage	WIRT	
	White Gypsy/Roma	WROM	
	Any other white background	WOTH	
Childs spoken language (please write)			
I do not wish an ethnic background to be recorded			