



**Parent Declaration for
Early Years Free Entitlement (FEYE)**

This form is to only be completed by a Parent/Carer if they are claiming for a funded 3 or 4 year old						
CHILD'S DETAILS						
Child's legal first name(s):				Child's legal family name:		
Date of Birth:				Male/Female:		
Address:				Post code:		
Ethnicity:				First Language:		
Documentary proof of date of birth: (e.g. Record reference number off Birth Certificate or Passport Number)				Document recorded by: (name of staff member)		
				Date document recorded:		
Additional Information	Receiving DLA	On a EHCP	Receiving SEN Support	a LAC	Adopted	on a Residence Order / Special Guardianship
Is the child:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free Early Years Entitlement Funding Start date:						

PARENT / CARER'S DETAILS	
Parent / Carer 1	Parent / Carer 2
Legal Forename:	Legal Forename:
Legal Family Name:	Legal Family Name:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:
Date of Birth:	Date of Birth:
NI or NASS Number:	NI or NASS Number:
30 hours eligibility code (11 digit code): D.E.R.N. (DfE Ref Number)	

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Setting and Attendance details

- You need to agree and complete this Declaration Form with each setting your child attends for their Free Early Years Entitlement of 15 or 30 hours per week, in order to ensure that funding is paid fairly between them.
- For 3 and 4 year olds - your child can attend a maximum of 2 sites in a single day and if your child attends more than 1 setting we will split the funding fairly between the settings.
- Parents / carer's must give the required amount of notice to their early year's provider before moving a funded 3 or 4 year old child, in order to be able to access funding at an alternative provider.
- Your commitment to your child's consistent attendance at their placement is of the utmost importance. In the event that your child cannot attend their sessions for any reason (illness, etc.), you must telephone the setting to inform them of your child's absence.

I would like my child to attend the following sessions at The Grange School Nursery:

- Morning sessions 8.30am to 11.30am (Monday to Friday)
- Afternoon sessions 12.15pm to 3.15pm (Monday to Friday)
- Both morning and afternoon sessions (Monday to Friday)

Staff will do their best to accommodate your preferred times, however, this will depend on availability.

Children staying for a full day will require a packed lunch and £1.25 per day (payable half termly) to cover staffing costs.

Early Years Pupil Premium (EYPP) - see note 4 on page 4

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for 3 and 4 year old children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years' experience by improving the teaching, learning, 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. EYPP is paid to your MAIN childcare provider.

Disability Access Fund Declaration - see note 5 on page 4

3 and 4 year old children who are in receipt of child Disability Living Allowance and are receiving Free Early Years 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 £615 per eligible child and will be used for equipment and resources. The DAF is paid to your MAIN childcare provider.

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

- Yes – Evidence attached
- No

Multiple Settings

If your child is splitting their 30 hours Free Early Years Entitlement between The Grange School Nursery and another provider, please nominate the other setting.

My other childcare provider is:

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Parent / Carer / Guardian with legal responsibility declaration

I am eligible for (Please refer to 'Parents Notes' on page 4 and tick)

- 15 hours for two year olds (see note 1)
- 30 hours for three and four year old (see note 2)
- 15 hours for three and four year old (see note 3)
- Early Years Pupil Premium (see note 4)
- Disability Access Fund i.e. in receipt of DLA (see note 5)

- I confirm that the information given above is correct and I give permission for my childcare provider and Halton Borough Council to check my eligibility status with the relevant benefit providers and hold my details to make further checks related to the Early Years Pupil Premium (EYPP), Disability Access Fund (DAF), 30 Hours Eligibility.
- I understand that if I knowingly or fraudulently claim more than the maximum number of hours for the term, I will be liable for any loss incurred by the Government, Local Authority or Provider(s) named on page 2.
- If I change providers, or, change the number of funded hours claimed, I will inform all providers concerned of the changes to ensure they do not over-claim any hours from Halton Borough Council (or any other authority, if using childcare outside Halton).

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

Data privacy:

The Data Protection Act 1998 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, 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 communicated.

Please note that information about whether a child is in receipt of Disability Living Allowance is sensitive personal data which should be handled appropriately. Providers are asked to pay particular note to advice from the ICO on holding personal data, including sensitive personal data available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>

Parent Notes:

Note 1: To be eligible for **30 hours** for a 3 or 4 year old you must earn less than £100,000 and meet one of the following criteria:

- Single parents who works at least 16 hours or earns more than £120 / £112.80*
- Couple - both parents work at least 16 hours/week or each earn more than £120 / £112.80*

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- Working will include those on statutory sick pay, parental, adoption, maternity or paternity leave
- One parent is employed and the other parent is in receipt of specific carers' benefits, or specific disability or incapacity benefits.

** These weekly amounts are based on working 16 hours at the National Living/Minimum Wage which is different for different ages i.e. at 25 years you need to earn at least £120 per week, for 21 to 24 year olds this will be at least £112.80 per week and a lower rate again for under 21's.*

Note 2: All 3 and 4 year olds are entitled to **15 hours** Free Early Years Entitlement. If you are not entitled under note 1 you can choose to pay for additional hours yourself and you may get support from the Government through Tax/Universal Credit or through Tax Free Childcare. Additional sessions at The Grange School Nursery cost £9.00 per 3 hour session (**please request additional form**).

Note 3: Early Years Pupil Premium (EYPP) is an additional sum of money paid directly to childcare providers for three and four year olds of families in receipt of certain benefits including

- Income Support / Income-based JSA / Income-related ESA
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- Child is Looked After, has left care through Adoption, Special Guardianship or Child Arrangement Order.

Note 4: 3 and 4 year old children who are in receipt of child DLA and are receiving Free Early Years Entitlement are eligible for the **Disability Access Fund (DAF)**. DAF is paid to the child's setting as a fixed annual rate of £615. See - <https://www.gov.uk/disability-living-allowance-children/overview>

For more information please speak to your childcare provider.