

Section 14:

Parent Declaration for Free Early Education Entitlements (FEEE)

To be completed by all:

1. Parents of children 2 and a term who are entitled to 15 hours and have had confirmation of eligibility or have a 'Golden Ticket'
2. All parents of children 3 and a term or older
3. Parents who claim a further 15 hours and have an eligibility code (30 hours)
4. Early Years Pupil Premium (EYPP)
5. Parents of children who are in receipt of Disability Living Allowance for their child – Disability Access Fund (DAF)

To claim 1, 4 or 5 of the above, the form along with the evidence must be sent to: feee@islington.gov.uk

Please note: This a government requirement all forms **MUST be fully completed and kept in the child's file for audit purposes.**

Parent Declaration for Free Early Education Entitlement

1. Your child's details

Your chosen provider will need to see your child's birth certificate or passport as proof of their date of birth.

Child's Legal Surname:		Child's Legal Forename(s):	
Name by which the child is known (if different from above):			
Date of Birth:		Gender:	
Address:		Post Code:	
Documentary proof of DOB Type (eg Birth Certificate, Passport):		Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):		30 hours eligibility code:	
Golden Ticket number:		2-year-old eligibility code:	

2. Your details (parents/carers)

Parent / Carer 1	Parent / Carer 2
Legal surname:	Legal surname:
Legal forename:	Legal forename:
Date of birth:	Date of birth:
National Insurance or NASS number (to check if your child can receive additional EYPP funding)	National Insurance or NASS number (to check if your child can receive additional EYPP funding):

3. Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP)¹ which is an additional sum of money paid to early years providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child's progress and development.

Would you like us to check EYPP eligibility for your child?	YES/NO
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Some children are eligible for EYPP funding based on their current or previous looked after status. Please tell us if this is the case.

Is your child currently or been in the in the care of a local authority for at least 1 day?	YES/NO
Has your child left care through an Adoption Order; Special Guardianship Order or Child Arrangement Order?	YES/NO

4. Disability Access Fund

If your child is 3 or 4, is receiving Disability Living Allowance (DLA)² and is receiving the free entitlement, he or she is eligible for the Disability Access Fund (DAF). DAF is paid to your early years provider. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

Does your child receive DLA?	YES/NO
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Please give a copy of your child's DLA eligibility letter to the provider, who will send a copy to Islington Council to claim the funding.

If your child is splitting their free entitlement across two or more providers, please tell us the main setting to pay the DAF to: _____

¹ <https://www.gov.uk/guidance/early-years-pupil-premium-guide-for-local-authorities>

² <https://www.gov.uk/disability-living-allowance-children/overview>

5. Provider and attendance details

- You need to agree and complete this Declaration Form with each provider your child attends for their early education entitlement of 15 or 30 hours per week in order to ensure that 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 provider we will split the funding fairly between the providers.

Provider		Please enter total free entitlement hours attended per day							Total number of hours per week	Number of weeks per year
		Mon	Tue	Wed	Thu	Fri	Sat	Sun		
A										
B										
C										
Total free hours attended										

6. Parent/Carer/Guardian with legal responsibility declaration

I (Name) _____

Parent 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.

In collecting your data for the purposes of checking your eligibility for the 2-year-old or 3 & 4-year-old universal and extended free entitlement, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Islington Council is exercising the function of a government department. Islington Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Parent/Carer/Guardian with legal responsibility		Childcare Provider - Head of Provision	
Signed		Signed	
Print name		Print Name	
Date		Date	

7. **Data privacy** - the use of personal data by organisations, including the Department, for Education

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding 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 Islington 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/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/security/>

This form is now complete