**Parent Declaration Form**

**Early Education Entitlement 2-4 years**

**Child details**

Legal Forename: Legal family name:

Middle Name: Previous names:

Date of Birth: / / Gender:

Ethnicity: Religion:

Address:

Postcode:

Home Language:

Disability Living Allowance Education Health Care Plan Looked After Child Adopted Residence Order Special Guardianship Order

**\*\* If you have ticked any of the above boxes Bloomsbury Nursery School may ask you to produce evidence**

**First Parent or Carer details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Legal Forename: | Legal Family Name: | |
| Previously known Surname: | | | |
| Address (If different to child): | | | |
|  | | | Postcode: |
| Date of birth / / | | | Telephone: |
| Email address: | | | |
| National Insurance (NI) number or National Asylum Support (NASS) number: | | | |

**Second Parent or Carer details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Legal Forename: | Legal Family Name: | |
| Previously known Surname: | | | |
| Address (If different to Child): | | | |
|  | | | Postcode: |
| Date of birth / / | | | Telephone: |
| Email address: | | | |
| National Insurance (NI) number or National Asylum Support (NASS) number: | | | |

You need to agree and complete this declaration form with each setting your child attends, in order to ensure that funding is paid fairly to each provider. Please complete the sections at the beginning of each term to confirm that terms entitlement. Your child can attend a maximum of two settings in a single day and if your child attends more than one setting we will distribute the funding appropriately between the settings**.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Autumn Term** | | Please enter total free entitlement hours attended per day\* | | | | | **Total number of hours per week** | **Number of weeks per year (e.g. 38, 51)** |
| Provider school name | | MON TUES WED THUR FRI | | | | |
| **A** | Bloomsbury Nursery School |  |  |  |  |  |  |  |
| **B** |  |  |  |  |  |  |  |  |
| **C** |  |  |  |  |  |  |  |  |
| Total Daily Free Hours Attended | |  |  |  |  |  |  |  |
| Start Date/s | |  | | | | |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Spring Term** | | Please enter total free entitlement hours attended per day\* | | | | | **Total number of hours per week** | **Number of weeks per year (e.g. 38, 51)** |
| Provider school name | | MON TUES WED THUR FRI | | | | |
| **A** |  |  |  |  |  |  |  |  |
| **B** |  |  |  |  |  |  |  |  |
| **C** |  |  |  |  |  |  |  |  |
| Total Daily Free Hours Attended | |  |  |  |  |  |  |  |
| Start Date/s | |  | | | | |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summer Term** | | Please enter total free entitlement hours attended per day\* | | | | | | **Total number of hours per week** | | **Number of weeks per year (e.g. 38, 51)** |
| Provider school name | | MON TUES WED THUR FRI | | | | | |
| **A** | Bloomsbury Nursery School |  |  |  |  |  | |  | |  |
| **B** |  |  |  |  |  |  | |  | |  |
| **C** |  |  |  |  |  |  | |  | |  |
| Total Daily Free Hours Attended | |  |  |  |  |  | |  | |  |
| Start Date/s | |  | | | | |  | |  | |

**Universal Provider** If your child is splitting their free entitlement across **two** or more settings please nominate the universal provider (the universal provider is the provider that the15 hour universal funding will be paid to if the 15 hours extended entitlement is lost :) **Please note** that only the parent is responsible for choosing which provider is the universal provider.

**Universal provider name**: Bloomsbury Nursery School

**Disability Access Fund (DAF)**

If your child is splitting their free entitlement across two or more settings please nominate the setting where the local authority should pay the DAF**.** Please note the Disability Access Fund payments can only be paid to one provider per financial year. **Please note** that only the parent is responsible for choosing which provider is the DAF provider.

**DAF provider name:** Bloomsbury Nursery School

**Parent/Carer/Guardian with Legal Responsibility Declaration**

**Declaration** (Print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that the information I have provided is accurate and true. I understand and agree to the conditions set out in this document and I authorise Bloomsbury Nursery School to claim early education entitlement funding on behalf of my child, for each term during the 2020/2021 academic year, from the date my child starts attending the school, until further notice.

**Autumn 2020 Term**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Spring 2021 Term**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Summer 2021 Term**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**On behalf of Bloomsbury Nursery School**

**Print Name: ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Office Documentation**

**Document Check & Date**

|  |  |
| --- | --- |
| Documentary proof of Date of Birth Type (e.g. Birth Certificate, Passport): |  |
| Documentary proof of Address Type (e.g. Utility bill, benefit letter): |  |
| 2 year old eligibility code: |  |
| 3 and 4 Early Years Pupil Premium: |  |
| 30 hour eligibility code: |  |
| Free School Meal: |  |
| DAF Funding: |  |

**Documents recorded by (name of staff member):**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 entitlements, Early Years Pupil Premium (EYPP), Free School Meals(FSM) or Disability Access Fund (DAF) (see notes 1 – 6), Birmingham City Council is exercising the function of a government department. Birmingham City Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

**Important Notes for Parents/Carers**

**Changing Provision:** When a child moves Early Years provider after headcount day (see below),funding will not be transferred to the new provider unless an exceptional agreement has been made between the provider and the Local Authority, therefore the parent will be responsible for paying any fees due to the new provider. In addition when a when a child moves Early Years providers before headcount day (see below),funding will not be paid to the provider they are leaving, therefore the parent will be responsible for the fees due at the previous provision.

The 2020 to 2021 census dates are:

• Autumn - first Thursday in October – 01/10/2020

• Spring - third Thursday in January – 21/01/2021

• Summer - third Thursday in May – 20/05/2021

**Periods of extended leave – 4 weeks or more:** The maximum paid absence for a child from a provision when claiming EEE funding is four consecutive weeks. If you chose to remove your child for 4 weeks or more, funding will not be paid for that term and you may be charged by your provider for any sessions you have attended.

**Note 1:** To be eligible for 15 hours entitlement for a two year old, you must be in receipt of one of the following benefits: Income Support/Income based JSA, Income related ESA, Child Tax Credit, Working Tax credit with an assessed income of less than £16,190, Universal Credit and have an annual net income of no more than £15,400. The Guarantee element of State Pension Credit, Support under Part VI of the immigration and Asylum Act 1999, child in receipt of DLA, Child looked after by the Local Authority, or a child who has left care through adoption, Special Guardianship or Residence Order. A 2-year-old may also get free childcare if your household income is £15,400 a year or less after tax, and you have either leave to remain with ‘no recourse to public funds’ on family or private life grounds **or** the right to live in the UK because you’re the main carer of a British citizen (known as a ‘Zambrano Carer’) **or** the child is from a family excluded from claiming public funds because of their immigration status, or their lack of immigration status; and in receipt of support under section 17 of the Children Act 1989 with a household income of £15,400 a year or less after tax.

**Note 2:** To be eligible for a 30 hours extended entitlement place for a three or four year old you must earn less than £100,000 and meet one of the following criteria: Single parents working at least 16 hours per week on the minimum wage, Couples – both working at least 16 hours per week on minimum wage, one parent is employed and the other parent is in receipt of carers benefits, specific disability or incapacity benefits. Working parents includes those on statutory sick pay, parental, adoption maternity or paternity leave. Please note that parents cannot receive extended entitlement funding at a new provider if they start attendance during their Grace period (the “grace period” is the short period when funding will continue to be paid to a provider after a parent has lost their extended entitlement). Should you no longer be eligible for 30 hours (extended entitlement) then you will still be eligible for the 15 hours early education universal entitlement. Where your child attends 2 settings or more, you should choose which setting will be funded for the universal 15 hours.

If parents do not reconfirm their 30 hours eligibility every 3 months as directed by the HMRC, they will be liable for the following term’s extended hour’s fees. Parents should review their HMRC childcare accounts for reconfirmation deadline dates.

New applications for 30 hours will be funded the term after the child receives an eligible 30 hour code. Parents should also note the below deadlines to receive their code and apply for 30 hours eligibility codes well before the deadlines to ensure that places can be funded.

* Autumn Term – eligible code must be received by – 31st August
* Spring Term – eligible code must be received by – 31st December
* Summer Term – eligible code must be received by – 31st March

The code must be verified by either the local authority or the provider before a child can take up the additional free hours.

If parents disagree with the eligibility outcome as determined by HMRC, there is a review and appeals process managed by HMRC.

Foster parents must apply for 30 hours funding for foster children only via the local authority. Foster parents who are unhappy about decisions made by the local authority should seek resolution through their social worker or though the local authority complaints process.

**Note 3:** All three and four year olds are entitled to the 15 hours universal entitlement.

**Note 4:** Three and four year old children in receipt of child DLA and who are receiving the early education entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child’s setting at a fixed annual rate of £615. Please note this payment is not made for 4 year olds in Reception classes. This is an annual payment and is only payable to one provider each financial year. If the child is attending more than one provider, parents should complete this form with each provider they attend including schools.

**Note 5:** Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children 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 they’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, which is paid for 4 weeks after they stop qualifying for Working Tax Credit, Universal Credit and have an annual net income of no more than £7,400, Child looked after by the Local Authority, or a child who has left care through adoption, Special Guardianship or Residence Order. This funding will be used to enhance the quality of the child’s Early Years’ experience by improving teaching and learning.

Please note that 4-year-olds in primary school Reception classes who already attract the school-age pupil premium are not eligible for EYPP funding.

**Note 6:** Free School Meals (FSM) is an additional sum of money paid to childcare providers to fund a FSM for children 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 they’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, which is paid for 4 weeks after they stop qualifying for Working Tax Credit, Universal Credit and have an annual net income of no more than £7,400, Child looked after by the Local Authority, or a child who has left care through adoption, Special Guardianship or Residence Order.

**Important Note** the FSM funding is only available if the child is attending their EEE funded entitlement for a minimum of 5 hours during core hours (9am to 3pm), and parents/carers must be in receipt of specific benefits.

**FSM funding IS NOT available for 2 year old children.**

**Data Protection Statement**

The information you have provided in this form about you and your child will be used by Birmingham City Council and your Early Years provider to process your application for Early Years education funding, and in accordance with the General Data Protection Regulations (GDPR) and any successor legislation to the GDPR and or the Data Protection Act 2018.

The Council will use the information provided by you on this Parental Declaration form to enable it carry out specific functions, which it is responsible for. These include:

* To safeguard and promote the welfare of children, including children missing from education.
* Meeting funding requirements for Early Years education places in Birmingham;
* Ensuring that the Early Years providers receive appropriate early education funding for 2, 3 or 4 year old children, including supplementary payments for children with special educational needs.
* Ensuring that the Early Years providers are administrating the funding or free entitlement appropriately including accessing information from other government departments to confirm child eligibility.

The Council is under a duty to protect the public funds it administers, and may also use the information you have provided on this form within the Council for the prevention and detection of fraud, in order to check its accuracy, prevent or detect crime, protect public funds, or where otherwise required or permitted by law.  Your information may also be shared with third parties and other Local Authorities, Early Years providers and the Department for Education (DfE) for audit funding requirements, or where there is a legal requirement to do so. Your personal data will never be disclosed for marketing purposes and will only be used for statutory purposes which the Local Authority is empowered to act on because it is a public body.

If you would like more information about how the DfE use your information, then please go to the following website:

[www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data)

Your personal data will be collected, used, processed, stored and retained in accordance with your legal rights and the Council’s policy as set out in our privacy notice.  Our privacy notice also contains contact details of our Data Protection Officer and the Information Governance Team. You can view the full [privacy notice](https://www.birmingham.gov.uk/info/20154/foi_and_data_protection/384/privacy_statement/1)on our website [www.birmingham.gov.uk/info/20154/foi\_and\_data\_protection/384/privacy\_statement](http://www.birmingham.gov.uk/info/20154/foi_and_data_protection/384/privacy_statement) or you can request a hard copy by writing to the Information Governance Team, 10 Woodcock Street, Birmingham B7 4BL.

**Data Privacy**

The General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (the Act) put 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 is being or will be used, please contact your provider or Birmingham City 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 which is available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>