

Appendix A: Parent declaration form

Parent Declaration Form

Valid from April 2024

1. Child's details

Child's Legal Family Name:		Child's Legal Forename(s):	
Name by which the child is known (if different from above):			
Date of Birth:		Male/Female:	
Address:			Post Code:
Documentary proof of DoB Type (eg. Birth Certificate, Passport):		Document recorded by (Name of staff member):	
Date document recorded:			

2. Details of Parents/Carers

	Parent/Carer 1 (this should be person who has applied for voucher code if eligible for extended entitlement)	Parent/Carer 2
Legal Family Name:		
Legal Forename:		
*Date of Birth		
*NI or NASS Number		

*Only required for voucher codes, two-year eligibility or EYPP checks.

3. Your Child's Eligibility

9- 23 month, please enter Voucher Code	
Two-year-old application	
Two-year-old. If working family, please enter Voucher Code	
Three- or four-year old application (Universal)	
Three- or four-year old application (Extended) , please enter Voucher Code	

4. Disability Access Fund

If your child, is receiving child disability Living Allowance and is receiving the free entitlement, he or she is eligible for the disability Access Fund (DAF). DAF is paid to your child's 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.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?	Yes / No
If your child is splitting their free entitlement across two or more providers, please nominate the provider where the local authority should pay the DAF:	

5. Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP) for families receiving certain benefits or where a child is currently or previously looked after by the Local Authority, 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 to impact positively on your child's progress and development.

* Do you wish to apply for EYPP for your child?	Yes / No
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*Please note eligibility criteria apply

6. Provider and Attendance Details

You need to agree and complete this declaration form with each setting your child attends for their early education entitlement to ensure that funding is paid fairly to each of them.

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

If accessing a stretched offer (over school holidays) and you change to a term time only offer, this may mean you will not have sufficient funded hours to allow 15 or 30 hours per week for the rest of your child's entitlement.

My child is attending the following settings during term time:

Setting Name(s)	Universal (U) or Extended (E)	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		
A								
B								
C								
Total Daily Free Hours Attended								

My child is also attending the following settings during school holiday time:

Setting Name(s)	Universal (U) or Extended (E)	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		
A								
B								
C								
Total Daily Free Hours Attended								

7. 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/children is being or will be used, please **contact your provider, Gateshead Local Authority or see more information at [Privacy notices - Gateshead 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:

[Special category data | ICO](#)

8. Parent/Carer/Guardian with Legal Responsibility Declaration

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 (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 two-year-old or three- and four-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF). Gateshead Local Authority is exercising the function of a government department. Gateshead Local Authority is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

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

