

SPINDLE POINT PRIMARY SCHOOL

Parent Declaration Form: Early Education and Childcare Entitlement

Please use black ink and write in block capitals.

This form collects information to assess which funding you are entitled to including 15 hours universal entitlement for three and four year olds, 30 hour entitlement for working parents, Early Years Pupil Premium and Disability Access Fund. This funding agreement should be reviewed and/or updated each time the child's circumstances change or if they are eligible for a new Early Education and Childcare Entitlement.

Child details:

Child's Legal Forename:		Child's Legal Surname:	
Name by which the child is known: <i>(if different from above)</i>			
Date of Birth:	Ethnicity: White British	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Address:			
		Postcode:	
Documentary proof of Date of Birth: Birth Certificate <input type="checkbox"/> Passport: <input type="checkbox"/>			
Document recorded by: <i>(name of staff member)</i>		Date document recorded:	

Additional details for children claiming 30 hours free childcare:

Parent/Carers Forename:		Parent/Carers Surname:												
Date of Birth:		Telephone No.												
Mobile No.		Parent/Carers Signature:												
National Insurance (NI) Number: <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table> <i>NI – 9 digits, 2 letters, 6 numbers and 1 letter</i>												30 hours eligibility code: <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td> </tr> </table>		

Setting and attendance details:

- You need to agree and complete this Declaration Form with each setting 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 1 setting the funding will split fairly between the settings.

I am claiming Universal hours per a week at this setting

I am claiming Extended hours per a week at this setting

My child is attending the following settings:

Setting Name(s)		Please enter total <u>free</u> entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g 38, 45, 51)
		Mon	Tue	Wed	Thu	Fri		
A.	SPINDLE POINT							
B.								
C.								
Total Daily Free Hours Attended								

Early Years Pupil Premium (EYPP) Registration Form:

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits (please see web address in footnote).

This funding will be used to enhance the quality of their early years experience by improving the teaching and learning and 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.

If you believe that your child may qualify for the EYPP please provide the following information for the main benefit holder to enable the local authority to confirm eligibility:

Parent/Carers Forename:		Parent/Carers Surname:											
Date of Birth:	dd/mm/yyyy	Telephone No.											
Mobile No.		Parent/Carers Signature:											
National Insurance (NI) or National Asylum Support Service (NASS) Number:													
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>													
<i>NI – 9 digits, 2 letters, 6 numbers and 1 letter; NASS – first 9 numbers only</i>													

Disability Access Fund Declaration:

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving the free 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.

Is your child eligible 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 main setting where the local authority should pay the DAF:

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Parent Declaration:

All providers have to obtain written consent from parents so that any code/ information can be verified with the Local Authority.

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 SPINDLE POINT PRIMARY SCHOOL to claim free entitlement funding as agreed above on behalf of my child.

I have read and agree to SPINDLE POINT SCHOOL's admissions policy.

In addition, I also agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

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

PLEASE TICK BELOW

- My child is attending a part-time morning or afternoon place (15 hours universal entitlement)
- 30 hours plus place (8.45am – 3.30pm) at a cost of £15 per week
- 30 hours place (8.45am – 2.45pm)
- My child will be taking a school lunch (£10 per week currently)
- My child will bring a packed lunch
- Wrap around care package with a school lunch (£85 per week)

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.*

A 'privacy notice' is a good way to be able to meet data subject's rights and therefore DfE recommend that they are used to explain to parents, pupils and staff how their data is being used. It is recommended that the privacy notice to be included as an induction pack for staff and to be put on the setting website for parents, as well as potentially featured on a notice board/intranet. They do not need to be issued on an annual basis, as long as new children and staff are made aware of the notices and they are readily available electronically or in paper format.

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/>

We collect and hold personal information relating to children and may also receive information about them from their previous setting, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our children's learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our children to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.bolton.gov.uk/website/pages/Privacynotices.aspx> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

- Information Management Unit,
Children's and Adult Services, Bolton Council
1st Floor, Town Hall, Bolton, BL1 1UA
website: www.bolton.gov.uk
email: ec.imu@bolton.gov.uk
tel: 01204 33 2074
- Ministerial and Public Communications Unit
Department for Education
Piccadilly Gate, Store Street, Manchester, M1 2WD
Website: <https://www.gov.uk/government/organisations/department-for-education>
You can also [contact DfE online](#). You'll usually get a reply within 15 days.
Telephone: 0370 000 2288