

Parent/Carer declaration for Early Years Entitlements

Please complete using BLOCK CAPITALS

Parents must complete this form to confirm how they will be claiming the Early Years Entitlements, to give consent for the sharing of personal data and permission to check eligibility for the Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF)

Step 1: Your Child's details

| | | | |
|----------------------------|--|---------------------------|--|
| Child's Legal Family Name | | Child's Legal Forename(s) | |
| Date of Birth (dd/mm/yyyy) | | Gender | |
| Ethnicity | | First Language | |
| Address | | | |
| Postcode | | | |

You will need to provide proof of your child's date of birth.

Please tick which document you will provide with this form:

| | |
|--|-----------------------------------|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Passport |
|--|-----------------------------------|

Step 1 complete? Tick here

Step 2: Your Details (parents/carers)

| Parent / Carer 1 | | Parent / Carer 2 | |
|----------------------------|--|----------------------------|--|
| Legal Family Name | | Legal Family Name | |
| Legal Forename | | Legal Forename | |
| Date of Birth (dd/mm/yyyy) | | Date of Birth (dd/mm/yyyy) | |
| NI or NASS Number | | NI or NASS Number | |

Step 2 complete? Tick here

Step 3: Your Child's Eligibility*

Some under 3-year-olds are entitled to 570 hours of Early Years Entitlements childcare per year (1,140 hours from September 2025).

All 3- and 4-year-olds are entitled to 570 hours per year.

Some 3- and 4-year-olds from working families may be entitled to an additional 570 hours per year.

- *Eligibility date/age applies to the term **after** the child's birthday (or the term **after** they turn 9 months with effect from September 2024)

See note 1, page 5.

Early Years Pupil Premium Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers to help with your child's education.

Would you like us to check the EYPP eligibility for your child?

| | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|-------------------------------------|------------------------------------|

See note 2 on page 5.

Disability Access Fund (DAF)

The DAF is an annual payment to a child's early years provider where they care for children in receipt of Disability Living Allowance. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

See note 3 on page 5.

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

| | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|-------------------------------------|------------------------------------|

If your child is splitting their Early Years Entitlements across two or more early years providers, please nominate the main setting where the local authority should pay the DAF

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| |
|--|
| <input type="checkbox"/> Step 3 complete? Tick here |
|--|

Step 4: Document Check

| | | |
|---|--|---|
| Documentary proof of Date of Birth Type | <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Passport |
| Document recorded by (name of staff member): | | Date document recorded (dd/mm/yyyy) |
| Working parent's eligibility code (e.g., 12345678912) | | |
| Targeted 2-year-old eligibility code. (e.g., TYF867-1809-XXXXXXX) | | |

Step 4 complete? Tick here

Step 5: Setting and Attendance Details

| | | | | | | | |
|--|--|-----|-----|-----|-----|--|---|
| <p>You need to agree and complete this declaration form with each setting your child attends for their Early Years Entitlements funding, to ensure that they are paid fairly.</p> <p>Setting Name (s)</p> | <p>Please enter total Early Years Entitlements hours attended per day</p> | | | | | <p>Total number of hours per week</p> | <p>Number of weeks per year (e.g., 43,51)</p> <p>NB Term Time only = 38)</p> |
| | Mon | Tue | Wed | Thu | Fri | | |
| <p>I am claiming universal 3- & 4-year-old OR targeted 2-year-old funded hours at:</p> | | | | | | | |
| A | | | | | | | |
| B | | | | | | | |
| C | | | | | | | |
| <p>I am claiming working parent entitlement funded hours at:</p> | | | | | | | |
| A | | | | | | | |
| B | | | | | | | |
| C | | | | | | | |
| <p>Total Daily Early Years Entitlements Hours Attended (Maximum 10 hours)</p> | | | | | | | |

Step 5 complete? Tick here

Step 6: 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 Early Years Entitlements funding as agreed above on behalf of my child.

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

In collecting your data for the purposes of checking your eligibility for the Early Years Entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) (see notes 1 – 3), Bracknell Forest Council is exercising the function of a government department. Bracknell Forest Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

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/ren is being or will be used, please contact your provider or Bracknell Forest 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 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/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

| |
|--|
| <input type="checkbox"/> Step 6 complete? Tick here |
|--|

This form is now complete.

Parent Guidance Notes

Note 1: Eligibility criteria for all the Early Years Entitlements can be found online:

Early Years Entitlements (<https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/free-childcare/about-free-childcare>)

- 'Targeted' 2-year Olds. (Please only enter data in the top section of table at step 5)

Parent/s in receipt of certain benefits (e.g., Income Support)

Child looked after by a local authority.

Child has education, health and care (EHC) plan.

Child receives Disability Living Allowance

Child has left care under an adoption order, special guardianship order or a child arrangements order.

- Universal 3- & 4-Year Olds available to all 3- and 4-year-olds (Please only enter data in the top section of table at step 5)
- Working Parent Entitlement for 9 months, 2 years and 3 & 4 years (Please enter data in the bottom section of table at step 5)

Note 2: **Early Years Pupil Premium** (<https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/information-early-years-providers/funding-information-early-years-providers/funding-early-years-pupil-premium>)

Your child's early years education provider might be able to get additional funding. This will be paid directly to your provider 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.

Note 3: **Disability Access Fund (DAF)** (<https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/disability-access-fund>)

Children who are in receipt of child Disability Living Allowance (DLA) and are receiving Early Years Entitlements are eligible for the DAF, paid to the child's setting as a fixed annual sum.

Further information about EYPP and DAF is available on the government website.

[Get extra funding for your early years provider - GOV.UK \(https://www.gov.uk/get-extra-early-years-funding\)](https://www.gov.uk/get-extra-early-years-funding)

If you would like more information about Early Years Entitlements and/or how to check if you are eligible, please contact the Family Information Service

FIS@bracknell-forest.gov.uk

01344 353133

www.bracknell-forest.gov.uk/localdirectory

Please note - website links shown above may change/be undated – if a link is no longer current and you are unable to find the relevant page, please contact us.