

## Parent Declaration Form

All parents accessing a funded nursery place must complete this form with their nursery providers.

All 3 and 4 year olds are eligible for a free early education place of 15 hours a week for 38 weeks per year (term time only) or the equivalent of 570 hours stretched over the whole year.

3 and 4 year olds with working parents may be eligible for an additional 15 hours per week (30 hours in total) term time or the equivalent of 1140 hours stretched over the year.

3 and 4 year olds not eligible for the additional 15 hours for working parents may be entitled to Camden's Enhanced Offer of an additional 15 hours per week term time or stretched over the year. Universal hours must be taken in Camden to receive this enhanced offer.

2 year olds may be eligible for a funded place if the parents are disadvantaged by a low income.

### Step 1: Your Child's Details

<b>Child's legal family name:</b>		<b>Child's legal forename(s):</b>	
<b>Name by which the child is known (if different from above):</b>			
<b>Date of birth:</b>		<b>Gender:</b>	
<b>Address:</b>		<b>Postcode:</b>	

Your nursery provider will need to see proof of your child's date of birth. **Please tick which document you will provide with this form:**

<input type="checkbox"/> <b>Birth certificate</b>	<input type="checkbox"/> <b>Passport</b>
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**Step 1 complete? Tick here**

## Step 2: Your Details (parent/carers)

Parent/Carer 1:	Parent/Carer 2:
Legal family name:	Legal family name:
Legal forename:	Legal forename:
Date of birth:	Date of birth:
NI or NASS number:	NI or NASS number:

**Step 2 complete? Tick here**

## Step 3: Your Child's Eligibility

To be completed with assistance from your chosen provider(s) if needed.

<input type="checkbox"/> <b>2 year old eligibility letter/code</b>	<input type="checkbox"/> <b>3 &amp; 4 year old universal hours</b>
<input type="checkbox"/> <b>3 &amp; 4 year old extended 30 hours HMRC code</b>	<input type="checkbox"/> <b>3 &amp; 4 year old Camden Enhanced Offer eligibility letter</b>

Some 2 year olds are eligible to 570 free hours a year. All 3 and 4 year olds are entitled to 570 hours a year (universal entitlement) and some 3 and 4 year olds from working families may be entitled to an additional 570 hours (extended or 30 hours entitlement) a year. Some 3 and 4 year olds of low income families may also be entitled to extended 30 hours under the Camden Enhanced Offer scheme.

(families on Camden Enhanced Offer must be using their universal entitlement in Camden to be eligible for the enhancement).

### Disability Access Fund

If your child is 3 or 4, 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)?**

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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## Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), 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.

**Do you wish to apply for EYPP for your child?**

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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**Step 3 complete? Tick here**

## Step 4: Document Check

<b>Documentary proof of DoB Type</b> (e.g. Birth Certificate, Passport):		<b>30 hours eligibility code:</b> (11 digit code from HMRC)	
<b>Date document recorded</b> (dd/mm/yyyy)		<b>Camden Enhanced Offer eligibility letter:</b>	
<b>Document recorded by</b> (name of staff member):		<b>2 year old eligibility letter/code:</b>	

**Step 4 complete? Tick here**

## Step 5: Setting and Attendance Details

You need to agree and complete this declaration form with each setting your child attends for their early education entitlement in order 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.

**My child is attending the following settings:**

Setting Name(s)		Please enter total free entitlement hours attended per day*					Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
		Mon	Tue	Wed	Thur	Fri		
A	West Hampstead	6	6	6	6	6	30	38
B								
C								
Total daily free hours attended								

If your child is splitting their free entitlement across two or more settings please nominate the main setting where the local authority should pay the DAF:

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**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 is accurate and true. I understand and agree to the conditions set out in this document and I authorise (name of provider/s):

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to claim free entitlement funding as agreed above on behalf of my child

**4 Weeks' Notice period for free entitlement funding:** I understand that, once I have taken up my place at a nursery/childminder, if I wish to leave I will have to give 4 weeks' notice before I can take up my entitlement at a new childcare provider.

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 2 year old, 3 and 4 year old universal, extended and enhanced free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), London Borough of Camden is exercising the function of a government department. London Borough of Camden 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 London Borough of Camden. 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/principle-3-adequacy/>

**Step 6 complete? Tick here**

**This form is now complete**