«first_name» «second_name»

Department for Education

PLEASE COMPLETE AND RETURN THIS FORM AS SOON AS POSSIBLE TO PRE-SCHOOL. FAILURE TO RETURN MAY RESULT IN THE LOSS OF YOUR GOVERNMENT FUNDING!

Free childcare entitlements parental declaration form

Step 1: Your child's details- parents/carers to complete

Child's Surname(s):		
Child Forename(s):		
Name by which the child is known (if different from above):		
Date of Birth: Your will need to show your childcare provider evidence of your child's date of birth.		
Gender:		
Address:		
First Language:		
Ethnicity *(select one)*	☐ WBRI (White British) ☐ ABAN (Bangladeshi) ☐ AIND (Indian) ☐ APKN (Pakistani) ☐ AOTH (any other Asian background) ☐ BAFR (Black African) ☐ BCRB (Black Caribbean) ☐ BOTH (any other Black background) ☐ CHNE (Chinese) ☐ MOTH (any other Mixed background)	☐ MWAS (White and Asian) ☐ MWBA (White and Black African) ☐ MWBC (White and Black Caribbean) ☐ WIRI (White Irish) ☐ WIRT (White Traveller of Irish Heritage) ☐ WOTH (any other White background) ☐ WROM (Gypsy/Roma) ☐ OOTH (any other ethnic group) ☐ REFU (do not wish to disclose)

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Step 2: Your details-parents/carers to complete

Parent / Carer	Answers
Surname:	
Forename:	
Date of Birth:	
Relationship to Child:	
National Insurance number **(used for determining EYPP and working families eligibility)** or Asylum Support Reference Number (previously NASS):	
Working parent eligibility code: (e.g. 12345678912) For working families eligibility criteria, you **must** have obtained an eligibility code through Childcare Choices by 31 March, 31 August or 31 December in order to claim for the next funding period. **You must reconfirm your eligibility every 12 weeks with HMRC through your childcare service account to confirm you can retain your eligibility.**	
Disadvantage 2-year-old eligibility code (if applicable): For 2-year-olds under the disadvantaged eligibility criteria, you **must** have obtained an eligibility code, which for Hampshire residents is through the Education Online Portal (we can also accept codes from other Local Authorities if evidence of their confirmation of eligibility is provided).	

Step 3: Your child's eligibility- parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement you will be using. If your child is two years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first.

- ☐ Entitlement for children from 2 years old in families receiving additional forms of support:
  - If parents/carers live in England and are in receipt of certain benefits,
  - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- ☐ Working parent entitlement for children from 9 months old.
- ☐ Universal entitlement for 3- and 4-year-olds.

Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:

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The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

☐ Yes ☐ No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?

☐ Yes ☐ No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

☐ Yes ☐ No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

☐ Yes ☐ No

Step 4: Document check-provider to complete

Documentary proof of DOB Type (e.g. birth certificate, passport):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	
Working parent eligibility code: (e.g. 12345678912)	
Disadvantage 2-year-old eligibility code (if applicable):	

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Step 5: Setting and attendance details- parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their free entitlement in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

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

Claiming From Date:				**Claiming to Date:**				
Setting name: ST THOMAS MORE'S PRE-SCHOOL	**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Total no. of hours per week**	**Total weekly charge**	**No. of weeks per year (e.g. 38,45,51)**
Total free entitlement hours attended per day							N/A	**38**
Total extra (chargeable) hours per day								**38**
Total daily hours attended								**38**

To fill in if your child attends more than one setting:

Total free entitlement hours attended per day

	Mon	**Tues**	**Wed**	**Thurs**	**Fri**	**Total no. of hours per week**
Setting name:						
Setting name:						

To note: the maximum number of free hours your child can receive is:

1) for 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year

2) for children aged from 9 months of eligible working parents:15 hours a week for 38 weeks of the year (this will increase to 30 hours from September 2025). For 3 and 4 years old this can be combined with the below entitlement to a maximum of 30 hours.

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3) for all 3 and 4YOs: 15 hours a week for 38 weeks of the year

If your child is splitting their free entitlement across more than one setting, please nominate their main setting:

……..……..

Provider to complete (before parent signs):

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	**Tues**	**Wed**	**Thurs**	**Fri**	**Total weekly charge**
Additional charges for consumables and/or additional charges per day	**SEE BELOW**	**SEE BELOW**	**SEE BELOW**	**SEE BELOW**	**SEE BELOW**	**SEE BELOW**

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

St Thomas More's Pre-School consumable charge is **termly**.
£15 for part time children (up to 29 hours)
£30 for full time children (30 hours and over)

The charge is a **voluntary** termly contribution and it is to help with the increasing cost of snack, wet wipes, sun cream etc.

Please tick you are happy to pay or if you would prefer to opt out.

I would like to opt in	I would like to opt out

Thank you for your continued support.

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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 free entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

Parent/Carer/Guardian with legal responsibility	**Childcare provider**
Signed:	Signed:
Print name:	Print name: Mr J Sendall
Date:	Date: 01/04/2025

Hampshire County Council is collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Data Protection

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 Hampshire County Council. You can find the Hampshire County Council Services for Young Children privacy notice here: Services for Young Children (SfYC) - Early Years Education (EYE) and Funding (Provider) | Children and Families | Hampshire County 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: https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/

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Complaints Process

If you need to make a complaint to your pre-school age child's early years/childcare provider, guidance is available in the link below:

Making a complaint to your pre-school age child's early years/ childcare service | Hampshire County Council (hants.gov.uk)

If you have exhausted the early years provider complaints process as detailed above, and still think that the provider has acted unreasonably or not followed the correct procedures in relation to your complaint. Please see guidance in link below:

Making a complaint about children's social care services | Hampshire County Council (hants.gov.uk)

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