

# Free Early Education Entitlement

## Parent Agreement

Parents/carers are required to provide the information requested in this form to enable the childcare provider to claim funding from the Local Authority for your child's Free Early Education place.

**PLEASE ENSURE THE INFORMATION PROVIDED IN THIS FORM IS CLEAR AND LEGIBLE.**

<b>NAME OF CHILDCARE PROVIDER:</b>	
<b>ADDRESS:</b>	

### 1. CATEGORY OF CHILDS FREE PLACE

Please tick the free entitlement your child is accessing:

<b>2 Year Old Free Entitlement</b>		<b>15 Hour Universal Free Entitlement</b>		<b>30 Hour Free Extended Entitlement</b>	
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### 2. CHILD DETAILS

Child's Legal Forename(s):	
Child's Legal Surname:	
Childs's Date of Birth:	
Male/Female:	
Child's Ethnicity	
Child's first language	
Child's Address Line 1:	
Child's Address Line 2:	
Post Code:	

### 3. PARENT/GUARDIAN DETAILS

Parent First Name:	
Parent Surname:	
Relationship to Child:	
Date of birth:	
Address line 1:	
Address line 2:	
Address line 3:	
Post Code:	
Email address	
Daytime telephone number:	
Mobile telephone number:	

### 4. SETTING DETAILS

If your child is attending more than one setting per week, please provide details of the other setting below:

#	Setting Name	Setting Address
1		

### 5. CHILD'S ATTENDANCE DETAILS

Please enter the number of free entitlement hours your child attends per day:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours per week
Free Entitlement Hours						

## 6. EXTENDED FREE ENTITLEMENT (30 HOURS CHILDCARE)

If you are eligible for the 30 hours Extended Entitlement, please provide details of your eligibility below. The provider will use the information you have provided to confirm your eligibility with the Local Authority and the National Eligibility Checking Service (ECS).

<b>30 hours eligibility code:</b>	
Parent/Carer National Insurance Number:	
Relationship to child	

## 7. TWO YEAR OLD FREE ENTITLEMENT

If you are eligible for the 2 year old free entitlement, please provide details of your eligibility below. The provider will use the information you have provided to confirm your eligibility with the Local Authority and the National Eligibility Checking Service (ECS).

<b>2 year Old eligibility code</b>	
If no code, type documentary proof of eligibility provided	

## 8. DISABILITY ACCESS FUND

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 at a fixed annual rate of £615 per eligible child. This funding will be used to improve the quality and experience of children with special needs attending the setting.

Is your child in receipt of Child Disability Living Allowance:	<b>YES</b>		<b>NO</b>	
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If you would like to check if your child is eligible for the DAF, please provide a copy of your child's Disability Living Allowance letter. The provider will pass this and your details to the Local Authority to check your eligibility.

If your child is attending more than one setting, please nominate the main setting where the local authority should pay the DAF:

#	Setting Name	Setting Address
1		

## 9. EARLY YEARS PUPIL PREMIUM

The Early Years Pupil Premium for 3 and 4 year olds (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. 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.

If you believe that you meet one or more of the eligibility criteria below, your child may qualify for the EYPP.

### Eligibility Criteria:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit

Or, children who have either

- been in local-authority care for 1 day or more in England or Wales
- been adopted from care in England or Wales and granted an adoption order by the courts
- left care under a special guardianship order or residence order in England or Wales

If you would like to check if you are eligible for EYPP, please tick the consent box below.

The provider will pass on your details to the Local Authority to check your eligibility against the National Eligibility Checking Service (ECS).

If your child has left care through adoption, special guardianship or a child arrangements order, please provide a copy of the relevant court order. The provider will send a copy of this to the Local Authority when checking your eligibility.

I give consent to the Local Authority to use my details in this agreement to check if my child is eligible for EYPP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Parent Declaration

1. I confirm that the information I have provided in this agreement is accurate and true to the best of my knowledge.
2. I understand and agree to the conditions set out in this document and authorise my provider to claim free early education entitlement funding from the Local Authority on behalf of my child.
3. I understand that in order to receive free early education funding, my child will need to attend the setting regularly.
4. I understand that funding cannot be moved to another childcare provider in the middle of a term.
5. I understand that if I have to withdraw my child from the setting due to sickness, or for any other reasons, that my provider will use my free entitlement to cover the period of absence.
6. I agree that the information I have provided can be shared with the local authority and the 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 if I have indicated for them to do so.
7. I understand that I must reconfirm my eligibility for the 30 hours Extended Entitlement directly with HMRC. If I am no longer eligible for the 30 hours Extended Entitlement, I will inform my provider immediately.
8. I understand that my provider is responsible for submitting a termly funding claim to the Council for my child's free early education. If my provider fails to do this, it is not the responsibility of the Council to resolve this matter.
9. Should the situation arise that my provider is judged by Ofsted, or its equivalent body, as inadequate, then the childcare provider must, immediately on receipt of Ofsted's notification, give me written notice that my Free Early Education funding will cease at the end of the notice period.

### Parent/Carer:

<b>Parent/Legal Guardian Full Name (Print Name):</b>	
<b>Signature:</b>	
<b>Date:</b>	

### On behalf of the Provider:

<b>Name of Authorised Staff Member: (Print Name)</b>	
<b>Signature:</b>	
<b>Position at Setting:</b>	
<b>Date:</b>	

## Data Privacy Notice

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

The London Borough of Southwark is committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure.

We have appropriate technical and organisational measures in place to prevent the loss, misuse or alteration of your personal information.

Most of the personal information you have given us will not be shared outside of the Council without your consent, and will only be used to provide the service(s) you have requested or to improve the quality of the services we are providing.

However, if there are any concerns that a child may be at risk or significant harm, or an adult may be at risk of serious harm, we may need to share your personal information with organisations that we work with.

We will only share information in compliance with the law and our multi agency information sharing agreement.

You are entitled to request copies of the information that we hold about you at any time under the Data Protection Act.

If you require more information about how the Council and DfE store and use your personal data please visit:

Southwark Council Website: [www.southwark.gov.uk](http://www.southwark.gov.uk)

DfE Website: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>