

# PARENTAL DECLARATION FORM FOR FREE EARLY EDUCATION ENTITLEMENT (FEEE)

## PART 1 – ELIGIBILITY CHECK

### 1. SETTING DETAILS

Setting name	PLAY@CHURWELL DAY NURSERY
Setting URN	EY555748

### 2. CHILD'S DETAILS

First name (s)	
Surname	
Child date of birth	
Gender	
Child's NHS number	
Ethnicity	

### 3. PARENT / CARER'S DETAILS

Parent / Carer 1 name	
Parent / Carer 1 date of birth	
Parent / Carer 1 NI number	

Parent / Carer 2 name	
Parent / Carer 2 date of birth	
Parent / Carer 2 NI number	

### 4. CHILD'S HOME INFORMATION

Home address	
Post code	
Telephone number (daytime / evening)	

### 5. ELIGIBILITY CODES

If you have received a Golden Ticket or an eligibility letter for a 2 year old or have applied for 30 hours free childcare for a 3-4 year old please tell us the codes here:

2 year olds	Code:
3-4 year olds	30hr code: 5 0 0

**DECLARATIONS**

I want to access the free early education entitlement and give consent for the information in Part 1 to be shared with Leeds City Council for the purpose of checking my eligibility for, and claiming, Free Early Education Entitlement, Early Years Pupil Premium and Disability Access Fund.

2 Year olds – please tell us which criteria you meet for a 2 year old free place?

- Low income and in receipt of certain benefits
- Looked after or adopted child (please show us evidence)
- Child has a statement of Special Educational Needs or EHC plan (please show us evidence)
- Child gets Disability Living Allowance (please show us evidence)

3-4 Year olds – please tell us what you want to claim:

- 15 hours free universal entitlement
- 15 hours additional entitlement - write your code here \_\_\_\_\_
- Early Years Pupil Premium (EYPP) – we will check this automatically if you consent
- Disability Access Fund (DAF) – for children receiving Disability Living Allowance

Parent 1 signature

PRINT NAME  Date:

Parent 2 signature

PRINT NAME  Date:

Thank you for confirming your details. We will now check your eligibility for a free place with Leeds City Council who manage the funding for the free places. If you are eligible we will ask you to complete and sign Part 2 of the form which is the contract between you and the nursery for the free place.

OFFICE USE

	Date	Initials	Result
2YO check			
3-4 check			

## PART 2 – ATTENDANCE DETAILS

Claim start date	
Claim end date (when known)	

The free entitlement is 570 hours a year plus an extra 570 hours if you have a 30 hour code. You can use the free hours during school term-time (38 weeks of the year) or you can stretch it over a full year.

You will need to complete a parental declaration form for each setting your child attends using free place. It is the parents' decision how the funding is allocated between them. If a provider only offers the universal entitlement they must tell you that they will claim only the universal entitlement so you can decide how to use the additional entitlement.

My child is attending the following settings and claiming the following free hours :

Setting name	Weekly universal hours e.g. 15 hrs	Weekly additional hours e.g. 15 hrs
Play@Churwell Day Nursery		
TOTAL		

If your child is splitting their free entitlement across 2 or more providers, please nominate the main setting where the local authority should pay any DAF or EYPP. This should be the provider claiming universal entitlement.

Setting to receive DAF / EYPP	
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### **PARENT / CARER / GUARDIAN WITH LEGAL RESPONSIBILITY 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 **Churwell CIC (trading as PLAY@Churwell Day Nursery)** to claim free entitlement funding as agreed above on behalf of my child, and inform me which funding streams my child is eligible for.

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 for 2 year old FEEE or the FEEE additional Entitlement and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

PARENT

CHILDCARE PROVIDER: CHURWELL CIC

Signature .....

Signature .....

Print name .....

Print name .....

Date .....

Date .....

## LEEDS CITY COUNCIL PRIVACY NOTICE FOR FREE EARLY EDUCATION ENTITLEMENT

Leeds City Council takes its obligations under the Data Protection legislation (the General Data Protection Regulation and the Data Protection Act 2018) very seriously. The information you provide will be subject to rigorous measures and procedures to make sure that it cannot be seen, accessed or disclosed to anyone who should not see it. Our service also needs to use sensitive personal data relating to you (also called “special category data”) which requires more protection by us to keep it safe. Leeds City Council are the owner (data controller) of this information and therefore obliged to fully comply with the relevant Data Protection laws and regulations.

Any personal and sensitive information you provide will be collected, used, shared and held by Leeds City Council specifically to support your child’s learning and development with regard to Free Early Education Entitlement (FEEE) allocation, which includes deciding eligibility and amount of funding, assessment of any Special Educational Needs a child may have, as well as monitoring attainment. We collect and hold your information to exercise a public task in our official authority related to the provision and monitoring of Free Early Education Entitlement.

As part of the assessment of eligibility, the Council will need to share some of your information with the following internal and external services; Children’s services, Safeguarding, Sufficiency & Capacity, Early Years improvement Leeds Health teams and Department for Education. We will keep your personal information up to your child’s 25<sup>th</sup> birthday in line with the Leeds City Council retention schedule.

Should you object to Leeds City Council using your information in this way, your child would be unable to receive an allocation of Free Early Education Entitlement, and would therefore miss out on funding they are eligible and entitled to.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Further information in respect of your rights is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact the Family Information Service on **0113 378 9700** or via emailing [feeequeries@leeds.gov.uk](mailto:feeequeries@leeds.gov.uk), or contact: [dpfoi@leeds.gov.uk](mailto:dpfoi@leeds.gov.uk); any One Stop Centre, or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information in respect of your privacy and your information is available at: [https://www.leeds.gov.uk/privacy-statement/privacy-](https://www.leeds.gov.uk/privacy-statement/privacy-notice) notice. This includes contact information for the Council’s Data Protection Officer. A paper copy of this information is available on request.