



Parental Declaration

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

See Additional Information – note 1

Child Surname(s):	
Child Forename(s):	
Name by which the child is known (if different from above):	
Date of Birth: You will need to show your childcare provider evidence of your child's date of birth.	
Gender:	
Ethnicity:	
Address:	

Step 2: Your details-parents/carers to complete

Parent / Carer 1	Parent / Carer 2
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
Contact Number:	Contact Number:
Email Address:	Email Address:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):

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

See Additional Information – note 2

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 in families receiving additional support first.

- ☐ Entitlement for children from 2 years old in families receiving additional 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, 2 year old and 3/4 year old (30 hours)
- ☐ Universal entitlement for 3- and 4-year-olds (15 hours)

Disability Access Fund Declaration

See Additional Information – note 3

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:

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

☐ Yes ☐ No

If your child is taking their funded entitlement place across more than one Provider please nominate the main Provider where the local authority should pay the DAF:

Nominated Provider	
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Early Years Pupil Premium

See Additional Information – note 4

(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

See Additional Information – note 1 and note 2

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)	
Additional Support 2-year-old eligibility code (if applicable):	

Provider to complete:

Additional charges: Government funding is provided 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 funded hours.

Government funding is not provided 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, however if a parent chooses to access they should expect to pay.

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.

Provider to add their own list of consumables and additional service charges.

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 funded 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.

If your child changes their attendance hours/days mid-term, the change must be recorded, dated and re-signed on this form by both parent/carer and Provider in the appropriate term funding box.

This needs to be signed termly.

My child is attending the following Provider(s):

Provider Name:			Enter Number of Funded Entitlement Hours per Day					Total Number of Funded Hours per Week	Number of Weeks per Year i.e. 38, 45, 51
			Mon	Tue	Wed	Thur	Fri		
Autumn Term 2025 1st September to 31st December									
Are the hours stretched? <i>see additional information – note 6</i>			Y/N		If yes total hours per week				
See Consumables Charging Sheet	Mon	Tue	Wed	Thur	Fri	Total Weekly Charge			
Additional charges for consumables or additional charges per day									
Parent Signature		Date		Provider Signature		Date			
If your child increases/decreases their hours mid-term please indicate details in the box below									
Details:				Signed:				Date:	

Provider Name:			Enter Number of Funded Entitlement Hours per Day					Total Number of Funded Hours per Week	Number of Weeks per Year i.e. 38, 45, 51
			Mon	Tue	Wed	Thur	Fri		
Spring Term 2026 1st January to 31st March									
Are the hours stretched? <i>see additional information – note 6</i>			Y/N		If yes total hours per week				
See Consumables Charging Sheet	Mon	Tue	Wed	Thur	Fri	Total Weekly Charge			
Additional charges for consumables or additional charges per day									
Parent Signature		Date		Provider Signature		Date			
If your child increases/decreases their hours mid-term please indicate details in the box below									
Details:				Signed:				Date:	

Provider Name:			Enter Number of Funded Entitlement Hours per Day					Total Number of Funded Hours per Week	Number of Weeks per Year i.e. 38, 45, 51
			Mon	Tue	Wed	Thur	Fri		
Summer Term 2026 1st April to 31st August									
Are the hours stretched? <i>see additional information – note 6</i>			Y/N		If yes total hours per week				
See Consumables Charging Sheet	Mon	Tue	Wed	Thur	Fri	Total Weekly Charge			
Additional charges for consumables or additional charges per day									
Parent Signature		Date		Provider Signature		Date			
If your child increases/decreases their hours mid-term please indicate details in the box below									
Details:					Signed:			Date:	
If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:									

Please complete the table below if your child attends more than one setting:

Total funded entitlement hours attended per day

Setting 2 name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Autumn						
Spring						
Summer						
Setting 3 name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Autumn						
Spring						
Summer						

To note: the maximum number of funded hours your child can receive is: **See Additional Information – note 5**

Step 6: Parent/Carer/Guardian with legal responsibility declaration

I 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 the funded entitlements 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.

I understand that any additional charges are voluntary and are not a condition of my taking up my funded place. However, should I choose to access these consumables I understand that I am expected to pay based on the table of charges above.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed:
Print name:	Print name:
Date:	Date:

City of Doncaster Council is collecting your data for the purposes of checking your eligibility for the funded 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.

Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2's will qualify from September 2024.

Step 7 - The Provider to Complete if child leaves mid-term

On completion of step 7, a photocopy of the Parent Declaration Form is to be given to the parent prior to or on the last day the child attends the provision.

The Provider should explain to the parent they must take this form to any future Provider/School to verify the number of funded entitlement hours that have been claimed for the child.

Please Note: In most cases if a child leaves after the headcount date and mid-funding period the entitlement funding claimed for the child will remain with the Provider, therefore the 'date funding ended' and the 'number of funding hours claimed for' should go up to the end of the Funding Period the Provider has received entitlement funding for. Under certain circumstances where a; notice of leaving has been given prior to headcount b; there are safeguarding concerns or c; a genuine change of circumstances forces the move then discussions may take place between providers and/ or schools to inform a fair and equitable solution for all parties.

Provider Name		Number of Funded Hours Claimed for	
Date Funded Hours Started		Date Funded Hours Ended	
Provider Signature		Date Completed	

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 [NAME OF LOCAL AUTHORITY]. 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/>
[insert local authority privacy notice here]

Data Privacy:

The General Data Protection Regulation and Data Protection Act 2018 gives you specific rights over your information. These rights are:

- to be informed of our use of information about you;
- of access to information about you;
- rectify information about you that is inaccurate;
- to have your information erased (the 'right to be forgotten');
- to restrict how we use information about you;
- to move your information to a new service provider;
- to object to how we use information about you;

- not to have decisions made about you on the basis of automated decision making;
- to object to direct marketing; and,
- to complain about anything the Council does with your information (please see the next section).

Some of the rights listed above apply only in certain situations, and some have a limited effect. Your rights are explained further in the Subject Rights Procedure on our website, as is how to make a request under one or more of them.

You can access information about yourself by making a subject access request at the following page of the Council's website:

<http://www.doncaster.gov.uk/services/the-council-democracy/data-protection-policy>

PARENTAL DECLARATION FORM - ADDITIONAL INFORMATION

Notes on completing the Parent Declaration

Early Years Entitlements (EYE)

1. City of Doncaster Council (CDC) must correctly identify all children the funding is claimed for. The child's name must be given in full and match their legal name, as stated on their Birth Certificate or Passport. This information is used to update records. CDC is required to check pupil records for duplicates and fraudulent claims and to update individual details on its database. The postcode is very important information in this process and must be completed. The provider may only claim funding if they have had proof that your child is in the eligible age range and so they will need to certify your child's date of birth. You will need to show the provider a document of proof such as a Birth Certificate or Passport and enter the document number on the form.
2. For children who are eligible to receive EYE for Working Families, the provider will need your 11- digit eligibility code, your National Insurance number and child's date of birth in order to validate the code with CDC. You will be prompted by HMRC to reconfirm your eligibility every 3 months; missing reconfirmation deadlines may cause your eligibility to lapse. If upon reconfirmation you are no longer eligible for EYE for Working Families, you will be able to retain your EYE for a short period; this is known as the grace period. For 3- and 4-year-olds your Universal EYE will continue.
3. Children who are in receipt of Disability Living Allowance (DLA) and are receiving EYE are eligible for the Disability Access Fund (DAF). DAF is paid to the nominated provider of your choice as a fixed annual rate of £938 per eligible child. DAF is not transferable between settings. You must provide the setting with a copy (no originals) of your child's current DLA award letter in order for the setting to claim DAF.
4. Providers will be able to claim additional supplements up to a maximum £570 a year for children who meet Early Years Pupil Premium (EYPP) eligibility criteria, depending on the total number of yearly funded hours claimed. Your eligibility under the economic criteria is checked using your National Insurance (NI) number or National Asylum Support Service (NASS) number. By providing these details you are granting CDC permission to check your EYPP eligibility with the Department for Work and Pensions (DWP) and award EYPP plus an additional supplement if appropriate. Information relating to your income is not shared by the DWP when your eligibility is checked. EYPP for 3- and 4-year-old children will only apply to the hours claimed from 3- and 4-year-old Universal EYE allowance (15 hours a week maximum).

5. Funded hours is the amount of time your child is entitled to attend for free whilst accessing early education. These hours are funded by the Government. They are subject to the following limits:

EYE scheme	Maximum hours per week (over 38 weeks)	Maximum hours per year
9 month old EYE for working families	30	1140
2 year old EYE for working families	30	1140
LA issued EYE (Additional Support) 2 year olds	15	570
Universal EYE for 3 and 4 year olds	15	570
Universal + Extended EYE for 3 and 4 year olds	30	1140

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

6. If your provider offers funding over more than 38 weeks per year, the total funded hours can be 'stretched' across the whole year. If you opt to stretch your entitlement your weekly hours will consequently reduce.

Please see examples in grid below:

Weeks per year	Hours per week	Total hours across the year	Hours per week	Total hours across the year
38	15	571	30	1140
45	12.5	562.5*	25	1125*
51	11	561*	22	1122*

*The remainder of hours cannot be claimed if your setting claims standard stretched funding.

7. Children may attend a maximum of 10 hours in one day. Please note
- Parents must not be required to take up additional services in order to take up funded hours.
 - You may, if you wish, access only the funded hours at those times stipulated by the provider and subject to availability of places. Please refer to the provider's Admissions Policy for further information and details on how they prioritise places.

- If you do not wish to commit to extra weeks over and above the 38 week limit you are not obliged to in order to access the EYE
- The entitlement equates to 570 hours per year, or for 3- and 4-year-old Extended EYE 1140 hours per year. This cannot be exceeded in one 12-month period. Please note that the 12-month period starts once the child is eligible at the start of the term in which they begin to access their EYE hours.
- All EYE may be split across county borders, but the total hours claimed for 2-year-old EYE and 3- and 4-year-old Universal EYE must not exceed 15 per week (or 570 hours per year). Or, for the Extended EYE 30 hours per week (or 1140 hours per year). This information is shared and audited with other Local Authorities.
- Providers are not obliged to meet every individual request for a pattern of delivery where this is impractical.

WARNING: You are not entitled to claim more than 15 funded hours per week (or 570 hours per year), or for the Extended EYE 30 hours per week (1140 hours per year). This includes cross county border funding. Claims in excess of this may lead to legal action.

8. You can split the EYE between multiple EYE registered providers, though no more than two sites in a single day. For example, your child may attend a breakfast club and nursery setting based on one site, and then attend a setting on a different site in the afternoon. You must inform each provider of how many hours you are going to claim at additional providers and ensure your total funded hours does not exceed the maximum as permitted and CDC makes regular checks to ensure children are not exceeding their EYFE Claim.
9. It is important that the number of hours claimed by your provider does not exceed the number of EYE hours you register for with your provider.

THIS FORM MUST BE RETAINED BY THE PROVIDER, FOR THE CURRENT FINANCIAL YEAR (APRIL TO MARCH), PLUS 7 YEARS FROM COMPLETION DATE AND MADE AVAILABLE AT THE REQUEST OF CITY OF DONCASTER COUNCIL OFFICERS OR OFSTED INSPECTORS