Parental and Legal Responsibility Declaration for the Free Funding Entitlement Form

Data Protection Act
Your child's Provider has the responsibility for keeping this form and information as part of their record keeping. The organization stated within this form will store the information on a secure data base. The DfE has required LA's to collect information on the ethnicity of eligible children attending Early Years Providers. Enfield Council requires the below information to ensure that all children who receive the Free Entitlement for three and four-year olds are entitled to it.

Enfield Council requires the below information to ensure that all children who receive the Free Entitlement for three and four-year olds are entitled to it. An incomplete or incorrectly completed form could result in the loss of your child's funding, or funded place.

Your Provider is required to collect your data for the purposes of checking your eligibility for the 3 & 4-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Enfield Council is exercising the function of a government department. Enfield Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Name of provider: St James CE Primary

Child's full name (Registered on Birth Certificate or Passport)			
Name which the child is known *(if different from above)*			
Address that child currently resides in:		**Post Code:**	
Date of birth		**Gender**	

Please tick which document provided for proof of child's date of birth: **Birth Certificate** ☐ **Passport** ☐

30 hours eligibility code:	

Parent / Carer details

Parent / Carer			**Parent / Carer (optional)**		
Parents full name			**Parents full name**		
Parent/ Carer Parental Responsibility Yes / No			**Parent/ Carer Parental Responsibility** Yes / No		
National Insurance Number:			**National Insurance Number:**		
Address: **Post Code:**			**Address:** **Post Code:**		
Telephone number: **Email address:**			**Telephone number:** **Email address:**		
Date of birth		**Title: Miss/Mrs/Ms/Mr**	**Date of birth**		**Title: Miss/Mrs/Ms/Mr**

Enfield Council is required by HMRC to check your National Insurance Number to validate your child's eligibility for 2 years funding, additional 15 hours, 30-hour funding and Early Years Pupil Premium. ☐

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 to impact positively on your child's progress and development. If you do not wish for the provider to access the EYPP Funding, please tick **NO**

Disability Living Allowance
If your child is 3 or 4 years old and is receiving **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.
If your child is in receipt of Disability Living Allowance, please submit evidence to the provider.

Ethnic Group of Child

Enfield Council would like to ensure that children from all communities can access and use the provision available, your response will enable us to assess how universal the provision of the Funded Entitlement is in Enfield.

Ethnic Origin *(please tick box below)*

☐ **White**
☐ White-British
☐ White-White Irish
☐ White-White Irish Traveller
☐ White-Gypsy Roma
☐ White-Eastern European
☐ White-Greek
☐ White-Greek Cypriot
☐ White-Turkish
☐ White-Turkish Cypriot
☐ White-Western European
☐ White-Italian
☐ White-Other

Mixed/Dual background
☐ Black & Any Other
☐ Mixed-Other
☐ Mixed-White & African
☐ Mixed-White & Asian
☐ Mixed-White & Caribbean
☐ White & Any Other

Black or Black British
☐ Black-Caribbean
☐ Black-Other
☐ Other Black African
☐ Somali

Chinese
☐ Chinese

Asian or Asian British
☐ Asian-Bangladeshi
☐ Asian-Indian
☐ Asian-Other
☐ Asian-Pakistani

Any Other Ethnic Group
☐ Any Other Ethnic
☐ Kurdish

☐ I do not wish to state my child's ethnic origin (Refused)

Attendance and declaration by parents/guardians *(please tick the below relevant boxes)*

☐ I confirm that my child is attending (_____for their Early Years Education entitlement of 15 or 30 hours per week (pending eligibility).
☐ I confirm that my child is not a relative to the childminder stated above **Please see footnote**
☐ I understand that I can only claim 15 hours or up to 30 hours per week (pending eligibility) of funded education for my child.
☐ I understand my child may lose their funded place if they do not attend regularly without a satisfactory reason being provided for their absence.
☐ I declare that my child receives no funded education other than that which is listed below.
☐ I declare the table below is correct and understand that if any details change the Parental and Legal Responsibility Declaration for the Free Funding Entitlement Form must be updated

Terms: Autumn/Spring/Summer	Mon	Tues	Wed	Thurs	Fri	Total number of hours per week
Please enter total number of free entitlement hours attended per day						

☐ My child is only accessing the Free Entitlement with the provider detailed above: Yes / No
☐ My child is also accessing the Free Entitlement with the following provider (please state):
☐ Total amount of Free Entitlement hours claimed per week with another provider:
☐ Local Authority if not Enfield (please state):
☐ My child will be accessing the Free Entitlement from the start and end dates for each term Yes / No

In accordance with the early year's entitlements and the operational guidance for local authorities and providers, parents must sign a legal responsibility declaration.

- I confirm that the information I have provided on the form is accurate and true.
- I understand and agree to the conditions set out in this document and I authorise the named Provider/s stated above to claim free entitlement funding as agreed on behalf of my child for the sessions/weeks my child is attending the provision.
- I understand that my child can attend a maximum of two providers in a single day. If my child attends more than one provider, the funding will be paid according to the number of hours claimed between the providers of a maximum of 15 or 30 hours depending on eligibility.

Funding Notice

I understand that the provider cannot claim the Free entitlement if I have informed the provider that my child will no longer be attending their provision. (For example, if my child's last date is in the autumn term, the provider is not permitted to be paid from the LA for the following Spring and Summer terms).

Parent / Carer:

Signature:	Full name:	Date:

To be completed by the Provider:

Documentary proof of child's date of birth *(eg birth certificate, passport)*	Date seen:
Documentary proof of address *(eg utility bill)*	Date seen:
Documentary proof of parent identification *(eg passport, driving licence)*	Date seen:
Documentary proof of Disability Living Allowance attached	Date seen:
Documentation seen/copied by *(staff member)*	Signature:

**Childcare", as defined in section 18 of the 2006 Act, specifically excludes care provided for a child by a parent, step-parent, foster parent (or other relative) or by a person who fosters the child privately or has parental responsibility for the child. Early years provision by a childminder (either independently registered with Ofsted or registered with a childminder agency) for a related child does not count as childcare in legal terms. Government funding cannot be claimed by childminders providing childcare for their own child or a related child. A "relative", in relation to a child, means a grandparent, aunt, uncle, brother or sister, whether of the full blood or half blood or by marriage or civil partnership.*