



PARENTAL DECLARATION FORM COUNCIL OF THE ISLES OF SCILLY



This is a declaration between Parents and Early Year Providers for the provision of the funded Early Years entitlement for 3 and 4 year olds.

A Parental Declaration Form must be completed for each provider your child attends for their Early Years entitlement of both the universal 15 hours and the extended entitlement of 30 hours per week. In the event of a change of hours a new Declaration Form should be completed by the parent/carer and provider. We understand that the system can be a little complicated and would like to highlight that the Childrens' Services team and all childcare providers across the islands are available to offer support/advice wherever needed when completing the forms. You can contact Childrens' Services on extendedentitlement@scilly.gov.uk.

To assist parents in understanding the Early Years Extended Entitlement we have put together a glossary of all the terms used throughout the Parent Declaration Form. We welcome any feedback from parents regarding the Early Years Entitlement.

So what does it all mean?

- **Provider** – Ofsted Registered Day Care Nursery/ Childminder/ School/ Academy Nursery.
- **Early Years Entitlement** – Childcare/Early Education for 3 & 4 year olds.
- **Universal** – up to 15 hours per week available to ALL 3 & 4 year olds.
- **Extended Entitlement** – for 3 & 4 year olds, up to an additional 15 hours per week which are only available to eligible parents on application to 'Childcare Choices' who have had an 11 digit code sent to them.
- **Eligible** – how do I know if I am an 'eligible parent?'
Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare. To qualify each parent (or the sole parent in a single parent family) needs to earn, on average, at least the equivalent of 16 hours on the national/living minimum wage per week (£120 per week for those aged 25 or over) and no more than £100,000 per year.
- **Eligibility Code** – the 11 digit code given to parents when they are eligible for the Extended Entitlement when they register on with Childcare Choices. (You will need to have this available for the forms required by your Provider).
- **Grace Period** – a Grace Period is designed to enable parents to retain their childcare place for a short period should they have become ineligible for the extended entitlement, i.e. becomes unemployed due to redundancy or end of contract. The Grace Period gives the parent time to secure alternative employment. If, at the end of the Grace Period, a parent remains ineligible for the Extended Entitlement they will still be eligible for the universal 15 hours.
- **Funded** – hours where you as the parent do not need to have to pay. Hours are funded by the Local Authority.
- **Stretched** – using the hours to suit your individual family needs. E.g. using less hours each week to spread across the whole year including holidays, rather than using the full amount each week.
- **Disability Access Fund Declaration** – as explained in the Parent Declaration.
- **Early Years Pupil Premium** - as explained in the Parent Declaration.
- **NASS Number** – National Asylum Support Service number.

Please complete the Parental Declaration form overleaf...

Please use **BLOCK CAPITALS and pen** to complete this form, thank you.

PART 1 – CHILD’S DETAILS

Forename: Name Parent(s):
 Surname: NI. No.
 Date of Birth: Address:
 Postcode:

Form of ID seen to confirm DOB (please tick)
 Birth Certificate Passport Red Book Other (please specify)
 Date ID seen: Staff seen by:
 30 Hours Extended Entitlement Eligibility Code:
 Funding Start Date: With the provider:

PART 2 – CLAIM DETAILS

Please complete the table below for ALL the Free Early Years Funded provision your child attends. Early Years entitlement can be taken at a maximum of 2 providers in a single day and up to 3 providers throughout the week.

Provider A	<input type="text"/>	Term Time Only – 38 weeks	<input type="text"/> Yes/ No
No. of Free Early Education Hours claimed per week	<input type="text"/>	Stretched Offer – up to 52 weeks	<input type="text"/> Yes/ No
Total No. of Hours Claimed at provider over the year	<input type="text"/>	If Stretched Offer – No. of weeks per year	<input type="text"/>
Provider B	<input type="text"/>	Term Time Only – 38 weeks	<input type="text"/> Yes/ No
No. of Free Early Education Hours claimed per week	<input type="text"/>	Stretched Offer – up to 52 weeks	<input type="text"/> Yes/ No
Total No. of Hours Claimed at provider over the year	<input type="text"/>	If Stretched Offer – No. of weeks per year	<input type="text"/>
Provider C	<input type="text"/>	Term Time Only – 38 weeks	<input type="text"/> Yes/ No
No. of Free Early Education Hours claimed per week	<input type="text"/>	Stretched Offer – up to 52 weeks	<input type="text"/> Yes/ No
Total No. of Hours Claimed at provider over the year	<input type="text"/>	If Stretched Offer – No. of weeks per year	<input type="text"/>
Total Hours Claimed	<input type="text"/>	<i>Extended 1140 hrs maximum. 570 hrs of this is universal.</i>	

Please indicate at which provider(s) you intend to use your Universal hrs

Please indicate at which provider(s) you intend to use your Extended hrs

PART 3 - DISABILITY ACCESS FUND DECLARATION

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving the Early Years entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's Early Years provider as a fixed annual sum of £615 per eligible child. The provider will use this funding to support your child to access their free entitlement.

Is your child in receipt of Disability Living Allowance and therefore eligible? Yes No

If your child is splitting their Early Years Entitlement across two or more providers, please nominate the main setting where the Council should pay the DAF. Please note that if your child moves providers half way through the year, the funding will stay with the current provider, it is not transferrable and does not follow the child.

Name of Provider:

PART 4 - EARLY YEARS PUPIL PREMIUM (EYPP)

The Early Years Pupil Premium (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. For more information please speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information for the main benefit holder to enable the local authority to confirm eligibility:

Forename:	<input type="text"/>	Date of Birth:	<input type="text"/>
Surname:	<input type="text"/>	NI Number:	<input type="text"/>
Signature:	<input type="text"/>	NASS Number:	<input type="text"/>

PART 5 - AGREEMENT

- I confirm that the details on this form are correct.
- I give consent for the information on this form to be shared with the Local Authority.
- I understand that eligibility for the 30 hours is determined solely by HMRC.
- I understand that I cannot claim more than 1,140 hours per year and a weekly maximum of 30 hours (if eligible).
- I understand that my provider will validate the 30 Hours Extended Entitlement eligibility code with the Local Authority.
- I understand that it is my responsibility to renew my 30 hours extended eligibility code every 3 months. Failure to do so may invalidate my eligibility code.
- I understand that it is my responsibility to inform my provider if I no longer meet the eligibility criteria for the 30 hours extended entitlement. I understand that the Local Authority will inform my provider when I go into my grace period. I understand that the grace period will give me the opportunity to regain employment and that this will be detailed to me by my provider.
- I understand that I can only access the funded entitlement at a maximum of 3 providers per week and a maximum of 2 providers per day.

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I understand that I cannot be charged for the Free Entitlement of either the universal (15) hours or Extended (30) hours.

I have received information from my provider of additional optional services and consumables during funded hours for my child and understand that these can be charged for.

I understand that I am required to give my provider their stated notice period should I wish to amend my hours or cancel my place.

I understand and agree the information I have provided will be shared with the Local Authority and Department for Education, who will access information from other government departments to confirm eligibility and entitlements. I understand that personal data including sensitive personal data submitted by my provider about my child will be appropriately used by Local Authority services and systems, throughout the life of my child's education.

I authorise this provider to claim free entitlement funding on behalf of my child.

PART 6 - DATA PRIVACY

We use information about children and young people to enable us to carry out specific functions for which we are responsible. We also use this personal data to derive statistics which inform decisions we make. These statistics are used in such a way that individual children cannot be identified. Sensitive personal data (i.e. a child in receipt of Disability Living Allowance) will be handled appropriately. All data will be stored in compliance with the Data Protection Act 1998.

Parent/ Carer's Signature:

Date:

Provider's Signature:

Date:

Office use only

Received

Eligibility checked

Outcome

Provider notified

Logged

Children's Services, Town Hall, St Mary's, Isles of Scilly, TR21 0LW
01720 424022 extendedentitlement@scilly.gov.uk