

Annex B

Childcare entitlements parental declaration form

This form is a declaration of what entitlements you will be taking up, and what optional extras you have agreed to pay your provider. It is important that this form is kept up to date and accurate. If you wish to:

- increase or reduce your hours
- change what days your child attends
- change what optional extras you purchase
- or your circumstances mean that the entitlement(s) you are using changes

Should there be changes please ensure you speak to your provider about updating this form. Your provider may have additional terms and conditions alongside this document. Speak to your provider for more information.

Full information on approved childcare can be found at: [Get childcare – step by step](#)

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

Child's Surname(s): (as written on the child's birth certificate)	
Child's Forename(s): (as written on the child's birth certificate)	
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.	
Sex:	
Ethnicity:	
Address:	

Step 2: Your details – parent/carers to complete

	Parent/Guardian 1	Parent/Guardian 2
Surname		
Forename		
Date of birth		
National Insurance Number		
National Asylum Support Service (NASS) Number		

Step 3: Your child’s eligibility – parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement(s) you will be using and complete the table below with the eligibility code (where applicable). If your child is 2 years old and eligible for both entitlements, your provider **must** use the early learning for 2-year-olds funding first.

- Early learning for 2-year-olds:
 - 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.
- Universal entitlement for 3- and 4-year-olds.
- Working parent entitlement for children from 9 months old

Please indicate whether you are claiming your funded hours as either a:

Offer	Number of hours each week		Number of weeks a year
Stretched			
Or			
Term time (tick 15 or 30)	<input type="checkbox"/> 15H	<input type="checkbox"/> 30H	38 weeks a year

Croydon terms are as follows:

- Summer 13 weeks
- Autumn 14 weeks
- Spring 11 weeks

Please indicate how you are claiming your funded hours:

- I confirm that my child does not access funding with another Croydon private provider, maintained nursery class, school or with any provider in another Local Authority
- OR**
- My child is splitting childcare across 2 settings as set out in **section 5**.

Please tick to show that you agree to the following conditions: (tick here)

- I understand the provider will not charge me for the funded hours.
- If I **ask** my provider to supply additional services and/or provide extra hours beyond the funded hours detailed above, I agree to pay any applicable fees for these additional services and/or extra hours.
- I acknowledge that if I move my child to another provider without giving **4 weeks’** notice in writing I will not be able to claim free (funded) entitlement in the new setting until the end of the 4-week period as the original setting claims this in lieu of notice.
- I agree that if 2 or more providers try to claim funding for the same period, I will be responsible for any fees that the provider cannot claim if my child has been attending the setting.

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:

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

Yes No

Early Years Pupil Premium (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

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)	
Early Learning 2-year-old eligibility: code: (e.g. AB1F5C)	
Disability Living Allowance proof (letter from DWP) if applicable:	

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(s) 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 two settings the local authority will distribute the funding appropriately between the settings.

Free (funded) hours can only be split across two different settings in total.

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38, 45, 51)
Total funded entitlement hours attended per day							N/A	
Total extra (chargeable) hours per day								
Total daily hours attended								

If your child is splitting their funded entitlement across two settings, please nominate their main setting:

To fill in if your child attends two settings:

Total funded entitlement hours attended per day

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting 1 name:						
Setting 2 name:						

To note: the maximum number of funded hours your child can receive is:

- 1) for early learning for 2-year-olds: 15 hours a week for across 38 weeks of the year (570 hours a year).
- 2) for all 3- and 4-year-olds: 15 hours a week across 38 weeks of the year (570 hours a year).
- 3) for children aged from 9 months to 4 years old of eligible working parents: 30 hours a week across 38 weeks of the year (1,140 hours a year). For children aged 2 to 4 years, this can be combined with either of the above entitlements to a maximum of 30 hours.

Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free (funded), 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 entitlement hours.

Government funding is not intended 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.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on [Family Space Croydon](#). These should be clear, up-to-date, and easily accessible to parents, to enable parents to make an informed choice of provider.

Provide details of the charges made for consumables and additional services. Itemised details of what these charges relate to should be proportionate, but enable the parent/carer to understand the charges they are agreeing to:

Consumables and additional services		
Type	Items / services provided	Cost per day / per service
Food		
Non-food consumables		
Extra curricula activities		
Other (specify)		

The parent agrees by signing this declaration that they have agreed to take up these optional extras in connection with the funded hours and are aware that they can discuss alternatives with the provider.

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

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 entitlement funding 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.

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

Croydon Council is collecting your data for the purposes of checking your eligibility for the childcare 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

The Data Protection Act 2018 (the ‘Act’) and the General Data Protection Regulation (GDPR) 2021 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 Croydon Council. 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/>

Data Protection Statement

For the purposes of Data Protection Act 2018 (the 'Act') and the General Data Protection Regulation (GDPR) 2021, Croydon Council is the data controller in relation to all personal information you provide on this form. We are committed to protecting your privacy when you use our services. Please click here to view the full privacy notice. [Croydon Council Education Privacy Notice](#)