

# Early Years Free Entitlement (EYFE) Parental Declaration Form 2019/20

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To be completed by parent/carer of a two, three or four year old child eligible for Early Years Free Entitlement (EYFE) when the child starts their EYFE.

## 1. Child & Parent/ Carer Details

<b>Child's Legal Family Name:</b>															
<b>Child's Legal Forename(s):</b>															
<b>Name by which the child is known</b> (if different from above)															
<b>Child's Date of Birth</b>		D	D	M	M	Y	Y	<b>Gender</b>							
<b>Proof of DoB Type</b> (Birth certificate, Passport):							<b>Recorded by: (staff member &amp; date recorded)</b>								
<b>Two Year Funding E number:</b> (if applicable)		<b>E:</b>					<b>30 hour eligibility code:</b> (if applicable) (eg.50012345678)								
<b>Parent/ Carer one</b>						<b>Parent/ Carer two</b>									
<b>Legal Family Name:</b>						<b>Legal Family Name:</b>									
<b>Legal Forename:</b>						<b>Legal Forename:</b>									
<b>Parental DOB</b>						<b>Parental DOB</b>									
<b>NI or NASS number</b>								<b>NI or NASS number</b>							
<b>Child's home Address:</b>															
		<b>Postcode</b>													
<b>Child's Ethnic Origin (please tick)</b>															
<b>White</b>						<b>Asian / Asian British</b>									
English/Welsh/Scottish/Northern Irish						Indian									
Irish						Pakistani									
Gypsy or Irish Traveller						Bangladeshi									
Any other white background please describe						Chinese									
<b>Black or Black British</b>						Any other Asian background, please describe									
Black Caribbean						<b>Mixed / Multiple ethnic group</b>									
Black African						White and Black Caribbean									
Other Black						White and Asian									
Any other Black/ Caribbean background, please describe						White and Black African									
						Any other mixed/multiple ethnic background, please describe									
<b>Other</b>															
Arab															
Other ethnic group please describe															

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## 2. Setting and Attendance details

- You need to agree and complete a Declaration Form with **each setting** your child attends for their EYFE in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than one setting we will distribute the funding appropriately between the settings.
- If your child is eligible for the extended 30 hour entitlement and is splitting this between more than one setting, please indicate in the table below where your child is having their universal ('15 hour') entitlement as setting A, and the extended entitlement as setting B

**My child is attending the following setting or settings:**

Setting Name(s) If <b>splitting</b> between more than one setting, please indicate below where your child is having their <b>universal</b> entitlement as <b>setting A</b> , and the <b>extended entitlement</b> as <b>setting B</b>		Please enter the total EYFE hours attended per day					Total number of EYFE <u>hours per week</u>	Number of EYFE <u>weeks per year</u> (e.g. 38, 48, 50, 51,52)
		MON	TUES	WED	THUR	FRI		
A								
B								
<b>Total <u>daily</u> EYFE hours attended</b>								
Start date of EYFE at setting A	<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>		
Start date of EYFE at setting B	<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>		

## 3. Early Years Pupil Premium (EYPP)

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to providers for the provision of extra support for children of families in receipt of certain benefits and children who are looked after or have left the care of the local authority through adoption or special guardianship. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child's progress and development. For more information please speak to your childcare provider.

<ul style="list-style-type: none"> <li>I wish my childcare provider to claim EYPP for my child</li> <li>I confirm my agreement for them to use information supplied by me on this form</li> <li>I will provide evidence of eligibility where necessary, e.g. copy of the adoption certificate or a copy of the special guardianship/residence order</li> </ul>	
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## 4. Disability Access Fund (DAF) Declaration

If your child is three or four, is receiving [Disability Living Allowance \(DLA\)](#) and is receiving EYFE 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.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?	Yes		No	
If your child is splitting their EYFE across two or more providers please nominate the setting where you would like the local authority to pay the DAF				

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## 5. Parent/Carer/Guardian with legal responsibility declaration:

- **Declaration:** (name).....
- **Of (address)** .....  
.....
  
- 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 the early years/childcare setting named at the beginning of this declaration to claim EYFE funding as agreed above on behalf of my child.
- I understand that Brighton & Hove city council will check the information I provide with neighbouring local authorities to check that I am not over-claiming EYFE for my child
- I agree that the information I have provided can be shared with Brighton & Hove City Council (BHCC) and Department for Education (DfE), who will access information from other government departments to confirm my child’s eligibility for the two year old, or three and four year old extended entitlements and enable this early years/childcare setting to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.
- I understand that their EYFE is a maximum of 15 (or 30 if eligible) hours a week, 38 weeks a year.
- I understand that the EYFE may be stretched across the whole year for a total of 570 (or 1140 if eligible) hours. If my child’s EYFE is stretched this will be for more than 38 weeks a year but for fewer than 15 (or 30 if eligible) hours a week.
- I understand that if my child attends more than one childcare setting (including a maintained school nursery class) their EYFE hours cannot exceed 570 (or 1140 if eligible) hours a year.
- I understand that if my child leaves their early years/childcare setting I must give the setting notice as required by their notice policy, and that I may be charged by the provider if I do not.
- I understand that this form will be made available by my early years/childcare setting to Brighton & Hove City Council (BHCC) upon request.
- I understand that I will have to complete a change of attendance form if my child’s EYFE hours vary from those outlined on this form.

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

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## **Privacy Notice**

Brighton & Hove City Council is the data controller for purposes of the Data Protection Act (2018) and the General Data Protection Regulation (EU) 2016/679 ('GDPR') and is registered as a data controller with the Information Commissioner's Office (ICO).

Brighton & Hove City Council is committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

## **Purposes and Lawful Basis of Processing**

We are collecting your data for the purpose of

- checking your eligibility for the early years free entitlements
- enabling us to pay your early years provider for their provision of the early years free entitlement for your child, including any supplementary entitlements
- supporting your child's teaching and learning
- monitoring early years and childcare provision

We have a lawful basis for processing this data as we have a legal obligation under the Childcare Acts 2006 and 2016 (as amended).

We will process special category data regarding your child's ethnicity, disability (where applicable) and this will be done on the basis of Substantial Public Interest: processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued. Data may be used in accordance with the Equality Act 2010.

## **Who we will Share your Data with**

Your data may be shared with Brighton & Hove City Council's departments of Families, Children and Learning, and Finance and Resources in order to process data as outlined above. It will also be shared with the Department for Education as a requirement of their annual census collection.

The council operates shared services with Surrey County Council and East Sussex County Council, and may share your information with one of these partners if necessary to provide these services.

## **How Long we will Hold your Data (Retention)**

We will hold your data for six years following the term after your child's fifth birthday

## **Transferring Data outside the European Economic Area**

Your information is not processed outside the European Economic Area.

## **Your Information Rights**

Under GDPR you have certain rights concerning your information. For further information on your rights visit [our website](#).

## **Further information**

If you would like to discuss this further please contact our Information Governance Team on 01273 295959 or [data.protection@brighton-hove.gov.uk](mailto:data.protection@brighton-hove.gov.uk)

The council also has a Data Protection Officer, who can be contacted via:

<https://www.brighton-hove.gov.uk/dpo>

You can also contact the ICO for further information or to make a complaint:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

[Email ICO](#)

[Report a concern on the ICO website](#)