

# Parent/Carer declaration for Early Years Entitlements

Please complete using BLOCK CAPITALS

Parents must complete this form to confirm how they will be claiming the Early Years Entitlements, to give consent for the sharing of personal data and permission to check eligibility for the Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF)

## Step 1: Your Child's details

Child's Legal Family Name		Child's Legal Forename(s)	
Date of Birth (dd/mm/yyyy)		Gender	
Ethnicity		First Language	
Address			
Postcode			

You will need to provide proof of your child's date of birth.

**Please tick which document you will provide with this form:**

<input type="checkbox"/> <b>Birth Certificate</b>	<input type="checkbox"/> <b>Passport</b>
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☐ **Step 1 complete? Tick here**

## Step 2: Your Details (parents/carers)

Parent / Carer 1		Parent / Carer 2	
Legal Family Name		Legal Family Name	
Legal Forename		Legal Forename	
Date of Birth (dd/mm/yyyy)		Date of Birth (dd/mm/yyyy)	
National Insurance number or Asylum Support Reference Number		National Insurance number or Asylum Support Reference Number	

☐ **Step 2 complete? Tick here**

### Step 3: Your Child's Eligibility\*

**To be completed with assistance from your chosen provider(s).** Please tick which entitlement(s) you will be using. If your child is two years old and eligible for both entitlements, you should use the targeted 2 year funding for those receiving some additional forms of support first.

☐ **Targeted 2 year funding**

for children from 2 years old in families receiving additional forms of 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.

☐ **Universal entitlement** (for 3 and 4 year-olds).

\*Eligibility date/age applies to the term **after** the child's birthday (or the term **after** they turn 9 months)

See note 1 on page 5.

**Your provider could receive extra funding for your child if certain criteria are met:**

- **Early Years Pupil Premium (EYPP)** is paid to childcare providers where they care for children of families in receipt of certain benefits (e.g. Income Support). It is used to provide extra support for your child such as improving teaching and learning facilities and resources.

See note 2 on page 5.

Your provider could also receive early years pupil premium if your child is currently being looked after by a local authority or has left care through adoption, a special guardianship order or a child arrangements order. (Please provide evidence)

**Is your child currently looked after by a local authority or have they left care?**

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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- **The Disability Access Fund (DAF)** is an annual payment to a child's early years provider where they care for children in receipt of Disability Living Allowance. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

See note 3 on page 6.

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

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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If your child is splitting their Early Years Entitlements across two or more early years providers, please nominate the main setting where the local authority should pay the DAF

☐ **Step 3 complete? Tick here**

Step 4: Document Check

Document recorded by (name of staff member):		Date recorded (dd/mm/yyyy)	
Working parent's eligibility code (if applicable) (e.g. 12345678912)			
Targeted 2 year old eligibility code (if applicable) (e.g. TYF867-1809-XXXXXXX)			

☐ Step 4 complete? Tick here

Step 5: Setting and Attendance Details

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement to ensure they are paid fairly. Your provider should help you complete this section.

Setting Name(s)  Your child can attend a maximum of two settings in a day.	Funded entitlements hours attended per day					Total no. of hours per week	No. of weeks per year (eg 43,51) Term Time only = 38
	Mon	Tue	Wed	Thu	Fri		
I am claiming universal 3 & 4 year old OR targeted 2 year old funded hours at:							
A							
B							
I am claiming working parent entitlement funded hours at:							
A							
B							
Total funded entitlement hours attended per day (max 10)							

- To note: the maximum number of funded hours your child can receive is:
- 1) for children aged from 9 months of eligible working parents: 15 hours per week working parent entitlement funding for 38 weeks of the year (increasing to 30 hours from September 2025).
  - 2) for 2 year olds in families receiving additional forms of support: 15 hours per week Targeted 2 year old funding for 38 weeks of the year. (From September 2025 those 2 year olds also eligible for working parent entitlement: 15 hours per week Targeted 2 year old funding and 15 hours per week working parent entitlement for 38 weeks of the year)
  - 3) for ALL 3 and 4 year olds: 15 hours per week universal funding for 38 weeks of the year. This can be combined with the working parent entitlement for a maximum of 30 hours per week.

See note 4 on page 6

☐ Step 5 complete? Tick here

## Step 6: Parent/Carer/Guardian with Legal Responsibility Declaration

<b>Declaration: I (name)</b>	
<b>Of (address)</b>	

- confirm that the information I have provided above is accurate and true
- understand and agree to the conditions set out in this document
- give consent for the sharing of personal data
- give permission to check eligibility for the Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF) and understand that if eligible this will NOT impact on any other benefits I receive
- authorise:

<b>Name of Provider/s</b>	
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to claim Early Years Entitlements funding as agreed above on behalf of my child.

Parent / Carer / Guardian		Childcare Provider	
Signed		Signed	
Print name		Print name	
Date		Date	

In collecting your data for the purposes of checking your eligibility for the Early Years Entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) (see notes 1 – 3), Bracknell Forest Council is exercising the function of a government department. Bracknell Forest Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

### Data Privacy

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 Bracknell Forest 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 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/>

☐ **Step 6 complete? Tick here**

**This form is now complete.**

## Guidance Notes

**Note 1:** Eligibility criteria for all the Early Years Entitlements can be found online:

### [Early Years Entitlements](https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/free-childcare/about-free-childcare)

<https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/free-childcare/about-free-childcare>

- **'Targeted' 2 Year Olds** available to 2 year olds in need of additional support (Please only enter data in the top section of table at step 5)
- **Universal 3 & 4 Year Olds** available to all 3- and 4-year-olds (Please only enter data in the top section of table at step 5)
- **Working Parent Entitlement** from 9 months (Please enter data in the bottom section of table at step 5)

### **Note 2:** [Early Years Pupil Premium](https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/information-early-years-providers/funding-information-early-years-providers/funding-early-years-pupil-premium)

<https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/information-early-years-providers/funding-information-early-years-providers/funding-early-years-pupil-premium>

This will be paid directly to your provider/s for the provision of extra support for your child to impact positively on their progress and development.

To be eligible, children must be accessing the early years entitlements and

- parent/s must be in receipt of certain benefits (e.g. Income Support) OR
- the child must have been in local authority care for 1 day or more in England or Wales, been adopted from care or left care under a special guardianship order or residence order in England or Wales

The information on this form will be used to check eligibility for EYPP.

If you ARE eligible this will NOT impact on any other benefits you receive

If you ARE NOT eligible, this does not affect your funded childcare place

**Note 3: [Disability Access Fund \(DAF\)](#)**

**<https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/disability-access-fund>**

Children who are in receipt of child Disability Living Allowance (DLA) and are receiving Early Years Entitlements are eligible for the DAF, paid to the child's setting as a fixed annual sum.

**Note 4: Funded hours**

Children eligible for 15 hours funding can access up to 570 hours per year from the term after their qualifying age.

NB 15 hours over 38 weeks is a "term time only" offer. Providers can stretch this offer over more weeks resulting in fewer funded hours each week.

Children eligible for 30 hours funding can access up to 1140 hours per year from the term after their qualifying age.

NB 30 hours over 38 weeks is a "term time only" offer. Providers can stretch this offer over more weeks resulting in fewer funded hours each week.

NB: The maximum number of funded hours a child can receive is:

- 1) for children aged from 9 months of eligible working parents: 570 working parent entitlement hours per year, with a maximum of 15 hours per week (this will increase to 1140 working parent entitlement hours per year from September 2025).
- 2) for 2 year olds in families receiving additional forms of support: 570 hours Targeted 2 year old hours per year, with a maximum of 15 hours per week. From September 2025, for any 2 year olds who are also eligible for the working parent entitlement; a maximum total of 1140 hours (570 targeted + 570 working parent entitlement hours) per year, with a maximum total of 30 hours per week.
- 3) for ALL 3 and 4 year olds: 570 Universal hours a year, with a maximum of 15 hours per week. For any 3 and 4 year olds who are also eligible for the working parent entitlement, a maximum total of 1140 hours (570 universal + 570 working parent entitlement hours) per year, with a maximum total of 30 hours per week.

Further information about EYPP and DAF is available on the government website:

**[Get extra funding for your early years provider](#)**

**<https://www.gov.uk/get-extra-early-years-funding>**

If you would like more information about Early Years Entitlements and/or how to check if you are eligible, please contact the Family Information Service:

**FIS@bracknell-forest.gov.uk**

**01344 353133**

**[www.bracknell-forest.gov.uk/localdirectory](http://www.bracknell-forest.gov.uk/localdirectory)**

Please note - website links shown above may change/be updated – if a link is no longer current and you are unable to find the relevant page, please contact us.