

Parent Declaration for Early Years Funding

Step 1: Your Child's Details and Eligibility

Child's Legal Family Name:		Child's Legal Forename(s):	
Name by which the child is known (if different from above):			
Date of Birth:		Gender:	
Address:		Postcode:	
Ethnicity:		First language:	

Please tick which document you will provide with this form as proof of child's date of birth and address:

Mandatory	Optional – good practice
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Utility bill <input type="checkbox"/> Bank statement <input type="checkbox"/> Other (please specify)

2-year-old eligibility code: (e.g. TYF877-1807-AB1234CD)	Code's eligibility date:
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30 hours eligibility code: (e.g. 50123456789)	Code starts in which term?	Eligible from date:	Eligible to date:	Grace period end date:
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Is 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:	Date of Birth:
NI or NASS Number:	NI or NASS Number:
Telephone Number:	Telephone Number:
Email address:	Email address:

Is step 2 complete? Tick here

Step 3: Your Child's Eligibility

- Some 2-year-olds are entitled to 570 funded hours a year.
- All 3 and 4-year-olds are entitled to 570 hours a year (universal entitlement).
- Some 3 and 4-year-olds from working families may be entitled to an additional 570 hours (extended or 30 hours entitlement) a year.

See note 1 on page 6.

Disability Access Fund

If your child is 3 or 4, is receiving child Disability Living Allowance and is receiving Early Years Funding, 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. See note 2 on page 6.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)? Yes No

If yes please provide evidence of DLA start and end dates e.g. DWP notification letter.

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 so as to impact positively on your child's progress and development. See note 3 on page 6 or speak to your childcare provider.

Is your child currently looked after by a local authority, adopted, or has left care under special guardianship / a child arrangement order? Yes No

Step 4: Document Check

To be completed with assistance from your chosen provider(s)

Documentary proof of DoB (e.g. Birth Certificate, Passport):		Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):			
DLA Start Date (dd/mm/yyyy):		DLA End Date (dd/mm/yyyy):	

Is step 4 complete? Tick here

Step 5: Setting and Attendance Details

To be completed with assistance from your chosen provider(s)

- You need to agree and complete this Declaration Form with each setting your child attends for their early years entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them.
- For 3 and 4 year olds - your child can attend a maximum of 2 sites in a single day and if your child attends more than 1 setting we will split the funding fairly between the settings.
- For 2 year olds – your child can attend 1 setting only.
- Your commitment to your child’s consistent attendance at their placement is of the utmost importance. In the event that your child cannot attend their sessions for any reason (illness etc.), you must telephone the setting to inform them of your child’s absence. Ultimately, poor attendance may result in the placement being withdrawn.
- If you intend to leave at the end of a term, please ensure you notify your provider in advance.
- Children are expected to attend the same setting for the whole of the term and can only move to a different setting part way through the term in exceptional circumstances. Requests to move partway through the term will need to be emailed to EYfunding@liverpool.gov.uk with your child’s name, setting name and clear reasons for the move.

Please note: the request to move is not guaranteed.

My child is attending the following settings (please list all settings attended):

To be completed by the PARENT/CARER								To be completed by THE SETTING with the PARENT/CARER		
Setting Name(s)	Total actual hours attended per week	Please enter total number of Early Years Funding hours attended per day					Total number of funded hours per week	Number of weeks per year (e.g. 38, 45, 51)	Annual funded hours = Funded hours per week x Number of weeks	
		Mon	Tue	Wed	Thurs	Fri				
A										
B										
C										
Total Daily Funded Hours Attended										

Check that the total annual hours does not exceed the maximum (maximum 570 universal OR 1140 universal & extended)

If your child is splitting their entitlement across two or more settings please nominate the main setting where the local authority should pay the DAF and the universal hours:

Is step 5 complete? Tick here

Step 6: Parent/Carer/Guardian with Legal Responsibility

Data Protection

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 (DfE), local authorities, schools and other early years providers.

Liverpool City Council maintain a database in respect of Early Years Funding. All personal information provided on this form is treated in strict confidence in accordance with the requirements of the Act.

In collecting your data for the purposes of checking your eligibility for the 2-year-old, or 3 & 4-year-old universal and extended Early Years Funding, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) (see page 6), Liverpool City Council is exercising the function of a government department. Liverpool City Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

The data may be shared with other Early Help Departments within the Council, other Local Authorities, the DfE, the HMRC, the DWP and other government bodies as appropriate for the purpose of processing Early Years Funding and the identification of children attracting pupil premium funding.

You can find out more information on how the Council will handle your information in relation to this application for Early Years Funding at liverpool.gov.uk/privacy-notice/

Early Years Providers have also been asked to handle sensitive personal data appropriately, particularly when seeking information about whether a child is in receipt of DLA. They should also pay particular notice to the advice from the Information Commissioner's Office on holding personal data including sensitive personal data.

Early Years Providers will have their own privacy notice, a copy of which should be available to you.

Should you have any concerns relating to the processing of personal information for you, your child or children, please contact your provider or the Early Years Funding Team at EYfunding@liverpool.gov.uk

Declaration

Declaration: I (name) _____
of (address) _____

- understand that if I knowingly or fraudulently claim more than the maximum hours allowable, I will be liable for any loss incurred by the Government, Local Authority or Provider(s) named on page 3
- 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 funding as agreed above on behalf of my child.

Term	Year	Parent Name & Signature	Date	Provider Name & Signature	Date
Autumn					
Spring					
Summer					
Autumn					
Spring					
Summer					

Is step 6 complete? Tick here

This form is now complete

Parent Notes

Eligibility Criteria for Early Years Funding

Note 1: eligibility criteria for Early Years Funding for 2- 3-and 4-year-old children can be found online at <https://www.childcarechoices.gov.uk/>

Note 2: 3- and 4-year-old children who are in receipt of child Disability Living Allowance (DLA) and are receiving Early Years Funding are eligible for the **Disability Access Fund (DAF)**. DAF is paid to the child's setting as a fixed annual sum of £615.

Note 3: **Early Years Pupil Premium (EYPP)** is an additional sum of money paid to childcare providers for 3- and 4-year-olds of families in receipt of certain benefits including or if a child is Looked After by a local authority, has left care through Adoption, Special Guardianship or Child Arrangement Order. (a copy of the certificate will be required to evidence this)

See <https://www.gov.uk/get-extra-early-years-funding> for full details