



2019/2020

**Free Early Education Entitlement
for Eligible 2-Year-Olds and 3 & 4-Year-Olds
claiming free hours**

EYR1 – Parental Declaration Form

2019-2020

This document should be completed prior to your child beginning the first day of attendance. It enables the Provider of your child's free hours to record all the information required by the Department for Education to count and make a claim to Bristol City Council for their funding, including 30 Hours Free Childcare, Early Years Pupil Premium and the Disability Access Fund.

Please be mindful of sharing the completed form in a secure way that does not put you or your child's information at risk.

SECTION 1: Child's Details (all Eligible 2-Year-Olds and 3 & 4-Year-Olds claiming free hours)

Legal First Name(s):		Legal Surname:	
Date of Birth (dd/mm/yyyy):		Gender:	
Address:			
Post Code:			
Special Educational Needs and / or Disability (SEND) (please tick one if applicable)	No SEND		Ethnicity:
	Statutory EHCP Plan		Language:
	Support Plan		Nationality:
	SEN Support		Country of Birth:
Documentary proof of Date of Birth Type and Number *** (e.g. Birth Certificate, Passport):			
Document recorded by (Provider's staff member): E TENANT		Date document recorded (dd/mm/yyyy):	

*** The Provider will take a copy and store it securely

SECTION 2: Parent's Details - 30 Hours Free Childcare & Early Years Pupil Premium (Only 3 & 4-Year-Olds claiming free hours)

	(Parents within the Child's household)	
	Parent A	Parent B
Parent/carer First Name(s)		
Parent/carer Surname		
Parent/carer Date of Birth (dd/mm/yyyy)		
Parent/carer National Insurance Number (e.g. AB 12 34 56 C) or NASS Number (e.g. 123456789)		
Address and Post Code		
Contact Number		
Email Address		

30 Hours Free Childcare

From September 2017, working families in England with a 3 or 4-Year-Old child can apply for an Extended 15 Hours Free Childcare per week. To apply, please visit www.childcarechoices.gov.uk to obtain a unique 30 Hours Code for your child.

	Parent A	Parent B
30 Hours Code (e.g. 50001234567)		
Parent/carer Signature		
Date of Signature (dd/mm/yyyy)		

The 30 Hours code has to be renewed with HMRC every 3 months. At the end of the 3 months, codes that are not renewed fall into a 'grace period' where you can still claim Extended Free hours. Your Provider will advise you of the date when the grace period expires. After this your Extended Hours will no longer be available.

Early Years Pupil Premium (EYPP)

This is funding paid to Providers for children whose parents are in receipt of [certain benefits](#). The funding is used to enhance the quality of your child's early years experience

by improving the teaching, learning, facilities and resources, with the aim of impacting positively on your child’s progress and development. EYPP is only available for the 15 Universal free hours.

Children who are currently being looked after by a local authority in England or Wales or have left care through an adoption order, a special guardianship order or a child arrangement order are also eligible for EYPP. Please talk to your Provider if this applies to your child and share the relevant court order documentation as proof to enable them to make a claim.

	Parent A	Parent B
Main Benefit Claimer (please indicate with an X)		
Parent/carer Signature		
Date of Signature (dd/mm/yyyy)		

SECTION 3: Provider(s) and Attendance (all Eligible 2-Year-Olds and 3 & 4-Year-Olds claiming free hours)

Eligible 2-Year-Olds and all 3 and 4-Year-Old children are universally entitled to 570 free hours per year. This is delivered in either of two options:

- 12 Hours Free Childcare per week All Year Round (over 47.5 weeks)
- 15 Hours Free Childcare per week Term Time Only (over 38 weeks)

This is referred to as the ‘Universal’ free entitlement.

From September 2017, working families in England with a 3 or 4-Year-Old child can apply for a further 570 free hours per year. This is referred to as the ‘Extended’ free entitlement. Together they make 1140 hours (24 Free Hours All Year Round or 30 Free Hours Term Time Only).

Providers can choose how to offer free hours to your child. Either option will provide your child with their maximum annual entitlement of 570 Universal Hours or 1140 Hours (570 Universal + 570 Extended). If your child attends more than one Provider it is possible to mix both options together, as long as their total annual free hours claimed does not exceed 570 Universal + 570 Extended hours.

Using the following example as a guide, please complete the table on page 5, specifying which Provider(s) you wish to claim your child's Universal (and Extended) Free Hours with. If you need space for more Providers, please add in more rows.

Example of 30 Hours Free Childcare shared between an All Year Round Childminder and a Term Time Only Private Nursery

- **Mondays & Fridays** - Torfiq is dropped off at his Childminder at 0800. His Childminder provides 1 free hour before taking him to Nursery for 0900. He has 3 free hours until 1200 and another 3 free hours until 1500 when his Childminder collects him and provides 2 free hours until 1700.
- **Tuesdays & Wednesdays** – Torfiq stays at home.
- **Thursdays** - Torfiq is dropped off at his Childminder at 0800. His Childminder provides 1 free hour before taking him to Nursery for 0900. He has 3 free hours until 1200 when his Childminder collects him and provides 2 free hours until 1400 followed by 3 privately charged hours until 1700.

His parents share the Universal and Extended hours between Torfiq's two providers.

Universal Hours (2, 3 and 4-Year-Olds)

Provider Name(s)		Please enter the total free Universal Entitlement Hours claimed per day					Number of Free hours per week	Number of weeks per year	Total Annual Free Hours
		Mon	Tue	Wed	Thu	Fri			
Example	Little Lentil's Childminding	2	0	0	2	2	6	47.5	6 x 47.5 = 285
	Appletree Day Nursery	3	0	0	0	3	6	38	6 x 38 = 228
(Total Hours with all Providers must not exceed 570) Total Annual Universal Free Hours with all Providers								513 /	570

Extended Hours (3 and 4-Year-Olds only)

Provider Name(s)		Please enter the total free Extended Entitlement Hours claimed per day					Number of Free hours per week	Number of weeks per year	Total Annual Free Hours
		Mon	Tue	Wed	Thu	Fri			
Example	Little Lentil's Childminding	2	0	0	1	1	4	47.5	4 x 47.5 = 190
	Appletree Day Nursery	3	0	0	3	3	9	38	9 x 38 = 342
(Total Hours with all Providers must not exceed 570) Total Annual Extended Free Hours with all Providers								532 /	570

My child is claiming Free Hours with the following Provider(s):

Please enter the name of the Provider who supplied this form in row 1 for either Universal and /or Extended Free Hours (3 and 4-Year-Olds only).

Universal Hours (2, 3 and 4-Year-Olds)

Provider Name(s)	Please enter the total free Universal Entitlement Hours claimed per day					Number of Free hours per week	Number of weeks per year	Total Annual Free Hours
	Mon	Tue	Wed	Thu	Fri			
1								
2								
(Total Hours with all Providers must not exceed 570) Total Annual Universal Free Hours with all Providers								/ 570

Extended Hours (3 and 4-Year-Olds only)

Provider Name(s)	Please enter the total free Extended Entitlement Hours claimed per day					Number of Free hours per week	Number of weeks per year	Total Annual Free Hours
	Mon	Tue	Wed	Thu	Fri			
1								
2								
(Total Hours with all Providers must not exceed 570) Total Annual Extended Free Hours with all Providers								/ 570

SECTION 4: Disability Access Fund (Only 3 & 4-Year-Olds claiming free hours)

Children who are in receipt of [Disability Living Allowance](#) and are receiving the free entitlement are eligible for the Disability Access Fund (DAF) which is paid to the child's Provider at a fixed annual rate of £615 per eligible child.

Is your child eligible and in receipt of Disability Living Allowance?
(Please tick or delete as appropriate)

Yes No

If your child is sharing their Free Early Education Entitlement with two or more Providers, please nominate the main Provider where Bristol City Council should pay the Disability Access Fund. This fund cannot be shared between Providers.

Provider Name:
(Please print)

SECTION 5: Parental Declaration (all Eligible 2-Year-Olds and 3 & 4-Year-Olds claiming free hours)

I (the person named in Section 2) confirm that I have legal responsibility for the child named in Section 1 of this document and that the information I have provided is accurate and true. I understand and agree to the conditions set out in this document and I authorise the Provider(s) named in Section 3 to claim free entitlement funding as stated above on behalf of my child.

I also understand that in Sections 2 and 4 of this document (where I have signed or stated that my child is eligible) the data I have provided will be shared with Bristol City Council and the Department for Education to access information from other government departments to confirm my child's eligibility to enable the Provider(s) to claim 30 hours Free Childcare and / or Early Years Pupil Premium (EYPP) and / or Disability Access Fund (DAF) on behalf of my child. This is in compliance with the General Data Protection Regulation (Regulation (EU) 2016/679).

Please tick each statement to confirm your understanding, by signing this declaration you agree with the following conditions of the Free Early Education Entitlement:

- I understand that the Free Early Education Entitlement must be free at the point of delivery and that I cannot be charged for this in advance.
- I confirm I have received detailed information from my chosen Provider(s) and have been advised of additional services available for my child. I understand I will have to pay for these services.
- I understand that if I claim 30 Hours Free Childcare I must obtain a 30 Hours Code issued by HMRC which is valid / within a specified grace period in order to receive the Extended 15 Free Hours.
- I understand that I cannot change the number of Free Hours I am claiming once my child's Provider(s) has submitted their termly headcount to Bristol City Council (every September, January, April).
- I understand that if I want to change my child's Provider I cannot do so until the start of a new term (i.e. September, January, April) unless I have the express permission of my child's current Provider and Bristol City Council (not applicable to Eligible 2 Year Olds).
- I understand that if I over claim my child's entitlement, steps will be taken by Bristol City Council to reclaim the funding from my child's Provider and that I will be liable to pay for the time at my Provider's standard hourly rate.

Claims for your child's free hours are made on a termly basis; three times a year. To allow parents/carers a greater degree of flexibility, you are asked to commit to your child's claim on the same basis, rather than annually. Once signed, a contract is formed between you and the Provider and is subject to the conditions outlined above.

		Parent A Signature	Parent B Signature
Parents/carers To sign and date (dd/mm/yyyy)	Autumn Term 2019 Date Date
	Spring Term 2020	Signature Date	Signature Date
	Summer Term 2020	Signature Date	Signature Date

Provider Name and Job Title (Please print)	E TENANT SCHOOL BUSINESS MANAGER
Provider Signature	
Date of Signature (dd/mm/yyyy)	

SECTION 6: The General Data Protection Regulation (Regulation (EU) 2016/679) and Privacy Notice from Bristol City Council

The General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) puts in place certain safeguards regarding the use of data by organisations. GDPR gives rights to those (known as data subjects) about whom data is held. This includes:

- the right to be informed about when we collect and use your personal data
- the right to know why we collect your data and who you share it with
- the right to know how long we keep it for.

For the purposes of the Data Protection Legislation, Bristol City Council is the Data Controller and the Provider of the Free Entitlement data (e.g. the nursery or childminder) is the Data Processor. The only processing that your child's Provider is authorised to do with your or your child's data is listed in their contract with Bristol City Council. The use and privacy of your and your child's data is very important to Bristol City Council. [Bristol City Council's Data Protection Policy](#) and [Privacy Notice](#) are available online for your perusal.

The processing of your and your child's personal data (collected by your child's Provider), to enable the payment of the Free Entitlement constitutes a legal basis for processing (as an exercise of official authority vested in the controller - [GDPR Article 6\(1\)\(e\)](#)) and as such means your rights are affected. You will not be able to request:

- the right to erasure
- the right to portability
- the right to object.

This means that the only way to exclude your or your child's data in the data processing is not to use the service at all. Once used, you will not be able to request that the data is erased or forgotten.

Private, Independent and Voluntary Providers and Childminders are 'Data Controllers' in their own right and may provide you with a separate policy concerning The General Data Protection Regulation.