



Parent Declaration for Early Education Funding (EEF)

It is essential that you complete the shaded sections to claim Early Education Funding (EEF) for your child. The non-shaded sections are optional.

Child's details

2 year old

3 year old

4 year old

Childs name

DOB* __ / __ / ____

Gender M / F

Address Postcode

*I have provided proof of my child's DOB (i.e. Birth Certificate or other documentary evidence)

Ethnicity codes – Tick one box only

(This section is a mandatory requirement used to generate information for the national Early Years Census)

- | | | | |
|--|--|--|--|
| White British <input type="checkbox"/> | Mixed White & Asian <input type="checkbox"/> | Asian/Asian British, other Asian background <input type="checkbox"/> | Black, Black British African <input type="checkbox"/> |
| White Irish <input type="checkbox"/> | Mixed, White & Black Caribbean <input type="checkbox"/> | Asian/Asian British, Bangladeshi <input type="checkbox"/> | Black, Black British other Black background <input type="checkbox"/> |
| Traveller of Irish Heritage <input type="checkbox"/> | Mixed, White & Black African <input type="checkbox"/> | Asian/Asian British, Pakistani <input type="checkbox"/> | Any other ethnic background <input type="checkbox"/> |
| White, any other White background <input type="checkbox"/> | Mixed, any other Mixed background <input type="checkbox"/> | Black, Black British, Caribbean <input type="checkbox"/> | Did not wish to be recorded <input type="checkbox"/> |
| Gypsy Roma <input type="checkbox"/> | Asian/Asian British, Indian <input type="checkbox"/> | | Not obtained <input type="checkbox"/> |

Provider choice/further parental details

I wish to claim my Early Education Funding (EEF) at:

Name of Provider Postcode

Are you claiming any hours with any other provider?

If Yes'

If you qualify for *30 hours of funded childcare (15 extra hours), please provide your

11 digit reference code :

Parent 1 National Insurance No. Parents DOB __ / __ / ____

Parent 2 (if applicable) National Insurance No. Parents DOB __ / __ / ____

*If I become ineligible for the 15 extra hours of childcare in future, I wish for my child to keep the universal 15 hours of EEF at:

Think2 voucher code:

Funding type – please select one section **ONLY** (to be completed with provider)

| | |
|--|--|
| <p>1. Term Time tick <input type="checkbox"/></p> <p>No. Funded hours per week (Max 15) <input type="text"/></p> <p>*No. Additional Funded Hours (Max 15) <input type="text"/></p> <p>Funding Start Date <input type="text" value="___ / ___ / ____"/></p> | <p>2. Stretch Offer tick <input type="checkbox"/></p> <p>No. Funded hours per week <input type="text"/></p> <p>*No. Additional Funded Hours <input type="text"/></p> <p>Funding Start Date <input type="text" value="___ / ___ / ____"/></p> |
|--|--|

Entitlement Guidelines

- EEF hours can be claimed between 6am and 8pm**
- Parents can access their free entitlement at a maximum of 2 sites in any one day**
- You must reconfirm your eligibility to access the Extended Hours entitlement with HMRC every 3 months**
- Where applicable the local authority reserves the right to suspend funding if the provision does not meet a Good or Outstanding Ofsted judgement.**

Additional supplements

Some children are entitled to extra grants based on government criterion. These grants go directly to your child's provider but can only be accessed if you choose to share certain information required to check eligibility.

Disability Access Fund (DAF) – Three and four year old children in receipt of Disability Living Allowance (DLA) and are receiving EEF are eligible for DAF. DAF is paid to your child's provider.

Is your child in receipt of DLA? *

*Please note, if you circled 'Yes', you will need to complete an application form with your provider of choice.

Early Years Pupil Premium (EYPP) – Some three and four year old children are entitled to a pupil premium which the setting can use to support their learning and development (please discuss criterion with provider). Your details are required for the council to conduct an eligibility check. (Please note – if the council already has your details on record this check may have already been undertaken)

| | |
|---|---|
| Parent 1 Surname (CAPITALS) <input type="text"/> | Parents DOB <input type="text" value="___ / ___ / ____"/> |
| *National Insurance No. <input type="text"/> | **NASS No <input type="text"/> |
| <small>*Not required if completed on page 1</small> | <small>**If claiming asylum</small> |
| Parent 2 Surname (if applicable) <input type="text"/> | Parents DOB <input type="text" value="___ / ___ / ____"/> |
| National Insurance No. <input type="text"/> | **NASS No <input type="text"/> |

Privacy Notice

Information that you supply to your childcare provider will be shared with other organisations including Staffordshire County Council. The local authority will use the information you provide in order to:

- Deliver our services and understand your needs
- Maintain and update your customer records or contact details
- Contact you where necessary in relation to the provision of this service
- Obtain your opinion and feedback about the services we provide
- Ensure that we fulfil our legal obligations

Your information may also be shared with other Local Authorities, Childcare Providers and the Department for Education for audit funding requirements or where there is a legal basis to do so.

Information on how Staffordshire County Council process your information can be found here:

<https://www.staffordshire.gov.uk/yourcouncil/dataprotectionandfreedomofinformation/managinginformation/How-We-Handle-Personal-Information/howwehandlepersonalinformation.aspx>

Your rights

Under the Data Protection Act you have a right to make a request for a copy of some or all of your personal information we hold about you. Please note we may make a charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. Please help us to make sure that we have identified you correctly by letting us know when you change address or name, and tell us if any of your information we hold is wrong.

Your data will be held and processed in line with the Data Protection Act 1998 and General Data Protection Regulation from May 2018. If you feel that your data is being handled incorrectly, you should speak to your childcare provider. If you are not satisfied with the response you receive you can contact the Information Commissioner's Office.

How to contact the Information Commissioner's Office

Further information about Data Controller Registration (Notification) the Data Protection Principles and raising concerns about how information is handled is available from the Information Commissioner's Office (ICO).

Contact details for the ICO are as follows:

The Information Commissioner
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545745
Fax: 01625 524510
Email: mail@dataprotection.gov.uk
Internet: www.ico.org.uk

Signatures

I have read the Privacy Notice and understand that any information shared with the council will be stored in accordance with the Data Protection Act 1998.

I certify that the information given on this form is accurate to the best of my knowledge. I understand that if I give false information or fail to declare my full circumstances, Staffordshire County Council may withdraw the funding for my child and take criminal proceedings against me.

Parent name
(PRINT NAME)

Parent signature

Date

Provider Manager
(PRINT NAME)

Signature

Date

Unless your details have changed, you can sign the same declaration for your child's entitlement at the beginning of each individual term (signatures must not be obtained in advance of the term).

TERM (i.e. Spring, Summer, Autumn
*or person with parental responsibility

*Parent name
(PRINT NAME)
*Parent signature
Date

TERM (i.e. Spring, Summer, Autumn
*or person with parental responsibility

*Parent name
(PRINT NAME)
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