

# Parent Declaration Form

Valid from September 2018

## 1. Child's details

Child's Legal Family Name:		Child's Legal Forename(s):	
Name by which the child is known(if different from above):			
Date of Birth:		Male/Female:	
Address:			Post Code:
Documentary proof of DoB Type (eg. Birth Certificate, Passport):		Document recorded by (Name of staff member):	
Date document recorded:			

## 2. Details of Parents/Carers

	Parent/Carer 1	Parent/Carer 2
Legal Family Name:		
Legal Forename:		
*Date of Birth		
*NI or NASS Number		

\*Only required for 30-hour voucher code, two-year eligibility or EYPP check.

### 3. Your Child's Eligibility

Two-year-old application	
Three- or four-year old application (Universal)	
Three- or four-year old application (Extended)	
If extended, please enter Voucher Code	

### 4. Disability Access Fund

If your child is three or four, is receiving child disability Living Allowance and is receiving the free entitlement, 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 free entitlement across two or more providers, please nominate the provider where the local authority should pay the DAF:	

### 5. 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 to impact positively on your child's progress and development.

* Do you wish to apply for EYPP for your child?	Yes / No
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\*Please note eligibility criteria apply



## 7. 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/children is being or will be used, please contact your provider or Gateshead Local Authority. 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 particular 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/guide-to-data-protection/principle-3-adequacy/>

## 8. Parent/Carer/Guardian with Legal Responsibility Declaration

**Declaration: I** (Name) .....

**Of** (Address) .....

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 free entitlement funding as agreed above on behalf of my child.

In collecting your data for the purposes of checking your eligibility for the two-year-old or three- and four-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF). Gateshead Local Authority is exercising the function of a government department. Gateshead Local Authority is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

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