**FREE EARLY EDUCATION ENTITLEMENT (FEEE)**

Cheshire East Council logo

**PARENT DECLARATION**

**Name of Nursery/Pre School/Childminder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step 1: Your 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:** | | **Postcode:** | |
| **Documentary proof of DOB Type** (e.g., Birth Certificate, Passport): |  | **Document recorded by** (name of staff member): |  |
| **Date document recorded:** |  | **30 hours eligibility code:** (e.g., 50012345678) |  |

**2 Year Old Funding**

Some 2-year-olds are entitled to 570 free hours a year. Enter your code obtained from Cheshire East Council below:

| **2-year-old eligibility code:** (e.g., AB123C) |  |
| --- | --- |

| **Child’s Ethnicity – Please tick** | | |
| --- | --- | --- |
| White British | Traveller/Irish Heritage | White Eastern European |
| Roma/Roma Gypsy | Any other White background | White/Black Caribbean |
| White/Black African | White Asian | Any other mixed background |
| Indian | Pakistani | Bangladeshi |
| Any other Asian background | Black Caribbean | Black African |
| Any other black background | Chinese | Any other ethnic group |
| Not given | Information not obtained |  |

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

| **Parent / Carer 1** | **Parent / Carer 2** |
| --- | --- |
| **Parent’s full name:** | **Parent’s full name:** |
| **Date of Birth:** | **Date of Birth:** |
| **NI or NASS Number:** | **NI or NASS Number:** |
| **Telephone number:** | |
| **Email address:** | |

Updated June 2023

**Step 3: Details of FEEE hours claimed with this provider**

**Start date for FEEE claim or date of change: FEEE hours per week:**

**Number of weeks per year that FEEE is claimed e.g., 38 (or less), 51 or 52:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Breakdown of hours | Monday | Tuesday | Wednesday | Thursday | Friday | Total hours |
| Funded |  |  |  |  |  |  |
| Actual |  |  |  |  |  |  |

**Step 4: Details of FEEE hours claimed with any other provider**

Complete if your child is attending another setting and claiming funded hours.

**Name of other childcare setting:**

**Start date for FEEE claim or date of change: FEEE hours per week:**

**Number of weeks per year that FEEE is claimed e.g., 38 (or less), 51 or 52:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Breakdown of hours | Monday | Tuesday | Wednesday | Thursday | Friday | Total hours |
| Funded |  |  |  |  |  |  |
| Actual |  |  |  |  |  |  |

**Tick the relevant statement**

I confirm my child is not claiming funded hours at any other setting.

I confirm that my child is attending another setting and claiming funded hours there. I have informed both providers about my child’s attendance at each setting and have completed a parental declaration form with the other provider.

**Step 5: Your Child’s Eligibility**

**Early Years Pupil Premium**

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers for families in receipt of certain benefits for the provision of extra support for your child.

For more information, please speak to your childcare provider.

**Do you wish to apply for EYPP for your child and give Cheshire East Council permission to check my eligibility for EYPP?**

**Yes No**

**Disability Access Fund**

3- and 4-year-old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to your child’s early years provider.

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

**Yes No**

Please provide a copy of the letter confirming your child’s entitlement to DLA to your provider.

If your child is splitting their free entitlement across two or more providers, please nominate the main setting where the local authority should pay the DAF:

(Name of setting) ………………………………………………………………………………………………………………………………….

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

**Declaration** I 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) ………………………………………………………………………………………………………………………………

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

**I understand that by completing and signing this declaration:**

* **I will not be entitled to change provider during a term without the express permission of the Local Authority, which will only be given in exceptional circumstances**
* **If the Local Authority considers there are no exceptional circumstances in my case, I may not be entitled to claim further Free Entitlement at any new provider for the remainder of the term**
* **I will not be entitled to increase the funded hours stated during the term unless the Local Authority considers there are exceptional circumstances**
* **I consent to my childcare provider verifying my 30 hours eligibility code**
* **I have obtained permission from my partner to provide their details in step 2 of this form**

| **Parent/Carer/Guardian with legal responsibility** | | **Childcare Provider** | |
| --- | --- | --- | --- |
| Signed |  | Signed |  |
| Print name |  | Print name |  |
| Date |  | Date |  |
| Term |  | | |

**Step 7: Continuation of free entitlement funding claim**

I confirm that the information I have provided above has not changed and I wish to continue claiming the free entitlement in accordance with the details previously supplied in Step 3.

**Subsequent term** …………………………………………………………………………………………………………………………………

| **Parent/Carer/Guardian with legal responsibility** | | **Childcare Provider** | |
| --- | --- | --- | --- |
| Signed |  | Signed |  |
| Date |  | Date |  |

**Subsequent term** ………………………………………………………………………………………………………………………………..

| **Parent/Carer/Guardian with legal responsibility** | | **Childcare Provider** | |
| --- | --- | --- | --- |
| Signed |  | Signed |  |
| Date |  | Date |  |

**Subsequent term** ………………………………………………………………………………………………………………………………..

| **Parent/Carer/Guardian with legal responsibility** | | **Childcare Provider** | |
| --- | --- | --- | --- |
| Signed |  | Signed |  |
| Date |  | Date |  |

**Subsequent term** ………………………………………………………………………………………………………………………………..

| **Parent/Carer/Guardian with legal responsibility** | | **Childcare Provider** | |
| --- | --- | --- | --- |
| Signed |  | Signed |  |
| Date |  | Date |  |

In collecting your data for the purposes of checking your eligibility for the 2-year-old, or 3 & 4-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Cheshire East Council is exercising the function of a government department. Cheshire East 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 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 Cheshire East 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 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-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/>

Cheshire East Council’s Children and Families Privacy Notice can also be found at:

<https://www.cheshireeast.gov.uk/council_and_democracy/council_information/website_information/privacy-notices/children-and-families-privacy-notice.aspx>