

FREE EARLY EDUCATION ENTITLEMENT (FEEE)



PARENTAL DECLARATION FORM

Name of childcare provider: Ashdene Pre-School

Step 1: Your child's details – parents/carers to complete

Child's Surname:		Child's Forename(s):	
Name by which the child is known (if different from above):			
Date of Birth:		Sex:	
Address:			
Postcode:			
Documentary proof of DOB type (e.g., Birth Certificate, Passport):		Document recorded by (name of staff member):	
Date document recorded:		Eligibility code: (e.g., 50012345678)	

2-Year-Old Funding (for families receiving some additional forms of government support)

Parents receiving certain benefits may be eligible for 15 hours of funded childcare for their 2-year-old. Enter the 6-digit code obtained from Cheshire East Council (e.g., AB123C):

2-year-old eligibility code (if eligible):	
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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:
National Insurance number or Asylum Support Reference number (previously NASS):	National Insurance number or Asylum Support Reference number (previously NASS):
Telephone number:	

Step 3: Your child's eligibility – parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement you will be using. If your child is two years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first.

- ☐ Entitlement for children from 2 years old in families receiving additional forms of support:
 - If parents/carers live in England and are in receipt of certain benefits,
 - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- ☐ Working parent entitlement for children from 9 months old to 4 years old.
- ☐ Universal entitlement for 3- and 4-year-olds.

Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:

Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

- ☐ Yes ☐ No

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

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?

- ☐ Yes ☐ No

Is your child currently looked after by a local authority / have they ever been looked after by a local authority in England or Wales?

- ☐ Yes ☐ No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

- ☐ Yes ☐ No

Step 4: Setting and attendance details – parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g., 38,45,51)
Total funded entitlement hours attended per day							N/A	
Total extra (chargeable) hours per day								
Total daily hours attended								

Ashdene Pre-School hours: Morning = 3 hours; Morning and lunch = 4 hours; Afternoon = 2.5 hours & Full day = 6.5 hours. Funding cannot be used for before & after Pre-School clubs. Before Pre-School club = 0.75 hours. After Pre-School club = 1.75 hours.

To fill in if your child attends more than one setting:

Total funded entitlement hours attended per day							
	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total no. of weeks per year (eg 38, 50, 51)
Setting name:							
Setting name:							

To note: the maximum number of funded hours your child can receive is:

- 1) for 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year
- 2) for children aged from 9 months of eligible working parents: 15 hours a week for 38 weeks of the year (this will increase to 30 hours from September 2025). For 3- and 4-year-olds this can be combined with the below entitlement to a maximum of 30 hours
- 3) for all 3- and 4-year-olds: 15 hours a week for 38 weeks of the year

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

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Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges for consumables or additional charges per day						

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

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/s)

.....

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

I understand that by completing and signing this declaration:

- that the data collected in this form will be shared with my chosen provider and local authority
- 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 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 4.

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	

Cheshire East Council is collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Please note that 2-year-olds and under 2s qualify for DAF and EYPP.

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/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

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