

Durham County Council Early Education Entitlement Parent/Carer Declaration Form for 2, 3 and 4 year old children



1. Your Child's details *mandatory information

Child's legal name*

Name by which the child is known
(if different from above)

Date of birth*

Gender*

For choosing the Ethnicity code in the box below, please refer to link below for guidance.
<https://www.gov.uk/guidance/complete-the-school-census/find-a-school-census-code#ethnicity>

Ethnicity

Address*

Postcode*

Your chosen provider will need to see proof of your child's date of birth. Please indicate which document you will provide with this form.

Birth Certificate ☐

Passport ☐

Additional Information. Please give a copy of the evidence to your setting (if applicable).

Special Guardianship ☐

Looked After ☐

Adopted ☐

Not applicable ☐

2. Your details (parents/carers) the person receiving the benefit must be listed

*mandatory information

Parent/Carer 1 Legal name*

Date of birth*

NI or NASS number*

Parent/Carer 2 Legal name

Date of birth

NI or NASS number

3. What my Child is Eligible for

Information on qualifying criteria is below.

Qualifying 2 year olds are currently entitled to 570 free hours per year. All 3 and 4 year olds are entitled to 570 hours per year (universal entitlement) and some 3 and 4 year olds from working families may be entitled to an additional 570 hours per year (this is the extended entitlement, or 30 hours entitlement).

Current qualifying criteria for the two-year-old entitlement can be found on the following link:
<https://www.durham.gov.uk/playandlearn>

Current qualifying criteria for the two-year-old working family entitlement (from April 2024) can be found on the following link: <https://www.childcarechoices.gov.uk/>

Current qualifying criteria for the 3 and 4 year-old extended 30 hours entitlement can be found on the following link: <https://www.durham.gov.uk/article/18791/30-hours-free-childcare-for-three-and-four-year-olds>

For more details on the 30 hours Extended Entitlement please see the following link:
<https://www.childcarechoices.gov.uk/>

The HMRC 30 hour eligibility helpline is available at 0300 1234097.

The following to be completed with assistance from your chosen provider(s) if needed.

2 year old application ☐

3 and 4 year old application ☐

15 Hours per week ☐

30 Hours per week ☐

4. Disability Access Fund

If your child 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 year's provider. The purpose of DAF is to support providers to make reasonable adjustments to your child's provision.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)? Yes ☐ No ☐

If yes, please ensure you have given a copy of your most recent DLA award document to the setting which is to be emailed to EYfunding@durham.gov.uk

5. Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early year's 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. The Parent/Carer of Qualifying EYPP children are also currently entitled to receive a Household Support Grant. This may be subject to change.

Do you wish to apply for EYPP for your child? Yes ☐ No ☐

You can check the EYPP eligibility criteria on the link below to see if your child is eligible for EYPP.
<https://www.durham.gov.uk/article/22661/Funding-free-early-education-entitlement-for-three-and-four-year-olds>

6. Setting and Attendance Details

You need to agree and complete this declaration form with each setting your child attends for their early education entitlement to ensure that funding is paid fairly to each of them.

Your child can attend a maximum of two sites in a single day and a maximum of three registered settings in any one term or funding period. If your child attends more than one setting, we will distribute the funding appropriately between the settings.

Funding start date

My child is attending the following settings

Setting name A	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g., 38, 45, 51)
	Mon	Tues	Wed	Thur	Fri		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Setting name B	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g., 38, 45, 51)
	Mon	Tues	Wed	Thur	Fri		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Setting name C	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g., 38, 45, 51)
	Mon	Tues	Wed	Thur	Fri		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Grand total daily free hours attended					Grand total number of hours per week	Grand total number of weeks per year (e.g., 38, 45, 51)
	Mon	Tues	Wed	Thur	Fri		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

7. Parent/Carer/Guardian with Legal Responsibility Declaration

Declaration (name)	<input type="text"/>
of (address)	<input type="text"/>
Postcode	<input type="text"/>

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	<input type="text"/>
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to claim free entitlement funding as agreed above on behalf of my child.

Parent/Carer/Guardian with legal responsibility

Signed	<input type="text"/>
Print name	<input type="text"/>
Date	<input type="text"/>

Childcare provider

Signed	<input type="text"/>
Print name	<input type="text"/>
Date	<input type="text"/>

In collecting your data for the purposes of checking your eligibility for the 2 year old, or 3 and 4 year old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Durham County Council is exercising the function of a government department. Durham County Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Data Privacy

The General Data Protection Regulation (GDPR) 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/ren is being or will be used, please contact your Early Years Provider or EYfunding@durham.gov.uk 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.

The Privacy Notice for Durham County Council Children and Young Peoples Services and Education Support Services is available at:

<http://www.durham.gov.uk/media/24878/Privacy-notice-education-support/pdf/PrivacyNotice-EducationSupport.pdf>

Office use only. Document check.

Documentary proof of date of birth type e.g., birth certificate or passport	<input type="text"/>
Date document recorded	<input type="text"/>
30 hours eligibility code (11 digits)	<input type="text"/>
2 year olds eligibility code (6 digits)	<input type="text"/>
2 year working families code (11 digits)	<input type="text"/>
Document recorded by (name of staff member)	<input type="text"/>