



Part 1 - child details *(parent/carer to complete)*

Legal forename:		Legal surname:	
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Part 2 - parent/carer details (parent/carer to complete)

Parent/carer 1	Parent/carer 2
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Part 3 - child's eligibility - *(parents/carers to complete with assistance from provider)*

Working Parent entitlement		Early Learning for 2-year-olds		Universal entitlement for 3&4-year-olds	
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The 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. Providers eligible to receive DAF are given a one off-annual payment, only **one** provider can claim DAF each year.

Chosen provider to receive DAF:	
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[illegible]

Part 4 - document check (provider to complete)

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Working Parent code:																Early Learning 2-year-old code:														
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Please check the Working Parent eligibility code on the EY funding portal to confirm the code is valid for the early years funding term (summer, autumn or spring) the family wish to take up the funding. If the code is not eligible, the family will not be able to use their funding until the following EY funding term, providing they keep their code active and remain eligible for the funding stream.

Part 5 - Setting and attendance details *(parents/carers to complete with assistance from provider)*

You need to agree and complete a declaration form with each setting your child attends for their funded entitlement(s), to ensure that funding is paid fairly to each of them. Your child can attend a maximum of two settings in a single day. A four-week written notice is required to providers, before funding can cease. A new funded place cannot start until this notice period has been adhered to.

Setting name:	Mon	Tue	Wed	Thu	Fri	Total number 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 (funded plus extra chargeable hours)								

If your child is splitting their funding across more than one setting, please nominate their main setting.

Main setting:	
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Please also complete the below table if your child attends more than one setting:

Total funded entitlement hours attended per day								
	Mon	Tue	Wed	Thu	Fri	Total number of hours per week	No. of weeks per year (e.g. 38, 45, 51)	
Setting name:								
Setting name:								

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

- 1) for early learning for 2-year-olds: 15 hours a week for across 38 weeks of the year (570 hours a year).
- 2) for all 3- and 4-year-olds: 15 hours a week across 38 weeks of the year (570 hours a year).
- 3) for children aged from 9 months to 4 years old of eligible working parents: 30 hours a week across 38 weeks of the year (1,140 hours a year). For children aged 2 to 4 years, this can be combined with either of the above entitlements to a maximum of 30 hours.

Part 6 - Additional charges *(providers to complete)*

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 entitlement 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 Swindon Borough Council's family information service at: <https://education.swindon.gov.uk/Synergy/SynergyWeb/Enquiries/>. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

Itemised details of what these charges relate to should be proportionate but enable the parent/carer to understand the charges they are agreeing to.

Please include below the breakdown of additional charges the parent/carer has agreed to, **(if any)**:

The parent/carer agrees by signing this declaration that they have agreed to take up these optional extras listed above in connection with the funded hours. The provider has made the parent/carer aware of reasonable alternatives, should they wish to opt out of any of their additional charges.

Part 7 - Parent/Carer/Guardian with legal responsibility declaration *(Parent/carer & provider to complete)*

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)

to claim entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

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

Swindon Borough Council is collecting your data for the purpose of checking your eligibility for the childcare 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.

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/ren is being or will be used, please contact your provider or Swindon Borough 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/>

Swindon Borough Councils privacy notice is available at:

https://www.swindon.gov.uk/directory_record/23214/early_years_and_childcare_privacy_notice