

Parent's Declaration Form for Early Years Entitlement



This form must be read carefully on both sides and completed in full by the parent/carer. You must complete one of these forms in each funding period that you are claiming at this early years provider.

If your child's name is on the register of the reception class of a school (excluding fee paying schools), then funding is NOT available for any other type of pre-school provision, therefore it is not necessary to complete this form.

Please ensure you read and complete this form in full.

Name of Early Years Provider:	
Child's Legal Surname:	Child's Legal First Name:
Parent/Carer Surname:	Parent/Carer First Name:
Contact Tel No:	E-Mail address:

Total Hours Claimed At Above Early Years Provider

For this funding period, complete the **total** hours that you wish claim at this early years provider (add together the universal and extended hours). The total hours means the overall number of hours for the whole of the funding period, **not** the number of hours per week.

Please circle the period that this claim is for:

Spring (1 Jan – 31 Mar)
Summer (1 Apr – 31 Aug)
Autumn (1 Sept – 31 Dec)

Hours Claimed At Other Early Years Providers – Funding can only be claimed at a maximum of 3 early years providers at any one time.

<u>Early Years Provider Name, Including County</u>	<u>Hours Claimed</u>

Parent's Declaration: I certify that the above information is correct and I confirm that the total number of hours claimed does not exceed the maximum number of hours available per week, per funding period or per year. I also confirm that my child is not on a non fee paying school register. If my child's address changes, I confirm that I will inform Somerset Council of the new address.

Privacy notice: The information requested will be used for the purpose of processing your child's Early Years Entitlement claim, will be held securely and will only be disclosed to staff in the Local Authority who have a right of access, and where appropriate, the Department of Education, Ofsted, any other early years provider that claim the entitlement for your child and Somerset Councils software supplier. We are processing your personal data because we are required to do so by the Childcare Act 2006 and the Childcare Act 2016. The personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity. This data is held within the EU and is accessible by the approved application provider. The Data Protection Officer contact details for Somerset Council is informationgovernance@somerset.gov.uk. You have the right to ask Somerset Council for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/> If you do not supply this information to us, we will not be able to do process your child's early years entitlement claim. For more information see www.somerset.gov.uk/privacy

Please read the information overleaf before signing below.

Signed: _____ (Parent/Carer) Date: _____

Please return to your early years provider. The parent/carer should be given a copy of this form either electronically or a photocopy. The provider MUST keep this form for 4 years and send in a copy to the Local Authority if requested.

Important Early Years Entitlement Information

All children become eligible the funding period after their 3rd birthday. 2 year olds that meet the eligibility criteria become eligible on the date stated on their acceptance letter or the funding period following the start date of their Working Families code as long as they are of eligible age.

The funding periods are:	Autumn	1 st September – 31 st December
	Spring	1 st January – 31 st March
	Summer	1 st April – 31 st August.

Funded 2 year olds from supported families are entitled to a maximum of 570 hours from the date your child becomes eligible until the end of the funding period in which your child turns 3. The maximum hours that can be claimed in the summer funding period is 242 hours in total.

The universal entitlement is available to all children from the funding period after their third birthday. 570 hours are available until the end of the funding period in which your child turns 4 and another 570 hours are available until the end of the funding period in which your child turns 5. Please see www.somerset.gov.uk/eye for further information.

The working families entitlement is available for 2, 3 and 4 year old children from the funding period after their second birthday, whose parents have applied for and been successful in receiving a valid eligibility code from the Inland Revenue. This entitles those children to an additional 570 hours over the year. The code must be validated by your early years provider before they will offer you the extended hours. The maximum extended entitlement that can be claimed is 15 hours per week except for the summer funding period where the maximum claim is limited to 242 hours in total.

Please note, if you try to claim 15 hours per week for every week of the year, you will run out of hours and will have to pay. Please discuss this with your early years provider(s).

A copy of your child's birth certificate or other legal documentation as well as a Child Registration form (which includes your child's address) must be submitted to each early years provider, who will forward it to Somerset Council. Claims will not be processed until these are received. If your child's address changes after you have registered, it is your responsibility to inform both your early years provider as well as Somerset Council, using the Change of Address form available from your early years provider or by going to www.somerset.gov.uk/eye and completing the online form. This address will be used by School Admissions so it is important that we are informed of any changes as soon as possible.

The money is paid directly to your child's early years provider and the hours will be deducted from your bills. This should be clearly identified on your bill. The maximum number of hours that will be funded per day is 10 hours. 15 hours per week is the maximum that can be claimed per child for funding for 2 year olds or the universal entitlement and an additional 15 per week is the maximum per child for the extended entitlement. If the maximum hours per week are claimed, the Entitlement will only fund 38 weeks per year.

Please inform this early years provider if you are attending any other provider. Funding can only be claimed at a maximum of 3 early years providers at any one time.

If you need to increase or decrease the hours during a funding period, you need to speak to your early years provider. When you increase the hours, a new Parent's Declaration form will be handed to you to complete. The new total hours for the funding period must be entered in the appropriate box overleaf.

Further information relating to the Entitlement is available at www.somerset.gov.uk/eye. We advise that this is read before a claim is submitted.