**SCHEDULE 3 Rotherham Metropolitan Borough Council**

**EARLY EDUCATION PARENT DECLARATION (April 2025)**

This form should be completed for All Early Education Funded Children

|  |  |
| --- | --- |
| **Name of Provider:** | **Date:**  |
| 1. **Child Details**
 |
| Legal Surname |  | Legal Forename (s) |  |
| *Name by which the child is known (if different to above)* |
|  AddressPost code |  | Gender |  |
| Ethnicity  |  |
| Date of Birth |  |
| Provider will need to see proof of child’s date of birth (provider staff member to sign and date below) |
| Checked Birth Certificate  |  Or Checked Passport |
| 1. **Parent Details**
 |
| **Parent / Carer 1** | **Parent /Carer 2** |
| Legal Family Name | Legal Family Name |
| Legal Forename | Legal Forename |
| Date of Birth | Date of Birth |
| NI or NASS Number | NI or NASS Number |
| HM Government Childcare Choices code 11 digits or Rotherham FIS Code 6 characters (if applicable) |  |  |  |  |  |  |  |  |  |  |  |
| 1. **Child’s Eligibility – my child attends the following school /settings:**
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| **Early Education Funded Hours****Universal (U)= 15 hour entitlement (3 & 4 Yr. Olds)** **Extended/Expanded (E) = 15/30 hour childcare entitlement (Under 2, 2 or 3 & 4 Yr. Olds)** *30 hour entitlement for Under 2 & 2 Yr from September 2025* |
| Name of Setting | Mon | Tues | Weds | Thurs | Fri | **Total no.** **of hours** **per week**  | **Total** **weekly charge** | Term Time / All Year Round Delivery |
| **Setting A**Total funded entitlementHours attended per day |  |  |  |  |  |  | n/a | Term TimeAll Year Round (Please circle) |
| Total extra (chargeable) hours per day |  |  |  |  |  |  |  |
| Total daily hours attended |  |  |  |  |  |  |  |
| **Setting B**Total funded entitlementHours attended per day |  |  |  |  |  |  |  |
| **Setting C**Total funded entitlementHours attended per day |  |  |  |  |  |  |  |
| Is your child splitting their early education entitlement over more than one Provider? | **YES** | **NO** |
| **Note for Provider: the above information should be used to make sure you are not offering more than the early education entitlement.**  |
| 1. **Additional Charges 2025/2026**

**Provider to complete:** Additional charges: Government funding is intended to deliver 15 or 30 hours a week for 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** |  |  |  |  |  |  |
| **Please provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:** |
| 1. **Further Grants – Disability Access Fund**
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| Is your child receiving **Disability Living Allowance (DLA)**? If yes, please provide a copy of the award letter; this will be used to access a grant payment of £938 for the setting | **YES** | **NO** |
| **If your child is splitting their entitlement over more than one Provider** please indicate which setting you want to receive the annual DAF payment of £938 per year. |  |
| 1. **Further Grants – Early Years Pupil Premium**
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| Additional Funding may be available through Early Years Pupil Premium (EYPP) paid to the early years provider for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child’s progress and development. The questions below allow us to check all eligibility criteria for EYPP funding. The Early Years provider can advise you if your child meets the EYPP criteria. |
| Has the child been adopted from care? | Yes | No |
| Is the child currently under care of a Local Authority other than Rotherham? | Yes | No |
| Has the child left care under a special guardianship or residency order? | Yes | No |
| 1. **Parent/Carer/Guardian Declaration - I confirm that:**
 |
| 1. The information I have provided is accurate and true and I authorise the named Provider to claim free early education funding, Early Years Pupil Premium or Disability Access Fund as detailed above on behalf of my child.
2. I understand that I can take-up the early education entitlement free without the need to pay for additional services.
3. I understand that I can only vary the agreed Early Education hours detailed within the term if the Provider can accommodate the change.
4. I understand I must adhere to the Providers notice period when giving notice for my child to leave.
5. If my child has previously taken their early education at another setting I have given the previous Provider appropriate notice.
6. I understand that if my child accesses an All Year Round place and moves to school / term time place that any excess hours accessed will be reclaimed
7. I understand that if I do not declare hours taken at another Provider I can be charged for hours taken above my child’s free entitlement.
8. I understand that information about my child’s current interests and stage of development will be passed on to their next school/setting at the point of transition.
9. I understand that my national insurance number and personal details will be shared with HMRC or DfE when claiming HM Government Childcare Choices or Early Years Pupil Premium.
 |
| Signature of Parent/Carer: | Date: |
| Signature of Provider: | Date: |
| *In collecting your data for the purposes of checking your eligibility for Under 2s, 2 year old, or 3 and 4 year old universal and extended entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) and to ensure the availability of sufficient early childhood services Rotherham Metropolitan Borough Council is exercising the function of a government department.  Rotherham Metropolitan Borough Council is authorised to collect this data pursuant of Sections 3, 5A and 13 of the Childcare Act 2006 and 2016, and the School Standards and Framework Act 1998.* |
| **Please re-sign after any amendments to this agreement:** |

|  |  |  |
| --- | --- | --- |
| **Amendment** | **Parent/Carer Signature** | **Date** |
|  |  |  |
|  |  |  |

**Data Protection**

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 Rotherham Metropolitan 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/>

Under the new General Data Protection Regulations individuals have a series of information rights.  For details of these rights please see the RMBC Privacy Notice on [www.rotherham.gov.uk](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.rotherham.gov.uk%2F&data=05%7C02%7CJeannette.Smith%40rotherham.gov.uk%7Ce3a985f68c644ae6a8d408dd57f2ff4d%7C46fbe6fd78ae47699c1dbcea97378af6%7C0%7C0%7C638763423346848889%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=DfR3alFke1rNWxr%2Bnrtm0b9iv2W3VhiKESrVWRLLCnA%3D&reserved=0)

**Additional Parent/Carer Notes**

**Eligibility Criteria for the Free entitlements**

Information on eligibility criteria for the free entitlements for Under 2, 2 or 3 and 4 year old children can be found online at www.childcarechoices.gov.uk

Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for Under 2, 2 or 3 and 4 year old children of families in receipt of certain benefits.

Disability Access Fund (DAF) is an additional sum paid to childcare providers for an Early Education Funded child in receipt of a child Disability Living Allowance. DAF is paid to the child’s setting as a fixed annual sum of £938.

Parents can access further information online, through their childcare provider or by contacting Rotherham Families Information Service on 0800 073 0230

**Ethnicity Codes**

|  |  |
| --- | --- |
| **Code** | **Description** |
| WBRI | White-British |
| WIRI | White - Irish |
| WIRT | Traveller of Irish Heritage |
| WOTH | Any other white background |
| WROM | Gypsy / Roma |
| MWBC | White and Black Caribbean |
| MWBA | White and Black African |
| MWAS | White and Asian  |
| MOTH | Any other mixed background |
| AIND | Indian |
| APKN | Pakistani |
| ABAN | Bangladeshi |
| AOTH | Any Other Asian Background |
| BCRB | Black Caribbean |
| BAFR | Black African |
| BOTH | Any other Black background |
| CHNE | Chinese |
| OOTH | Any other ethnic group |
| REFU | Refused |
| NOBT | Information not yet obtained |