

Child's Legal Family Name same as birth certificate

Parental Declaration

Step I: Your child's details- parents/carers to complete

Child's Legal First Name same as birth certificate

Name by which ch	nild is knowr	ı (if diffe	rent from a	above)	Age in	months				
Date of Birth				Nation	Nationality					
Gender					Ethnici	Ethnicity				
Address					Postco	de				
		Step	l comple	ete? Tick	here					
Step 2: Your de	tails-pare	nts/car	ers to co	mplete						
(any person with	parental re	sponsib	ility and w	vho the c	hild norm	ally lives v	with)			
			F	Parent/Gua	ırdian I		Paren	t/Guardian 2		
Legal First name										
Legal Last Name										
Date of Birth			D	М	Υ		D M	Υ		
Do you have Parer	ntal Respons	ibility?	Yes	No		Ye	s No			
National Insurance	Number									
Asylum Support R Number	eference (N	ASS)								
Contact Telephone	e Number									
Address										
			 Postcode	::		Po	stcode:			
			•							
	Step 2 complete? Tick here									

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

To be completed with assistance from your chosen provider(s), Families Information Service or Children's Centre **Working Parents Together for Twos** 2-year-olds where benefits, government support or https://www.gov.uk/apply-free-childcare-if-yourespecial circumstances apply. Please select criteria working below under which child is eligible https://www.gov.uk/help-with-childcare-costs/free-chi Both parents/carers, each earning at least the equivalent of 16 hours at Idcare-2-year-olds National Minimum Wage and less than £100k 15 hours for 38 weeks or 570 stretched 30 hours x 38 weeks or 1140 Term after reach age eligibility and with stretched valid 6-digit code if benefits and/or Term after reach age eligibility and documentary proof if other criteria with valid I I-digit code which has been verified with LA Benefits or government support 30 hours for 3- & 4-year-olds https://tinyurl.com/Together-for-Twos 15 hours for 2-year-olds and from age 9 month + until 31 August 2025 Children in our Care (looked after by LA) Special Guardianship Order /Adopted / Child 30 hours for 2-year-olds and from age 9 month + Arrangements Order from I September 2025 Education Health Care Plan or in receipt of Disability **Universal Entitlement** Living Allowance 15 universal hours for all 3- & 4-year-olds Nil Recourse to Public Funds – £34,500 per annum with I child or £38,600 per annum with 2 or more children Early Years Pupil Premium (EYPP) * The Early Years Pupil Premium is an extra sum of money (£570 a year) paid to your child's setting. This funding will be used to support high quality teaching and learning, and provide extra money for evidence-based training, activities and resources which impact positively on your child's progress and development. For more information please speak to your setting or Families Information Service on 020 8921 6921. Please tick criteria under which you think you may be eligible, and the LA will do a quick and easy check even if you are not sure. This is valuable funding for your child's setting. Benefits or Income Child in our Care Adopted from Care Special Guardianship Order Asylum seeker receiving support under Part 6 of Immigatrtion and Asylum Act 1999



Would you like to apply for Early Years Pupil Premium (EYPP)* for your child's

Yes

No

setting (up to £570)



Disability Access Fund Declaration

If your child is in receipt of child Disability Living Allowance and is taking up a funded entitlement, your child's setting may be eligible for the Disability Access Fund (DAF) to make reasonable adjustments, support your child or benefit all children in the setting. DAF is paid as a fixed annual rate of £938 per eligible child. Please note the funding is non-transferable and does not follow the child if there is a transition to another setting during the same academic year.

Is your child eligible and i	Yes		No				
If your child is splitting th where the local authority	please	nom	ninate the	e ma	in setting		
Setting Name		Address					
		Postcode					
•							
	Step 3 complete?						

Step 4: Document check-provider to complete

Name of Provider / Children's Centre	lame of Provider / Children's Centre				
Staff member undertaking document check					
Contact details - email & telephone number					
Documentary proof seen and copied			Document recorded by (staff name)	Date document recorded	
Proof of child's date of birth					
Birth certificate					
Proof of address					
Utility Bill or Bank Statement					
Council Tax					
Benefits Letter					
Proof of special criteria (EYPP / Together for T	wos)				
Adoption order / SGO / child arrangements of	order				
EHCP / DLA letter					
Proof of Nationality and Income if non-UK	and nil				
•					
recourse to public funds					
Biometric Residents Card					



		GREENWICH
Bank Statement / Payslips		
Working Parents	Start date	//
eligibility code		
Add 11-digit code in box	Reconfirmation date	//
	End date	
Together for Twos	Start date	
eligibility code Add 6-digit		/
code in box		
Out of Borough - if your	Have you advised parent to	Y/N
home address is in another	follow procedure of out of	
borough, pls state which	borough authority?	
borough		

Step 4 complete? Tick here	
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Step 5: Setting and attendance details- parents/carers to complete

- You must agree and complete this Parental Declaration Form with each setting (including schools) your child attends for their funded early learning entitlement This is 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 if your child attends more than one setting, the funding will be distributed appropriately between the settings.
- If you exceed your funded entitlement hours, you will be liable for associated costs for additional hours at the provider's hourly rate. This will be explained to you upfront and will be shown on your invoice.
- There may also be voluntary charges for additional optional activities, services and consumables which your provider will share with you upfront and show on your invoice.

Setting Name	Blossoming Minds Daycare		
Address &	115 Woolwich Road Greenwich	Ofsted	2775643
Postcode	SEIO ORF	URN	
Type of Placement	Term Time only Stretched - up to 51 weeks	Start date	

	Mon	Tues	Wed	Thurs	Fri	Total no. of	Total	No. of weeks
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			hours per week	weekly charge	per year 38 or 45/51 weeks)
Total funded entitlement hours attended per day				£0.00	
Total extra (chargeable) hours per day					
Total daily hours attended					

My child attends more than one setting (include schools). Please nominate $\underline{\mathbf{A}}$ as your main setting and add total funded entitlement hours attended per day

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
A. Main setting name:						
B. Setting name:						

Please note a maximum of 10 funded hours can be claimed per day in $\frac{1}{2}$ hour increments. 15 hours x 38 weeks = 570 hours or 30 hours x 38 weeks = 1140 hours. Your setting will advise you about their daily and yearly stretched pattern.

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 Royal Greenwich Family Information Service. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to (also set out any reasonable alternatives where applicable):

Itemise Additional Charges	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional private paid hours						
£hourly rate x No of hours						



Food <i>Meals</i>			
Snacks			
Consumables (itemise)			
Activities (list)			
Total per day			

Step 5 complete? Tick here

Step 6: Parent/Carer/Guardian with legal responsibility declaration

PARENTAL/C	PARENTAL /GUARDIAN DECLARATION							
I (Name) Oluwafunke Adeyosola Adeyemo								
of (Address) Flat 26 Valleyside, Lansdowne Lane, London SE7 8TW								
confirm that the	e information I have provided above is	accurate and true. I	understand					
and agree to the	and agree to the conditions set out in this document and I authorise (Name of each provider/s)							
••••••								
to share informa	ation and claim early learning entitlem	nent funding as agree	d above on behalf of my child. I					
understand that	the data collected in this form will be	e shared with my cho	osen provider and local authority.					
Royal Greenwic	h is collecting your data for the purpo	oses of checking you	r eligibility for the funded early					
years entitlemer	nts, Early Years Pupil Premium (EYPP)	or Disability Access	Fund (DAF), in accordance with					
its statutory fun	ctions under the Childcare Acts 2006	and 2016, and the S	School Standards and Framework					
Act 1998.								
Autumn Term	١							
Parent/Carer/G	uardian with legal responsibility	Early Years Provide	r/ Children's Centre					
Signed		Signed						
Print name		Print name						
Date Date								
Spring Term (sign here only if no changes otherwise complete fresh Parental Declaration)								
Parent/Carer/G	uardian with legal responsibility	Early Years Provide	r/ Children's Centre					



Signed		Signed		
Print name		Print name		
Date		Date		
Summer Term (sign here only if no changes otherwise complete fresh Parental Declaration)				
Parent/Carer/Guardian with legal responsibility		Early Years Provider/ Children's Centre		
C:d				
Signed		Signed		
Print name		Signed Print name		

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 Royal Greenwich 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/

Please note that information about an individual's immigration status is sensitive data should be handled appropriately. Local authorities 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/guide-to-data-protection/principle-3-adequacy/

Step 6 complete? Tick here	

THIS FORM IS NOW COMPLETE



NOTE TO PROVIDERS

Please note this form must be completed for all local authority funding claims as well as for audit purposes including

- headcount/funding claim for 9-month-old, 2-, 3- and 4-year-olds
- validation of eligibility codes
- deprivation payments
- SEN Inclusion Funds
- Early Years Pupil Premium
- Disability Access Fund
- Together for Twos placements by Children's Centres
- Information sharing and data privacy note

Information on this form must be added to the funding portal. You hold this copy as part of your records, and it should be stored securely for Royal Greenwich compliance audits. Please store this form safely for 12 months from the child's last date at your setting. After this time, you may destroy the form securely. You should not return this form to the local authority.

Parents should only be asked to re-sign their parental declaration if the information on the current form changes. For example, if:

- they want to reduce the number of hours they take up
- change the days their child attends
- change which settings their child attends
- changing entitlement
- change in voluntary charges