

## Parent/Carer Declaration Form for:

### Free Early Education and Childcare 9 month 2, 3 and 4 year olds

To be retained by the childcare provider.

To be completed by the Claimant (Child's Parent/Carer) – please return to your childcare provider.

Note for Parent/Carers: This Parent/Carer Contract is between the Parent/Carer and all Ofsted registered Early Years Providers offering and delivering early years and childcare funded places for 9 months, 2, 3 and 4 year old children in Harrow. Please retain a copy of this contract for your own records. A copy of this contract must also be made available on request to London Borough of Harrow's Families Information Service Team.

Funded Early Education and Childcare is split across 3 funding blocks, Spring, Summer, and Autumn. Funding blocks are not school terms. **Please note funding is only paid for 38 weeks per academic year, whilst the school year is 39 weeks.**

#### Part I: Parent Declaration

##### To Harrow Council

1. I confirm that the information and supporting evidence submitted by me in support of my application for free early years and childcare entitlement funding for my child is true and correct.
2. I consent to the Provider acting as my agent for the purposes of this claim and to the payment of funding directly to the Provider.
3. I agree to the Provider and London Borough of Harrow using the information I have given in this form and in the supporting documents to verify my eligibility for the free early years and childcare entitlement claim that I am making and which the Provider is submitting on my behalf. I understand that I will be notified of the result of the checks.
4. I have been notified by the Provider of the content of the Early Years Handbook which contains the terms on which the funding for which I am applying will be paid by the Council. I am aware of its availability on the London Borough of Harrow website. I have read and understood those terms. I understand and agree with the content and obligations that I have in respect of the funding for which I am now applying as described there.
5. I understand that the result of the check will only be disclosed to me, my Provider and London Borough of Harrow.
6. I understand that the data will be stored electronically.
7. I understand that if I am eligible, the London Borough of Harrow will continue to check my eligibility, when necessary, throughout the period during which the Council funds my Child's Early Years education with the Provider. If London Borough of Harrow is notified that I am no longer eligible, they will inform my Provider.
8. I guarantee the truth and accuracy of the information and evidence that I will send to you together with this Parent Declaration Form in support of the claim for Early Years Funding. If the claim I make is not accurate or truthful, then I am aware that any overpayments or payments made as a result of mistake or fraud may render me and/or the Provider liable to civil debt or to criminal prosecution proceedings (if fraud is discovered in the latter case).

Please use **BLOCK CAPITALS**.

Child's Details	
Child's Surname	
Child Forename(s)	
Child's Date of Birth	
Gender	
Please specify documentary evidence of date of birth given to Childcare Provider (e.g., birth certificate or passport).	
Address (including postcode):	

Child's Ethnicity: It is important that when claiming grant, you indicate your child's ethnicity code. Please tick the appropriate box		
<input type="checkbox"/>	White, British	<input type="checkbox"/> White, Irish
<input type="checkbox"/>	Traveller of Irish Heritage	<input type="checkbox"/> Gypsy/Roma
<input type="checkbox"/>	White, any Other White Background	<input type="checkbox"/> Mixed, White and Black Caribbean
<input type="checkbox"/>	Mixed, White and Black African	<input type="checkbox"/> Mixed White and Asian
<input type="checkbox"/>	Mixed, any Other Mixed Background	<input type="checkbox"/> Asian or Asian British, Indian
<input type="checkbox"/>	Asian or Asian British, Pakistani	<input type="checkbox"/> Asian or Asian British, Bangladeshi
<input type="checkbox"/>	Asian or Asian British, Any Other Asian Background	<input type="checkbox"/> Black or Black British, Any Other Black Background
<input type="checkbox"/>	Black or Black British, African	<input type="checkbox"/> Black or Black British, Caribbean
<input type="checkbox"/>	Chinese	<input type="checkbox"/> Any Other Ethnic Background

  

Parent/Carer Details		
	Parent/Carer 1	Parent/Carer 2 (if applicable)
Surname		
Forename		
Date of Birth (dd/mm/yyyy)		
Relationship to child		
National Insurance Number (used for determining EYPP and working parent eligibility) or Asylum Support Reference Number (previously NASS):		

## Part II: Eligibility

Please complete in **BLOCK CAPITALS**

### Eligibility codes:

You must have an eligibility code to claim Early Years Education funding either under the working families eligibility criteria or for disadvantaged 2-year-old eligibility criteria. A code is **not** required for universal hours for 3 or 4-year-olds.

- For working families eligibility criteria, you **must** have obtained an eligibility code through [Childcare Choices](#) by 31 March, 31 August or 31 December in order to claim for the next funding period. **You must reconfirm your eligibility every 12 weeks with HMRC through your childcare service account to confirm you can retain your eligibility.**
- For 2-year-olds under the disadvantaged eligibility criteria, you **must** have obtained an eligibility code, which for Harrow residents is the Eligibility letter or email confirmation from FIS (we can also accept codes from other Local Authorities if evidence of their confirmation of eligibility is provided).

Your Child's Eligibility: Please indicate which entitlement(s) will be accessed	
9 months to 23 months (working families eligibility)	
3 and 4 year olds universal entitlement (15 hours)	
2 year old (disadvantaged eligibility)	
2 year old (working families eligibility)	
3 and 4 year olds (working families eligibility for 30 hours)	
Total no of hours per week that your child attends	
Are you taking up free early years and education entitlement outside the borough of Harrow, if yes please advise where.	
Working parent eligibility code if applicable (e.g., 50012345678)  For working families eligibility criteria, you <b>must</b> have obtained an eligibility code through <a href="#">Childcare Choices</a> by 31 March, 31 August or 31 December in order to claim for the next funding period. <b>You must reconfirm your eligibility every 12 weeks with HMRC through your childcare service account to confirm you can retain your eligibility.</b>	
Evidence for disadvantaged 2 year old funding (if applicable):  For 2 year olds under the disadvantaged eligibility criteria, you <b>must</b> have obtained an eligibility letter or email confirmation from FIS (we can also accept codes from other Local Authorities if evidence of their confirmation of eligibility is provided).	

### Part III: Additional Funding (Early Years Pupil Premium and/or Disability Access Fund)

In some circumstances, where certain criteria are met, your provider can access additional funding. This can be claimed in addition to your funded Early Years Education and Childcare Entitlement.

If you wish for your provider to claim Early Years Pupil Premium (EYPP) funding for your child, you will need to answer questions below to confirm eligibility.

Please also answer question to find out if your provider can claim Disability Access Funding.

Children in the care of a Local Authority, adopted children, children subject to a special guardianship order or a child arrangement order		
Is this child in the care of a Local Authority or has this child left Local Authority care through adoption, special guardianship or a child arrangement order?	Yes	No
If applicable, have you been granted an adoption order by the courts yet?	Yes	No
If yes to the above, you will need to give your provider a copy of the court order or name of your social worker. <i>NB: Your provider will send this evidence to the Local Authority to verify eligibility.</i>		
<b>FAMILY INCOME AND BENEFITS: If you have answered yes to this question, you have been able to provide the document requested, you do not need to complete this question.</b>		
Tick yes if either of the following apply: Your household income is less than £16,190 per year <u>and</u> you are in receipt of benefits, <b>OR</b> You are in receipt of Universal Credit and your household income is less than £7,400 per year, not including any benefits.	Yes	No
DISABILITY ACCESS FUNDING		
Is your child receiving Disability Living Allowance (DLA)?	Yes	No
If yes, your provider can claim Disability Access Funding, which supports providers to make reasonable adjustments to their childcare provision.	Yes	No
Please tick the box if you want <u>this</u> provider to claim Disability Access Funding (DAF). <i>Please note that only <u>one</u> provider per child can claim this funding per year. You will need to provide a copy of the DLA award letter to your provider.</i>		

Name and Address of Childcare Provider

## Privacy Notice: - Parent

At London Borough of Harrow we take privacy of data seriously.

This privacy notice tells you who we are and how you can contact us, our lawful basis and the purposes for processing your children's personal information. The notice explains our retention periods, who it will be shared with and your rights on how we process the data.

## Purpose

Information about your child will be provided to the Council as part of your consent with the provider you chose. The information is entered into the council's provider portal in order to assess entitlement and communicate securely with the provider. Registered Ofsted providers can provide early years services for children in Harrow under the early years foundation stage statutory framework (EYFS) which sets standards for the learning, development and care of children from birth to 5 years old.

Harrow Council requires the information to assist your child to receive their Early Education Funding Entitlement which is distributed to the chosen provider.

Information is stored within the provider portal and may be used for the prevention and detection of fraud and or criminal offences and or complying with another law such as the Health and Safety Act 1974.

## Types of information to be shared

The information that is shared by the provider includes:

- Child's personal information such as name, address, photograph (if required) date of birth
- Name, address, ID or descriptions/photos of parents or guardians for the purpose of identification including national insurance numbers if required for the purpose stated
- Characteristics, such as ethnicity, language, nationality, country of birth and pupil premium eligibility;
- Medical information, for incident response or as part of the 2 year check;
- Special educational needs information, whether on an EHC plan or support;
- Assessment information, such as the 2 year old progress check, and the EYFS profile outcomes at the end of the Reception year;
- Transition Document, information when transitioning to other providers or school
- Bank account details, payroll record and tax status information
- Provider locations, business addresses or physical provider settings
- Correspondence relating to the child

## Sharing with third parties

We will only use your personal information for the purposes for which we collected it, unless the reason is compatible with the original purpose in this case to ensure children are supported in provider settings. Third parties we may share the information with can be the Department for Education, HM Customs and Revenue, Quality Care Commission, OFSTED and other departments within Harrow Council or contractors and designated agents.

Please note we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## Security of information

We will only share information with or from Providers using a secure transfer method. Providers must email Harrow Council using a secure email solution (Egress). The council agrees to securely hold parent/carer/children's data in accordance with our [Information Governance and Security Policy](#) and data retention policy.

## How long we store the information for

We retain children's data relating to service provision for 25 years from the date Harrow Council received the information. This is for record purposes and to deal with any enquiries or complaints during this period. After the retention period expires we will delete the information held unless there is a basis in law to retain data for a longer period. If this occurs we, or the provider will contact you as the parent or guardian of the child to make you aware of this.

## Right to complain or receive further information

Please contact us if you would like to know more about the information we hold about you and how we use it: email [FIS@harrow.gov.uk](mailto:FIS@harrow.gov.uk)

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

**As the Parent/the Parents of the Child named above, I apply for Early Years Funding Assistance from the Council as described in the Council's Early Years Handbook. I agree to be bound by the obligations on my/our part as Parent/Parents within the Handbook, the terms of which I am aware as at the date of my signature of this Form below: -**

FULL NAME OF PARENT/CARER	
SIGNATURE OF PARENT/CARER	
DATE	