

# FREE EARLY EDUCATION ENTITLEMENT PARENT / GUARDIAN / CARER DECLARATION FORM

# PART A

THIS FORM SHOULD BE RETAINED BY THE CHILDCARE PROVIDER. Claims for EYPP should be entered online by the childcare provider at [www.cheshireeast.gov.uk/eypp](http://www.cheshireeast.gov.uk/eypp)

**Completion of this form is compulsory (\*Section 3 is voluntary)**

Name of Nursery / Pre School / Childminder: .....

## TO BE COMPLETED BY PARENT / GUARDIAN / CARER

### Section 1 – Child’s details

Child’s forename(s):	Child’s surname:
Child’s preferred surname:	
Date of birth:	
Address:	
Postcode:	
Ethnicity code:	SEN code:

#### Ethnicity Codes

WBRI = White British	WIRI= White Irish	WIRT= Traveller of Irish Heritage
WROM= Gypsy/ Roma	WOTH = White, any other White Background	MWBC = Mixed, White & Black Caribbean
MWBA = Mixed, White & Black African	MWAS = Mixed, White & Asian	MOTH = Any other mixed background
AIND = Asian or Asian British Indian	APKN = Asian or Asian British Pakistani	ABAN = Asian or Asian British Bangladeshi
AOTH = Any other Asian background	BCRB = Black or Black British Caribbean	BAFR = Black or Black British African
BOTH = Any other Black background	CHNE = Chinese	OOTH = Any other ethnic background
REFU = Did not wish to be recorded	NOBT = Not obtained	

#### Special Educational Needs (SEN) Codes

N = No Special Educational Needs	A = School Action or Early Years action
P = School Action Plus or Early Years Action Plus	S = Statement of SEN

### Section 2 – Parent / Carer / Guardian details

Title	Full Legal Forename(s)	Legal Surname	Relationship to child
Mr / Mrs / Ms etc	(as on legal documents)	(as on legal documents)	(Mother / Father / Legal Guardian)
Address (if different from child’s address):			
Postcode:			
Daytime telephone number(s):	Home:	Work:	Mobile:

### Section 3 – Early Years Pupil Premium

(Parents of children aged 3 and 4, please provide your NI no. or, if applicable, NASS no.)

Parent/Carer/Guardian’s date of birth:
National Insurance (NI) number:
National Asylum Support Service (NASS) number:

**For further information about the Early Years Pupil Premium please see overleaf**

## Section 3 continued – Early Years Pupil Premium

All children are eligible to the free early education entitlement from the term after their third birthday until compulsory school age. Early years providers who deliver Government funded early education are able to claim extra funding for three and four year old children whose parents are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Universal Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Three and four year olds will also be eligible if:

- they have been in local authority care for one day or more in England or Wales
- they have been adopted from care in England or Wales
- they have left care through a special guardianship order or a child arrangement order in England or Wales

The information you provide will be used by the local authority to confirm receipt of one of the listed welfare benefits by checking the work benefit data provided by HRMC and DWP.

## Section 4 – Declaration

- I confirm the information I have given on this form is complete and accurate
- I understand that my personal information is held securely and will be used only for local authority purposes
- I agree to the local authority using this information to enable my child's nursery / pre-school / childminder to claim the Early Years Pupil Premium for my child
- I agree to information being collected and shared with partner organisations to support my child's learning and development
- I understand that the data provided will be retained securely and used for a second check to confirm that my child is still eligible to receive the Early Years Pupil Premium

Signed	Print Name	Date

\* If you have any queries please contact FEEE Team Tel: 01270 685888 or email [FEEE.Teameast@cheshireeast.gov.uk](mailto:FEEE.Teameast@cheshireeast.gov.uk)



# Early Years Pupil Premium & Census Data Collection Guidance Notes

## **PROVIDERS SHOULD GIVE THESE GUIDANCE NOTES TO PARENTS AT ENROLMENT**

**FORMS A & B SHOULD BE RETAINED BY THE CHILDCARE PROVIDER. Claims for EYPP should be entered online by the childcare provider at [www.cheshireeast.gov.uk/eyp](http://www.cheshireeast.gov.uk/eyp)**

The information you give within this form will be retained by your nursery / pre-school / childminder and Cheshire East Council. The childcare provider holds information on children in order to support their development, monitor their progress, to provide appropriate pastoral care and to assess how well the Provider is doing. This information includes your child's contact details, ethnic group and any special educational needs.

Childcare providers are required by law to pass some information about your child to the Local Authority and the Department for Education. The information is used to derive statistics to inform various decisions. The statistics are used in such a way that individual children cannot be identified.

## **HOW TO COMPLETE THIS FORM**

### **1. Child Details**

Please ensure you complete all details in this section. You should use the child's legal name as shown on their birth certificate. Providers and the Council will be entitled to request sight of your child's birth certificate as proof of your child's age and eligibility to claim the Free Entitlement and Early Years Pupil Premium.

Ethnicity Codes are listed on the form. If you do not want the ethnic origin of your child to be known please enter the code REFU.

The Council and Provider need to know if your child has any special educational needs which may affect the level of funding your child receives. SEN codes are listed on the form.

### **2. Parent/ Guardian/ Carer Information**

This should include the details of the person with legal Parental Responsibility for the child. The Declaration should be signed by the person with legal parental responsibility.

### **3. Early Years Pupil Premium**

From April 2015, childcare providers are able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care. Registering could provide up to an extra £300 for your child's nursery, pre-school or childminder to fund valuable support like extra training or additional resources. All parents/guardians/carers are therefore asked to complete the form.

Your child's eligibility will be checked again when they start taking up their 4 year old entitlement. This is to confirm that they are still eligible to receive the Early Years Pupil Premium. To avoid completing another form, the data supplied on this form will be retained securely by your child's nursery, pre-school or childminder and used to undertake a second check.

You are free to withdraw your consent so that your details are not used in future.

Using this scheme will not affect any of the benefits you may be entitled to.

### **4. Declaration**

Please sign to confirm that you understand why the data is being collected and how it will be used.

If you have any queries please contact the Cheshire East Council Free Early Education Entitlement Team. Tel: 01270 685888 or email [EEEE.Teameast@cheshireeast.gov.uk](mailto:EEEE.Teameast@cheshireeast.gov.uk)