

Completing the form

This form should be completed in conjunction with your participating early years provider.

Please complete this form clearly in CAPITAL LETTERS.

Completing this form is confirming that you intend to access your child's early years entitlements place at the provider stated on the form and you should only complete this form when you have made your decision to access your place with them. You should only complete more than one form if your child will be accessing their place at more than one setting, or if you are moving to a new setting and have already provided the required notice period.

Please read all information provided before completing this form. There are links within this form to additional information, or you can access the further guidance at <https://find.redbridge.gov.uk/eydeclaration>.

If you would like more time to consider your options before signing the form, then please let your chosen provider know. You can also find more information about all the early years entitlements at <http://find.redbridge.gov.uk>.

Privacy notice – Young children in Early Education settings in Redbridge

Who we are and what we do

This early education setting, and the London Borough of Redbridge are known as the 'Controllers' of the personal data you provide to us under the current UK Data Protection Legislation. Your setting will provide information to the Council and the Department for Education (DfE) to provide access to the early years entitlements and associated funding streams and to benefit the development of your child and early years provision in Redbridge.

Why we need your information and how we use it

The local authority has a statutory duty under Section 1 of the Childcare Act 2006 to ensure that it improves the wellbeing of young children in its area and reduces inequalities between young children. Your personal data on the form will be used by the setting and the local authority to manage applications for early education and childcare places and all associated funding streams (EYPP, deprivation, DAF and FSM), including where necessary completing a check through the [DfE Eligibility Checking Service](#). As a local authority we are permitted to process your personal data when providing a provision as part of our public task. We will hold this data securely and in line with data protection legislation.

What type of information is collected from you

This data includes the child and parent/carer's personal information, child development assessments, attendance information and characteristic such as ethnic group.

Who your information may be shared with

By sharing some personal and sensitive information and assessment data it allows us to process your child's early years entitlement funding. It also helps to support the improvement of services to families with young children and ensure that the local authority can comply with its duty under the Childcare Act 2006 to improve the wellbeing of children and reduce inequality. Information, any development and attendance data collected is anonymised and reported in an aggregated form.

How long we keep your information

We adhere to all relevant Data Protection legislation. Assessment information and data will be held securely and destroyed seven years from the time it was collected. This data will only be used for the above purpose and will not be shared unless for specific purposes allowed by law. For more information, please visit the privacy notice on our website.

Your information: choice and rights

Children, as data subjects, have certain rights under the current UK Data Protection Legislation, including a general right to be given access to personal data held about them by any controller. Anyone with parental responsibilities can make a request on behalf of a child until the child is at an age of understanding, usually around the age of 12. The Information Commissioner is the UK's independent body set up to uphold information rights. If you would like to know more about your rights under the Data Protection law, and what you should expect from us, visit the Information Commissioner's website: <https://ico.org.uk/>. If you have any concerns regarding our privacy practices or about exercising your Data Protection rights, you may contact the Information Commissioner's Office (ICO) at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113 or 01625 545 745. Email: casework@ico.org.uk. The Data Protection Officer for London Borough of Redbridge can be contacted at data.protection@redbridge.gov.uk.

More information

If you would like further information on the Early Education Entitlements for 2, 3 and 4 year olds, Early Years Pupil Premium (EYPP), Disability Access Funding (DAF) and/or Free School Meals (FSM) please contact the Families Information Direct (FiND) Helpline by email to find@redbridge.gov.uk.

Accessing your child's early entitlements place

You need to agree and complete a new Declaration Form with each setting you sign up to access your child's early years entitlements with. You are responsible for providing all relevant information requested in this form to ensure that your provider can confirm you are eligible and that you are not overclaiming any entitlements.

- A child can attend a maximum of two sites in a single day
- Children eligible for '15 hours' per week of early years funding are entitled to a maximum of 570 hours per financial year
- Children eligible for '30 hours' per week of early years funding are entitled to a maximum of 1140 hours per financial year
- A child's annual allowance of hours can be 'stretched' so that the hours are pro-rata over more than 38 weeks per year. Redbridge allow stretching to up to 51 weeks per financial year. Guidance on accessing a stretched offer is provided below
- If a child attends more than one setting in any financial year, you must advise the provider in the form below
- If a child accesses more than their early years entitlement in any or each financial year, the parent/carers will be responsible for paying for any additional hours/services accessed over and above their entitlement

Provider contracts for additional hours and/or services

If you are accessing a place that provides additional hours or services, then your provider may ask you to sign an additional agreement or contract. The form below only relates to the funded early years entitlements and any additional contract agreement you sign will be a private matter between you and your provider.

Stretched offers

Children can access a stretched offer over more than 38 weeks, between 1 April to 31 March each year. Where a setting offers funding over the maximum of 51 weeks per financial year, this will provide up to 11.17 hours per week for those entitled to '15 hours', or up to 22.34 hours per week for those entitled to '30 hours'.

Please note that if your child accesses a stretched offer in a summer term and then moves to a term time offer in autumn term, you are likely to exceed the maximum hours allowance in the financial year and this will result in less funding available in the spring term. To avoid exceeding the maximum hours you will need to give notice before the end of the summer term – the date your child will need to end their place will vary each year – the latest information can be found [here](#).

By agreeing to access more than the maximum term time hours available in a summer term, you acknowledge that you may be liable for payment in spring term for any hours that your child's setting is unable to access through the funding entitlement or you may have to withdraw from your child's place.

Notice period

If you complete this form and change your mind before your child accesses their place, you must inform your provider of this as soon as possible. If you have paid a deposit for the funded entitlement hours, the provider will be entitled to keep this.

If your child has started attending a setting (including settling in sessions where the child attends without a parent/carers, regardless of the length of the session offered) and you choose to withdraw your child from the place, you must give four (4) calendar weeks' notice to the setting in writing (we recommend this is by email and you keep a copy for your records).

Notice given will start on the date this is provided to the provider in writing and you will be unable to access a new funded place until the notice is complete.

If you do not give suitable notice, the following terms will apply:

- Term time offer, where your child does not return in a new term – If your child was accessing a place in the previous term and does not return in the new term the 4 weeks' notice will start on the first day of the new term.
- Term time offer, where your child leaves part way through the term – If you have not already given notice, the notice will start on the day after the child's last day at the setting. This will be based on 4 calendar weeks.
- Stretched offer (all year-round) – Notice will start the day after the child's last day at the setting. This will be based on 4 calendar weeks.

Where you start accessing a new place prior to the end of a notice period, you will be liable to pay for any hours that the new setting is unable to claim payment for from the London Borough of Redbridge.

Setting details			
Name of early years provider			
Ofsted registration number			
Child's details			
Child legal forename(s)			
Child legal middle name(s)			
Child legal surname			
Date of birth	Gender	Female	Male
Child's address			
Postcode			
Proof of child's date of birth			
Document type and reference number			
Document checked by (staff name)	Date		
Child's ethnic origin			
White British	Black or Black British - African	Any other mixed/dual background	
White Irish	Black or Black British - Caribbean	Traveller or Irish Heritage	
Any other white background	Any other Black background	Gypsy/Roma	
Asian or Asian British - Indian	Chinese	Prefer not to say/Refuse	
Asian or Asian British - Bangladeshi	White and Black African	Other (please specify below)	
Asian or Asian British - Pakistani	White and Black Caribbean		
Any other Asian background	White and Asian		

Entitlements for working parents

To access the working parent entitlement, you must provide a code that is valid the term before your child is due to access their place. You must re-confirm your code every 3 months. If you do not have a valid code for every term, you will be liable for any additional hours accessed where the provider is unable to claim funding for your child. Visit www.childcarechoices.gov.uk to see if you are also eligible for Tax Free Childcare.

Working parent eligibility code	Parent/Carer NI number
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Early education entitlement for two-year-olds meeting additional criteria

You must have confirmation from London Borough of Redbridge to access the early education entitlement for two-year-olds and provide this as evidence to your provider before accessing your child's place. If you do not have valid evidence that your child is eligible (an email from FiND or the Redbridge Parent Portal) then you will be liable for any hours accessed where the provider is unable to claim funding for your child.

Parent/carer date of birth	Parent/Carer NI number
Parent/carer full name	
Date LBR email confirmation sent	LBR email sent by

Early Years Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of your child's early years' experience. For more information, please speak to your childcare provider. If you believe that your child may qualify for the EYPP please provide the following information for the main benefit holder to enable the local authority to confirm eligibility. Your eligibility will be checked at least once per term were provided by the setting to the LA.

	Parent/carer 1	Parent/carer 2
Full name		
NI Number or NASS		
Date of birth		

Disability Access Fund (DAF)

Children in receipt of Disability Living Allowance are eligible for the Disability Access Fund (DAF). DAF is an additional annual funding paid to the child's nominated setting. If eligible, please provide a copy of the DLA Award letter to your provider.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Please confirm which setting you wish to access your child's DAF entitlement				

Attendance at other settings

It is important your child's setting knows if the child has been in another setting so that they can discuss your child's transition arrangements. It also ensures that they can try and help ensure you don't exceed your child's annual entitlements which could result in you being liable for payment. Please complete this section if your child has attended another setting, is currently attending or will be joining another setting.

Has your child attended another setting, or are they currently doing so?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Date the notice for early years entitlements ended at previous setting				
Please provide details of the setting (names and locations)				

Attendance at this setting

Entitlement	Start date	End date	Funded hours per week		Term time/ Stretched	Weeks per year	Signature of parent/carers to confirm take up of new entitlement
			Universal	Working parent			
Under 2's childcare for working parents			n/a				
2-year-old childcare for working parents			n/a				
2-year-old early education entitlement				n/a			
3 & 4-year-old early education entitlement				n/a			
3 & 4-year-old childcare for working parents			n/a				
Changes agreed between parent/carers and setting <i>For example, 'Increase from 9 hours to 15 hours from 12/12/2024'</i>							Signature of parent/carers confirming change

Agreement to the terms and conditions of the early years entitlements

I confirm that I have read and understand the conditions detailed above and I authorise the named setting to claim early years entitlement funding as agreed above on behalf of my child. The information I have provided above and below is accurate and true.

In addition, I agree that the information I have provided can be shared with the local authority and Department for Education (including the Eligibility Checking Service), who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Two Year Old Funding, Working Parent Entitlements, Early Years Pupil Premium (EYPP) and/or Disability Access Fund (DAF) on behalf of my child.

<i>I understand that if accessing a stretched offer that moving to a term time offer in autumn can result in overclaim</i>	<input type="checkbox"/>	Yes
<i>I understand that there is a notice period when leaving a setting and failure to follow can result in overclaim</i>	<input type="checkbox"/>	Yes
<i>I understand that where I am accessing a working parent entitlement, my code must be valid in advance of the term of access, and I must reconfirm my eligibility every 3 months</i>	<input type="checkbox"/>	Yes
<i>I have discussed with the setting any costs for meals, consumables and/or additional services alongside my child's entitlement</i>	<input type="checkbox"/>	Yes
<i>I understand that any hours accessed outside of the early years entitlements are a private matter between me and the setting</i>	<input type="checkbox"/>	Yes

	Parent/carers with legal responsibility	Early years setting representative
Name (please print)		
Signature		
Date of signature		