Gateshead Council

Gateshead Early Years Provider Directory Terms and Conditions

Appendix A Parent Declaration Form

1. Child's details

Child's Legal Family Name:		**Child's Legal Forename(s):**	
Name by which the child is known (if different from above):			
Date of Birth:		**Male/Female:**	
Address:			**Post Code:**
Documentary proof of DoB Type (eg. Birth Certificate, Passport):		**Document recorded by (Name of staff member):**	
Date document recorded:			

2. Details of Parents/Carers

	Parent/Carer 1 (this should be person who has applied for voucher code if eligible for extended entitlement)	**Parent/Carer 2**
Legal Family Name:		
Legal Forename:		
***Date of Birth**		
***NI or NASS Number**		

***Only required for 30-hour voucher code, two-year eligibility or EYPP check.**

3. Your Child's Eligibility

Two-year-old funding - where parents meet the eligibility criteria for both the two-year-olds funds, the Early Learning for two-year-olds and the working parent entitlement, local authorities have a duty to account for any hours available under the families receiving the Early Learning fund entitlement when determining how many hours a parent should be funded for under the working parent entitlement. This means that local authorities must fund the first 15 hours under the families receiving additional support before they fund any working parent hours.

If your child is looked after by the local authority, has an education, health and care (EHC) plan, receives Disability Living Allowance (DLA) or has left care under an adoption order, special guardianship order or child arrangements order, they are eligible for Early Learning Funding for two-year-olds. To apply, please show evidence to your childcare provider (such as your child's DLA letter or adoption order).

Two-year-old funded children section to be completed **The DfE stipulates that when a parent/carer qualifies for Early Learning Fund and Working Entitlement the first 15 hours of this should be claimed as ELF** **Permission for Local Authority/Provider to perform an eligibility check for two-year-old funding to check if your eligibility for the Early Education Funding**	**Yes / No**

4. Disability Access Fund

If your child is receiving Child Disability Living Allowance and is receiving any of the free entitlements, he or she is eligible for the Disability Access Fund (DAF). DAF is paid to your child's early years provider. The purpose of DAF is to support the provider to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

Is your child eligible for and in receipt of Disability Living Allowance (DLA) (If yes, please provide your child's DLA Letter to the setting)	**Yes / No**

5. Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources to impact positively on your child's progress and development.

*** Do you wish to apply for EYPP for your child? If yes, this allows the LA to perform an eligibility check using your information provided above.**	**Yes / No**

*Please note eligibility criteria apply

6. Provider and Attendance Details

You need to agree and complete this declaration form with each provider your child attends for their early education entitlement 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 we will distribute the funding appropriately between the settings.

If accessing a stretched offer (over school holidays) and you change to a term time only offer, this may mean you will not have sufficient funded hours to allow 15 or 30 hours per week for the rest of your child's entitlement. **Provider** - please contact your allocated Funding Officer to check for what hours are remaining.

Stretched Entitlement	
If your child is taking up their entitlement on a stretched basis (over 51 weeks of the year), please confirm your provider has given you access to the "Stretched Flyer"	**Yes / No**

My child is attending the following setting, please update as child goes through each set of funding

9 months - 2 year old funding								
		Enter funded hours per day						
Setting Name	**Expanded Hours**	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Total number of hours per week**	**Number of Entitlement Weeks per year (38wks term time or 51wks stretched across year)**

2 year old funding									
			Enter funded hours per day						
Setting Name	**Universal Hours** (in receipt of Early Education Funding/LAC/SGO/DLA)	**Expanded Hours**	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Total number of hours per week**	**Number of Entitlement Weeks per year (38wks term time or 51wks stretched across year)**

3 and 4 year old funding									
			Enter funded hours per day						
Setting Name	**Universal Hours**	**Extended Hours**	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Total number of hours per week**	**Number of Entitlement Weeks per year (38wks term time or 51wks stretched across year)**

If your child is splitting their funding with another funded provider, please provide details below;

Child attending another provider									
			Enter funded hours per day						
Setting Name	**Universal Hours**	**Expanded / Extended Hours**	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Total number of hours per week**	**Number of Entitlement Weeks per year (38wks term time or 51wks stretched across year)**

7. Data Privacy

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/children is being or will be used, please contact your provider or Gateshead Local Authority. 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/guide-to-data-protection/principle-3-adequacy/

8. Parent/Carer/Guardian with Legal Responsibility Declaration:

I (Name) .....

Of (Address) .....

Confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider/s) ..... to claim free entitlement funding as agreed above on behalf of my child.

In collecting your data for the purposes of checking your eligibility from nine months to four years universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF). Gateshead Local Authority is exercising the function of a government department. Gateshead Local Authority is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Parent/Carer/Guardian with legal responsibility		**Childcare Provider**	
Signed		**Signed**	
Print name		**Print name**	
Date		**Date**	

Last Updated 02/06/2026 JM