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**COUNCIL OF THE ISLES OF SCILLY**

**Parental Declaration Form – Childcare Entitlements**

**This is a declaration between Parents and Early Year Providers for the provision of funded childcare place.**

The Parent Declaration form enables your childcare provider to collect the information needed to claim funding from the Council for your child’s funded childcare place. It also ensures your childcare provider, and the local authority can meet their statutory duties to provide the Government with information on children receiving funded childcare places. It also ensures your childcare provider has your written consent to check your eligibility for entitlements, receive confirmation and future notifications from the local authority, regarding the validity of your eligibility code.

In the event of a change of hours a new Parental Declaration form should be completed by the parent/carer and provider.

Please use **BLOCK CAPITALS** to complete this form.

**1 – Child’s Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Forename: |  | Date of Birth: |  |
| Surname: |  | Gender: |  |
| Address: |  | Ethnicity: |  |
| Postcode: |  |  |  |
| *Your chosen provider will need to see proof of your child’s date of birth. See section 4.* | | | |

**2 – Parent/Carers Details**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Forename: |  | NI. No.: |  |  |  |  |  |  |  |  |  |
| Surname: |  | \**NI. Number only required where working parent entitlement is being claim.* | | | | | | | | | |
|  |  |

**3 – Your Child’s Eligibility**

To be completed with assistance from your chosen provider(s) if needed.

|  |  |
| --- | --- |
| * 2-year-old application (for disadvantaged children). Further information: [Help paying for childcare: Free education and childcare for 2-year-olds - GOV.UK (www.gov.uk)](https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds) | * Working parent entitlement for children from the age of 9 months and above application. Further information: [How to apply for 30 hours free childcare and find out if you’re eligible - The Education Hub (blog.gov.uk)](https://educationhub.blog.gov.uk/2024/01/02/how-to-apply-for-30-hours-free-childcare-and-find-out-if-youre-eligible/) |

Some 2-year-olds are eligible for 570 hours of funded early years provision if their parents meet the eligibility criteria.

All 3- and 4-year-olds are entitled to 570 hours a year (universal entitlement) and some 3- and 4-year-olds from working families may be entitled to an additional 570 hours (30 hours entitlement) a year.

The funded childcare available will be extended to eligible working parents of children from the age of 9 months:

* + - From April 2024, the 15-hour entitlement for children aged 2 years of eligible working parents.
    - From September 2024, the 15-hour entitlement for children from the age of 9 months of eligible working parents.
    - From September 2025, the 30-hour entitlement for children from the age of 9 months of eligible working parents.

**Disability Access Fund Declaration**

If your child is 3 or 4, is receiving Disability Living Allowance and is receiving the funded early years entitlement, they are eligible for the Disability Access Fund (DAF). DAF is paid to your child’s early years provider. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you want to apply for Disability Access Funding? | Yes |  | No |  |
| Is your child eligible for and in receipt of Disability Living Allowance (DLA)? | Yes |  | No |  |

If your child is splitting their Early Years Entitlement across two or more providers, please nominate the main setting where the Council should pay the DAF. Please note that if your child moves providers half way through the year, the funding will stay with the current provider, it is not transferrable and does not follow the child.

|  |  |
| --- | --- |
| Name of Provider: |  |

**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. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child’s progress and development.

If you believe that your child may qualify for the EYPP and wish to apply for EYPP for your child please provide the following information for the main benefit holder to enable the local authority to confirm eligibility:

|  |  |  |  |
| --- | --- | --- | --- |
| Forename: |  | Date of Birth: |  |
|  |  |  |  |
| Surname: |  | NI or NASS Number: |  |

**4 – Information Check**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Form of ID seen to confirm DOB (please tick)** | | | | | | | |
| Birth Certificate |  | Passport |  | Red Book |  | Other (please specify) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date ID seen: |  | Staff seen by: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Eligibility Code: |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Funding Start Date: |  | With the provider: |  |

**5 – Setting and Attendance Details**

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement in order 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.

My child is attending the following settings:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of provider** | **Please enter total funded entitlement hours attended per day** | | | | | **Total number of hours per week** | **Number of weeks per year**  **(e.g. 38, 50)** |
| **Mon** | **Tue** | **Wed** | **Thur** | **Fri** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total Funded Hours** |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Total Funded Hours for the year:** |  |

**6 – Parent/Carer/Guardian with Legal Responsibility Declaration**

|  |  |
| --- | --- |
| **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.

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/ Carer’s Signature: |  | Date: |  |
| Provider 1 Signature: |  | Date: |  |
| Provider 2 Signature: |  | Date: |  |
| Provider 3 Signature: |  | Date: |  |

In collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Council of the Isles of Scilly is exercising the function of a government department.

Council of the Isles of Scilly is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2’s will qualify from September 2024.

**7 - Data Privacy**

The Data Controller for all the information you provide on this form is the Council of the Isles of Scilly. Data Protection Registration Number: Z5715100

We will only use this information in conjunction for the purposes as stated in this application form and it will not be shared with any third parties.

We will process your data in accordance with the General Data Protection Regulation and the data Protection Act 2018. In processing your data for this service we are acting on your consent to process and you have the right to;

* be informed of how we will process it
* request a copy of what we hold about you;
* have it amended if it’s incorrect or incomplete
* have it deleted (where we do not have a legal requirement to retain it)
* withdraw your consent if you no longer wish us to process
* restrict how we process it

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact the Data Protection Officer on 01872 326424 or email [dpo@scilly.gov.uk](mailto:dpo@scilly.gov.uk).

**Fair Processing Notice**

The information you submit on this form will be used by the Council of the Isles of Scilly in order to process eligibility for funded childcare. We will treat your information throughout this process confidentially and limit access to it to only those who need to view it.  Isles of Scilly Council adheres to all the principles of the General Data Protection Regulations 2018.  Your information will be stored electronically on password protected and access controlled computer systems at Isles of Scilly Council. It will be kept in accordance with the statutory requirements. For further information please see our Privacy Notice below.

**Privacy Notice**

**How we use children and young person’s information**

This privacy notice is here to tell you what information Council of the Isles of Scilly Children and Family Services collect about you, what we do with that information and why we do it, who we share it with, and how we protect your privacy.

This notice covers all personal data collected by the council and where we tell other organisations to collect information for us. This is the same whether the information is collected by letter, email, face to face, telephone or online.

**Why we collect your personal information**

We will collect enough personal information to provide services that safeguard your children’s emotional and physical health, their well-being and meet their developmental needs, in order that they get the best possible start in life and continued support whilst they grow up. This includes their education needs and information relating to their Education, Health and Care needs.

We are not permitted to collect information we do not need or will not use. This document covers information you have provided direct to a member of the Children’s Workforce and information which has been shared by other organisations.

We will keep your personal information in accordance with the case retention policy. If we use your personal information for research or analysis, we will always keep your details anonymous or use a fake name.

We will not sell your personal information to anyone else.

**The legal basis for using your information**

According to the General Data Protection Regulations (GDPR) and the Data Protection Act 2018, we must have a reason to collect and use your information.

This will be to:

* Deliver services and support to you and your family
* Manage those services we provide to you and your family
* Train and manage the employment of our workers who deliver those services
* Help investigate any worries or complaints you have about your services
* Check the quality of services
* Help with research and planning of new services.

There are a number of legal reasons why we need to collect and use your personal information.

**Legal obligation:**

* The information is used to enable the duties placed upon the Local Authority, the Children's Safeguarding partnership and partner agencies who work with children, young people and their families in the Childrens Act 2004, the Children and Young Persons Act 2008 and the Statutory Guidance of 2013, 2015 and 2018, Working Together to Safeguard Children.

**Public task:**

The processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

We may also need to use sensitive personal information categorised as ‘special’ which requires more protection to keep it safe. It’s often information you would not want widely known and is very personal to you. This may include information that can reveal your:

* Sexuality or sexual health
* Religious or philosophical beliefs or spiritual beliefs
* Ethnicity or nationality
* Physical or mental health
* Genetic or biometric data
* Criminal history

We will take extra care of this data. The legal reason for us to collect and use this personal information is:

* It is necessary to perform our statutory duties and required by law as detailed in the Childrens Act 2004, the Children and Young Persons Act 2008 and the Statutory Guidance of 2013, 2015 and 2018, Working Together to Safeguard Children.
* It is necessary to deliver health or social care services
* It is necessary for archiving, research, or statistical purposes

**Who we may share your information with**

Sometimes we have a legal duty to provide your personal information to other organisations, for example the court service or HMRC.

When we share your information, we will ensure the sharing is lawful, fair, proportionate, relevant and necessary.  On that basis, we will share with Practitioners from across the Children’s Workforce that are to be part of the team providing support to your family, sometimes referred to as the TAC/F (Team Around the Child/Family) CIN review group or core group.

It is not possible to list here every single agency that this may represent, and who we may share information with or seek information from, if relevant and necessary.

Sometimes we have a legal duty to provide personal information to other organisations. This is often because a court has ordered it for reasons, including:

* If a child is taken into care;
* If someone is taken into care under mental health law

We may also share your personal information when we feel there’s a good reason that’s more important than protecting your privacy. This doesn’t happen often, but we may share your information:

* If there are serious risks to the public, our staff or to other professionals
* To protect a child
* To protect adults who are thought to be at risk. For example, if they are frail, confused or cannot understand what is happening to them.

For all of these reasons the risk must be serious before we can override your right to privacy.

If we’re worried about your physical safety or feel we need to take action to protect you from being harmed in other ways, we’ll discuss this with you. If possible, we will get your permission to tell others about your situation before doing so.

We may still share your information if we believe the risk is serious enough to do so.

There may also be rare occasions when the risk to others is so great that we need to share information straight away.

**If this is the case, we’ll make sure that we record what information we share and our reasons for doing so. We’ll let you know what we’ve done and why if we think it is safe to do so.**

Occasionally, other Childrens Workforce staff may be asked to quality assure the support, advice and services you have received to ensure they are of a sufficiently high standard.

If you do not want your data to be shared in this way, please contact the Council’s Data Protection Officer.

We will not give information about your child to anyone unless the law and our policies allow us to do so.

The Council's Data Protection Officer, Simon Mansell, may be contacted at [**dpo@scilly.gov.uk**](mailto:dpo@scilly.gov.uk).

Information Commissioner

For further information about Information Rights legislation, please contact the Information Commissioner’s Office at [www.ico.org.uk](https://ico.org.uk/) or by telephone 0303 123 1113

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Office use only** | Received |  | Outcome |  | Provider notified |  | Logged |  |

Children & Family Services, Carn Gwaval Health & Wellbeing Centre, St.Mary’s, Isles of Scilly, TR21 0NA

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