

## Section 8 – Application for Free Early Education Entitlement (for local authority purposes)

Child's Name

DOB

Ethnicity

Parent/Carer 1 Name

DOB

Parent/Carer 2 Name

DOB

National Insurance Number

National Insurance Number

### 2 year old FEEE

To access the 2 year old FEEE your child must meet the eligibility criteria, please indicate below if your child meets the criteria and which of the criteria they meet. Either **Economic (ECO)** checked with Leeds City Council, **Looked After Child (LAA)** proof shown to provider, or **SEND (HSD)** proof shown to provider.

Eligible for 2 year old FEEE:	YES	NO	2 year FEEE Eligibility (Please state under which criteria the child is eligible):	
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### FEEE Additional Entitlement

To access the FEEE Additional Entitlement you must have applied for a voucher code via the [HMRC's childcare service](#) and confirmed your eligibility with your childcare provider, please indicate below if your child meets the criteria and input your voucher code.

Eligible for the FEEE additional entitlement:	YES	NO	30 hour code:	
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### Early Years Pupil Premium (EYPP) Registration Form

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 and accessing 3 and 4 year old FEEE. This funding will be used to enhance the quality of their early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to your childcare provider.

If you believe that your child may qualify for the EYPP please indicate below if your child meets the criteria and which of the criteria they meet. Either Economic (EE) or Looked After (EO).

Eligible for Early Years Pupil Premium? (EYPP):	YES	NO	EYPP Eligibility (Please state under which criteria the child is eligible):	
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### Disability Access Fund Declaration

Three- and four-year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £615 per eligible child.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?:	YES	NO
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### Attendance details

- You need to agree and complete this Declaration Form with each setting your child attends for their FEEE universal entitlement (Eligible 2 year olds and 3/4 year olds) or FEEE additional entitlement (Eligible 3/4 year olds only) per annum (Financial Year April-March) in order to ensure that funding is paid fairly between them.
- The maximum entitlement per annum (Apr-Mar) is 570 hours Universal Entitlement, and if eligible 570 Additional Entitlement. Please speak to your childcare setting about the FEEE sessions they operate (hours and days). These should be detailed on your contract with them, and via child registers.
- Your child can attend a maximum of two sites (refers to provider postcode) in a single day. It is the parent's decision how the funding is allocated between all providers who offer both universal and extended funding. However, if one of the Providers only offers universal entitlement funded places, that Provider must inform the parent prior to the child taking up the place that they will claim Universal Entitlement only.

My child is claiming FEEE with this setting from:

Claim start/end date	
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My child is attending the following settings for the FEEE Universal Entitlement (570 hours) for eligible 2 year olds and 3/4 year olds:

Setting Name(s)	No. of hours
A	
B	
C	
<b>Total Annual FEEE hours Attended (max 570hrs)</b>	

My child is attending the following settings for the FEEE Additional Entitlement (570 hours) FEEE for eligible 3/4 year olds:

Setting Name(s)	No. of hours
A	
B	
C	
<b>Total Annual FEEE hours Attended (max 570hrs)</b>	

If your child attends any hours above the Universal or Additional FEEE, please indicate this here:

Hours Attended Above FEEE	
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If your child is splitting their free entitlement across two or more providers please nominate the main setting where the local authority should pay the DAF/EYPP (this should be the provider claiming universal entitlement):

Setting Name	
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Please note all claims must be a minimum of three weeks.

If the child attended a previous setting in the same term, please complete this information)

Previous Setting Name	
Hours claimed with setting in the term	
Claim end date*	

\*Providers are allowed to include a notice period as part of their business model, however for the purposes of FEEE it is between the Provider and the parent whether this is claimed for or paid by the parent.

**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, and inform me which funding streams my child is eligible for.

In addition, I also agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child's eligibility for 2 year old FEEE or the FEEE additional Entitlement and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

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

If any of the above information changes a new parental declaration form must be completed immediately.

## **Data privacy**

### **The Data Protection Act 1998: How we use your information**

We use information about children and young people to enable us to carry out specific functions for which we are responsible. We also use this personal data to derive statistics which inform decisions we make (e.g.) regarding the funding of early education, assess their performance and to set targets for them. These statistics are used in such a way that individual children cannot be identified.

**Education and training:** The Local Authority and your childcare provider hold information about children and young people living in our area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to us to help us to do this<sup>1</sup>.

We share some of the information we collect with the Department for Education (DfE) to enable them to; produce statistics, assess our performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

We may also share information with post-16 education and training providers to secure appropriate support for them. We may also share data with education establishments which shows what their pupils go on to do after the age of 16.

For children under 16, a parent or guardian can ask that no information other than their child's name, address and date of birth (or their own name and address) be passed to a local authority. This right transfers to the child on their 16th birthday. Pupils and/or a parent/guardian will need to inform the school/LA if this is what they wish.

DfE may share individual level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you require more information about how we and/or DfE store and use your personal data or if you want to see a copy of information about you that we hold please visit:

- <http://www.leeds.gov.uk/opendata/Pages/Data-Protection-Act-1998.aspx>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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<sup>1</sup> Under the Education and Skills Act 2008, parts 1 and 2