

Parental Declaration Form for Free Early Education Entitlement (FEEE)

1. Setting details

Setting Name	
Setting URN	

2. Child's details

First name:		Preferred Surname:	
Surname:		Middle name(s):	
Date of Birth		Gender:	M / F
Ethnicity:			
Present During EY Census	Yes		No

3. Parent's details

Parent/Carer 1 Name		Parent/Carer 1 DOB	
Parent/Carer 1 NI Number:			

Parent/Carer 2 Name		Parent/Carer 2 DOB	
Parent/Carer 2 NI Number:			

4. Child's home information

Building name / no.		Street	
Area		Town / city	
Postcode		Telephone number	

5. 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; Child Disability Living Allowance (**DLA**) 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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6. FEEE Additional Entitlement

To access the FEEE Additional Entitlement you must have applied for a voucher code via the [HMRC's 30 hour code application](#) 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 voucher code:	
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7. 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.

8. Disability Access Fund Declaration

Three- and four-year old children who are in receipt of child Disability Living Allowance (DLA) 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 £828 per eligible child. Please supply evidence of DLA to your provider.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?:	YES	NO
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9. 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 date	
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Until (*this can be entered once known*)

Claim end date	
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My child is attending the following settings for the FEEE Universal Entitlement for eligible 2-year-olds and 3/4-year-olds:

	Setting Name(s)	Please enter total Universal FEEE hours attended
A		
B		
C		
Total Annual FEEE hours Attended		

My child is attending the following settings for the FEEE Additional Entitlement FEEE for eligible 3/4-year-olds:

	Setting Name(s)	Please enter total Additional FEEE hours attended
A		
B		
C		
Total Annual FEEE hours Attended		

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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10. 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.

11. Data privacy

Free Early Education Entitlement PRIVACY NOTICE

Leeds City Council takes its obligations under the UK Data Protection legislation very seriously. The information you provide will be subject to rigorous measures and procedures to make sure that it cannot be seen, accessed, or disclosed to anyone who should not see it. Our service also needs to use sensitive personal data relating to you (also called “special category data”) which requires more protection by us to keep it safe. Leeds City Council are the owner (data controller) of this information and therefore obliged to fully comply with the UK Data Protection Legislation.

Any personal and sensitive information you provide will be collected, used, shared, and held by Leeds City Council specifically to support your child’s learning and development with regard to Free Early Education Entitlement (FEEE) allocation, which includes deciding eligibility and amount of funding, assessment of any Special Educational Needs a child may have, as well as monitoring attainment. We collect and hold your information to exercise a public task in our official authority related to the provision and monitoring of Free Early Education Entitlement.

As part of the assessment of eligibility, Leeds City Council will need to share some of your information with the following internal and external services; Children’s services, Safeguarding, Sufficiency & Capacity, Early Years improvement Leeds Health teams and Department for Education. We will keep your personal information up to your child’s 25th birthday in line with the Leeds City Council retention schedule.

Should you object to Leeds City Council using your information in this way, your child would be unable to receive an allocation of Free Early Education Entitlement and would therefore miss out on funding they are eligible and entitled to.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Further information in respect of your rights is available at <https://www.leeds.gov.uk/privacy-and-data/data-protection-act> . To exercise any of your rights, please contact the Family Information Service on **0113 378 9700** or via emailing feequeries@leeds.gov.uk, or contact: dpfoi@leeds.gov.uk; any One Stop Centre, or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information in respect of your privacy and your information is available at: <https://www.leeds.gov.uk/>. This includes contact information for Leeds City Council’s Data Protection Officer. A paper copy of this information is available on request.