

A parent / carer claim form **MUST** be completed and returned to your childcare provider to enable them to claim your Early Education Funded Entitlement. It also collects data for extra funding (Early Years Pupil Premium (EYPP) and the Disability Access Fund (DAF)) that is available to your provider if you or your child meets the criteria, together with your contact details (email address).

When signing this form, you are consenting to your information being shared with the Local Authority (LA).

The LA will –

- check the claim meets the funding rules and adjust as necessary
- use the data to meet their statutory duties in relation to early years
- if needed contact families directly about their early education funded entitlement(s)

If your child attends more than one childcare provider, a form must be completed for each to avoid an overclaim.

The form is split into three parts –

- **Part 1** is guidance and information
Provides notes to assist you to complete the parent / carer claim form and a QR code to read the Parent/Carer Booklet
- **Part 2** is about you and your child
It must be completed every time a new entitlement is claimed, or when your details change.
- **Part 3** is about your funded entitlement claim and declaration
The correct version (Summer, Autumn, or Spring) must be completed and signed **every claim period**.



The form should only be completed and signed within the specified dates.

- Summer - 1 Mar to 31 Aug
- Autumn - 1 Jul to 31 Dec
- Spring - 1 Dec to 31 Mar

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/ren is being or will be used, please contact your provider or the Early Years Finance Team at Norfolk County Council.

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/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

Your child's funded entitlement is not intended to cover the costs of meals, other consumables (such as nappies or sun cream), additional hours or additional activities (such as trips). Providers may charge a fee for these additions. If you choose to pay for these it is an arrangement between you and the childcare provider. If you have fees to pay you may be eligible for Tax-Free Childcare or Universal Credit for Childcare



Part 1

Please read the notes below when completing each section of the parent /carer claim form.

1	To confirm your child has reached the eligible age for a funded entitlement, your childcare provider will ask you to provide documentation (eg. birth certificate or passport) to evidence your child's date of birth . A copy does not need to be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.
2	<p>This information is used for statistical purposes only. Please choose your ethnicity from the list –</p> <ul style="list-style-type: none"> • Asian or Asian British any other background • Asian or Asian British Bangladeshi • Asian or Asian British Indian • Asian or Asian British Pakistani • Black or Black British African • Black or Black British any other Black background • Black or Black British Caribbean • Chinese • Mixed any other background • Mixed White and Asian • Mixed White and Black African • Mixed White and Black Caribbean • Traveller of Irish heritage • White British • White Irish • White Northern Irish • Any other ethnic background • Any other white background • Withheld/do not wish to be recorded
3	Providing this additional information if applicable to your child will help your provider to identify the non-economic criteria which may have been met for the 2-year-old funded entitlement, Early Years Pupil Premium or Disability Access Fund.
4	<p>Your email address is requested so that the local authority can contact you directly about early education and other early years initiatives / support. Examples of this communication would be -</p> <ul style="list-style-type: none"> • a reminder to renew your working parent entitlement HMRC code • providing information to help you find alternative childcare in the event your provider unexpectedly closes • early years initiatives which support your child's progress and development <p style="color: red; font-weight: bold;">If you do not wish to receive this type of messaging, please leave blank.</p>
5	Some families will be eligible for the 2-year-old funded entitlement if they receive some form of government support, or their child meets specific criteria. A NEO code must be obtained which proves eligibility has been met and certain rules apply.
6	All families living in England with children aged 3 or 4 are eligible to receive the universal funded entitlement of up to 15 hours per week (max. 570 hours annually) the claim period following their third birthday.
7	Some families will be eligible for the working parent entitlement where certain rules are met. A HMRC code must be obtained which proves eligibility and reconfirmed every 90 days to keep it valid.
8	<p>The funding entitlement can be taken term time (TT) or all year round (AYR). Your childcare provider will advise you how they offer the entitlement to families and most likely help you complete this part of the form.</p> <p>TT - Funding is claimed over 38 weeks (cycle of eligibility) no more than 15 or 30 hours a week. Each claim period the LA will recommend the maximum hours available.</p> <p>AYR – Also known as stretched is where funding is claimed over more than 38 weeks (cycle of eligibility) which means less than 15 or 30 hours a week over more weeks. The maximum weekly and claim period hours will depend on the total number of weeks your provider is open over the year. E.g. If provider is open 48 weeks, then no more than 11.5 or 23 hours should be claimed weekly.</p> <p>Where the total hours overall fall short of the maximum available, it may be possible for your provider to offer extra weekly hours (up to the maximum) so that your child receives their full entitlement.</p>
9	<p>Early Years Pupil Premium is extra funding paid to your provider if you or your child meet certain criteria. Up to £387.60 (or a share of) will be paid directly to your childcare provider(s), who will use the funding to improve teaching and learning facilities and/or resources so that there is a positive impact to your child's progress and development.</p> <p>Eligibility is checked using your date of birth and National Insurance (NI) number / National Asylum Support Service (NASS) number or if your child is currently being looked after by a local authority or if your child has left care through adoption, special guardianship order, or child arrangements order additional evidence will be requested.</p> <p>Supplying this information gives consent for the LA to check your eligibility and fairly distribute the funding to your providers where the entitlement is split. If eligible, this funding will not cease whilst your child is in receipt of early education.</p> <p>More information can be found here - https://www.gov.uk/get-extra-early-years-funding</p>
10	<p>Disability Access Funding (DAF) is for children in receipt of Disability Living Allowance (DLA). Annually £910.00 will be paid directly to the nominated childcare provider of your choice to support them to make reasonable adjustments so your child can access their funded entitlement. Once paid it is not transferrable to another provider.</p> <p>You must provide your childcare provider with a copy (no originals) of your child's current DLA award letter for them to claim DAF. This claim form, together with your DLA letter will be sent to the LA to check eligibility. The letter must show that your child is currently in receipt of DLA.</p> <p>More information can be found here - https://www.gov.uk/get-extra-early-years-funding</p>

Please read the Parent/Carer Booklet

