

Eligibility criteria

- For all eligible two year olds from the term following their second birthday
- For all three and four year olds from the term following their third birthday
- For all eligible three and four year olds where a successful 30 hours eligibility confirmation was received in the previous term and the code is valid

Completing the form

- To be completed in conjunction with your participating early years provision
- To be completed clearly in CAPITAL LETTERS

Privacy notice – Young children in Early Education settings in Redbridge
Who we are and what we do

This early education setting and the London Borough of Redbridge are known as the ‘Controllers’ of the personal data you provide to us under the current UK Data Protection Legislation. Your setting will provide information to the Council and the Department for Education (DfE) to benefit the development of your child and early years provision in Redbridge.

Why we need your information and how we use it

The local authority has a statutory duty under Section 1 of the Childcare Act 2006 to ensure that it improves the wellbeing of young children in its area and reduces inequalities between young children. Your personal data on the form will be used by the setting and the local authority to manage applications for early education and childcare places. As a local authority we are permitted to process your personal data when providing a provision as part of our public task. We will hold this data securely and in line with data protection legislation.

What type of information is collected from you

This data includes contact details, child development assessments, attendance information and characteristic such as ethnic group.

Who your information may be shared with

By sharing some personal and sensitive information and assessment data it helps to support the improvement of services to families with young children and ensure that the local authority can comply with its duty under the Childcare Act 2006 to improve the wellbeing of children and reduce inequality. Information, once collected is anonymised and reported in an aggregated form.

How long we keep your information

The local authority is subject to the same legal constraints under the current UK Data Protection Legislation in how it deals with data. The information will be held securely and destroyed after seven years from the time it has been obtained. This data will only be used for the above purpose and will not be shared unless for specific purposes allowed by law.

Your information: choice and rights

Children, as data subjects, have certain rights under the current UK Data Protection Legislation, including a general right to be given access to personal data held about them by any controller. Anyone with parental responsibilities can make a request on behalf of a child until the child is at an age of understanding, usually around the age of 12. The Information Commissioner is the UK's independent body set up to uphold information rights. If you would like to know more about your rights under the Data Protection law, and what you should expect from us, visit the Information Commissioner's website: <https://ico.org.uk/>. If you have any concerns regarding our privacy practices or about exercising your Data Protection rights, you may contact the Information Commissioner's Office (ICO) at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113 or 01625 545 745. Email: casework@ico.org.uk. The Data Protection Officer for London Borough of Redbridge can be contacted at data.protection@redbridge.gov.uk.

More information

If you would like further information on the Early Education Entitlements for 2, 3 and 4 year olds, Early Years Pupil Premium (EYPP) or Disability Access Funding (DAF) please contact the Families Information Direct (FiND) Helpline on 0800 587 7500 or email find@redbridge.gov.uk.

Accessing your child's early learning place

Completing this form is confirming that you intend to access your child's early learning place at the early years provider stated on the form and you should only complete this form when you have made your decision to access your place with them. You should only complete more than one form if your child will be accessing their place at more than one setting, or if you have given notice to a provider and will be moving your child to a new setting between 1 April 2021&31 March 2022

Please read all information provided below before completing this form. If you would like more time to consider your options before signing the form, then please let your chosen provider know. You can also find more information about all the early learning places for two, three and four year olds at <http://find.redbridge.gov.uk>.

Notice period

If you have filled out a Parent/Carer Declaration form and change your mind before your child accesses their place, it is your responsibility to inform your provider that you will no longer be accessing a place at the earliest opportunity. If you have paid a deposit, then the setting will be entitled to keep this where you do not access the place.

If your child has started attending a setting and you then choose to withdraw your child from the place, then you must give four (4) weeks' notice to the setting. This must be in writing. Where you give 4 weeks' calendar notice, this will start on the date notice is given and you will be unable to access a new funded setting until the notice is complete.

If you do not give suitable notice, the following terms will apply:

- Term time offer, where your child does not return in a new term – If your child was accessing a place in the previous term and does not return in the new term the 4 weeks' notice will start on the first day of the new term.
- Term time offer, where your child leaves part way through the term – If you have not already given notice, the notice will start on the day after the child's last day at the setting. This will be based on 4 calendar weeks.
- Stretched offer (all year-round) – Notice will start the day after the child's last day at the setting. This will be based on 4 calendar weeks.

Where you start accessing a new place prior to the end of a notice period, you will be liable to pay for any hours that the new setting is unable to claim payment for from the London Borough of Redbridge.

Provider contracts/agreements

If you are accessing a place that provides additional hours or services, then your provider may ask you to sign an additional agreement. This form only relates to the funded early education place and any additional contract agreement you sign will be a private matter between you and your provider.

Setting details				
Name of early years provider	Headstart Montessorians Day Nursery			
Ofsted registration number	EY545174			
Child's details				
Child legal forename(s)				
Child legal surname				
Name child known by				
Date of birth	Gender	Female	Male	
Child's address				
Postcode				
Proof of child's date of birth				
Document type and reference number				
Document checked by (staff name)	Date			

Child's ethnic origin

<input type="checkbox"/>	White British	<input type="checkbox"/>	Black or Black British - African	<input type="checkbox"/>	Any other mixed/dual background
<input type="checkbox"/>	White Irish	<input type="checkbox"/>	Black or Black British - Caribbean	<input type="checkbox"/>	Traveller or Irish Heritage
<input type="checkbox"/>	Any other white background	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>	Gypsy/Roma
<input type="checkbox"/>	Asian or Asian British - Indian	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Prefer not to say / Refused
<input type="checkbox"/>	Asian or Asian British - Bangladeshi	<input type="checkbox"/>	White and Black African	Please specify if other group	
<input type="checkbox"/>	Asian or Asian British - Pakistani	<input type="checkbox"/>	White and Black Caribbean	<input type="text"/>	
<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>	White and Asian		

Accessing 30 hours

If you have requested a 30 hours place from your provider, then you will need to ensure that you have applied for and have received a valid code the term before your child is due to access their funded place. You will also need to re-confirm your code every three (3) months. If you do not have a valid code for that term, you will be liable for any additional hours accessed where the provider is unable to claim funding for your child. Please provide the following details so that your provider can check that you have a valid 30 hours code.

30 hours eligibility code (e.g. 50005678912)	<input type="text"/>	Parent/Carer NI number	<input type="text"/>
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Accessing two year old funding

If you have requested a two year old funded place from your provider, then you will need to ensure that you have confirmed your eligible through the London Borough of Redbridge and provide this evidence to the provider before accessing your child's place. If you do not have valid evidence that your child is eligible (an email or letter from London Borough of Redbridge) then you will be liable for any hours accessed where the provider is unable to claim funding for your child. Please provide the following details so that your provider can check that you are eligible for a funded place.

Parent/carer date of birth	<input type="text"/>	Parent/Carer NI number	<input type="text"/>
Parent/carer full name	<input type="text"/>		

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. This funding will be used to enhance the quality of your child's early years experience. For more information please speak to your childcare provider. If you believe that your child may qualify for the EYPP please provide the following information for the **main benefit holder** to enable the local authority to confirm eligibility:

	Parent/carer 1	Parent/carer 2
Full name	<input type="text"/>	<input type="text"/>
NI Number or NASS	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>
Signature	<input type="text"/>	<input type="text"/>

Disability Access Fund Declaration

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving the early years 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)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If your child is splitting their entitlement across two or more settings please name the main setting where the local authority should pay the DAF:	<input type="text"/>			

Accessing a stretched offer

If your child access a stretched offer between 16 July and 27 August 2021, then moves to a term time only place at the same or a different setting from September 2021, your child will exceed their maximum entitlement for funding between April 2021 and March 2022. This will result in you being required to pay the additional hours that the setting cannot receive funding for over and above your child's entitlement.

By agreeing to access a stretched offer in Summer term 2021 and signing this declaration, you acknowledge that you will be liable for payment in Spring term 2022 for any hours that your child's setting is unable to access through the funding entitlement.

If you are intending to move your child to a term time offer in Autumn term 2021, you must give notice on or before 18 June 2021 that your child will be leaving their stretched funded place on or before 16 July 2021 to avoid exceeding their maximum entitlement.

Setting and attendance details

You need to agree and complete this Declaration Form with each setting your child attends. You are responsible for providing details of all settings that your child has, or is accessing, between April 2021 and March 2022 to any new provider.

Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will allocate funding as per the hours shown below.

Where a child is accessing more than one setting between April 2021 and March 2022, or there are any changes to the number of hours accessed in this period, the parent/carers is responsible for advising all settings of this change so that the Parent/Carer Declaration Form(s) may be updated. Failure to do so may result in the parent/carers being liable for payment.

Where a child's claim exceeds the maximum annual entitlement of 570 hours between April 2021 and March 2022 (or 1140 hours where child is claiming 30 hours childcare) the parent/carers is liable for payment for the additional hours at the provider's standard hourly rate.

My child has attended/is/will be attending the following settings between April 2021 and March 2022:

	Setting name	Child start date	Child end date	Total hours per week		Total funded hours/week	Total funded weeks/year	Total funded hours/year
				Universal	Extended			
A	Headstart Montessorians	19.4.21	16.7.21	15			12	
B								
C								
D								
Total hours/weeks attended								

Parent/carers declaration

I confirm that the information I have provided above is accurate and true. I understand and agree to the Conditions above and I authorise the named setting to claim early years entitlement funding as agreed above on behalf of my child. Where my child is accessing a stretched offer, I can confirm I understand and agree to the terms detailed above.

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 and enable this provider to claim Two Year Old Funding, 30 Hours Entitlement, Early Years Pupil Premium (EYPP) and/or Disability Access Fund (DAF) on behalf of my child.

Parent/carers with legal responsibility		Early education provider	
Name of parent/carers		Name	Claire Bond
Address (inc. postcode)		Name of setting	Headstart Montessorians Nursery
Signature		Signature	
Date signed		Date signed	