

The information requested is mandatory except for Section 4 and 5. Both the Parental and Provider declarations must be completed.

This agreement sets out the arrangement made by the parent/carer and the provider for accessing/providing the early years entitlement hours for eligible children. [Providers adapting this template must ensure that they collect all the mandatory information requested.]

The information provided will also be used by the Provider to claim funding and if applicable the Early Years Pupil Premium (EYPP) and Disability Access Funding for eligible children. The Local Authority may request a copy of this form to support the funding claim and as part of the compliance function they perform to check that the funding is being claimed appropriately.

Please note that section 1 does not need to be completed if you have already completed the Parent Declaration Form for the working parent entitlement, please attach this form

Provider Name	Date
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Section 1: Child's Details

Child's Legal Family Name/Surname	Child's Legal Forename	
Name by which child is known if different	Child's Date of Birth	
Male / Female	Ethnicity	First Language
Full Address	Documentary proof of Date of Birth & Eligibility (e.g. Birth Certificate/passport) Evidence seen (provider to initial) 	
Post Code		
Telephone		

Section 2: Eligibility Proof

(to be completed if claiming 2 year old disadvantaged funding or attach Declaration Form for Checking Working Parent Eligibility)

2 Year Old Eligibility Reference No (ensure full letter/email has been seen):	
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Section 3: Setting and Attendance Details

- You need to agree and complete this form with each setting your child attends for their early years entitlement in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will distribute the funding appropriately between the settings.
- You can claim less than the full entitlement hours available if you wish.
- Early years entitlement hours are funded for the equivalent of 38 weeks of the year (i.e. max funding of 570 hours per year for 15 hours universal per week or max of 1,140 hours per year for 30 hours per week) at no cost to the parent.
- A maximum of 10 hours can be claimed in any 1 day.

My Child is attending the following settings:

Setting Name	Total Early Years Entitlement Hours Per Day							Total Number of hours per Week	Number of Weeks Per year
	Su	M	T	W	T	F	Sa		
1.									
2.									
3									
TOTAL									

Working Parents accessing 30 hours only: Where a child is attending more than one setting, please specify which setting(s) you wish to receive your universal 15 hours entitlement should you become ineligible for the 30 hour entitlement.

Setting Name(s)	
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Section 4: 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. 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.

The information you provide in this section of the form is voluntary and will only be used to determine eligibility for EYPP.

The information provided will not affect any benefits you may be entitled to.

Parent / Carer Details

Do you have parent/carers responsibility for the child stated overleaf?	Yes	No
Is your family income under £16,190 per year?	Yes	No

If you have stated **yes** to the above, you may qualify for EYPP. Please provide the following information for the **main benefit holder** to enable the local authority to confirm eligibility:

Please provide

Parent/Carer – relationship to child : MOTHER / FATHER / CARER (please circle)									
Parent Forename									
Parent Surname									
Date of Birth	DD		MM			YY			
National Insurance or National Asylum Support Service number.									

Section 5: Disability Access Fund

If your child is accessing early years entitlement hours and is receiving child Disability Living Allowance, they are eligible for the Disability Access Fund (DAF). DAF is paid to the child’s early years setting as a fixed annual rate of £910 per eligible child.

Is your child 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 local authority should pay the DAF:	Setting Name	

Section 6: Parent 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 early years entitlements funding as agreed above
on behalf of my child.

- I understand that my child’s early years entitlement hours will be delivered without charge and that the early years entitlement hours will be claimed on my behalf by the provider from the Local Authority.
- I have received detailed information about the additional services and understand I may incur a cost any additional hours/services over and above the early years entitlement hours that my child receives (e.g. meals, activities outings/trips).
- I understand that my child’s attendance should be regular. I will inform the provider if my child does not attend (e.g. due to sickness, dentist/doctor appointment). I am aware if I do not ring or contact the provider and my attendance is below 85% then my early years entitlements place may be affected.
- I agree to the Local Authority using this information to enable my child’s Early Year’s Provider to claim the funding my child is entitled to in the current and future academic years for the purposes of Early Years Pupil Premium. The Local Authority may also use this information to check my child’s entitlement for School Age Pupil Premium during

the academic years when my child is in school. I confirm that I have read and understood the following Privacy Notices regarding early years entitlements & School Readiness.

- I confirm that the above information has been explained to me; that public funds must be protected and that the information provided may be used to prevent and detect fraud. I understand that it might be necessary to share this information with other organisations and local authorities that handle public funds. I understand that any false or incorrect information could lead to my early years entitlements place being withdrawn.

Parent/Carer's Declaration	
Name (please print)	<input type="text"/>
Signed	Date
<input type="text"/>	<input type="text"/>

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

Nottingham City Council 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, assuming they are accessing early years entitlement provision.

Section 7: Provider Declaration

- I will be providing the early years entitlement hours in line with Nottingham City Council's Provider Agreement. The early years entitlement hours are provided with no additional costs other than the optional additional services that have been agreed with the parent.
- I confirm I have seen evidence to support the child's funding claim and confirm that they are eligible to claim early years entitlement hours.
- I understand that any incorrect information or incomplete validation of hours could lead to the funding for the early years entitlement hours being withdrawn.
- I will make available any information that the Local Authority requires to support this funding claim e.g. attendance register, copy of parental invoices.
- I will make available a copy of this Agreement available to the Local Authority or parent upon request

Provider's Declaration	
Name and Position (Please print)	<input type="text"/>
Signed	Date
<input type="text"/>	<input type="text"/>

Privacy Notice – Early Years Funding – Nottingham City Council

Who is the Data Controller?

Personal Information (personal data) will be processed by Nottingham City Council (NCC) for the purposes of Early Years Funding and Provision, either provided directly by you, or by the Early Years Provider. The Data Controller for the personal data that is processed by NCC for these purposes is NCC.

Why do we process personal data?

We will only process personal data when it is necessary and where we have a lawful reason to do so. Personal Data used in relation to Early Years funding will be used to allocate your child a place; to administer contracts between NCC and providers; dealing with complaints, non-compliance and safeguarding issues; working with OFSTED and other public bodies; and delivering training with providers.

What personal data will the Council process?

If you are a parent or a child, we will process: your name (and person with parental responsibility); address and contact details; date of birth; gender; financial information; details of childcare provision and national insurance number.

If you are a provider, we will process: your name; address and contact details.

We will also process 'special categories of information' about you when necessary, this includes information relating to your race or ethnicity; religious beliefs; and physical and mental health.

What is the legal basis for using your information?

The lawful basis for processing your information for these purposes is because it is necessary for the performance of a public task; because it is necessary for compliance with a legal obligation to which NCC is subject; or because it is necessary for compliance with a contract to which the council is subject.

When we process 'special categories of personal data' we do so under the condition that it is necessary for reasons of substantial public interest.

Sometimes, we may also process information relating to criminal offences, we will do so because it is necessary for statutory reasons of substantial public interest for the prevention and detection of crime, the prevention of fraud, or for safeguarding children and other individuals at risk.

Who will NCC share my personal information with?

NCC will only share you information within the Council and with others when it is necessary and lawful to do so. We may also share it when we are obliged by law to do so.

To provide these services, the Council may share you information with: the childcare provider; Nottinghamshire County Council, Capita; East Midlands Shared Services (EMSS); Department of Work and Pensions (DWP); Department of Education (DfE); and the Office for Standards in Education, Children's Services and Skills (OFSTED).

Do I have to provide the information?

No, you are not obliged by statute to provide the information. However if we were not able to process the information, we would not be able to provide these services.

How long will NCC keep the data for?

NCC will process the data for 6 years from the end of the provision or contract

What are my information rights?

You have the following rights under data protection legislation, the right to request:

1. A copy of your information;
2. That your information is corrected;
3. That your information is deleted (right to be forgotten);
4. That we restrict the processing of your information;
5. The portability of your data to another provider;
6. To object to processing your personal data; and
7. Rights relating to automated decision making including profiling.

Not all of these rights are applicable due to the lawful basis for processing the data. NCC can restrict these rights in certain circumstances. This mainly relates to the prevention of crime, prejudicing investigations and protecting others.

How can I find out more?

You can contact NCC's Data Protection Officer, Naomi Matthews to find out more, to exercise your rights or to complain about how your personal data has been handled. The contact details are:

Information Compliance Team, Loxley House, Station Street, Nottingham, NG2 3NG

or by email : data.protectionofficer@nottinghamcity.gov.uk

A longer version of this notice is available on our website

https://www.nottinghamcity.gov.uk/media/iv5l3esl/pn-0194_earlyyearfunding_v20.pdf

If you need a physical or paper copy of this, please contact us.

The Information Commissioner's Office (ICO)

The ICO website has guidance on data privacy and data protection – www.ico.org.uk. You also have the right to complain to the ICO if you think NCC have processed your information incorrectly. You can contact them at: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 9AF, or by phone 0303 123 1113.