

Parent Declaration for Nursery Education Funding (NEF)

It is essential that you complete a parent declaration to claim Nursery Education Funding (NEF) for your child.

Child's Details

2 year old 3 year old 4 year old

Child's legal name:

First name: Middle name: Surname/family name:
Known as:

DOB* DD / MM / YYYY

Gender M / F

*** To be completed by setting** - Proof of the child's DOB (i.e. birth certificate or other documentary evidence) has been received **Y/N**

Full postal address

Line 1:
Line 2:
Line 3:
Town:
County: Postcode:

Setting and Attendance Details

I wish to claim Nursery Education Funding (NEF) at:

Name of Setting:

Are you claiming funded hours with any other provider?

YES / NO

If yes please complete the attached childcare attendance plan listing all providers where nursery education funding is being claimed

If the HMRC have confirmed that you are eligible for 30 hours of funded childcare * (extended entitlement for 3 & 4 year olds only), you must complete the following sections. *If I become ineligible for the 30 hours of funded childcare in the future, I understand I will need to complete a new parent declaration with all providers delivering universal funding.

11 digit DfE Eligibility Reference Number issued:

First Parent's National Insurance No.

Second Parent's National Insurance No.
(if relevant)

Funded 2 year old eligibility code:

Funded childcare hours being claimed at this setting (NB - 15 hours per week (total of 570 hours per year) for eligible 2 year olds and universal entitlement for 3 and 4 year olds; up to an additional 15 hours per week (total of an additional 570 hours per year) for eligible 3 and 4 year olds.

Funding start date

DD / MM / YYYY

Total hours per week at this setting of which per week are state funded.

Of the state funded hours, hours per week are from the extended entitlement (if relevant).

*Any changes made to the childcare hours claim will require a new parent declaration to be completed

Entitlement Guidelines:

- NEF hours can be claimed between 6am and 8pm (no more than 10 hours in one day)
- NEF hours can be claimed at no more than 15 hours per week per universal entitlement (for all 3&4 year olds) and no more than 15 hours per week per extended entitlement (if parents are eligible). This applies at the start the term following the child's 3rd birthday
- Parents can access their childcare entitlement at a maximum of 2 sites in any one day
- Parents must reconfirm eligibility to access the extended entitlement with HMRC every 3 months
- Where applicable the Local Authority reserves the right to suspend funding if the provision does not meet a Good or Outstanding Ofsted judgement.

Additional Supplements

Some children are entitled to extra grants based on government criterion. These grants go directly to your child's provider but can only be accessed if you choose to share certain information required to check eligibility.

a) Disability Access Fund (DAF)

Three and four year old children in receipt of Disability Living Allowance (DLA) and are receiving NEF are eligible for DAF. DAF is paid to your child's provider as a fixed annual rate of £615 per eligible child.

Is your child in receipt of DLA?

YES / NO

* Evidence seen by setting: Y/N

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:

b) Early Years Pupil Premium (EYPP)

Some three and four year old children are entitled to a pupil premium which the setting can use to support their learning and development (please discuss criterion with provider). Your details are required for the council to conduct an eligibility check. Complete details for main benefit claimant in the box below:

Parent's Surname

Parents DOB

DD / MM / YYYY

National Insurance or NASS No:

Privacy Notice

Herefordshire Council is the Data Controller for the information collected in relation to any applications made for 2, 3 or 4 year old Nursery Education Funding. The legal basis for processing your information is our legal obligations under Childcare legislation including the Childcare Act 2006 and the Childcare Act 2016. Information that you supply to Herefordshire Council may be shared with Health, council teams or early years providers. Some data is processed on behalf of the council by Hoople, who carry out some of the council's financial work.

The local authority will use the information you provide in order to:

- Deliver our services and understand your needs
- Maintain and update your customer records or contact details
- Contact you where necessary in relation to the provision of this service
- Obtain your opinion and feedback about the services we provide
- Ensure that we fulfil our legal obligations

Your information may also be shared with other Local Authorities, Childcare Providers and the Department for Education for audit funding requirements or where there is a legal basis to do so. The information that you supply will be retained for 7 years after funding ceases in line with financial requirements.

Your rights

Under the Data Protection Act you have a right to make a request for a copy of some or all of your personal information we hold about you. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. Please help us to make sure that we have identified you correctly by letting us know when you change address or name, and tell us if any of your information we hold is wrong.

Your data will be held and processed in line with data protection legislation. If you feel that your data is being handled incorrectly, you should speak to your childcare provider in the first instance.

How to contact the Information Commissioner's Office

Further information about all aspects of data protection is available from the Information Commissioner's Office (ICO).

Contact details for the ICO are as follows:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Telephone: 01625 545745 Email: mail@dataprotection.gov.uk Internet: www.ico.org.uk

Signatures

I have read the Privacy Notice and understand that any information shared with the council will be stored in accordance with the Data Protection Act 1998.

I certify that the information given on this form is accurate to the best of my knowledge. I understand that if I give false information or fail to declare my full circumstances, Herefordshire Council may withdraw funding for my child and consider further action.

Parent name
(PRINT NAME)

Parent Signature:

Date:

DD / MM / YYYY

Email

By entering my email address I confirm that I understand *and* approve that my email address will be used by Herefordshire Council to contact me regarding Nursery Education Funding.

Setting Manager
(PRINT NAME)

Signature:

Date:

DD / MM / YYYY