

ANNEX A

Parent Declaration Form valid for Sept 2025

Early Years, Disability Access, and other relevant funding

Please use black ink and write in block capitals.

All entitlement hours are based on a term time only model (38 weeks). But can be stretched and taken over the year. Annual hours 570 hours (15 hours / week) or 1,140 hours (30 hours / week)

- A) All three-and-four-year-olds are entitled to 15 hours per week (see Parent Note A)
- B) Some two-year-olds are eligible for 15 hours per week dependant on parent benefit support and income (see Parent Note B)
- C) Some working parents are entitled for children nine-months-old up to and including four-years-old for 30 hours per week (from September 2025) (see Parent Note C)

Please see Childcare 'Ollie' brochure for more details.

Parent or Carer details: the person receiving the benefit must be listed.

Title:	Legal Forename:	Legal Family name:											
Previously known surname:													
Address:													
		Postcode:											
Date of birth: / / (i.e. 31/08/1970)	Telephone:												
Mobile phone number:	Are you a lone parent: Y/N												
Email address:													
National Insurance (NI) or National Asylum Support Service (NASS) number:													
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NI - 9 digits, 2 letters, 6 numbers 1 letter. NASS - first 9 numbers only													
Childcare eligibility code (i.e. 11 digits starting 50 followed by 9 digits)													
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Golden ticket number or code from previous setting (for two-year-olds – dependant on parent benefit support and income):													
Relationship to child/ren named on this claim:													

If you have joint parental responsibility, please complete the details below:

Title:	Legal Forename:	Legal Family name:
Previously known surname:		
Address:		
		Postcode:
Date of birth: / / (i.e. 31/08/1970)	Telephone:	

NI or NASS number:									
<i>NI - 9 digits, 2 letters, 6 numbers 1 letter. NASS - first 9 numbers only</i>									
Relationship to child/ren named on this claim:									

Child details:

Legal Forename:				Legal family name:					
Date of Birth: / /			Gender M ☐ F ☐			Ethnicity code:			
Address:									
Postcode:					Language spoken:				
Additional information**:	DLA ☐	EHCP ☐	LAC ☐	Adopted ☐	Residence Order / Special Guardianship ☐				
** If you have ticked any of the above your provider may ask you to produce evidence									
Main Provider/School:									
Proposed start date:					Proposed hours per week:				
Please complete section below regarding hours per week including any other providers/schools who may also be claiming funding.									

Setting / School and attendance details

- You need to complete this Declaration Form for each setting / school your child attends for their early education entitlement in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of three settings and if your child attends more than one setting you can decide how to allocate your funded hours.
- If your child is in receipt of DLA one Provider may be eligible for Disability Access Fund – to help us allocate this, please nominate your main Provider: _____

My child is attending the following settings:

Setting / School Name(s)	Please enter total free entitlement hours attended per day*					Total number of hours per week	Number of weeks per year (e.g. 38, 51)
	Mon	Tues	Wed	Thur	Fri		
1							
2							
3							
Total Daily Free Hours Attended							
Start Date/s							

* You may need to discuss these hours to make sure parents and provider agree which settings are claiming the funded 15 or 30 hours (including if stretched over the whole year)

Siblings (other children who you have parental responsibility for)

	Forename	Surname	Date of birth
Child 1			
Child 2			
Child 3			
Child 4			

Parent/Carer/Guardian with legal responsibility declaration

I am eligible and meet the criteria for (Please refer to '**Parent's Notes**' and insert cross)

- ☐ 15 hours only for three-and-four-year-olds (see note A)
- ☐ 15 hours for two-year-olds dependant on parent benefit support and income (see note B)
- ☐ Working parent entitlement for nine-month-olds up to and including four-year-olds(see note C)
- ☐ Disability Access Fund (DAF) for all ages i.e. in receipt of DLA (see note D)
- ☐ Early Years Pupil Premium (EYPP) for all ages (see note E)

I agree that the information given above is correct, and give permission for Newcastle City Council to check my eligibility with the relevant benefit providers and hold my details for further checks including EYPP and DAF/I agree to inform you immediately if my benefit stops or changes.

Parent Signed:	Date:
Childcare Provider Signed: Print Name:	Date:

Data privacy: General Data Protection Regulation (GDPR) 2018 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. It gives rights to those (known as data subjects) about whom data is held, 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 communicated.

Should you have any concerns in relation 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 Sector Support team on 0191 277 4674

Please note that information about whether a child is in receipt of Disability Living Allowance is sensitive personal data which should be handled appropriately. Providers are asked to pay particular note to advice from the ICO on holding personal data including sensitive personal data available: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/>

Parent Notes:

Note A: All three-and-four-year-olds are entitled to 15 hours early education. If you are not entitled to extra funding under note C you can choose to pay for additional hours yourself and you may get support from the Government through Tax/Universal Credit or through Childcare Vouchers.

Note B: Two-year-olds dependant on parent benefit support and income.

To be eligible for 15 hours for your two-year-old you must be in receipt of one of the following:

- Income Support/ Income Based JSA, Income related ESA
- Child Tax Credit (with or without Working TC) and combined income of less than £16,190
- Universal Credit and a combined income from work of less than £15,400 a year after tax
- The Guaranteed element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act
- Child in receipt of DLA
- Child is Looked After, has left care through Adoption, Special Guardianship or Residence Order

Note C: Working parent entitlements apply from nine-month-olds up to and including four-year-olds. You must earn less than £100,000 and meet one of the following criteria:

- Single parent who works and earns at least the equivalent of the national minimum or living wage for 16 hours per week for your age group (£195.36 per week from April 2025)
- Couple - both parents work and meet the earning criteria above.
- "Working" will include those on statutory sick pay, parental, adoption, maternity or paternity leave
- One parent is employed, and the other parent is in receipt of specific carers' benefits, or specific disability or incapacity benefits.

* These weekly amounts are based on working 16 hours at the National Living/Minimum Wage which is different for different ages. These are April 2025 rates for over 21s.

Note D: Children who are in receipt of child Disability Living Allowance (DLA) and are receiving the free entitlement, for all ages, are eligible for the Disability Access Fund (DAF). DAF is paid annually to your childcare provider to help better support children with disabilities or special educational needs (SEND).

Note E: Early Years Pupil Premium (EYPP) is an additional sum of money for all ages, paid to childcare providers for children of families in receipt of certain benefits including:

- Income Support/ Income Based JSA, Income related ESA.
- Child Tax Credit (but not Working TC) and combined income of less than £16,190.
- Universal Credit
- The guaranteed element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act
- Child in receipt of DLA
- Child is Looked After, has left care through Adoption, Special Guardianship or Residence Order

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.

Child Ethnicity codes:

Ethnicity Category	Code	Ethnicity Category	Code
White - British	WBRI	Asian or Asian British - Pakistani	APKN
White - Irish	WIRI	Asian or Asian British - Bangladeshi	ABAN
Traveller of Irish Heritage	WIRT	Asian or Asian British - Any other Asian Background	AOTH
Gypsy / Roma	WROM	Black or Black British - Caribbean	BCRB
White - Any Other White Background	WOTH	Black or Black British - African	BAFR
Mixed - White and Black Caribbean	MWBC	Black or Black British - Any Other Black background	BOTH
Mixed - White and Black African	MWBA	Chinese	CHNE
Mixed - White and Asian	MWAS	Any Other Ethnic Group	OOTH
Mixed - Any Other Mixed background	MOTH	Refused	REFU
Asian or Asian British - Indian	AIND	Information Not Yet Obtained	NOBT