Parent Declaration Form - Early Education and Childcare Entitlements 2026-27

Please complete this form in order to claim your Early Education and Childcare Entitlement funded place in the London Borough of Sutton. The information collected on this form will assess the Early Education and Childcare Entitlement you are eligible for and your eligibility status for Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF).

1. **Your child's details:**

Child's Legal Last Name:	
Child's Legal First Name:	
Name by which the child is known (if different from above)	
Date of Birth:	
Sex:	
Ethnicity:	
Address:	
Postcode:	

Your childcare provider will need to see proof of your child's date of birth. Please tick which document you will provide with this form:

☐ Birth Certificate	☐ Passport

2. Your details (parent/carer/guardian):

Parent/carer/guardian Last Name:	
Parent/carer/guardian First Name:	
Date of Birth: (for working parents entitlements and EYPP only)	
National Insurance or NASS Number: (for working parents entitlement and EYPP only)	

3. Entitlement and eligibility details

Please tick which entitlement you are eligible for (please speak to your provider if you are not sure):

- ❏ Working parents - nine month olds to two year olds
- ❏ Working parents - two year olds
- ❏ Early learning for two year olds
- ❏ Universal - three and four year olds
- ❏ Working parents (extended entitlement) - three and four year olds

Working parents - nine months to four years old entitlement:

If you are eligible for the working parent's entitlement, please provide your 11 digit eligibility code:

Early learning for two year olds entitlement:

If you are applying for a two year old place for those who are receiving some additional forms of Government support, you will need to check your eligibility through the London Borough of Sutton. To do this please contact Sutton Family Information Service on 020 8770 6000. If you are eligible, you will receive a letter which you are to give to your childcare provider.

Have you provided a copy of your eligibility letter to your childcare provider?

☐ Yes	☐ No

4. Additional funding

If your child is receiving the funded entitlement and child Disability Living Allowance (DLA), they are eligible for the Disability Access Fund (DAF) which is paid to the childcare setting at a fixed annual payment. **Is your child eligible for, and in receipt of DLA? If yes, your provider will need a copy of the DLA award letter.**

☐ Yes	☐ No

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child's progress and development. EYPP is available across all of the funding entitlements. **Do you wish to check your eligibility for EYPP?**

☐ Yes	☐ No

Setting and attendance details

- Your child can attend up to a total of three registered childcare settings. However, your child can only attend a maximum of two sites in a single day and claim their early education and childcare entitlement.
- You will need to agree and complete this parent declaration form with each setting your child attends for their early education and childcare entitlement funding, in order to ensure funding is distributed correctly.

Attendance

The Department for Education and the local authority need to monitor the number of funded hours children are receiving and where. Please record how many hours your child is receiving at each childcare setting.

Setting Name:							
Start Date:							
Please enter the total amount of funded hours attended per day.						Total number of hours per week	Number of weeks per year (eg 38, 45, 51)
Mon	Tues	Wed	Thur	Fri	Sat		

Does your child receive part of their funding at any other setting?

☐ Yes	☐ No

If yes, please tell us which setting and how many hours they are receiving:

Name of 2nd setting:	
Number of funded hours used at this setting per week:	
Name of 3rd setting (if applicable):	
Number of funded hours used at this setting per week:	

If your child is splitting their funded entitlement across two or more settings please nominate the main setting where the local authority should pay the DAF (if applicable):

6. Declaration

I confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document.

I authorise (name of setting).....

to claim the early education and childcare entitlement funding as agreed above, on behalf of my child.

I confirm that I understand that the information I have provided may be shared with the local authority and the Department for Education, who will access information from other government departments to confirm my child's eligibility and enable the childcare provider named above to claim early education and childcare entitlement funding, EYPP or DAF on behalf of my child.

I confirm that I am aware of any charges for additional hours and/or voluntary costs for food, non-food consumables and activities.

I understand that the funding cannot be transferred to another setting once the funding headcount date has passed in that term and that if my child were to move providers after that date, they may not receive their funding.

Parent/carer/guardian with legal responsibility	Childcare provider
Signed:	Signed:
Print name:	Print name:
Date:	Date:

Thank you for completing this form. Please see section 7 for information on how we use your data.

FOR PROVIDER USE ONLY:

Documentary proof of DOB (eg birth certificate, passport):	
Evidence of two year old (early learning) entitlement:	
Evidence of Disability Living Allowance:	
Date eligibility documents seen (dd/mm/yyyy):	
Documents seen by (staff member):	
Date relevant documentation shared with LA (dd/mm/yyyy):	
Copy of this form shared with parent:	☐ Yes ☐ No
Working parent code checked:	Start date: End date: Grace period end date:

7. How we use your information

This privacy policy explains how the London Borough of Sutton uses any personal information we collect about you when you use our service.

In order to establish your eligibility for and provide the early education and childcare entitlement funding, we will need to collect some information about your child and you (where appropriate) which will be held electronically and stored securely on our computer-based system.

We will only share relevant information we have about you with the Department of Education, Department for Work and Pensions and organisations commissioned by the council to provide services related to children services and where legislation requires us to do so. Part of this information sharing includes checking your eligibility status with the Department for Work and Pensions for the early learning for two year old funding for those families who are receiving some additional forms of Government support, Early Years Pupil Premium and Free School Meals

For further details about the types of information we collect, and the controls in place to protect your information, please visit the full Privacy Notice on Sutton's website, or contact us using the details below to request a printed copy.

Our Contact Details:

You can contact us on - 020 8770 6000.

Email us - at familyinfo@sutton.gov.uk

Write to us - Sutton Family Information Service, Carshalton Family Hub and Children's Centre, Tweeddale Road, Sutton, Surrey, SM5 1SQ

Data Protection Officer Contact Details:

Please contact us if you have any questions about our privacy policy or information we hold about you: Data Protection Officer, London Borough of Sutton, Civic Offices, St. Nicholas Way, Sutton SM1 1EA.

How long will we keep your information?

We will not keep your information for longer than is necessary unless we have a legal obligation to hold the information beyond that time. For more information about how long we retain specific information please see our retention schedule, published on the council website.

Will you need to share my information?

In order to allocate the early education and childcare entitlement funding to the childcare provider it will usually be necessary to share your information with the following organisations :

- Department for Education
- Department for Work and Pensions
- Cognus Limited

How can I see what personal information is held on my record?

You can ask to see what personal information we hold about you. This is sometimes called a Subject Access Request. We will provide the information to you within one month (unless things are very

complicated) and there is no cost for this. If you want to see the information we hold about you, please contact us using the contact details given earlier in this notice. You do not have to give any reasons for why you want to see this information.

This form is now complete