

This agreement is for the Early Years Registered Provider to collect information from the Parent/Carer who has parental responsibility for the child named on this agreement to enable a claim to be made for early education funding via Knowsley MBC. This Parental Agreement **MUST** be made available to the local authority for audit purposes. These are important as you have a data protection responsibility to inform parents why we need their information and how we are going to use it.

Parental Agreement:
Free Early Education for 2 Year Olds (15hrs max/wk.) and 3 & 4 Year Old funding (15hrs universal or 30hrs max/wk. extended offer) Tick days attending in the box below against each provider (if applicable)

| | | | | | | |
|---|--|-----|------|-----|-------|-----|
| Universal Provider (1st 15 hours): | | Mon | Tues | Wed | Thurs | Fri |
| Extended Provider (2nd 15 hours): if applicable | | Mon | Tues | Wed | Thurs | Fri |

I confirm that I have seen evidence stating that the named child is eligible for a funded 2 year old place **OR** that the named 3 or 4 year old child is eligible for the extended 15 hours funding.

2YO code (to be obtained from the Parent): **30 Hours Voucher Code (11 digits):**

Provider to enter reference in the relevant section of the EY Provider Portal

DISABILITY LIVING ALLOWANCE (DLA) AND DISABILITY ACCESS FUND (DAF)
 3&4 year old children who are in receipt of child DLA and are receiving the free entitlement are eligible for the 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 DLA? | YES | If Yes, a copy of the current DLA award letter will need to be uploaded onto the Portal. Payment will not be processed without this documentation. |
| | NO | |
| 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: | | |
| Main Setting: (Setting your child spends the most time in funded childcare) | | |

Section 1 - Child Information

| | | | |
|--------------------------|--|-----------------------|---|
| Legal Forename | | Address Line 1 | |
| Middle Name | | Town | |
| Legal Surname | | County | |
| D.O.B. | | Postcode | |
| Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female (Please tick as appropriate) | | |
| Preferred Surname | | SEN COP Stage | <input type="checkbox"/> EHCP <input type="checkbox"/> SEN support <input type="checkbox"/> None (please select) |
| Proof of D.O.B. | <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Other (please tick evidence seen and make a note of document details – this will be required for audit purposes) | | |

THIS SECTION IS TO BE COMPLETED BY THE CHILDCARE PROVIDER

| | | |
|---------------------------------------|------------------------------------|------------------------------------|
| Start Date of funded Education | TOTAL weekly hours attended | FUNDED weekly hours claimed |
| Universal Provider: | Universal Provider: | Universal Provider: |
| Extended Provider: | Extended Provider: | Extended Provider: |

Section 2 – Parent / Carer with parental responsibility

Parent / Carer Details

| | | |
|---------------------------------|---|---|
| Forename | | Please note the parent details you supply MUST be the parent who created the childcare services account on the HMRC website. |
| Surname | | |
| D.O.B. | | |
| NI or NASS No. | | |
| Parents contact details: | Mobile: Home: Email: | |

Section 3 - Ethnic Background

| | | | | | | | |
|---------------------------------|------|-----------------------------------|------|--|----------------------------|----------------------------|--|
| White | WBRI | White British | | Asian or Asian British | AIND | Indian | |
| | WIRI | White Irish | | | APKN | Pakistani | |
| | WIRT | White Traveller of Irish Heritage | | | ABAN | Bangladeshi | |
| | WROM | White Gypsy/Roma | | | AOTH | Any other Asian background | |
| | WOTH | Any other White background | | | | | |
| Black or Black Caribbean | BCRB | Caribbean | | Mixed | MWBC | White and Black Caribbean | |
| | BAFR | African | | | MWBA | White and Black African | |
| | BOTH | Any other Black background | | | MWAS | White and Asian | |
| | | | MOTH | | Any other Mixed background | | |
| Other Background | CHNE | Chinese | | I do not wish an ethnic background to be recorded | | | |
| | OOTH | Any other ethnic background | | | | | |

This information will assist the local authority in compiling statistics on early education from different ethnic backgrounds to help ensure that all children have the opportunity to fulfil their potential.

Section 4 - Parental Declaration

- I confirm that I have parental responsibility for this child.
- I confirm that the details stated on this form are correct.
- I accept that I am **not** able to change my child's free place during a term except in the below listed exceptional circumstances:
 - Family moving to a new house
 - Change in the child's primary carer
 - Change of employment i.e. new job/unemployment
 - Health and safety concerns **i.e.** child with long term sickness/child protection
- I understand that I cannot claim my entitlement across more than 2 sites (in one day).
- I understand that I cannot claim more than 1,140 hours per year and a weekly maximum of 30 hours (if eligible).
- I understand that if I cease to meet the 30 hours eligibility criteria, I will continue to receive funding for the "grace period" only.
- I understand that early education places are delivered completely free of charge to parents. I should not be charged in advance, charged top-up fees or a non-refundable deposit.
- I authorise Knowsley MBC to exchange information I have provided with my child's EY providers, other local authorities if my address is outside of Knowsley and the DfE (Department for Education).
- I authorise Knowsley MBC to exchange information about my child's take-up of the entitlement.
- I authorise Knowsley MBC to check my eligibility for 2 Year Old Funding / 30 hours childcare / DAF/ Deprivation / Early Years Pupil Premium / Free School Meals as required enabling the appropriate funding streams to be paid to my Early Years Provider.
- I understand that Early Years Providers and the Local Authority are bound by the Data Protection Act 2018. The LA will not reveal information held on my child to a third party unless the law allows us to. For further information about how the LA and/or DfE store and use this data please go to the following website:
 - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/security/>

| | | | |
|--------------------|--|---------------------------|--|
| Signed: | | Date: | |
| Print Name: | | Parent / Carer | |
| Signed: | | Date: | |
| Print Name: | | Childcare Provider | |