

Parental Declaration Form

(Effective from January 2026)



1. Your Child's Details

Child's Legal Family Name:		Child's Legal Forename(s):	
Name by which child is known (if different from above):			
Date of Birth:		Gender:	
Address:		Postcode:	

Your chosen provider will need to see proof of your child's date of birth.

Please tick which document you are providing with this form:

☐ Birth Certificate	☐ Passport
Sign:	Date:

2. Your Details (Parents / Carers)

Parent/Carer/Guardian with Legal Responsibility 1	Parent/Carer/Guardian with Legal Responsibility 2
Legal Family Name:	Legal Family Name:
Legal Forename(s):	Legal Forename(s):

3. Funding Entitlement: Your child's eligibility

To be completed with assistance from your chosen provider(s). Please tick which entitlement you will be using. If your child is two years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first.

- ☐ Entitlement for children from 2 years old in families receiving additional forms of support:
- If parents/carers live in England and are in receipt of certain benefits,
 - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- ☐ Working parent entitlement for children from 9 months old.
- ☐ Universal entitlement for 3- and 4-year-olds.

Additional parent / carer details required for children claiming the following entitlements:

- 30 hours government-funded childcare for working parents of 9-month-old to 4-year-old children.
- 15 hours government-funded childcare for children with a Busy 2s ticket.

Parent/Carer/Guardian with Legal Responsibility 1	Parent/Carer/Guardian with Legal Responsibility 2																		
Date of Birth:	Date of Birth:																		
NI or NASS (9-digits/letters):	NI or NASS (9-digits/letters):																		
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11-digit eligibility code (if applicable):																			
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Busy 2's ticket eligibility code (if applicable):																			
Note: You must hand in your original Busy 2s ticket to the Childcare provider and please complete the EYPP section of this form on page 3.																			

4. Setting and attendance details

You need to agree and complete this Parental Declaration form with each setting your child attends for their government-funded early education entitlement of 15 or 30 hours per week to ensure that the 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 one setting we will distribute the funding appropriately between the settings. The only exception to this is if the child is accessing 15 hours or more at a maintained school (being a school which is in receipt of other funding i.e. free education and childcare for 2-year-olds whose families receive additional support or Universal Entitlement funding) from the Council. The funding will not be split so the maintained school will receive the full funding.

My child is attending the following settings:

Setting Name(s)	Please enter daily government-funded entitlement hours					Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
	Mon	Tue	Wed	Thu	Fri		
A							
B							
C							
Total daily Government-funded hours attended							
Total extra chargeable hours per day							

To note: the maximum number of funded hours your child can receive is:

- 1) for 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year
- 2) for children aged from 9 months of eligible working parents: 15 hours a week for 38 weeks of the year (this will increase to 30 hours from September 2025). For 3 and 4 years old this can be combined with the below entitlement to a maximum of 30 hours.
- 3) for all 3 and 4YOs: 15 hours a week for 38 weeks of the year

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

Additional Charges

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, or additional services. Providers can charge for consumables, meals and snacks, extra activities provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total termly/ monthly/ weekly charge
Additional charges for consumables or additional charges per day						

Providers need to provide details a breakdown/ description of these additional charges on their website.

5. 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 of 9 month to 4-year-olds 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.

Do you wish to apply for EYPP for your child?

☐ Yes	☐ No
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If you believe that your child may qualify for the EYPP or if your child has a Busy 2s ticket, please ensure section 3 of this form is completed for the main benefit holder to enable the Council to confirm your eligibility.

6. Disability Access Fund (DAF)

9 month to 4-year-old children who are in receipt of child Disability Living Allowance (DLA) and are receiving the government-funded entitlement 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 per financial year.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?

☐ Yes	☐ No
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If yes, and you would like to apply for DAF, please show the provider your child's Disability Living Allowance confirmation letter as evidence of your child's eligibility, which the provider will need to take a copy of, in order to apply for it.

If your child splitting their government-funded entitlement across two or more providers, please nominate the main / only setting where the Council should pay the DAF:

Name of Provider:
Address:

7. Ethnicity

The Council is required to compile information on the ethnicity of all children accessing the Government-funded Early Education Entitlement. The information will only be used to compile statistics and individual children will not be identified through the process.

The categories used overleaf are those used by the DfE. To improve the quality of the information, please tick only one category which best indicates the ethnicity of your child. Your assistance in the compilation of this information is greatly appreciated.

CATEGORY	CODE
White - British	WBRI
White - Cornish	WCOR
White - English	WENG
White - Scottish	WSCO
White - Welsh	WWEL
Other White British	WOWB
White - Irish	WIRI
Traveller of Irish heritage	WIRT
Any other white background	WOTH
Albanian	WALB
Bosnian- Herzegovinian	WBOS
Croatian	WCRO
Greek/ Greek Cypriot	WGRE
Greek	WGRK
Greek Cypriot	WGRC
Italian	WITA
Kosovan	WKOS
Portuguese	WPOR
Serbian	WSER
Turkish/ Turkish Cypriot	WTUR
Turkish	WTUK
Turkish Cypriot	WTUC
White European	WEUR
White Eastern European	WEEU
White Western European	WWEU
White other	WOTW
Gypsy / Roma	WROM
Gypsy	WROG
Roma	WROR
Other Gypsy/Roma	WROO
White and Black Caribbean	MWBC
White and Black African	MWBA
White and Asian	MWAS
White and Pakistani	MWAP
White and Indian	MWAI
White and any other Asian background	MWAO
Any other mixed background	MOTH
Asian and any other ethnic group	MAOE
Asian and Black	MABL
Asian and Chinese	MACH
Black and any other ethnic group	MBOE
Black and Chinese	MBCH

Bangladeshi	ABAN
Any other Asian background	AOTH
African Asian	AAFR
Kashmiri other	AKAO
Nepali	ANEP
Sri Lankan Sinhalese	ASNL
Sri Lankan Tamil	ASLT
Sri Lankan other	ASRO
Other Asian	AOTA
Black Caribbean	BCRB
Black - African	BAFR
Black - Angolan	BANN
Black - Congolese	BCON
Black - Ghanaian	BGHA
Black - Nigerian	BNGN
Black - Sierra Leonean	BSLN
Black - Somali	BSOM
Black - Sudanese	BSUD
Other Black African	BAOF
Any other Black background	BOTH
Black European	BEUR
Black North American	BNAM
Other Black	BOTB
Chinese	CHNE
Hong Kong Chinese	CHKC
Malaysian Chinese	CMAL
Singaporean Chinese	CSNG
Taiwanese	CTWN
Other Chinese	COCH
Any other ethnic group	OOTH
Afghan	OAFG
Arab other	OARA
Egyptian	OEGY
Filipino	OFIL
Iranian	OIRN
Iraqi	OIRQ
Japanese	OJPN
Korean	OKOR
Kurdish	OKRD
Latin/South/ Central American	OLAM
Lebanese	OLEB
Libyan	OLIB

Chinese and any other ethnic group	MCOE	Malay	OMAL
White and any other ethnic group	MWOE	Moroccan	OMRC
White and Chinese	MWCH	Polynesian	OPOL
Other mixed background	MOTM	Thai	OTHA
Indian	AIND	Vietnamese	OVIE
Pakistani	APKN	Yemeni	OYEM
Mirpuri Pakistani	AMPK	Other ethnic group	OOEG
Kashmiri Pakistani	AKPA	Refused	REFU
Other Pakistani	AOPK	Information not yet obtained	NOBT

8. SEN Provision

The Council is required to compile information on the special education needs of all children accessing the Government-funded Early Education Entitlement, in order to meet their needs.

The information will only be used to compile statistics and individual children will not be identified through the process. Please tick only one category below which best indicates the special education needs of your child.

SEN Provision Code	Description
N	No special educational need
E	Education, health and care plan
K	SEN support

9. Parent/Carer/Guardian with Legal Responsibility 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 government-funded entitlement funding as agreed above on behalf of my child.

If I claim at another setting and receive double funding, I will have to pay full fees to one of the settings.

I also agree that I will provide the setting with their agreed notice period should I no longer require the funded place.

In collecting your data for the purposes of checking your eligibility for the free education and childcare for 2-year-olds whose families receive additional support, the working parent and the 3 and 4-year-old universal government-funded entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) The Royal Borough of Kensington and Chelsea / Westminster City Council is exercising the function of a government department.

The Royal Borough of Kensington and Chelsea / Westminster City Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Parent/Carer/Guardian with Legal responsibility		Childcare Provider	
Signed:		Signed:	
Print name:		Print name:	
Date:		Date:	

10. Document Check *(For Provider Only to complete)*

Requirement	
Documentary proof of Child's Date of Birth	State e.g. Birth certificate or passport
Documentary proof of Disability Living Allowance	State e.g. Letter from DWP
Date Document recorded (DD/MM/YYYY):	
Document recorded by (i.e. Name of staff member):	
Signature of Staff member	

11. Data Privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act give rights to those about whom data is held (known ad data subjects), 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 disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or the Council.

Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately.

Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>