

Parental Declaration Form for Free Early Education Entitlement (FEEE)

1. Setting details

Setting Name	
Setting Ofsted URN	

■ You need to agree and complete this Declaration Form with each setting your child attends for their FEEE entitlement at least once per year (Financial Year April-March) in order to ensure that funding is paid fairly between them.

■ Your child can attend a maximum of two sites (refers to provider postcode) in a single day. It is your decision how the funding is allocated between all providers who offer both FEEE Entitlement and Additional FEEE Entitlement. However, if one of the Providers only offers FEEE entitlement funded places, that Provider must inform you prior to your child taking up the place that they will claim FEEE Entitlement only.

2. Child's details

First name		Middle name(s)	
Surname			
Date of Birth		Preferred Surname	
Ethnicity:		Gender	M / F

3. Parent's details

Parent/Carer 1 Name			
Parent/Carer 1 NI Number		Parent/Carer 1 DOB	
Email		Telephone	
Parent/Carer 2 Name			
Parent/Carer 2 NI Number		Parent/Carer 2 DOB	
Email		Telephone	

4. Child's home information

Building name / no.		Street	
Area		Town / city	
Postcode			

5. Your child's eligibility - to be completed with your chosen provider(s).

Please tick which entitlements 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.

Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:

The **Disability Access Fund** (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

☐ Yes ☐ No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?

☐ Yes ☐ No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

☐ Yes ☐ No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

☐ Yes ☐ No

6. Setting and attendance details - parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge
Total funded entitlement hours attended per day							n/a
Total extra (chargeable) hours per day							
Total daily hours attended							

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

- for 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year
- 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-year-olds this can be combined with the below entitlement to a maximum of 30 hours.
- or all 3 and 4-year-olds: 15 hours a week for 38 weeks of the year

My child is claiming FEEE with this setting from:

Claim start date	
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Until (*this can be entered once known*)

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

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7. Document check – Childcare provider to complete

Documentary proof of DOB Type (e.g. birth certificate, passport):	
Document recorded by (staff member):	
Date document recorded (dd/mm/yyyy):	
11-digit Working family eligibility code	
6-digit alphanumeric 2-year-old Early Years Voucher code (if applicable):	

8. Additional charges – Childcare provider to complete

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, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

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

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

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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)

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to claim free entitlement funding as agreed above on behalf of my child and inform me to which funding streams my child is eligible.

In addition, I also agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child's eligibility for Free Early Education Entitlement and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

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

If any of the above information changes a new parental declaration form must be completed immediately.

10. Data privacy

PRIVACY NOTICE Free Early Education Entitlement

Leeds City Council takes its obligations under the UK Data Protection legislation very seriously. The information you provide will be subject to rigorous measures and procedures to make sure that it cannot be seen, accessed, or disclosed to anyone who should not see it. Our service also needs to use sensitive personal data relating to you (also called “special category data”) which requires more protection by us to keep it safe. Leeds City Council are the owner (data controller) of this information and therefore obliged to fully comply with the UK Data Protection Legislation.

Any personal and sensitive information you provide will be collected, used, shared, and held by Leeds City Council specifically to support your child’s learning and development with regard to Free Early Education Entitlement (FEEE) allocation, which includes deciding eligibility and amount of funding, assessment of any Special Educational Needs a child may have, as well as monitoring attainment. We collect and hold your information to exercise a public task in our official authority related to the provision and monitoring of Free Early Education Entitlement.

As part of the assessment of eligibility, Leeds City Council will need to share some of your information with the following internal and external services; Children’s services, Safeguarding, Sufficiency & Capacity, Early Years improvement Leeds Health teams and Department for Education. We will keep your personal information up to your child’s 25th birthday in line with the Leeds City Council retention schedule.

Should you object to Leeds City Council using your information in this way, your child would be unable to receive an allocation of Free Early Education Entitlement and would therefore miss out on funding they are eligible and entitled to.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Further information in respect of your rights is available at <https://www.leeds.gov.uk/privacy-and-data/data-protection-act> . To exercise any of your rights, please contact the Family Information Service on **0113 378 9700** or via emailing feequeries@leeds.gov.uk, or contact: dpfoi@leeds.gov.uk; any One Stop Centre, or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information in respect of your privacy and your information is available at: <https://www.leeds.gov.uk/>. This includes contact information for Leeds City Council’s Data Protection Officer. A paper copy of this information is available on request.