Early education and childcare entitlements parental declaration form, April 2026

This form is a declaration of what entitlements you will be taking up, and what voluntary extras you have agreed to pay your provider. It is important that this form is kept up to date and accurate. If you wish to increase or reduce your hours, change what days your child attends, change what voluntary extras you purchase, or your circumstances mean that the entitlement(s) you are using changes, then you should speak to your provider about updating this form. Your provider may have additional terms and conditions alongside this document. Speak to your provider for more information.

Step 1: Your child's details - parents/carers to complete

Child's Surname(s):	
Child Forename(s):	
Name by which the child is known (if different from above):	
Date of Birth: Your will need to show your childcare provider evidence of your child's date of birth.	
Sex:	
Address:	

Step 2: Your details - parents/carers to complete

Parent / Carer 1	**Parent / Carer 2**
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):

Step 3: Your child's eligibility - parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement(s) you will be using. If your child is 2 years old and eligible for both entitlements, your provider must use the early learning for 2-year-olds funding first.

☐ Early learning for 2-year-olds:

- 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.

☐ Universal entitlement for 3- and 4-year-olds.

☐ Working parent entitlement for children from 9 months old

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 provisions, either to support an individual child, or for the benefit of all children attending the provision.

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

Step 4: Document check - provider to complete

Documentary proof of DOB Type (e.g. birth certificate, passport) (NB passports are not accepted as proof in children's centres)	Birth certificate ☐ Passport ☐
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	
Working parent eligibility code: (e.g. 12345678912)	
2-year-old eligibility code (if applicable): Citizen Portal reference number - provider must ask to see the portal confirmation email	
Citizen Portal 2-year-old confirmation email seen on date (dd/mm/yyyy)	

Step 5: Provider and attendance details - parents/carers to complete

You need to agree and complete this declaration form with each provider your child attends for their funded entitlement(s) 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 providers in a single day and if your child attends more than one provider, the local authority will distribute the funding appropriately between the providers.

Provider name:	**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Total no. of hours per week**	**Total weekly charge**	**No. of weeks per year (e.g. 38, 39, 45, 49, 50, 51)**
Total funded entitlement hours attended per day								
Total extra (chargeable) hours per day								
Total daily hours attended								

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

To fill in if your child attends more than one provider:

Total funded entitlement hours attended per day

	Mon	**Tues**	**Wed**	**Thurs**	**Fri**	**Total no. of hours per week**
Provider name:						
Provider name:						

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

1) for early learning for 2-year-olds: 15 hours a week for across 38 weeks of the year (570 hours a year).

2) for all 3- and 4-year-olds: 15 hours a week across 38 weeks of the year (570 hours a year).

3) for children aged from 9 months to 4 years old of eligible working parents: 30 hours a week across 38 weeks of the year (1,140 hours a year). For children aged 2 to 4 years, this can be combined with either of the above entitlements to a maximum of 30 hours.

Provider to complete:

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 entitlement 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.

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.

Providers should outline below details of the charges made for consumables and additional services in relation to the funded hours. Itemised details of what these charges relate to should be proportionate but enable the parent/carer to understand the charges. Providers should make parents aware that they can discuss alternatives to these voluntary charges.

Step 6: 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 entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

Parent/Carer/Guardian with legal responsibility	**Childcare provider**
Signed:	Signed:
Print name:	Print name:
Date:	Date:

London Borough of Islington (LBI) is collecting your data for the purposes of checking your eligibility for the early education and childcare entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Data Protection

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 gives rights to those about whom data is held (known as 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 Islington 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/

LBI will handle the information you have provided in line with the provisions of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act (DPA) 2018.

For further information about how LBI processes personal data, including the lawful bases we rely upon, how to exercise you or your child's data subject rights and how to make a complaint, please see our full privacy notice on our website www.islington.gov.uk/privacynotice

For information on how the Department of Education collects and shares data, visit the DfE website.

If you have any data protection queries or require further information, please feel free to contact our Data Protection Officer, c/o Information Governance Team, London Borough of Islington, 222 Upper Street, N1 1XR, or by email at dp@islington.gov.uk

This form is now complete.