

# Parent/Carer Declaration Form for All Funding Claims

To be completed by the Claimant (Child’s Parent/Carer) – please return to your childcare provider.

To be retained by the childcare provider.

Please use **BLOCK CAPITALS**.

<b>Child’s Full Name</b>	
<b>Child’s Date of Birth</b>	
<b>Name of Childcare Provider</b>	
<b>Postcode of Childcare Provider</b>	

## PART I: PARENT DECLARATION

### TO HARROW COUNCIL

- I confirm that the information and supporting evidence submitted by me in support of my application for early years funding for my child is true and correct.
- I consent to the Provider acting as my agent for the purposes of this claim and to the payment of funding directly to the Provider.
- I agree to the Provider and Harrow Council using the information I have given in this form and in the supporting documents to verify my eligibility for the Early Years funding claim that I am making and which the Provider is submitting on my behalf. I understand that I will be notified of the result of the checks.
- I have been notified by the Provider of the content of the Early Years Handbook which contains the terms on which the funding for which I am applying will be paid by the Council. I am aware of its availability on [www.harrow.gov.uk/earlyyears/providers/p-documents](http://www.harrow.gov.uk/earlyyears/providers/p-documents). I have read and understood those terms. I understand and agree the content and obligations that I have in respect of the funding for which I am now applying as described there. I am aware of the following in particular:
  - the nature of the offer and admissions criteria available to parents at the point a child first accesses provision at their setting; and
  - funding arrangements as described at paragraphs 2.20 to 2.22 in the Early Years Handbook; and
  - those eligibility for funding criteria at section 3 of the Early Years Handbook; and
  - those Charging Guidelines at paragraph 4.12 to 4.20; and
  - the Additional Support Information at paragraphs 5.2 to 5.11; and
  - the consequences of making a fraudulent claim at section 6; and
  - information about to whom to complain at section 7
- I understand that the result of the check will only be disclosed to me, my Provider and Harrow Council.
- I understand that the data will be stored electronically.
- I understand that if I am eligible, Harrow Council will continue to check my eligibility when necessary throughout the period during which the Council funds my Child’s Early Years education with the Provider. If Harrow Council is notified that I am no longer eligible, they will inform my Provider.
- I warrant the truth and accuracy of the information and evidence that I will send to you together with, this Parent Declaration Forms in support of the claim for Early Years Funding. If the claim I make is not accurate or truthful, then I am aware that any overpayments or payments made as a result of mistake or fraud may render me and/or the Provider liable to civil debt or to criminal prosecution proceedings (if fraud is discovered in the latter case).

## PART II: FURTHER INFORMATION REQUIRED FROM YOU TO HELP US TO PROCESS YOUR CLAIM

Please complete in **BLOCK CAPITALS**

Child's Details	
<b>Address</b> (including postcode):	
<b>Please specify documentary evidence of date of birth given to Childcare Provider</b> (e.g. birth certificate or passport).	
<b>30 Hours Code if applicable (e.g. 50012345678)</b> Please complete the Parent/Carers details section in order for us to validate this code	
<b>2 Year Old funding evidence (if applicable)</b> given to Childcare Provider (e.g. Harrow Council eligibility letter, email from FIS or other evidence).	
<b>Date started:</b> (dd/mm/yyyy)	

Your Funded childcare take up	
Please indicate where your child will be attending and which entitlement(s) will be accessed	
<b>Taking up free 2 year old funding with this provider</b>	<input type="checkbox"/>
<b>Taking up free 15 hours funding (universal) with this provider</b>	<input type="checkbox"/>
<b>Taking up free 30 hours funding (extended) with this provider</b>	<input type="checkbox"/>
<b>Total no of hours per week that your child attends</b>	
<b>Are you taking up funded childcare outside the borough of Harrow, if yes please advise where.</b>	

Early Years Pupil Premium (EYPP)			
The Early Years Pupil Premium is additional funding for early years providers to improve the education they provide. For more information please speak to your childcare provider. Please tick the appropriate category (if applicable)			
<input type="checkbox"/>	<b>Income Support</b>	<input type="checkbox"/>	<b>Income based Job Seekers' Allowance</b>
<input type="checkbox"/>	<b>Income-related Employment and Support Allowance</b>	<input type="checkbox"/>	<b>Guaranteed Element of the State Pension Credit</b>
<input type="checkbox"/>	<b>Child Tax Credit (provided that they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)</b>	<input type="checkbox"/>	<b>Child who has left care through a special guardianship arrangement or is subject to a child arrangement (previously known as a residence order)</b>
<input type="checkbox"/>	<b>Universal Credit</b>	<input type="checkbox"/>	<b>Child who has been adopted from care</b>
<input type="checkbox"/>	<b>Support under Part VI of the Immigration and Asylum Act 1999</b>	<input type="checkbox"/>	<b>Child who has been looked after by the Local Authority for 1 day or more</b>
<input type="checkbox"/>	<b>Working Tax Credit run-on</b>		

## Parent/Carer Details

Please complete if you are claiming:

- 2 Year Old Funding
- 30 Hour funded childcare (Extended Entitlement)
- Meet one or more criteria of the Early Years Pupil Premium

	Parent/Carer 1	Parent/Carer 2 (if applicable)
<b>Surname</b>		
<b>First name</b>		
<b>Date of Birth (dd/mm/yyyy)</b>		
<b>Relationship to child</b>		
<b>National Insurance Number</b>		
<b>National Asylum Support Service (NASS) Number (if applicable)</b>		

## Ethnic Codes

It is important that when claiming grant, you indicate your child's ethnicity code. **Please note** we may not be able to pay the grant for a child whose ethnic code has not been completed. **Please tick the appropriate box**

<input type="checkbox"/>	<b>White, British</b>	<input type="checkbox"/>	<b>White, Irish</b>
<input type="checkbox"/>	<b>Traveller of Irish Heritage</b>	<input type="checkbox"/>	<b>Gypsy/Roma</b>
<input type="checkbox"/>	<b>White, any Other White Background</b>	<input type="checkbox"/>	<b>Mixed, White and Black Caribbean</b>
<input type="checkbox"/>	<b>Mixed, White and Black African</b>	<input type="checkbox"/>	<b>Mixed White and Asian</b>
<input type="checkbox"/>	<b>Mixed, any Other Mixed Background</b>	<input type="checkbox"/>	<b>Asian or Asian British, Indian</b>
<input type="checkbox"/>	<b>Asian or Asian British, Pakistani</b>	<input type="checkbox"/>	<b>Asian or Asian British, Bangladeshi</b>
<input type="checkbox"/>	<b>Asian or Asian British, Any Other Asian Background</b>	<input type="checkbox"/>	<b>Black or Black British, Any Other Black Background</b>
<input type="checkbox"/>	<b>Black or Black British, African</b>	<input type="checkbox"/>	<b>Black or Black British, Caribbean</b>
<input type="checkbox"/>	<b>Chinese</b>	<input type="checkbox"/>	<b>Any Other Ethnic Background</b>

### Privacy Notice: - Parent

At Harrow Council we take privacy of data seriously.

This privacy notice tells you who we are and how you can contact us, our lawful basis and the purposes for processing your children's personal information. The notice explains our retention periods, who it will be shared with and your rights on how we process the data.

### Purpose

Information about your child will be provided to the Council as part of your consent with the provider you chose. The information is entered into the council's provider portal in order to assess entitlement and communicate securely with the provider. The information is used to provide early years funding (further information can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)). Registered Ofsted providers can provide early years services for children in Harrow under the early years foundation stage statutory framework (EYFS) which sets standards for the learning, development and care of children from birth to 5 years old.

Harrow Council requires the information to assist your child to receive their Early Education Funding Entitlement which is distributed to the chosen provider.

Information is stored within the provider portal and may be used for the prevention and detection of fraud and ~~or criminal offences and or complying with another law such as the Health and Safety Act 1974.~~

Address Families Information Service, Harrow Council, Civic Centre, Station Road, Harrow, HA1 2UL

## Types of information to be shared

The information that is shared by the provider includes:

- Child's personal information such as name, address, photograph (if required) date of birth
- Name, address, ID or descriptions/photos of parents or guardians for the purpose of identification including national insurance numbers if required for the purpose stated
- Characteristics, such as ethnicity, language, nationality, country of birth and pupil premium eligibility;
- Medical information, for incident response or as part of the 2 year check;
- Special educational needs information, whether on an EHC plan or support;
- Assessment information, such as the 2 year old progress check, and the EYFS profile outcomes at the end of the Reception year;
- Transition Document, information when transitioning to other providers or school
- Bank account details, payroll record and tax status information
- Provider locations, business addresses or physical provider settings
- Correspondence relating to the child

## Sharing with third parties

We will only use your personal information for the purposes for which we collected it, unless the reason is compatible with the original purpose in this case to ensure children are supported in provider settings. Third parties we may share the information with can be the Department for Education, HM Customs and Revenue, Quality Care Commission, OFSTED and other departments within Harrow Council or contractors and designated agents.

Please note we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## Security of information

We will only share information with or from Providers using a secure transfer method. Providers must email Harrow Council using a secure email solution (Egress). The council agrees to securely hold parent/carer/children's data in accordance with our [Information Governance and Security Policy](#) and data retention policy.

## How long we store the information for

We retain children's data relating to service provision for 25 years from the date Harrow Council received the information. This is for record purposes and to deal with any enquiries or complaints during this period. After the retention period expires we will delete the information held unless there is a basis in law to retain data for a longer period. If this occurs we, or the provider will contact you as the parent or guardian of the child to make you aware of this.

## Right to complain or receive further information

Please contact us if you would like to know more about the information we hold about you and how we use it: email [FIS@harrow.gov.uk](mailto:FIS@harrow.gov.uk)

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

**As the Parent/the Parents of the Child named above, I apply for Early Years Funding Assistance from the Council as described in the Council's Early Years Handbook. I agree to be bound by the obligations on my/our part as Parent/Parents within the Handbook, the terms of which I am aware as at the date of my signature of this Form below:-**

<b>FULL NAME OF PARENT/CARER</b>	
<b>SIGNATURE OF PARENT/CARER</b>	
<b>DATE</b>	