

Childcare Entitlements Parental Declaration Form

To be completed by Parent/Carer wishing to claim Free Early Education
and Childcare for 9 months - 4 years old
From April 2026 (Confidential)



This Parental Declaration will be made available to The Education People and any person authorised by KCC for audit purposes

This form is a declaration of what entitlements you will be taking up, and what optional 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 optional 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.

You need to complete a Declaration Form with each provider your child attends for their Childcare entitlements to ensure the provider/s can claim the funding from Kent County Council (KCC). Providers have a responsibility under the Data Protection Act 2018 (DPA 2018) and the UK General Data Protection Regulation (UK GDPR) and **must** provide you with a copy of their Privacy Notice before you read and sign this declaration, so that you understand how your data will be used.

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: You will need to show your childcare provider evidence of your child's date of birth.	
Gender:	
Address:	

Step 2: Your details - parents/carers to complete

Parent / Carer 1	Parent / Carer 2
Surname:	
Forename:	
Date of Birth:	
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 2-year-old entitlement for families receiving 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.
- ☐ 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 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

Step 4: Document check - provider to complete

Documentary proof of DOB Type and reference number (e.g. birth certificate, passport):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	
Working parent eligibility code: (e.g. 12345678912)	
[If LA uses codes] 2-year-old eligibility code (if applicable):	

Step 5: 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(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 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.

Setting name:						URN:		
Child's start date:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38, 45, 51)
Total funded entitlement hours attended per day							£0.00	
Total extra (chargeable) hours per day								
Total daily hours attended								

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

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

Total funded entitlement hours attended per day

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

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: up to 15 hours a week across 38 weeks of the year (570 hours a year).

2) for all 3- and 4-year-olds: up to 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: up to 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.

Please note if a provider is open less than 38 weeks you will not be able to access the full 570 hours, if a provider stretches the entitlements the number of hours a week will be less than 15 hours a week but will equate to the full 570 hours over the stretched weeks.

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.

Provide details of the charges made for consumables and additional services. Itemised details of what these charges relate to should be proportionate, but enable the parent/carer to understand the charges they are agreeing to:

If a separate list is to be supplied to the parent this must be attached to this declaration form for evidence of parent's choices. ('please see attached list' **must be written in the box)*

The parent agrees by signing this declaration that they have agreed to take up these optional extras in connection with the funded hours and the associated charges as listed above, and are aware that they can discuss alternatives with the provider. The attached list must be signed and dated by the parent.

The parent agrees by signing this declaration any optional hours or extras taken up in connection with the funded hours will be for a full year's funding or if circumstances change a minimum length of one term at which point a new declaration will need to be signed with the changes for the following term to take effect.

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.

I understand that as part of KCCs audit process I may be contacted by KCC to confirm details contained in this form.

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

Kent County Council is collecting your data for the purposes of checking your eligibility for the 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 Kent County 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/>

Further information on Kent County Council's early years and childcare privacy notice is available at: <https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notices/education/early-years-and-childcare-privacy-notice>