

New Child Registration and Parental Declaration Form

- This form is solely for the use of the early education and childcare provider to gain the required information to complete census claims for early education and childcare offers for two, three and four year olds. Information on this form will be submitted online to the Local Authority via a secure online Provider Portal to allow them to claim funding for your child.
- The provider will confirm how the information will be held securely for the period of the funding claim
- One form to be completed per child in BLOCK CAPITALS by the adult with parental responsibility.
- A copy of the form will be returned to the parent/carer once signed by the parent and provider.

Step 1 – Your child’s details

Child’s Surname(s):	
Child Forename(s):	
Name by which the 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 will provide with this form:

<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Passport
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Step 2 – Your details (parents/carers)

Parent / Carer 1	Parent / Carer 2
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
NI or NASS Number:	NI or NASS Number:

Step 3: Your child's eligibility

To be completed with assistance from your chosen provider(s) if needed.

<input type="checkbox"/> 2-year-old application (for disadvantaged children) Further information: https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds	<input type="checkbox"/> Working parent entitlement for children from the age of 9 months and above application Further information: https://educationhub.blog.gov.uk/2023/04/14/how-to-apply-for-30-hours-free-childcare-and-find-out-if-youre-eligible/
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Disadvantaged 2-year-olds are eligible for 15 hours of free early years provision if their parents meet the eligibility criteria. All 3- and 4-year-olds are entitled to 570 hours a year (universal entitlement) and some 3- and 4-year-olds from working families may be entitled to an additional 570 hours (30 hours entitlement) a year. The free childcare available will be extended to eligible working parents of children from the age of 9 months:

- From April 2024, the 15-hour entitlement for children aged 2 years of eligible working parents
- From September 2024, the 15-hour entitlement for children from the age of 9 months of eligible working parents
- From September 2025, the 30-hour entitlement for children from the age of 9 months of eligible working parents

If your child is receiving the free entitlement and is receiving child Disability Living Allowance, they are eligible for the Disability Access Fund (DAF).

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Step 4: Document check

Documentary proof of Dob Type (e.g. birth certificate, Passport):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy:)	
Eligibility code: (e.g. 12345678912)	
2-year old eligibility code (if eligible):	

Step 5: Setting and attendance details

You need to agree and complete this declaration form with each setting your child attends for their free entitlement in order to ensure that funding is paid fairly to each of 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.

My child is attending the following settings:

Setting Name(s)	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
	Mon	Tue	Wed	Thur	Fri		
A							
B							
C							
Total Daily Free Hours Attended							

If your child is splitting their free entitlement across two or more settings please nominate the main setting where the local authority should pay the DAF:

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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 free entitlement funding as agreed above on behalf of my child.

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

In collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) (see notes 1 – 3), London Borough of Havering is exercising the function of a government department.

London Borough of Havering is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2's will qualify from September 2024.

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 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 London Borough of Havering. 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/>

This form is now complete