

Parent/Guardian Agreement Form

This form is to be completed in **full** in **BLOCK CAPITALS** with **blue/black ink** by the person with **legal** responsibility for the child (parent or guardian). Please refer to guidance notes overleaf.

CHILD DETAILS:									
First Name:			Last Name:						
Middle Name(s):			Date of Birth:						
Name known as if different from above:			Gender:		Male		Female		
Address:									
Postcode:		Ethnicity:		First Language:					
Is your child in receipt of Disability Living Allowance (DLA)?				Are you applying for the Disability Access Fund (DAF) for this setting when your child is 3 years old? <i>(please submit proof of DLA)</i>					
Is your child looked after by the Local Authority?		Or, have they left care through adoption, a child arrangements or special guardianship order?							
30-hours funding – please complete if applicable									
30-hours eligibility code: (eg 5000-----)			Applicant's National Insurance Number/NASS:						
Funded hours claiming									
SETTING DETAILS		<i>Please complete with the number of hours your child attends per day (including paid hours)</i>					Total No of funded universal hours per week (max 15 hours)	Total No of funded extended hours per week (max 15 hours)	If stretched, please enter number of weeks per year (eg 48, 49, 50)
My child is attending the following settings <i>(please enter the setting relating to this PAF in the first box):</i>		Mon	Tues	Weds	Thurs	Fri			
First date of attendance this term for this setting:			Name of setting:						
PARENT/GUARDIAN DETAILS & DECLARATION:									
I have been given a copy, read and agree to the conditions of the declaration for early years funding									
Signed:			Date:						
Please complete these details if you wish to apply for Early Years Pupil Premium for your child – additional funding to support their learning in the setting from three-years of age (funded universal hours only) – see over for eligibility criteria									
Please complete in BLOCK CAPITALS		Parent/Guardian 1				Parent/Guardian 2 I have consent to enter this information on behalf of my partner			
Title:		Mr / Mrs / Miss / Ms				Mr / Mrs / Miss / Ms			
Last Name:									
First Name:									
Date of Birth:									
NI Number or NASS Number:									
Gender:		Male / Female				Male / Female			
Relationship to Child:									
SETTING DECLARATION:									
Signed:			Date:						
Documentary Proof of child's DOB Type (eg birth certificate, passport)			Recorded by (Name of staff member)						

This information is to help you complete the Parent/Guardian Agreement Form

The Parent/Guardian Agreement Form is to be completed by a person who has legal responsibility for the child – not a carer who takes the child to the setting.	
First Name, Last Name & Middle Name	These are the details that appear on the child's birth certificate.
Date of Birth	It is important that this is written correctly – please check the year is correct and not the current year e.g. 2019.
Name known as if different from above	If the child is known to the setting by a different name to that on their birth certificate please give that information here.
Ethnicity	Please provide your child's ethnicity.
First Language	Please provide your child's first/home language.
Disability Access Fund (DAF)	Three and four-year old children who are in receipt of child Disability Living Allowance and are receiving the funded entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the childcare provider as a lump sum of £615.00 per eligible child (paid once a financial year). If your child is splitting their funded entitlement across two or more providers you should only tick the box if this is the setting you nominate to receive this funding.
Is the child looked after or left care	Please indicate if your child is currently in the care of a local authority or has left care. Your child may be eligible for Early Years Pupil Premium in their childcare setting to support their development – please see details below.
30-hours funding	If your child is eligible for the extended 30-hours funding please provide your eligibility code and the applicant's National Insurance number. The eligibility code can be accessed via www.childcarechoices.gov.uk . Please note new codes must be issued by the cut off date for each term: Spring term – 31 December, Summer term – 31 March, Autumn term 31 August. Codes issued after these dates will not be valid until the next term and will need to be revalidated by Childcare Choices. Please also sign the declaration giving the childcare provider permission to validate the code.
Setting Names	The first setting should be the setting for which this PAF is being completed for. Please complete the name(s) and hours of any other setting(s) your child is attending.
Attendance and funding details (table):	It is important that this is completed with all hours the child attends not just those that you are receiving funding for.
First date of attendance this term:	The first date of attendance (for the setting this PAF is being completed) at the start of a new school term. If your child would normally have attended but was sick or on holiday please put the date they should have started.
Total number of hours funding claimed per week:	Please write the total number of universal funded hours (15 hours) that are being claimed each week. Where you have a 30-hour eligibility code, please add any extended hours of funding claimed (up to 15 hours).
Stretched Funding:	Please tick if your child is attending and accessing funding for a reduced number of hours over more than 38 weeks of the year (all year round).
Early Years Pupil Premium (EYPP) Up to £300 extra funding a year for childcare settings to support the learning and development of some children. The extra funding is to improve the quality of early education for your child and ensure they are given the best start towards their educational achievements.	We would like your permission to carry out a check to determine if your child is eligible for EYPP when your child is three-years of age. Please provide your (and/or where applicable your partner's) date of birth and National Insurance (NI) number or National Asylum Support Service (NASS) reference number (where applicable) on the form if you are in receipt of: <ul style="list-style-type: none"> • Income support, Income-based Job Seekers Allowance, Income-related Employment Support Allowance • Support from NASS under part 6 of the Immigration and Asylum Act 1999) • The Guaranteed Element of State Pension Credit • Child Tax Credit (with no Working Tax Credit) and an annual income of no more than £16,190 • Universal Credit (must have an annual net earned income equivalent to and not exceeding £7,400) • Working Tax Credit 4-weeks run-on You must have the permission of your partner to complete their details and you must both live at the same address as the child. Receipt of Pupil Premium will not affect the benefits your family are entitled to.
Parent/Guardian Declaration:	This is the person who has legal responsibility for the child – not a carer who takes the child to the setting and has completed this form. By signing the form you are agreeing to the conditions outlined on the declaration and for Early Years Pupil Premium checks/30-hour checks and Disability Access Fund checks to be undertaken.

Parent/Guardian Agreement Declaration

By signing the Parent/Guardian Agreement Form you agree with the following conditions of the two, three and four-year old early education and childcare funding (funded entitlement). **Please retain this copy for information.**

- I authorise my childcare provider to claim funded early education on behalf of my child. I have agreed to pay the setting for any additional services I have chosen to take up outside of the funded entitlement.
- The details I have given on the agreement are true. I understand that any false or incorrect information could lead to the funding being withdrawn and I will be liable for the amount owing to my childcare setting. I agree to inform the setting should any of my child's personal details change.
- I must show the provider confirmation of my child's date of birth.
- I confirm that my child is/will be attending the setting declared for the number of hours claimed.
- I understand that it is my responsibility to ensure that my child attends for their funded entitlement and will inform the setting of the reason for any absence. I understand that if my child is persistently absent the setting will terminate this agreement and my child will be unable to attend.
- I confirm that my child does not receive any funded entitlement elsewhere which, when added to the funded entitlement hours here, exceeds the number of hours per week they are entitled to (15 hours maximum universal/15 hours maximum extended where eligible).
- I understand that I cannot change my child's funded entitlement within one term of this agreement. In exceptional circumstances where a move is required, I must provide notice of my intention to terminate this agreement giving four weeks' notice.
- I agree that I understand my information will be shared with North Lincolnshire Council and may be shared with other agencies that are involved in the health and welfare of young people.
- If eligible for the extended entitlement, I must provide my (the applicant's) National Insurance Number and Eligibility Code, as well as sign the Parent Agreement Form. I understand that I must inform the childcare provider when my circumstances change and my child enters the grace period.
- If my child is eligible for Disability Access Funding, I must give the provider a copy (no originals) of my child's Disability Living Allowance letter. I understand that I can only nominate one childcare provider if my child's funded early education is split.
- I understand that my details will be held and used by my childcare setting and North Lincolnshire Council for the purpose of processing, monitoring and supporting my child's funded entitlement place. I also understand that this information may be used for statistical purposes.
- I agree that the information that I have provided can be shared with the Local Authority and Department for Education (DfE), who will access information from other government departments to confirm and re-confirm my child's eligibility and notify this provider to enable them to claim two-year old funding, the extended entitlement funding (30-hours), Early Years Pupil Premium and/or Disability Access Fund on behalf of my child (where applicable). I also agree that my information can be re-checked from the date I sign this form until I am no longer eligible for funded early education.
- I understand that information about my child is also collected to allow North Lincolnshire Council to perform its statutory duties when planning and providing services for families with young children. This means that information about children aged two, three and four-years who attend an Early Years setting is returned to the Department for Education and the council is still obliged to still collect and return this information even if you withdraw your consent for funded early education. The council has a legal basis for collating and processing this data in the Childcare Act 2006, Childcare Act 2016 and the Small Business, Enterprise and Employment Act 2015.
- If my funded early education is not satisfactory, I may make a complaint to North Lincolnshire Council if issues cannot be resolved with the provider. The complaints procedure can be viewed at www.northlincs.gov.uk/eef. Complaints about the quality of childcare should be referred to Ofsted at <https://contact.ofsted.gov.uk/online-complaints>.

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 ask to see a copy of your providers Privacy Notice.

Your providers will not share information about your child/ren with anyone without consent unless the law and their policies allow them to do so. Information is routinely shared with:

North Lincolnshire Council

We are required to share information about children with North Lincolnshire Council. The information shared is limited to that which is relevant for processing of funded early education, the Early Years Foundation Stage (EYFS) summary at age two years, the EYFS assessment at the end of the EYFS and Infant Mental Health Project. We will inform you at the point of collection where information is shared and if you have a choice in this. Other information about children may be shared without consent where the law or our other policies allow us to do so.

Data is transferred securely and held by North Lincolnshire Council in a secure format and is disposed of following the North Lincolnshire Council data retention policy. The council privacy notice can be viewed at -

<https://www.northlincs.gov.uk/wp-content/uploads/2018/11/Privacy-Notice-Early-Years-LSC001-004-005-v1.2.pdf>

Department for Education

We are required to share information about children with the Department for Education (DfE) via our local authority for the purpose of data collections, under the Childcare Act 2006.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

The children's data that we lawfully share with North Lincolnshire Council and is transferred to the Department for Education through data collections:

- underpins early years funding, which is calculated based upon the numbers of children and their characteristics in each provider
- informs 'short term' education policy monitoring
- supports 'longer term' research and monitoring of educational policy

The National Pupil Database (NPD)

Much of the data about children/pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

- If you need more information about how your local authority and/or DfE collect and use your information, please visit: our local authority at <http://www.northlincs.gov.uk/site/privacy/>; or <https://www.northlincs.gov.uk/wp-content/uploads/2018/11/Privacy-Notice-Early-Years-LSC001-004-005-v1.2.pdf>
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>