

Provider Name:

Little Crofters Nursery – West Croft School

Parents must complete and sign this Declaration Form alongside the S11 which collects more detailed information regarding ethnicity, home language and contact information

Child's Details (to be completed by the parent/carer)

Child's Legal Surname:	Child's Legal Forename/s:
Name by which the child is known (if different from above):	
Date of Birth:	
Gender: (please circle)	Girl / Boy / Prefer not to say
Address:	
Postcode:	
Child's date of birth checked by: (name of staff member)	Name: Date:
Type of evidence provided by parent/carer: (e.g., birth certificate, passport):	Birth certificate Passport Other – please state

Parents/Carers Details

Full Name and Title:	
Date of Birth:	
Address:	
Postcode:	
Telephone:	
Email:	
Relationship to the child: (please circle)	Mother / Father / Grandmother / Grandfather / Foster Carer / Other – please state
Do you have Parental Responsibility	Yes / No

Information needed for claiming targeted two-year-old funding

Eligibility Message from the Citizens Portal checked:	Name of staff member: Date of check:
Copy of eligibility message taken	Screen Shot Photo Other (please state)
Citizen's Portal Application Reference:	TYF 878 - _____ - _____
Eligible Start Date: (DD/MM/YYYY)	

Additional information needed for children claiming Working Entitlement (15/30 hours) for 2 and 3-4 year-olds

National Insurance Number	_____
30 hours eligibility code: (11 digits)	501 _____

My child is attending the following providers:

Parents/carers must complete a Declaration for **with each Devon provider your child attends** to ensure that the funding is paid fairly between them. Your child can attend providers on a maximum of two sites in a single day. Please check with your provider if you are unsure what you can claim. If your child attends more than one provider and there is an overclaim, the funding will be fairly split between the providers. They may seek to recover any unfunded hours from yourself via invoice.

Please state below the sessions your child attends each provider daily

Morning session – 3 hours – AM / Afternoon session – 3 hours – PM / All day session – 6 hours – DAY

Please provide details of all providers attended including childminders

Name of providers attended:	Please enter the sessions your child is attending – PLEASE STATE – AM / PM / ALL DAY							Total number of hours per week	Number of weeks per year
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
Little Crofters									38
Other provider 1 (including Childminders)									
Other provider 2 (including Childminders)									
Total daily Funded Hours Attended									
Total daily Invoiced Hours Attended									

If your child attends a second provider, we will need to contact them to ensure the funding we each claim is agreed. Please provide details and permission below

Name of additional provider 1: _____

Name of additional provider 2: _____

I give permission for West Croft to contact the above-named provider to discuss and confirm funding claims

Signed _____ **Date** _____

Charges and Notice period

Sessions that are not claimed as part of your child's funded hours are charged at the rate of £5.25 per hour for 3- and 4-year olds (once their Early Years Funding is received) and £6.50 per hour for 2-year olds / rising 3's.

Sessions will be invoiced half termly, in advance and are payable via ParentPay. If invoices are not paid on time, the charged sessions will be withdrawn. Should you wish to move your child to an alternative setting, a **four week notice period** will apply. If you move your child within this notice period, your new setting will be unable to claim funding during the overlap and you will still be liable to pay for any unfunded sessions you have booked. If you have any queries regarding this, please contact Mrs Wright in the office to discuss this.

Additional Funding that may be available for your child

Early Years Pupil Premium

Early Years Pupil Premium (EYPP) is additional funding for early years providers to improve the education that they provide for some three- and four-year-olds. Children may be eligible if parents have an income under £16,190 and are in receipt of one or more of the qualifying benefits or if a child is in care.

[For more information on Early Years Pupil Premium](#)

Disability Access Funding

Disability Access Funding (DAF) is available for early years providers to support three- and four-year-old children who receive Disability Living Allowance (DLA). The funding aids access to early years places by supporting providers in making reasonable adjustments to their settings.

[For more information on Disability Access Funding](#)

Free School Meals

If you are using a nursery class in a school your child may be able to have a free school meal. Your child must attend both before and after the lunchtime period as well as meet the qualifying criteria. Please apply through the **[Citizens Portal](#)**. The child must attend both before and after the lunch time period as well as meet the qualifying criteria. Please contact the school office if you would like to book a meal for your child.

If your child is eligible for Free School Meals please tick this box and email evidence to nursery@westcroft.devon.sch.uk (for example - a screen shot from the portal)

General Data Protection Regulation Consent Form

Your personal data is being used by West Croft School for the purposes of claiming early years funding from Devon County Council. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed on the school website. The information provided will be shared with Devon County Council (DCC) who may share it with the Department for Education, Department for Work and Pensions, neighbouring Local Authorities, Her Majesty's Revenue and Customs and other funded providers that your child attends to confirm their eligibility and enable West Croft School to claim early years funding on behalf of your child. For more details read **[Devon County Council Privacy Notices](#)**.

Please confirm that you give your consent to West Croft School using your personal data as outlined in our privacy notice, by completing the details below.

I give my consent for West Croft School to use my personal data as outlined in their privacy notice.

Signed:

Print name:

Date of consent:

You have the right to withdraw your consent at any time. Should you wish to withdraw consent please contact the school office. If you wish to exercise any of your rights under the General Data Protection Regulations, please contact our Data Protection Officer at dpo@westcroft.devon.sch.uk. For more details visit our website.