

PRIVACY NOTICE *for children in Early Years Settings*

Privacy Notice - Data Protection Act 1998 - What we do with your information.

For children under 12, their parents will act on their behalf.

We (**insert name of setting**) are the Data Controller for the purposes of the Data Protection Act. Our data protection notification is registered with the Information Commissioner's Office (ICO) – reference (**insert ICO registration reference**).

How we will use your personal information

We collect information from you and may receive information about your child from a previous setting. We hold this data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess our own performance.

This information includes your contact details, attendance information¹, early years foundation stage learning journey/profile and personal characteristics such as ethnic group, special educational needs and any relevant medical information. We only ask for what personal information is necessary for the purposes set out above and we will protect it and make sure nobody has access to it who shouldn't.

We will not give information about your child to anyone outside the setting without your consent unless the law allow us to, for example for the prevention or detection of crime.

We do not pass personal information to third parties for marketing, sales or any other commercial purposes without your prior explicit consent.

We will only keep your personal information for as long as is necessary and when we no longer have a need to keep it, we will delete or destroy it securely.

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE) for the purposes set out above. The DfE may share individual level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998 and any successor legislation.

For children under 16, a parent or guardian can ask that no information other than their child's name, address and date of birth (or their own name and address) be passed to a local authority. This right transfers to the child on their 16th birthday. A parent/guardian will need to inform **(insert setting name)** if this is what they wish.

If you have any questions about this Privacy Notice or if you want to see a copy of the information we hold and share about you or your child then please contact **(insert setting contact details)**.

If you require more information about how the local authority and/or DfE store and use your personal data please visit:

- <https://www.york.gov.uk/privacy>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

You can contact the Local Authority at: Customer Feedback Team
City of York Council
West Offices
Station Rise
York
YO1 6GA

Tel: 01904 554145
Email: foi@york.gov.uk

You can contact the DfE at: Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Tel: 0870 000 2288
Email: info@education.gsi.gov.uk
Website: <http://www.education.gov.uk/>

PARENT DECLARATION FORM – 15 HOURS FUNDED ENTITLEMENT

PART 1 CHILD DETAILS		(Please complete in BLOCK CAPITALS)	
Forename(s)	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>	Date of Birth	<input type="text"/>
Postcode	<input type="text"/>	Evidence seen to confirm Date of Birth	<input type="text"/>
Ethnicity	<input type="text"/>	Provider signature	<input type="text"/>
		Date recorded	<input type="text"/>

PART 2 CLAIM DETAILS	
<p>Please complete for ALL funded entitlement taken, including at provision outside City of York. Provision includes school nurseries (independent, maintained and academies), full day care nurseries, pre-school playgroups and childminders. Children attending a reception class are NOT eligible for the funded entitlement. Funding may not follow the child if they move provider mid term as the LA fund a minimum of half a term.</p>	
Provider A <input type="text"/> Standard / flexible model 38 wks (max 15 hrs/wk) <input type="checkbox"/> Stretched model 48 wks (max 11.75 hrs/wk) <input type="checkbox"/> Stretched model 51 wks (max 11 hrs/wk) <input type="checkbox"/>	Funded entitlement hrs claimed at this provider per week <input type="text"/> Full term <input type="checkbox"/> Half term <input type="checkbox"/> Funded entitlement hrs claimed at this provider per term <input type="text"/>
Provider B <input type="text"/> Standard / flexible model 38 wks (max 15 hrs/wk) <input type="checkbox"/> Stretched model 48 wks (max 11.75 hrs/wk) <input type="checkbox"/> Stretched model 51 wks (max 11 hrs/wk) <input type="checkbox"/>	Funded entitlement hrs claimed at this provider per week <input type="text"/> Full term <input type="checkbox"/> Half term <input type="checkbox"/> Funded entitlement hours claimed at this provider per term <input type="text"/>
Provider C <input type="text"/> Standard / flexible model 38 wks (max 15 hrs/wk) <input type="checkbox"/> Stretched model 48 wks (max 11.75 hrs/wk) <input type="checkbox"/> Stretched model 51 wks (max 11 hrs/wk) <input type="checkbox"/>	Funded entitlement hrs claimed at this provider per week <input type="text"/> Full term <input type="checkbox"/> Half term <input type="checkbox"/> Funded entitlement hrs claimed at this provider per term <input type="text"/>
Total number of funded entitlement hours claimed across ALL providers for the term (Provider A+ Provider B+ Provider C - Maximum 190 hours per term) <input type="text"/>	

PARENTAL DECLARATION

I understand that my child is entitled to a maximum entitlement of 190 hours per term, which can be taken at a maximum of two sites in any one day. I will be charged for additional hours taken over and above the entitlement. I must inform my provider(s) of any changes to the provision my child takes.

I certify that the information given on this form is correct to the best of my knowledge and belief.

I confirm that I have read and understood the privacy notice. I understand that the council may check with the DWP and/or HMRC regarding my eligibility.

If a child's pattern of take up does not change from term to term, the same Parent Declaration can be used and the parent and provider are only required to re-sign below indicating the appropriate funding term.

Funding Term	Parents / Carers Signature	Providers Signature	Date

EARLY YEARS PUPIL PREMIUM (EYPP)

The EYPP is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years experience by improving the teaching & learning and facilities and resources, with the aim of impacting positively on your child's progress and development. The EYPP will be paid for 3 and 4-year olds in receipt of the Early Years Entitlement whose parent/carer receives one of the following benefits:

- Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment & Support Allowance
 - Universal Credit (maximum net earning threshold of £7,400)
 - Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
 - The guarantee of State Pension Credit
 - Child Tax Credit (provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190*) (*current figure at time of printing)
 - Working Tax Credit run-on
- Children who have been looked after by the Local Authority for 1 day or more, adopted from care or have left care through a special guardianship arrangement or is subject to a child arrangement also qualify.

If you believe that your child may qualify for the EYPP, please provide the following information **for the main benefit holder** so that we can check your eligibility:

Parent/carer First Name	<input style="width: 95%;" type="text"/>	Parent/carer Last Name	<input style="width: 95%;" type="text"/>
Parent/carer Date of Birth	<input style="width: 95%;" type="text"/>	Parent/carer National Insurance / NASS Number	<input style="width: 95%;" type="text"/>

I confirm that the information I have provided above is accurate and true. I agree that the information can be shared with the Local Authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim EYPP.

Parent/carer signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
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For children adopted from care, special guardianship or special arrangement order, provider to tick that court order has been seen.

Models of delivery for the 15 hour Funded Entitlement

You can use a maximum of 10 hrs per day and a maximum of 15 hrs per week (190 hrs per term).

You may be able to access the entitlement in the following ways (***subject to availability at your chosen provider***).

1. The Standard Model – entitlement is claimed for 38 weeks per year.

If your provider is open for more than 38 weeks of the year, or your child attends for more than 15 hours per week during term time, you will have to pay for additional hours for the extra weeks that your child attends in the year.

Your provider may average out the additional charges across the year to give you a monthly bill or you may receive a bill for the holiday (non term time) weeks.

2. The flexible model – for providers open more than 38 weeks

If your child attends for at least 190 hours per term (570 hours per year) your provider may be able to offer you a flexible model which allows you to claim your maximum entitlement allowance. Your providers will pro rata your entitlement across their billing period, so that you receive a fixed bill.

E.g. your child attends at least 570 hours per year at a provider that bills monthly

$570 \text{ free hours} / 12 \text{ months} = 47.5 \text{ free hours per month plus charges for any additional hours}$

3. Stretched Offer Model – for providers open more than 38 weeks.

This is for families who **only** want to take up their extended entitlement and not pay for additional hours) at a provider that is open all year. There are two stretched offer models depending on how many weeks your provider is open across the year:

a. 48 week model e.g. at a childminder

Your child can attend for up to 11.75 hrs per week for 48 weeks per year without incurring charges for additional hours .

b. 51 week model e.g. at a full daycare provider

Your child can attend for up to 11 hrs per week for 51 weeks per year without incurring charges for additional hours.

Please note that for all of the above delivery models, your provider may charge for optional extras such as lunches and snacks but these should be agreed prior to taking up a place and should not be a condition of you accessing the funded entitlement.

If you are unable to get what you want at your chosen provider, the Families Information Service can advise on other suitable childcare providers on 01904 554444.