Parent Declaration Form

Monkleigh Primary School

To claim the Early Years Funding, parents must complete and sign this Declaration Form **for each Devon provider that your child attends.**

1. 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:**	**DD/MM/YYYY** **Girl / Boy/ Prefer not to say**
Address: **Postcode:**	
Child's date of birth checked by:	**Name of staff member:** **Date checked:**
Type of evidence provided by parent/carer:	**Birth certificate** **Passport** **Other please state**
Child's date of birth as per evidence:	
Language spoken at home:	

Please TICK all that apply to your child:
This data is needed for the Early Years Census and the Schools Census returns.

What is your child's ethnic group?	
White	**If you ticked this go to Box 2**
Mixed or multiple ethnic groups	**If you ticked this go to Box 3**
Asian or Asian British	**If you ticked this go to Box 4**
Black, African, Caribbean, or Black British	**If you ticked this go to Box 5**
Other ethnic group	**If you ticked this go to Box 6**
Prefer not to say	

BOX 2

Which of the following best describes your White background?	
English, Welsh, Scottish, Northern Irish or British	
Irish	
Gypsy or Irish Traveller	
Any other White background	
Prefer not to say	

BOX 3

Which of the following best describes your Mixed or Multiple ethnic groups background?	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed or Multiple ethnic background	
Prefer not to say	

BOX 4

Which of the following best describes your Asian or Asian British background?	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background	
Prefer not to say	

BOX 5

Which of the following best describes your Black, African, Caribbean, or Black British background?	
African	
Caribbean	
Any other Black, African, or Caribbean background	
Prefer not to say	

BOX 6

Which of the following best describes your background?	
Arab	
Any other ethnic group	
Prefer not to say	

2. Parent/Carer details

Title: **(Mr, Mrs, Ms etc.)**	

Full Name:	
Date of Birth: **DD/MM/YYYY**	
Address: **Postcode:**	
Telephone:	
Email:	
Relationship to the child:	**Mother** **Father** **Grandmother** **Grandfather** **Foster carer** **Other, please state:**
Do you have parental responsibility?	

3. Information needed to claim targeted two-year-old funding

Eligibility Message from the Citizens Portal checked:	**Name of staff member:** **Date of check:**
Copy of eligibility message taken.	**Screenshot** **Photo** **Other please state:**
Citizen Portal Application Reference:	**TYF 878** - ___ ___ ___ ____ - ___ ___ ___ ___ ___ ___ ___ ____
Eligible Start Date: **DD/MM/YYYY**	

4. Working entitlements

National Insurance Number	__ __ __ __ __ __ __ __ __

Eligibility code: **(11 digits)**	**501** — — — — — — — — **11**— — — — — — — — — **400** – - - - - - - -

5. My child is attending the following Providers:

You need to complete a Declaration Form with each provider your child attends to ensure that funding is paid fairly between them.

Your child can attend providers on a maximum of two sites in a single day. Please check with a 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.

Please tell us which providers you are attending and circle the term that this relates to

SPRING/ SUMMER/ AUTUMN 2025-2026

Name of Provider 1:	
Total hours attended each week	
Number funded hours attended each week	
Total funded weeks attended each year	

Name of Provider 2:	
Total hours attended each week	
Number of funded hours attended each week	
Total funded weeks attended each year	

Name of Provider 3:	
Total hours attended each week	
Number of funded hours attended each week	
Total funded weeks attended each year	

6. Additional funding that may be available for your child

If you have set up an account on the Citizen Portal and given permission for your details to be checked Devon County Council will pay Early Years Pupil Premium directly to the provider that your child attends.

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 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**.

General Data Protection Regulation Consent Form

Your personal data is being used by Monkleigh Primary 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 Monkleigh_Privacy_Notice_2024.pdf

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 **Monkleigh Primary 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 Monkleigh Primary School using your personal data as outlined in our privacy notice, by completing the details below.

I give my consent for Monkleigh Primary 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: Laura Hobbs admin@monkleigh-primary.devon.sch.uk

If you wish to exercise any of your rights under the General Data Protection Regulations, please contact our Data Protection Officer: June Smart dpo@monkleigh-primary.devon.sch.uk For more details visit our website.

Providers should keep this form to enable them to claim funding through the Provider Portal.

PLEASE DO NOT SEND IT TO DEVON COUNTY COUNCIL