

## Document 13

# Parent declaration for free early education and childcare entitlements - September 2025

To be completed by all:

1. Parents of children from nine months and a term who are entitled to:
  - a. 30 hours and have the working parent entitlement code
  - b. 15 hours with additional government support with the code
2. All parents of children 3 and a term or older – are entitled to the universal 15 hours – no code required
3. Parents of children 3 and a term or older who claim a further 15 hours that have an eligibility code for 30 hours
4. Parents of children who are two and a term whose parents may be entitled to **both** the;
  - a. 15 hours additional government support - free for two-year-olds – (Citizen Portal) [www.islington.gov.uk/free2](http://www.islington.gov.uk/free2)  
and
  - b. the working parent entitlement of 15 hours – [Free Childcare for Working Parents: Overview - GOV.UK](https://www.gov.uk/free-childcare-for-working-parents)

Make sure the parent uses the additional government support entitlement first. i.e. the parent should claim 15 hours through additional government support, and from **September 2025**, the 15 hours additional government support and 15 hours through the working parent entitlement – total 30 hours

**Please note; children from the term after they are 9 months old may qualify for EYPP and/or DAF**

5. Early Years Pupil Premium (EYPP)
6. Parents of children who are in receipt of Disability Living Allowance (DLA) for their child – Disability Access Fund (DAF) – evidence must be provided

**To claim 5 or 6 of the above and fit the criteria, you must forward a copy of the parental declaration form along with the evidence (proof of DLA) (6) to: [feee@islington.gov.uk](mailto:feee@islington.gov.uk)**

Completion of this form is a government requirement, original forms with evidence MUST be fully completed and kept in the child's file for audit purposes

Please note this page it is for admin use only - do not print

Annex A: Parent Declaration for Free Early Education and Childcare Entitlements, September 2025

1. *Your child's details*

Your chosen provider will need to see your child's birth certificate or passport as proof of their date of birth.

Child's Legal Surname:		Child's Legal Forename(s):	
Name by which the child is known (if different from above):			
Date of Birth:		Gender:	
Address:		Post Code:	
Documentary proof of DOB: Birth Certificate or Passport (NB passports are not accepted as proof in children's centres)	Birth certificate <input type="checkbox"/>  Passport <input type="checkbox"/>	Documentary proof seen by (name of staff member):  Date documentary proof seen (dd/mm/yyyy)	
2-year-olds with additional government support, Citizen Portal reference number - provider must ask to see the portal confirmation email		Working parent entitlement code	
Date Citizen Portal 2-year-old confirmation email seen (dd/mm/yyyy)			

### 2. Your details (parents/carers)

Parent / Carer 1	Parent / Carer 2
Legal surname:	Legal surname:
Legal forename:	Legal forename:
Date of birth:	Date of birth:
Phone Number:	Phone Number:
National Insurance or Asylum Support Reference Number (previously NASS number)	National Insurance or Asylum Support Reference Number (previously NASS number)

### 3. Your child's eligibility

Information about free early education and childcare entitlements is available at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) All 3- and 4-year-olds are entitled to 570 hours a year (universal entitlement), the term after they turn 3. No eligibility checks are required for this universal entitlement.

**Please note entitlements are applied the term after the child turns the relevant age.** The maximum number of funded hours your child can receive is:

1. For 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year; apply at [www.islington.gov.uk/free2](http://www.islington.gov.uk/free2)
2. For children aged from 9 months of eligible working parents: 30 hours a week for 38 weeks of the year. For 3- and 4-year-olds this can be combined with the universal 15-hours entitlement to a maximum of 30 hours
3. For all 3- and 4-year-olds (universal entitlement): 15 hours a week for 38 weeks of the year

**Which entitlement applies to your application?** (complete with assistance from provider(s). Please tick which entitlements you will be using. **Please note:** if your child is two years old and eligible for both entitlements - the additional form of support entitlement, and the working parent entitlement - you should use the additional support entitlement first. i.e. you should claim 15 hours through additional support, and an additional 15 hours through the working parent entitlement.

- Entitlement for children from 2 years old in families receiving additional forms of support:
- If parents/carers live in England and are in receipt of certain benefits
  - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order; households with no recourse to public funds (NRPF).
- Working parent entitlement for children from 9 months old until they start Reception

- Universal entitlement for 3- and 4-year-olds.

4. *Early Years Pupil Premium (EYPP)*

**Please note that children from 9 months old now qualify for EYPP and DAF. Providers should email this form to [feee@islington.gov.uk](mailto:feee@islington.gov.uk) if EYPP or DAF is being claimed.**

Additional funding may be available through the Early Years Pupil Premium (EYPP)<sup>1</sup> which is an additional sum of money paid to early years providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources to impact positively on your child's progress and development.

Would you like us to check EYPP eligibility for your child?	YES / NO
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Some children are eligible for EYPP funding based on their current or previous looked after status. Please tell us if this is the case.

Is your child currently or been in the in the care of a local authority for at least 1 day?	YES / NO
Has your child left care through an Adoption Order; Special Guardianship Order or Child Arrangement Order?	YES / NO
Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999	YES / NO

5. *Disability Access Fund (DAF)*

**Please note that children from 9 months old now qualify for EYPP and DAF. Providers should email this form to [feee@islington.gov.uk](mailto:feee@islington.gov.uk) if EYPP or DAF is being claimed.**

If your child is receiving Disability Living Allowance (DLA)<sup>2</sup> and is receiving free entitlements, he or she is eligible for the Disability Access Fund (DAF). DAF is paid to your early years provider. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

Does your child receive DLA?	YES / NO
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Please give a copy of your child's DLA eligibility letter to the provider, who will send a copy to Islington Council to claim the funding.

<sup>1</sup> <https://www.gov.uk/education/early-years-funding>

<sup>2</sup> <https://www.gov.uk/disability-living-allowance-children/overview>

If your child is splitting their free entitlements across two or more providers, please tell us the main setting to pay the EYPP and DAF to: \_\_\_\_\_

### 6. Provider and attendance details

- You need to agree and complete this Declaration Form with each provider your child attends for their early education entitlement of 15 or 30 hours per week to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than one provider we will split the funding fairly between the providers.

Provider	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year
	Mon	Tue	Wed	Thu	Fri		
<b>A</b>							
<b>B</b>							
<b>C</b>							
Total free hours attended							

- Speak to your provider/s about the days and times that they offer free places, along with services and charges, so you fully understand all charges and what they relate to. These may also be set out in a contract or agreement that you have with the provider, on their website (if they have one) or in an information handbook. Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. Parents must be able to access the 15 or 30 hours free of charge, that is, there must not be any mandatory charges for parents in relation to the free hours.
- Government funding is not intended to cover the costs of chargeable extras such as meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.
- By January 2026, the costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. Costs should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed

choice of provider. Childminders and providers caring for ten or fewer children at any one time are not required to publish information online.

**7. Parent/Carer/Guardian with legal responsibility declaration**

I (Name) \_\_\_\_\_

Parent 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.

In collecting your data for the purposes of checking your eligibility for free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Islington Council is exercising the function of a government department. Islington Council is authorised to collect this data pursuant to the Childcare Acts 2006 and 2016, and the Schools Standards and Framework Act 1998.

Parent/carer/guardian with legal responsibility		Executive/head/childcare provider	
Signed		Signed	
Print name		Print Name	
Date		Date	

**8. Data protection**

LBI will handle the information you have provided in line with the provisions of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act (DPA) 2018.

For further information about how London Borough of Islington processes personal data, including the lawful bases we rely upon, how to exercise you or your child’s data subject rights and how to make a complaint, please see our full privacy notice on our website [www.islington.gov.uk/privacynotice](http://www.islington.gov.uk/privacynotice)

For information on how the Department of Education collects and shares data, visit the [DfE website](http://DfE website).

If you have any data protection queries or require further information, please feel free to contact our Data Protection Officer, c/o Information Governance Team, London Borough of Islington, 222 Upper Street, N1 1XR, or by email at [dp@islington.gov.uk](mailto:dp@islington.gov.uk)



**This form is now complete.**