

Annex 1 - Parent Declaration and Data Privacy

Section 10 - Parental declaration statements:

Please read through the following statements before progressing to section 11.

The provider has explained the terms and conditions for FEEE places to me and I understand that:

- I confirm I am the child's Parent/Carer/Guardian with legal responsibility.
- Proof of name and age of my child must be given to the provider (birth certificate or passport).
- If my provider is not open for at least 38 weeks then my child will not be able to access the full entitlement with the provider as the maximum FEEE that can be claimed per week is 15 hours or 30 hours (if applicable) i.e. the full entitlement cannot be condensed over less than 38 weeks per year.
- The maximum entitlement applies even if the entitlement is 'split' between two providers.
- If I sign up with a provider it is my intention to send my child for the FEEE hours as per the pattern of attendance completed on this form. **It is fraudulent to sign up to more FEEE hours than my child is actually accessing and also for the provider to claim more FEEE hours than my child is accessing. The Local Authority have an expected attendance level of 80% for the FEEE hours claimed for my child on the interest of my child's readiness for school and accountability for public funding for the funded hours.**
- If my child is accessing FEEE on a term time (38 week) or stretched (over 48 or 51 weeks) pattern it has to be for a minimum for one whole term and cannot be changed to another pattern until the start of the following term. Also, if FEEE is being split between two providers then both providers have to offer the same pattern.
- The provider **will not** charge me for the FEEE hours that my child is accessing.
- I have to pay the provider their published fees or charges for any extra hours or services that I agree for my child to access over and above the FEEE hours.
- I may have to pay my provider if my child **fails to regularly access their FEEE hours without a reasonable or valid reason** as this could result in Leicester City Council reclaiming the funding from the provider.
- If I want to move my child to another setting, I must give at least a **4 weeks' notice in writing** (or longer if my contract with the provider states a longer notice period). If I do not do this, I will not be able to claim FEEE hours at the other setting until the end of the notice period and/or I may have to pay fees for the notice period.
- **For the working parent entitlement, it is my responsibility to revalidate the code with HMRC within the time scale specified otherwise I will be liable for the service charges by my provider.**
- My provider will record any changes to my FEEE claim on this form which must be signed and dated by the parent and the childcare provider.
- If there is a name or address change, I will be required to complete a new parent declaration form.
- My child is not attending a school reception class.
- My provider has displayed/made available the 'Privacy Notice for Parents' showing what the Department for Education does with the data

Data Privacy Guidance

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 contact your provider or Leicester City Council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately.

Providers are asked to pay particular note to advice from the Information Commissioner's Office (ICO) on holding personal data including sensitive personal data available at [Guide to the UK General Data Protection Regulation \(UK GDPR\) | ICO](#)