



Child Record Sheet

Start Date.....

PARENT NOTE: You need to agree and complete a declaration form with a member of staff from each setting your child attends, to ensure that funding is paid fairly to each provider. You must not claim more than your entitlement and you can only claim funding at the setting(s) your child attends for headcount. Your child can attend a maximum of two settings in a single day. Headcount day is:

Autumn: first Thursday in October / **Spring:** third Thursday in January /**Summer:** third Thursday in May

Child details:

Legal Forename:		Legal Family Name:	
Middle Name:		Previous Names:	
Date of Birth:		Gender:	
Document Check			
State document seen for proof of Name and DOB:			
Document viewed by: (Print Full Name)			Date:
Home Language:	Ethnicity:	Religion:	
Address:			
Postcode:			
Document Check			
We must see proof of your child's address, E.g. Utility bill.			
State document seen for proof of address:			
Document viewed by: (Print Full Name)			Date:



Parent or Carer details:

Title:	Legal Forename:	Legal Family Name:							
Address:									
Postcode:									
Date of birth:				Home Telephone:					
				Mobile Number:					
Email address:									
National Insurance (NI) number or National Asylum Support (NASS) number:									

If the child lives full time with a second parent or carer, you must record the details of the second parent or carer below:

Title:	Legal Forename:	Legal Family Name:							
Address:									
Postcode:									
Date of birth:				Home Telephone:					
				Mobile Number:					
Email address:									
National Insurance (NI) number or National Asylum Support (NASS) number:									



2-Year-old Funded Place (Families receiving government support)

2-Year-olds can receive 15 funded early education hours for 38 weeks per year (term time only) or the equivalent of 570 hours stretched over the whole year, the term after their second birthday if they meet one of the criteria detailed below. Terms start from 1st January (Spring), 1st April (Summer) and 1st September (Autumn). Your childcare provider will confirm their term start date with you.

2 Year Eligibility Criteria met:		
Universal Credit and the household income is £15,400 a year or less after tax, not including benefit payments	Looked After Child	
Child tax credits, and the household income is £16,190 a year or less before tax	Left Care under an adoption order	
Income Support	Left Care under a special guardianship order	
Income-based Jobseeker's Allowance (JSA)	Left Care under a child arrangements order	
The guaranteed element of Pension Credit	Child in receipt of DLA	
The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)	Statement of SEN / EHCP Plan	
<p>I am a non-UK citizen who cannot claim benefits and my immigration status states 'No recourse to public funds' and my household income is no more than £26,500 (if you have one child) or no more than £30,600 (if you have two or more children) and I do not have more than £16,000 in savings or investments.</p> <p>N.B. If this eligibility criteria is met there is an additional declaration form that must be completed by both the parent and the childcare provider.</p>		

2 Year Eligibility Code:																			
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Code confirmed as eligible on the eligibility checking system by:	Print Name:	Date eligibility code checked:	
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Working entitlement eligibility codes must be dated on or before:	To access a funded place in:
31 st December	Spring Term (1 st January onwards)
31 st March	Summer Term (1 st April onwards)
31 st August	Autumn Term (1 st September onwards)

Working entitlement can be split across two settings. If working parents of 3 and 4-year-olds fall out of eligibility for the full working entitlement, they will still be able to access 15 universal hours after the grace period end date of the eligibility code expires.

For parents of 3- and 4-year-olds, if you are splitting the funding, please name below which setting is the universal hours provider and which setting is the extended hours provider. The universal provider is the provider that the 15-hour universal funding will be paid to if the working entitlement is lost. **Please note** only the parent is responsible for choosing which provider is the universal provider.

Universal Provider	
Extended Provider	

Early Years Pupil Premium

Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for eligible children of families in receipt of certain benefits who are accessing funded hours. EYPP will be used to enhance the quality of the child's Early Years' experience by improving teaching and learning. EYPP is capped at 15 hours.

Free School Meals

Free School Meals (FSM) is an additional sum of money paid to childcare providers to fund a FSM for children of families in receipt of certain benefits. FSM funding is only available if the child is attending their EEE funded place for a minimum of 5 hours during the core hours of 9am to 3pm. FSM funding is available for eligible 2-, 3- & 4-year-old children.



EYPP / FSM eligibility criteria met:			
Income Support		The guaranteed element of State Pension Credit	
Income-based Jobseeker's Allowance		Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190	
Income-related Employment and Support Allowance		Working Tax Credit run-on, which is paid for 4 weeks after you stop qualifying for Working Tax Credit	
Support under part six of the Immigration and Asylum Act 1999		Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you get	
Looked After Child		Left care through an adoption order	
Left care through a special guardianship order		Left care through a child arrangements order	

EYPP / FSM Code:																			
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EYPP / FSM code confirmed as eligible on the eligibility checking system by:	Print Staff Name:	Date eligibility code checked:	
<p>If the eligibility checker did not confirm eligibility the childcare provider must view evidence of eligibility and email earlyeducation@birmingham.gov.uk stating what evidence has been seen, the code and the child's name and DOB. Where this is applicable, please confirm:</p>			
Date EEE Team Emailed	State evidence seen (a copy must be kept on file in case of audit):		
Evidence viewed by:	Print Staff Name:	Date EEE confirmed code tuned to eligible:	



Disability Access Fund (DAF)

Children in receipt of child Disability Living Allowance (DLA) and who are accessing an early education funded place, are eligible for Disability Access Fund (DAF). DAF is paid to the child's setting at a fixed annual rate. If the child is splitting their early education entitlement across two or more settings, **parents must nominate the setting where the local authority should pay the DAF.** The DAF can only be paid to one provider per financial year. The DAF payment is not made for 4-year-olds in Reception classes.

Is your child eligible for and in receipt of Disability Living Allowance?	Yes	No
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If you have ticked 'Yes', please complete the below:

Your childcare provider must see a copy of your child's DLA award letter:

Letter seen by (Print full Name)	
Staff Signature	
Date	

Name of childcare provider to receive DAF Payment	
Parents Name	
Parent's Signature	
Date:	



You must complete the sections below at the beginning of each term to confirm that terms entitlement. You are not required to sign up for more than one term at a time.

Childs Name:	Child's DOB:
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Term:	Please enter total free hours agreed per day.					Total no. of free hours per wk.	Is this stretched funding: Y / N	No. of funded wks. per year
Year:	MON	TUES	WED	THUR	FRI			
Provider name:		MON	TUES	WED	THUR	FRI		
A								
B								
C								
Total Daily Free Hours agreed								
Agreed Start Date for term								
Parent Sign:		Parent Print:						
		Date:						
Provider Sign:		Provider Print:						
		Date:						

Term:	Please enter total free hours agreed per day.					Total no. of free hours per wk.	Is this stretched funding: Y / N	No. of funded wks. per year
Year:	MON	TUES	WED	THUR	FRI			
Provider name:		MON	TUES	WED	THUR	FRI		
A								
B								
C								
Total Daily Free Hours agreed								
Agreed Start Date for term								
Parent Sign:		Parent Print:						
		Date:						
Provider Sign:		Provider Print:						
		Date:						



Head Start Day Nursery

Term:	Please enter total free hours agreed per day.					Total no. of free hours per wk.	Is this stretched funding: Y / N	No. of funded wks. per year
Year:	MON	TUES	WED	THUR	FRI			
Provider name:								
A								
B								
C								
Total Daily Free Hours agreed								
Agreed Start Date for term:								
Parent Sign:	Parent Print: Date:							
Provider Sign:	Provider Print: Date:							

Parent Declaration

Childs Name:	Child's DOB:
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Is your child accessing any free hours at another nursery or Childminder now or have they previously? (See notes below)	YES		NO	
Has your child attended / left another nursery or Childminder before starting here? (See notes below)	YES		NO	
If yes to either of the above, please provide the name of the nursery or Childminder?				
If yes – have you given notice to the nursery or Childminder?	YES		NO	
What was the last date of attendance at the other setting?				
My child is part of a refugee support scheme:	YES		NO	
If 'Yes' – please specify which scheme e.g. Ukraine, Afghanistan, Hong Kong etc.				
Entitlement	You must not exceed your entitlement. If you split funding, you must not have more than your total allowance.			



Head Start Day Nursery

Changing Childcare Provider	When a child moves childcare provider after headcount day, funding will not be transferred to the new provider unless an exceptional agreement has been made between the childcare provider and the Local Authority, therefore the parent will be responsible for paying any fees due to the new provider. In addition, when a child moves childcare providers before headcount day, funding will not be paid to the childcare provider they are leaving, therefore the parent will be responsible for the fees due at the previous provision.
Holiday / Absence	Periods of extended leave – 4 weeks or more: The maximum paid absence for a child from a provision when claiming EEE funding is four consecutive weeks . If you choose to remove your child for 4 weeks or more, funding will not be paid for that term, and you may be charged by your provider for any sessions you have attended.
Extra Costs	Although your early education hours are free, childcare providers may charge for extra consumable items e.g. meals, nappies, sun cream, trips etc and any extra hours accessed. Ask your childcare provider for a breakdown of the charges so that you understand what you are paying for. Providers can also charge you a deposit to secure your place but must refund the deposit in full within a reasonable time scale.
Collecting your Data	In collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP), Free School Meals (FSM) or Disability Access Fund (DAF), Birmingham City Council is exercising the function of a government department. Birmingham City Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.
Parent/Carer/Guardian with Legal Responsibility Declaration:	
I confirm that the information I have provided in this parent declaration form is accurate and true. I have read the data protection statement and I understand and agree to the conditions set out in this document. I authorise the following provider to claim the early education entitlement on behalf of my child:	
Provider Name:	
Parent signed:	Date:



Data Protection Statement

The information you have provided in this form about you and your child will be used by Birmingham City Council and your Early Years Provider to process your application for Early Education Entitlement and in accordance with the General Data Protection Regulations (GDPR) and any successor legislation to the GDPR and / or the Data Protection Act 2018.

The Council will use the information provided by you on this Parental Declaration form to enable it carry out specific functions, which it is responsible for. These include:

- To safeguard and promote the welfare of children, including children missing from education.
- Meeting funding requirements for Early Years education places in Birmingham.
- Ensuring that the Early Years providers receive appropriate early education funding for 2-, 3- or 4-year-old children, including supplementary payments for children with special educational needs.
- Ensuring that the Early Years providers are administering the funding or free entitlement appropriately including accessing information from other government departments to confirm child eligibility.

The Council is under a duty to protect the public funds it administers and may also use the information you have provided on this form within the Council for the prevention and detection of fraud, in order to check its accuracy, prevent or detect crime, protect public funds, or where otherwise required or permitted by law. Your information may also be shared with third parties and other Local Authorities, Early Years providers and the Department for Education (DfE) for audit funding requirements, or where there is a legal requirement to do so. Your personal data will never be disclosed for marketing purposes and will only be used for statutory purposes which the Local Authority is empowered to act on because it is a public body.

If you would like more information about how the DfE use your information, then please go to the following website:

www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data

Your personal data will be collected, used, processed, stored and retained in accordance with your legal rights and the Council's policy as set out in our privacy notice. Our privacy notice also contains contact details of our Data Protection Officer and the Information Governance Team. You can view the full privacy notice on our website: www.birmingham.gov.uk/info/20154/foi_and_data_protection/384/privacy_statement

or you can request a hard copy by writing to the Information Governance Team, 10 Woodcock Street, Birmingham B7 4BL.

Data Privacy

The General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (the Act) put 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:



Head Start Day Nursery

- 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 is being or will be used, please contact your provider or Birmingham City Council. Please note that information about whether a child is in receipt of Disability Living Allowance (DLA) 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 which is available at: [Data storage, sharing and security | ICO](#)



Medical Information:

Child's GP:
Contact no:

Health Visiting Team:
Contact no:

Medical diagnosis:

2yr check:

Allergies and/or dietary
requirements:

Persons authorised to collect and emergency contacts:

Children will not be handed over to anyone other than those named, unless prior notification has been received:

Emergency contact 1:

Name:

Contact no:

Emergency contact 2:

Name:

Contact no:

Password for collection of child:

Is there a Social Worker or Family Support Worker involved with your child in any capacity? YES/NO

If yes, please give contact
details
(including name & number):

OFFICE USE ONLY:

Safeguarding.....

Tapestry.....

Parent handbook emailed

I have read and agree to the parent handbook: _____



Conditions of attendance

When your child starts our setting, you agree to the following:

- ❖ Keep us updated of any changes of address, contact numbers or emergency contacts.
- ❖ Pay your fees promptly (where fees are not paid, we may suspend/cancel places)
- ❖ Inform us on the day of absence that your child will not attend (fees will apply)
- ❖ Food and drink from home is not permitted (this includes lunch; snacks; sweets/ biscuits etc)
- ❖ Keep your child off nursery if s/he has a communicable illness (diarrhoea, sickness, chicken pox etc.)
- ❖ Inform us of any changes at home that may affect your child (moving house, new baby, divorce etc.)
- ❖ Any hours my child attends outside of my funded EEE will be chargeable
- ❖ Adhere to any relevant policies and procedures. Full copies are available on Tapestry and/or can be emailed to you on request.
- ❖ Drop off and collect your child at the agreed times.
- ❖ Pay the late fee should you pick up your child after the agreed time.
- ❖ Keep us informed of any accidents your child may have had at home.
- ❖ Allow us to view birth certificates/relevant identity documents.
- ❖ Photos of your child being used in advertising materials (e.g. online using Facebook)
We never use photos where children are identifiable (i.e. only the back of their heads or hands).
- ❖ Your child will join in with local outings. Any outing that requires public transport will be managed separately.
- ❖ Yours and your child's data (including tapestry and contact details) will be shared with future early years settings and/or schools for effective transition.

I confirm all above details are correct and true. I have been informed about safeguarding, tapestry and I agree to the outlined conditions in this contract and to all relevant policies and procedures at Headstart Day Nursery. I have received a copy of the parent handbook via email and have read and understood it.

Parent/carer		Staff (on behalf of Headstart)	
Name		Name	
Signed		Signed	
Date		Date	

Please sign to confirm you are happy for your child to go on public transport for day outings with nursery such as the bus, train or nursery minibuss. On these occasions staff ratios will be high to ensure children safety.

Name	Signed	Date