

Ash CE VC Primary School & Nursery

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[www.ashprimaryschool.co.uk](http://www.ashprimaryschool.co.uk)

**Working Family Code Check – Consent Form**

Thank you for your enquiry about accessing your working family entitlement place with Ash Explorers Nursery.

Before confirming the place, the eligibility code needs to be verified with Somerset Council.

Please complete and sign this form to confirm that you agree to the checks being made:

Child’s Legal Name: Known as (if different from legal name):

Child’s Date of Birth:

Parent/Carer 1 Name:

Parent/Carer 1 National insurance Number:

Parent/Carer 1 Contact Number and/or e-mail address:

 Parent/Carer 2 Name:

Parent/Carer 2 National insurance Number:

Parent/Carer 2 Contact Number and/or e-mail address: Working Family code (this is an 11 digit code):

If you are looking at claiming the working family entitlement with any other childcare providers,

please list them here:

☐ I confirm that the above information is correct.

☐ I confirm that I have read the information on this form.

☐ I consent to the Provider named above and Somerset Council using this information to verify my eligibility for the working family entitlement and that the Provider will be notified of the result of the check.

☐ I understand that the information will be held electronically.

☐ I understand that if I am eligible, the Local Authority will continue to check my eligibility and if they are notified that I am no longer eligible, they will inform my provider.

☐ I understand that if I am no longer eligible, I will have to pay for hours used. I understand that there is a Grace Period which I may be able to use if working family entitlement has been claimed for my child at this setting in the previous funding period.

☐ I confirm I have read the privacy notice overleaf.

Signature Date

Privacy notice:

Notification regarding the processing of personal data supplied on this form

Data Controller – Provider to complete

Data Protection Officer contact – Provider to complete

Purpose for processing – The information requested will be used to check your child’s working family entitlement eligibility.

Legal basis for processing – We are processing your personal data because we are required to do so by law.

By Law – Childcare Act 2016

Legitimate Interests – Provider to complete

Data Sharing – Provider to complete but needs to include the Local Authority for example “the personal data provided will only be disclosed to staff at this provider, staff in the Local Authority who have a right of access and where appropriate, any other early years setting that your child(ren) attends as well as Somerset Councils software supplier, the Department for Education and Ofsted”.

Transfers abroad – this data is held within the EU and is accessible by the approved software provider.

Data Retention – the personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity.

Your Rights – You have the right to ask Provider Name for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if the provider has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

Consequences: – If you do not supply this information to us, we will not be able to do process your application for the extended entitlement.

For more information see our privacy statement which is available on request or at Provider Website

GOVERNMENT FUNDING INFORMATION FOR 2, 3, AND 4 YEAR OLDS

* 15 Hours Funding for 2-, 3-, and 4-year old’s:
* All children are automatically entitled to a free place in an Early Years educational setting to access 15 hours (570 hours per year) of funded Nursery Education per week, over 38 weeks of the year, from the beginning of the term after their 3rd birthday. You do not need to apply for this funding.
* Working Families Funding (15 hours per week from April 24/30 hours per week from Sept 25) is available for eligible 2-year old’s beginning the term after their 2nd birthday. This funding needs to be applied for by the parent/carer, the criteria is the same as for the extended funding for 3-year-olds, as detailed below. Parents will be given an eligibility code which must be passed onto the nursery administrator for verification. As with the Early Years funding it is the parents/carers responsibility to renew their code. Parents can apply for the funding at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
* **30 Hours Extended Childcare Funding:**
* From September 2017, the government extended the free childcare offer for eligible three- and four-year-old’s to 30 hours per week (1140 hours per year) for 38 weeks of the year. To qualify for the additional hours of free childcare, each parent (or the sole parent in a single parent family) needs to earn, on average, a weekly minimum equivalent to 16 hours per week at national minimum wage, and less than £100,000 per year. This extended childcare offer is flexible, and families can use it to suit their needs. Self-employed parents and parents on zero-hours contracts will be eligible if they meet the average earnings threshold.
* Parents can check if they qualify and apply for the extended entitlement at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
* Parents will be given an eligibility code which must be submitted to the nursery for verification by the end of term before the child wishes to access their extended entitlement.

* Parents are responsible for renewing their code before it expires. Children who cease to qualify for the extended entitlement will be able to continue to access it until the end of a specific grace period. Following the end of their grace period the child will revert to the universal offer (15 hours, term time only) the following term, unless the parent choses to pay for the additional hours.

* If a parent does not renew their code within four weeks of expiring, or two weeks before the published end of the ‘grace period’ term (whichever is the sooner), the school will assume that the child will be stopping their extended entitlement place at the end of the grace period. The child may lose their extended place if the school has children on the waiting list for extended entitlement places.
* For families in England, receiving some additional forms of government support:
* If you are unable to apply for Working Families Funding, you may be able to receive funding for your 2-year-old if you meet any of the criteria below:
* A maximum of 15 hours per week is available. Children become eligible in the funding period after their second birthday.

The funding periods are:

* + Spring 1 January to 31 March
	+ Summer 1 April to 31 August
	+ Autumn 1 September to 31 December

Entitlement:

Parents or carers who receive any of the following are entitled to funding for 2-year-olds:

* + Universal Credit – if you and your partner have a combined income from work of less than £15,400 a year after tax • Income Support (IS)
	+ Employment Support Allowance (Income Related) – not Contribution related
	+ Income-based Job Seekers Allowance (IBJSA) – not Contribution based
	+ Guaranteed Element of State Pension Credit.
	+ Support under Part VI of the Immigration and Asylum Act 1999

* + Child Tax Credit with an annual taxable income (as assessed by HM Revenue and Customs) of less than £16,190
	+ Working Tax Credit 4-week run on – the payment you get when you stop qualifying for Working Tax Credit

Children are entitled if any of the following applies to them:

* + Children who are 2 and receive Disability Living Allowance
	+ Children who are 2 and have been adopted, or who have left care through special guardianship or child arrangement orders
	+ Children who are 2 and have an Education, Health and Care Plan

* + Children who are 2 and are looked after by the local authority

How to Apply – go to www.childcarechoices.gov.uk

Evidence will only need to be sent without prior request if an application is made and the child qualifies by receiving Disability Living Allowance. In this case, a copy of the latest award letter from the Department for Work and Pensions will need to be submitted before the application can be processed. We recommend attaching the evidence to the form at the time of application