



Dear Parent/Carer

We are delighted you have applied for a place in our Nursery for September 2022.

At West Hampstead Primary we firmly believe that nursery provides the best start to education and supports all the children (and parents!) to become involved in our community school, to build relationships and to become immersed in the learning journey. I am very pleased to let you know that the West Hampstead governors have agreed to maintain our full time nursery provision for the 2022 - 2023 academic year.

It would really help us if you could complete the attached forms and return them to us as soon as possible. We need some personal information about you and your child and to be able to determine how you will fund your Nursery place at West Hampstead, whether this is through eligibility for either the Government extended offer for the children of working parents or the Camden Enhanced Offer. An outline of all eligibility criteria is detailed below.

Information provided will be treated as confidential and individual details will not be shared.

Please complete the Nursery Application Form and Parent Declaration form which are available on our website or from the school office.

Please complete and return all forms to the school office.

All three and four year olds will remain entitled to 15 hours of free early education (15 hours a week for 38 weeks, up to the total of 570 hours). However there is a national offer of 30 hours' free early education - an additional free 15 hours - **but only for working parents who meet certain criteria.** (see Nursery Appendix A)

More information on criteria and eligibility are available online at -

<https://childcare-support.tax.service.gov.uk>

We require all parents who qualify for the additional 15 hours free funding to apply to the HMRC using the online portal which can be accessed through Childcare Choices at (see Nursery Appendix A):

<https://www.childcarechoices.gov.uk>

The Childcare Choices portal will take you through the application process. If you encounter any problems with the application process please direct your queries to the Childcare Service Customer centre on 0300 123 4097.

On completion of the application you will have a childcare service account. If you are eligible for 30 hours free funding you will be given an 11 digit 'eligibility code'. You will need to provide us

with the code and your national insurance number to allow us to claim the funding for your child. You must pass this information onto us by **8th July 2022** so that we are able to ensure that we receive the funding in time for your child's start date in September 22.

If you think you do not meet the eligibility criteria as stated above for the 30 hours free government funding then **please also complete the 'Camden Enhanced Offer' form online at www.camden.gov.uk/childcare**.

This scheme is for Camden residents **only** and may provide additional funding for any child who does not receive the government offer (see Nursery Appendix). If you are eligible for this funding you will receive a confirmation letter from Camden. Again, we request that you pass this information onto us by **8th July 2022** so that we are able to ensure that we receive the funding in time for your child's start date in September 22.

Yours faithfully

Sam Drake
Headteacher

Parent Declaration Form

All parents accessing a funded nursery place must complete this form with their nursery providers.

All 3 and 4 year olds are eligible for a free early education place of 15 hours a week for 38 weeks per year (term time only) or the equivalent of 570 hours stretched over the whole year.

3 and 4 year olds with working parents may be eligible for an additional 15 hours per week (30 hours in total) term time or the equivalent of 1140 hours stretched over the year.

3 and 4 year olds not eligible for the additional 15 hours for working parents may be entitled to Camden's Enhanced Offer of an additional 15 hours per week term time or stretched over the year. Universal hours must be taken in Camden to receive this enhanced offer.

2 year olds may be eligible for a funded place if the parents are disadvantaged by a low income.

Step 1: Your Child's Details

Child's legal family name:		Child's legal forename(s):	
Name by which the child is known (if different from above):			
Date of birth:		Gender:	
Address:		Postcode:	

Your nursery provider will need to see proof of your child's date of birth. **Please tick which document you will provide with this form:**

<input type="checkbox"/> Birth certificate	<input type="checkbox"/> Passport
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☐ **Step 1 complete? Tick here**

Step 2: Your Details (parent/carers)

Parent/Carer 1:	Parent/Carer 2:
Legal family name:	Legal family name:
Legal forename:	Legal forename:
Date of birth:	Date of birth:
NI or NASS number:	NI or NASS number:

☐ **Step 2 complete? Tick here**

Step 3: Your Child's Eligibility

To be completed with assistance from your chosen provider(s) if needed.

<input type="checkbox"/> 2 year old eligibility letter/code	<input type="checkbox"/> 3 & 4 year old universal hours
<input type="checkbox"/> 3 & 4 year old extended 30 hours HMRC code	<input type="checkbox"/> 3 & 4 year old Camden Enhanced Offer eligibility letter

Some 2 year olds are eligible to 570 free hours a year. All 3 and 4 year olds are entitled to 570 hours a year (universal entitlement) and some 3 and 4 year olds from working families may be entitled to an additional 570 hours (extended or 30 hours entitlement) a year. Some 3 and 4 year olds of low income families may also be entitled to extended 30 hours under the Camden Enhanced Offer scheme.

(families on Camden Enhanced Offer must be using their universal entitlement in Camden to be eligible for the enhancement).

Disability Access Fund

If your child is 3 or 4, is receiving child Disability Living Allowance and is receiving the free entitlement, he or she is eligible for the Disability Access Fund (DAF). DAF is paid to your child's 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.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), 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 so as to impact positively on your child's progress and development.

Do you wish to apply for EYPP for your child?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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☐ **Step 3 complete? Tick here**

Step 4: Document Check

Documentary proof of DoB Type (e.g. Birth Certificate, Passport):		30 hours eligibility code: (11 digit code from HMRC)	
Date document recorded (dd/mm/yyyy)		Camden Enhanced Offer eligibility letter:	
Document recorded by (name of staff member):		2 year old eligibility letter/code:	

☐ **Step 4 complete? Tick here**

Step 5: Setting and Attendance Details

You need to agree and complete this declaration form with each setting your child attends for their early education entitlement in order to ensure that funding is paid fairly to each of them.

Your child can attend a maximum of two sites in a single day and if your child attends more than one setting we will distribute the funding appropriately between the settings.

My child is attending the following settings:

Setting Name(s)		Please enter total free entitlement hours attended per day*					Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
		Mon	Tue	Wed	Thur	Fri		
A								
B								
C								
Total daily free hours attended								

If your child is splitting their free entitlement across two or more settings please nominate the main setting where the local authority should pay the DAF:

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☐ **Step 5 complete? Tick here**

Step 6: Parent/Carer/Guardian with legal responsibility Declaration

Declaration: I

(name).....

of (address)

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.....
.....

confirm that the information I have provided is accurate and true. I understand and agree to the conditions set out in this document and I authorise (name of provider/s):

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.....

to claim free entitlement funding as agreed above on behalf of my child

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Print name		Print name	
Date		Date	

In collecting your data for the purposes of checking your eligibility for the 2 year old, 3 and 4 year old universal, extended and enhanced free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), London Borough of Camden is exercising the function of a government department. London Borough of Camden is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Data Privacy

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 London Borough of Camden. 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 on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>

☐ **Step 6 complete? Tick here**

This form is now complete