**EARLY YEARS PUPIL PREMIUM**

Early years providers who deliver Government funded early education can claim the early years pupil premium for three and four year old children whose parents are in receipt of one or more of the following benefits:

* Income Support
* Income-based Jobseekers Allowance
* Universal Credit and the family net earned annual income is equivalent to and not more than £7,400, assessed on up to three of the parent’s mist recent Universal Credit assessment periods.
* Income-related Employment and Support Allowance
* Support under Part VI of the Immigration and Asylum Act 1999
* the guaranteed element of State Pension Credit
* Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Three and four year olds will also be eligible if:

* They are or have been in local-authority care for 1 day or more in England or Wales
* they have been adopted from care in England or Wales
* they have left care through a special guardianship order or a child arrangement order in England or Wales

The Early Years Pupil Premium provides an extra £302 a year for each child taking up the full 570 hours funded entitlement to early education. This funding is paid directly to the nursery, pre-school or childminder who will use it to support your child’s learning and development in the following areas:

• Personal, social and emotional development

• Communication and Language

• Physical development

• Literacy

• Mathematics

• Understanding the world

• Expressive arts and design

**Applying for the funding**

Parents can apply for the funding by completing this registration form and giving consent for the childcare provider to passport their information to the Local Authority.

**How the information in this form will be used?**

The information you provide in this form and online will be used by the council to confirm receipt of one of the listed welfare benefits. This is done by checking; out of work benefit data provided by HMRC and DWP. By signing this registration form you give consent for your details to be passed from your childcare provider to the Local Authority in order for this check to be undertaken. Once eligibility is confirmed the Local Authority will decide how much money your child’s nursery, childminder or pre-school will receive dependent on the hours of early education your child accesses. It is the responsibility of your childcare provider to inform you if your child is eligible for the premium.

If due to your child’s birthday, your child is eligible for 4 or 5 terms of early education, this check will be undertaken at the start of their early education and again one academic year before your child starts school.

You are free to withdraw your consent so that your details are not used in future. Whether you use this scheme or not will not affect any of the benefits you may be entitled to.

**Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order**.

Children who meet the above criteria are also eligible for the Early Years Pupil Premium. Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. This form and a copy of the relevant order should be returned to your child’s childcare provider to enable funding to be allocated. The childcare provider will then inform the Local Authority of your eligibility.

All childcare providers and the Local Authority are committed to ensuring that the personal and sensitive information that is held about you is protected and kept safe and secure. All have measures in place to prevent the loss, misuse or alteration of your personal information.

**Registration Form**

**ABOUT YOUR CHILD/CHILDREN**

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s Last Name | Child’s First Name | Child’s Date of Birth | Name of preschool, nursery, childminder  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**PARENT/GUARDIAN DETAILS**

|  |  |  |
| --- | --- | --- |
|  | Parent/Guardian 1 | Parent/Guardian 2 |
| Last name |  |  |
| First Name |  |  |
| Date of Birth | D | M | Y | D | M | Y |
| National Insurance Number\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| National Asylum Support Service (NASS) Number\* |  |  | **/** |  |  | **/** |  |  |  |  |  |  |  | **/** |  |  | **/** |  |  |  |  |  |
| Daytime Telephone Number |  |  |
| Mobile Number |  |  |
| Address | Postcode: | Postcode: |

\* Complete as appropriate

**ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENTS ORDER**

If your child has left care through adoption, special guardianship or a child arrangements order and you would like your child to attract the early years pupil premium, you should complete the following section and attach a copy of the relevant court order:

Has your child been adopted from care?

Yes No

If you have ticked yes in the previous question, have you yet been granted an adoption order by the courts?

Yes No

Did your child leave the local authority’s care under a special guardianship order or a child arrangements order (formally known as a residence order)?

Yes No

Is the child looked after by a local authority?

Yes No

**If yes which local Authority is responsible for the child**

**…………………………………………………………………….**

**Early Years Pupil Premium DECLARATION**

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes.

I agree to the local authority using this information to enable my child’s preschool/Nursery/childminder to claim the early years pupil premium for my child

Signature of parent/guardian 1: …………………………………………………

Date: ……………………….

Signature of parent/guardian 2: …………………………………………………

Date:……………………….

**Thank you for completing this form**

1. **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
* How long the data will be held for

You can view the councils primary privacy notice [here](https://www.wigan.gov.uk/Council/DataProtection-FOI-Stats/Privacy-notices/Data-Primary-Privacy-Notice.aspx) for further information on how we use your personal data: [www.wigan.gov.uk/Council/DataProtection-FOI-Stats/Privacy-notices/Data-Primary-Privacy-Notice.aspx](http://www.wigan.gov.uk/Council/DataProtection-FOI-Stats/Privacy-notices/Data-Primary-Privacy-Notice.aspx)

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: dataprotectionofficer@wigan.gov.uk

Please note that information about an individual’s immigration status is sensitive data should be handled appropriately. Local authorities 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/>