

EARLY YEARS PUPIL PREMIUM

To establish whether your child/ren are eligible for the Early Years Pupil Premium, we need to gather information about you and your child/ren. By completing this form, you are supporting us by making sure that we receive all the government funding to which your child is entitled. Whilst this is purely voluntary and will **not affect your child's eligibility for their Free Early Entitlement** it could give us additional funding to provide the best possible early years' experience for your child.

Please complete this form and return to us as soon as possible.

CHILD/REN DETAILS

Child's Last Name	Child's First Name	Child's Date of Birth			Name of Provider
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

Please add the details of all people who have parental rights for the child/children named on this form.

Add a tick in the box below the person whose information should be checked (i.e. the parent / guardian who may make your child eligible for the pupil premium).

	Parent/Guardian 1										Parent/Guardian 2									
Nominated Parent (tick one box only)	<input type="checkbox"/>										<input type="checkbox"/>									
First Name																				
Last name																				
Date of Birth	DD			MM			YYYY				DD			MM			YYYY			
National Insurance Number*																				
National Asylum Support Service (NASS) Number*				/			/							/			/			
Daytime Telephone Number																				
Mobile Number																				
Address																				
	Postcode:										Postcode:									

* Complete as appropriate

FAMILY INCOME AND BENEFIT DETAILS

1. Is your total household annual gross income over £16,190 per year? (Please place an X in the appropriate box).

Yes ☐

If you have indicated yes, please go straight to Question 3.

No ☐

If you have indicated no, please complete Question 2.

2. Are you¹ in receipt of any of the benefits listed below? (Please place an X in the appropriate box):

- ☐ Income Support
- ☐ Income-based Jobseekers Allowance
- ☐ Income-related Employment and Support Allowance
- ☐ Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- ☐ the guarantee element of State Pension Credit
- ☐ Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- ☐ Working Tax Credit run-on
- ☐ Universal Credit

If you are unsure whether your total household annual gross income is over £16,190, or whether you are in receipt of one of the benefits listed in Question 2 above, but you would still like to check whether your child is eligible for the Early Years pupil premium, please put an X in this box: ☐

¹ This includes those who have parental rights for the child/children named on this form.

3. Are any of the children listed on this form subject to the following circumstances? (Please place an X in the appropriate box):
- ☐ Have been looked after by the Local Authority for at least one day; or
 - ☐ Have been adopted from care; or
 - ☐ Are subject to a special guardianship order or child arrangements order, will be eligible to receive the premium.

Please provide evidence of all relevant orders made by the courts along with this application.

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 be shared with the local authority for the purpose of checking eligibility. I agree to the local authority using this information to process the application for the Early Years Pupil Premium. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian:

Date:.....

FURTHER INFORMATION ABOUT THE EARLY YEARS PUPIL PREMIUM

WHAT IS THE EARLY YEARS PUPIL PREMIUM?

It is additional funding to support disadvantaged three and four year olds receiving the Free Early Education Entitlement.

WHY SHOULD I COMPLETE THIS FORM?

From January 2015 all children in Bristol who are aged three and four years and are accessing the Free Entitlement and whose parents/guardians meet the criteria set out above will be eligible for the Early Years Pupil Premium. By applying for the Early Years Pupil Premium, you are helping us to claim additional funding for your child's early education.

HOW MUCH MONEY WILL IT RAISE?

Registering your child for the pupil premium could raise an extra £300 per child per year for us to fund valuable support, like extra training for staff.

IF MY CHILD IS ELIGIBLE, WILL THIS MONEY BE DEDUCTED FROM MY INVOICE?

No. The Early Years People Premium funding comes directly to us to be used for your child's early education.

HOW WILL MY PERSONAL INFORMATION BE USED?

The information you provide in this form will be passed to Bristol City Council to determine whether your child is eligible for the pupil premium only. The information may also be shared with other Council departments to offer benefits and services. You only need to complete this form once and it will last for the duration of your child's time here.

Bristol City Council is committed to ensuring that the personal and sensitive information that is held about you is protected and kept safe and secure, and has measures in place to prevent the loss, misuse or alteration of your personal information.

BRISTOL CITY COUNCIL - THE DATA PROTECTION ACT 1998

FAIR PROCESSING NOTICE (schedule 1 section 2 subsection 1(a) & section 3)

Local education authorities hold information on pupils in order to run the education system, and in doing so must follow the Data Protection Act 1998. This means, amongst other things that the data held about pupils will only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held and to whom it may be passed.

The Local Education Authority (LEA) uses information collected about pupils to carry out specific functions for which it is legally responsible, such as the assessment of any special educational needs the pupil may have, home to school transport, school admissions, pupil welfare, children looked after, exclusions, early years support etc.. Information collected on pupils may also be exchanged with other departments in the Council, and other public bodies (for example, the Local Health Authority) where this is required for statutory purposes or is deemed to be of benefit to the pupil. The LEA also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

Information on individuals held on computer systems may be kept for up to eight years after they have left school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact Bristol City Council in writing:-

The Data Protection Officer at Bristol City Council, Romney House, Romney Avenue, Lockleaze, Bristol, BS99 3HB. A fee is charged for this service.

Thank you for completing this form and helping to make sure we are as well funded as possible.