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# Apply for Working Parent Entitlement – Funded childcare for foster children

Speak to the child’s social worker before applying. If they agree, complete this form.

Once you and your partner (if you have one) have signed, the form must be counter-signed by your Social Worker. Get more information at [Check you're eligible for free childcare if you're working - GOV.UK (www.gov.uk)](https://www.gov.uk/check-eligible-free-childcare-if-youre-working)

If your application is successful, you will get your eligibility code from the Early Education Entitlement Team.

If you need more help contact Alison Naylor, Early Education Entitlement Manager/Project Lead for the expansions on 01744 676542 or [alisonnaylor@sthelens.gov.uk](mailto:alisonnaylor@sthelens.gov.uk)

This form is only for foster parents. If you are applying for your own children use the childcare service: **https://www.childcarechoices.gov.uk/guidance-and-resources**

If you partner is not a foster parent you could contact Alison Naylor for more help.

## Section 1 – About you

1.1 Your details:

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **Date of birth (DD/MM/YYYY)** |  |
| **National Insurance number** |  |
| **Address** |  |
| **Postcode** |  |
| **Email address** |  |

We need your address and email to send your eligibility code to you..

1.2 Are you a foster parent of the children named in this form?

Yes

No

1.3 Do you and the children live in England?

Yes

No

If no, speak to your local council about what childcare schemes are available in your area.

1.3 Are you a British/Irish national?

Yes

No

1.4 If you have answered “no” to 1.3:

Have you acquired settled or pre-settled status through the EU Settlement Scheme (EUSS);

Have you made an application through the EUSS and are waiting for a decision, or;

Are you appealing a decision on your EUSS application?

1.5 Are you subject to immigration rules that prevent you from receiving public funds?

Yes

No

## Section 2 – Your employment details

2.1 Are you employed or self-employed outside your fostering responsibilities?

Yes

No

You can still answer yes if you are not currently working. For example, you are on parental leave or sick leave, or expect to start or re-start work in the next 31 days.

2.2. Do you expect to earn more than £100,000 in this tax year (April to March)?

Yes

No

If your income is over this amount you cannot get your eligibility code for funded childcare.

2.3 If you are **not** employed outside your fostering responsibilities, select any that apply to you:

 For Universal Credit purposes, I am assessed as having limited capability for work

 I receive National Insurance credits because of incapacity or limited capability for work

 I receive a Carer’s Allowance

 I receive an Employment and Support Allowance

 I receive Incapacity Benefit

 I receive a Severe Disablement Allowance

If you get one of these benefits you may still be able to get your working parent eligibility code for funded childcare. if you have a partner who holds additional employment outside their role as foster carer.

2.4 Do you have a partner who lives with you?

Yes

No

A person is your partner if you are married or in a civil partnership, and live together in the same household, or a couple who live together as if you are married or in a civil partnership.

If **Yes**: go to section 3.

If **No**: skip to section 5.

## Section 3 – Your partner

3.1 Your partner’s details

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **Date of birth (DD/MM/YYYY)** |  |
| **National Insurance number** |  |

3.2 Is your partner also a foster parent?

Yes

No

If **Yes**: go to section 4.

If **No**: please contact your local authority (see page 1) who will help you further.

## Section 4 – Partner’s employment details

4.1 Is your partner employed or self-employed outside their fostering responsibilities?

Yes

No

You can still answer yes if they are not currently working. For example, they are on parental leave or sick leave, or expect to start or re-start work in the next 31 days.

4.2 Does your partner expect their total taxable income in this tax year (April to March) to be more than £100,000?

Yes

No

If their income is over this amount you cannot get 30 hours free childcare.

Now go to section 5.

## Section 5 – The children who will get working parent entitlement for funded childcare.

If you are fostering non-related children who could both be eligible for 30 hours free childcare you will need to complete a separate form for each child.

5.1 Foster children details:

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** | **Last name** | **Date of birth (DD/MM/YYYY)** | **When do you expect the child in foster care to join a school reception year?**  **MM/YYYY** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Section 6 – Declaration

6.1 Your declaration:

I declare that I am applying for 30 hours free childcare, to enable me to work outside of fostering, and that the information I have given on this form is correct and complete.

|  |  |
| --- | --- |
| **Signature** |  |
| **Date (DD/MM/YYYY)** |  |

6.2 Your partner’s declaration:

I declare that I am applying for 30 hours free childcare, to enable me to work outside of fostering, and that the information I have given on this form is correct and complete.

|  |  |
| --- | --- |
| **Your partner’s signature** |  |
| **Date (DD/MM/YYYY)** |  |

## Section 7 – Social Worker Declaration

Before St Helens Council can issue you with a code, this form must be counter-signed by your social worker.

I declare that I have seen evidence of employment outside fostering, and it has been discussed how this employment is consistent with the care plan for the foster child or children listed in this application.

7.1 I confirm that I support this application for the working parent entitlement in respect of the foster children listed in this application.

|  |  |
| --- | --- |
| **Signature** |  |
| **Position and contact details** |  |
| **Date (DD/MM/YYYY)** |  |

| Data protection statement  We, St. Helens Council, are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you and your child or a child that you provide care for. The data you provide is processed for the following purposes:  **The categories of pupil information that we collect, hold and share include:**   * Personal information (such as name, address, date of birth, unique reference number) * Characteristics (such as ethnicity, language, nationality, country of birth, special educational needs, parents name, data of birth and national insurance number to verify qualification for Early Education Entitlement, Early Years Pupil Premium and Free School Meals) * Attendance information (such as hours and days attended)   **Why we collect and use this information**  The lawful basis on which we use this information is   * The Data Protection Act 2018 * To enable us to carry out specific functions for which we are responsible * To determine the amount of FEEE Grant Payments * To derive statistics which informs local authority decisions on funding * To monitor, support and report on your child’s development and progress; * To monitor and assess how well the setting as a whole is doing; * To provide appropriate pastoral care, and * To provide the best possible support to children and families   Failure to provide this information will prevent funding being provided.  **Storing child Data**  We retain all child data in relation to FEEE for seven years in line with the local authorities financial and audit regulations.  **Who we share children’s information with?**  We routinely share children’s information with:   * Early Years Childcare Providers * The Department for Education (DfE) * Bridgewater Community Healthcare NHS Trust * Children’s Centres * HMRC * School Admissions Section * Police   **Why we share children’s information**  We do not share information about children accessing FEEE with anyone without consent unless the law and our policies allow us to do so.  We share child data with the Department for Education (DfE) and HMRC on a statutory basis. The data sharing underpins funding paid to the childcare providers in relation to the Free Early Education Entitlement.  **Data collection requirements**  If you require more information about how the LA and or DfE store and use this data, please go to the following websites   * www.sthelens.gov.uk * <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data> https://www.gov.uk/data-protection   **Requesting access to your personal data**  If you want to receive a copy of the information about you that we hold/share or if you believe any of this information is incorrect, please contact Data Protection Officer, St Helens Council, Town Hall, Victoria Square, St Helens, Merseyside, WA10 1HP.  Email: [dataprotection@sthelens.gov.uk](mailto:dataprotection@sthelens.gov.uk)  If you require more information about how the LA and DfE store and use this data, please go to the following websites:   * [www.sthelens.gov.uk](http://www.sthelens.gov.uk) * https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data * <https://www.gov.uk/data-protection>   **Contact Details**  If you have any concerns regarding the handling of data, please contact;   * Information Commissioners Office, Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF * Ofsted’s Data Protection Officer, Alexandra House, 33 Kingsway, London WC2B 6SE, <http://www.ofsted.gov.uk/> * Ministerial and Public Communications Unit Department for Education, Piccadilly Gate, Store Street, Manchester. M1 2WD, http://www.education.gov.uk/ |
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