

## Disability Access Fund Guidance

### Disability Access Fund (DAF)

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £615 per eligible child. Children in receipt of DAF will be eligible where they take up any period of free entitlement and it can be claimed at any point in which a child takes up their entitlement.

Providers are responsible for identifying eligible children and should speak to parents in order to find out if they are eligible for the DAF.

**Step 1** - Providers should use the declaration form below, which asks parents for the necessary information for a range of early years funding, including DAF.

**Step 2** - The Authority will require a copy of the child's disability living allowance (DLA) award letter. Providers should obtain a copy from eligible parents and provide it to the Authority as proof of eligibility.

**Step 3** - Copies of award letters and declaration forms should then be sent, by recorded delivery to Education Admin, Northumberland County Council, County Hall, Morpeth, NE61 2EF.

If you require any advice or guidance please contact Julie Beattie Early Years Inclusion Consultant [julie.beattie@northumberland.gov.uk](mailto:julie.beattie@northumberland.gov.uk)

### 1. Child's details

<b>Child's Legal Family Name:</b>		<b>Child's Legal Forename(s):</b>	
<b>Name by which the child is known (if different from above):</b>			
<b>Date of Birth:</b>		<b>Male/Female:</b>	
<b>Address:</b>		<b>Post Code:</b>	
<b>Documentary proof of DoB Type</b> (e.g. Birth Certificate, Passport):		<b>Document recorded by</b> (name of staff member):	
<b>Date document recorded</b> (dd/mm/yyyy):			

### 2. Additional details for children claiming 30 hours free childcare

<b>Parent/carer National Insurance Number</b>		<b>30 hours eligibility code:</b> (e.g. 12345678912)	
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### 3. Setting and attendance details

- You need to agree and complete this declaration form with each setting your child attends for their early education entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will split the funding fairly between the 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								
<b>Total Daily Free Hours Attended</b>								

#### 4. Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP)<sup>4</sup> is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits (please see web address in footnote). This funding will be used to enhance the quality of their early years experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information for the main benefit holder to enable the Authority to confirm eligibility:

<b>Parent/carer First Name</b>		<b>Parent/carer Surname</b>	
<b>Parent/carer Date of Birth</b>		<b>Parent/carer National Insurance Number/NASS Number</b>	

#### 5. Disability Access Fund Declaration

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4. <https://www.gov.uk/guidance/early-years-pupil-premium-guide-for-local-authorities>

**Is your child eligible and in receipt of Disability Living Allowance (DLA)?<sup>5</sup>:**

Yes

No

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

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**Declaration I (Name)** .....

**of (Address)** .....

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider/s) ..... to claim free entitlement funding as agreed above on behalf of my child.

In addition, I also agree that the information I have provided can be shared with the Authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

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

## 7. Data privacy

The Data Protection Act 1998 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, 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

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5. <https://www.gov.uk/disability-living-allowance-children/overview> 16
- to whom it may be communicated

A 'privacy notice' is a good way to be able to meet data subject's rights and therefore DfE recommend they are used to explain to parents, pupils and staff how their data is being used. The department has drafted template privacy notices that providers/schools and local authorities may like to use, however, they should be reviewed, amending as necessary to reflect business need and ideally include this link to the gov.uk webpage on how the department collects and shares data.

It is recommended that the privacy notice be included as part of an induction pack for staff and be put on the school website for parents, as well as potentially featured on the staff notice board/intranet. They do not need to be issued on an annual basis as long as new pupils and staff are made aware of the notices and they are readily available electronically or in paper format.

Please note that information about whether a child is in receipt of Disability Living Allowance is sensitive personal data which should be handled appropriately. Providers are asked to pay particular note to advice from the ICO on holding personal data including sensitive personal data available at:

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