**Early Years Pupil Premium**


## Your name and address:

Mr/Mrs/Miss/Ms Initial(s).............. Surname ..................................................................................................

Address ..............................................................................................................................................................

...........................................................................................................................................................................

...........................................................................................................................................................................

Post Code: ....................................... Telephone ..................................................................................................

Email .............................................................. Relationship to Child(ren)..........................................................

## Details about you and your partner (those living at the same address)

|  |  |  |  |
| --- | --- | --- | --- |
| **Mr/Mrs/ Miss/Ms** | **Full Legal name** | **Date of Birth** | **National Insurance Number** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

1. **Details about the children for whom you are applying for Early Years Pupil Premium**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Forename(s)** | **Surname** | **M/F** | **Date of****Birth** | **Name of EY Provider / School Attended** | **New EY Provider/School? Yes / No** | **If Yes - start date** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Which benefit do you receive? (Please tick all boxes that apply)**

|  |  |  |  |
| --- | --- | --- | --- |
| Income support |  | Child tax credit(without working tax credit) and an annual income below £16,190 |  |
| Income based job seekers allowance |  | Employment and support allowance (income related) |  |
|  Guaranteed element of pension credit |  |   Universal Credit *(please see question 5)* |  |
| Support under part VI of the Immigration and Asylum Act 1999 |  | The child is looked after by the Local Authority or has left care through special guardianship or through an adoption or residence order. |  |
| Working Tax Credit - RUN-ON only, This is paid for 4 weeks after you stop qualifying for Working Tax Credit |  |

 **5. Universal Credit**

 If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year?

 (Please place an X in the appropriate box). Your net earned income is your household income after taxes and deductions.

 It does **not** include income through Universal Credit or other benefits that you may receive.

 Yes No Unsure

**I wish Torbay Council to be able to assess my claim via a secure computer link with the Department for Education. I agree that Torbay Council can use the information I have provided to process my claim for Early Years Pupil Premium and can contact other sources as allowed by law to verify my initial and continuing entitlement.**

## Declaration: I confirm that I have parental responsibility for or care of the child(ren) named on this form. As far as I know the information I have given above is correct. I will tell you immediately if my details above or circumstances change.

**Your signature** .......................................................................... Date...................................................................

## Please return to: Torbay Early Years, Room SF344, Electric House, c/o Town Hall, Torquay TQ1 3DR or your child’s school/ early years provider

**How we use and handle your information:**

**What information do we need?**

Torbay Council is the Data Controller for personal data collected for the purpose of allocating and offering school places for children. We will need to collect, information such as your name and contact details, details about your child including their name, date of birth and any other information which may support your application for a school place, for transport of for free school meals, which could include information about your child’s health.

**Why we need it?**

We need this information so that we can deliver services to you, allocate a school place and determine eligibility for school transport or free school meals.

Our lawful basis for processing yours and your child’s personal data is legal obligation.

Our lawful basis for the processing of any health information is that this is necessary for the performance of a task carried out in the substantial public interest.

**Information Sharing**

We will share your information with schools, other local authorities and the Department of Education for the purposes of allocating a school place and confirming an allocation, or to determine and confirm eligibility for school transport and/or free school meals.

We do not trade personal data for any commercial purpose and will only disclose your personal information if we have a lawful basis to do so (as above) or if we have your consent.

**How we will store your information**

We will hold your informationon a secure electronic database and we will stop using your data upon completion of the relevant service. Your data will be deleted 25 years after we stop using it. Your personal information will not be subject to any overseas transfers.

**Your rights**

At any time you can request to have a copy of the information we hold about you, and if you feel the information we process about you is incorrect you can request to have it corrected or deleted. If you wish to exercise any of [your rights](http://www.torbay.gov.uk/council/information-and-data/data-protection/your-rights/) please contact us by emailing infocompliance@torbay.gov.uk

If you are not happy with the way the Council has handled your personal information, please contact us so that we deal with your complaint. However, you are also entitled to raise a complaint with the Information Commissioner’s Office, contact details can be found on their website [www.ico.org.uk](http://www.ico.org.uk)