

## Placement Form for Together for Twos

### Step 1 : Child details

<b>Child's Legal First Name</b> <i>same as birth certificate</i>	<b>Child's Legal Family Name</b> <i>same as birth certificate</i>
<b>Name by which child is known</b> <i>(if different from above)</i>	
<b>Date of Birth</b>	<b>Male/Female</b>
<b>Address</b>	<b>Postcode</b>

**Step 1 complete? Tick here**

### Step 2 : Parent/guardian details – *person with parental responsibility and who the child normally lives with*

	Parent/Guardian 1	Parent/Guardian 2
<b>Legal First name</b>		
<b>Legal Last Name</b>		
<b>Date of Birth</b>	D    M    Y	D    M    Y
<b>Do you have Parental Responsibility?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>National Insurance Number</b>		
<b>National Asylum Support Service (NASS) Number</b>		
<b>Address</b>		
	<b>Postcode:</b>	<b>Postcode:</b>
<b>Contact Telephone Number</b>		

**Step 2 complete? Tick here**

### Step 3: Child's eligibility for 2 year old funding

Please tick criteria under which you may be eligible. The children's centre will be able to check for you if you are not sure. They will need your National Insurance number and date of birth.

Economic     Looked After Child     SEND     Special Guardianship Order /Adopted

**Step 3 complete? Tick here**

### Step 4: Children's Centre Details

<b>Children's Centre</b>		Central A <input type="checkbox"/>	Central B <input type="checkbox"/>	East <input type="checkbox"/>	South <input type="checkbox"/>	West <input type="checkbox"/>
<b>Staff member completing placement Telephone number</b>						
<b>Have you carried out check on the EYP Hub?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>EYP Hub Response</b>	Eligible <input type="checkbox"/> Not Eligible <input type="checkbox"/>			

**Step 4 complete? Tick here**

**Step 5: Setting details**

<b>Setting Name</b>			
<b>Address &amp; Postcode</b>		<b>Ofsted URN</b>	
<b>Type of Placement</b>	Term Time only <input type="checkbox"/> All Year Round <input type="checkbox"/>	<b>Start date</b>	...../...../.....
<b>Out of Borough</b>	Yes <input type="checkbox"/> ..... (name of borough) No <input type="checkbox"/>	<b>Have you advised parent to follow procedure of out of borough authority?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Step 5 complete? Tick here**

**Step 6: Parent/Guardian with Legal Responsibility Declaration**

<b>PARENTAL /GUARDIAN DECLARATION</b>			
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 Children’s Centre and Setting )			
.....and			
.....			
to claim free entitlement funding as agreed above on behalf of my child. In collecting my data for the purposes of checking my eligibility for the 2-year-old Royal Borough of Greenwich is exercising the function of a government department. Royal Borough of Greenwich is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.			
Parent/Carer/Guardian with legal responsibility		Children’s Centre	
Signed		Signed	
Print name		Print name	
Date		Date	

## 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, children’s centres 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
- The right to request a copy of the data
- The right to have it rectified if it is inaccurate

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 your Children’s Centre, early year’s setting or Royal Borough of Greenwich. You can find out more from the Information Commissioner’s Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/your-data-matters/>

<b>Step 6 complete? Tick here</b>	
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**THIS FORM IS NOW COMPLETE**

*Note to children’s centres and early years providers*

*Children’s Centre Please email completed and password protected form to Families Information Service [fis@royalgreenwich.gov.uk](mailto:fis@royalgreenwich.gov.uk)*

*Early Years Provider: Please upload form onto Pupil Record on EYP Hub. Information on this form should be completed in pupil and parent fields on the EYP Hub.*