

**30 Hours Free Childcare Eligibility Form (schools use)**  
**To be sent by Egress to schools.30@surreycc.gov.uk**



**SURREY**

Name of school	Cranmere Primary School
URN	695133
Name of person requesting check	Louise Mellors
Telephone number	020 8398 5580
School email address	bursar@cranmere.surrey.sch.uk

To be completed by the child's parent or legal guardian. Please use **BLOCK CAPITALS**.

Parent/partner's name	
Address	
Postcode	
Telephone number	
Email address (optional)	
National Insurance number of person enquiring at setting	

Child's full legal name	
Child's date of birth	
Unique Pupil Number (UPN)	

Eligibility code (this is an 11 digit code available from the Government's website)	
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Core offer place already awarded (this will be on your offer letter from the school):	Puffins (1 <sup>st</sup> half of week) / Owls (2 <sup>nd</sup> half of week)	
	(Please circle whichever place has been awarded)	
Please could you indicate whether you are willing to pay £3.25 per week extra for the additional 30 mins on a Wednesday, or say whether you will drop off later, or collect at lunchtime.	I would be willing to pay for the additional 30 minutes:	<input type="checkbox"/>
	Or, I will drop off at 9:15am on a Wednesday:	<input type="checkbox"/>
	Or, I will collect my child at lunchtime on Wednesday:	<input type="checkbox"/>

I understand that the information I give will be held electronically. And I agree that Surrey County Council can use this information and contact other government agencies as allowed by law, to check my eligibility for 30 Hours Free Childcare and provide my childcare provider with the result of the check.

Signature of parent/legal guardian	
Name (please print)	
Date	

**Data Protection Act 1998.** Surrey County Council (the 'Council') respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Council and other information available to the Council ('your information'). In accordance with the Data Protection Act 1998, the Council will use your information, for the purpose of providing support to children, to (a) deal with your requests and administer its departmental functions, (b) meet its statutory obligations, and (c) prevent and detect fraud. The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with appropriate departments and agencies in accordance with Multi Agency Information Sharing Protocol (MAISP). Further details including a copy of the MAISP can be found at [www.surreycc.gov.uk](http://www.surreycc.gov.uk). If you would like to apply for access to the information we hold about you please send a written request to: Finance & Practice Team, Family Support Service, Surrey County Council, Fairmount House, Bull Hill, Leatherhead, Surrey KT22 7AH.

**The school must keep this form for seven years for auditing**