

Parent Funding Authorisation Form

Maintained schools and academies
2, 3 and 4 year old funding entitlements

This form is used to collect information to assess the free childcare entitlement you are eligible for and your eligibility for Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF). It is important to complete a parent authorisation form for each setting your child attends for their early education entitlement. It must be completed and returned to your school in order for them to be able to claim the funding entitlements on your behalf.

School Name:

1. Child Details

Child's Forename(s):		Child's Surname:				
Date of Birth: (dd/mm/yyyy)		Gender: (please circle)	Female	Male	Not Known	Not Specified
Address:					Postcode:	

Child's Ethnicity (you **must** tick which one applies)

Any other Asian background	Any other Mixed Background	Black African	Gypsy/Roma	Traveller of Irish Heritage	White & Asian
Any other Black background	Any other White Background	Black Caribbean	Indian	White British	White & Black African
Any other Ethnic Background	Bangladeshi	Chinese	Pakistani	White Irish	White & Black Caribbean
Prefer not to say (refused)					

Special Educational Needs (tick which one applies)

No Special Educational Needs	SEN Support	Education Health and Care Plan
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Disability Access Fund (DAF)

Is your child in receipt of Disability Living Allowance (DLA)? If so the provider delivering your universal hours (3&4 year old funding) can claim an additional £800 Disability Access Fund (DAF). This can only be claimed once in a 12 month period and cannot be split between multiple providers within the 12 month period.

I have read and understood the above statement and nominate the above provider to claim the Disability Access Fund for my child for the next 12 months. I attach supporting evidence of eligibility.

Parent / Carer Signature:

2. Parent Details

Details of Parent / Carer at child's main residence	
Forename:	Surname:
Date of birth (dd/mm/yyyy):	National Insurance / NASS Number:

30 Hour Eligibility code														
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I consent for this data to be used to confirm eligibility for: EYPP (see section 4)

30 hours

2 year old eligibility reference	EEY /
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3. Setting and Attendance Details.

Year:		Term:							
Name of Provider A		Number of universal hours per week			Number of extended hours per week				
Name of Provider B		Number of universal hours per week			Number of extended hours per week				
Name of Provider C		Number of universal hours per week			Number of extended hours per week				
Claim start date for funded hours		Number of weeks claiming		Stretched Funding Yes / No			Number of weeks stretched over		
Funded Hours	Monday		Tuesday		Wednes day		Thursday		Friday
Non Funded Hours	Monday		Tuesday		Wednes day		Thursday		Friday

4. Early Years Pupil Premium (EYPP)

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years' providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child's progress and development. If any of the below apply your child may be eligible.

In receipt of benefits / child tax credits / universal credits (please ensure section 2 is fully completed)	
The child has left care under the subject of an adoption / special guardianship / child arrangement order (Please supply documentary evidence. Provider to contact early years team for details of how to claim)	
The child has been in local authority care for one day or more (Please supply documentary evidence. Provider to contact early years team for details of how to claim)	

5. Parent/Carer/Guardian with Legal Responsibility Declaration please tick to confirm you understand and agree to the below terms and conditions.

Terms and Conditions	
I confirm my child is only accessing funded entitlements at the providers declared in section 3 which includes providers from other boroughs.	
I understand that the school will deliver the above agreed funded hours free of charge and will charge me for any additional hours and services as agreed within the school's terms and conditions.	
I have read and accept the schools Free Early Education offer and Fee Structure.	
If I move my child to a different provider, I will not be able to claim and access funded early education hours from the new provider until 4 weeks after written notice has been given to the school and conditions for moving funding have been met.	
Extended funding can only be claimed if I am eligible for 30 hours and have a valid code that covers the start of the funding term (1 st September, 1 st January, 1 st April). I understand that it is my responsibility to apply for a 30 hour eligibility code from HMRC and supply the code to my provider within the required time frame for the funding period and to renew my eligibility every 3 months or before the end date of the code.	
My child cannot use their funded early education hours at more than two sites in one day, for more than 10 hours in any one session, or before 8am and after 6pm.	
I understand that my child's funded place at the school nursery has been offered for the academic year and the school will continue to claim funding for subsequent terms up until the end of the academic year from the start of this agreement unless agreed notice is given.	
I understand that if my child is absent for more than 4 weeks of the term then funding may be withdrawn.	
My child can access universal funded early education up to a maximum of 570 hours per year which is equivalent to 15 hours per week for 38 weeks per year (term time), or fewer hours per week for more weeks of the year (stretched). If I have a valid 30 hours funded childcare eligibility code, my child can attend for a maximum of 1,140 hours a year.	

Parent Declaration			
<ul style="list-style-type: none"> ● I give my permission for the data I have provided to be shared between the providers named in section 3, Achieving for Children and the Department for Education for the purposes of checking my eligibility for funded entitlements. Achieving for Children is exercising the function of a government department. Achieving for Children is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. ● I give permission for Achieving for Children and the provider to store the information on this form. ● I confirm that the details I have provided are accurate and true. 			
Print Name:		Date:	
Signature:		Academic Year:	

6. School Declaration.

School Declaration			
<ul style="list-style-type: none"> • I agree to deliver free hours of early education funding as stated in this document. The claim is subject to the child being on roll and actively attending at the school during the funding term. • I have seen documentary proof of birth to confirm the child is eligible for the funding applied for. 			
Print Name:			
Signature:		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 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

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 provider or Achieving for Children. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3adequacy>