



## Guide to Completing Parent Authorisation Form

### Section 1. Child Details

The first page of the parent authorisation form is fairly self explanatory. In this section the complete all the main details for the child. Proof of date of birth should be supplied by the parent / carer to the school to confirm eligibility - either birth certificate or passport.

The Disability Access Fund section should only be completed where a child is in receipt of DLA. A copy of the DLA award should be provided by the parent and uploaded on to the child's record by the provider with the DAF box ticked as Yes.



### **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	
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:	

If you have any queries please contact the early years team:  
[early.years@achievingforchildren.org.uk](mailto:early.years@achievingforchildren.org.uk)

## Section 2. Parent Details

The first section is self-explanatory and requires the details of the parent / carer. This section must be completed when claiming extended hours and EYPP. Please ensure these details are correct as it can result in a claim being denied.

The 30 hour eligibility code is the 11 digit code supplied by HMRC to the parent. This code usually starts with a 500 or 11 for a temporary code.

A code must have a start date on or before the following dates to be eligible for the relevant term, regardless of the start date at the childcare setting. If the code does not have the relevant start date or has not been renewed on time then extended funding cannot be accessed until the following term.

31<sup>st</sup> August – autumn term

31<sup>st</sup> December – spring term

31<sup>st</sup> March – summer term

Please see childcare choices website for further information on how to apply

<https://www.childcarechoices.gov.uk/>

Note to provider: where this data is provided and the consent box is ticked these details must be added to the portal system and submitted to AfC on the child's record.

Children eligible for 2 year old funding must have an eligibility reference code supplied AfC where a reference from another authority the parent must also apply to AfC for a reference. Details on eligibility and how to apply can be found below.

<https://kr.afcinfo.org.uk/pages/community-information/information-and-advice/where-to-apply-for-childcare/two-year-olds-free-childcare-and-early-education>

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2. Parent Details	
Details of Parent / Carer at child's main residence (this information is required for confirming eligibility for 30 hours and EYPP).	
Forename:	Surname:
Date of birth (dd/mm/yyyy):	National Insurance / NASS Number:
30 Hour Eligibility code <input type="text"/>	
I consent for this data to be used to confirm eligibility for: EYPP (see section 4) <input type="checkbox"/> 30 hours <input type="checkbox"/>	
2 year old eligibility reference <input type="text"/> EY / <input type="text"/>	

### 3. Setting and Attendance Details

Name of Provider A – this is the school being nominated in this document to claim the funded hours on the parent's behalf.

Name of Provider B / C – declare any other childcare settings that the child on this form is accessing funded hours with. Failing to declare this may result in funding being withdrawn. A child cannot access more than 2 sites in the same day.

Number of universal hours per week – the total number of universal hours being accessed per week at the nominated childcare provider on the left. This cannot exceed 15.

Number of extended hours per week – the total number of extended hours being accessed per week at the nominated childcare provider on the left. This cannot exceed 15. Where extended hours are being accessed section 2 (parent details) must be completed and an eligibility code supplied with the consent given to use the data.

Hours must be rounded to the nearest quarter of an hour i.e. 0.25 increments.

		Number of universal hours per week	Number of extended hours per week	
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 - The first date that your child is accessing funded hours with Provider A.

Number of weeks claiming (annual) - The maximum is 38 weeks as funding is term time only. If the childcare setting operates for the full 38 weeks over an academic year, then this should be 38. If your provider is open less than 38 weeks then specify the number of weeks. The minimum is 33 weeks. Please ask your childcare provider if you are unsure of the number of weeks they are open.

Stretched Funding - It is possible to stretch funding over the the maximum number of weeks a childcare setting is available to access. This means a child can access less than the 15 hours per week over more weeks per year. Up to a maximum of 570 universal hours and 570 extended hours. If your childcare setting operates outside of term time and this applies to you then circle yes.

Number of weeks stretched over - Specify here the number of weeks the funding is stretched over. The maximum is the number of weeks your childcare setting is open for you to access. Funding cannot be stretched over closed or holiday weeks.

Claim start date for funded hours	Number of weeks claiming (annual)	Stretched Funding Yes / No	Number of weeks stretched over

In the Funded hours section should specify which days are being accessed as funded hours and how many hours. In the second row, non- funded hours should specify how many hour are being paid for each day. The maximum is 10 funded hours in one day.

Funded Hours	Monday		Tuesday		Wednesday		Thursday		Friday
Non Funded Hours	Monday		Tuesday		Wednesday		Thursday		Friday

#### 4. Early Years Pupil Premium

Please tick if any of these that apply. For criteria 1 section 2 of the form must be completed and consent box ticked to claim.

Note to the provider: This data must be completed on the portal when completed and relevant consent has been given.

For criteria 2 and 3 documentary evidence such as an adoption order will need to be supplied to your school or the early years team. Please contact the early years team for further advice on [early.years@achievingforchildren.org.uk](mailto:early.years@achievingforchildren.org.uk)

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 teams for details of how to claim)	



## 5. Parent/Carer/Guardian with Legal Responsibility Declaration

It is important that these statements are read and understood. If you are unsure of the meaning please contact your school or the early years team [early.years@achievingforchildren.org.uk](mailto:early.years@achievingforchildren.org.uk)

**It is very important that you tell the school if you have signed one of these forms with another childcare setting even if you have not yet attended with them. Failure to declare this could result in your funding being withdrawn and depending on your contract result in you paying for childcare hours accessed.**

Academic Year 2022/23

### 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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
I have read and <a href="#">accept</a> the schools Free Early Education offer and Fee Structure.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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 <sup>st</sup> September, 1 <sup>st</sup> January, 1 <sup>st</sup> 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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
I understand that if my child is absent for more than 4 weeks of the term then funding may be withdrawn.	<input type="checkbox"/>
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.	<input type="checkbox"/>

If you have any queries please contact the early years team:  
[early.years@achievingforchildren.org.uk](mailto:early.years@achievingforchildren.org.uk)

**This form needs to be signed and returned to the school before your child attends any funded childcare sessions. Otherwise the funding may not be able to be claimed and this could result in your funded place being withdrawn.**

<b>Parent Declaration</b>		
<ul style="list-style-type: none"> <li>● 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.</li> <li>● I give permission for Achieving for Children and the provider to store the information on this form.</li> <li>● I confirm that the details I have provided are accurate and true</li> </ul>		
<b>Funding Term:</b>	Autumn / Spring / Summer	<b>Year :</b>
<b>Print Name:</b>		
<b>Signature:</b>	<b>Date:</b>	

## 6. School Declaration

This is where the school signs to confirm they have checked the date of birth evidence for your child and agree to deliver the funded hours as specified on the form for the academic year.

<b>Provider Declaration</b>		
<ul style="list-style-type: none"> <li>● 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 setting during the funding term.</li> <li>● I have seen documentary proof of birth to confirm the child is eligible for the funding applied for.</li> </ul>		
<b>Print Name:</b>		
<b>Signature:</b>	<b>Date:</b>	