


Completing the Parent Authorisation Form

- The Parent Authorisation Form is used to gather the information needed to ensure your child can get the appropriate funding.
- The form should be completed in full to ensure that all the necessary information is available to claim funding.
- Sections 1 ,2 & 3 are the details of the childcare provider, the child, and the parent/carer.

 **Parent Authorisation Form for Early Education Funding**

It is important to complete a parent authorisation form for each setting your child attends for their early education entitlement. This form must be completed and signed by parent/carer and provider before the start of the term in which your child is accessing funding. The same form must be signed for subsequent terms if there are no changes. Any changes to details or hours will require completion of a new form.

1. Name of Childcare Provider

2. Your Child's Details

| | | | |
|--|----------------------------|---|------|
| Child's Surname: | | Child's Forename(s): | |
| Name by which child is known, if different from above: | | | |
| Date of Birth: (dd/mm/yyyy) | Gender: (please circle) | Female | Male |
| Address: | | | |
| Postcode: | | | |
| Documentary proof of birth provided: (please circle) | | Document recorded by (provider staff member name): | |
| Birth Certificate | Passport | Date: | |

Ethnicity (tick which one applies)

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

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- Consent must be gained before carrying out validity checks
- Section 4 will identify which grant funding the child will be requesting together with any supporting evidence required
- Please note that for 30 hours the 11 digit code must be entered on this section
- Section 5 is where parent/carers must share information about other settings that the child attends
- Parents need to identify whether the provider should be claiming the universal or extended (if applicable) hours.

Special Education Needs (tick which one applies)

| | | |
|-------------------------------------|--|--|
| No Special Educational Needs | School Action or Early Years Action Plus | |
| Education Health and Care Plan | SEN Support | |
| School Action or Early Years Action | Statement | |
| Unknown | | |

3. Your Details (Parent /Carer).

| Parent / Carer at child's main residence | |
|--|--|
| Family Name: | Legal Forename: |
| Date of Birth: | National Insurance Number: or NAGS Number: |

4. Your Child's Eligibility and Document Check. To be completed with assistance from your chosen provider(s) if needed, please see page 4 for links to further guidance. Please tick all that apply and provide relevant evidence in column 2 below.

| | |
|---|--|
| 2-year old funding. | Input 2 year old eligibility reference number from AFC here: |
| 3 & 4 year old funding for universal 15 hours. | Date of Birth evidence to be shown to provider |
| 3 & 4 year old funding for extended 15 hours. | Input 11 digit eligibility code issued from HMRC here: |
| Early Years Pupil Premium (EYPP) for adopted or looked after child with a special guardianship or child arrangements order. | Evidence of the court order that proves the child was formerly in local authority care in England or Wales |

Is your child eligible for and in receipt of Disability Living Allowance? If so s/he is eligible for Disability Access Fund (DAF). See page 4 for further guidance. If splitting funded hours across more than one provider please nominate which provider you wish to claim Disability Access Fund (DAF) _____

Provider to complete: I have seen evidence of DLA award and will claim DAF entitlement. (One claim can be made per financial year.)

Signed: _____ Date: _____

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- The three terms **must not** all be signed at once

5. **Setting and Attendance Details.** Please ensure you enter details for every setting that your child attends and complete a form for each setting.

| Setting Name(s) (maximum of 2 sites in one single day) | Please enter total funded hours attended each day | | | | | Number of universal hours per week (max. 15) | Number of extended hours per week (max. 15) | Number of weeks per year (max. 52) | Annual hours (provider to complete) (max. 570 universal + 570 extended) |
|--|--|-------|-------|-------|-------|---|--|---|---|
| | Mon | Tue | Wed | Thur | Fri | | | | |
| Example: setting 1 | 3 | 3 | 3 | 3 | 3 | 15 | 0 | 38 | 570 |
| Example: setting 2 (stretch) | 2h30m | 2h15m | 2h15m | 2h15m | 2h15m | | 11hr11min | 51 | 570 |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| Total daily funded hours attended (max. 10) | | | | | | | | | |

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- The authorisation form should be signed **termly** to confirm that nothing has changed
- If something has changed, parents will be required to complete and sign a **new parent declaration form**
- The three terms **must not** all be signed at once

6. Parent/Carer/Guardian with Legal Responsibility Declaration

In collecting your data for the purposes of checking your eligibility for the 2-year-old, or 3 & 4-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), 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 (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 provider).....

To claim funding as agreed above on behalf of my child.

Provider must sign below to confirm agreement to claim funding entitlement on behalf of the child as per this document and subject to them being on roll at the setting on headcount day.

| | Term 1 Autumn/Spring /Summer Year _____ | Term 2 Autumn/Spring/Summer Year _____ | Term 3 Autumn/Spring/Summer Year _____ |
|-------------------------|---|--|--|
| | | I confirm there have been no changes to the details in this document since completed | I confirm there have been no changes to the details in this document since completed |
| Parent/carer signature: | | | |
| Print Name: | | | |
| Date: | | | |
| Provider | | | |
| signature: | | | |
| Print Name: | | | |
| Date: | | | |

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- This page provides guidance notes for eligibility of various funding streams
- There are also links to the Achieving for Children info website, which can provide more detailed information about the subject of your enquiry

Guidance Notes for Eligibility

Some 2-year-olds are entitled to 570 free hours a year. All 3- and 4-year-olds are entitled to 570 hours (universal entitlement) and some 3- and 4-year-olds from working families may be entitled to an additional 570 hours (extended or 1140 hours entitlement) a year. Further information on free childcare can be found on the AFC website via the links below:

2 year old funding <https://www.a3info.org.uk/pages/community-information/information-and-advice/future-prospects-for-childcare-two-year-olds-free-childcare-and-early-education>

3 & 4 year old universal funding <https://www.a3info.org.uk/pages/community-information/information-and-advice/future-prospects-for-childcare-universal-3-4-years-free-childcare-and-early-education-for-3-and-4-year-olds>

3 & 4 year old extended funding <https://www.a3info.org.uk/pages/community-information/information-and-advice/future-prospects-for-childcare-extended-3-4-years-free-childcare-and-early-education-for-working-parents-of-3-and-4-year-olds>

EYFP (Early Years Pupil Premium)

Additional funding may be available through the Early Years Pupil Premium (EYFP), paid to early years providers for the provision of extra support for your child. EYFP is used to improve teaching and learning facilities and resources so as to impact positively on your child's progress and development. Further information can be found on the AFC website: <https://www.a3info.org.uk/pages/community-information/information-and-advice/future-prospects-for-childcare-early-years-pupil-premium-eyfp>

DAF (Disability Access Fund)

If your child is 3 or 4, is receiving child Disability Living Allowance and is receiving the free entitlement, he or she is eligible for the Disability Access Fund (DAF). DAF is paid to your child's early years provider. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities. Further info can be found on the AFC website:

<https://www.a3info.org.uk/pages/community-information/information-and-advice/information-for-childcare-professionals-and-for-children-and-their-parents-about-special-needs-and-disability-and-disability-access-fund-daf>

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 handling personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principles-of-adequacy>