

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

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

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 NASS 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: <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
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: _____

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	Number of extended hours per week	Number of weeks per year	Annual hours (provider to complete)
	Mon	Tue	Wed	Thur	Fri	(max. 15)	(max. 15)	(max. 52)	(max. 570 universal + 570 extended)
Example: setting 1	3	3	3	3	3	15	0	38	570
Example: setting 2 (stretch)	2h14m	2h14m	2h14m	2h14m	2h14m		11hr11min	51	570
1									
2									
3									
Total daily funded hours attended (max. 10)									

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/carers signature:			
Print Name:			
Date:			
Provider signature:			
Print Name:			
Date:			

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 a year (universal entitlement) and some 3- and 4-year-olds from working families may be entitled to an additional 570 hours (extended or 30 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.afcinfo.org.uk/pages/community-information/information-and-advice/where-to-apply-for-childcare/two-year-olds-free-childcare-and-early-education>

3 & 4 year old universal funding <https://www.afcinfo.org.uk/pages/community-information/information-and-advice/where-to-apply-for-childcare/universal-15-hours-free-childcare-and-early-education-for-3-and-4-year-olds>

3 & 4 year old extended funding <https://www.afcinfo.org.uk/pages/community-information/information-and-advice/where-to-apply-for-childcare/30-hours-free-childcare-and-early-education-for-working-parents-of-3-and-4-year-olds>

EYPP (Early Years Pupil Premium)

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. Further information can be found on the AfC website:

<https://www.afcinfo.org.uk/pages/community-information/information-and-advice/where-to-apply-for-childcare/early-years-pupil-premium-eypp>

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.afcinfo.org.uk/pages/community-information/information-and-advice/information-for-childcare-professionals-working-in-kingston-and-richmond/special-educational-needs-and-disability-send/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 holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy>