

# Completing the Parent Authorisation Form for a PVI or childminder (including independent schools)

- The Parent Authorisation Form is used to gather 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
- Section 1,2 & 3 are the details of the child, the parent/carer and the childcare provider



## Parent Funding Authorisation Form PVI's and childminders 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 provider in order for them to be able to claim the funding entitlements on your behalf.

### 1. Child Details

Provider Name:			
Child's Forename(s):		Child's Surname:	
Date of Birth: (dd/mm/yyyy)	Gender: (please circle)	Female	Male
Address:			Postcode:

Child's Ethnicity (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

### 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 £615 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:	

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- Consent must be gained before carrying out validity checks
- Section 3
- will identify which grant funding the child will be requesting together with the evidence required
  - Please note that for 30 hours the 11 digit code must be entered into this section
  - Parent/carers must share information about other settings their child attends
  - Parent/carer must identify of the provider is claiming the universal or extended

**2. Parent Details**

Details of Parent / Carer at child's main residence (this information is required for confirming eligibility for 30 hours and EYFP).

Forename:	Surname:
Date of birth (dd/mm/yyyy):	National Insurance / NASS Number:

**3. Setting and Attendance Details**

Some 2 year olds are entitled to 570 funded hours per year. All 3 and 4 year olds are entitled to 570 hours (universal entitlement) and some working families of 3 and 4 year olds may be entitled to a further 570 hours (extended entitlement) each year (1,140 hours in total). Extended funding can only be claimed if you are eligible for 30 hours and have a valid code that covers the start of the funding term in which you are applying.

How many funded hours are you accessing per week with the provider named at the top of this form?

	Hours per week	Enter 2 year old eligibility reference number / 30 hour eligibility code here
2 year old entitlement (max 15)		EEY /
3&4 year old UNIVERSAL entitlement (max 15)		
3&4 year old EXTENDED entitlement (max 15)		

Please confirm how your child will be taking up their funded entitlements. If your child receives a stretched offer please indicate the total number of hours and weeks that your child stretches their hours over e.g. 11.4 hours over 50 weeks. Please indicate any additional hours that you are paying for.

	Mon	Tues	Wed	Thur	Fri	Total per week	Weeks per year
2 year old entitlement / 3&4 year old UNIVERSAL hours							
EXTENDED Hours							
Non Funded Hours (paid for by parent)							

If your child is taking up entitlements at any other provider please complete below. This includes a place at a school nursery. Entitlements can be taken up in a maximum of two sites per day. Failure to declare entitlements at other settings may result in your funding being withdrawn.

	Provider name and postcode	Hours per week
2 year old entitlement		
3 & 4 year old UNIVERSAL entitlement		
3 & 4 year old EXTENDED entitlement		

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- Consent must be gained before carrying out validity checks
- Section 4 will identify on which basis the child may attract EYPP funding
- Section 5 identifies the Terms and Conditions that Parent/Carers are undertaking.

#### 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)	
The child has been in local authority care for one day or more (please supply documentary evidence)	

**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 and I am not under contracted notice with any other provider.	
I understand that the provider will deliver the above agreed funded hours free of charge and will charge me for any additional hours and services as agreed within the provider's terms and conditions.	
I understand that if I should remove my child from a funded place prior to the headcount date in the funding period (when the provider submits their claims) the provider will not receive funding and can charge me for the full cost of my child's place up until the end of the agreed notice period.	
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 renew my eligibility every 3 months or before the end date of the code.	

Parent Declaration	
<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, 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.</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>	
Funding Term:	Autumn / Spring / Summer      Year :
Print Name:	_____
Signature:	_____      Date:

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- The Parent Authorisation Form will need to be signed each termly to confirm that nothing has changed
- If Something has changed parents will need to complete and sign a new Parent Authorisation Form
- The three terms should not all be signed at the same time.

## 6. Provider Declaration

Provider Declaration	
<ul style="list-style-type: none"><li>• I agree to claim funding entitlement on behalf of the child as per this document. The claim is subject to the child being on roll and in attendance at the setting on headcount date for the term and not under contractual notice to any other provider.</li><li>• I have seen documentary proof of birth to confirm the child is eligible for the funding applied for.</li></ul>	
Print Name:	
Signature:	Date:

**7. Declaration to continue.** This form must be re-signed at the start of each subsequent funding term. If any details on this form have changed then a new form must be completed and signed.

### Term 2

I confirm there have been no changes to the details in this document and agree to the same terms and conditions for Autumn / Spring / Summer term (please circle) Year \_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Term 3

I confirm there have been no changes to the details in this document and agree to the same terms and conditions for Autumn / Spring / Summer term (please circle) Year \_\_\_\_\_

Parent / Carer 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>