

Completing the Parent Authorisation Form for maintained schools and academies

- 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 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.

1. Child Details

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

Special Educational Needs (tick which one applies)		
<input type="checkbox"/> No Special Educational Needs	<input type="checkbox"/> SEN Support	<input type="checkbox"/> 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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- 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 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 understand that if I should remove my child from a funded place prior to the headcount date in each funding term (when the school submits their claims) the school will not receive funding and can therefore charge me for the full cost of my child's place up until the end of the agreed notice period or my child's place could be withdrawn.	
I understand that it is my responsibility to apply for a 30 hour eligibility code from HMRC and supply the code to the school within the required time frame for the funding period and renew my eligibility every 3 months or before the end date of the code.	
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.	
I understand that should I remove my child from a funded place at the school named above after the nominated headcount date then funding cannot be claimed at another setting / school until the start of term following my child's leaving date unless otherwise agreed. Leaving date includes any contracted notice period.	

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- Parents should sign the declaration form
- Section 6 - a school representative should sign to confirm that they have documentary evidence that the child is eligible for funding applied for

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, 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 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 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 school on headcount date for the term and not under contractual notice to any other provider.• I have seen documentary proof of birth to confirm the child is eligible for the funding applied for.			
Print Name:		Date:	
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>