

Parent Funding Authorisation Form

**PVIs 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.

Provider Name:

1. Child Details

Child's Forename(s):		Child's Surname:	
Date of Birth: (dd/mm/yyyy)		Gender: (please circle)	<div>Female</div> <div>Male</div>
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 £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 a copy of my child's DLA award.

Parent / Carer Signature:

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												
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I consent for this data to be used to confirm eligibility for: EYPP (see section 4)

☐

30 hours

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2 year old eligibility reference	EEY /
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3. Setting and Attendance Details

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		Number of weeks claiming		Stretched Funding Yes / No						
Number of weeks stretched over										
Funded Hours	Monday		Tuesday		Wednesday		Thursday		Friday	
Non Funded Hours	Monday		Tuesday		Wednesday		Thursday		Friday	

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. 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 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	
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 have read and accept the provider's Free Early Education offer and Fee Structure	
If I move my child to a different provider, I will not be able to claim funded early education hours from the new provider until 4 weeks after written notice has been given and conditions for moving funding have been met.	
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. 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.	
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.	
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.	

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. 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 			
Funding Term:	Autumn / Spring / Summer	Year :	
Print Name:			
Signature:		Date:	

6. Provider Declaration

Provider Declaration			
<ul style="list-style-type: none"> 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. I have seen documentary proof of birth to confirm the child is eligible for the funding applied for. 			
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>