

# Parent Authorisation Form



## 2, 3 and 4 year old early education entitlements

### Academic Year 2023/24

This form collects information from parents/carers to assess and process **Early Education Entitlement (EEE)** hours, eligibility for Early Years Pupil Premium (EYPP) and eligibility for Disability Access Fund (DAF).

It is mandatory to complete a parent authorisation form for each setting your child attends for their EEE and thereafter complete a new form where there are changes to any details previously submitted. This form must be completed, signed and returned to your provider within set deadlines to be able to access the free entitlement.

**To access the 2 year old entitlement, you must have made an application to Achieving for Children even if you have been granted eligibility from a different borough.**

**If you wish to transfer your entitlement to a different provider you must give four weeks' written notice to your existing provider. Your child will not be able to access their early education entitlement at a new provider until the week following the end of the four week notice period.**

**A false declaration may result in your early education entitlement being withdrawn.**

<b>Provider name:</b>	
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## 1. Child details

<b>Child's forename(s):</b>			
<b>Child's surname:</b>			
<b>Child's date of birth:</b>		<b>Sex:</b>	Female / Male
<b>Address:</b>			<b>Postcode:</b>

Child's Ethnicity - Mandatory (tick which one applies)											
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"/>
I would prefer not to state my child's ethnicity (refused)										<input type="checkbox"/>	

## 2. Disability Access Fund (DAF)

- If your 3 or 4 year old child is currently in receipt of Disability Living

Allowance the provider delivering your universal hours can claim an additional £828 Disability Access Fund (DAF). DAF can be claimed once in a 12 month period and cannot be split between multiple providers within the 12 month period.

I understand the above statement and nominate the above provider to claim the Disability Access Fund for my child for the next 12 months. I have attached a copy of my child's current DLA award to confirm eligibility	
<b>Parent's or carer's signature:</b>	

**3. Early Years Pupil Premium (EYPP)** - is eligibility based and is paid to providers for provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Indicate below possible eligibility criteria you may meet.

In receipt of benefits, child tax credits, universal credits <b>(please ensure parent details in section 4 are fully completed)</b>	
The child has left care under the subject of an adoption, special guardianship, child arrangement order <b>(Please supply documentary evidence. Provider to contact early years team for details of how to claim)</b>	
The child has been in local authority care for one day or more <b>(Please supply documentary evidence. Provider to contact early years teams for details of how to claim)</b>	

**4. Entitlement and parent details** - Must be supplied for entitlements which are eligibility based.

Funding	Eligibility											
2 year old entitlement	You must provide the reference given to you by Achieving for Children - <b>EEY/</b>											
3/4 year old universal entitlement (15 hours)	Universal hours can be accessed by all children from the term after their third birthday.											
3/4 year old extended entitlement (30 hours)	Supply the 30 hour code from HMRC this must be obtained by the following dates to be valid; Autumn term: 31 August, Spring term: 31 December; Summer term: 31 March. <b>Enter the 11 digit code from HMRC here</b>											
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Details of parent/carer at child's main residence			
Forename:		Surname:	
Date of birth (dd/mm/yyyy):		National Insurance or NASS Number:	
<b>I consent for this data to be used to confirm eligibility (please tick )</b>	<b>EYPP (see section 3)</b>		<b>30 Hours (extended entitlement)</b>

**5. Setting and attendance details** - Specify the actual hours per week /weeks per year you will be accessing early entitlement at this provider. Each entitlement has a maximum of 15 hours per week if accessed over 38 weeks of the year. If entitlement is accessed over more weeks per year, the hours per week are reduced accordingly.

<b>Start of hours declared below at this provider (date hours first accessible to use)</b>							
<b>Weeks per year where entitlement hours accessed (where hours accessible to use)</b>							
Daily hours per week at this provider	Monday	Tuesday	Wednesday	Thursday	Friday	Week total	
2 year old entitlement hours							
3 & 4 year old universal entitlement hrs							
3 & 4 year old extended entitlement hrs							
Additional hours not entitlement							

Specify the total early education entitlement hours accessed at any other provider, including if within notice period to the provider named. Failure to do so may result in your entitlement being withdrawn.

Name of other provider	2 year entitlement hrs per week	Universal entitlement hrs per week	Extended entitlement hrs per week

## 6. Parent, carer or guardian with legal responsibility declaration

I confirm I am only accessing early education entitlements at providers, in this or other Local Authorities, declared in section 5			
I understand that the named provider will deliver the agreed hours free of charge. I have been shown and understand my providers free early education entitlement offer, including any charges for additional hours or services			
I understand that this agreement ends on 31 August 2024 and that four calendar weeks' notice will be applied from the date I give written notice to end or amend the agreement before 31 August 2024. I will not be able to access the entitlement hours at any other provider until the week following the end date of the notice period			
It is my responsibility to meet any criteria or actions required to ensure the 30 hour code issued by HMRC remains valid Failure to renew the code within required timeframes will result in my extended entitlement being withdrawn			
<b>I confirm the information I have given in this form is true and accurate and I have read and understand the statement written above in section 6 of this form</b>			
<b>Print name:</b>			
<b>Signature:</b>		<b>Date:</b>	

## 7. Provider declaration

<b>Provider Declaration : read statements below and sign agreement</b>			
I have seen documentary proof of date of birth to confirm child meet age requirements for early entitlements claimed			
I agree to deliver the early entitlement as free hours, subject to the child being on roll and hours claimed accessible to the child			
I have given the parent/carers written details of my early entitlement offer, including clear details of any charges for additional hours and services. I have advised the parent/carers of my free place offer and how they can access			
For 2 year old entitlement I have seen a copy of the eligibility letter reference from AfC , I understand that eligibility advice from other Local Authorities is not permitted as evidence for a claim			
I have checked the 30 hours code supplied is valid for the place agreed and will advise parent/carers if code falls into grace period			
When agreeing a place and the parent/carers has declared they have accessed the entitlement hours in term with another provider I will obtain from the parent a copy of the Notification of Changes form to confirm remaining entitlement			
In the event of any changes to the details submitted on this form I will follow and action relevant AfC policy and guidance			
I understand if for any reason the agreed entitlement hours cannot be fulfilled a notice period does not apply			
I confirm portal input will be as declared on this form & any SEN stage input to the portal, other than No SEN has been discussed with the parent/carers			
<b>Print name</b>		<b>Job role</b>	
<b>Signature</b>		<b>Date</b>	

**Data Privacy and Protection Information** - The personal information we collect will be processed and stored in compliance with UK data protection law. For further details about how we use your personal information, please read the privacy notice: [www.achievingforchildren.org.uk/pages/privacy-and-data-protection](http://www.achievingforchildren.org.uk/pages/privacy-and-data-protection) [www.achievingforchildren.org.uk/pages/privacy-and-data-protection/privacy-notices-list/early-years-service-privacy-notice-kingston-and-richmond](http://www.achievingforchildren.org.uk/pages/privacy-and-data-protection/privacy-notices-list/early-years-service-privacy-notice-kingston-and-richmond)