

Parent Authorisation Form

Early Education Entitlements

Academic Year 2026/27

MESSAGE FOR PARENTS
MUST COMPLETE FIELDS MARKED
"REQUIRED" or "OPTIONAL"

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 childcare provider to confirm your entitlement access. Your child will not be able to access their early education entitlement at a new provider after the Local Authority nominated headcount date for each term.**

If you wish to transfer your entitlement to a different childcare provider you must give four weeks' written notice to your existing provider.

A false declaration may result in your early education entitlement being withdrawn.

Childcare Provider name:	Aston Pierpoint / Aston House / Aston Club
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1. Child details

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

REQUIRED – CHOOSE ONE: Child's Ethnicity - Mandatory (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		Pakistan		White Irish		White & Black Caribbean
I would prefer not to state my child's ethnicity (refused)										

2. 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 – (please ensure parent details in section 3 are fully completed)	MUST Complete if Applies to you	OPTIONAL
The child has left care under the subject of an adoption, special guardianship, child arrangement order (Please supply documentary evidence to your childcare provider. Provider to contact early years team to claim)	MUST Complete if Applies to you	OPTIONAL
The child has been in local authority care for one day or more - (Please supply documentary evidence to your childcare provider. Provider to contact early years team to claim)	MUST Complete if Applies to you	OPTIONAL

3. Entitlement and parent details

Please tick which entitlement you will be using. If your child is two years old and eligible for both entitlements, the maximum for each entitlement will be 15 hours giving a total of 30 hours.

Entitlement	Eligibility
Working parent entitlement for children from 9 months old REQUIRED FOR CHILDREN 9 MONTHS TO 4 YEARS:	Enter the 11-digit code from HMRC here (required to access and for us to claim any working family entitlement funding hours)
Entitlement for children From 2 years in families Receiving additional forms of support	Enter reference issued by Achieving for Children (on confirmation email). REQUIRED FOR 2-YEAR-OLD CHILDREN WHOSE FAMILIES RECEIVE ADDITIONAL SUPPORT ONLY. EEY CODE:
Universal Entitlement 15 hours only for 3-4 years	No code or reference required

Details of parent/carer at child's main residence - required to access working entitlement hours and EYPP			
Forename: REQUIRED		Surname: REQUIRED	
Date of birth REQUIRED (dd/mm/yyyy):		National Insurance or NASS Number: REQUIRED	Email address: REQUIRED
I consent for this data to be used to confirm eligibility for the following entitlements (please tick)			
EYPP: Early Years Pupil Premium	REQUIRED	Working Family	REQUIRED
		Families in receipt of additional forms of support	REQUIRED

4. Setting and attendance details

Specify the hours per week and number of weeks per year you will be accessing early education entitlement based on actual hours accessed and not term time only equivalent. Your provider should help you complete this section.

A = funded hours 15 or 30, x 38, and then divided by number of weeks attended 38/45/51 and then divided by number of days attended per week	Mon	Tue	Wed	Thurs	Fri	Total weekly hours of Mon to Fri	Total weekly charge	No. weeks per year
Total entitlement hours attended per day (see above how to calculate) A								
Total extra (chargeable) hours per day: B = C - A B							MONTHLY FEE X 12, THEN DIVIDED BY NO. OF WEEKS ATTENDED BEING 38, 45 OR 51 = £	
Total daily hours attended C Full Day = 11hrs or Sessions 5.5 or 6.5 hrs etc.								38, 45 or 51 weeks

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

Name of other provider	Total no of entitlement hours per week
REQUIRED IF YOUR CHILD ATTENDS ANOTHER CHILDCARE SETTING OR CHILDMINDER WHO ALSO CLAIMS NURSERY FUNDING:	REQUIRED IF APPLIES:

5. Disability Access Fund (DAF) - If your child is currently in receipt of Disability Living Allowance the provider delivering your entitlement hours can claim 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. I have attached a copy of my child's current DLA award to confirm eligibility

Parent's or carer's signature:	OPTIONAL – ONLY COMPLETE IF YOUR CHILD RECEIVES DISABILITY FUNDING:
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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 4

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 voluntary charges for additional hours or services

I understand that four calendar weeks' notice will be applied from the date I give written notice to end or amend the agreement. 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 which must be before the Local Authority nominated headcount date.

It is my responsibility to meet any criteria or actions required to ensure the working entitlement code issued by HMRC remains valid. Failure to renew the code within required timeframes will result in my working entitlement being withdrawn

To claim the entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider, Achieving for Children and the Department for Education.

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

Print name: **REQUIRED**

Signature: REQUIRED	Date: REQUIRED
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7. Provider declaration

Provider Declaration : read statements below and sign agreement

I have seen documentary proof of date of birth to confirm child meets 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/carer written details of my early entitlement offer, including clear details of any voluntary charges for additional hours and services. I have advised the parent/carer of my entitlement only place offer and how they can access it.

I have checked the working family eligibility code supplied is valid for the place agreed and will advise parent/carers if not

When agreeing a place and the parent/carer 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, and if other than No SEN this has been discussed with the parent/carer

Print name: Ibi Alan

Job role: Director

Signature: IA.

Date: 07.09.2026

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

www.achievingforchildren.org.uk/pages/privacy-and-data-protection/privacy-notices-list/early-years-service-privacy-notice-kingston-and-richmond