

Early Education Funding 3 & 4 Year Old Parent/Carer Authorisation Form (PAF3 & PAF4) Guidance

Please read before completing the claim forms

The PAF3 and PAF4 forms are now 4 pages long and incorporate the eligibility check for the new Early Years Pupil Premium (EYPP) on the additional pages 3 and 4.

There is a separate PAF form for 3 and 4 year olds because you will need to recheck the family's eligibility for EYPP the term after the child turns 4. If a family stop meeting the criteria for EYPP they stop being eligible from the term following the child's 4th birthday.

- The **PAF 3** form needs to be completed by the parent/carer of any eligible funded 3 year old the **term after they turn 3** when they become eligible for 3 year old funding.
- The **PAF 4** form needs to be completed by the parent/carer of any eligible funded 4 year old the **term after they turn 4** when they become eligible for 4 year old funding.

Please ensure you give parents a copy of the DfE ethnicity code list along with the appropriate PAF form as they will need this list to help them provide the correct information.

1. **The purpose of the form is to:**

- Make it clear to the parents/carers that they are authorising your provision to claim for a number of hours of their free entitlement from Suffolk County Council, on their behalf.
- Confirm the number of hours from their entitlement that they are claiming with your provision.
- Confirm any stretched funding offer that may have been agreed with you.
- Confirm the number of hours from their entitlement that they are claiming with any other provider.
- Confirm the total number of funded hours that their child will be receiving in that term and that the child will not be receiving more than 15 hours a week.
- Confirm if their child is eligible for Early Years Pupil Premium.

Please note: the EYPP section of the form is optional (pages 3 & 4) and the parent/carer does not have to provide this information.

- The Parent/Carer must complete pages 1, 3 & 4 of the Authorisation Form and you the provider must complete page 2 and sign at the bottom of page 4 (however pages 3 & 4 are optional).

2. **Childs details**

You are required to check that the parent/carer has completed all the boxes correctly.

They should fill out the boxes providing the child's:

- legal surname as per their valid ID document provided
- legal first name as per their valid ID document provided
- legal middle name/s (if applicable) as per their valid ID document provided

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- gender
- address and post code for where they live for the majority of the time
- the date of birth as per their valid ID document provided
- valid ethnicity code

3. **You are required to verify that the child's full name and date of birth (as stated on the PAF) are the same as the full name and date of birth on the valid ID document provided (evidence of date of birth).**

- As the first choice please see the birth certificate or passport as evidence of date of birth and correct spelling of the child's legal name.
- The red book may be used, where a birth certificate or passport is not available. Please ensure the red book has not been written by hand, or has not had any details crossed out or amended.
- Good practice is to ask the parent/carers to provide a photocopy alongside the original evidence or for you to take a copy. Keep the copy for your records.
- You only need to see a copy of the evidence of date of birth once (when the child is first registered at your provision) unless you become aware that the child has changed their name.
- Any known name changes to the original birth certificate must be accompanied by a copy of the deed poll, adoption certificate or new birth certificate as new evidence of date of birth. Please send any copies of these along with your funding claim forms for us to amend the child's details on the database.
- Where it is not possible to keep a copy of the birth certificate or other evidence seen, please make sure you record the appropriate reference number from the original document in the space provided on the Parent/Carer Authorisation Form. The number to record from a birth certificate has **two or three letters** followed by **six numbers** and is already pre-printed on the certificate.

3. **Funded hours**

Please check that the parent/carers has completed all the boxes.

- Where a parent/carers indicates that a child is attending another provider, please contact the other provider to check this, so that we can make sure that a child only accesses 15 funded hours a week. The 2nd provider should be stated in the space provided.
- **Stretched funding** – where you have reached an agreement for a parent/carers to access a stretched offer please ensure this section is completed by the parent/carers.

4. Once a parent/carers has signed the authorisation form must not be altered.

- If a parent/carers requests different hours, starts to attend additional hours at another setting or wishes to change any of their child's details then a new PAF form should be completed.

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- The form allows the parent/carer to resign for a further 2 terms as long as all information on the form remains the same. Please remember to ask the parent/carer to complete a PAF4 the term after the child turns 4.
Please note: This form cannot be signed in advance for all 3 terms but must be re-signed at the correct point in the term being claimed for.
- It is the provider's responsibility to ensure when asking parent/carers to resign an existing form that the parent/carer has reviewed all the information on the form and confirms it all remains the same.

5. Once you are confident that you have checked and received all the necessary information from the parent/carer, you the provider must complete and sign page 2 and 4 of the form.

Please note: if the parent/carer is signing the same form for an additional term, there is now a corresponding box on page 2 for you to also sign to show that you have confirmed that the details remain the same.

6. **Eligibility for Early Years Pupil Premium (EYPP)**

Please tick the box/boxes to indicate if and how the child meets the eligibility criteria for EYPP. To see how the child meets the criteria, see what boxes the parent has answered yes to on page 3. You will also need to see and retain a copy of the evidence to show how they are eligible (or make a note of the reference number from the online checker).

Please note: you can leave this section blank if the parent is not eligible, or if the parent has chosen not to complete pages 3 and 4.

- **Code: ECO** – If the parent/carer meets this criterion you will need to check and record the reference number provided by the parent/carer using the online checker, or you will need to see and keep a copy of the paperwork that shows that the family have an annual household income of £16,190 or less **and** are in receipt of at least one of the following benefits (but not claiming Working Tax Credits):
 - Income Support
 - Income based Job Seekers Allowance
 - Income related Employment and Support allowance
 - Universal Credit
 - Support under Part VI of the Immigration and Asylum Act 1999
 - The guaranteed element of State Pension Credit
 - Child Tax Credit (with no Working Tax Credit) and a joint family income is £16,190 per year or less
 - Working Tax Credit 4 week run-on (the payment they get when they stop qualifying for working tax credit)
- **Code: LAA** – If the child meets this criterion you will need to see and keep a copy of the evidence that shows the child has been looked after by their local authority (LAC) for 1 day or more. If the parent/carer cannot provide you with this evidence, please call the Suffolk Families Information Service on 0345 60 800 33 for assistance.
- **Code: AFC** – If the child meets this criterion you will need to see and keep a copy of the adoption certificate to show that the child has been adopted from care.
- **Code: SGO** – If the child meets this criterion you will need to see and keep a copy of the child's Child Arrangement Order, Special Guardianship or Residence Order.

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7. **Parent/Carer Details**

Check that the parent/carer has completed all the boxes; this information is required to help you verify their eligibility for Early Years Pupil Premium.

Please note: You cannot make the parent fill out pages 3 and 4 of the PAF but if the parent wants you to claim EYPP for their child they must fill out both page 3 and page 4 if they are eligible. You cannot claim EYPP for the child unless all of the information is provided.

8. Please ensure where a parent authorisation form is resigned in a future term, the form is kept with the current terms funding paperwork as this will be required for audit.
9. Parent/carer authorisation forms and proof of eligibility must be retained by providers in evidence of claims for 7 years, as these are subject to audit.
10. If a completed parent/carer authorisation form is not available when requested by Suffolk County Council, you will be required to pay back any funding claimed for that child.

11. **Providers who are near Suffolk borders**

If you are a provider near the Suffolk border or are aware of any new children attending your provision who may not be registered with a GP in Suffolk, please send in a **copy** of the PAF and DOB evidence with your funding forms, as we will require these copies to enable us to add any new children to our database.

12. **All Original Parent/Carer Authorisation Forms should be retained by providers for audit purposes.** If you are asked to provide a copy, and you are unable to scan it in and send it securely, please only send a photocopy as we are unable to return original documents to you.