

Guidance notes for parents/carers Parent Authorisation Form (PAF)

Please read before completing the Parent Authorisation Form (PAF)

- All parent/carers and providers need to complete a PAF for eligible 2-year-olds and all 3- and 4-year-old children claiming Early Education Funding (EEF).

The purpose of the PAF

- The PAF is the authorisation provided by parents for childcare providers for the funding that they claim from Suffolk County Council.
- By signing the PAF, the parent/carer is authorising the chosen childcare provider to claim for an agreed number of funded hours from their universal entitlement and/or extended entitlement, if eligible, from Suffolk County Council.
- The PAF is used to confirm the number of funded hours from the child's universal entitlement and/or extended entitlement that parent/carers are claiming with one or more childcare providers.
- The PAF is used to confirm any stretched funding offer that has been agreed between the parent/carer and provider.
- The PAF is used to confirm the total number of universal/funded entitlement and/or extended/expanded entitlement hours that the child will be receiving in that term.
- The PAF is used to confirm the child is eligible for two-year-old funding.
- The PAF is used to collect the parent/carer information to enable the provider to check if the child is eligible for Early Years Pupil Premium (EYPP).
- The PAF is used to collect information to see if the child is eligible for the Disability Access Fund (DAF), and if eligible for parent/carer to agree that DAF funding can be claimed by the childcare provider.

Eligibility

- Further guidance around eligibility can be found:
- Guidance for parents and carers: <https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers>
- 2 Year Old Eligibility: <https://www.suffolk.gov.uk/two>
- Funded early education for 3 and 4-year-olds: <https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/funded-early-learning-for-3-and-4-year-olds>
- Childcare for Working Parents (extended/expanded hours): <https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/30-hours-childcare-for-working-parents>

Data Protection

Protecting your privacy and providing information on data protection:

<https://www.suffolk.gov.uk/about/privacy-and-data-protection>

Hours available reference table

Reference Table					
Term	Funded Weeks	Maximum number funded weeks available for stretched offer	Maximum number of funded hours		Maximum total available hours (30)
			Universal (15)	Extended (15)	
Autumn	14	17	210	210	420
Spring	11	13	165	165	330
Summer	13	22	195	195	390
Total	38	52	570	570	1140