

PARENT AGREEMENT FORMS (PAF)

Overview of PAF

- A 'Parent Agreement Form' PAF is a combined form for 2, 3 and 4 Year Olds and must be completed for all funded children.
- The PAF incorporates signing up for 2 year old offer, Universal Entitlement, Extended Entitlement (EYFE), Early Years Pupil Premium (EYPP) and DAF (Disability Access Fund).
- The PAF is a formal agreement between the provider and the parent for the free hours.
- Before starting an EYFE place every child **must** have a signed PAF as it gives you the parent's permission to use their data and covers GDPR.
- The form is completed **once** when the child starts on the EYFE any changes or amendments to the child's details or attendance should be detailed on a PAF - Amendment Form, unless you are adding further information about the child which has not been completed previously. For example a child moving from 2YO to 30 hours you can add the 11 digit code to the PAF.
- It is a provider's responsibility to ensure all forms are fully completed and signed by the parent and the person assigned to complete the paperwork.
- The declaration must be fully explained to all parents, particularly new parents. This is your opportunity to engage with the parent and make them fully aware of their responsibilities and the expectations around the EYFE. The parent can also be clear of what is expected of the provider.
- Providers must give a copy of the signed agreement to parents for their information.
- Forms must be available during an EYFE audit visit. Funding will be reclaimed if:
 - The form is not signed by the parent / provider
 - Funding hours claimed change and an Amendment Form has not been completed and signed.

Accurate information must be included on the PAF to confirm eligibility, avoid duplicate funding claims and ensure audit compliance.

How to Complete the Form

1. Provider Details

- Insert the name of the setting.

2. Child's Details

- This section must be fully completed.
- Please use the child's legal surname as on the birth certificate or any subsequent deed poll documents. If the child is known by a different surname, please indicate this in the preferred surname box.

- The parent should be provided with a list of the ethnicity and SEN codes.
- Any changes to the personal details must be noted and signed for on the Amendments Form.

3. Parent Details

- We would advise that all parents complete this section fully however it is only mandatory for parents who are eligible for the Extended Entitlement (30 hours free childcare) even if they are only claiming their Universal Entitlement from your setting.
- This section also replaces the old EYPP form. The Early Years Team will confirm eligibility for EYPP based on the information provided on this section.

4. Attendance Details – For the whole period of this agreement

- This should be an accurate record for the Universal, Extended and non-funded hours.
- Both the parent and provider must sign and date this part of the form.
- Whenever a parent amends their hours a new box must be completed and signed on the Amendment Form and attached to the original PAF.
- If at audit 'hours claimed' are different to what is on the agreement then any additional hours claimed by the provider will be re-claimed by Wakefield Council.
- If a parent attends differing hours (eg due to shift patterns or banking hours) then the PAF Amendment Form should be completed to reflect the likely attendance patterns.

5. Disability Access Fund (DAF)

- If the child is in receipt of DLA the setting is eligible to receive a DAF payment.
- Where a child attends more than one setting the parent must indicate which setting is to receive the DAF payment as only one setting can be nominated.

6. Eligibility Criteria

- 7. Transparency Notice** – covers the required for GDPR as the Council and the Provider are joint data controllers. You must ensure the parent has access to your own Privacy notice which sets out how you are going to use, store and keep the data.

8. Parent / Carer Declaration

- When completing a form with the parent you should go through each point.
- The parent should receive a copy of the Wakefield Council's 'Attendance Matters' sheet and have sight of the EYFE Leaflet.
- The parent must be fully aware of their responsibilities.

9. Provider Declaration

- When completing a form with the parent you should go through each point.
- The parent must be fully aware of your responsibilities.
- The provider and parent must print, sign and date the agreement.
- A copy should be given to the parent of both sides of the document.