Declaration Form 2026/2027

Funded Early Education for Working Parent Entitlements, Early Learning for 2 Year Olds (formerly FEET) and Universal Funding for 3 & 4 year olds

Provider Name	
DfE URN	

This form must be completed by the child's parent or legal guardian. The form must be re-signed termly and may be completed before the start of the funded period no earlier than 1 July, 1 December, and 1 March but is not a requirement until the child's first funded session. In addition, this form must be completed by any new starter on the child's start date, if this is not at the beginning of a funded period. By completing this form you are giving authority for the above named provider to check your child's eligibility and claim the funded hours for the following term **once they have attended their first funded session**. If you do not take up your funded place without reasonable notice your provider may retain your deposit, please see your provider's terms and conditions. **If you take up a funded place and leave mid-term, funding may be retained by your provider until the end of term.** Please use the guidance document to assist you in completing the declaration form.

Child's details

Please include all legal names & **complete in block capitals**

Child's Legal Surname(s): (the surname on your child's birth certificate)	
Child Legal Forename(s): (include **all** names on the child's birth certificate)	
Name by which the child is known (if different from above):	
Childs Date of Birth: (You will need to show your childcare provider evidence of your child's date of birth)	
Gender:	
Address:	
Postcode:	

Child's Ethnicity

Please tick one box only. Surrey County Council is required by the government to collect this information

White

☐White British
☐White-Irish
☐Traveller of Irish Heritage
☐Gypsy / Roma
☐Any other White Background

Mixed Background

☐White and Black Caribbean
☐White and Black African
☐White and Asian
☐Any Other Mixed Background

Asian or Asian British

☐Pakistani
☐Indian
☐Chinese
☐Bangladeshi

Black or Black British

☐Black Caribbean
☐Black African
☐Any Other Black Background

Other Ethnic Group

☐Arab
☐Any Other Ethnic Group
☐Prefer not to Say

Parent/ Guardian Details

Parent/Guardian Full Name:	
Parent/Guardian Date of Birth:	
Parent/Guardian National Insurance Number (or Asylum Support Reference Number):*	
Parent/Guardian Contact Number:	
Parent/Guardian Email:	

Eligibility

To be completed with assistance from your chosen provider(s). Please tick below which entitlement/s you will be using. **If your child is 2 years old and eligible for both entitlements, your provider must use the Early Learning for 2 Year Olds funding first.**

☐ **Working Parent Entitlement (WPE) children age 9 mths - 4 yrs** (*Please ensure you have provided your National Insurance Number in Parent/Guardian Details)	**Eligibility code:** (11 digit code of numbers only)
☐ **Early Learning for 2 Year Olds** (formerly FEET)	**Eligibility code:** (10 digit code of letters and numbers)
☐ **Universal Entitlement for 3 and 4 Year Olds**	

Weekly Attendance and Funded Entitlement Claim

* Please note that Surrey providers can only claim for funded entitlement on a term-time basis, however they can choose to stretch the entitlement if they are open for more than 38 weeks. Where a provider is stretching the funding, the total number of hours accessed each week will be less than 15 or 30.

Please detail the actual number of funded hours your child will access each week. The maximum number of funded hours that can be claimed per week is 15 for Early Learning for 2 Year Olds and Universal funding and 30 hours for working parents entitlement (except 3 & 4 year olds who will claim 15 hours WPE & 15 hours universal).

Autumn Term - This section should only be signed and dated between 1 July – 31 December

I am claiming the following number of funded early education hours for my child.

Setting name	Early Learning for 2 Year Olds Funded hours (Max 15 per week)	Universal Funded hours (Max 15 per week)	Working Parent Funded Hours ((Max 30 per week)	Private Paid Hours (per week)
Number of days attended per week		**Term Time Offer**		
Date of first funded session this term		**Stretched Offer**	weeks	

If you are stretching your funded hours please ensure that the number of hours claimed per week reflects this – please speak to your provider if you are unsure.

My child is also claiming funded hours at the following setting (including providers outside of Surrey):

Setting name	Early Learning for 2 Year Olds Funded hours (per week)	Universal Funded hours (per week)	Working Parent Funded Hours (per week)

I understand that by signing below I am agreeing for the above named provider to claim funded hours as shown above, at this setting during the Autumn term. I understand that (other than in exceptional circumstances) once my child takes up their place funding will remain with the provider until the end of the Autumn term.

I wish to notify my provider that ☐ I will not attend in Autumn Term or ☐ I will leave during the Autumn Term - leaving date……

Signature of parent/legal guardian	
Name (please print)	
Date	
Provider Signature (confirming hours are correct)	

Spring Term - This section should only be signed and dated between 1 December – 31 March

I am claiming the following number of funded early education hours for my child.

Setting name	Early Learning for 2 Year Olds Funded hours (Max 15 per week)	Universal Funded hours (Max 15 per week)	Working Parent Funded Hours ((Max 30 per week)	Private Paid Hours (per week)
Number of days attended per week		**Term Time Offer**		
Date of first funded session this term		**Stretched Offer**	weeks	

If you are stretching your funded hours please ensure that the number of hours claimed per week reflects this – please speak to your provider if you are unsure.

My child is also claiming funded hours at the following setting (including providers outside of Surrey):

Setting name	Early Learning for 2 Year Olds Funded hours (per week)	Universal Funded hours (per week)	Working Parent Funded Hours (per week)

I understand that by signing below I am agreeing for the above named provider to claim funded hours as shown above, at this setting during the Spring term. I understand that (other than in exceptional circumstances) once my child takes up their place funding will remain with the provider until the end of the Spring Term.

I wish to notify my provider that ☐ I will not attend in Spring Term or ☐ I will leave during the Spring Term - leaving date ……

Signature of parent/legal guardian	
Name (please print)	
Date	
Provider Signature (confirming hours are correct)	

Summer Term - This section should only be signed and dated between 1 March – 31 August

I am claiming the following number of funded early education hours for my child.

Setting name	Early Learning for 2 Year Olds Funded hours (Max 15 per week)	Universal Funded hours (Max 15 per week)	Working Parent Funded Hours ((Max 30 per week)	Private Paid Hours (per week)
Number of days attended per week		**Term Time Offer**		
Date of first funded session this term		**Stretched Offer**	weeks	

If you are stretching your funded hours please ensure that the number of hours claimed per week reflects this – please speak to your provider if you are unsure.

My child is also claiming funded hours at the following setting (including providers outside of Surrey):

Setting name	Early Learning for 2 Year Olds Funded hours (per week)	Universal Funded hours (per week)	Working Parent Funded Hours (per week)

I understand that by signing below I am agreeing for the above named provider to claim funded hours as shown above, at this setting during the Summer term. I understand that (other than in exceptional circumstances) once my child takes up their place funding will remain with the provider until the end of the Summer Term.

I wish to notify my provider that ☐ I will not attend in Summer Term or ☐ I will leave during the Summer Term - leaving date……

Signature of parent/legal guardian	
Name (please print)	
Date	
Provider Signature (confirming hours are correct)	

Early Years Pupil Premium (EYPP)

Families receiving income support or with children in or out of local authority care may qualify for extra funding. This funding goes directly to your childcare provider for training, support, or experiences for the children. It does not impact your Early Years Education funding claim. Answer the questions below to see if your provider can claim EYPP for your child. Registering for EYPP will not affect your benefits.

Local Authority Care Arrangements	**YES**	**NO**
Is your child looked after by the Local Authority?		
Has your child been adopted from Local Authority care?		
Has your child left Local Authority care through a special guardianship arrangement?		
Has your child left Local Authority care due to being subject to a child arrangement order?		

**Please note that for an EYPP check to be undertaken, copies of an adoption certificate or relevant court order will need to be supplied to your Early Years provider who will submit these on your behalf.*

Family Income and Benefits

Do you receive **any** of the following benefits? *(please tick yes to all that apply)*	**YES**	**NO**
Income Support		
Income-based Job Seekers Allowance		
The guaranteed element of State Pension Credit		
Child Tax Credit (provided the family is not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)		
Income-related Employment and Support Allowance		
Universal Credit and have an annual net earned income of no more than £7,400 (before benefits)		
Support under Part VI of the Immigration and Asylum Act 1999		
Working Tax Credit run-on (paid for 4 weeks after a family stops qualifying for Working Tax Credit)		

If you have answered yes to any of the above questions, your Early Years provider may be able to claim EYPP for your child. Please complete the details below if you consent to an eligibility check. If you are claiming based on family income this must be the name of the main benefit holder. Please let your childcare provider know if any of the above details have changed since the last funded period as this may affect your eligibility.

If found eligible for EYPP your child's provider will receive a supplement per funded hour (up to a maximum of 15 hours). For children claiming Early Learning for 2 Year Olds or Universal hours for 3 and 4 year olds the supplement will automatically go to the provider claiming these hours. For children accessing 30 hours Working Parents Entitlement for children age 2 or under you may choose to split the 15 hours between two providers.

Please indicate if you would like to split your EYPP hours below:

Name of Provider	**EYPP hours** (max 15 across all providers)

	Parent/Guardian 1	**Parent/Guardian 2**
First Name		
Last Name		
Date of birth (dd/mm/yyyy)		
National Insurance number OR Asylum Support reference number		
Daytime telephone number		
Email address		

I understand the information provided allows my childcare provider to check eligibility and will be held electronically and will be used only for confirming eligibility for Early Years Pupil Premium. Surrey County Council will check this information with HMRC, DWP, and Home Office as permitted by law, and inform my childcare provider of the result. I understand that once consent has been given, Surrey County Council may continue to re-check eligibility, unless consent is withdrawn.

Signature of parent/legal guardian	
Name (please print)	
Date	

Disability Access Funding (DAF)

If your child is receiving child Disability Living Allowance and is receiving the funded entitlement, they are eligible for the Disability Access Fund (DAF). DAF is paid to your child's early years provider. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

Disability Access Funding	YES	NO
Is your child eligible for and in receipt of Disability Living Allowance (DLA)?	☐	☐
Only **one** provider can claim this funding per year, the funding is **not** transferrable if your child moves to another provider. Do you wish to nominate this provider to claim the Disability Access Funding?	☐	☐

If you have ticked the box to allow this provider to claim for DAF funding, please provide a copy of your child's DLA award letter to your provider who will send this to the Local Authority with a copy of this declaration form to claim the Disability Access Funding.

Parent/Legal Guardian Declaration

The details given on this form are true to the best of my knowledge.
I will only claim funded early education for hours that my child attends the provider.
I am not claiming funded early education for my child at this, or any provider, for more than my maximum hours per week, or for more than 10 hours in any one day.
I have been given detailed information about the provider's terms and conditions and any additional charges.

I understand that:

1. My child's details will be held electronically by Surrey County Council in accordance with the General Data Protection Regulations (GDPR) 2018, to process my claim for funded early education and associated entitlements and will be held for seven years after provision has ended.
2. Any information collected to undertake eligibility checks for Early Years Pupil Premium will not be used for any other purpose, information will be shared and stored securely to allow a check to be undertaken. Once consent has been obtained, a check will be undertaken every funded period as part of the headcount process, unless I withdraw my consent or eligibility for EYPP is confirmed.
3. Any information collected to undertake eligibility checks for the working parent funded entitlement, will only be used to review ongoing eligibility and to ensure the accuracy of claims where a child may also be claiming funded entitlement at a provider within another Local Authority. This information will be shared and stored securely.
4. Information given on this form may be used to ensure accuracy of records within the local authority and with other local authorities to prevent and detect fraud.
5. Where funded hours are shared across Surrey providers duplicate claims will be identified. Providers will be contacted by Surrey County Council, and parents will be contacted to confirm the distribution of funded hours to ensure there has not been an overclaim. I understand that where there are not enough funded hours I may need to pay for additional hours at my provider's private rate.
6. By signing below, I (the parent or legal guardian) understand that I must re-sign the declaration form each funded period to confirm the number of funded hours my child is accessing, or notify the provider if I do not intend for the child to return the following term.
7. To access Early Learning for 2 Year Olds Funding (formerly FEET) I understand that I must have confirmation from Surrey County Council that my child is eligible for this funding. I must provide the eligibility reference number as evidence to my provider before accessing my child's place. If I do not have a valid reference number, then I will be liable for any hours accessed where the provider is unable to claim funding for my child. Early Learning for 2 Year Olds funding cannot be backdated prior to the date eligibility was confirmed by Surrey County Council.
8. To access the Working Parent Entitlement, I understand that I must provide an 11-digit code that is valid the term before my child accesses their place. I must re-confirm my code every 3 months. If I do not have a valid code for every funded period or if I forget to re-confirm my code, I will be liable for any hours accessed where the provider is unable to claim funding for my child.
9. I cannot be charged for funded early education hours, but may be charged for additional services, meals and consumables, or be offered a suitable alternative in line with statutory guidance. I cannot be charged for funded early education hours in advance and then be refunded at a later date.

10. My child's funding will be paid directly to their provider. If I am eligible for Working Parents Entitlement and I have a valid code, my child can claim up to a maximum of 1140 hours per funded year starting from the term after they turn 9-months which is equivalent to 30 hours per week for 38 weeks per year (term time). If I am eligible for Universal or Early Learning for 2 Year Olds funding, I can claim up to 570 hours per year over 38 weeks.
11. A maximum of 15 or 30 funded hours may be claimed weekly by my chosen provider. I understand that the hours cannot be banked or rolled over to another week.
12. It is only possible for Surrey providers to claim the funded entitlement on a term-time basis and there are a maximum number of term time funded hours which can be claimed each period. Providers can elect to stretch the funding themselves. Where my child is accessing a stretched offer and leaves a provider part way through their funded year, I understand that they may not have been able to access their full entitlement, or that I may be charged for any hours delivered, which cannot be claimed.
13. If I split the hours between a childcare provider who offers term time and one who offers stretched I will need to discuss with both providers what hours are available to be claimed and may be unable to claim the full hours.
14. If I choose to access a stretched offer with a provider, it is my responsibility to ensure I am aware of the provider's specific terms and conditions related to the delivery of this offer.
15. If I move my child to a different provider or I change my offer from term time to stretched or stretched to term time I may be unable to claim my full hours or may be charged for any hours delivered which cannot be claimed.
16. If I move my child to a different provider, I will not be able to claim funded early education hours from the new provider during the current funded period (term), without the permission of my current provider and/or Surrey County Council, unless I gave notice before the start of the funded period.
17. My child cannot use their funded early education hours at more than two sites in one day or for more than 10 hours in any one day.
18. If I choose to take up any more hours or services outside of the funded early education hours, I will have to pay my provider for the hours and/or services that are not funded.
19. If I claim more funded early education hours than my child attends, or exceed my child's maximum funded hours per week, Surrey County Council may recover this funding, and I may need to pay for these hours privately.
20. My child's provider can choose when in the week/day/session they offer funded early education but this should be clear in their documentation.
21. I am aware that there are some circumstances where funding may be withdrawn from an early years provider and that they would not be able to offer funded places. These may include suspension by Ofsted, or following a safeguarding not met and/or urgent improvement in leadership and governance Ofsted inspection outcome. You will be contacted by the Early Years Commissioning Team to explain the next steps depending on individual circumstances.
22. I am aware of the Early Education Funding Privacy Notice (available at https://www.surreycc.gov.uk/council-and-democracy/your-privacy/our-privacy-notices/early-years-entitlement-funding)

Signature of parent/legal guardian	
Name (please print)	
Date	

Provider use only - please confirm the following:

Type of document seen, as proof of DOB (e.g birth certificate, passport)	
Date document seen (at time of first registration)	
Document seen by (name of staff member)	
Signature	
Date	

Providers are required to claim funding on a term time basis but can stretch these term time hours

If you are choosing to stretch the funding please indicate your offer below:

Yearly Stretch (Max 51)

Over how many weeks?

Termly Stretch

Over how many weeks? **Autumn term**	Over how many weeks? **Spring term**	Over how many weeks? **Summer term**