

Surrey County Council Declaration Form guidance

Version 3 – March 2024



SURREY

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Declaration form guide – 2023-24

This guidance document has been created to support you to fill out the declaration form that will allow your chosen early years provider to claim the early education funded entitlement for your child. As a parent/legal guardian you will need to complete this form as fully as possible to ensure that your early years provider has all the information, they need to claim the funding. Below shows each page of the declaration form with additional hints and tips to help you complete the form as fully as possible.

Images of sections of the form have been included throughout to provide some context to the guidance throughout the document.

Page 1

Provider name and DfE URN

Declaration Form – Child Year 2023/2024 Funded Early Education for 2, 3 & 4 year olds



Provider name	
DfE URN	

Your early years provider will be able to tell you what the DfE URN is for the setting, they may complete this for you in advance or after you have given the form back to them. This information is important so that we can identify the specific setting that your child is attending, some settings may have the same or similar names.

Child details

Child's details - Please use legal names & block capitals.

Child Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say
Child Date of Birth	
Child Legal Forenames	
Child Legal Surname	
Address	
Postcode	

Full legal names must be used for identification purposes. Do not use any abbreviations or nick names for your child. Your early years provider will check identification documents to ensure that the information matches.

Eligibility codes

Eligibility codes

	Eligible?	Code:
Is your child eligible for funded early education for 2-year-olds (FEET)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your child eligible for the working parent entitlement? <small>*2-year-olds eligible for 15 hours from 1st April 2024 and 3- & 4-year-olds eligible for 15 hours in addition to the universal entitlement</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your national insurance number:	

You do not need to complete this section if your child is only eligible for the Universal 3- & 4-year-old funding.

If you do not know your 2-year-old eligibility code where your child is eligible for FEET funding, your early years provider will be able to find this on the Surrey funding portal. The code for this funding will typically start with the four letters FEET, followed by 6 numbers e.g., FEET-123456.

For families eligible for the working parent entitlement, you **MUST** provide both your eligibility code and national insurance number to allow for your eligibility to be checked. Without this information you will be unable to claim this funding for your child.

Your national insurance number will be in the format of two letters, followed by six numbers and then a final letter e.g., QQ123456C. You can find this on your personal tax account or on a payslip, P60 or letters about tax, pension or benefits.

Your code for the working parent entitlement will be 11 digits long and start with either 11, for temporary codes, or 500, e.g. 50012345678. You can find the details of this code via your childcare service account or in your 'secure messages'.

Page 2

This page of the form needs to be completed for all children claiming funded entitlement, regardless of whether your child is eligible for Funded Early Education for Two Year Olds (FEET), Universal funding for 3- & 4-year-olds or the working parent entitlement. There are three sections on this page, one must be completed each term to specify the number of funded hours that will be claimed for your child.

Weekly attendance and funded entitlement claim

Autumn funding period (1 September – 31 December).

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours
Start date:			<input type="checkbox"/> Stretched offer
End date (if applicable):			<input type="checkbox"/> Term-time offer

You will need to state how many funded hours your child will access each week at this early years provider. This will be a maximum of 15 but may be less if your child is not using their full entitlement, or this is being stretched over more than 38 weeks. **Please do not just tick this box, the number of hours must be stated.**

You must indicate whether your child is accessing a term-time offer (maximum of 15 hours per week, over 38 weeks of the year) or a stretched offer (fewer than 15 hours per week over more than 38 weeks of the year). If you are unsure, your early years provider will be able to tell you.

The start date is the date of your child's first session. An end-date is only required where your child does not stay at the setting for the whole term or funded period.

If your child 3 or 4 years old, and is eligible for the working parent entitlement, you will need to separate the hours that they are accessing through their universal entitlement and the working parent entitlement. For a child accessing their maximum entitlement during term-time, this would be 15 universal hours and 15 working parent entitlement hours. For a child accessing a 51 week stretched offer, accessing their maximum entitlement this would be 11.17 universal hours and 11.17 working parent entitlement hours.

Children attending more than one setting

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

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours

If your child is going to be accessing their funded entitlement with more than one provider, this **MUST** be detailed on the form. You **MUST** state the name of the provider and number of hours that will be claimed so that accurate claims can be made. This applies for all providers, not only other providers within Surrey. If your child attends another provider but does not use any funded hours with them, you do not need to fill this in.

Page 3

Early Years Pupil Premium

This page will help your early years provider to identify if they can claim additional funding to support your child, this is called Early Years Pupil Premium and is based on your family circumstances. You do not have to complete this section of the form if you would not like a check to be done to see whether your early years provider can claim this additional funding, it is optional. This check can be done at any point during the year and therefore this page on the form can be revisited if you change your mind about a check or your circumstances change.

LOOKED AFTER CHILDREN, ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENT ORDER	
Is your child looked after by the Local Authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child been adopted from Local Authority care?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child left Local Authority care through a special guardianship arrangement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child left Local Authority care due to being subject to a child arrangement order?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Please note that in order 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? - 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 stop qualifying for Working Tax Credit)
<input type="checkbox"/> Yes <input type="checkbox"/> No	

If the answer to all these questions is NO, your child will not be eligible and therefore you do not have to complete the rest of this page and can move on to the next.

If any of the answers are YES, your child may be eligible and if you would like an eligibility check, the rest of the page will need to be completed.

	Parent/Guardian 1	Parent/Guardian 2 (if applicable)
First Name		
Last Name		
Date of birth (dd/mm/yyyy)		
National Insurance number OR National Asylum Support Service (NASS) Number		
Daytime telephone number		
Email address		

Your national Insurance (NI) number is made up of two letters, six numbers and a final letter e.g., QQ123456C. You can find this on your personal tax account or on a payslip, P60 or letters about tax, pension or benefits. NASS numbers are usually 9 digits and in the format of 'YY/MM/12345'. These numbers can be followed by /001, /002, /003 etc which identifies each individual member in the family. If you are unable to find your NASS number on your paperwork, you can contact NASS who should be able to provide the number.

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

You **MUST** sign and date at the end of the Early Years Pupil Premium section to allow for an eligibility check to be undertaken.

Page 4

Disability Access Fund, only applies to children who are in receipt of Disability Living Allowance, if this does not apply to your child then you go straight to the declaration.

Disability Access Fund

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Any award letter used as evidence to claim DAF must be in-date at the time of the application.

Parent declaration

You must read all of the information in the parent/ legal guardian declaration and ensure you fully understand the conditions of the funding.

Parent declaration continued

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

All parents/legal guardians must sign and date the declaration form. Without a signed and dated form, it will not be possible for the early years provider to claim the funded entitlement for your child. You will be asked to resign this form for each funded period. You should sign the form after your child has started/returned for their first session of the funded period, for Autumn this would be after 1st September, for Spring this would be after 1st January and for Summer this would be after 1st April. Please do not sign the declaration form before these dates. By signing and dating the form, you are agreeing to the conditions in the parent declaration.

Provider use only

This section of the form is to be completed by the early years provider, you do not need to complete any of this information but will need to provide an appropriate form of identification for your child to be checked. Your early years provider will provide you with more information about this.

Sample declaration form – term-time funded hours

Declaration Form – Child Year 2023/2024 Funded Early Education for 2, 3 & 4 year olds



Provider name	Test Nursery
DfE URN	123456

To be completed by the child's parent or legal guardian, for their child to claim funded early education with the provider named above, **once the child has attended their first funded session in each funded period.** This page may be used as authority for the provider to check on the Funded Early Education Portal how many funded hours the child can have before they start attending this setting.

Child's details - Please use legal names & block capitals.

Child Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Child Date of Birth	DD/MM/YYYY
Child Legal Forenames	Joe
Child Legal Surname	Bloggs
Address	House Number, Road Name, County
Postcode	XX00 0XX

Ethnicity – please tick the appropriate box to indicate your child's ethnic group:

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

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy or Irish Traveller
- Roma
- Any other White background

Mixed / Dual Background

- White and Black Caribbean

- White and Black African

- White and Asian
- Any other Mixed or background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black or Black British

- Caribbean
- African
- Any other Black, Black British, Or Caribbean background

Other Ethnic Group

- Arab
- Other ethnic group

Prefer not to say

- Prefer not to say

Parent/legal guardian details

Parent/legal guardian name(s):	Joe Bloggs
Parent/legal guardian contact number:	12345 678900
Parent/legal guardian email address:	joe.bloggs@email.com

Eligibility codes

	Eligible?	Code:
Is your child eligible for funded early education for 2-year-olds (FEET)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Is your child eligible for the working parent entitlement? <small>*2-year-olds eligible for 15 hours from 1st April 2024 and 3- & 4-year-olds eligible for an additional 15 hours in addition to the universal entitlement</small>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your national insurance number: QQ123456C	5001234567

If your child is eligible for the working parent entitlement, Surrey County Council are required to check ongoing eligibility with appropriate government departments (HMRC, DWP and Home Office) as allowed by law; and share the result of the check, and any change in entitlement status, with your child's childcare provider. Surrey County Council may also need to share these details with other Local Authorities to review the accuracy of claims. This information will not be used for any other purpose.

Weekly attendance and funded entitlement claim

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

* Please note that Surrey Early Education 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 day is 10 hours.

Autumn funding period (1 September – 31 December).

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours
Test Nursery		15	15
Start date:	01/09/2023		<input type="checkbox"/> Stretched offer
End date (if applicable):			<input checked="" type="checkbox"/> Term-time offer

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

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours

Spring funding period (1 January – 31 March).

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours
Test Nursery		15	15
Start date:	05/01/2024		<input type="checkbox"/> Stretched offer
End date (if applicable):			<input checked="" type="checkbox"/> Term-time offer

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

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours

Summer funding period (1 April – 31 August).

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours
Test Nursery		15	15
Start date:	15/04/2024		<input type="checkbox"/> Stretched offer
End date (if applicable):			<input checked="" type="checkbox"/> Term-time offer

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

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours

Early Years Pupil Premium (EYPP)

Some families in receipt of income support such as Universal Credit, Working Tax Credit, or Child Tax Credit, or where children are currently in or have left local authority care under certain circumstances, may be eligible for additional funding to support their childcare provider. This can be used to provide additional support, training, or new experiences for the children. This does not affect your Early Years Education funding claim.

Please answer the questions below to find out if your Early Years provider may be able to claim EYPP for your child. Registering for EYPP will not affect any of the benefits you receive.

ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENT ORDER	
Is your child looked after by the Local Authority?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your child been adopted from Local Authority care?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your child left Local Authority care through a special guardianship arrangement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your child left Local Authority care due to being subject to a child arrangement order?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*Please note that in order 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? - 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)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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.

	Parent/Guardian 1	Parent/Guardian 2 (if applicable)
First Name	█	█
Last Name	█	█
Date of birth (dd/mm/yyyy)	█	█
National Insurance number OR National Asylum Support Service (NASS) Number	█	█
Daytime telephone number	█	█
Email address	█	█

I understand the information provided will be held electronically and will not be used for any other purpose. I agree that Surrey County Council can use this information and that it will be checked with the appropriate government departments (HMRC, DWP and Home Office) as allowed by law, to confirm my eligibility for Early Years Pupil Premium and that my childcare provider will be informed of the result of my check.

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.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If you have ticked the box to allow this provider to claim for DAF funding, please provide a copy of your child's 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 or 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.

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 the check to be undertaken.
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, the names and number of hours are displayed to these providers in the Funded Early Education Portal. However, if a child is attending another provider in a different local authority, this will not be viewable on Surrey's portal.
6. I cannot be charged for funded early education hours, but may be charged for additional services, meals and consumables in line with statutory guidance. I cannot be charged for funded early education hours in advance and then be refunded at a later date.
7. My child's funding will be paid directly to their provider. My child can claim universal funded early education up to a maximum of 570 hours per funded year as a 2, 3 or 4 year old starting from the term after their birthday, which is equivalent to 15 hours per week for 38 weeks per year (term time). If I have a valid eligibility code, my child can attend for a maximum of 1,140 hours a year if they are aged 3 or 4 years.
8. 15 or 30 funded hours must be claimed weekly, as the hours cannot be banked or rolled over to another week.
9. 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. However, 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 they may not be able to access their full 570-hour entitlement, or I may be charged for any hours delivered which cannot be claimed.
10. 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 570 hours.
11. 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 570 hours or may be charged for any hours delivered which cannot be claimed.
12. 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.

13. 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.
14. My child cannot use their funded early education hours at more than two sites in one day, for more than 10 hours in any one day.
15. 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.
16. Surrey County Council will reclaim funding if during an audit it appears I have claimed for more funded early education hours than my child has actually attended or, I have claimed more than my maximum funded early education hours per week.
17. My child's provider can choose when in the week/day/session they offer funded early education.
18. I may have to pay full fees to this provider if my child goes to a maintained school, free school or academy at any time during this funded period (term).
19. 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>)

Autumn funded period Signature of parent/legal guardian	J. Bloggs
Name (please print)	Joe Bloggs
Date	01/09/2023

Spring funded period Signature of parent/legal guardian	J. Bloggs
Name (please print)	Joe Bloggs
Date	05/01/2024

Summer funded period Signature of parent/legal guardian	J. Bloggs
Name (please print)	Joe Bloggs
Date	15/04/2024

Telecommunication (Lawful Business Practice) (Interception of Communications) Regulations 2000.

Communication with the local authority (including online transactions) may be subject to monitoring and recording only for purposes permitted by the Telecommunication (Lawful Business Practice) (Interception of Communications) Regulations 2000 in order to prevent or detect a crime or investigate or detect the unauthorised use of the service.

Provider use only - please confirm the following:

Type of proof of date of birth document seen (e.g. birth certificate, passport)	Passport
Date document seen (at time of first registration)	01/09/2023
Document seen by (name of staff member)	Mary Bloggs
Signature	M. Bloggs
Date	01/09/2023

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 <input type="checkbox"/>	Termly stretch <input type="checkbox"/>		
Over how many weeks? █	Over how many weeks? Autumn term █	Over how many weeks? Spring term █	Over how many weeks? Summer term █

Sample declaration form – yearly stretch funded hours

Declaration Form – Child Year 2023/2024 Funded Early Education for 2, 3 & 4 year olds



Provider name	Test Nursery
DfE URN	123456

To be completed by the child's parent or legal guardian, for their child to claim funded early education with the provider named above, **once the child has attended their first funded session in each funded period.** This page may be used as authority for the provider to check on the Funded Early Education Portal how many funded hours the child can have before they start attending this setting.

Child's details - Please use legal names & block capitals.

Child Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Child Date of Birth	DD/MM/YYYY
Child Legal Forenames	Joe
Child Legal Surname	Bloggs
Address	House Number, Road Name, County
Postcode	XX00 0XX

Ethnicity – please tick the appropriate box to indicate your child's ethnic group:

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

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy or Irish Traveller
- Roma
- Any other White background

Mixed / Dual Background

- White and Black Caribbean

- White and Black African
- White and Asian
- Any other Mixed or background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black or Black British

- Caribbean
- African
- Any other Black, Black British, Or Caribbean background

Other Ethnic Group

- Arab
- Other ethnic group

Prefer not to say

- Prefer not to say

Parent/legal guardian details

Parent/legal guardian name(s):	Joe Bloggs
Parent/legal guardian contact number:	12345 678900
Parent/legal guardian email address:	joe.bloggs@email.com

Eligibility codes

	Eligible?	Code:
Is your child eligible for funded early education for 2-year-olds (FEET)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Is your child eligible for the working parent entitlement? <small>*2-year-olds eligible for 15 hours from 1st April 2024 and 3- & 4-year-olds eligible for an additional 15 hours in addition to the universal entitlement</small>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your national insurance number: QQ123456C	5001234567

If your child is eligible for the working parent entitlement, Surrey County Council are required to check ongoing eligibility with appropriate government departments (HMRC, DWP and Home Office) as allowed by law; and share the result of the check, and any change in entitlement status, with your child's childcare provider. Surrey County Council may also need to share these details with other Local Authorities to review the accuracy of claims. This information will not be used for any other purpose.

Weekly attendance and funded entitlement claim

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

* Please note that Surrey Early Education 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 day is 10 hours.

Autumn funding period (1 September – 31 December).

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours
Test Nursery		11.17	11.17
Start date:	01/09/2023		<input checked="" type="checkbox"/> Stretched offer
End date (if applicable):			<input type="checkbox"/> Term-time offer

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

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours

Spring funding period (1 January – 31 March).

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours
Test Nursery		11.17	11.17
Start date:	01/01/2024		<input checked="" type="checkbox"/> Stretched offer
End date (if applicable):			<input type="checkbox"/> Term-time offer

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

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours

Summer funding period (1 April – 31 August).

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours
Test Nursery		11.17	11.17
Start date:	01/04/2024		<input checked="" type="checkbox"/> Stretched offer
End date (if applicable):			<input type="checkbox"/> Term-time offer

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

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours

Early Years Pupil Premium (EYPP)

Some families in receipt of income support such as Universal Credit, Working Tax Credit, or Child Tax Credit, or where children are currently in or have left local authority care under certain circumstances, may be eligible for additional funding to support their childcare provider. This can be used to provide additional support, training, or new experiences for the children. This does not affect your Early Years Education funding claim.

Please answer the questions below to find out if your Early Years provider may be able to claim EYPP for your child. Registering for EYPP will not affect any of the benefits you receive.

ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENT ORDER	
Is your child looked after by the Local Authority?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your child been adopted from Local Authority care?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your child left Local Authority care through a special guardianship arrangement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your child left Local Authority care due to being subject to a child arrangement order?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*Please note that in order 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? - 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)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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.

	Parent/Guardian 1	Parent/Guardian 2 (if applicable)
First Name	█	█
Last Name	█	█
Date of birth (dd/mm/yyyy)	█	█
National Insurance number OR National Asylum Support Service (NASS) Number	█	█
Daytime telephone number	█	█
Email address	█	█

I understand the information provided will be held electronically and will not be used for any other purpose. I agree that Surrey County Council can use this information and that it will be checked with the appropriate government departments (HMRC, DWP and Home Office) as allowed by law, to confirm my eligibility for Early Years Pupil Premium and that my childcare provider will be informed of the result of my check.

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.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If you have ticked the box to allow this provider to claim for DAF funding, please provide a copy of your child's 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 or 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.

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 the check to be undertaken.
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, the names and number of hours are displayed to these providers in the Funded Early Education Portal. However, if a child is attending another provider in a different local authority, this will not be viewable on Surrey's portal.
6. I cannot be charged for funded early education hours, but may be charged for additional services, meals and consumables in line with statutory guidance. I cannot be charged for funded early education hours in advance and then be refunded at a later date.
7. My child's funding will be paid directly to their provider. My child can claim universal funded early education up to a maximum of 570 hours per funded year as a 2, 3 or 4 year old starting from the term after their birthday, which is equivalent to 15 hours per week for 38 weeks per year (term time). If I have a valid eligibility code, my child can attend for a maximum of 1,140 hours a year if they are aged 3 or 4 years.
8. 15 or 30 funded hours must be claimed weekly, as the hours cannot be banked or rolled over to another week.
9. 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. However, 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 they may not be able to access their full 570-hour entitlement, or I may be charged for any hours delivered which cannot be claimed.
10. 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 570 hours.
11. 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 570 hours or may be charged for any hours delivered which cannot be claimed.
12. 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.

13. 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.
14. My child cannot use their funded early education hours at more than two sites in one day, for more than 10 hours in any one day.
15. 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.
16. Surrey County Council will reclaim funding if during an audit it appears I have claimed for more funded early education hours than my child has actually attended or, I have claimed more than my maximum funded early education hours per week.
17. My child's provider can choose when in the week/day/session they offer funded early education.
18. I may have to pay full fees to this provider if my child goes to a maintained school, free school or academy at any time during this funded period (term).
19. I am aware of the Early Education Funding Privacy Notice (available at <https://www.surreycc.gov.uk/council-and-democracy/your-privacy/our-privacy-notice/early-years-entitlement-funding>)

Autumn funded period	
Signature of parent/legal guardian	J. Bloggs
Name (please print)	Joe Bloggs
Date	01/09/2023

Spring funded period	
Signature of parent/legal guardian	J. Bloggs
Name (please print)	Joe Bloggs
Date	01/01/2024

Summer funded period	
Signature of parent/legal guardian	J. Bloggs
Name (please print)	Joe Bloggs
Date	01/04/2024

Telecommunication (Lawful Business Practice) (Interception of Communications) Regulations 2000.

Communication with the local authority (including online transactions) may be subject to monitoring and recording only for purposes permitted by the Telecommunication (Lawful Business Practice) (Interception of Communications) Regulations 2000 in order to prevent or detect a crime or investigate or detect the unauthorised use of the service.

Provider use only - please confirm the following:

Type of proof of date of birth document seen (e.g. birth certificate, passport)	Passport
Date document seen (at time of first registration)	01/09/2023
Document seen by (name of staff member)	Mary Bloggs
Signature	M. Bloggs
Date	01/09/2023

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 <input checked="" type="checkbox"/>	Termly stretch <input type="checkbox"/>		
Over how many weeks? 51	Over how many weeks? Autumn term █	Over how many weeks? Spring term █	Over how many weeks? Summer term █

Sample declaration form – termly stretch funded hours

Declaration Form – Child Year 2023/2024 Funded Early Education for 2, 3 & 4 year olds



Provider name	Test Nursery
DfE URN	123456

To be completed by the child's parent or legal guardian, for their child to claim funded early education with the provider named above, **once the child has attended their first funded session in each funded period.** This page may be used as authority for the provider to check on the Funded Early Education Portal how many funded hours the child can have before they start attending this setting.

Child's details - Please use legal names & block capitals.

Child Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Child Date of Birth	DD/MM/YYYY
Child Legal Forenames	Joe
Child Legal Surname	Bloggs
Address	House Number, Road Name, County
Postcode	XX00 0XX

Ethnicity – please tick the appropriate box to indicate your child's ethnic group:

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

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy or Irish Traveller
- Roma
- Any other White background

Mixed / Dual Background

- White and Black Caribbean

White and Black African

- White and Black African
- White and Asian
- Any other Mixed or background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black or Black British

- Caribbean
- African
- Any other Black, Black British, Or Caribbean background

Other Ethnic Group

- Arab
- Other ethnic group

Prefer not to say

- Prefer not to say

Parent/legal guardian details

Parent/legal guardian name(s):	Joe Bloggs
Parent/legal guardian contact number:	12345 678900
Parent/legal guardian email address:	joe.bloggs@email.com

Eligibility codes

	Eligible?	Code:
Is your child eligible for funded early education for 2-year-olds (FEET)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Is your child eligible for the working parent entitlement? <small>*2-year-olds eligible for 15 hours from 1st April 2024 and 3- & 4-year-olds eligible for an additional 15 hours in addition to the universal entitlement</small>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your national insurance number: QQ123456C	5001234567

If your child is eligible for the working parent entitlement, Surrey County Council are required to check ongoing eligibility with appropriate government departments (HMRC, DWP and Home Office) as allowed by law; and share the result of the check, and any change in entitlement status, with your child's childcare provider. Surrey County Council may also need to share these details with other Local Authorities to review the accuracy of claims. This information will not be used for any other purpose.

Weekly attendance and funded entitlement claim

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

* Please note that Surrey Early Education 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 day is 10 hours.

Autumn funding period (1 September – 31 December).

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours
Test Nursery		12.35	12.35
Start date:	01/09/2023		<input checked="" type="checkbox"/> Stretched offer
End date (if applicable):			<input type="checkbox"/> Term-time offer

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

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours

Spring funding period (1 January – 31 March).

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours
Test Nursery		12.69	12.69
Start date:	01/01/2024		<input checked="" type="checkbox"/> Stretched offer
End date (if applicable):			<input type="checkbox"/> Term-time offer

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

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours

Summer funding period (1 April – 31 August).

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours
Test Nursery		8.86	8.86
Start date:	01/04/2024		<input checked="" type="checkbox"/> Stretched offer
End date (if applicable):			<input type="checkbox"/> Term-time offer

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

Setting name	FEET funded weekly hours	Universal funded weekly hours (3- & 4-year-olds)	Working parent entitlement funded weekly hours

Early Years Pupil Premium (EYPP)

Some families in receipt of income support such as Universal Credit, Working Tax Credit, or Child Tax Credit, or where children are currently in or have left local authority care under certain circumstances, may be eligible for additional funding to support their childcare provider. This can be used to provide additional support, training, or new experiences for the children. This does not affect your Early Years Education funding claim.

Please answer the questions below to find out if your Early Years provider may be able to claim EYPP for your child. Registering for EYPP will not affect any of the benefits you receive.

ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENT ORDER	
Is your child looked after by the Local Authority?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your child been adopted from Local Authority care?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your child left Local Authority care through a special guardianship arrangement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has your child left Local Authority care due to being subject to a child arrangement order?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*Please note that in order 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? - 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)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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.

	Parent/Guardian 1	Parent/Guardian 2 (if applicable)
First Name	█	█
Last Name	█	█
Date of birth (dd/mm/yyyy)	█	█
National Insurance number OR National Asylum Support Service (NASS) Number	█	█
Daytime telephone number	█	█
Email address	█	█

I understand the information provided will be held electronically and will not be used for any other purpose. I agree that Surrey County Council can use this information and that it will be checked with the appropriate government departments (HMRC, DWP and Home Office) as allowed by law, to confirm my eligibility for Early Years Pupil Premium and that my childcare provider will be informed of the result of my check.

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.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If you have ticked the box to allow this provider to claim for DAF funding, please provide a copy of your child's 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 or 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.

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 the check to be undertaken.
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, the names and number of hours are displayed to these providers in the Funded Early Education Portal. However, if a child is attending another provider in a different local authority, this will not be viewable on Surrey's portal.
6. I cannot be charged for funded early education hours, but may be charged for additional services, meals and consumables in line with statutory guidance. I cannot be charged for funded early education hours in advance and then be refunded at a later date.
7. My child's funding will be paid directly to their provider. My child can claim universal funded early education up to a maximum of 570 hours per funded year as a 2, 3 or 4 year old starting from the term after their birthday, which is equivalent to 15 hours per week for 38 weeks per year (term time). If I have a valid eligibility code, my child can attend for a maximum of 1,140 hours a year if they are aged 3 or 4 years.
8. 15 or 30 funded hours must be claimed weekly, as the hours cannot be banked or rolled over to another week.
9. 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. However, 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 they may not be able to access their full 570-hour entitlement, or I may be charged for any hours delivered which cannot be claimed.
10. 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 570 hours.
11. 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 570 hours or may be charged for any hours delivered which cannot be claimed.
12. 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.

13. 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.
14. My child cannot use their funded early education hours at more than two sites in one day, for more than 10 hours in any one day.
15. 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.
16. Surrey County Council will reclaim funding if during an audit it appears I have claimed for more funded early education hours than my child has actually attended or, I have claimed more than my maximum funded early education hours per week.
17. My child's provider can choose when in the week/day/session they offer funded early education.
18. I may have to pay full fees to this provider if my child goes to a maintained school, free school or academy at any time during this funded period (term).
19. I am aware of the Early Education Funding Privacy Notice (available at <https://www.surreycc.gov.uk/council-and-democracy/your-privacy/our-privacy-notice/early-years-entitlement-funding>)

Autumn funded period	
Signature of parent/legal guardian	J. Bloggs
Name (please print)	Joe Bloggs
Date	01/09/2023

Spring funded period	
Signature of parent/legal guardian	J. Bloggs
Name (please print)	Joe Bloggs
Date	01/01/2024

Summer funded period	
Signature of parent/legal guardian	J. Bloggs
Name (please print)	Joe Bloggs
Date	01/04/2024

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Communication with the local authority (including online transactions) may be subject to monitoring and recording only for purposes permitted by the Telecommunication (Lawful Business Practice) (Interception of Communications) Regulations 2000 in order to prevent or detect a crime or investigate or detect the unauthorised use of the service.

Provider use only - please confirm the following:

Type of proof of date of birth document seen (e.g. birth certificate, passport)	Passport
Date document seen (at time of first registration)	01/09/2023
Document seen by (name of staff member)	Mary Bloggs
Signature	M. Bloggs
Date	01/09/2023

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 <input type="checkbox"/>	Termly stretch <input checked="" type="checkbox"/>		
Over how many weeks? █	Over how many weeks? Autumn term 17	Over how many weeks? Spring term 12	Over how many weeks? Summer term 22