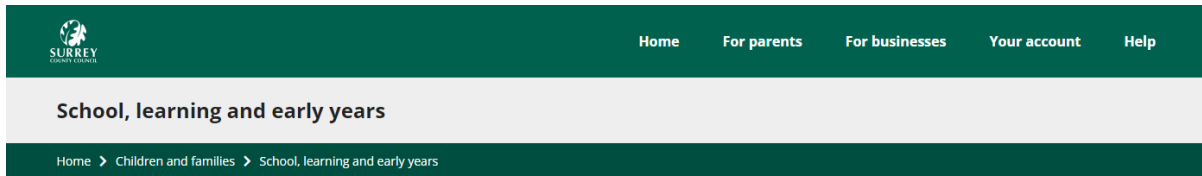


# Apply for Funded Early Education on the Parent Portal



When you first access the Parent Portal, the first thing you should do is check if you are eligible for funding. Click on the **Early Years and Childcare** icon to find out.



## Free school meals



Your child could be entitled to free meals, depending on their age or entitlement.

## Early years and childcare



If you're the parent or carer of a two year old and you receive certain benefits you could be eligible to apply for a Funded Early Education Place

## Admissions



Apply for a school place

## Portage Service



Portage is a home-visiting education service for pre-school children with additional needs

## Raise a concern



Report a concern regarding a child or young person

## Funded Early Education for Two Year Olds (FEET)

[Home](#) > [Children and families](#) > [School, learning and early years](#) > [For parents](#) > [Funded Early Education for Two Year Olds \(FEET\)](#)

### Apply

Please note that this application is for 2 year olds of families in receipt of specific benefits, or those who meet one of the additional criteria listed below.

Applications for the 2 year old entitlement for working families should be made via [Childcare Choices](#).

The quickest way to apply for Funded Early Education for Two Year Olds (FEET) is online, but should you need further support with your application please contact [fundedearlyeducation@surreycc.gov.uk](mailto:fundedearlyeducation@surreycc.gov.uk)

When making your application, you will need your National Insurance or National Asylum Seeker Support number. It is important that your date of birth, National Insurance or National Asylum Seeker number, and the spelling of your surname are entered in exactly the same way as they appear on your official documents (such as a driver's licence, passport or benefits letter). If the information you enter on this form is different to your official documents, we may not be able to find out if you are eligible.

If you are applying under Additional or Non-EEA Citizens criteria, you will need to send us any documents which show you are eligible for the funding, based on the criteria you have selected in the application form. You will be able to upload a copy of this document with your online application.

Once you have completed and submitted your application, we will use this information to check with the appropriate government departments (HMRC, DWP and Home Office) as allowed by law, to confirm your eligibility for FEET. All the information you share with us is stored electronically in a secure database in accordance with the General Data Protection Regulations 2018. Your information will not be used for any other purpose than to check eligibility for FEET.

To find out more about how we use your personal data, who it may be shared with and how to remove your consent to use your personal data at any time, please see the [Early Years Funding Privacy Notice](#).

### Financial criteria

You may be eligible if you receive one of the following benefits:

- [Income Support](#)
- [Income based Jobseeker's Allowance \(JSA\)](#)
- [Income related Employment and Support Allowance \(ESA\)](#)
- [The Guaranteed element of State Pension Credit](#)
- [Child Tax Credit](#) and have an annual income under £16,190 before tax
- [Working Tax Credit](#) and have an annual household income up to £16,190 before tax
- Working Tax Credit 'run on' (the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit)
- [Universal Credit](#) if you and your partner have a combined income from work of less than £15,400 a year after tax

### Additional Criteria

You may be eligible if your child:

- is looked after by Surrey County Council
- has been adopted or has left care through either a special guardianship or child arrangements order
- has an Education, Health and Care Plan (EHCP)
- is getting Disability Living Allowance (DLA)

### Non-EEA citizens who cannot claim benefits

If you're a non- UK citizen who cannot claim benefits

If your immigration status says you have 'no recourse to public funds', you may still get free childcare for your 2-year-old. You must live in England and your household income must be no more than:

- £26,500 for families outside of London with one child
- £34,500 for families within London with one child
- £30,600 for families outside of London with two or more children
- £38,600 for families within London with two or more children

You cannot have more than £16,000 in savings or investments.

### What you will get

Your child will receive 570 hours funded early education over a year, starting from the term after their 2nd birthday. This is equal to 15 hours a week during term time (38 weeks a year).

Please note that we are unable to backdate FEET funding and funded hours will only be available from the date eligibility is confirmed.

Funding is available from a range of early years providers, including school nurseries, day nurseries, pre-schools, and childminders. Providers can choose how they offer these hours and may offer flexibility with how the hours are used, but they can only be used for a maximum of 10 hours a day.

Once your eligibility has been confirmed you can continue to receive the funding even if your circumstances change and you no longer meet the qualifying criteria.

### Benefits of early education

Early Years settings are wonderful places for your child to learn, develop new skills, make new friends and have fun. Children develop quickly in their earliest years, and early education supports their development and overall wellbeing.

[Apply here](#)

If you believe you will be eligible, you should select to apply. To apply, you first need to register for an account.

**Apply for Funded Early Education**

0% complete

- 1 About You and Your Child > **About You and Your Child**
- 2 Eligibility > We'll need to contact you to let you know the outcome of your application. Please enter your information carefully to ensure that we can get in-touch
- 3 Declaration >
- 4 Submit >

In order to progress with this form you must either log in or complete a simple registration for a new account. You can then continue to complete this form. This will enable you to track the form at a later date.

[Login or Register](#)

[Next ->](#)

[Print](#) [Save for later](#) [Close](#) [Cancel](#)

Click on **Login or Register** to continue.

**Secure login - step 1**

Home > Children and families > School, learning and early years > Secure login - step 1

New to Parent Portal UAT4? [Register for an account here](#) or use the button below.  
Already using Parent Portal UAT4? Sign in below.

**Existing users**

Email

Password

For additional security, we will confirm your account by sending an authentication code to your email address.

[Submit](#) [Cancel](#)

[Forgotten password?](#)

**New users**

If you're new to Parent Portal UAT4, sign up for an account here

[Register for new account](#)

On the **Secure login – step1** screen, click on **Register for new account**.

## Register a new account - step 1

Home > Children and families > School, learning and early years > Register a new account - step 1

**Forename \***

**Surname \***

**Next** Cancel

Step 1. Enter your **Forename** and **Surname**, then click **Next**.

**Email address \***

**Password \***

**Confirm password \***

**Back** **Next** Cancel

### Password policy

Your password must meet the following requirements:

- It must be at least 12 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must contain at least one special character.
- It must be different to your current password
- It must be different to your previous 8 passwords.

[View the list of special characters.](#)

Step 2. Enter your **Email address** and **Password**. Check the Password Policy for guidance when setting your password.

We have just sent you an email to confirm your account. Please enter the code this contains below.  
If you can't find this email, it may be in your spam/junk email folder.

**Code**

**Finish** Cancel

[Please send me a new code](#)

Please enter the verification code that we sent you.

Step 3. Check your email for an 8 digit code. Enter it and select the **Next** button.

You will be returned to the login screen, where you will be able to login as an existing user.

## Secure login - step 1

Home > Children and families > School, learning and early years > Secure login - step 1

New to Parent Portal UAT4? [Register for an account here](#) or use the button below.  
Already using Parent Portal UAT4? [Sign in below.](#)

**Existing users**

**Email**

**Password**

For additional security, we will confirm your account by sending an authentication code to your email address.

**Submit** Cancel

[Forgotten password?](#)

### New users

If you're new to Parent Portal UAT4, sign up for an account here

**Register for new account**

You may need to select the **Apply Here** button again to continue.

The form opens in the section **About You and Your Child**.

---

- 1 About You and Your Child >
- 2 Eligibility >
- 3 Declaration >
- 4 Submit Application >

0% complete

### About You and Your Child

We'll need to contact you to let you know the outcome of your application. Please enter your information carefully to ensure that we can get in-touch

**Applicant Details**

Title \*

First Name \*

Last Name \*

Email \*

Home Telephone \*

Work Telephone

Mobile Telephone

Relationship to the child \*

Do you have parental responsibility/care for the child? \*

**Applicant's Address**

House number or name

Postcode \*

**Find address**

**Child Details**

First name \*

Last name \*

Date of Birth \*

Gender \*

Same as Applicant's Address? \*

**Next** →

Print Save for later Create PDF Close Cancel

In the screen **About you and your child**, first complete all relevant data about and your child for whom you are making the application.

You need to complete all fields with an \* before you can move onto the next screen. Then click **Next** to proceed to Step 2 to complete information about your eligibility to claim.

**NOTE:** If you start an application and do not have all the information, you can select to **Save for later**.

## Eligibility

The eligibility section is where you confirm the reason why you believe you will be entitled to funding.

25% complete

- 1 About You and Your Child >
- 2 **Eligibility** >
- 3 Declaration >
- 4 Submit Application >

I am in receipt and can provide the relevant proof of one of the following benefits. Please select one of the following options: \*

Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Child Tax Credit and has a gross annual income up to £16,190

Working Tax Credit and has a gross annual income up to £16,190

Working Tax Credit 4 week run on (the payment you get when you stop qualifying for Working Tax Credit)


The guaranteed element of State Pension Credit

Universal Credit and has an annual net income of £15,400 or under

None of above apply

I understand that in order for Surrey County Council to check my eligibility I will need to provide my NI/ NASS number, name and DOB.

Identification

Your date of birth \*  

NI Number

e.g. AB112233C. Please don't include spaces.

Your National Insurance number should be printed on your payslip or at the top of any letters or documentation you've received from the Department for Work & Pensions or JobCentre Plus.

NASS Number

e.g. 123456789. Please don't include any spaces or slashes.

Please enter the first nine digits of your Asylum Seeker Number, which will appear on any letter you've received from the Asylum Seeker Support Service or UK Visas & Immigration. It might be referred to as the "AS ref".

Depending on your reason for making an application, you will need to follow one of the options listed below.

1. If you are receiving any of the benefits listed, select the relevant radio button. You must then enter your date of birth and National Insurance (NI).
2. If you have a National Asylum Seekers Number (NASS), enter it, and then select the radio button **None of above apply** to complete more information.
3. If you are not applying under economic criteria, you do not need to enter your National Insurance (NI) number, select the radio button **None of the above apply**.

If you select option 2 or 3, select 'Yes' to the question **Do you wish to provide additional information?**

Additional questions will appear that need to be answered.

23% complete

**1** About You and Your Child >

**2** Eligibility >

**3** Declaration >

**4** Submit Application >

I am in receipt and can provide the relevant proof of one of the following benefits. Please select one of the following options: \*

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit and has a gross annual income up to £16,190
- Working Tax Credit and has a gross annual income up to £16,190
- Working Tax Credit 4 week run on (the payment you get when you stop qualifying for Working Tax Credit)
- The guaranteed element of State Pension Credit
- Universal Credit and has an annual net income of £15,400 or under
- None of above apply

**Additional Criteria**

If you are not eligible based on the financial criteria, your child may still qualify for early education.

**Do you wish to provide further information? \***  Yes  No

**Is your child looked after by Surrey County Council? \***  Yes  No

**Has your child been adopted or left care through either a special guardianship or child arrangements order? \***  Yes  No

**Does your child have an Education, Health and Care Plan (EHCP)? \***  Yes  No

**Is your child getting Disability Living Allowance (DLA)? \***  Yes  No

**Are you a Non-EEA citizen who cannot claim benefits in the UK? \***  Yes  No

If you have a document that shows you are eligible for the funding based on the criteria you have selected in the application form, please upload a copy below

You will only be able to attach the following file types:

- Word Documents
- PDF Files
- Images (in jpg / png format)
- Spreadsheets (in xls / xlsx format)

**Attachment**

[Upload Document](#)

Confirm the reason by selecting 'Yes' to the radio button that applies under the Additional Criteria. Then select 'No' to all that do not apply.

Before moving onto the next screen, select to upload any supporting documentation that will help your application.

When you select the **Upload Document** button, it will open to the files on your device. Upload the document straight from your device.

**NOTE:** It will accept the following file types: Word, Excel, PDF and JPG.



Click **Next** to proceed to Step 3 to complete the declaration.

## Declaration

On the declaration screen you must give consent to carry out eligibility checks using the ECS checker.

Only select yes if you wish to proceed with the checks. Then select **Next** to proceed to Step 4 to submit the application.

Once you are satisfied that all necessary information has been provided, click **Submit Application**.



## Submit Application

Have you entered all the information you need to?

You will not be able to make any further changes once you press the "Submit" button.

[Cancel](#) [Submit](#)

Then click **Submit** on the pop up screen, if you are sure you wish to continue.

## My Application

Thank You

[Home](#) > [Children and families](#) > [Establishment Portal](#) > [My Application](#) > [My Application](#)

[My Application](#) >

[Recover a saved form](#) >

### Thank You

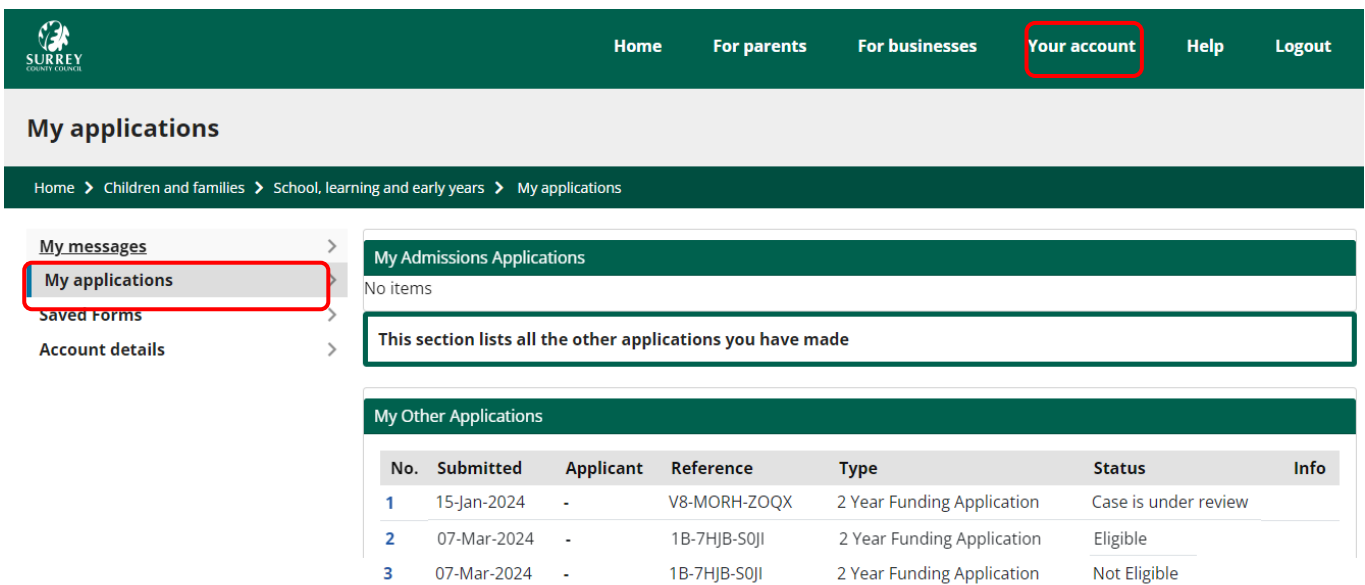
The application you completed has been submitted to the Funded Early Education Team.

You will be contacted in the next few days by one of our officers.  
Please allow additional time for weekends or bank holidays.

Thank you for using this service.

## View the Progress Status of an Application

You will be able to see how an application is progressing.



[Home](#) [For parents](#) [For businesses](#) **Your account** [Help](#) [Logout](#)

### My applications

[Home](#) > [Children and families](#) > [School, learning and early years](#) > [My applications](#)

[My messages](#) >  
**My applications** >  
[Saved forms](#) >  
[Account details](#) >

#### My Admissions Applications

No items

This section lists all the other applications you have made

#### My Other Applications

No.	Submitted	Applicant	Reference	Type	Status	Info
1	15-Jan-2024	-	V8-MORH-ZOQX	2 Year Funding Application	Case is under review	
2	07-Mar-2024	-	1B-7HJB-S0JI	2 Year Funding Application	Eligible	
3	07-Mar-2024	-	1B-7HJB-S0JI	2 Year Funding Application	Not Eligible	



To view the status of an application, select **Your Account** at the top and then select **Applications** from the left menu.

The status of our application will show as:

1. Application Submitted – after you have submitted the application.
2. Case is under review – when it is in the process of being reviewed by Surrey.
3. Eligible or Not eligible – the outcome after it has been reviewed.

## View messages about an Application

You will receive an email message when your form has been submitted and received by Surrey and you will receive another message after the form has been reviewed and an outcome of eligible or not eligible has been decided.

 EYES <sysadminalerts@surreycc.gov.uk>  
To: 

## Confirmation of form submission

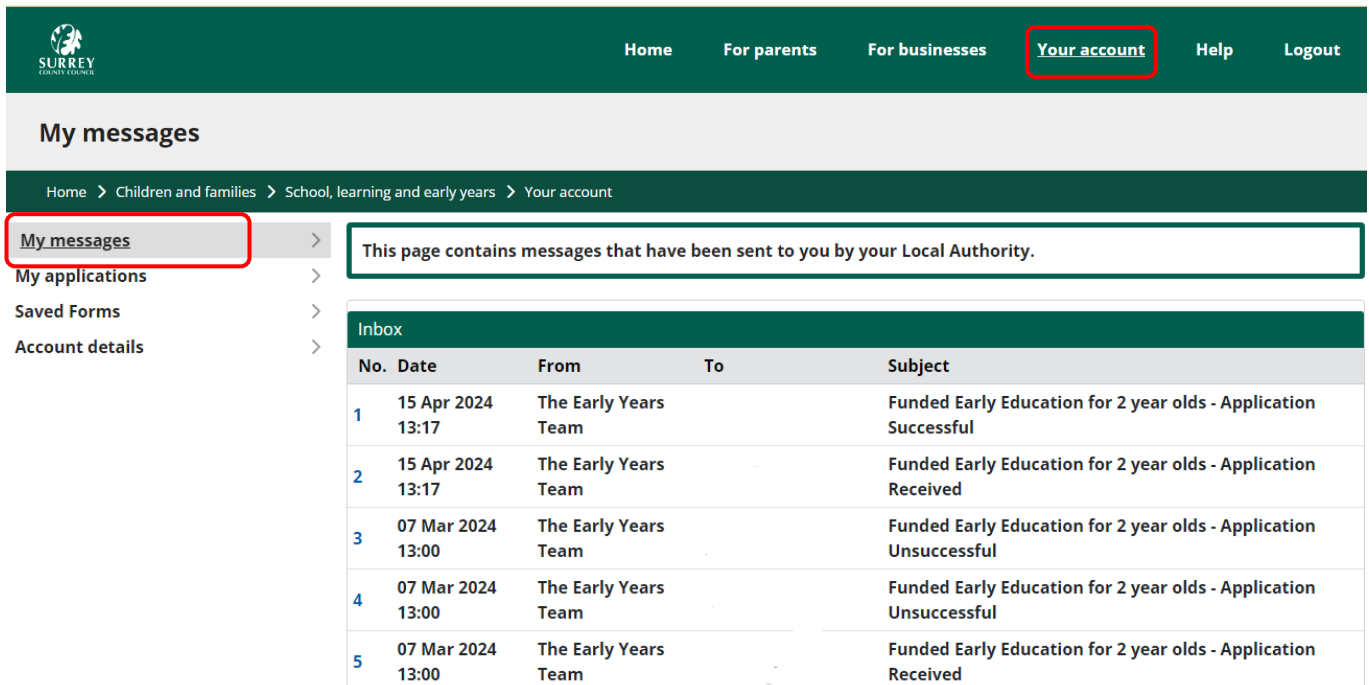
Thank you for submitting a form to us via the [portal](#).

Many Thanks

Education Team

 Reply  Forward

To read the message, you will need to login to the portal.



Home > Children and families > School, learning and early years > Your account

**My messages**

**My messages** > This page contains messages that have been sent to you by your Local Authority.

My applications >  
Saved Forms >  
Account details >

No.	Date	From	To	Subject
1	15 Apr 2024 13:17	The Early Years Team		Funded Early Education for 2 year olds - Application Successful
2	15 Apr 2024 13:17	The Early Years Team		Funded Early Education for 2 year olds - Application Received
3	07 Mar 2024 13:00	The Early Years Team		Funded Early Education for 2 year olds - Application Unsuccessful
4	07 Mar 2024 13:00	The Early Years Team		Funded Early Education for 2 year olds - Application Unsuccessful
5	07 Mar 2024 13:00	The Early Years Team		Funded Early Education for 2 year olds - Application Received

The messages you will receive will show as:

1. Application Received – after you have submitted the application, and it has been received by Surrey.
2. Application Successful – when the outcome of the application is eligible.
3. Application Unsuccessful – when the outcome of the application is NOT eligible.

To access the message, double click on it.

### Secure Message

Message Type: Personal Message

**From** The Early Years Team

**To**

**Date** 15 Apr 2024

**Subject** Funded Early Education for 2 year olds - Application Successful

Message

Parent's Name: [redacted]  
Child's Name: [redacted]  
Date of Birth: 05-Feb-2022  
Application number: UU-FMQB-MQUC

**Text** Dear [redacted]

Thank you for applying for Funded Early Education for Two year olds (FEET).

**Close**