



Charging Guidance for Delivery of Funded Entitlement

September 2025 – August 2026
V2.0

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1 Overview

1.1 Throughout this document:

- SCC means Surrey County Council
- Council means Surrey County Council
- Parent(s) means a parent or legal guardian
- Provider(s) means any group, organisation, school or childminder providing registered childcare and “**Service Provider**” shall have the same meaning.
- Provider Agreement means this agreement
- EYFS means Early Years Foundation Stage
- Early Years Funded Entitlement means the working parent entitlement, universal 3 & 4 year old entitlement and funded early education for 2 year olds
- FEET means Funded Early Education for two-year-olds eligible under economic or automatically funded criteria (see section 4.5)
- Universal hours means the first 15 hours of funded early education available to all parents of 3 & 4 year olds
- Statutory Guidance means Department for Education Early education and childcare Statutory guidance for local authorities dated April 2024

2 Purpose

- 2.1 The purpose of this charging guidance is not to replace or depart from statutory guidance or the Provider Agreement, but as supplementary guidance to support Providers when interpreting and applying the regulations to their charging arrangements.
- 2.2 Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents. There must not be any mandatory charges for parents in relation to the funded hours. Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services.¹
- 2.3 Funded Early Education provides up to 15 or 30 hours per week of funded childcare eligible children until they reach compulsory school age. The benefits of early education for child development are well-established and Providers offering a compliant and flexible approach to entitlement will support children and families.

3 FEET

- 3.1 A child will be entitled to the funded hours from the term after both of the following conditions are satisfied: (1) the child has attained the age of two; and, (2) the child or parent meets the eligibility criteria. The eligibility criteria are set out in the Provider Agreement (*Section 4 Eligibility*).

¹ A1.32 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

- 3.2 Children funded by FEET should be able to access their entitlement with no additional charge. A session length for the delivery of FEET should not be set so that a parent must pay for any additional time unless they wish to.
- 3.3 There may be some circumstances where households meet the eligibility criteria for both FEET and the working parent entitlement. In these circumstances, as outlined in A1.11 of the statutory guidance the childcare must be provided under FEET for the first 15 hours before any working parent hours are claimed. This is because, once deemed eligible, the child will remain eligible for FEET until they become eligible for the universal entitlement or 3-4 year olds working parent entitlement. Providers must ensure that parents declare on the parent declaration forms if they are eligible for both FEET and WPE including hours claimed at another provision.
- 3.4 Providers must ensure they have confirmation of any eligibility codes prior to offering Working Parents Entitlements and FEET places. The Provider must have written consent from parents to verify the codes. SCC will not fund children before eligibility commences. SCC will not backdate funding prior to the eligibility being confirmed. Providers must notify parents that any hours attended prior to eligibility being confirmed will be charged in accordance with their private fee rates.
- 3.5 A child remains eligible for a FEET place until they qualify for the universal entitlement for three and four year olds. Children moving from FEET to the universal 3 & 4 year old entitlement should be able to continue to access the same hours, terms and conditions they were accessing under FEET. Where a child is due to move from FEET to the universal 3 & 4 year old entitlement, Providers should speak with the parent(s) and explain that they can remain on the same offer or choose to access something different. Where a parent opts for a different offer at the stage of transition, the previous FEET conditions no longer apply.

4 Universal Entitlement

- 4.1 All children are eligible for 15 hours per week, for 38 weeks per year of funded childcare and education from the term following their 3rd birthday.
- 4.2 A universal place of 570 hours per year, is to be taken over no fewer than 38 weeks of the year and up to 52 weeks of the year.²

5 Working Parent Entitlement

- 5.1 3 & 4 year old children of families satisfying the eligibility criteria can access an additional 570 hours per year, totalling 1,140 hours.
- 5.2 As of 1 September 2024, eligible children from the age of 9 months will be able to access 570 hours of funded entitlement per year, from the term after they turn 9 months old. This entitlement extends to 1,140 hours from September 2025 for all eligible children from the term after they turn 9 months old.
- 5.3 A child will be entitled to the funded hours from the term after both of the following conditions are satisfied: (1) the child has attained the relevant age; (2) the child's parent

² A1.6 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

has a current positive determination of eligibility from HMRC i.e. a valid eligibility code.³ Please refer to SCC Provider Agreement, Section 4 Eligibility for satisfying criteria.

- 5.4 The entitlement can be taken over no fewer than 38 weeks per year. Where a Provider is open for fewer than 38 weeks, they must inform parents that they will not be able to use their full entitlement.
- 5.5 A Provider may offer these hours over more funded weeks by stretching the entitlement, for example 1,140 funded hours stretched over 51 weeks per year equates to 22.34 hours per week.

6 Flexibility

- 6.1 SCC encourages Providers to offer flexible packages of funded entitlement, subject to the following:
- No session to be longer than 10 hours
 - No minimum session length (subject to requirements of registration on the Ofsted Early Years Register)
 - Not before 6am or after 8pm
 - A maximum of two sites in a single day
- 6.2 Subject to the standards set out in 6.1 above and A2.7 Statutory Guidance, there is no requirement that fully funded places must be taken on, or delivered on, particular days of the week or at particular times of the day.⁴
- 6.3 Providers should ensure that where it is reasonably practicable children are able to take up their funded hours in continuous blocks and avoid artificial breaks being created throughout the day, for example over the lunch period.

7 Consistency

- 7.1 Providers should deliver the free entitlements consistently, so that all children within a setting accessing any of the free entitlements receive the same quality and access to provision, regardless of whether they choose to pay for voluntary hours, voluntary extra services, meals or consumables.⁵

8 Informing parents

- 8.1 The Provider should publish their admissions criteria and ensure all information regarding their offer is clear and transparent, including any fees for consumables, additional hours and services. The admission policy must be made available to parents in advance of the child's admission at the provision and in advance of the funded entitlement commencing, if

³ A1.10 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

⁴ A2.7 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

⁵ A1.40 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

- 8.2 Parents should be fully informed of their funded entitlement and how their funded hours can be taken. Providers should provide details of days/hours in which funded hours can be taken, ensuring a flexible offer.
- 8.3 Providers should ensure parents are aware of the options available, for example, can they access their entitlement over a full year, if so, how many weeks is the entitlement stretched over or is it a Term Time offer. Parents/carers should be aware of the alternative policy for the setting, so that they know how their child can access their entitlement without the condition of paying for additional hours.
- 8.4 Providers should inform qualifying parents of their entitlement of 570 or 1,140 hours of funded provision in a year, parents can choose to take less than their entitlement if they so wish.
- 8.5 Parents should be informed that Early Years Pupil Premium (EYPP) provides additional funds from SCC to the Provider in order to support eligible children in their setting, and the funds cannot be used to subsidise fees.
- 8.6 Providers may wish to have Funding Entitlement Terms, in addition to standard Terms and Conditions. These could include information relating to the entitlements offered and how charges for meals/snacks and additional hours above the entitlement will be charged. Ensuring parents are aware and agree to the offer in advance will ensure parents are fully informed.
- 8.7 Providers should be mindful and ensure consistency when children move from one entitlement to another.

9 Private Fees and additional hours

- 9.1 The Statutory Guidance advises local authorities not to intervene where parents choose to purchase additional hours of provision or additional services unless a provider seeks to make additional hours, voluntary services or voluntary consumables a mandatory condition of taking up a funded place.⁶
- 9.2 Private additional hours over and above funded entitlement is a contractual arrangement between the Provider and the parents. SCC will not intervene in private hours, rates and/or arrangements unless these cause barriers or as a condition for families accessing their entitlement.
- 9.3 Providers must ensure that parents are able to access their funded entitlement hours without any additional charges. The funded entitlement has no monetary value to the parents and cannot be treated as a subsidy for invoice and fee rate purposes.
- 9.4 Providers cannot charge a 'Top Up Fee', the difference between a Provider's normal charge to parents and the amount received from SCC to deliver funded places.⁷

⁶ A1.39 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

⁷ A1.41 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

10 Deposits and advance fees

- 10.1 Providers cannot require parents to pay a registration fee as a condition of taking up their child's funded place and should be mindful of the impact of such charges on the most vulnerable and disadvantaged families.⁸
- 10.2 A registration fee and/or deposit can be applied if parents book additional hours over and above their child's entitlement, the registration fee would be payable based upon the private hours booked.
- 10.3 Providers can charge parents a refundable deposit to secure their child's funded place but must refund the deposit in full to parents once the child's data has been submitted on the initial headcount. Providers must not charge parents in full in advance and then refund them once you have received your payment from SCC.
- 10.4 Providers should make it clear in their terms and conditions what notice period is required should a child not take up their offered place, after which point the deposit may be retained.

11 Food, Consumables & Additional Services

- 11.1 Providers can charge for meals and snacks as part of a funded entitlement place and can also charge for consumables such as nappies and sun cream, meals and snacks, and for services such as trips and extra-curricular activities however these chargeable extras must be voluntary for the parent.⁹
- 11.2 By January 2026, providers should publish the costs of chargeable extras should be on their provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider. They should set out, for each setting, the amounts charged for all the chargeable extras listed, as well as the pattern of hours that parents can take the entitlements. Providers caring for 10 or fewer children at any one time are exempt from this requirement.¹⁰
- 11.3 Parents must be able to opt out of paying for chargeable extras and the associated consumable or activity for their child. For activities and extra services, providers should ensure that participation in any voluntary extra activity should be on the basis of parental choice and a willingness to meet the charges. Children who do not participate in voluntary activities continue to receive provision that complies with the EYFS.¹¹
- 11.3 Providers should be mindful of the impact of charges on families, particularly the most disadvantaged. Providers who choose to offer the free entitlements are responsible for setting a policy on providing parents with options for alternatives to additional charges. This policy must offer reasonable alternatives that allow parents to access the entitlement for free, including allowing parents to supply their own, or waiving the cost of these items¹²

⁸A1.41 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

⁹ A1.33 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

¹⁰ A1.35 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

¹¹ A1.35 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

¹² A1.38 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

- 11.4 In all cases, these chargeable extras must not be a condition of taking up a free place. All parents, including disadvantaged families, must have fair access to a free place.¹³
- 11.5 Providers should deliver the funded entitlements consistently, so that all children within a setting accessing any of the funded entitlements receive the same quality and access to provision, regardless of whether they choose to pay for voluntary hours, voluntary extra services, meals or consumables.¹⁴
- 11.6 Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. consumables to be used by the child, such as nappies or sun cream. Providers **are permitted** to charge parents for additional extras alongside the funded hours, however these must be voluntary for the parent:¹⁵
- meals and snacks consumed by the child
 - extra optional activities such as events, celebrations, specialist tuition (for example music classes or foreign languages) or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework
 - Providers can also charge parents for any additional, private paid hours according to their usual terms and conditions provided taking up private paid hours is not a condition of accessing a free place.
- 11.8 Chargeable ‘Additional Services’/‘Premiums’ should only include items or services which are not considered part of the delivery of high-quality education through the EYFS, which is covered by the funded entitlements. Therefore providers **cannot charge** parents for the following in connection with the funded entitlement hours¹⁶:
- Top-up fees (any difference between a provider’s normal charge to parents and the funding they receive from the local authority to deliver free places)
 - the supply of or use of any materials, including, but not limited to, craft materials, crayons, paper, books, instruments, toys, or other equipment or learning resources that are necessary for the effective delivery of childcare
 - business running costs, including, but not limited to, rent, staff wages, cleaning materials, insurance, or utility bills such as energy, gas or water registration fees as a condition of taking up a child’s free entitlement place
 - non-refundable deposits as a condition of taking up a child’s entitlement place
 - general charges, including but not limited to, non-itemised enrichment charges, sustainability charges, business continuity charges, additional charges, enhanced ratios, hourly rates, or any other supplementary charges on top of the free hours
 - any additional fees that are not specifically identified and itemised as being for chargeable extras as described in 11.6

¹³ A1.39 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

¹⁴ A1.40 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

¹⁵ A1.33 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

¹⁶ A1.41 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

12 Invoices

- 12.1 Providers need to ensure their invoices and receipts are itemised allowing parents to see that they have received their child's entitlement completely free of charge and understand any fees paid for additional hours or services.¹⁷
- 12.2 By January 2026, providers should ensure that all Invoices are broken down separately to show:¹⁸
- the free entitlement hours, showing the hours accessed during the billing period with no monetary value.
 - additional private paid hours
 - food charges
 - non-food consumables charges
 - activities charges

In addition to the above;

- Invoices should not show funding amount received from SCC as a monetary subsidy or deduction from normal fee charges (Top Up Fee).
- Providers should ensure that rates charged are the same as the charging rates disclosed to parents at point of admission or as informed in line with Providers Terms and Conditions for fee reviews.
- Include details of any discounts, for example sibling discounts.

Additionally, invoices should include the Providers details, name and address, the parent and child's name and identifying details, such as reference numbers, invoice numbers and the billing date and period.

¹⁷ A1.36 Early education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

¹⁸ A1.36 Early Education and childcare Statutory guidance for local authorities 21 Feb 2025 (effective April 25)

12.3 Invoice Template Example

In this invoice example the child is attending the nursery 4 mornings per week (5 hour sessions), accessing the universal entitlement, with an additional morning privately charged per week. The parent has agreed to the meals, snacks and consumables charge per session.

Provider Details: Name and address <i>Option – Could include company or charity or registration number</i>		
Invoice To Parents name and address	Date of Invoice Billing/Invoice period Child's Name	<i>Option – Could include reference or invoices numbers</i>
Invoice Breakdown		
Universal 15 Hour Entitlement	<div style="border: 1px solid orange; padding: 5px; width: fit-content;"> <i>Funded entitlement has no monetary value and must not be shown as a subsidy or deduction</i> </div>	£0.00
1 x AM Session per week @ £25.00 x 4 sessions		£100.00
Lunch @ £4.00 x 12 sessions (For FEE entitlement sessions)	<div style="border: 1px solid orange; padding: 5px; width: fit-content;"> <i>This does not have to be broken down into meals/snacks it can just be shown as a daily 'food' charge</i> </div>	£60.00
Snacks @ £0.50 x 12 sessions (For FEE entitlement sessions)		£6.00
Consumables @ £0.50 x 12 sessions (For FEE entitlement sessions)		£6.00
<u>Extra Curricular</u> Activities – Forest School @ £5.00 x 4		£20.00
<u>Extra Curricular</u> Activity Trip to Zoo @ £18.00 x 1		£18.00
(Discounts – Sibling discount, promotional discount)		£0.00
<i>Option – details other charges i.e. Late charges</i>		
Invoice Total ➤ Could include an accumulative balance to show credit/debit balance brought forward from previous months.		£210.00
Terms of Payment ➤ Include details of when fees are due i.e. Fees are due by DATE or Within xxx days of receipt of this invoice. ➤ Could include how to pay with Bank Transfer details ➤ Result if payment is late, is there a charge?		

13 Breach of requirements

- 13.1 SCC intends to maintain positive relationships with Providers and has dedicated teams to offer support and guidance. The council has a statutory duty to ensure legislation and regulations are adhered to by ensuring Providers are compliant.
- 13.2 SCC takes any compliance breach seriously and will follow the Compliance Process detailed in section 15 of the Provider Agreement to establish if a breach has occurred.
- 13.3 Where a Provider fails to rectify a breach within the time prescribed by SCC they will be issued with a Compliance Notice. A Compliance Notice will give the Provider details of the breach and actions required to rectify within a set timescale. Failure to comply with the notice could result in the Provider being removed from the Directory of Providers.

Failure to comply with a Compliance Notice – Process for withdrawal of funded early education

The purpose of the panel is to set a timeframe to withdraw the provider from the Surrey Directory of Providers.

1. Deadline date for action passed from the Compliance Notice - Provider advised not to offer places to new funded children.
2. Provider invited to panel within 6 weeks of the compliance deadline date - Letter sent advising provider of time date of the panel. Provider given the opportunity to submit evidence including progress towards actions set and/or why action could not be met within the timeframe. Submission required five working days before panel.
3. EY Senior Commissioning Officer prepares evidence of communication, meetings, following Compliance process. SCC Early Years Commissioning Team prepare sufficiency assessment for immediate area. Submission required five working days before panel.
4. Panel convened at least 10 working days after issue of letter - Panel to include a minimum of three senior managers from the EY support teams and Head of Commissioning or Service Manager.
5. Panel process –
 - a. Chair introduces panel members.
 - b. SCO presents evidence.
 - c. Provider's evidence is presented.
 - d. Panel reviews evidence and makes decision regarding timeframe for compliance and/or withdrawal of funding.
 - e. Provider informed of decision in two working days.
 - f. Letter follows within 10 working days.
6. Appeal to include panel of three senior managers and one representative from original panel - Provider advised of right to appeal within 10 working days. Appeals procedure followed. Provider advised outcome within three days of appeal panel.
7. Funding withdrawn - Provider informed of funding withdrawal date. Provider informs parents of funded children of intention to withdraw funding. Funded Early Education team and Family Information Service informed of decision to ensure parents are supported and no further payments are made beyond the agreed timeframe.

14 Audit and Monitoring

- 14.1 SCC intends a proportionate audit strategy and reserves the right to make visits to private, voluntary and independent providers to verify compliance with the Statutory Guidance and SCC Provider Agreement.

15 Complaints and compliance

- 15.1 SCC has a duty to investigate complaints made about a setting and will follow a robust and consistent approach when handling complaints raised regarding the way a setting is applying charges and funded entitlement.
- 15.2 Providers should keep a record of complaints regarding their provision, including complaints raised about charging and funded entitlement.

Early Years FEE Funding Complaints Process

Stage 1 - Enquiry Received

- Enquiry received by the Early Years Commissioning Team.
- The query will be logged.
- An initial email will be sent to the enquirer to confirm the Local Authority Statutory duty and explain next steps and process when dealing with a funding query.
- In the first instance we will request the enquirer discuss their query with their provider. If at this stage the enquirer is not satisfied with the provider response or has already approached their provider, they can request for a member of the Commissioning Team to assess and investigate.
- If the parent resolves the issue with the provider the query will be closed at this stage, if not, the query moves to Stage 2.

Stage 2 - Gathering Information

- The enquirer (Parent/Legal Guardian) must provide written authorisation for the Early Years Commissioning Team to approach the provider and disclose the nature of the enquiry and who has made the enquiry, there may be exceptional circumstance whereby naming the enquirer would not be appropriate and a decision to maintain their privacy will be made.
- The Early Years Commissioning Team will request from the enquirer relevant information, such as invoices, Terms and Conditions, provider/parent contracts, relevant communication and/or literature from the provider relating to the query.
- The Early Years Commissioning team will review available information and research further where needed.
- If the Early Years Commissioning Team can establish and conclude the query at this point, they will write to the enquirer via email to provide an outcome and reasoning. The enquiry will be closed at this stage, if not, move to Stage 3.

Stage 3 - Meeting with Provider

- The investigating officer will contact the provider's management and discuss the nature of the query and the enquirer.
- The provider will be informed of the Local Authority role and statutory duty and the process for investigations. The initial conversation may include a request for further information and documents and give the provider the opportunity to respond to the query. The investigating officer may require a follow up meeting with the provider to establish all information to conclude the investigation.
- Once meetings and/or discussions concluded move to Stage 4.

Stage 4 - Analyse Information against regulations

- The investigating officer will analyse the information, apply to regulations, and conclude the enquiry.
- The outcome and reasoning will be communicated via email with both the enquirer and the provider and include any necessary actions where applicable.
- If either party, the enquirer, or provider are not satisfied with the outcome they can write to the Commissioning Manager stating the reason they wish this to be reviewed. The Commissioning Manager will consider all information and conclude their review, once concluded the outcome will be communicated in writing via email.
- Both parties will be given the link to Surrey County Council Complaints Process, should they require it.

Stage 5 - Review & Further Actions

- If a provider was given actions, the Commissioning Team will review these actions.
- If provider has failed to comply with actions set within the timescale, without sufficient reasoning, the situation will be referred to the Commissioning Manager for a Compliance Notice, further non-compliance could result in the provider being removed from the Directory of Providers.

16 Information and support

For further guidance and support please contact a member of the Early Years Commissioning Team at eycommissioningteam@surreycc.gov.uk

17 Appendix

Resources

- [Surrey County Council - Providing funded early education](#)
- [Surrey County Council - Early Years Provider Agreement from 2024 - 2025](#)
- [Early education and childcare - April 2025](#)
- [The Childcare Act 2006](#)
- [The Childcare Act 2016](#)

18 Declaration Form Guidance for Early Years Providers

Use this guidance to support you when reviewing and completing parental declaration forms. There are some top tips included which will hopefully make the process easier for you as a provider. All declarations forms must be kept for a minimum of 7 years to ensure they are available for Audit when requested. We have now produced an annual declaration form that should be re-signed each funded period, to reduce admin time and printing costs, this is available as a digitally fillable form on our [providing funded early education webpage](#) and can also be printed.

We have also created a parent guide to completing the declaration form (Early education funding declaration form guidance) based on feedback that parents typically struggle to complete the forms which can result in more admin time for providers. This can also be found on the [providing funded early education webpage](#).

Page 1

Provider name and DfE URN

Declaration Form 2025/2026

Funded Early Education for Working Parent Entitlements, FEET and Universal funding for 3 and 4 year olds



Provider Name	
DfE URN	

Full DfE URN must be included on the form to identify the provider and alleviate misunderstandings and incorrect payments. You can complete this for the parent or provide them with this information to fill-in themselves.

Child details

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:	
Gender:	
Address:	
Postcode:	

Full legal names must be used for identification purposes. Parents should not use any abbreviations or nick names for the child. You will need to ensure that you have seen identification documents for the child, ensuring that the information that has been provided is accurate.

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Eligibility codes

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

Setting name	Working parent Funded Hours (per week)	Universal Funded hours (per week)	FEET Funded Hours (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

The actual hours being attended (term-time or stretched) must be included in each of the boxes. It must be indicated whether a stretched or term-time offer is being accessed, by a tick or cross in the appropriate box. Parents should add how many days and how many additional hours they are paying for privately. They should also include the date of their first funded session for that term.

Children attending more than one setting

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

Setting name	Working parent funded hours (per week)	Universal funded hours (per week)	FEET funded hours (per week)

For children attending multiple settings, parents/ legal guardians **must complete separate declaration forms for each provider.**

Parent Signature

- I wish to take up my funded hours as detailed at this setting during autumn. I understand that (other than in exceptional circumstances):
 - Once my child takes up their place funding will remain with the provider until 31 December.
- I wish to notify my provider that I will not be attending in autumn, or
- I will be leaving during the autumn term, my leaving date will be

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

For 2025/26 we have included an additional section for parents to confirm they wish to use their funded hours at the setting indicated on the form which highlights that unless there are exceptional circumstances the funding will remain with the provider for the remainder of the term. There is also

the option for parents to indicate if they may be leaving. Parents AND providers will need to sign each term to confirm that the hours are correct.

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Early Years Pupil Premium

The EYPP claim form has been combined with the declaration form based on provider feedback. Parents do not have to complete this section, however, can complete the first half of the form to assess if they may be eligible for EYPP. If any of the answers to the first half of the page are yes, then the parent should complete the second half if they consent to an eligibility check.

In order for an EYPP check to be undertaken, this page of the form must be signed and dated.

An EYPP check can be undertaken at any time during the funded period, this section of the form can be revisited at any time throughout the year.

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Disability Access Fund

Checks for DAF have now been added to the declaration form, if complete this section and are happy for the provider to claim this funding, they will need to provide a copy of their child's DLA entitlement. The signed declaration forms, alongside this evidence will be sufficient for DAF to be claimed.

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Parent Declaration

Parent/legal guardian details

Parent/legal guardian name(s):	
Parent/legal guardian contact number:	
email address:	

Parents will also need to sign the declaration form to confirm they agree to the declaration terms and conditions. No headcount should be submitted without this form being completed and signed by the parent or legal guardian. The declaration form is considered invalid without date and signature. This must be signed each time within the correct funded period.

If parents or legal guardians are completing the declaration form electronically, a digital signature will be accepted or if they type their signature, parents must then email the declaration form back to you (the early years provider) on a recognised email address with explicit confirmation that they (the parent) have completed the form. This is so both parties (parents and provider) have an email trail of the form being completed and signed, to minimise any potential misunderstandings and for audit purposes.

Provider use only

Surrey providers claim funding on a term-time basis but can choose to stretch the funding themselves. Where parents have indicated their child is accessing a stretched offer, providers must complete this section of the form to indicate if the funding is being stretched annually (equal number of funded hours offered each week across the year) or termly (different number of hours offered each term based on number of hours that can be claimed) and over how many weeks the funding is being stretched.

Provider stretching the funding yearly, over 51 weeks:

Yearly stretch	Termly stretch		
Over how many weeks?	Over how many weeks? Autumn term	Over how many weeks? Spring term	Over how many weeks? Summer term
51			

Provider stretching the funding termly, over 51 weeks:

Yearly stretch	Termly stretch		
Over how many weeks?	Over how many weeks? Autumn term	Over how many weeks? Spring term	Over how many weeks? Summer term
	16	16	19

This information combined with the number of hours the child is accessing per week, will allow the number of term-time hours to be claimed on the portal to be calculated. For support with stretched offer please visit [Stretched term funding guidance - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk), and the [Surrey County Council - Early Years Provider Agreement](#).

If you need further support or have any questions please email the Early Years Commissioning team on eycommissioningteam@surreycc.gov.uk.