Charging Guidance for Delivery of Funded Entitlement

September 2026 – August 2027

Contents

1 Overview 3
2 Purpose 3
3 Early Learning for 2-year-olds (formerly FEET) 3
4 Universal Entitlement 4
5 Working Parent Entitlement 4
6 Flexibility 5
7 Consistency 5
8 Informing parents 5
9 Private Fees and additional hours 6
10 Deposits and advance fees 7
11 Food, Consumables & Additional Services 7
12 Invoices 9
13 Breach of requirements 11
14 Audit and Monitoring 12
15 Complaints and compliance 12
16 Information and support 13
17 Appendix 13
18 Declaration Form Guidance for Early Years Providers 14

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 Early Learning for 2-year-olds
- Early Learning for 2-year-olds means 2-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 Early Learning for 2-year-olds (formerly 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).*

3.2 Children funded by Early Learning for 2-year-olds should be able to access their entitlement with no additional charges. A session length for the delivery of Early Learning

[1] A1.31 Early education and childcare Statutory guidance for local authorities April 2026

for 2-year-olds 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 Early Learning for 2 year olds and the working parent entitlement. In these circumstances, childcare must be provided under Early Learning for 2-year-olds for the first 15 hours before any working parent hours are claimed[2]. This is because, once deemed eligible, the child will remain eligible for Early Learning for 2-year-olds 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 Early Learning for 2-year-olds 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 Early Learning for 2-year-olds 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 an Early Learning for 2-year-olds place until they qualify for the universal entitlement for three and four year olds. Children moving from Early Learning for 2-year-olds 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 Early Learning for 2-year-olds. Where a child is due to move from Early Learning for 2-year-olds 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 Early Learning for 2-year-olds 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.[3]

5 Working Parent Entitlement

5.1 3 & 4 year old children of families satisfying the working parents entitlement eligibility criteria can access an additional 570 hours per year, in addition to their Universal Entitlement totalling 1140 hours.

5.2 Children from families who satisfy the working parents entitlement eligibility criteria will be able to access 1140 hours of funded entitlement per year, 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] A1.11 Early education and childcare Statutory guidance for local authorities April 2026
[3] A1.6 Early education and childcare Statutory guidance for local authorities April 2026

has a current positive determination of eligibility from HMRC i.e. a valid eligibility code.[4] 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 1140 funded hours stretched over 51 weeks per year equates to 22.35 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 the 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.[5]

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 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.

8 Informing parents

8.1 The Provider should publish their admissions criteria and any fees for consumables, additional hours and services and make these easily available to parents to enable parents to understand the entitlements hours are available free of charge and to make an informed choice of provider. Providers should also make parents aware of what types of alternative arrangements are available for those parents who do not wish to purchase these chargeable extras.[6]

[4] A1.10 Early education and childcare Statutory guidance for local authorities April 2026
[5] A2.7 Early education and childcare Statutory guidance for local authorities April 2026
[6] A1.39 Early education and childcare Statutory guidance for local authorities April 2026

8.2 Parents should be fully informed of their funded entitlement and how their funded hours can be accessed. 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 stretched over a full year, if so, how many weeks is the entitlement stretched over or is it a Term Time offer.

8.4 Providers should inform qualifying parents of their entitlement of 570 or 1140 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 include Funding Entitlement Terms in addition to their standard Terms and Conditions. These should outline the entitlements offered and any voluntary charges for meals, snacks, or additional hours beyond the funded entitlement. Sharing this information with parents and securing their agreement in advance helps ensure they are fully informed and understand the offer available.

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 makes additional hours, voluntary services or voluntary consumables a mandatory condition of taking up a funded place.[7]

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 are 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 or monetary deduction 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.[8]

[7] A1.36 Early education and childcare Statutory guidance for local authorities April 2026
[8] A1.38 Early education and childcare Statutory guidance for local authorities April 2026

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.[9]

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.

10.4 Providers must not charge parents in full in advance and then refund them once you have received your payment from SCC.

10.5 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.[10]

11.2 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 chargeable extras, 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.[11]

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 optional activities should continue to receive provision that complies with the EYFS.[12]

11.4 Providers should be mindful of the impact of charges on families, particularly the most disadvantaged. Providers who choose to offer funded 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

[9] A1.38 Early education and childcare Statutory guidance for local authorities April 2026
[10] A1.32 Early education and childcare Statutory guidance for local authorities April 2026
[11] A1.40 Early education and childcare Statutory guidance for local authorities April 2026
[12] A1.34 Early education and childcare Statutory guidance for local authorities April 2026

for free, including allowing parents to supply their own, or waiving the cost of these items [13]

11.5 In all cases, chargeable extras must not be a condition of accessing a funded only place. For example, parents should not be declined a funded only place because they opt out of chargeable extras. All parents, including disadvantaged families, should have fair access to a free place.[14]

11.6 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 additional hours, optional extra services, meals or consumables.[15]

11.7 Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers are permitted to charge parents for additional extras alongside the funded hours, however these must be voluntary for the parent: [16]

- consumables to be used by the child, such as nappies or sun cream
- 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 funded place

11.8 Providers cannot charge parents for the following in connection with the funded entitlement hours[17]:

- top-up fees (any difference between a provider's normal charge to parents and the funding they receive from the local authority to deliver funded 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, mortgage payments, staff wages, cleaning materials, disposal of waste materials, insurance, or utility bills such as energy, gas or water
- non-refundable registration fees as a condition of taking up a child's funded entitlement place
- non-refundable deposits as a condition of taking up a child's funded entitlement place. The provider may retain the deposit if the parent does not take up their place

[13] A1.35 Early education and childcare Statutory guidance for local authorities April 2026
[14] A1.36 Early education and childcare Statutory guidance for local authorities April 2026
[15] A1.37 Early education and childcare Statutory guidance for local authorities April 2026
[16] A1.32 Early education and childcare Statutory guidance for local authorities April 2026
[17] A1.38 Early education and childcare Statutory guidance for local authorities April 2026

- non-refundable retainer fees in relation to entitlement places
- additional support costs for children with special educational needs and disabilities (SEND) as part of their entitlement hours or as a condition of accessing an entitlements place. See paragraphs A1.45 and A1.46regarding the Disability Access Fund and special educational needs(SEN) Inclusion Fund
- 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 11.7

12 Invoices

12.1 Providers need to ensure their invoices and receipts are itemised allowing allow parents to see that they have received their funded hours completely free of charge and understand that any fees they have paid for are for additional private hours or optional services.[18]

12.2 Providers should ensure that all Invoices are broken down separately to show:

- 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 [19]

In addition;

- 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.
- 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.

[18] A1.42 Early education and childcare Statutory guidance for local authorities April 2026

[19] A1.42 Early education and childcare Statutory guidance for local authorities April 2026

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 ***Option – Could include company or charity or registration number***		
Invoice To Parents name and address	**Date of Invoice** **Billing/Invoice period** **Child's Name**	***Option – Could include reference or invoices numbers***
Invoice Breakdown Universal 15 Hour Entitlement *Funded entitlement has no monetary value and must not be shown as a subsidy or deduction*		**£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) *This does not have to be broken down into meals/snacks it can just be shown as a daily 'food' charge*		**£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**
Extra Curricular Activities – Forest School @ £5.00 x 4		**£20.00**
Extra Curricular Activity Trip to Zoo @ £18.00 x 1		**£18.00**
(Discounts – Sibling discount, promotional discount) ***Option – details other charges i.e. Late charges***		**£0.00**
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 sections 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.

4 Audit and Monitoring

14.1 SCC reserves the right to carry out proportionate audits, including visits to private, voluntary, independent providers, schools and childminders, 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 2026 - 2027
- Early education and childcare - April 2026
- 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

SURREY COUNTY COUNCIL

Declaration Form 2026/2027

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

Provider Name	
DfE URN	

The Provider name and DfE URN must be included on the form to identify the provider and avoid misunderstandings and incorrect payments. You can complete this for the parent or provide them with this information to complete 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: (You will need to show your childcare provider evidence of your child's 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.

Page 2-3

Eligibility

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

Parents must complete this section, ticking all entitlements that they wish to claim at your setting. They must also provide you with valid eligibility codes for both Working Parent Entitlement and Early Learning for 2 year olds if applicable. These codes should be checked for validity before you make a claim on the portal. Please note that if a parent is eligible for Early Learning for 2 year olds AND the Working Parent Entitlement, you must claim for the Early Learning for 2 year olds entitlement first.

Weekly Attendance and Funded Entitlement Claim

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

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

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

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

The actual hours being attended and whether the parent is accessing a term time offer or a stretched offer. 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. **Please note that the hours entered here by the parent should match your provider claim on the portal.**

Children attending more than one setting

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

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

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

Parent Signature

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

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

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

By signing each term, parents are agreeing for the funded hours to be claimed by the provider and also acknowledging that unless there are exceptional circumstances, they understand that funding will remain with the provider for the remainder of the term. There is also the opportunity for parents to let their provider know that they may be leaving. Please note that for this term claim to be valid, Parents AND providers will need to sign to confirm that the hours are correct.

Page 4

Early Years Pupil Premium

The EYPP claim form has been included in 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 wish to consent to an eligibility check.

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

Please note –
An EYPP check can be undertaken at any time during the funded period, and this section can be revisited at any time throughout the year.

Page 5

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.

Page 5-6

Parent Declaration

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

In addition to the termly signature box, parents also need to sign the declaration to confirm they understand and agree to the terms and conditions. **No headcount claim should be submitted before this form is completed and signed by the parent or legal guardian.**

Please note that the declaration form will be considered invalid if it is not signed and dated within the relevant 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 from. 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.

Page 7

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 (Max 51)

Over how many weeks?
51

Termly Stretch

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

Provider stretching the funding termly, over 51 weeks:

Yearly Stretch (Max 51)

Over how many weeks?

Termly Stretch

Over how many weeks? **Autumn term**	Over how many weeks? **Spring term**	Over how many weeks? **Summer term**
14	15	22

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), 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.