

Guidance for stretching term time hours

Frequently Asked Questions

September 2023

Can you choose the number of weeks over which you wish to stretch funding for parents?

Yes, anything over 38 weeks per year would be considered 'stretched'. You may stretch funding across the whole year, or across each funded period.

Can providers create their own version of the Parent Declaration Form?

No, as per the 2023/24 provider agreement:

14.6.8 Please only use versions of the declaration form downloaded from the [SCC Providing funded early education webpage](#), no other versions of the form should be used.

The annual form can now be completed electronically or printed.

For some children leaving part way through a 'child year' they may receive more or less hours than providers have claimed for. Will this affect children leaving for school during the summer period?

Some children leaving for school may be affected, dependent on their date of birth and the number of weeks you are open in each period. You may find it helpful to use the child tracker to understand any children who may be affected.

Will we need to vary terms and conditions for children already signed up to access a childcare place with us?

Example terms and conditions have been provided to ensure parents are made aware that if they leave part way through a child year, they may not receive their full entitlement, or may incur additional charges for any hours not able to be claimed for. These can be requested by emailing EYcommissioningteam@surreycc.gov.uk.

As detailed in the Provider Agreement signed up to by all providers for 2022/24:

14.5.4 If a provider chooses to stretch the funding themselves, they will be liable for any over or under delivery of hours should a child leave part way through a funded period or child year. In some cases, providers may have been able to claim more hours than they have delivered and will need to ensure that their Terms and Conditions clearly outline to parents how this will be handled, for example by offering additional sessions or the hours being forfeited. Alternatively, there will be instances where the provider will have delivered more hours for which they can claim, these hours would be chargeable for parents, and this should also be clearly detailed in the provider's Terms and Conditions. Providers should consider the impact of chargeable hours on vulnerable and disadvantaged children and discuss alternatives with parents, such as offering that the child finish earlier than planned in order not to accrue hours that need to be paid for. Providers can contact eycommissioningteam@surreycc.gov.uk to request support with wording for their Terms and Conditions.

Information about the application of funded entitlement from January 2023 is also available to parents on our Surrey childcare web pages [Funded early education and childcare for 3 and 4 year olds - Surrey County Council \(surreycc.gov.uk\)](#)

If you are varying your terms and conditions, you would follow your own usual processes as a private business or charity when making any other variance to your terms and conditions is required.

If you are changing the way in which you offer funded hours or sessions, you should give parents reasonable notice as per the Provider Agreement:

6.7 Providers should give parents and carers a reasonable notice period where a change in timings of sessions or patterns of attendance is required. For example, if a nursery has changed ownership and the model of delivery of funded hours has been changed for pre-existing families.

Is the time frame for submission of claims being extended?

No, claims must be entered on the EY Portal within the usual time scales.

Can the annual declaration form be used regardless of where the child is in their 'child year'?

Yes, the annual declaration form can be used for any child regardless of where they are in their child year.

Is there anywhere that a balance of available hours can be viewed for each child?

In the EY Portal you can view the total hours that a child has been given in a period in the Funded List for Two Year Olds and Funded List for Three and Four Year Olds, under 'Reports' in the blue menu bar. You are able to select the current period and up to three previous periods information.

If you are stretching the funding yourself, you may wish to use the child tracker which will calculate for you the balance of hours delivered so far per term and across the year.

What hours do providers and parents need to record on the declaration form?

Parents are asked to record the actual number of funded hours that their child will be accessing each week, therefore where the funding is being stretched, this will be the number of hours the provider offers each week i.e. 11.17 hours for a provider stretching the funding over 51 weeks of the year.

The provider only section requires the provider to detail if they are stretching the funding yearly or termly and over how many weeks.

How will I need to enter my claims on the EY Portal?

Children that are accessing 2, 3 and 4 year old funding will need to be added to the early years portal as term time (even if they will be attending your setting on a stretched basis).

Our stretched funding summary guidance session slides will show you how to work out how many term-time hours you should claim.

Is it only how we claim on the portal that is changing? We can still invoice parents with the stretched funding like we have been doing previously?

Yes, you would still show the number of funded hours you have delivered per invoice period and then a value of £0.00.

I deliver 11.17 hours per week stretched but need to claim 15 hours term time? How should I enter this against days of the week on the EY Portal when the child is not actually attending 15 hours?

When we move over to the new computer system it will only ask for you to enter total weekly hours to be claimed and will not require these to be broken down to hours per day. For now, whilst entering claims in the current portal we accept that the term time hours claimed will not accurately reflect the hours attended during this period of transition. We would of course discount this at audit providing you have a clear record of children's actual attendance and the total hours claimed weekly add up.

We have amended the declaration form to only ask for total weekly hours in preparation for the change.

Where can I find the most up to date declaration form?

Our most up to date annual declaration form can be found on the [Providing funded early education webpages](#) of the Surrey County Council website.

Where can I find the most up to date guidance?

Here is the link to the latest guidance documents [Stretched term funding guidance - Surrey County Council \(surreycc.gov.uk\)](#)