



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	

This form must be completed by the child's parent or legal guardian. The form must be re-signed termly and may be completed before the start of the funded period no earlier than 1 July, 1 December, and 1 March, or the child's start date if this is sooner, but is not a requirement until the child's first funded session. By completing this form you are giving authority for the above named provider to check your child's eligibility and claim the funded hours for the following term **once they have attended their first funded session**. If you do not take up your funded place without reasonable notice your provider may retain your deposit, please see your provider's terms and conditions. If you take up a funded place and leave mid-term, funding may be retained by your provider until the end of term. Please use the [guidance document](#) to assist you in completing the declaration form.

Child's details

Please include all legal names & **complete in block capitals**

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:	

Child's Ethnicity

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

White

- ☐ White British
☐ White-Irish
☐ Traveller of Irish Heritage
☐ Gypsy / Roma
☐ Any other White Background

Mixed Background

- ☐ White and Black Caribbean

- ☐ White and Black African

- ☐ White and Asian

- ☐ Any Other Mixed Background

Asian or Asian British

- ☐ Pakistani

- ☐ Indian

- ☐ Chinese

- ☐ Bangladeshi

Black or Black British

- ☐ Black Caribbean

- ☐ Black African

- ☐ Any Other Black Background

Other Ethnic Group

- ☐ Arab

- ☐ Any Other Ethnic Group

- ☐ Prefer not to Say

Parent/legal guardian details

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

Eligibility

To be completed with assistance from your chosen provider(s). Please tick below which entitlement/s you will be using. If your child is two years old and eligible for both entitlements, you should use your FEET hours first.

Funding Type	Please tick all that apply	Code/Reference Number	Parents National Insurance Number
Working parents entitlement? (from 9 months)			
Funded early education for two year olds (FEET)?			<i>Not required for FEET</i>
Universal funding for 3 and 4 year olds		<i>Not required for Universal</i>	<i>Not required for Universal</i>

Weekly attendance and funded entitlement claim

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

* Please note that Surrey Early Education providers can only claim for funded entitlement on a term-time basis, however they can choose to stretch the entitlement if they are open for more than 38 weeks. Where a provider is stretching the funding, the total number of hours accessed each week will be less than 15 or 30.

Please detail the actual number of funded hours your child will access each week. The maximum number of funded hours that can be claimed per week is 15 for FEET and Universal funding and 30 hours for working parents entitlement (except 3 & 4 year olds who will claim 15 hours WPE & 15 hours universal).

Funded hours claimed

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	

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)

☐ 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 [Click or tap to enter a date.](#)

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

Spring - This section should only be signed and dated between 1 December – 31 March

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	

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)

☐ I wish to take up my funded hours as detailed at this setting during spring. I understand that (other than in exceptional circumstances):

- Once my child takes up their place funding will remain with the provider until 31 March.
- ☐ I wish to notify my provider that I will not be attending in spring, or
- ☐ I will be leaving during the spring term, my leaving date will be [Click or tap to enter a date](#).

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

Summer - This section should only be signed and dated between 1 March – 31 August

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	

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)

☐ I wish to take up my funded hours as detailed at this setting during summer. I understand that (other than in exceptional circumstances):

- Once my child takes up their place funding will remain with the provider until 31 August.
- ☐ I wish to notify my provider that I will not be attending in summer, or
- ☐ I will be leaving during the summer term, my leaving date will be [Click or tap to enter a date](#).

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

Early Years Pupil Premium (EYPP)

Families receiving income support or with children in or out of local authority care may qualify for extra funding. This funding goes directly to your childcare provider for training, support, or experiences for the children. It does not impact your Early Years Education funding claim. Answer the questions below to see if your provider can claim EYPP for your child. Registering for EYPP will not affect your benefits.

Local Authority Care Arrangements	YES	NO
Is your child looked after by the Local Authority?		
Has your child been adopted from Local Authority care?		
Has your child left Local Authority care through a special guardianship arrangement?		
Has your child left Local Authority care due to being subject to a child arrangement order?		

*Please note that for an EYPP check to be undertaken, copies of an adoption certificate or relevant court order will need to be supplied to your Early Years provider who will submit these on your behalf.

Family Income and Benefits

Do you receive any of the following benefits? <i>(please tick yes to all that apply)</i>	YES	NO
Income Support		
Income-based Job Seekers Allowance		
The guaranteed element of State Pension Credit		
Child Tax Credit (provided the family is not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)		
Income-related Employment and Support Allowance		
Universal Credit and have an annual net earned income of no more than £7,400 (before benefits)		
Support under Part VI of the Immigration and Asylum Act 1999		
Working Tax Credit run-on (paid for 4 weeks after a family stops qualifying for Working Tax Credit)		

If you have answered yes to any of the above questions, your Early Years provider may be able to claim EYPP for your child. Please complete the details below if you consent to an eligibility check. If you are claiming based on family income this must be the name of the main benefit holder.

If found eligible for EYPP your child's provider will receive a supplement per funded hour (up to a maximum of 15 hours). For children claiming FEET or Universal hours for 3 and 4 year olds the supplement will automatically go to the provider claiming these hours. For children accessing 30 hours Working Parents Entitlement for 2 year olds or Under 2s you may choose to split the 15 hours between two providers.

Please indicate if you would like to split your EYPP hours below:

Name of Provider	Number of EYPP hours (max 15)

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

I understand the information provided will be held electronically and used only for confirming eligibility for Early Years Pupil Premium. Surrey County Council will check this information with HMRC, DWP, and Home Office as permitted by law, and inform my childcare provider of the result.

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

Disability Access Funding (DAF)

If your child is receiving child Disability Living Allowance and is receiving the funded entitlement, they are eligible for the Disability Access Fund (DAF). DAF is paid to your child's early years provider. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

Disability Access Funding	YES	NO
Is your child eligible for and in receipt of Disability Living Allowance (DLA)?	<input type="checkbox"/>	<input type="checkbox"/>
Only one provider can claim this funding per year, the funding is not transferrable if your child moves to another provider. Do you wish to nominate this provider to claim the Disability Access Funding?	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked the box to allow this provider to claim for DAF funding, please provide a copy of your child's DLA award letter to your provider who will send this to the Local Authority with a copy of this declaration form to claim the Disability Access Funding.

Parent/Legal Guardian Declaration

The details given on this form are true to the best of my knowledge.

I will only claim funded early education for hours that my child attends the provider.

I am not claiming funded early education for my child at this, or any provider, for more than my maximum hours per week, or for more than 10 hours in any one day.

I have been given detailed information about the provider's terms and conditions and any additional charges.

I understand that:

1. My child's details will be held electronically by Surrey County Council in accordance with the General Data Protection Regulations (GDPR) 2018, to process my claim for funded early education and associated entitlements and will be held for seven years after provision has ended.
2. Any information collected to undertake eligibility checks for Early Years Pupil Premium will not be used for any other purpose, information will be shared and stored securely to allow the check to be undertaken.
3. Any information collected to undertake eligibility checks for the working parent funded entitlement, will only be used to review ongoing eligibility and to ensure the accuracy of claims where a child may also be claiming funded entitlement at a provider within another Local Authority. This information will be shared and stored securely.
4. Information given on this form may be used to ensure accuracy of records within the local authority and with other local authorities to prevent and detect fraud.
5. Where funded hours are shared across Surrey providers duplicate claims will be identified. Your provider will be contacted by Surrey County Council, and you will be asked to confirm the distribution of your funded hours to ensure you have not overclaimed. Where there are not enough funded hours you will need to pay for additional hours at your provider's private rate. I understand I must re-sign the declaration form each funded period to confirm the number of funded hours my child is accessing or notify my provider if I do not intend to return the following term.
6. To access FEET Funding I understand that I must have confirmation from Surrey County Council that my child is eligible for FEET. I must provide the FEET reference number as evidence to my provider before accessing my child's place. If I do not have a valid FEET reference number, then I will be liable for any hours accessed where the provider is unable to claim funding for my child. FEET funding cannot be backdated prior to the date eligibility was confirmed by Surrey County Council.
7. To access the working parent entitlement, I understand that I must provide an 11-digit code that is valid the term before my child accesses their place. I must re-confirm my code every 3 months. If I do not have a valid code for every funded period or if I forget to re-confirm my code, I will be liable for any additional hours accessed where the provider is unable to claim funding for my child.
8. I cannot be charged for funded early education hours, but may be charged for additional services, meals and consumables, or be offered a suitable alternative in line with statutory guidance. I cannot be charged for funded early education hours in advance and then be refunded at a later date.
9. My child's funding will be paid directly to their provider. If I am eligible for working parents entitlement and I have a valid code, my child can claim funded early education up to a maximum of 1140 hours per funded year starting from the term after they turn 9-months which is equivalent to 30 hours per week for

38 weeks per year (term time). If I am eligible for Universal or FEET funding I can claim up to 570 hours per year over 38 weeks.

10. 15 or 30 funded hours must be claimed weekly by my chosen provider, as the hours cannot be banked or rolled over to another week.
11. It is only possible for Surrey providers to claim the funded entitlement on a term-time basis and there are a maximum number of term time funded hours which can be claimed each period. Providers can elect to stretch the funding themselves. Where my child is accessing a stretched offer and leaves a provider part way through their funded year, I understand they may not be able to access their full entitlement, or I may be charged for any hours delivered which cannot be claimed.
12. If I split the hours between a childcare provider who offers term time and one who offers stretched I will need to discuss with both providers what hours are available to be claimed and may be unable to claim the full hours.
13. If I choose to access a stretched offer with a provider, it is my responsibility to ensure I am aware of the provider's specific terms and conditions related to the delivery of this offer.
14. If I move my child to a different provider or I change my offer from term time to stretched or stretched to term time I may be unable to claim my full hours or may be charged for any hours delivered which cannot be claimed.
15. If I move my child to a different provider, I will not be able to claim funded early education hours from the new provider during the current funded period (term), without the permission of my current provider and/or Surrey County Council, unless I gave notice before the start of the funded period.
16. My child cannot use their funded early education hours at more than two sites in one day or for more than 10 hours in any one day.
17. If I choose to take up any more hours or services outside of the funded early education hours, I will have to pay my provider for the hours and/or services that are not funded.
18. Surrey County Council will reclaim funding if during an audit it appears I have claimed for more funded early education hours than my child has actually attended or, I have claimed more than my maximum funded early education hours per week.
19. My child's provider can choose when in the week/day/session they offer funded early education.
20. I am aware that there are some circumstances where funding may be withdrawn from an early years provider and that they would not be able to offer funded places. These may include suspension by Ofsted, Inadequate or Requires Improvement Ofsted inspection outcomes. You will be contacted by the Early Years Commissioning Team to explain the next steps depending on individual circumstances.
21. I am aware of the Early Education Funding Privacy Notice (available at <https://www.surreycc.gov.uk/council-and-democracy/your-privacy/our-privacy-notices/early-years-entitlement-funding>)

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

Provider use only - please confirm the following:

Type of document seen, as proof of DOB (e.g birth certificate, passport)	
Date document seen (at time of first registration)	
Document seen by (name of staff member)	
Signature	
Date	

Providers are required to claim funding on a term time basis but can stretch these term time hours **If you are choosing to stretch the funding** please indicate your offer below:

Yearly Stretch

Over how many weeks?

Termly Stretch

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