

Declaration Form – Child Year 2023/2024

Funded Early Education for 2, 3 & 4 year olds



Provider name	
DfE URN	

To be completed by the child's parent or legal guardian, for their child to claim funded early education with the provider named above, **once the child has attended their first funded session in each funded period.**

This page may be used as authority for the provider to check on the Funded Early Education Portal how many funded hours the child can have before they start attending this setting.

Child's details - Please use legal names & **block capitals**.

Child Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say
Child Date of Birth	
Child Legal Forenames	
Child Legal Surname	
Address	
Postcode	

Ethnicity – please tick the appropriate box to indicate your child's ethnic group:

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

White

- ☐ British
- ☐ Irish
- ☐ Traveller of Irish Heritage
- ☐ Gypsy or Irish Traveller
- ☐ Roma
- ☐ Any other White background

Mixed / Dual Background

- ☐ White and Black Caribbean

☐ White and Black African

- ☐ White and Asian
- ☐ Any other Mixed or background

Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background

Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Any other Black, Black British, Or Caribbean background

Other Ethnic Group

- ☐ Arab
- ☐ Other ethnic group

Prefer not to say

- ☐ Prefer not to say

Parent/legal guardian details

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

Eligibility codes

	Eligible?	Code:
Is your child eligible for 2-year-old funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your child eligible for 30 hours of funded childcare?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your national insurance number:	

If your child is eligible for the 30 hours extended entitlement, Surrey County Council are required to check ongoing eligibility with appropriate government departments (HMRC, DWP and Home Office) as allowed by law; and share the result of the check, and any change in entitlement status, with your child's childcare provider. Surrey County Council may also need to share these details with other Local Authorities to review the accuracy of claims. This information will not be used for any other purpose.

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 day is 10 hours.

Autumn funding period (1 September – 31 December).

Setting name	2-year-old funded weekly hours	Universal 3- & 4-year-old funded weekly hours	Extended 3- & 4-year-old funded weekly hours
Start date:		<input type="checkbox"/> Stretched offer <input type="checkbox"/> Term-time offer	
End date (if applicable):			

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

Setting name	2-year-old funded weekly hours	Universal 3- & 4-year-old funded weekly hours	Extended 3- & 4-year-old funded weekly hours

Spring funding period (1 January – 31 March).

Setting name	2-year-old funded weekly hours	Universal 3- & 4-year-old funded weekly hours	Extended 3- & 4-year-old funded weekly hours
Start date:		<input type="checkbox"/> Stretched offer <input type="checkbox"/> Term-time offer	
End date (if applicable):			

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

Setting name	2-year-old funded weekly hours	Universal 3- & 4-year-old funded weekly hours	Extended 3- & 4-year-old funded weekly hours

Summer funding period (1 April – 31 August).

Setting name	2-year-old funded weekly hours	Universal 3- & 4-year-old funded weekly hours	Extended 3- & 4-year-old funded weekly hours
Start date:		<input type="checkbox"/> Stretched offer <input type="checkbox"/> Term-time offer	
End date (if applicable):			

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

Setting name	2-year-old funded weekly hours	Universal 3- & 4-year-old funded weekly hours	Extended 3- & 4-year-old funded weekly hours

Early Years Pupil Premium (EYPP) – 3- & 4-year-olds only

Some families in receipt of income support such as Universal Credit, Working Tax Credit, or Child Tax Credit, or where children are currently in or have left local authority care under certain circumstances, may be eligible for additional funding to support their childcare provider. This can be used to provide additional support, training, or new experiences for the children. This does not affect your Early Years Education funding claim.

Please answer the questions below to find out if your Early Years provider may be able to claim EYPP for your child. Registering for EYPP will not affect any of the benefits you receive.

ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENT ORDER	
Is your child looked after by the Local Authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child been adopted from Local Authority care?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child left Local Authority care through a special guardianship arrangement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child left Local Authority care due to being subject to a child arrangement order?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Please note that in order 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? - 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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.

	Parent/Guardian 1	Parent/Guardian 2 (if applicable)
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 will not be used for any other purpose. I agree that Surrey County Council can use this information and that it will be checked with the appropriate government departments (HMRC, DWP and Home Office) as allowed by law, to confirm my eligibility for Early Years Pupil Premium and that my childcare provider will be informed of the result of my check.

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

Disability Access Funding (DAF)

If your child is 3 or 4, 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.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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"/> Yes <input type="checkbox"/> No
If you have ticked the box to allow this provider to claim for DAF funding, please provide a copy of your child's 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 or 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.

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 extended 30 hours 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, the names and number of hours are displayed to these providers in the Funded Early Education Portal. However, if a child is attending another provider in a different local authority, this will not be viewable on Surrey's portal.
6. I cannot be charged for funded early education hours, but may be charged for additional services, meals and consumables in line with statutory guidance. I cannot be charged for funded early education hours in advance and then be refunded at a later date.
7. My child's funding will be paid directly to their provider. My child can claim universal funded early education up to a maximum of 570 hours per funded year as a 2, 3 or 4 year old starting from the term after their birthday, which is equivalent to 15 hours per week for 38 weeks per year (term time). If I have a valid 30 Hours Funded Childcare eligibility code, my child can attend for a maximum of 1,140 hours a year.
8. 15 or 30 funded hours must be claimed weekly, as the hours cannot be banked or rolled over to another week.
9. 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. However, 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 570-hour entitlement, or I may be charged for any hours delivered which cannot be claimed.
10. 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 570 hours.
11. 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 570 hours or may be charged for any hours delivered which cannot be claimed.
12. 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.

13. 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.
14. My child cannot use their funded early education hours at more than two sites in one day, for more than 10 hours in any one day.
15. 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.
16. 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.
17. My child's provider can choose when in the week/day/session they offer funded early education.
18. I may have to pay full fees to this provider if my child goes to a maintained school, free school or academy at any time during this funded period (term).
19. 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>)

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

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

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

Telecommunication (Lawful Business Practice) (Interception of Communications) Regulations 2000.

Communication with the local authority (including online transactions) may be subject to monitoring and recording only for purposes permitted by the Telecommunication (Lawful Business Practice) (Interception of Communications) Regulations 2000 in order to prevent or detect a crime or investigate or detect the unauthorised use of the service.

Provider use only - please confirm the following:

Type of proof of date of birth document seen (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 <input type="checkbox"/>	Termly stretch <input type="checkbox"/>		
Over how many weeks?	Over how many weeks? Autumn term	Over how many weeks? Spring term	Over how many weeks? Summer term

