# Parental Declaration Form 2024/2025

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

|  |  |
| --- | --- |
| **Provider name** | Enter providers name |
| **DfE URN** | Enter providers DfE URN |

This form must only be completed by the child’s parent or legal guardian, once the child has attended their first funded session with the above named provider. By completing this form you are giving authority for the above named provider to check your child’s eligibility for funded early education. Please use the [guidance document](https://www.surreycc.gov.uk/__data/assets/pdf_file/0008/346157/Surrey-County-Council-Declaration-Form-Guidance-2024-25.pdf) 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 the child’s birth certificate) | Enter childs legal surname |
| **Child Legal Forename(s):**(include **all** names on the child’s birth certificate) | Enter ALL child’s legal forenames  |
| **Name by which the child is known** (if different from above): | Enter child’s preferred name. |
| **Date of Birth:** | Enter child’s date of birth |
| **Gender:** | [ ]  Male [ ]  Female |
| **Address:** | Enter Address |
| **Postcode:** | Enter 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

**Black or Black British**

[ ] Black Caribbean

[ ] Black African

[ ] Any Other Black Background

**Asian or Asian British**

[ ] Pakistani[ ] Indian

[ ] Chinese

[ ] Bangladeshi

**Other Ethnic Group**

[ ] Arab

[ ] Any Other Ethnic Group

[ ] Prefer not to Say

## Parent/legal guardian details

|  |  |
| --- | --- |
| **Parent/legal guardian name(s):** | Enter parent/legal guardian name. |
| **Parent/legal guardian contact number:** | Enter contact number |
| **email address:** | Enter email address |

## Eligibility codes and reference numbers

A code or reference number is needed to access Working Parents entitlement and Funded Early Education for Two year olds (FEET) funding. To [access the working parent entitlement](https://www.gov.uk/apply-free-childcare-if-youre-working), you must **have a valid code** which you must apply for the term before you plan to claim funding. You must **re-confirm your code every 3 months**. If you do not have a valid code, then you will be liable for any hours accessed where the provider is unable to claim funding for your child

If your child is eligible for the working parent 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.

To access FEET Funding you must have confirmation from Surrey County Council that your child is eligible. You must provide the **FEET reference number** as evidence to your provider before accessing your child’s place. If you do not have a valid FEET reference number, then you will be liable for any hours accessed where the provider is unable to claim funding for your child. FEET funding cannot be backdated.

|  |  |  |
| --- | --- | --- |
|  | Eligible? | Code/Reference Number |
| Is your child eligible for the [Working parents entitlement?](https://www.surreycc.gov.uk/children/support-and-advice/families/childcare/paying/30-hours-funded-childcare-for-working-parents#4)  | [ ]  Yes [ ]  NoIf yes, please provide your National Insurance NumberEnter your National Insurance Number here  | Enter your working parents code here |
| Is your child eligible for [Funded early education for two year olds (FEET)](https://www.surreycc.gov.uk/children/support-and-advice/families/childcare/paying/funded-early-education-for-2-year-olds#financial)? | [ ]  Yes [ ]  No | Enter your FEET reference number here |

## 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** | **Working parent entitlement funded weekly hours** | **FEET funded weekly hours**  | **Universal funded weekly hours (3 & 4 year olds)** |
| Enter the name of your childcare setting here | Enter the number of funded hours you will use at this setting | Enter the number of funded hours you will use at this setting | Enter the number of funded hours you will use at this setting |
| **Start date:**This is the date of your childs first session of the funded period (1/9 – 31/12) | Enter start date | [ ]  Stretched offer | [ ]  Term-time offer |
| **End date** Enter date only if your child will leave during the funded period  | Enter a leaving date |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Setting name** | **Working parent entitlement funded weekly hours** | **FEET funded weekly hours** | **Universal funded weekly hours (3 & 4 year olds)** |
| Enter any additional childcare setting your child attends | Enter the number of funded hours you will use at this setting | Enter the number of funded hours you will use at this setting | Enter the number of funded hours you will use at this setting |

## Spring funding period (1 January – 31 March)

|  |  |  |  |
| --- | --- | --- | --- |
| **Setting name** | **Working parent entitlement funded weekly hours** | **FEET funded weekly hours** | **Universal funded weekly hours (3 & 4 year olds)** |
| Enter the name of your childcare setting here | Enter the number of funded hours you will use at this setting | Enter the number of funded hours you will use at this setting | Enter the number of funded hours you will use at this setting |
| **Start date:**This is the date of your childs first session of the funded period (1/1 – 31/3) | Enter start date | [ ]  Stretched offer | [ ]  Term-time offer |
| **End date** Enter date only if your child will leave during the funded period  | Enter a leaving date |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Setting name** | **Working parent entitlement funded weekly hours** | **FEET funded weekly hours** | **Universal funded weekly hours (3 & 4 year olds)** |
| Enter any additional childcare setting your child attends | Enter the number of funded hours you will use at this setting | Enter the number of funded hours you will use at this setting | Enter the number of funded hours you will use at this setting |

## Summer funding period (1April – 31 August)

|  |  |  |  |
| --- | --- | --- | --- |
| **Setting name** | **Working parent entitlement funded weekly hours** | **FEET funded weekly hours** | **Universal funded weekly hours (3 & 4 year olds)** |
| Enter the name of your childcare setting here | Enter the number of funded hours you will use at this setting | Enter the number of funded hours you will use at this setting | Enter the number of funded hours you will use at this setting |
| **Start date:**This is the date of your childs first session of the funded period (1/4 – 31/8) | Enter start date | [ ]  Stretched offer | [ ]  Term-time offer |
| **End date** Enter date only if your child will leave during the funded period  | Enter a leaving date |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Setting name** | **Working parent entitlement funded weekly hours** | **FEET funded weekly hours** | **Universal funded weekly hours (3 & 4 year olds)** |
| Enter any additional childcare setting your child attends | Enter the number of funded hours you will use at this setting | Enter the number of funded hours you will use at this setting | Enter the number of funded hours you will use at this setting |

## Early Years Pupil Premium ([EYPP](https://www.surreycc.gov.uk/children/support-and-advice/families/education-and-learning-advice-for-families/early-learning/parents-guide-to-the-early-years-foundation-stage/early-years-pupil-premium))

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.

|  |  |
| --- | --- |
| **Local Authority Care Arrangements** |  |
| Is your child looked after by the Local Authority? | [ ]  Yes [ ]  No |
| Has your child been adopted from Local Authority care? | [ ]  Yes [ ]  No |
| Has your child left Local Authority care through a special guardianship arrangement? | [ ]  Yes [ ]  No |
| Has your child left Local Authority care due to being subject to a child arrangement order? | [ ]  Yes [ ]  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
 | [ ]  Yes [ ]  No |
| * Income-based Job Seekers Allowance
 | [ ]  Yes [ ]  No |
| * The guaranteed element of State Pension Credit
 | [ ]  Yes [ ]  No |
| * 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)
 | [ ]  Yes [ ]  No |
| * Income-related Employment and Support Allowance
 | [ ]  Yes [ ]  No |
| * Universal Credit and have an annual net earned income of no more than £7,400 (before benefits)
 | [ ]  Yes [ ]  No |
| * Support under Part VI of the Immigration and Asylum Act 1999
 | [ ]  Yes [ ]  No |
| * Working Tax Credit run-on (paid for 4 weeks after a family stops qualifying for Working Tax Credit)
 | [ ]  Yes [ ]  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** | Enter first name here. | Enter first name here. |
| **Last Name** | Enter first name here. | Enter surname here |
| **Date of birth (dd/mm/yyyy)** | Click or tap to enter a date. | Click or tap to enter a date. |
| **National Insurance number OR National Asylum Support Service (NASS) Number**  | Enter first name here. | Enter your NI or NASS Number here |
| **Daytime telephone number** | Enter first name here. | Enter your telephone number here |
| **Email address**  | Enter first name here. | Enter your email here |

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** | Enter your name |
| **Name (please print)** | Enter first and last name here |
| **Date** | Enter the date |

## Disability Access Funding ([DAF](https://www.surreycc.gov.uk/children/support-and-advice/families/send-support/disability-access-fund))

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.

|  |  |
| --- | --- |
| Is your child eligible for and in receipt of Disability Living Allowance (DLA)? | [ ]  Yes [ ]  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? | [ ]  Yes [ ]  No |

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 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 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, the names and number of hours are displayed to these providers in the Establishment 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 understand I must complete the declaration form each funded period to confirm the number of funded hours my child is accessing.
7. 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.
8. 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, I will be liable for any additional hours accessed where the provider is unable to claim funding for my child.
9. 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.
10. 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 570 hours per funded year starting from the term after they turn 9-months which is equivalent to 15 hours per week for 38 weeks per year (term time). 3 & 4 year olds with a valid working parents eligibility code can attend for an additional 15 hours per week per year (term time) up to a maximum of 1,140 hours a year from the term after their 3rd birthday.
11. 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.
12. 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 570-hour entitlement, or I may be charged for any hours delivered which cannot be claimed.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. My child’s provider can choose when in the week/day/session they offer funded early education.
21. 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).
22. 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.
23. 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 (1 Sept – 31 Dec)

|  |  |
| --- | --- |
| **Digital Signature of parent/legal guardian** | Type your signature here |
| **Name** (please print) | Enter your name  |
| **Date** (this must a date within the funded period) | Click or tap to enter a date. |

**Spring funded period (1 Jan – 31 Mar)**

|  |  |
| --- | --- |
| **Digital Signature of parent/legal guardian** | Type your signature here |
| **Name** (please print) | Enter your name  |
| **Date** (this must a date within the funded period) | Click or tap to enter a date. |

**Summer funded period (1Apr – 31 Aug)**

|  |  |
| --- | --- |
| **Digital Signature of parent/legal guardian** | Type your signature here |
| **Name** (please print) | Enter your name  |
| **Date** (this must a date within the funded period) | Click or tap to enter a 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)** | Choose from drop down list |
| **Date document seen (at time of first registration)** | Enter date document seen |
| **Document seen by (name of staff member)** | Enter staff name |
| **Signature** | Enter name |
| **Date** | Enter 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**  |  | [ ]  **Termly stretch** |  |  |
| Over how many weeks? |  | Over how many weeks?Autumn term | Over how many weeks?Spring term | Over how many weeks?Summer term |
| Enter number of weeks per year |  | Enter number of weeks per year | Enter number of weeks for Spring Term | Enter number of weeks for Summer Term |