

Declaration Form – Summer 2023

Funded Early Education for 2, 3 & 4 year olds



SURREY
COUNTY COUNCIL

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 this period.**

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

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

Child Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
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 / Roma
- Any other White background

- White and Black African
- White and Asian
- Any other Mixed background

Prefer not to say

- Prefer not to say

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi

- Chinese
- Any other Asian background

Black or Black British

- Caribbean
- African
- Any other Black background

Other Ethnic Group

- Other ethnic group

Mixed / Dual Background

- White and Black Caribbean

Early Years Pupil Premium (EYPP)

Some families in receipt of income support such as Universal Credit, Working Tax Credit, or Child Tax Credit, or children who are adopted from care, may be eligible for additional funding to support your childcare provider. This can be used to provide additional support, training, or new experiences for the children.

- If you think you might be eligible and would like more information, please tick here.

30 Hours Funded Childcare - eligibility for extended hours (if applicable)

For more information on 30 hours funded childcare, go to www.surreycc.gov.uk and search for ‘30 Hours Funded Childcare for working parents.

Is your child eligible for 30 Hours Funded Childcare?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, please complete the details below
Parent/legal guardian Name	
Parent/legal guardian telephone number	
Parent/legal guardian email address	

30 Hours eligibility code (e.g. 5000XXXXXX)	
Parent/guardian National Insurance Number	

Parent or legal guardian agreement

- I understand that the information provided on this form will be held electronically.
- I give permission for the provider named above to search Surrey County Council's Funded Early Education portal to confirm how many funded hours my child can have, and if applicable to validate the 30 hours eligibility code.
- I agree that Surrey County Council can use my information to check my child's eligibility for 30 hours funded childcare with the 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 my childcare provider. I understand that my information will not be used for any other purpose, or to check eligibility for Funded Early Education for Two Year Olds or Early Years Pupil Premium.

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

You should not complete the remainder of this form until your child has attended their first funded session with the provider in this period

Provider and attendance details

Parents/legal guardians need to agree and complete a Declaration Form for each provider where their child attends for funded early education, in order to ensure that funding is paid correctly, and hours are not exceeded.

Universal and Extended Hours Funded Childcare

I am claiming the following number of **Universal and Extended (if eligible)** funded early education hours for my child. The hours completed below are term time hours, if these hours are to be stretched then the provider will complete this in the provider section below.

If your provider offers stretched funding when claiming on a term time basis, will you be stretching your funding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Setting Name	Hours (Term Time)	Weekly
	Universal	
	Extended	

Date my child will start using funded Universal hours at this provider	
Date my child will start using funded Extended hours at this provider	
Leaving date if prior to the end of term (if applicable)	

Does your child attend another setting? If so please enter the hours you will claim funding below	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Setting Name:	Hours	Weekly
	Universal	
	Extended	

Note – The maximum number of funded hours that can be claimed in any one day is 10 hours.

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 to process my claim for funded early education and will be held for seven years after provision has ended.
2. Information given on this form may be used to ensure accuracy of records across the local authority and to prevent and detect fraud.
3. Where funded hours are shared across providers, the names and number of hours are displayed to these providers in the Funded Early Education Portal.
4. 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.
5. 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 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.
6. 15 or 30 funded hours must be claimed weekly, as the hours cannot be banked or rolled over to another week.
7. If I split the hours between a childcare provider who offers term time and one who offers stretched it is unlikely that I will be able to claim the full 570 hours.
8. If I move my child to a different provider or I change my offer from term time to stretched or stretched to term time it is unlikely that I will be able to claim my full 570 hours.
9. 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.
10. Funded hours will be claimed on a weekly basis and I am not able to claim for a part week
11. 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.
12. 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.
13. 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.
14. My child’s provider can choose when in the week/day/session they offer funded early education.
15. 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).
16. I am in agreement with 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	

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. This section must be completed for audit purposes if you will be stretching funding for this child. Please indicate how you are stretching the term time hours:

- Stretched termly
- Stretched yearly

If stretching yearly, please advise how many weeks you are stretching funding over the year?	47 (12.12pw)	48 (11.87pw)	49 (11.63pw)	50 (11.40pw)	51 (11.17pw)	52 (10.96pw)
Tick box						

If stretching termly or yearly, please complete the following sections each funded period:

Summer	Universal	Extended
How many term time hours a week will you be claiming for this child?		
How many stretched hours a week will you be offering this child?		