



# Declaration Form Guidance for Parents

September 2026 – August 2027

# Declaration Form Guidance for Parents 2026/27



This guidance document has been created to support you to complete the declaration form that will allow your chosen early years provider to claim the early education funded entitlement for your child.

As a parent/legal guardian you will need to complete this form as fully as possible to ensure that your early years provider has all the information they need to claim the funding. Below shows each page of the declaration form with additional hints and tips to help you complete the form as fully as possible.

**Without this completed form, your chosen early years provider cannot claim your child's funding. It must be completed, signed, dated and returned to your provider by the start of each funded period or the first day your child attends your chosen provider if this is later.**

Images of sections of the form have been included to provide some context to the guidance throughout the document.

## Page 1

### Provider name and DfE URN

#### Declaration Form 2026/2027

**Funded Early Education for Working Parent Entitlements, Early Learning for 2 Year Olds (formerly FEET) and Universal Funding for 3 & 4 year olds**

Provider Name	
DfE URN	

Your early years provider will be able to tell you what the DfE URN is for the setting, they may complete this for you in advance or after you have given the form back to them. This information is important so that we can identify the specific setting that your child is attending as some settings may have the same or similar names

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, 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.

In addition, this form must be completed by any new starter on or before the child's start date, if this is not at the beginning of a funded period.

**You should not be asked by your provider to complete a declaration form retrospectively for previous funded periods or for funded hours already used, nor should you be asked to sign in advance for future funded periods. Please contact [eycommissioningteam@surreycc.gov.uk](mailto:eycommissioningteam@surreycc.gov.uk) if this occurs.**

## Child's details

### Child's details

Please include all legal names & complete in block capitals

<b>Child's Legal Surname(s):</b> (the surname on your child's birth certificate)	
<b>Child Legal Forename(s):</b> (include all names on the child's birth certificate)	
<b>Name by which the child is known</b> (if different from above):	
<b>Childs Date of Birth:</b> (You will need to show your childcare provider evidence of your child's date of birth)	
<b>Gender:</b>	
<b>Address:</b>	
<b>Postcode:</b>	

Full legal names must be used for identification purposes. Do not use any abbreviations or nick names for your child. Your early years provider will check identification documents to ensure that the information matches.

## Childs Ethnicity

### 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

Please tick one box only. This information is required by Surrey County Council

## Parent/Guardian Details

### Parent/ Guardian Details

<b>Parent/Guardian Full Name:</b>	
<b>Parent/Guardian Date of Birth:</b>	
<b>Parent/Guardian National Insurance Number (or Asylum Support Reference Number):</b>	
<b>Parent/Guardian Contact Number:</b>	
<b>Parent/Guardian Email:</b>	

Please ensure that you complete this section in full.

## Eligibility

Please complete this section carefully, ensuring that you tick all that apply. Please ensure that you have included your eligibility code (if applying for Working Parent Entitlement or Early Learning for 2 Year Olds (formerly FEET)). **Please note** if you have eligibility codes for both Early Learning for 2 Year Olds and the Working Parent Entitlement, your child will be funded for the first 15 hours under the Early Learning for 2 Year Olds.

### 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 2 years old and eligible for both entitlements, your provider must use the Early Learning for 2 Year Olds funding first.**

<input type="checkbox"/> <b>Working Parent Entitlement (WPE) children age 9 mths - 4 yrs</b> <small>(Please ensure you have provided your National Insurance Number in Parent/Guardian Details)</small>	<b>Eligibility code:</b> (11 digit code of numbers only)
<input type="checkbox"/> <b>Early Learning for 2 Year Olds (formerly FEET)</b>	<b>Eligibility code:</b> (10 digit code of letters and numbers)
<input type="checkbox"/> <b>Universal Entitlement for 3 and 4 Year Olds</b>	

For families eligible for the working parent entitlement, you MUST provide both your eligibility code and national insurance number (in the parent/guardian section) to allow for your eligibility to be checked. Without this information you will be unable to claim this funding for your child.

Your national insurance number will be in the format of two letters, followed by six numbers and then a final letter e.g., QQ123456C. You can find this on your personal tax account or on a payslip, P60 or letters about tax, pension or benefits.

Your code for the working parent entitlement will be 11 digits long and start with either 11, for temporary codes, or 50, e.g. 50112345678. You can find the details of this code via your childcare service account or in your 'secure messages'.

If your child is eligible for Early Learning for 2 Year Old funding, and you do not know your 2-year-old eligibility reference number, your early years provider will be able to find this on the Surrey EYES Establishment portal. The 10 digit reference number for this funding will be in the following format XX-XYZS-USYZ.

## Weekly Attendance and Funded Entitlement Claim

This section must be completed for **all children** claiming funded entitlement, regardless of whether your child is eligible for working parent entitlement, Early Learning for Two Year Olds (formerly FEET) or the Universal funding for 3- & 4-year-olds. There are three sections (Autumn, Spring and Summer), please ensure that you have completed the table for the current term, you must specify the number of funded hours that want claimed for your child.

### Autumn Term - This section should only be signed and dated between 1 July – 31 December

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

Setting name	Early Learning for 2 Year Olds Funded hours (Max 15 per week)	Universal Funded hours (Max 15 per week)	Working Parent Funded Hours ((Max 30 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	

If you are stretching your funded hours please ensure that the number of hours claimed per week reflects this – please speak to your provider if you are unsure.

You will need to state how many funded hours your child will access each week at this early years provider. This will be a maximum of 30 but may be less if your child is not using their full entitlement, or this is being stretched over more than 38 weeks. **Please do not just tick this box, the number of hours must be stated.**

You must indicate whether your child is accessing a term-time offer (maximum of 30 hours per week, over 38 weeks of the year) or a stretched offer (fewer hours per week over more than 38 weeks of the year) and over how many weeks. **If you are unsure, your early years provider will be able to tell you.**

**The start date is the date of your child's first session.**

**An end date is only required where your child does not stay at the setting for the whole term or funded period.**

If your child is 3 or 4 years old, and is eligible for the working parent entitlement, you will need to separate the hours that they are accessing through their universal entitlement and the working parent entitlement.

For a child accessing their maximum entitlement during term-time, this would be 15 universal hours and 15 working parent entitlement hours.

For a child accessing a 51 week stretched offer, accessing their maximum entitlement this would be 11.17 universal hours and 11.17 working parent entitlement hours.

Please ask your early years provider about their stretched offer if you are unsure of the weekly hours.

## Children attending more than one setting

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

Setting name	Early Learning for 2 Year Olds Funded hours (per week)	Universal Funded hours (per week)	Working Parent Funded Hours (per week)

If your child is going to be accessing their funded entitlement with more than one provider, this **MUST** be detailed on the form. You **MUST** state the name of the provider and number of hours that will be claimed so that accurate claims can be made. This applies for all providers, not only other providers within Surrey. If your child attends another provider but does not use any funded hours with them, you do not need to fill this in.

## Confirming your hours

I understand that by signing below I am agreeing for the above named provider named to claim funded hours as shown above, at this setting during the Autumn term. I understand that (other than in exceptional circumstances) once my child takes up their place funding will remain with the provider until the end of the Autumn term.

I wish to notify my provider that  I will not attend in Autumn Term or  I will leave during the Autumn Term (leaving date: .....)

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

You will need to sign and date each time you complete the form (once per term) and tick to confirm that you understand that funding remains with your provider even if you decide to leave part way through the funded period. You can also use this section to let your provider know if your child will not be attending for the term or if you are planning to leave during the term.

## Early Years Pupil Premium (EYPP)

This page will help your early years provider to identify if they can claim additional funding to support your child, this is called Early Years Pupil Premium and is based on your family circumstances. Early Years providers could receive up to £655.50 a year for every child who is eligible for EYPP. This funding from the government goes directly to your early years provider.

You do not have to complete this section of the form, it is optional. This check can be done at any point during the year and therefore this page on the form can be revisited if you change your mind about a check or your circumstances change.

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? (please tick yes to all that apply)	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 the answer to all these questions is NO**, your child will not be eligible and therefore you do not have to complete the rest of this page and can move on to page 5.

**If any of the answers are YES**, your child may be eligible and if you would like an eligibility check, the rest of the page will need to be completed.

Name of Provider	EYPP hours (max 15 across all providers)

For children claiming Early Learning for 2 Year Olds 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 children age 2 or under you may choose to split the 15 hours between two providers. Please use this box to indicate how you would like to split the hours. Please note that total hours is 15 across all providers.

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

Your national Insurance (NI) number is made up of two letters, six numbers and a final letter e.g., QQ123456C. You can find this on your personal tax account or on a payslip, P60 or letters about tax, pension or benefits. Asylum Support reference numbers are usually 9 digits and in the format of 'YY/MM/12345'. These numbers can be followed by /001, /002, /003 etc which identifies each individual member in the family. If you are unable to find your number on your paperwork, you can contact the National Asylum Support Service who should be able to provide the number.

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

You **MUST** sign and date at the end of the Early Years Pupil Premium section to allow for an eligibility check to be undertaken.

## Page 5

### Disability Access Fund (DAF)

**Disability Access Fund, only applies to children who are in receipt of [Disability Living Allowance](#), if this does not apply to your child then you go straight to the Parent/Legal Guardian Declaration.**

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 <b>one</b> provider can claim this funding per year, the funding is <b>not</b> 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"/>

**Any award letter used as evidence to claim DAF must be in-date at the time of the application**

## Page 6

### Parent/Legal Guardian Declaration

**You must read all of the information in the parent/ legal guardian declaration on pages 5 & 6 and ensure you fully understand the conditions of the funding.**

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

**You (parent/legal guardian) must sign and date the declaration form. Without a signed and dated form, it will not be possible for the early years provider to claim the funded entitlement for your child.** You will be asked to re-sign this form for each funded period at the different points across the year.

If completing the declaration form electronically, a digital signature is accepted or if you type your signature, you (parent or legal guardian) must then email the declaration form back to the early years provider using a recognised email address, with explicit confirmation that you (the parent or legal guardian) have completed the form. This is important so both parties (you and your chosen early years provider) have an email trail of the form being completed and signed. This is to minimise any potential misunderstandings in the future and for audit purposes. If you are completing more than one declaration form as your child attends two providers, this information applies for both forms.

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 but is not a requirement until the child's first funded session.

**By signing and dating the form, you are agreeing to the conditions in the parent declaration. Please make sure that you have read the declaration and understand the terms.**

## **Page 7**

### **Provider use only**

This section of the form is to be completed by the early years provider; you do not need to complete any of this information but will need to provide an appropriate form of identification for your child to be checked. Your early years provider will provide you with more information about this.