

Free Entitlement Audit Form

Name of Setting:								Manager:				Date of Audit:			Edubase no:	
Funding type (2yo, 15hr, 30hr, EYPP, DAF)	First Name	Surname	Address	Child's Date of Birth	Birth cert	Proof of address	Signed parental agreement	Proof of 2YO/30 code	EYPP completed	Registers/ absence/lates recorded - follow up calls/emails	Hours per week	DAF letter	Promotion of Fundamental British Values	Safeguarding/ SEND pathways	Notes	
Please could you talk us through your funding offer:																
If a parent wanted to use their funded hours only:																
What is your policy if the parent/carers is unable/didn't want to pay for non-food consumables:																
What is your policy if the parent/carers is unable/didn't want to pay for food consumables:																
Are your charges published on your website/family space etc..... (It's mandatory from January 2026) hourly rate, consumables and non-food consumables																
Requirements						Action					Timeframe				LA date and initials when completed	
Recommendations:																
Examples of Good Practice:																
Auditor's Name:								Auditors Signature:						Date Signed:		
Manager/Owner's Name:								Manager/Owners Signature:						Date Signed:		