

Free Entitlement Audit Form

Name of Setting _____

Manager: _____

Edubase No: _____

Name of child									
Start Date									
Portal Info inc Male or Female (EH, P, 2)									
Birth Certificate									
Evidence of 2YO eligibility									
Proof of Address									
Parental Agreement & Date signed									
EYPP Completed									
Register, absence / lates recorded									
Child's record obs? 2YO chk?									
Next Steps & dates									
Parent partnership: signature/home learning ideas									

Requirements	
Action & Timeframe	
LA date & initials when completed	

Recommendations:

Examples of good practice:

Signed Auditor _____ Date ____ / ____ / ____

Signed Manager / Owner _____ Date ____ / ____ / ____