

# Provider Agreement

**For delivery of funded early years provision for nine-month, two, three- and four-year-olds.**

*This agreement reflects the underpinning law governing the delivery of the early education and childcare entitlements, which has not changed.*

***April 2026***

***Children and young people in Croydon have the chance to thrive, learn, and fulfil their potential.  
(Mayor's Business Plan 2022-26)***



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## Definitions

The following definitions are used in this agreement:

“Croydon Early Years Funding Portal”	means a secure web-based electronic system for claiming early years funding.
“EYFS”	means the Early Years Foundation Stage.
“Provider”	means ‘Early Years Providers’ and include: <ul style="list-style-type: none"><li>▪ Early years providers and childminders registered on the Ofsted Early Years Register;</li><li>▪ Childminders registered with a childminder agency that is registered with Ofsted;</li><li>▪ Maintained Schools, Independent Schools and Academies caring for children under five years of age registered with Ofsted or the Independent School Inspectorate.</li></ul>
“ECE”	means Eligibility Checking Engine.
“Local Authority”	means Croydon Local Authority.
“Ofsted”	means the Office for Standards in Education, Children’s Services and Skills.
“Ofsted Early Years Register”	means the register of all providers working with children aged from birth to five maintained by Ofsted.
“SENCO”	means Special Educational Needs Co-Ordinator.
“SEND”	means Special Educational Needs and/or Disabilities.
“Universal Entitlement”	means the ‘570 hour’ entitlement (most commonly delivered as 15 hours over 38 weeks) for all three and four-year-olds.
“Early Learning for 2-year-olds”	means the ‘570 hour’ entitlement (most commonly delivered as 15 hours over 38 weeks) for eligible parents of two-year-olds.
“Working Parent Entitlement”	means the ‘1140 hour’ entitlement (most commonly delivered as 30 hours over 38 weeks) for eligible working parents of 9-month-olds, two-year-olds and, three and four-year-olds.

# Section 1:

## Introduction

- 1.1** Children and young people in Croydon have the chance to thrive, learn, and fulfil their potential (Mayor's Business Plan 2022-26). This relates to local authorities duties under section 2 of the [Childcare Act 2016](#) and sections 6, 7, 7A, 9A, 12 and 13 of the [Childcare Act 2006](#). Croydon is committed to ensuring all young children have access to high quality early years' provision. Early education and childcare, as determined by the Statutory Guidance: **Early education and childcare**, is commissioned through the Croydon Council's Children, Young People and Education Department and is an integral part of Croydon Family Hub and the Best Start in Life offer.
- 1.2** This agreement applies to:
- the '15 hour' Universal entitlement for all 3- and 4-year-olds
  - the Early Learning for 2-year-olds entitlement for eligible 2-year-olds.
  - the Working Parent entitlement for 9-month-olds, 2-year-olds, and 3-&4-year-olds of eligible working parents
- 1.3** This agreement is based on the model agreement produced by the Department for Education<sup>1</sup> with additional local detail where relevant.
- 1.4** This model agreement will be kept under review and updated, as necessary.

## Who is the agreement for?

- 1.5** This agreement is for:
- Croydon local authority
  - Early years providers who are referred to as 'providers' and include:
    - Early years providers and childminders registered on the Early Years Register;
    - Childminders registered with a childminder agency that is registered with Ofsted;
    - Maintained Schools, Independent Schools and Academies caring for children under five years of age registered with Ofsted or the Independent School Inspectorate.

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<sup>1</sup> The original version can be found: <https://www.gov.uk/government/publications/free-early-years-provision-and-childcare-model-agreement>

- 1.6 A parental declaration is included as Annex B and is for:
- Early years providers, as set out above
  - Parents
- 1.7 All settings **must** complete this with parents and retain the document as this authorises the provider to claim funding from the local authority and will need to be available during an early years audit.

## Legal Framework and Statutory Guidance

- 1.8 In accordance with Section 7 of the Childcare Act 2006 the Council has agreed to make payment to the provider to enable it to provide early education entitlement for children between the ages of 9 months old to four years old. The funding is provided under the framework of the statutory guidance for local authorities on the delivery of “early education and childcare for local authorities” (“the Statutory Guidance”) and any further guidance issued from time to time.
- 1.9 The following frameworks and legislation (or subsequent revisions) underpin this model agreement:
- [Early education and childcare, Statutory guidance for Local Authorities 2026](#)
  - [Childcare Act 2006](#)
  - [Childcare Act 2016](#)
  - [Equality Act 2010](#)
  - [School admissions code 2021](#)
  - [Local Authority, \(Duty to Secure Early Years Provision Free of Charge\) Regulations 2014](#)
  - [The Childcare \(Early Years Provision Free of Charge\) \(Expanded or Extended Entitlement\) Regulations 2016](#)
  - [Special educational needs and disability code of practice: 0 to 25 years 2015](#)
  - [Data Protection Act 2018 and the UK GDPR](#)
  - [Education inspection framework \(EIF\) - GOV.UK \(www.gov.uk\)](#)
  - [Statutory framework for the early years foundation stage](#)
  - [Information Commissioner's Office \(ICO\)](#)

## Section 2:

### Key Responsibilities

#### Key local authority responsibilities

- 2.0 Local authorities **must** secure a free place for every eligible child in their area with no mandatory charges for parents.
- 2.1 The local authority should work in partnership with providers to agree how to deliver places.
- 2.2 The local authority should be clear about their role and the support on offer locally to meet the needs of children with special educational needs and/or disabilities (SEND) as well as their expectations of providers.
- 2.3 The local authority **must** contribute to the safeguarding and promote the welfare of children and young people in their area.
- 2.4 The local authority will provide support to providers to have clear, transparent, and consistent information on the way they deliver funded entitlements and make information easily available for parents.
- 2.5 The local authority will keep and publish a directory of providers for parents and professionals working with families via [Family Space Croydon](#).

#### Key Provider Responsibilities

- 2.6 The provider **must** comply with all relevant legislation and insurance requirements.
- 2.7 The provider should deliver the free (funded) entitlements consistently to all parents, whether in receipt of 15 or 30 hours and regardless of whether they opt to pay for optional services or consumables. This means those children accessing the free (funded) entitlements should receive the same quality and access to provision as defined in A1.34 and A1.36 of the [Early Education and Childcare Statutory Guidance for Local Authorities](#). The provider should be clear and communicate to parents details about the days and times that they offer free (funded) places, along with their optional services and charges.
- 2.8 The provider **must** follow the [Early Years Foundation Stage \(EYFS\) statutory framework](#) (EYFS) and have clear safeguarding policies and procedures in place that link to the local authority's guidance for recognising, responding, reporting and recording suspected or actual abuse.
- 2.9 The provider **must** have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a

clear approach to identifying and responding to SEND. Providers should utilise the SEN inclusion fund and Disability Access Fund to deliver effective support, whilst making information available about their SEND offer to parents.

- 2.10** The provider is encouraged to engage with and attend local authority training or briefings where offered for free including, but not restricted to the safeguarding forum, SEND forum and effective pedagogy and curriculum delivery sessions.

## Section 3:

### Safeguarding

- 3.0** The local authority has overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area. They have a number of statutory functions under the 1989 and 2004 Children Acts which make this clear, and the [‘Working together to safeguard children’](#) guidance sets these out in detail.
- 3.1** The provider **must** follow the EYFS and have clear safeguarding policies and procedures in place that are in line with local guidance and procedures for responding to and reporting suspected or actual abuse and neglect. A lead practitioner **must** take responsibility for safeguarding, and all staff **must** have training that cover the requirements set out in Annex C of the EYFS. The provider **must** have regard to ‘Working Together to safeguard Children’ guidance.
- 3.2** The provider is required to fully engage with local safeguarding partnerships as set out in Croydon Safeguarding Children Partnership (CSCP) [Multi-agency safeguarding arrangement](#).
- 3.3** The provider will follow up on child absences, recording reasons for absence and following up if there are concerns, adhering to 3.11 and 3.12 of the EYFS.
- 3.4** The local authority will work in partnership with providers to provide advice, support, and training with regards to safeguarding. Details can be found on the [Childcare Business Hub](#) section of Family Space Croydon.

### Special Educational Needs and Disabilities

- 3.5** The local authority **must** strategically plan support for children with special educational needs and/or disabilities (SEND) to meet the needs of all children in their local area as per the EYFS and the [Special Educational Needs and Disability code of practice: 0 to 25 years](#) and ensure that the entitlements are delivered to children with SEND free of charge with no mandatory additional costs attached to their entitlement hours.
- 3.6** The local authority must be clear and transparent about the support on offer in their area, through their [local offer](#), so parents and providers can access that support.

- 3.7** Providers must be aware of the requirement on them to have regard to the SEND Code of Practice 0 to 25 years, and duties under the [Equality Act 2010](#) and [EYFS statutory framework](#) to meet the needs of children with SEND. This includes removing barriers that prevent children accessing early education and childcare and working with parents to give each child support to fulfil their potential.
- 3.8** Providers are not permitted to charge parents of children with SEND for additional support costs as part of their entitlement hours or as a condition of accessing an entitlements place.
- 3.9** Providers may be eligible for additional funding to provide suitable support for children identified as needing adaptation or personalisation to the curriculum to make good progress, on a case-by-case basis. This includes SEN Inclusion Funding (SENIF), Disability Access Fund (DAF), and for children with an Education Health and Care Plan (EHCP), funding from the High Needs block of the Dedicated Schools Grant. Providers will check eligibility and use this funding to help them deliver support to these children. Providers may be required to provide evidence of how this funding has been used to support children in their setting. Children in receipt of the early education and childcare entitlements will be eligible for DAF if the child is eligible for Disability Living Allowance (DLA). Providers can request support to enable children with SEND to access their entitlements and any additional funding they are eligible for, through the early years SEND services.
- 3.10** The provider should be clear and transparent about the SEND support on offer at their setting and make information available about their offer to support parents to choose the right setting for their child with SEND.

## Supporting families who receive additional support

- 3.11** The local authority should promote equality and inclusion, particularly for disadvantaged families, looked after children and children in need by removing barriers of access to places and working with parents to give each child support to fulfil their potential.
- 3.12** The provider should ensure that they have identified the disadvantaged children in their setting as part of the process for checking Early years Pupil Premium (EYPP) eligibility. They will also use EYPP and any locally available funding streams or support to improve outcomes for this group.
- 3.13** There may be some circumstances where households meet the eligibility criteria for both the Early Learning for 2-year-olds (EL 2YO) entitlement and the Working Parent Entitlement. In these circumstances, the **childcare should be provided under the Early Learning for 2-year-olds entitlement (EL 2YO) for the first 15 hours and on the Working Parent entitlement for the additional 15 hours**. The child will remain on the EL 2YO entitlement until they become eligible for the Universal Entitlement for 3- and 4-year-olds, or 30 hours free (funded) Working Parent Entitlement childcare for

3- and 4-year-olds if they meet the eligibility criteria. As is currently the case, the child remains eligible for the EL 2YO entitlement even if the parents circumstances change.

- 3.14** Parent/carers must reconfirm their eligibility for the Working Parent Entitlement every three months through their [Best Start In Life](#) childcare account, in order for their code to remain valid (provided they continue to meet the eligibility criteria).

## Equality and Diversity

- 3.15** The Local Authority believes in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our community. Our aspiration is for Croydon to be safe, welcoming, and inclusive. Our Equality Pledge commits signatory public, voluntary or private sector organisations to appreciate and value the benefits that different communities contribute to Croydon.

## Section 4:

### Quality

- 4.0** The [Early Years Foundation Stage \(EYFS\) statutory framework](#) is mandatory for all schools that provide early years provision and early years providers registered with Ofsted or with an Ofsted-registered Childminder Agency in England. The EYFS sets the standards that early years providers **must** meet to ensure that children learn and develop well and are kept healthy and safe.
- 4.1** Ofsted are the arbiter of quality for all free (funded) entitlements. Ofsted and inspectorates of independent schools have regard to the EYFS in carrying out inspections and report on the quality and standards of provision. Childminder Agencies (CMA's) are organisations that can register and quality assure childminders as an alternative to registering with Ofsted. The local authority can only rely on the Ofsted (or an independent inspectorate where relevant) inspection outcome of the provider or the childminder agency, or the childminder agency's reasonable opinion of the childminder, as the sole benchmarks of quality, as set out in paragraph A3.12 of the [Early Education and Childcare Statutory Guidance for Local Authorities](#), when securing quality for the free (funded) entitlements.
- 4.2** The local authority has a legal duty to secure information, advice and training as set out in paragraph D.1 of the [Early Education and Childcare statutory guidance for local authorities](#), for providers that meet the criteria set out in paragraph D.2. However, the local authority can only require providers to undertake training or quality improvement programme when the setting has received an inspection judgement as set out in paragraph A4.15.

- 4.3** Provision **must** be offered in accordance with the national parameters on quality as set out in Section A3 of [Early Education and Childcare Statutory Guidance for Local Authorities](#), and the EYFS statutory framework.

## Eligibility

- 4.4** The provider must check original copies of documentation to confirm the parent meet the eligibility criteria (where relevant) and that the child has reached the relevant age before the child starts their place for all free (funded) entitlements. The provider is required to sign the parental declaration to note that they have seen and verified the original documentation provided. The provider must retain paper or digital copies of documentation to enable the local authority to carry out audits, and fraud investigations, and to enable the provider to support these processes more efficiently. Documents relating to funding claims must be retained for 6 years. More information can be found at 5.18 of this agreement.
- 4.5** A copy of documentation must be stored securely and deleted when there is no longer a good reason to keep the data. For further guidance please refer to the data privacy guidance set out in: Parental Declaration (Annex B).

## Entitlement

- 4.6** All three-and four-year-olds are entitled to up to 570 free (funded) hours of childcare per year (equivalent to up to 15 hours for 38 weeks) – this is known as Universal Entitlement.
- 4.7** Eligible two-year-olds are entitled to up to 570 free (funded) hours of childcare per year (equivalent to up to 15 hours for 38 weeks) – this is known as Early Learning for 2-year-olds (EL 2YO)
- 4.8** Eligible 9 month, two, and three-and-four-year-olds are entitled to up to 1140 free (funded) hours of childcare per year (equivalent to up to 30 hours for 38 weeks) – this is known as Working Parent Entitlement.
- 4.9** Eligibility for funding begins at the start of the term immediately after the child reaches 9 months, 2 years, or 3 years as shown below:
- Children who become 9 months, 2 years, or 3 years in the period 1 January to 31 March in any given calendar year become eligible at the start of term beginning on or following 1 April.
  - Children who become 9 months, 2 years, or 3 years in the period 1 April to 31 August in any given calendar year become eligible at the start of term beginning on or following 1 September.
  - Children who become 9 months, 2 years, or 3 years in the period 1 September to 31 December in any given calendar year become eligible at the start of term beginning on or following 1 January.

- 4.10** The provider should offer Early Learning for 2-year-olds entitlement places on the understanding that the child remains eligible until they become eligible for the universal entitlement for 3- and 4- year-olds.
- 4.11** The local authority will work with providers to ensure that a child has a free (funded) entitlement place no later than the beginning of the term following the child becoming 9 months, 2 years, or 3 years and the parent meeting the eligibility criteria for the free (funded) entitlement(s).
- 4.12** Alongside the eligibility code, which is the child's unique 11-digit number, or 6 character voucher code for Early Learning for 2-year-olds places and original copy of the child's birth certificate or passport, a provider **must** acquire written consent from, or on behalf of, the parent to be able to receive confirmation and future notifications from the local authority of the validity of the parent's eligibility code.
- 4.13** Once a provider has received written consent from the parent, they should verify the eligibility code via the Croydon Early Years Funding Portal.
- 4.14** The local authority will confirm the validity of eligibility codes to allow providers to offer free (funded) entitlement places for eligible children aged 9 months and above. The local authority will provide a validity checking service to providers to enable them to verify the eligibility code. The Eligibility Checking Engine (ECE) allows all local authorities to make instant checks for code validity.
- 4.15** Thereafter, the local authority will complete audit checks to review the validity of eligibility codes for children who qualify for the working parent entitlement at 6 fixed points in the year, both at half-term and at the end of term across the year (in line with the dates as listed at table A below). It is the local authority's responsibility to notify a provider where a parent has fallen out of eligibility and inform them of the grace period end date.

**Table A: Audit and Grace Period Dates**

<b>Date Parent receives ineligible decision on reconfirmation</b>	<b>Local authority audit date</b>	<b>Grace Period End date</b>
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

## The Grace Period

- 4.16 A child will enter the grace period when the child's parents cease to meet the eligibility criteria set out in the [Childcare \(Free of Charge for Working Parents\) \(England\) Regulations 2022 as determined by HMRC](#) (or where the child is in foster care, the responsible local authority).
- 4.17 Local authorities will be able to access information about whether a child has ceased to meet the eligibility criteria and entered the grace period via the ECE. The grace period end date will automatically be applied to eligibility codes. The local authority will notify the provider where a parent has fallen out of the eligibility via the funding portal.
- 4.18 The local authority should continue to fund a place for a child who enters the grace period as long as the child does not start at a new setting within the grace period as set out in the [Early Education and Childcare Statutory guidance for Local Authorities 2026](#).
- 4.19 The provider must track validity end dates and grace period dates, effectively communicate with parents to remind them to reconfirm no later than the validity end date; notify parents of the end grace period date and that the working parent entitlement part of the place will no longer be funded after that date.
- 4.20 There will be no extensions to the grace period.

## Flexibility

- 4.21 Provision **must** be offered within the national parameters on flexibility as set out in Section A2 of [Early Education and Childcare Statutory guidance for Local Authorities](#).
- 4.22 The provider should work with the local authority and share information about the times and periods at which they are able to offer free (funded) entitlements to support the local authority to secure sufficient stretched and flexible places to meet parental demand in the local authority. Free (funded hours) should be provided in a single uninterrupted session. The provider should work with the local authority to ensure their record on the Family Space Croydon and or on their website includes information on their offer so that parents can make an informed choice of provider, including the provider's admissions criteria, as set out in paragraphs A1.39 and A1.40 of the [Early Education and Childcare Statutory Guidance for Local Authorities](#). Information about their offer should be made available to parents upon enquiring about provision in their setting and before the point parents commit to accessing provision at their setting.
- 4.23 Providers should offer flexible packages of free (funded) entitlements.
- 4.24 The maximum number of free (funded) hours in one day is 10 hours.
- 4.25 There is no minimum session length.
- 4.26 Free (funded) hours can only be claimed between 6 am and 8 pm.

- 4.27 Free (funded) hours can be split across two different settings.
- 4.28 There is a maximum of two sites in a single day.
- 4.29 **Term time offer:** Providers offer a specific number of hours a week (typically a maximum of 15 hours for the EL 2YO and Universal Entitlement, and 30 hours for the Working Parent Entitlement over 38 weeks).

**Term periods:** Summer - 13 weeks  
Autumn - 14 weeks  
Spring - 11 weeks

- 4.30 **Stretched offer:** Providers offer fewer hours over more weeks e.g. 11 or 22 hours over 51 weeks or 12 or 24 hours over 47 weeks.

## Partnership Working

- 4.31 Partnerships should be supported by local authorities on four levels between:
- i. Local authorities and providers
  - ii. Providers working with other providers, including childminders, schools and organisations
  - iii. Providers and parents
  - iv. Local authorities and parents
- 4.32 The local authority supports and will promote partnership working between different types of providers, including childminders, across all sectors and encourage more providers to offer flexible provision, alongside other providers.
- 4.33 The provider should work in partnership with parents, carers, and other providers to improve provision and outcomes for children in their setting.
- 4.34 The provider should discuss and work closely with parents to agree how a child's overall care will work in practice when their free (funded) entitlement is split across different providers, such as at a maintained setting and childminder, to ensure a smooth transition for the child.

## Food Safety

- 4.35 Providers remain able to charge parents for a meal provided to a child. However, in line with the legislation, any charges **must not** be mandatory, and alternatives **must** be available.
- 4.36 There is a requirement within the EYFS that states: 'Before a child is admitted to the setting the providers **must** obtain information about any special dietary requirement, preferences, and food allergies that the child has'. There is a requirement that

paediatric First Aid training must cover how to help a child who is suffering from anaphylactic shock. The DfE encourages settings to refer to the NHS advice on food allergies to support these arrangements.

- 4.37** There is a requirement in the EYFS that children **must** always be within sight and hearing of a member of staff whilst eating. Where possible, a member of staff should sit facing children whilst they eat so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions.
- 4.38** **Providers are free to set their own packed lunch policy**, but this **must** comply with equality legislation.
- 4.39** For full information and requirements settings should refer to the EYFS.

## Section 5

### Charging and Transparency

#### Charging

- 5.0** Provision **must** be offered within the national parameters on charging practices set out in section A1.31 to A1.44 of the [Early Education and Childcare statutory guidance for local authorities](#). Government funding does not cover consumables like meals, nappies or sun cream or additional activities, such as trips, so parents may be asked to pay for these things.
- 5.1** The 15 or 30 hours must be accessible free of charge to all parents. There must not be any mandatory charges for parents in relation to the free (funded) hours.
- 5.2** The provider can charge parents for the items and services listed in A1.32 of the [Early Education and Childcare Statutory Guidance for Local Authorities](#), provided that these charges are optional and are not a condition of accessing a free (funded) place. These include:
- Consumables to be used by the child, such as nappies or sun cream
  - Meals and snacks consumed by the child
  - Extra optional activities such as events, celebrations, specialist tuition (for example music classes or foreign languages) or other activities that are not directly related or necessary for the effective delivery of the EYFS.
- 5.3** Providers are responsible for setting their own policy on providing parents with options for alternatives to additional charges.
- 5.4** Providers must not charge for the items and services listed in paragraph A1.38 of the [Early Education and Childcare Statutory Guidance for Local Authorities](#). This includes

registration or retainer fees for any child only accessing their free (funded) childcare entitlement.

- 5.5** Providers are permitted to charge a reasonable refundable deposit, but this must be returned in full within **one calendar month** of a child taking up their entitlement place.

## Transparency

- 5.6** The provider must publish their admissions criteria, (such as what age groups the provider takes, any priority for children with SEND or looked after children, and both how and when to apply for a place). The provider must ensure parents understand which hours/sessions can be taken as free (funded) provision, what optional extras are available to them, and the types of reasonable alternatives they have if they choose not to take up these extras.
- 5.7** The provider and the local authority should work together to ensure that the [Family Space Croydon](#) and/or provider's website provides information for parents and prospective parents on the provision of childcare in their area.
- 5.8** The provider **must** ensure that a parental declaration form is completed and signed by the parent and provider before the child first takes up their free (funded) place, which sets out clearly the days and times when the child will take up their free (funded) hours. This will include any use of a stretched entitlement, as well as any charges for meals and consumables that the parent has opted to pay for. It will also include the number of additional privately paid hours and the fees for those private hours. This is to ensure that both parties have full clarity about the number of entitlements hours being used, and what additional extras and subsequent charges have been agreed [see Funding and Compliance sections for further information about requirements relating to the parental declaration form, including its update frequency].
- 5.9** The provider must ensure their invoices and receipts are clear, transparent, and itemised, allowing parents to see that they have received their place completely free of charge and understand any charges they have paid for additional hours and consumables. Providers can use the [DfE's Chargeable Extras; Template](#) or the invoice template set out in Annex F to assist with ensuring compliance. Invoices and receipts should be itemised and break down separately into:
- the free (funded) entitlement hours
  - additional private paid hours
  - food charges
  - non-food consumables charges
  - activities charges

- 5.10 The provider will also ensure that receipts contain the provider's name, address, and contact details so that they can be identified as coming from a specific provider for the purposes of audits and any payments made in relation to Universal Credit.
- 5.11 We require that providers use the Parental Declaration which can be found in Annex B.

## Business Planning

- 5.12 In order to deliver funding on behalf of the local authority, providers **must** email [child.care@croydon.gov.uk](mailto:child.care@croydon.gov.uk) to request an application pack and follow the required steps. Further information can be on the [Childcare Business Hub](#) of Family Space Croydon and the local authority requests that all potential new providers reviews this information in full prior to requesting an application pack.
- 5.13 Once all the documentation is in order, providers will be asked to complete a form to provide bank details and will be provided with login details to the Croydon Early Years Funding Portal. All applications are reviewed on a termly basis and if unsuccessful providers cannot re-apply until the following term. Full details of the timetable of submission of funding information can be found in Annex D.
- 5.14 The local authority will not invoke administrative charges on providers for providing late or incomplete information leading to additional administration in the processing of free (funded) entitlements. However, the local authority reserves the right to suspend payments if information is not submitted in accordance with Annex D. The local authority is under no obligation to pay incomplete or missed headcount submissions and is unable to do so once the payment run has been processed. If a provider contacts the early learning team prior to the payment run being processed the team will provide support to help, ensure an accurate claim is made and paid.
- 5.15 The local authority should not carry out audit regimes which are disproportionate or are unnecessarily burdensome to providers.
- 5.16 The provider should ensure they submit timely and accurate information, including, but not limited to, headcount data, census data, parental declarations, and invoices, as per the financial guidelines of their local authority. **Failure to do so may result in inaccurate, delayed, or suspended funding.**
- 5.17 The provider must accurately complete and submit the supplementary information as required for the termly Early Years Census.
- 5.18 The provider should maintain accurate financial and non-financial records relating to free (funded) entitlement places and should give the local authority access on reasonable notice to all financial and non-financial records relating to free (funded) entitlement places funded under the provider agreement, subject to confidentiality restrictions. Records relating to financial funding claims should be retained for 6 years from the financial year end in line with the [DfE retention schedule](#).

## Funding

**5.19** The local authority pays providers via three instalments a term and from September 2026 monthly payments for providers, including childminders who request it. The provider should accurately complete and submit headcounts and other necessary data returns by the agreed dates, to support the local authority to make payments, please see timetable in Annex D.

## Offering funded childcare places

**5.20** Before offering a child a place and prior to submitting a headcount submission providers must:

- Validate working parent eligibility codes on the funding portal and or obtain the Early Learning for 2-year-old code to ensure validity.
- Complete the Parental Declaration form in full, clearly detailing the child's attendance times, hours, and any agreed additional charges. The parent must sign the form to be valid.
- Failure to ensure validity and complete the Parental Declaration form will invalidate a claim made.

## Estimate Headcount

**5.21** The estimate headcount is the first headcount of the term. Upon the opening of the estimate headcount (dates of which can be found on the childcare [Business Hub section](#) of Family Space Croydon), providers are required to enter the total number of weekly funded hours in the relevant age groups for all children who are expected to be attending the provision at the start of the term.

**5.22** Providers will receive 85% of the funds in the first month of the term based on their estimate headcount submission.

**5.23** Failure to submit the estimate headcount correctly and within the required timeframe will result in no funding being released.

## Actual Headcount

**5.24** The actual headcount is the second headcount of the term. Upon the opening of the actual headcount providers must submit full data on the children they are claiming funding for.

**5.25** Providers will receive the remaining 15% of the termly funding claimed, plus any eligible supplements claimed in the second month of the term.

**5.26** If providers have over-claimed at the estimate stage, the overpayment will be offset against any funding due at the actual stage. If the amount owed exceeds the funding due for the current term, the remaining balance will be carried forward to the following term.

**5.27** Failure to submit the actual headcount correctly and within the required timeframe will result in no funding being released.

## Adjustment Headcount

- 5.28** The adjustment headcount takes place at the end of the term with payment being made in the last month of the term. The adjustment headcount only needs to be submitted if a child has started at the setting or left the setting after the actual headcount has closed. **Only** children who begin attending the setting after the closure of the actual headcount can be claimed for in the adjustment headcount and proof of this will need to be provided upon request.
- 5.29** Failure to submit the adjustment headcount correctly and within the required timeframe will result in no funding being released.

## Monthly payments

- 5.30** From September 2026 those providers who wish to be paid monthly can request as such. These providers will complete the headcounts as outlined above and receive 85% of the estimate headcount funding split over all but the last month of the term and in the last month of the term they will receive the remaining 15% plus any eligible supplements.

## Additional information

- 5.31** Providers are informed of the rates prior to the start of the financial year. These are also published on the [Childcare Business Hub](#) section of Family Space Croydon.
- 5.32** The local authority reviews annually how they pay providers with consultation from the Early Years Working Group and Schools Forum to meet the needs of all providers in their area.

## Early Years Pupil Premium and Deprivation uplift funding

- 5.33** Early Years Pupil Premium EYPP is additional funding to improve the education outcomes and access to funded early education for eligible children who are taking up their early education entitlement. EYPP is allocated as a fixed rate for eligible children for a maximum of 15 hours a week / 570 hours a year. More information can be found here [Get extra funding for your early years provider \(GOV.UK\)](#) .
- 5.34** Children who are eligible for EYPP are also eligible to receive deprivation funding. This is allocated at a fixed rate for a maximum of 15 hours a week / 570 hours a year. The rates for the deprivation supplement can be found on [Childcare Business Hub](#) section of Family Space Croydon.
- 5.35** Children who receive the Early Learning for 2-year-olds entitlement will receive an uplift to the 2-year-old hourly rate. Details on the rate for the Early Learning for 2-year-olds entitlement uplift can be found on [Childcare Business Hub](#) section of Family Space Croydon.

## Disability Access Fund and SENIF

- 5.36** The Disability Access Fund (DAF) is paid to the provider as an annual fixed lump sum as soon as possible from when the eligible child (9 months to 4 years) takes up their funded early education place. The DAF payment is based on a 12-month rolling year

and will be paid again if the child is eligible on the anniversary of the first payment. In the case of children whose funded hours are split between more than one provider, the DAF will go to the one provider nominated by the parent. Providers are required to upload evidence of the child Disability Living Allowance award to claim for DAF.

- 5.37** The Special Educational Needs Inclusion Funding (SENIF) is available for all funded providers to apply for to support them to meet the needs of children in their setting. The SENIF is led by the SEND team and to find out further information email [earlyyearssendteam@croydon.gov.uk](mailto:earlyyearssendteam@croydon.gov.uk) .

## Compliance

- 5.38** The early learning team are available to provide support, advice, and guidance on request in all areas pertaining to early years entitlement funding.

- 5.39** The local authority will carry out checks and compliance audits (including website information checks) on providers to ensure compliance with the requirements for delivering the free (funded) entitlements.

- 5.40** Every term a small cross-section of providers will be selected by the local authority for an early years audit. Individual settings will be notified by email of the audit date. During the visit, documentation for six children will be requested. The required documentation will be advised in advance but can include but not limited to:

- Completed, signed, and dated Parent Declaration forms
- Copy of child's birth certificate/passport and proof of address
- Attendance Registers
- Funding Policy (including delivery model)
- Admissions Policy
- Fee Structure
- Invoices (where any additional charges are made)

### **Audits may also be carried out where:**

- A complaint has been received.
- A setting consistently fails to meet funding claim deadlines or regularly submits incorrect information.

- 5.41** The compliance audit will include checking that funding claims for free (funded) hours have been submitted accurately for all eligible children, including that claims are in accordance with the parental declaration and attendance registers.

- 5.42** Where these do not align, the local authority will investigate these discrepancies and take each case on its individual merits, including how and why these differences have arisen and whether they are deemed different to the planned number of hours delivered.

- 5.43** As set out in paragraph A4.32 of the [Early Education and Childcare Statutory Guidance for Local Authorities](#), providers will not be penalised for short term absences of children, for example due to sickness, family emergencies, or arriving late or leaving early. Providers will also not be penalised for short term closures beyond the provider's control, for example due to elections, damage to the premises, or strike action.
- 5.44** The setting will receive a copy of the findings along with any recommendations; a follow up audit may be undertaken if any of the conditions of funding are not being met. The audit form template can be found on the [Childcare Business Hub](#) section of Family Space Croydon.

## Termination and withdrawal of funding

- 5.45** Suspension of registration by Ofsted or childminder agency, or a breach of statutory requirements or safeguarding issues may result in the termination of the arrangement and withdrawal of funding.
- 5.46** This agreement will also be terminated and funding withdrawn immediately where a resolution is passed or an order is made for the winding up of a provider, or the provider becomes subject to an administration order or a receiver or administrative receiver is appointed or any encumbrancer takes possession of any of the provider's property or equipment, or if the provider ceases or threatens to cease to carry on business in the United Kingdom.
- 5.47** The statutory guidance requires the local authority to fund all newly registered providers until their first full Ofsted inspection provided, they are willing to accept the funding rates and conditions herein.
- 5.48** The local authority is instructed to rely solely on the Ofsted inspection judgement of the provider or the childminder as the benchmark of quality <sup>2</sup>. If an inspection has identified that '**Leadership and Governance**' has been graded as '**needs attention**' or below the provider can no longer offer Early Learning for 2-year-olds entitlement funding to new children, but the local authority will continue to fund any children already accessing their entitlement or attending the provision.

If an inspection has identified that '**Leadership and Governance**' requires '**urgent improvement**' the provider can no longer offer Early Learning for 2-year-olds, Universal three and four-year-old, or Working Parent Entitlements for new children, but the local authority will continue to fund any existing children already attending the provision, or accessing their entitlement until such time as the parent or carer finds alternative provision.

If an inspection identifies that '**Safeguarding**' is not '**Not Met**' the provider is unable to provide funding for Early Learning for 2-year-olds, Universal three and four-year-

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<sup>2</sup> <https://www.gov.uk/government/publications/early-education-and-childcare--2/early-education-and-childcare-valid-from-1-april-2026>

old, or Working Family entitlements, but the Local Authority will continue to fund any existing children already attending the provision, or accessing their entitlement until such time as the parent or carer finds alternative provision.

**5.49** In addition to the above, payments may be suspended if any of the following conditions apply and will remain suspended until the provider can evidence that the required steps have been taken to rectify the issue:

- The provider fails to produce the required documents during an audit or check.
- The local authority has grounds to suspect financial irregularities.
- The provider has not returned a signed copy of this agreement signed by both the Ofsted named registered person and the setting manager within 90 days of issue. If this is not received, then the services will be suspended, and no further funding will be provided.

## Appeals Process

**5.50** A provider may be denied approval to offer the free (funded) entitlements or have their funding withdrawn as set out above. The provider can appeal against that decision.

**5.51** A provider whose registration is rejected, or has their funding withdrawn as set out above, has the right to appeal against that decision. An appeal from the provider **must** be received in writing no later than 14 calendar days after the provider has received written notification from the local authority that their setting has been removed from the directory. The provider should complete the following process:

- In the first instance, the provider should submit their appeal in writing for the attention of the Early Years Strategic Lead at [child.care@croydon.gov.uk](mailto:child.care@croydon.gov.uk) clearly identifying the grounds on which the provider is appealing. This appeal will be reviewed and responded to within 21 days.
- If the provider is not satisfied with the manner in which their appeal has been dealt with or the outcome of the appeal, they can escalate the matter to the Early Years Head of Service.
- If they are unsatisfied with the outcome of the escalation the provider can make a complaint via the local authority [making a complaint](#).

**5.52** If an appeal is made by the provider, the setting will not be removed from the directory until the appeal has been heard and a final decision is made. The provider will be notified of the final decision in writing.

## Complaints Process

**5.53** The provider should ensure they have a complaints procedure in place that is published and accessible for parents who are not satisfied their child has received their free (funded) entitlement in the correct way, as set out in this agreement and in [Early Education and Childcare Statutory guidance for Local Authorities](#).

**5.54** If a parent feels that they have not received their entitlement to free (funded) childcare provision, they should raise this issue with their childcare setting. The provider should ensure they have a complaints procedure in place that is published and accessible.

This procedure **must** signpost parents who are not satisfied with the delivery of the free (funded) offer to [child.care@croydon.gov.uk](mailto:child.care@croydon.gov.uk). The Early Learning Team will consider the complaint as objectively as possible, contacting the parent and the childcare setting as appropriate to see a resolution to this issue.

- 5.55** If, after having contacted the above, the parent is not satisfied with the manner in which their complaint has been dealt with or the outcome of the complaint review, they can escalate the matter to the local authority, and invoke the [Local Authority's complaints procedure](#).
- 5.56** If a parent or provider is not satisfied with the way in which their complaint has been dealt with by the local authority or believes the local authority has acted unreasonably, they can make a complaint to the Local Authority Ombudsman. Such complaints will only be considered when the local complaints procedures have been exhausted.

## Revisions to this agreement

- 5.57** This agreement will remain in force until there is a significant and material change in legislation, or the agreement is terminated by the local authority by giving written notice, or the provider ceases to deliver funded early years places.

## General

- 5.58** A person who is not a party to this agreement shall have no rights under the Contracts (Rights of Third Parties) Act 1999 or otherwise to enforce any term of this agreement without the express prior agreement in writing of the parties.
- 5.59** The agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute an original of the agreement, but all the counterparts shall together constitute the same agreement.

## Section 6:

## Annex A

### Provider Declaration

<b>Name of Provider:</b>	
<b>Name of Setting:</b>	
<b>Ofsted/ Childminder Agency URN:</b>	

I confirm that this setting will meet the terms and conditions set out in this agreement, which includes, but is not limited to all the associated frameworks and legislation detailed in this agreement.

#### Ofsted named registered company/person

Signed: ..... Date: .....

Name: ..... Role: .....

#### Manager

Signed: ..... Date: .....

Name: ..... Role: .....

#### Local authority

Signed by the Early Learning Team Member for and on behalf of the Local Authority

Signed ..... Date: .....  
an authorised signatory

Name ..... Role: .....

## Childcare entitlements parental declaration form

This form is a declaration of what entitlements you will be taking up, and what optional extras you have agreed to pay your provider. It is important that this form is kept up to date and accurate. If you wish to:

- increase or reduce your hours
- change what days your child attends
- change what optional extras you purchase
- or your circumstances mean that the entitlement(s) you are using changes

Should there be changes please ensure you speak to your provider about updating this form. Your provider may have additional terms and conditions alongside this document. Speak to your provider for more information.

Full information on approved childcare can be found at: [Get childcare – step by step](#)

### Step 1: Your child’s details – parents/carers to complete

<b>Child’s Surname(s):</b> (as written on the child’s birth certificate)	
<b>Child’s Forename(s):</b> (as written on the child’s birth certificate)	
<b>Name by which the child is known (if different from above):</b>	
<b>Date of Birth:</b> You will need to show your childcare provider evidence of your child’s date of birth.	
<b>Sex:</b>	
<b>Ethnicity:</b>	
<b>Address:</b>	

## Step 2: Your details – parent/carers to complete

	Parent/Guardian 1	Parent/Guardian 2
Surname		
Forename		
Date of birth		
National Insurance Number		
National Asylum Support Service (NASS) Number		

## Step 3: Your child's eligibility – parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement(s) you will be using and complete the table below with the eligibility code (where applicable). 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.

- Early learning for 2-year-olds:
  - If parents/carers live in England and are in receipt of certain benefits,
  - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- Universal entitlement for 3- and 4-year-olds.
- Working parent entitlement for children from 9 months old

Please indicate whether you are claiming your funded hours as either a:

Offer	Number of hours each week		Number of weeks a year
Stretched			
<b>Or</b>			
Term time (tick 15 or 30)	<input type="checkbox"/> 15H	<input type="checkbox"/> 30H	38 weeks a year

### Croydon terms are as follows:

- Summer 13 weeks
- Autumn 14 weeks
- Spring 11 weeks

### Please indicate how you are claiming your funded hours:

- I confirm that my child does not access funding with another Croydon private provider, maintained nursery class, school or with any provider in another Local Authority
- OR**
- My child is splitting childcare across 2 settings as set out in **section 5**.

**Please tick to show that you agree to the following conditions:  (tick here)**

- I understand the provider will not charge me for the funded hours.
- If I **ask** my provider to supply additional services and/or provide extra hours beyond the funded hours detailed above, I agree to pay any applicable fees for these additional services and/or extra hours.
- I acknowledge that if I move my child to another provider without giving **4 weeks'** notice in writing I will not be able to claim free (funded) entitlement in the new setting until the end of the 4-week period as the original setting claims this in lieu of notice.
- I agree that if 2 or more providers try to claim funding for the same period, I will be responsible for any fees that the provider cannot claim if my child has been attending the setting.

**Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:**

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

Yes  No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?

Yes  No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

Yes  No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

Yes  No

## Step 4: Document check – provider to complete

Documentary proof of DOB Type (e.g. birth certificate, passport):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	
Working parent eligibility code: (e.g. 12345678912)	
Early Learning 2-year-old eligibility: code: (e.g. AB1F5C)	
Disability Living Allowance proof (letter from DWP) if applicable:	

## Step 5: Setting and attendance details – parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement(s) in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Your child can attend a maximum of two settings in a single day and if your child attends two settings the local authority will distribute the funding appropriately between the settings.

Free (funded) hours can only be split across two different settings in total.

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38, 45, 51)
Total funded entitlement hours attended per day							N/A	
Total extra (chargeable) hours per day								
Total daily hours attended								

If your child is splitting their funded entitlement across two settings, please nominate their main setting:

To fill in if your child attends two settings:

**Total funded entitlement hours attended per day**

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting 1 name:						
Setting 2 name:						

To note: the maximum number of funded hours your child can receive is:

- 1) for early learning for 2-year-olds: 15 hours a week for across 38 weeks of the year (570 hours a year).
- 2) for all 3- and 4-year-olds: 15 hours a week across 38 weeks of the year (570 hours a year).
- 3) for children aged from 9 months to 4 years old of eligible working parents: 30 hours a week across 38 weeks of the year (1,140 hours a year). For children aged 2 to 4 years, this can be combined with either of the above entitlements to a maximum of 30 hours.

**Provider to complete:**

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free (funded), high quality, flexible early education, and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the entitlement hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours, or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on [Family Space Croydon](#). These should be clear, up-to-date, and easily accessible to parents, to enable parents to make an informed choice of provider.

Provide details of the charges made for consumables and additional services. Itemised details of what these charges relate to should be proportionate, but enable the parent/carer to understand the charges they are agreeing to:

<b>Consumables and additional services</b>		
Type	Items / services provided	Cost per day / per service
Food		
Non-food consumables		
Extra curricula activities		
Other (specify)		

The parent agrees by signing this declaration that they have agreed to take up these optional extras in connection with the funded hours and are aware that they can discuss alternatives with the provider.

## Step 6: Parent/Carer/Guardian with legal responsibility declaration

Declaration: I confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise **(Name of Provider/s) to** claim entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed:
Print name:	Print name:
Address:	Address:
Date:	Date:

**Croydon Council** is collecting your data for the purposes of checking your eligibility for the childcare entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998

The Data Protection Act 2018 (the 'Act') and the General Data Protection Regulation (GDPR) 2021 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools, and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents, and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Croydon Council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

## **Data Protection Statement**

For the purposes of Data Protection Act 2018 (the 'Act') and the General Data Protection Regulation (GDPR) 2018, Croydon Council is the data controller in relation to all personal information you provide on this form. We are committed to protecting your privacy when you use our services. Please click here to view the full privacy notice. [Croydon Council Education Privacy Notice](#)

## Funding entitlement termination notice form

A copy of this is to be provided to parents to complete. A copy can be retained by the provider as notice period evidence and a copy should be provided to the setting a child is moving to if applicable.

Funding entitlement termination notice form	
I ( <i>insert name</i> ) would like to cease my child's funding place at ( <i>setting name</i> ). I understand that I must provide 4 weeks' notice and cannot claim funding at another setting whilst within the 4 weeks' notice period.	
Child Forename	
Child Surname	
Child D.O.B	
Date notice provided	
Date notice period ends	
Number of hours claimed this term at current setting	
Reason for leaving (optional)	
Parent Name	
Parent Signature	
Setting Name	
Setting representative name and signature	

# Annex C

## Early Years Funding Application

Name of Childminder/Setting				
Address:				
Email:				
Main contact number:				
Ofsted or Agency number & registration date:				
Ofsted or Agency inspection dates and grades:				
Any complaints to Ofsted/ Agency?				
Name of SENCO: Date of SENCO training attended:				
Date of Safeguarding training attended:				
Number of qualified staff and level of qualification:	<b>Unqualified</b>	<b>Level 2</b>	<b>Level 3</b>	<b>QTS/EYP/EYT/</b>
Involvement/links with: Schools: Children's centres: Local settings:				
	<b>0-2 years</b>	<b>2-3 years</b>	<b>3-5 years</b>	
Registered numbers of children per band:				
Actual number of children attending:				
Hourly rates:				

Please provide details of your admissions criteria.	
What are the 3 different types of early years funding available to parents?	
What are the criteria for each type of funding?	
How do parents find out if they are eligible for each?	
What evidence of eligibility do you need to see/do for each?	
<p>How do you plan to deliver any funded hours?  e.g. Term time? Stretched? Session times? Non mandatory additional charges/consumables?  Please note we require <u>specific</u> details of your planned delivery of funded hours.</p>	
<p>What is your ICO (Information Commissioner's Office) number?  The Data Protection Act requires every data controller who is processing personal information, or using a digital camera, to register and in order to claim funding you will become a data controller.</p>	

Please confirm by checking this box that you are aware of the Croydon's Safeguarding Pathways including what to do if an allegation is made against yourself, a member of your household (if applicable), or staff.

Please confirm by checking this box that you are aware of Croydon's referral pathways for SEND.

Please confirm by checking this box that you understand and promote Fundamental British Values.

Name: .....

Date: .....

Signed: .....

Please email this form to [child.care@croydon.gov.uk](mailto:child.care@croydon.gov.uk)

# Annex D

## Early Years Funding Timetable

The provider is required by legislation to complete accurately the termly census and submit their census returns to the local authority. Census day is determined by the DfE, for 2026-2027 these dates are:

Term	Date
Summer term	21 <sup>st</sup> May 2026
Autumn term	1 <sup>st</sup> October 2026
Spring term	21 <sup>st</sup> January 2027

### Termly headcount and payment dates

Headcount submission & Payment point dates	Payment Date	Payment Type	Provider Task
<b>Estimate Headcount &amp; Payment Point 1</b>	<b>Spring:</b> 22 <sup>nd</sup> January	85% of funded entitlement.	Submit and estimate of the total number of weekly hours for each age group of children accessing funded entitlement. No child details are added at this stage.
	<b>Summer:</b> 22 <sup>nd</sup> April		
	<b>Autumn:</b> 22 <sup>nd</sup> September		
<b>Actual Headcount &amp; Payment Point 2</b>	<b>Spring:</b> 22 <sup>nd</sup> February	Remaining 15% of funded entitlement.	Submit full child information of all children accessing funding and the hours you wish to claim for each child for each age group.
	<b>Summer:</b> 22 <sup>nd</sup> May	100% DAF & EYPP claims	
	<b>Autumn:</b> 22 <sup>nd</sup> October		
<b>Adjustment Headcount &amp; Payment Point 3</b>	<b>Spring:</b> 22 <sup>nd</sup> March	Adjustments payment / clawbacks of any children joining or leaving after the 'Actual' Headcount	Submit full child information of funded children placed on roll after the 'Actual' Headcount. Submit leaving dates for any funded children who left after the 'Actual' Headcount.
	<b>Summer:</b> 22 <sup>nd</sup> August		
	<b>Autumn:</b> 22 <sup>nd</sup> December		

**For those who opt in for monthly payments from September 2026 they will receive a payment on 22<sup>nd</sup> of each month of the term.**

# Annex E

## Late starter funding claim form

New child to claim for after the adjustment headcount submission				
Setting Name:				
Setting URN:				
Child Identity	Forename	Middle name	Surname	D.O.B
Child Address	Street:			
	Town			
	City			
	Postcode			
Child details	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
	Ethnicity			
	SEND	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Parent/Carer Identity	Forename	Surname	D.O.B	
Parent/Carer Details	NI or NASS number:			
Parent provided permission for EYPP check	<input type="checkbox"/> YES		<input type="checkbox"/> NO	
Child nominated for DAF DLA award required	<input type="checkbox"/> YES		<input type="checkbox"/> NO	
Child Start Date (this must be after the adjustment headcount has closed)				
Eligibility Code				
Hours claimed	Universal entitlement	Early Learning 2YO entitlement	Working parent entitlement	

When submitting a later starter form you must also provide, a copy of the register as evidence of the child's start date and claims will not be processed without this evidence. A child on roll prior to the adjustment headcount closing cannot be claimed for. Claims must be submitted by the 1<sup>st</sup> day of the last month of the term.

# Annex F

## Invoice Template

Early years Childcare Invoice Template				
Child's name / D.O.B:		Name of provider:		
Parent details:		Address:		
Address:		Ofsted URN:		
Invoice date				
Invoice period:		Week/Month/Term		
Hours being accessed	Hourly / daily rate			
	Total hours	Hourly rate	Daily rate	Total cost
Universal hours				£0.00
EL 2YO hours				£0.00
Working parent hours				£0.00
Private hours				£xx.xx
Food charges				£xx.xx
Non-food consumables				£xx.xx
Extra curricula activities				£xx.xx
<b>Total costs</b>				<b>£xx.xx</b>
Additional notes/comments				
Payment method and due date				