

Funded Early Education Entitlement

Parent Agreement Form - Guidance

Please ensure you have read and understood this document before completing the Parent Agreement Form (PAF) for your child's Funded Early Education Entitlement (FEEE).

Understanding the FEEE Offer

Depending on your child's date of birth they may be entitled to Funded Early Education and be able to receive 15 hours per week for 38 weeks a year. Some families of 3–4-year-old children will also be able to receive the Extended Funding Entitlement (EFE), which offers an additional 15 hours per week.

Further guidance on the offer, including a full guide for parents, can be found here: <https://www.essex.gov.uk/topic/help-with-childcare-costs>

The below table will confirm the age ranges for each term and funding type:

Term	Funding Type	Children Born Between:	Age Calculation Date
Summer-24	FEEE2 / FEEE2W	01/04/2021 – 31/03/2022	2 Years Old on or before 31/03/2024
	FEEE3-4 / EFE	01/04/2019 – 31/03/2021	3 Years Old on or before 31/03/2024
Autumn-24	FEEE1W	01/09/2023 – 30/11/2023	9 Months Old on or before 31/08/2024
	FEEE2 / FEEE2W	01/09/2021 – 31/08/2022	2 Years Old on or before 31/08/2024
	FEEE3-4 / EFE	01/09/2019 – 31/08/2021	3 Years Old on or before 31/08/2024
Spring-24/25	FEEE1W	01/01/2023 – 30/04/2024	9 Months Old on or before 31/12/2024
	FEEE2 / FEEE2W	01/01/2022 – 31/12/2022	2 Years Old on or before 31/12/2024
	FEEE3-4 / EFE	01/01/2020 – 31/12/2021	3 Years Old on or before 31/12/2024

Headcount Day

Each term has a pre-determined Headcount Day. Your child's funded hours cannot be transferred after this day and the funded hours cannot be amended after this day. This is because your Childcare Provider will be required to submit their claim for the hours to Essex County Council based on the funding agreed as of Headcount Day:

Term	Headcount Day	Funded Period
Summer-24	25 th April 2024	15 th April – 19 th July 2024
Autumn-24	12 th September 2024	2 nd September – 13 th December 2024 or 9 th September – 20 th December 2024
Spring-24/25	23 January 2025	6 th January – 28 th March 2025

Please expand the below for further details on each entitlement type:

FEEE for 3–4-year-olds

Universal Offer (FEEE3-4)

All children will be eligible to receive 15 hours FEEE per week, for 38 weeks per year from the term after their 3rd birthday. There is no need to apply for these hours, simply agree the placement with your chosen Childcare Provider and complete a PAF. Please see the below table for when this funding can begin:

Child's 3rd Birthday	Term Funding Begins	Term Period
1 st January – 31 st March	Summer	1 st April – 31 st August
1 st April – 31 st August	Autumn	1 st September – 31 st December
1 st September – 31 st December	Spring	1 st January – 31 st March

Extended Funding Entitlement Offer (EFE)

Some working families will be eligible to receive an additional 15 hours FEEE per week, referred to as the Extended Offer or 30 Hours Funding. Eligible families must apply to [Childcare Choices](#) and be **approved the term prior to claiming** the funding. Please see the below table for details:

Child's 3rd Birthday	Term Funding Begins	30 Hours Application must be approved by*:
1 st January – 31 st March	Summer (April onwards)	31 st March
1 st April – 31 st August	Autumn (September onwards)	31 st August
1 st September – 31 st December	Spring (January onwards)	31 st December

***IMPORTANT:** If applications are approved any later, you will be unable to claim the Extended Hours until the following term.

2-Year-Old Funding for Disadvantaged Families (FEEE2)

Some families who receive additional Government support will be able to claim 15 hours FEEE per week, for 38 weeks per year, from the term after the child's 2nd birthday. Please see the below table for confirmation of earliest start dates:

Child's 2nd Birthday	Term Funding Begins	Term Period
1 st January – 31 st March	Summer	1 st April – 31 st August
1 st April – 31 st August	Autumn	1 st September – 31 st December
1 st September – 31 st December	Spring	1 st January – 31 st March

You must have an approved eligibility code, starting TYF881, from Essex County Council prior to starting your claim. To view the full criteria and apply for 2-Year-Old Funding, please go to: <https://www.essex.gov.uk/funded-childcare-for-2-year-olds>

Once approved you will be given an eligibility code and an Eligibility Start Date. This date is the earliest date you can begin your funding claim. Please add these details to the PAF where indicated.

Please note: 2-Year-Old Funding cannot be shared between Childcare Providers and should be used at **one setting only**.

2-Year-Old Funding for Working Parents (FEEE2W)

Eligible working parents of 2-year-olds will also be able to claim 15 hours FEEE per week, for 38 weeks per year, from the term after their 2nd birthday. Eligible families must apply to [Childcare Choices](#) and be **approved the term prior to claiming** the funding. Please see the below table for details:

Child's 2 nd Birthday	Term Funding Begins	30 Hours Application must be approved by*:
1 st January – 31 st March	Summer (April onwards)	31 st March
1 st April – 31 st August	Autumn (September onwards)	31 st August
1 st September – 31 st December	Spring (January onwards)	31 st December

***IMPORTANT:** If applications are approved any later, you will be unable to claim the Extended Hours until the following term.

9-Month-Old Funding for Working Parents (FEEE1W) Autumn-24 Onwards

From September 2024, eligible working parents of 9-month-olds will also be able to claim 15 hours FEEE per week, for 38 weeks a year, from the term after the child turns 9 months old. Eligible families must apply to [Childcare Choices](#) and be **approved the term prior to claiming** the funding. Please see the below table for details:

Child turns 9-months-old	Term Funding Begins	30 Hours Application must be approved by*:
1 st April – 31 st August	Autumn (September onwards)	31 st August
1 st September – 31 st December	Spring (January onwards)	31 st December

***IMPORTANT:** If applications are approved any later, you will be unable to claim the Extended Hours until the following term.

Understanding the PAF

Please complete the PAF, adding the funded weeks and hours each term. Your Childcare Provider will retain a copy, however we recommend parents keep their completed form also, so that you can easily update the claim each term and return to your Childcare Provider promptly.

Please note, your Childcare Provider will be unable to claim funding for your child without the PAF.

The purpose of the PAF

- The PAF is the authorisation provided by parents for Childcare Providers for the funding that they claim from Essex County Council.
- By signing the PAF, the parent/carer is authorising the chosen Childcare Provider to claim for an agreed number of funded hours from their funding entitlement.
- The PAF is used to confirm the number of funded hours from the child's entitlement that parent/carers are claiming with one or more childcare providers, and that the entitlement does not exceed the maximum offer for the term.
- The PAF is used to confirm any stretched funding offer that has been agreed between the parent/carer and provider.
- The PAF is used to confirm the child is eligible for two-year-old funding or working parent entitlement.
- The PAF is used to collect the parent/carer information to enable the provider to check if the child is eligible for Early Years Pupil Premium (EYPP).

Shared Funding

All funding, excluding FEEE2, can be shared between 2 Childcare Providers if needed, providing either setting does not have a Sole Provider Policy in place. If you opt to share the funding, you must ensure the total hours claimed do not exceed the maximum funded hours per week. Please see the below table for maximum claims per term:

Term	Funded Weeks	Maximum Funded Hours per week (FEEE3-4, FEEE2, FEEE2W, FEEE1W)	Maximum Extended Hours per week (EFE)	Maximum Funded Hours per Term (Universal/Extended)
Summer	13	15	15	195/390
Autumn	14	15	15	210/420

Spring	11	15	15	165/330
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Please ensure you are not claiming above the maximum weekly entitlement if you are sharing the funding with 2 Childcare Providers, paying extra attention if you are stretching the funding (see next section).

Stretched Funding

FEEE is offered during term time only, a total of 38 funded weeks per year. Some Childcare Providers will offer to stretch the funding meaning you can take less hours per week, over more weeks per year.

As your Childcare Provider is only able to claim the **funded** weeks each term, the number of hours they claim will be higher than the attendance per week to give them the additional hours needed to cover the holiday periods. You must return a Stretched Offer Template and include this with your PAF if you are stretching the funding. Your Childcare Provider will supply this.

If your Provider opts to stretch the funding each term, the Funded hours are calculated as follows:

Weeks attended for term x hours attended per week = total attendance hours per term.

Total attendance hours per term / funded weeks per term = funded hours per week.

Some examples of termly stretched funding are included below:

Term	Entitlement Type	Hours Available for Term	Weeks attended for term	Hours attended per week	Total Attendance Hours	Weeks claimed on Headcount	Hours Claimed per week on Headcount	Total Funded hours per term	Remaining Funded Hours per week (term time)
Summer	Universal 15	195	22	8.86	195	13	15	195	0
Summer	Extended 30	390	20*	19.5	390	13	30	390	0
Autumn	Universal 15	210	17	6	102	14	7.39	103.46	7.61
Autumn	Extended 30	420	17	20	340	14	24.29	340.06	5.71
Spring	Universal 15	165	13	12.69	165	11	15	165	0

Spring	Universal 30	330	13	18	234	11	21.27	233.97	8.73
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*Not including Easter.

Your Childcare Provider may also opt to stretch the funding for the full Financial Year to give a set number of hours per week. The following calculation will be used for this:

Funding Entitlement per week (15/30 hours) x 38 funded weeks = Annual Entitlement (570/1140 hours).

Annual Entitlement / Weeks open per year = Attendance Hours per week

Completing the PAF

Section 1: Provider Details – Add your Childcare Providers name and reference number. Please ask your Childcare Provider for their reference number if needed.

Section 2: Child and Parent/Carer Details – Add your child’s information and your details. You will be required to provide evidence of your child’s date of birth when joining the setting for the first time, such as a Birth Certificate.

If you are claiming the Universal 15 hours only, please leave the Working Parents Entitlement Code field blank.

Section 3: Two-Year-Old Funding – For FEEE2 children ONLY. Provide the Eligibility Code, starting TYF881, and Eligibility date taken from your 2-Year-Old Funding application. YOU

WILL BE UNABLE TO CLAIM FUNDING FOR 2-YEAR-OLDS (including the term the turn 3) WITHOUT THIS INFORMATION.

Section 4a: Stretched Funding – To be completed if you have agreed with your Childcare Provider to stretch your funding. If you are claiming during term time only, there is no need to complete this section.

Tick both boxes and ensure a [Stretch Offer Template](#) is returned with the PAF.

Section 4b: Attendance Details – Each term that you are attending you will need to date and sign against the attendance details for that specific term. PLEASE RETAIN YOUR PARENT AGREEMENT FORM AFTER RETURNING IT TO YOUR CHILDCARE PROVIDER FOR THIS REASON.

Add the names of 1 or more Childcare Providers where you are claiming funding in the Setting Details column. If you are only claiming with one Childcare Provider, please leave the second row blank.

If you are claiming Term Time only: Enter the number of funded Universal and/or Extended (if claiming EFE) hours per week your child will be claiming with the named Provider.

If you are taking a Stretched offer: Enter the number of Headcount Hours from your Stretched Offer Template.

Enter the total hours per term being claimed:

Provider 1 Universal hours + Extended Hours x Weeks + (if required) Provider 2 Universal hours + Extended Hours x Weeks = Total Hours

Please note, if your Total Hours are more than the Maximum Hours for the term, you will need to adjust the hours being claimed.

Add your name and date and ensure you have spoken to your Childcare Provider regarding additional consumable charges before ticking the box in this section.

Section 5: Early Years Pupil Premium (EYPP) – Please read the information regarding EYPP.

Section 6: Declaration – Please ensure you have read and understood all items in the Declaration. All boxes (excluded the EYPP Consent box) must be ticked to enable your Childcare Provider to claim the Funding. Enter your name, signature (or state Returned by Email if emailing the form to your Childcare Provider), email address and date returned.

Your Childcare Provider will add their details on receipt of your completed form.