



Delivery of Funded Early Education

From January 2026, first implemented April 2025.

Disadvantaged 2-year-olds

A child will be entitled to the free hours from the term after both:

- the child has attained the age of 2
- the child or parent meets the eligibility criteria

The eligibility criteria are set out in the legal annex.

The criteria for eligibility can be found here [Funded early education for two year olds \(FEET\) - Surrey County Council](#)

Universal Entitlement - All 3- and 4-year-olds

A child will be eligible to 15 hours for 38 weeks of the year:

- children born in the period 1 January to 31 March: the start of term beginning on or following 1 April after the child's third birthday
- children born in the period 1 April to 31 August: the start of term beginning on or following 1 September after the child's third birthday
- children born in the period 1 September to 31 December: the start of term beginning on or following 1 January after the child's third birthday

Working Parent Entitlements – 9-month-old (from Sept 25), 2-year-old, 3 years old

A child A child is entitled to the 30-hour entitlement for eligible working parents, provided the eligibility criteria set out is met. A child will need to have a positive determination of eligibility from HMRC

You can check if you're eligible here [15 and 30 hours - frequently asked questions | Childcare Choices](#)

You can start using funded early education from the funded period (term) following their 9-month, 2nd or 3rd birthday, whichever is applicable.

Childs birthday	When you can claim
1 January to 31 March	The beginning of term on or after 1 April
1 April to 31 August	The beginning of term on or after 1 September
1 September to 31 December	The beginning of term on or after 1 January

Parents can continue to access funded early education until their child either starts in reception class at a local authority-maintained school or reaches compulsory school age, which is the school term after their fifth birthday.

Example: Your child turned 9 months, 2 or 3 years old on 15th March, you can get free childcare when the next term starts after 1st April providing you are eligible.

How can I access my Early Years Free Entitlement?

At Tootsies we offer a variety of ways for you to access your Free Early Education, to ensure that you can claim your maximum allowance. We are happy to discuss individual claims.

We abide by the rules as set out by the Government Code of Practice:

- Must be provided over no fewer than 38 weeks each year

- Can be delivered between the hours of 6am and 8pm but may not take more than 10 hours in one day.
- Can be taken at up to two providers each day.
- Will not be restricted to a minimum session length
- May only claim an annual maximum of Universal Offer - 570 hours, or Extended Offer – 1140 hours

The funding is supplied for 38 weeks of the year, it is not intended to cover the costs of consumables, additional hours, nappies, wipes, meals, extra-curricular activities, trips or any other additional services. Tootsies implement a flat rate daily charge for additional services, payable via monthly invoice.

Although we run more than one scheme for Free Early Education, only one Free Early Education scheme can be used in a day, but different schemes can be used on separate days over the week. You do not have to use the full entitlement in either scheme.

You can only claim funding with Surrey Early Years Term time; however, you have three options in how you use your funding with us here at Tootsies these are known as the stretched offer and Term Time only offer.

Option One - Stretched Offer allows you to take your funded hours throughout the year over 51 weeks.

Option Two - Term Time Only allows you to take and claim for your funded hours over the traditional term time only offer of 38 weeks.

At Tootsies we understand that circumstances can change and to support our parents in a flexible way we offer you the opportunity to claim funded hours on the term time offer but take them on the stretched offer, ensuring that you will always be able to claim your maximum allowance should your circumstances change.

Regular Private Daily Fees for non-funded hours – from January 2026

Attendance	Under 2's	Over 2's
Early Start 7.30am to 8am	£5.50	£5.50
Core Day 8.00am To 6.00pm	£98.00	£95.00
Late 6.00pm to 6.30pm	£5.50	£5.50
Extended Late 6.00pm to 7.00pm	£11.00	£11.00
Latest 6.00pm to 7.30pm	£16.50	£16.50
Morning Session 8.00am To 1.30pm	£57.00	£55.00
Afternoon Session 1.30pm to 6.00pm	£55.00	£53.00

Option One - Stretched Provision

Additional Services and Funded Childcare Entitlement for Children Attending All Year-Round Offer (Stretched)

This is offered over 51 weeks of the year - For those attending all year round and using additional nursery care and facilities fees will apply for hours outside of the funded entitlement hours and for consumables and services used in the booking.

How do you calculate the stretched offer?

15 hours x 38 weeks = 570 hours maximum claim for the year ÷ 51 weeks = average 11.17, converted from number to time = 11 hours 10 minutes per week

30 hours x 38 weeks = 1140 hours maximum claim for the year ÷ 51 weeks = average 22.35, converted from number to time = 22 hours 21 minutes per week

Stretched 4.47 Funded hours per session PM - 15 hours entitlement, stretched over 51 week - Maximum uses of 4.47 hours per day over 2 days. 30 hours entitlement stretched over 51 week - Maximum uses of 4.47 hours per day over 5 days. All other sessions are chargeable at the private rate.

*Voluntary contributions – these are not a condition on taking up the funded hours, please see Alternatives Policy. All consumables are bookable and chargeable monthly; no refunds will be given. Please see Food Provision Policy and Alternatives Policy. Additional charges only apply to those using funded hours only and not attending and paying for morning hours outside of the funded hours.

Attendance	Under 9 months	Term following 9 months to 2 years	Term following 2 to 3 years	Term following 3 years and over
Early Start 7.30am to 8am	£5.50	£5.50	£5.50	£5.50
Private Paid Core Day Session No Funding 8.00am To 6.00pm	£98.00	£98.00	£98.00	£95.00
Private Paid Morning Session No Funding 8.00am To 1.30pm	£57.00	£57.00	£55.00	£55.00
Funded Day 1.30pm to 6.15pm 4.47 hours stretched Option to attend for funded hours only, chargeable extras will apply please see Alternatives Policy.	Not Applicable	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £3.75* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £2.50* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £2.50* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*
Private Paid Hours 6.15pm to 6.30pm	£5.50	£5.50	£5.50	£5.50
Extended Late 6.15pm to 7.00pm	£11.00	£11.00	£11.00	£11.00
Latest 6.15pm to 7.30pm	£16.50	£16.50	£16.50	£16.50

Stretched 5.58 Funded hours per session AM - 15 hours entitlement, stretched over 51 week - Maximum uses of 5.58 hours per day over 2 days. 30 hours entitlement stretched over 51 week - Maximum uses of 5.58 hours per day over 4 days. All over sessions are chargeable at the private rate.

Attendance	Under 9 months	Term following 9 months to 2 years	Term following 2 to 3 years	Term following 3 years and over
Early Start 7.30am to 8am	£5.50	£5.50	£5.50	£5.50
Private Paid Core Day Session No Funding 8.00am To 6.00pm	£98.00	£98.00	£98.00	£95.00
Private Paid Morning Session No Funding 8.00am To 1.30pm	£57.00	£57.00	£55.00	£55.00
Private Paid Afternoon Session No Funding 1.30pm To 6.00pm	£55.00	£55.00	£53.00	£53.00
Funded Day 8.00am to 1.30pm 5.58 hours stretched Option to attend for funded hours only, chargeable extras will apply please see Alternatives Policy.	Not Applicable	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £3.75* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £2.50* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £2.50* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*
Private Paid Hours 1.30pm to 6.00pm Inclusive of meals, consumables and Extra activities		£55.00	£53.00	£53.00
Late 6.00pm to 6.30pm	£5.50	£5.50	£5.50	£5.50
Extended Late 6.00pm to 7.00pm	£11.00	£11.00	£11.00	£11.00
Latest 6.00pm to 7.30pm	£16.50	£16.50	£16.50	£16.50

*Voluntary contributions – these are not a condition on taking up the funded hours, please see Alternatives Policy. All consumables are bookable and chargeable monthly; no refunds will be given. Please see Food Provision Policy and Alternatives Policy. Additional charges only apply to those using funded hours only and not attending and paying for afternoon hours outside of the funded hours.

Stretched 7.45 Funded hours per session - 15 hours entitlement, stretched over 51 week - Maximum use of 7.45 hours per day over 1 day. 30 hours entitlement stretched over 51 week - Maximum uses of 7.45 hours per day over 3 days. All over sessions are chargeable at the private rate.

Attendance	Under 9 months	Term following 9 months to 2 years	Term following 2 to 3 years	Term following 3 years and over
Early Start 7.30am to 8am	£5.50	£5.50	£5.50	£5.50
Private Paid Core Day Session No Funding 8.00am To 6.00pm	£98.00	£98.00	£95.00	£95.00
Private Paid Morning Session No Funding 8.00am To 1.30pm	£57.00	£57.00	£55.00	£55.00
Private Paid Afternoon Session No Funding 1.30pm To 6.00pm	£55.00	£55.00	£53.00	£53.00
Funded Day 8.00am to 3.30pm 7.45 hours Stretched Option to attend for funded hours only, chargeable extras will apply please see Alternatives Policy.	Not Applicable	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £3.75* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £2.50* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £2.50* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*
Private Paid Hours 3.30pm to 6.00pm Inclusive of meals, consumables and Extra activities		£12.00	£30.00	£47.50
Late 6.00pm to 6.30pm	£5.50	£5.50	£5.50	£5.50
Extended Late 6.00pm to 7.00pm	£11.00	£11.00	£11.00	£11.00
Latest 6.00pm to 7.30pm	£16.50	£16.50	£16.50	£16.50

*Voluntary contributions – these are not a condition on taking up the funded hours, please see Alternatives Policy. All consumables are bookable and chargeable monthly; no refunds will be given. Please see Food Provision Policy and Alternatives Policy. Additional charges only apply to those using funded hours only and not attending and paying for afternoon hours outside of the funded hours.

Note: Local authority hourly funded rate decreases as your child gets older, you will see an increase in chargeable private hours fees as your child moves through the nursery.

Option Two - Term Time Provision

Additional Services and Funded Childcare Entitlement for Children Attending 38 Weeks of the Year (Term Time Only)

This is offered in sessions of 5 or 7 ½ hours over 38 weeks of the year - For those using additional nursery care and facilities fees will apply for hours outside of the funded entitlement hours and for consumables and services used in the booking.

How do you calculate the term time offer?

You will be eligible for 15 or 30 hours per week for 38 weeks of the year, we follow the Surrey term dates, these are set in advance and notified accordingly. Additional sessions are available to book outside of the funded weeks and are payable at the regular private funded hours. These additional hours are offered at our discretion and availability cannot be guaranteed.

Term Time 5.00 hours per session AM - 15 hours entitlement -maximum use of 5.00 hours per day over 3 days. 30 hours entitlement -maximum use of 5.00 hours per day over 5 days. All over sessions are chargeable at the private rate.

Attendance	Under 9 months	Term following 9 months to 2 years	Term following 2 to 3 years	Term following 3 years and over
Early Start 7.30am to 8am	£5.50	£5.50	£5.50	£5.50
Private Paid Core Day Session No Funding 8.00am To 6.00pm	£98.00	£98.00	£98.00	£95.00
Private Paid Morning Session No Funding 8.00am To 1.30pm	£57.00	£57.00	£55.00	£55.00
Private Paid Afternoon Session No Funding 1.30pm To 6.00pm	£55.00	£55.00	£53.00	£53.00
Private Paid Hours 8.00am to 8.30am Inclusive of meals, consumables	Not Applicable	£5.00	£7.50	£10.50
Funded Day 8.30am to 1.30pm 5.00 hours Term Time Only Option to attend for funded hours only, chargeable extras will apply please see Alternatives Policy.		£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £5.00* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £3.75* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £3.75* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*
Private Paid Hours 1.30pm to 6.00pm Inclusive of meals, consumables and Extra activities		£55.00	£53.00	£53.00
Late 6.00pm to 6.30pm	£5.50	£5.50	£5.50	£5.50
Extended Late 6.00pm to 7.00pm	£11.00	£11.00	£11.00	£11.00
Latest 6.00pm to 7.30pm	£16.50	£16.50	£16.50	£16.50

*Voluntary contributions – these are not a condition on taking up the funded hours, please see Alternatives Policy. All consumables are bookable and chargeable monthly; no refunds will be given. Please see Food Provision Policy and Alternatives Policy. Additional charges only apply to those using funded hours only and not attending and paying for afternoon hours outside of the funded hours.

Term Time 5.00 hours per session PM - 15 hours entitlement -maximum use of 5.00 hours per day over 3 days. 30 hours entitlement -maximum use of 5.00 hours per day over 5 days. All over sessions are chargeable at the private rate.

Attendance	Under 9 months	Term following 9 months to 2 years	Term following 2 to 3 years	Term following 3 years and over
Early Start 7.30am to 8am	£5.50	£5.50	£5.50	£5.50
Private Paid Core Day Session No Funding 8.00am To 6.00pm	£98.00	£98.00	£98.00	£95.00
Private Paid Morning Session No Funding 8.00am To 1.30pm	£57.00	£57.00	£55.00	£55.00
Private Paid Afternoon Session No Funding 1.30pm To 6.00pm	£55.00	£55.00	£53.00	£53.00
Private Paid Hours 8.00am To 1.30pm Inclusive of meals, consumables and Extra activities	Not Applicable	£57.00	£55.00	£55.00
Funded Day 1.30pm to 6.30pm 5.00 hours Term Time Only Option to attend for funded hours only, chargeable extras will apply please see Alternatives Policy.		£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £5.00* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £3.75* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £3.75* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*
Late 6.00pm to 6.30pm	£5.50	£5.50	£5.50	£5.50
Extended Late 6.00pm to 7.00pm	£11.00	£11.00	£11.00	£11.00
Latest 6.00pm to 7.30pm	£16.50	£16.50	£16.50	£16.50

*Voluntary contributions – these are not a condition on taking up the funded hours, please see Alternatives Policy. All consumables are bookable and chargeable monthly; no refunds will be given. Please see Food Provision Policy and Alternatives Policy. Additional charges only apply to those using funded hours only and not attending and paying for morning hours outside of the funded hours.

Term Time 7.30 hours per session - 15 hours entitlement -maximum use of 7.30 hours per day over 2 days. 30 hours entitlement -maximum use of 7.30 hours per day over 4 days. All over sessions are chargeable at the private rate.

Attendance	Under 9 months	Term following 9 months to 2 years	Term following 2 to 3 years	Term following 3 years and over
Early Start 7.30am to 8am	£5.50	£5.50	£5.50	£5.50
Private Paid Core Day Session No Funding 8.00am To 6.00pm	£98.00	£98.00	£98.00	£95.00
Private Paid Morning Session No Funding 8.00am To 1.30pm	£57.00	£57.00	£55.00	£55.00
Private Paid Afternoon Session No Funding 1.30pm To 6.00pm	£55.00	£55.00	£53.00	£53.00
Private Paid Hours 8.00am to 9.00am Inclusive of meals, consumables	Not Applicable	£5.00	£12.50	£20.00
Funded Day 9.00am to 4.30pm 7.30 hours Term Time Only Option to attend for funded hours only, chargeable extras will apply please see Alternatives Policy.		£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £5.00* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £3.75* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*	£0.00 ☐ Breakfast £1.00* ☐ Lunch £4.00* ☐ Tea £3.50* ☐ Snacks £0.75* ☐ Intimate Care £3.75* ☐ Suncream £1.00* ☐ Extra Activity Music and Dance £1.00* ☐ Extra Activity Yoga £1.00* ☐ Extra Activity Sports £1.00*
Private Paid Hours 4.30pm to 6.00pm Inclusive of meals, consumables and Extra activities		£7.50	£18.75	£30.00
Late 6.00pm to 6.30pm		£5.50	£5.50	£5.50
Extended Late 6.00pm to 7.00pm	£11.00	£11.00	£11.00	£11.00
Latest 6.00pm to 7.30pm	£16.50	£16.50	£16.50	£16.50

*Voluntary contributions – these are not a condition on taking up the funded hours, please see Alternatives Policy. All consumables are bookable and chargeable monthly; no refunds will be given. Please see Food Provision Policy and Alternatives Policy. Additional charges only apply to those using funded hours only and not attending and paying for afternoon hours outside of the funded hours.

Note: Local authority hourly funded rate decreases as your child gets older, you will see an increase in chargeable private hours fees as your child moves through the nursery.

Surrey Term Dates for 2025-2026

Autumn Term (14 weeks) 8th September 2025 to 19th December 2025
Half Term 27th to 31st October

Spring Term (11 weeks) 5th January 2026 to 27th March 2026
Half Term 16th to 20th February

Summer Term (13 weeks) 13th April 2026 to 17th July 2026
Half Term 25th to 29th May

Surrey Term Dates for 2026-2027

Autumn Term (14 weeks) 1st September 2026 to 18th December 2026
Half Term 19th to 30th October

Spring Term (11 weeks) 4th January 2026 to 27th March 2026
Half Term 16th to 20th February

Summer Term (13 weeks) 13th April 2026 to 17th July 2026
Half Term 25th to 29th May

What Next?

You need to go onto the childcare choices website to check your eligibility and get a code www.childcarechoices.gov.uk

You'll need to make sure you have the following information to hand before starting the application:

- your national insurance number (or unique taxpayer reference if you are self employed)
- the date you started or are due to start work
- details of any government support or benefits you receive
- the UK birth certificate reference number (if you have one) for your child

The first term you are eligible we will provide you with a surrey early years declaration form, which will allow us claim for your funding on your behalf. This will need to be completed regardless of which offer you will be applying for. You will need to supply us with a copy of your child's birth certificate or passport as proof of identity and eligibility. Following your first claim you will be asked to sign the declaration form at the beginning of every term and another form if you want to increase or decrease the number of hours your child attends.

If you are eligible for the working parent entitlement you must apply prior to the start of term your child becomes of age. You will be issued with a unique eligibility code; this will stay with your child throughout their eligibility period. Should your circumstances change, and you become eligible part way through a term, you will not be able to claim these hours until the following full term e.g. eligible in November in autumn term, can claim for the extended offer from the January in spring term.

The funding payment is conditional on you updating your eligibility termly of the government portal and resigning the local authority funding contract if you do not do this the funding will stop and you will be charged for all your child's booked hours at normal rate.

providers can charge extra for meals and snacks outings in non-consumables but you must be able to opt out these payments and supply your own, please see Alternatives Policy

Frequently Asked Questions

Can I choose exactly how many hours I take each day and when? To allow us to plan for all families and children using the nursery we have set times available for you to be able to access your Early Years Free Entitlement.

How do I claim? You are not able to claim for free early education directly, the first term you become eligible we will provide you with a declaration form which will allow us claim on your behalf. You will need to supply us with a copy of your child's birth certificate or passport as proof of identity and eligibility.

Is it really free or will I have to pay any fees? The offer for up to 15 or 30 hours a week of funded childcare, for 38 weeks a year. However, in most cases this is not enough hours to cover the hours planned for attendance. The nursery is open and operates 51 weeks of the year in hours outside of the set funded hours. This means that you will be charged a flat rate daily fee for any additional time taken, regardless of how much. This is indicated in the additional fee structure attached, you will receive a monthly invoice for these hours.

We do offer opportunities for you to access just your Free Entitlement hours, with chargeable extras only should you wish to. These sessions are at set times, wherever possible we try to ensure continuity for the child with continued booking patterns each term, we reserve the right to alter the pattern of booking for the start of a new term. At least 4 weeks notice will be given of any changes planned.

Do I have to live in Surrey? No. Surrey County Council pays for children who go to registered childcare providers in Surrey; it doesn't matter where they live. A child moving to England from another country is entitled to early years provision on the same basis as any other child, regardless of whether they have British citizenship. However, if you have received a code for disadvantage 2-year-old funding from a different county you will need to apply under the Surrey FEET scheme to secure a Surrey code.

Can I change providers once the term has started? You can only change childcare provider if:

- You move house and it's now too far to travel to your current childcare provider.
- You change jobs and the hours your childcare provider offers no longer meet your childcare needs.
- You have stated on either your registration form or the Declaration of attendance form, that your child will be leaving during the term, and you specify the last day that you wish the childcare provider to claim the free hours for you.
- Your childcare provider gets an inadequate outcome in their latest Ofsted inspection
- Other – it is agreed in advance with the setting to cease and release funding to another setting
- We reserve the right to retain funding for the full term.

Privacy Notice:

Surrey Early Years Entitlement Funding - Privacy Notice Details

- Name of service - Funded Early Education Team
- Directorate - Children, Families, Lifelong Learning and Culture
- Date of issue - 01 June 2020
- Date of current version - 6 May 2021
- Review date - 6 May 2024

Notice

The reasons why we use your personal data

Purpose/ function of the service

This privacy notice applies to the functions of the Funded Early Education team who fulfil an SCC statutory duty to secure funded education provision for every eligible young child who is under statutory school age.

What processing of personal data is undertaken by the specific team(s)/ services

- Calculate and make payments to early years providers
- Statistical purposes
- To secure sufficient childcare to improve the outcomes of all children under 5 and reduce inequalities by identifying providers where children are taking up EYPP and supporting the provider to improve outcomes
- Check eligibility for means-tested entitlement for 3 and 4-year-old children via the Department for Education's online checker
- Check eligibility for means-tested entitlement for 2-year-old children via the Department for Education's online checker
- Check eligibility for the grant/ funding stream
- Check eligibility for relevant funding streams
- To register settings for the funded entitlement provision and set up vendor and customer accounts for payment
- Ensure accuracy of records across the local authority and to check against fraud
- Sharing of information with Surrey Partners where there is a safeguarding concern

What information do we collect?

- Parent and child names
- Parent's date of birth
- Child's date of birth and gender
- Parent and child contact details
- Provider names and contact details
- Provider DFE URN, Ofsted Number
- Setting qualifications and training
- Setting staff names and contact details
- Setting staff qualifications attainment details
- Child's ethnicity
- Child's LAC and adoption status
- Setting staff ethnicity
- Parent's NI Number
- Parent's details of State Benefits
- Child's HMRC code
- Child's DLA code
- Setting bank details
- Funding amounts to settings

How we are allowed to use your personal data

Legal obligation or public task under UK legislation including but not limited to:

- Childcare Act 2016
- Childcare Act 2006
- Childcare Act 1989
- Children and Families Act 2014
- Early Years Foundation Stage Regulations 2017
- Equality Act 2010
- The School and Early Years Finance (England) Regulations 2017
- Small Business Enterprise and Employment Act 2015
- Education Act 2011
- The Education (Provision of Information about Young Children) (England) Regulations 2009
- Early Education and Childcare Statutory Guidance for Local Authorities 2018

Consent

To process your personal data, we will explain to you what we are asking you to agree to and why. If we have consent to use your personal data, you have the right to remove it at any time. If you want to remove your consent, please contact us at the following email

address: fundedearlyeducation@surreycc.gov.uk and we will deal with your request.

Who we share your personal data with

- SCC Internal Teams including Early Years support Teams, Performance
- Surrey Partners
- Department of Education
- HMRC
- Early Years Providers
- Family Centres
- Health – anonymised
- Parents
- Settings

Retention Of Data

Data will be retained for 7 years OR in accordance with SCC countywide [data retention schedule](#).

Other Information

Our core data protection obligations and commitments are set out in the [Children Services Privacy Notice](#)

For further information on our privacy notices, please see [information and privacy](#).