

# Funded Early Education Entitlement

## Parent Agreement Form – Guidance 2025/26

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 and your family circumstances, you may be entitled to receive 15- or 30-hours funding per week for 38 weeks a year. The following offers are available in Essex:

- **FEEE1W\*** – Working Parent Funding Entitlement from the term after a child turns 9-months-old.
- **FEEE2W\*** – Working Parent Funding Entitlement from the term after a child turns 2-years-old.
- **FEEE2** – Funding Entitlement for eligible families who receive specific Government Support, from the term after a child turns 2-years-old.
- **FEEE3-4** – Universal Funding Entitlement available to all children from the term after a child turns 3-years-old.
- **EFE\*** – Extended Funding Entitlement for Working Parents available to eligible Working Parents from the term after a child turns 3-years-old.

**\*Working Parent Funding Entitlements MUST be approved the term prior to claiming the funding. Further details of application approval deadlines can be found in the Working Parent Funding Entitlement (FEEE1W, FEEE2W & EFE) section of this document.**

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 confirms the age ranges for each term and hours available depending on the funding entitlement type:

Term	Funding Type	Age:	Hours Available
Summer-25	FEEE1W	9 Months Old on or before 31/03/2025	13 weeks x 15 hours
	FEEE2W	2 Years Old on or before 31/03/2025	13 weeks x 15 hours
	FEEE2	2 Years Old on or before 31/03/2025	13 weeks x 15 hours
	FEEE3-4 / EFE	3 Years Old on or before 31/03/2025	13 weeks x 15 / 30 hours
Autumn-25	FEEE1W	9 Months Old on or before 31/08/2025	14 weeks x 30 hours
	FEEE2W	2 Years Old on or before 31/08/2025	14 weeks x 30 hours
	FEEE2	2 Years Old on or before 31/08/2025	14 weeks x 15 hours
	FEEE3-4 / EFE	3 Years Old on or before 31/08/2025	14 weeks x 15 / 30 hours
Spring-25/26	FEEE1W	9 Months Old on or before 31/12/2025	11 weeks x 30 hours
	FEEE2W	2 Years Old on or before 31/12/2025	11 weeks x 30 hours
	FEEE2	2 Years Old on or before 31/12/2025	11 weeks x 15 hours
	FEEE3-4 / EFE	3 Years Old on or before 31/12/2025	11 weeks x 15 / 30 hours

## Working Parent Funding Entitlement (FEEE1W, FEEE2W & EFE)

From the term after a child turns 9-months-old, up until they start school, eligible Working Parents can apply for the Working Parent Funding Entitlement via [Childcare Choices](#).

Applications must be approved the term prior to claiming the funding. If your code is approved after the following deadline dates, you will be unable to claim the funding until the following term at the earliest:

Term Claiming	Application Approval Deadline
Summer-25 – Starting April	31 <sup>st</sup> March 2025
Autumn-25 – Starting September	31 <sup>st</sup> August 2025
Spring-25/26 – Starting January	31 <sup>st</sup> December 2025

The Working Parent Entitlement code must be renewed every 3 months with Childcare Choices to ensure you remain eligible to receive the funding.

## 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 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-25	1 <sup>st</sup> May 2025	21 <sup>st</sup> April 2025 – 22 <sup>nd</sup> July 2025
Autumn-25	18 <sup>th</sup> September 2025	1 <sup>st</sup> September – 12 <sup>th</sup> December 2025 <b>or</b> 8 <sup>th</sup> September 2025 – 19 <sup>th</sup> December 2025
Spring-25/26	15 <sup>th</sup> January 2026	5 <sup>th</sup> January 2026 – 27 <sup>th</sup> March 2026

## Understanding the PAF

Please complete the PAF, adding the funded weeks and hours each term in section 4b. Your 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 Provider promptly.

Please note, your 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 Providers to confirm the funding that they claim from Essex County Council.
- By signing the PAF, the parent/carer is authorising the chosen 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 Provider, 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 eligible entitlement eligibility code.
- If relevant, the PAF is used to confirm which Provider should claim DAF on your behalf.
- 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 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	Funding Type	Funded Weeks	Maximum Universal Hours per week	Maximum Extended Hours per week	Maximum Funded Hours per Term (Universal/Extended)
Summer	FEEE1W	13	-	15	195
	FEEE2W	13	-	15	195
	FEEE2	13	15	-	195
	FEEE3-4/EFE	13	15	15	195/390
Autumn	FEEE1W	14	-	30	420
	FEEE2W	14	-	30	420
	FEEE2	14	15	-	210

	FEEE3-4/EFE	14	15	15	210/420
Spring	FEEE1W	11	-	30	330
	FEEE2W	11	-	30	330
	FEEE2	11	15	-	165
	FEEE3-4/EFE	11	15	15	165/330

Please ensure you are not claiming above the maximum weekly entitlement if you are sharing the funding with 2 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 Financial Year. Some Providers will offer to stretch the funding meaning you can take less hours per week, over more weeks per year.

As your 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 discuss the stretched offer with your Provider to confirm how many funded hours per week they need to claim.

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.**

Your 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 Providers name and reference number. Please ask your 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 **for 3-4 year olds**, 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.

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

**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 A COPY OF YOUR PARENT AGREEMENT FORM AFTER RETURNING IT TO YOUR PROVIDER FOR THIS REASON.

Add the names of 1 or more Providers where you are claiming funding in the Setting Details column. If you are only claiming with one 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 Funded Hours that your Provider will be claiming.

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 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. Tick the consent box to confirm if you are happy for your details to be checked.

**Section 6: Disability Access Funding** – Please only complete this section if your child is in receipt of Disability Living Allowance.

**Section 7: Declaration** – Please ensure you have read and understood all items in the Declaration. All boxes (excluded the attainment data consent box) must be ticked to enable your Provider to claim the Funding. Enter your name, signature (or state Returned by Email if emailing the form to your Provider), email address and date returned.

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