Norfolk County Council

Early Education Funded Entitlement
Parent / Carer Claim Form

Part 3a

Please use **BLOCK CAPITALS** when completing the form
* Mandatory information

Part 1 Guidance Notes

Please complete this Part 3, if your child will celebrate (or has celebrated) their second, third or fourth birthday or is/was 9 months in - April, May, June, July or August 2025

Your Child's legal name*

1. CHILDCARE PROVIDER DETAILS

[A] Childcare Provider Name*

You must state if the funded entitlement will be split between provider's (maximum of two providers in a single day). This will also ensure the funding is paid fairly. Your providers should discuss and work closely with you to agree how your child's overall childcare will work in practice to ensure a smooth transition.

Is your funding entitlement shared with (an)other provider(s)*? ☐ YES / ☐ NO

If YES*, my child is also attending –	Funded Hours Agreed:	AUT-2025*	SPR-2026*	SUM-2026*
[B]				
[C]				

2. FUNDING CLAIM DETAILS

Please ask for help to complete the form if needed	④	Maximum number of weeks funding can be claimed in a cycle	⑧	Number of non-funded hours where fees may be charged
① First day of attendance for claim period	⑤	Number of weeks funding that will be claimed in the claim period to stretch funding	⑨	Total number of weekdays sessions are booked each claim period.
② Last day of attendance for claim period	⑥	Total number of funded hours that will be claimed weekly		*Use the calendar to count how many of each day your child will attend as agreed with your provider (for example: 12 Mondays)*
③ Weekdays that sessions have been booked	⑦	Total number of funded hours which will be claimed		

AUTUMN 2025 (From 1 September)	SPRING 2026 (From 1 January)	SUMMER 2026 (From 1 April)
Start Date* ①	**Start Date*** ①	**Start Date*** ①
End Date* ②	**End Date*** ②	**End Date*** ②

Booked to attend*: ③

Mon	Tues	Wed	Thu	Fri
☐	☐	☐	☐	☐

Booked to attend*: ③

Mon	Tues	Wed	Thu	Fri
☐	☐	☐	☐	☐

Booked to attend*: ③

Mon	Tues	Wed	Thu	Fri
☐	☐	☐	☐	☐

| Funding is claimed* ❽ | **less** funded hours per week over more than 38 weeks up to the maximum annual entitlement | ☐ STRETCHED | **OR** | **up to maximum** funded hours per week over 38 or less weeks up to the maximum annual entitlement | ☐ TERM TIME |

STRETCHED

④ Total Number of Weeks funding will be claimed over 3 claim periods

AUTUMN 2025	SPRING 2026	SUMMER 2026
Number of Weeks ⑤	**Number of Weeks** ⑤	**Number of Weeks** ⑤
Weekly Funded Hours ⑥	**Weekly Funded Hours** ⑥	**Weekly Funded Hours** ⑥
Total Funded Hours ⑦	**Total Funded Hours** ⑦	**Total Funded Hours** ⑦
Weekly Non-Funded Hours ⑧	**Weekly Non-Funded Hours** ⑧	**Weekly Non-Funded Hours** ⑧

TERM TIME

④ Total Number of Weeks funding will be claimed over 3 claim periods

AUTUMN 2025 — September, October, November, December
SPRING 2026 — January, February, March
SUMMER 2026 — April, May, June, July, August

AUTUMN 2025

Number of Weekdays ⑨	Daily Funded Hours	Total Funded Hours	Daily Non-Funded Hours
Mon	X	=	
Tue	X	=	
Wed	X	=	
Thu	X	=	
Fri	X	=	
TOTAL	⑥	⑦	⑧

SPRING 2026

Number of Weekdays ⑨	Daily Funded Hours	Total Funded Hours	Daily Non-Funded Hours
Mon	X	=	
Tue	X	=	
Wed	X	=	
Thu	X	=	
Fri	X	=	
TOTAL	⑥	⑦	⑧

SUMMER 2026

Number of Weekdays ⑨	Daily Funded Hours	Total Funded Hours	Daily Non-Funded Hours
Mon	X	=	
Tue	X	=	
Wed	X	=	
Thu	X	=	
Fri	X	=	
TOTAL	⑥	⑦	⑧

CYCLE OF ELIGIBILITY*	[Claim 1] AUTUMN 2025	[Claim 2] SPRING 2026	[Claim 3] SUMMER 2026	TOTAL
	Hours Claimed:	Hours Claimed:	Hours Claimed:	Total Claimed:
Parent/Carer Initials & Date*				

[IMPORTANT] 1: **CLAIMS FOR THE WORKING PARENT ENTITLEMENT:** These hours are based on a valid HMRC code being in place on 31 March, 31 August and 31 December

2: Notwithstanding short-term absences (up to 4 weeks), claims will be submitted based on actual attendance each claim period