

Part 3b

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 - September, October, November or December 2024

Your Child's legal name*

1. CHILDCARE PROVIDER DETAILS

[A] Childcare Provider Name*

You must state if the funded entitlement will be split between providers (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:

SPR-2025*

SUM-2025*

AUT-2025*

[B]

[C]

2. FUNDING CLAIM DETAILS

Please ask for help to complete the form if needed

① First day of attendance for claim period

② Last day of attendance for claim period

③ Weekdays that sessions have been booked

④ Maximum number of weeks funding can be claimed in a cycle

⑤ Number of weeks funding that will be claimed in the claim period to stretch funding

⑥ Total number of funded hours that will be claimed weekly

⑦ Total number of funded hours which will be claimed

⑧ Number of non-funded hours where fees may be charged

⑨ Total number of weekdays sessions are booked each claim period.

Use the calendar to count how many of each day your child will attend as agreed with your provider (for example: 12 Mondays)

SPRING 2025 (From 1 January)

Start Date* ①

End Date* ②

SUMMER 2025 (From 1 April)

Start Date* ①

End Date* ②

AUTUMN 2025 (From 1 September)

Start Date* ①

End Date* ②

Booked to attend*: ③

Mon	Tues	Wed	Thu	Fri
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Booked to attend*: ③

Mon	Tues	Wed	Thu	Fri
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Booked to attend*: ③

Mon	Tues	Wed	Thu	Fri
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Funding is claimed* ③ **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

SPRING 2025		SUMMER 2025		AUTUMN 2025	
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

SPRING 2025

January

m	t	w	t	f
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February

m	t	w	t	f
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March

m	t	w	t	f
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SUMMER 2025

April

m	t	w	t	f
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May

m	t	w	t	f
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June

July

August

AUTUMN 2025

September

m	t	w	t	f
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October

November

December

SPRING 2025				SUMMER 2025				AUTUMN 2025			
Number of Weekdays ⑨	Daily Funded Hours	Total Funded Hours	Daily Non-Funded Hours	Number of Weekdays ⑨	Daily Funded Hours	Total Funded Hours	Daily Non-Funded Hours	Number of Weekdays ⑨	Daily Funded Hours	Total Funded Hours	Daily Non-Funded Hours
Mon	X	=		Mon	X	=		Mon	X	=	
Tue	X	=		Tue	X	=		Tue	X	=	
Wed	X	=		Wed	X	=		Wed	X	=	
Thu	X	=		Thu	X	=		Thu	X	=	
Fri	X	=		Fri	X	=		Fri	X	=	
TOTAL		⑥	⑦	TOTAL		⑥	⑦	TOTAL		⑥	⑦

CYCLE OF ELIGIBILITY*	[Claim 1] SPRING 2025	[Claim 2] SUMMER 2025	[Claim 3] AUTUMN 2025	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