

Part 3c

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 - January, February or March 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 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:

SUM-2025*

AUT-2025*

SPR-2026*

[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)

SUMMER 2025 (From 1 April)

Start Date* ①

End Date* ②

Booked to attend*: ③

Mon

Tues

Wed

Thu

Fri

☐
☐
☐
☐
☐

AUTUMN 2025 (From 1 September)

Start Date* ①

End Date* ②

Booked to attend*: ③

Mon

Tues

Wed

Thu

Fri

☐
☐
☐
☐
☐

SPRING 2026 (From 1 January)

Start Date* ①

End Date* ②

Booked to attend*: ③

Mon

Tues

Wed

Thu

Fri

☐
☐
☐
☐
☐

☐ TERM TIME

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

SUMMER 2025		AUTUMN 2025		SPRING 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	

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

SUMMER 2025																AUTUMN 2025																SPRING 2026																																																									
April				May				June				July				August				September				October				November				December				January				February				March																																													
m	t	w	t	f	m	t	w	t	f	m	t	w	t	f	m	t	w	t	f	m	t	w	t	f	m	t	w	t	f	m	t	w	t	f	m	t	w	t	f	m	t	w	t	f	m	t	w	t	f																																								
	1	2	3	4				1	2	2	3	4	5	6		1	2	3	4											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																													
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	7	8	9	10	11	4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	15	16	17	18	19	13	14	15	16	17	20	21	22	23	24	17	18	19	20	21	24	25	26	27	28	29	30	31			27	28	29	30	31	25	26	27	28	29	30	31			
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	14	15	16	17	18	11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	15	16	17	18	19	12	13	14	15	16	19	20	21	22	23	17	18	19	20	21	24	25	26	27	28	22	23	24	25	26	29	30	31			26	27	28	29	30	30	31													
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	21	22	23	24	25	18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	28	29	30	31		26	27	28	29	30	30	31																												
28	29	30			26	27	28	29	30	30					28	29	30	31		25	26	27	28	29						27	28	29	30	31	27	28	29	30	31	29	30	31			26	27	28	29	30	26	27	28	29	30	23	24	25	26	27	30	31																												

SUMMER 2025					AUTUMN 2025					SPRING 2026				
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	⑧	TOTAL		⑥	⑦	⑧	TOTAL		⑥	⑦	⑧

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