

**How to complete the attendance details from September 2025 onwards**

From September 2025, children aged 9 months+ from eligible working parent families will be entitled to up to 30 hours of early education funding per week. The way in which you record some children’s hours on the PAF and Headcount will be different. See the examples below.

**Example 1** – Child aged 9 months - 2 years old in receipt of the working parent family entitlement (expanded hours).

Up to 30 hours can be claimed and should be entered into the ‘expanded/extended’ column.

Term Autumn/Spring/ Summer (please indicate below)	Setting name(s)	No. funded hours per week		No. weeks	Total termly funded hours	Date	Signature or typed name (if returned by email)
		Funded/ Universal	Expanded /Extended				
Term 1- Autumn	1 Example 1		30	14	420		
	2						
Term 2 – Spring	1 Example 1		30	11	330		
	2						
Term 3 – Summer	1 Example 1		30	13	390		
	2						

**Example 2** – Child aged 3 – 4 years old in receipt of the working parent family entitlement (extended hours).

Up to 30 hours can be claimed (split between 15 universal and 15 extended) and should be entered into the ‘funded/universal’ and ‘expanded/extended’ columns (no change to the current process).

Term Autumn/Spring/ Summer (please indicate below)	Setting name(s)	No. funded hours per week		No. weeks	Total termly funded hours	Date	Signature or typed name (if returned by email)
		Funded/ Universal	Expanded /Extended				
Term 1- Autumn	1 Example 2	15	15	14	420		
	2						
Term 2 – Spring	1 Example 2	15	15	11	330		
	2						
Term 3 – Summer	1 Example 2	15	15	13	390		
	2						

**Childcare Provider Guidance for completing Parent Authorisation Form (PAF) for claiming Early Education Funding**

**Example 3** – Child aged 2 years old in receipt of the working parent family entitlement (expanded hours) **and** the Early Learning for 2-year-olds entitlement (funded hours).

Up to 30 hours can be claimed (split between 15 funded and 15 expanded) and should be entered into the ‘funded/universal’ and ‘expanded/extended’ columns. If you will be claiming for less than 30 hours, the majority should be claimed under the ‘funded/universal’ column (Early Learning for 2-year-olds entitlement).

Term Autumn/Spring/ Summer (please indicate below)	Setting name(s)	No. funded hours per week		No. weeks	Total termly funded hours	Date	Signature or typed name (if returned by email)
		Funded/Universal	Expanded/Extended				
Term 1- Autumn	1 Example 3	15	10	14	350		
	2						
Term 2 – Spring	1 Example 3	15	10	11	275		
	2						
Term 3 – Summer	1 Example 3	15	10	13	325		
	2						

**Example 4** – Child aged 2 years old in receipt of the Early Learning for 2-year-olds entitlement (funded hours).

Up to 15 hours can be claimed and should be entered into the ‘funded/universal’ column (no change to the current process).

Term Autumn/Spring/ Summer (please indicate below)	Setting name(s)	No. funded hours per week		No. weeks	Total termly funded hours	Date	Signature or typed name (if returned by email)
		Funded/Universal	Expanded/Extended				
Term 1- Autumn	1 Example 4	15		14	210		
	2						
Term 2 – Spring	1 Example 4	15		11	165		
	2						
Term 3 – Summer	1 Example 4	15		13	195		
	2						