



Synergy FIS Provider Portal Online Funding Guidance

Date: August 2021

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Key:

- 'How to' Processes
- Home Tabs
- Funding tabs
- Actuals tabs

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1. How to Log in

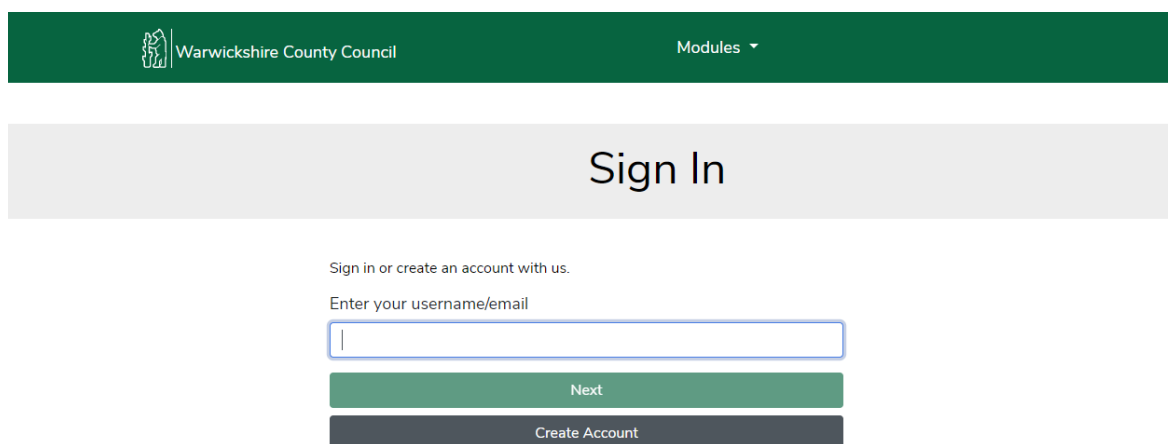
The Early Years Funding Team will set up registration for the Provider Portal and issue a setting with a user name and initial password. This will be sent by email.

Note: the username that we send must be used and not an email address.

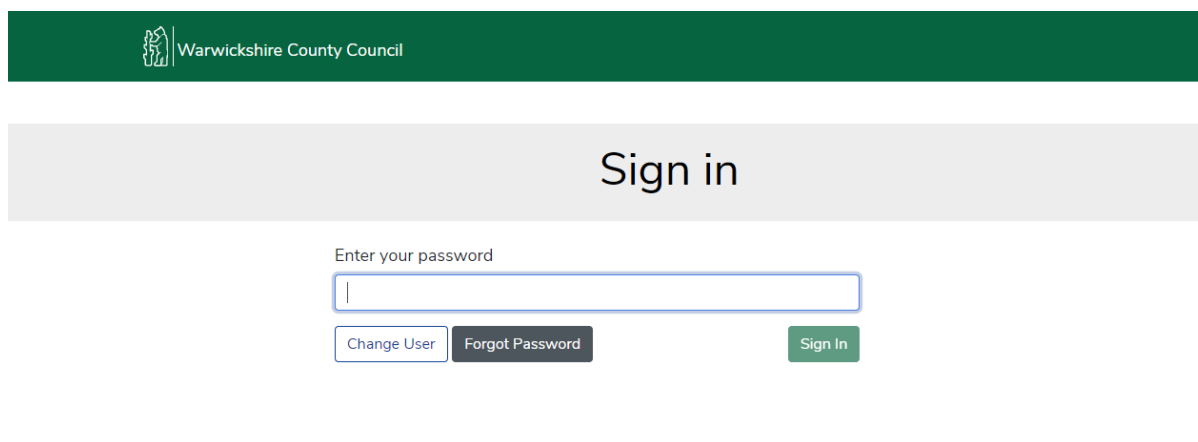
The web address for the Synergy Portal is:

<https://admissions.warwickshire.gov.uk/synergy/providers>

The log in page will appear:



Enter the username and click on the 'Next' bar



Enter the password and click on 'Sign in'

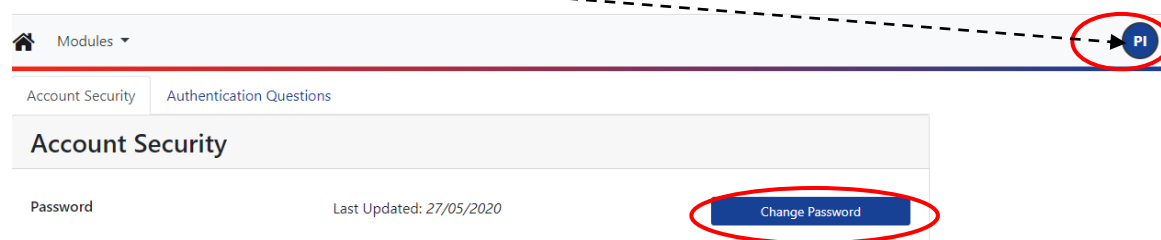
If it is the first time of using the Provider Portal, use the **temporary password** sent by email by the Early Years Funding Team.

The password and authentication questions will need changing on first log in, the system should prompt this.

Password

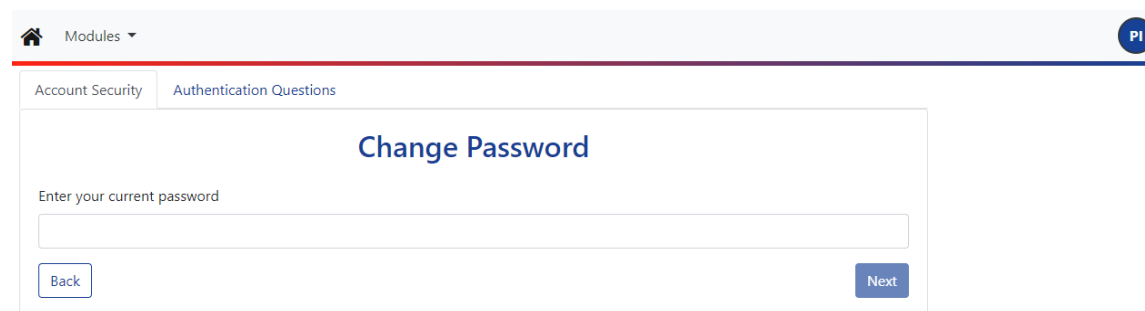
The temporary password sent by email will expire within three days so this will need changing as soon as possible.

Click on the user identification on the bar, see example below and the following will appear:



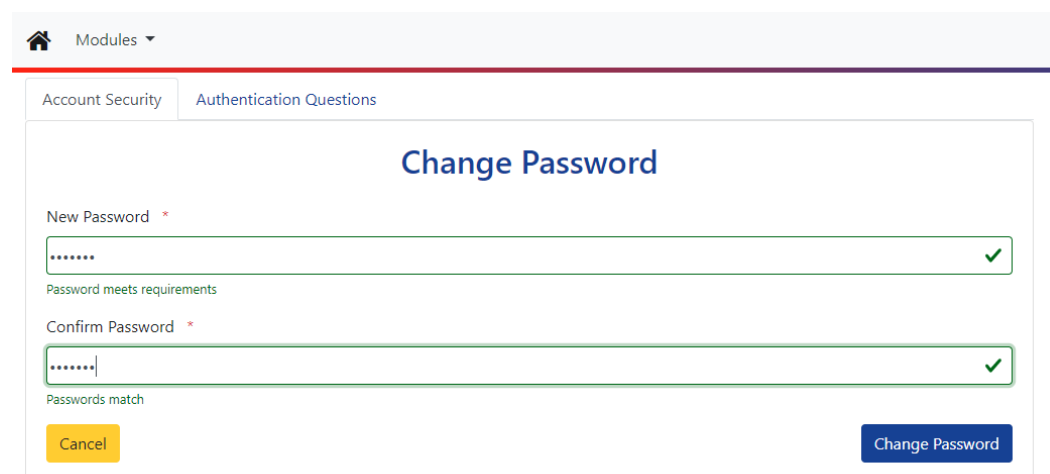
The screenshot shows the 'Account Security' page. At the top, there is a navigation bar with a home icon, a 'Modules' dropdown, and a user identification 'PI' circled in red. A dashed arrow points from the 'PI' to the 'Change Password' button. Below the navigation bar, there are two tabs: 'Account Security' and 'Authentication Questions'. The 'Account Security' tab is active, showing a 'Password' section with the text 'Last Updated: 27/05/2020' and a 'Change Password' button circled in red.

Select the 'Change Password' box



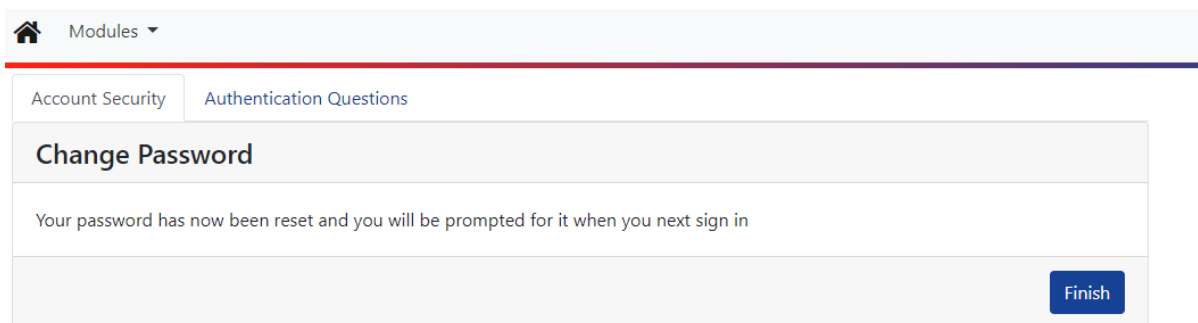
The screenshot shows the 'Change Password' form. At the top, there is a navigation bar with a home icon, a 'Modules' dropdown, and a user identification 'PI' circled in red. Below the navigation bar, there are two tabs: 'Account Security' and 'Authentication Questions'. The 'Account Security' tab is active, showing a 'Change Password' section with the text 'Enter your current password' and a text input field. Below the input field, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted.

Enter the temporary password sent by the Early Years Funding Team by email and click on 'Next'



The screenshot shows the 'Change Password' form. At the top, there is a navigation bar with a home icon, a 'Modules' dropdown, and a user identification 'PI' circled in red. Below the navigation bar, there are two tabs: 'Account Security' and 'Authentication Questions'. The 'Account Security' tab is active, showing a 'Change Password' section with two text input fields: 'New Password' and 'Confirm Password'. Both fields have green checkmarks next to them, indicating that the passwords meet the requirements. Below the input fields, there are two buttons: 'Cancel' and 'Change Password'. The 'Change Password' button is highlighted.

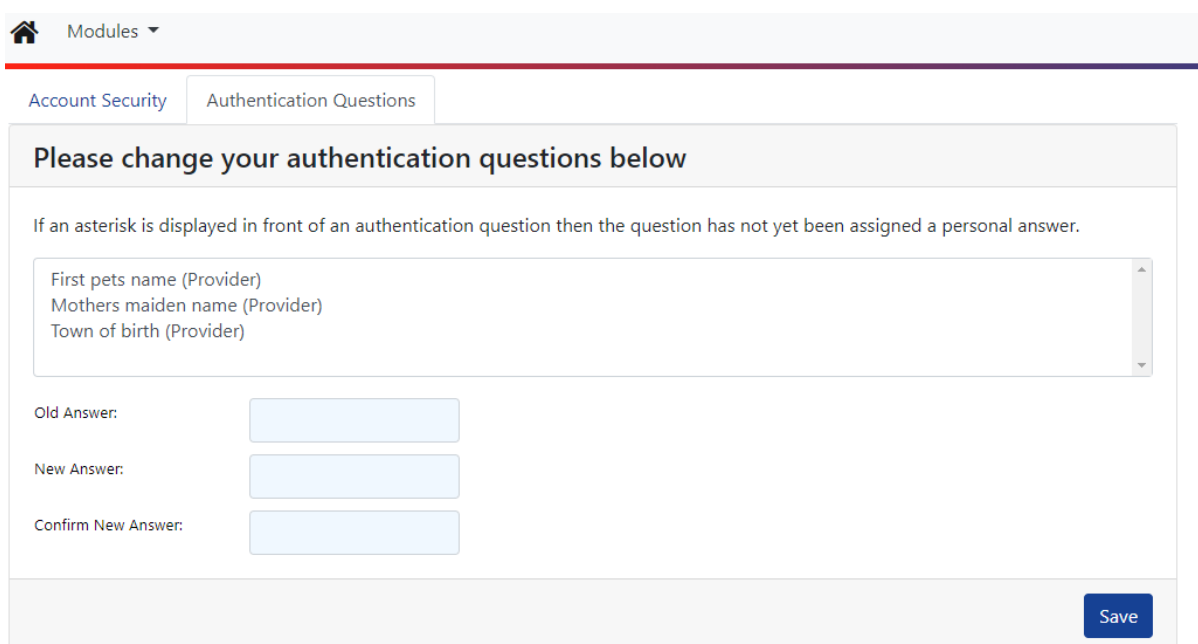
Add a new password of choice. It is a good idea to keep a note of it in a safe place.



Click Finish once the new password has been verified

Authentication Questions:

The Authentication questions will also need to be changed. Select the Authentication Questions tab:



Select each question in turn:

First pets name (Provider)
 Mothers maiden name (Provider)
 Town of birth (Provider)

Use the default security answers sent by the Early Years Funding Team in the confirmation email as the 'Old Answer'

When the answers have been changed the following will show:

Account Security | Authentication Questions

Please change your authentication questions below

If an asterisk is displayed in front of an authentication question then the question has not yet been assigned a personal answer.

First pets name (Provider)

Mothers maiden name (Provider)

Town of birth (Provider)

New answer successfully saved.

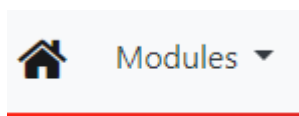
Old Answer:

New Answer:

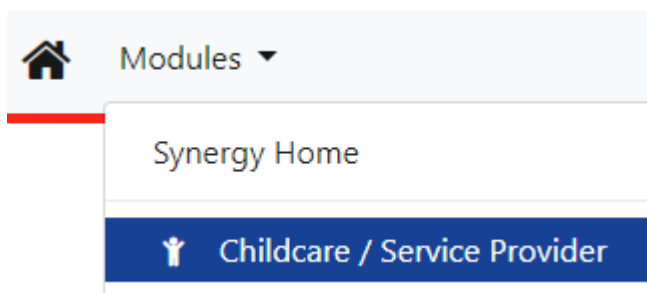
Confirm New Answer:

Save

To return to the funding options select :



Then select:



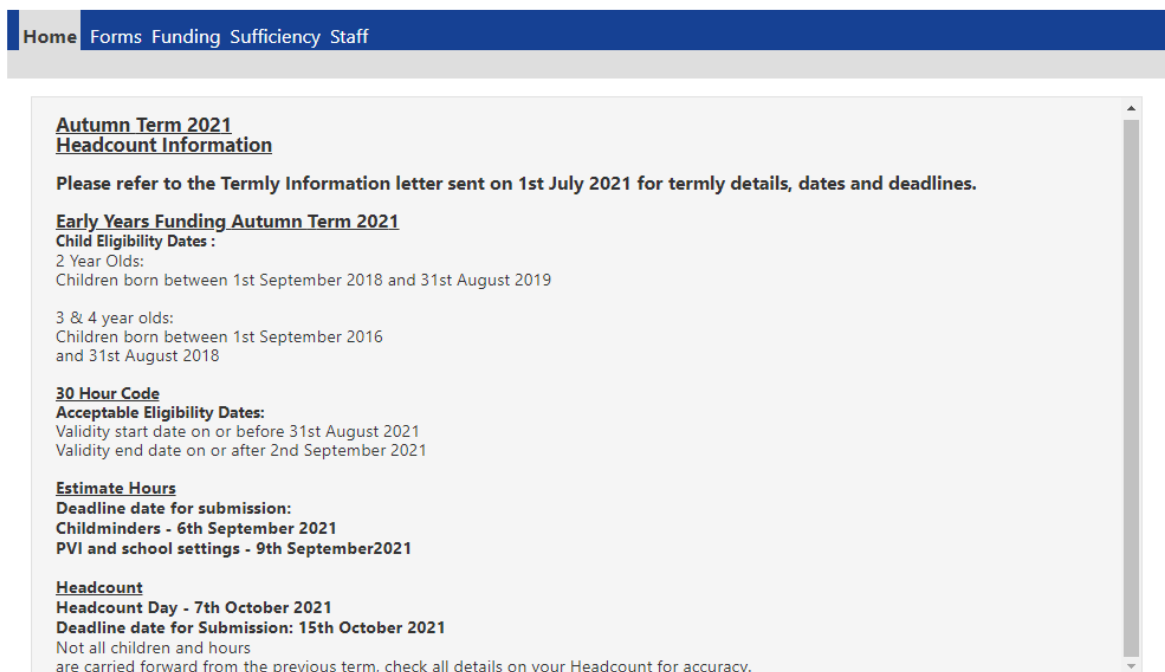
If the Password is forgotten, a token can be selected to re-set it which will be emailed to the address held with the system. If more than one email address is used at your setting, make sure that the correct one is held in the Synergy system, check with the Early Years Funding Team by emailing eyfunding@warwickshire.gov.uk.

If there are problems with getting a token, the Early Years Funding Team can reset the password.

HOME:

After successfully logging in to the portal, the **Home** page will appear. There are 2- 4 other tabs to choose from **Forms**, **Funding** and for some settings, **Sufficiency** and **Staff**.

The Home page details the important information for the term:



Home Forms Funding Sufficiency Staff

Autumn Term 2021
Headcount Information

Please refer to the Termly Information letter sent on 1st July 2021 for termly details, dates and deadlines.

Early Years Funding Autumn Term 2021
Child Eligibility Dates :
2 Year Olds:
Children born between 1st September 2018 and 31st August 2019

3 & 4 year olds:
Children born between 1st September 2016
and 31st August 2018

30 Hour Code
Acceptable Eligibility Dates:
Validity start date on or before 31st August 2021
Validity end date on or after 2nd September 2021

Estimate Hours
Deadline date for submission:
Childminders - 6th September 2021
PVI and school settings - 9th September 2021

Headcount
Headcount Day - 7th October 2021
Deadline date for Submission: 15th October 2021
Not all children and hours
are carried forward from the previous term, check all details on your Headcount for accuracy.

- **FORMS** - the **Forms** tab is used to enter your Family Information Service (FIS) details and the Early Years Census in the Spring term (see page 45).
- **FUNDING** - the Funding tab is used to enter the Estimate hours, Headcount claim and view the funding that has been paid to the setting.
- **SUFFICIENCY** - This will not be visible to all users (Childminders) this is used in the Summer term to enter the setting's place numbers and vacancies
- **STAFF** - This is not part of the funding process and is not covered in this guidance, please contact the Family Information Service

2. How to Enter your Funding Claim

Example of a 3 & 4 Year Funding Claim (for 2 year funding see page 37):

- Select the **FUNDING** tab

There are additional security questions to answer to gain access to the **Funding** option. If a setting has recently been given access to **Funding**, it will be issued with temporary answers to the authentication questions, which must be changed to their own answers on first log in, see Authentication Questions above **page 5**.

The screenshot shows the Warwickshire County Council website's navigation bar with links: Home, Forms, Funding, Sufficiency, and Staff. Below this is a 'Security question' section with a text input field labeled 'First pets name' and a 'Submit' button. The main content area has a sub-navigation bar with 'Home', 'Funding' (circled in red), and 'Sufficiency'. Below this is a tabbed interface with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The 'Summary' tab is active, showing 'Summary Head Count Records for 2021/2022 - Autumn Term'. On the left is a list of academic years from 2021/2022 down to 2012/2013, with '2014' highlighted. On the right is a table for 'Funding Type' with two rows: '2 Year Olds' and '3 & 4 Year Olds 3'.

Funding Type	
	2 Year Olds
	3 & 4 Year Olds 3

The following tabs can now be selected:

- Summary
- Estimates
- Actuals
- Adjustments*
- Eligibility Checker

The tabs above are covered in the suggested order of use.

Eligibility Checker tab

- **How to check 30 Hour Codes:**

- The Eligibility Checker tab is used to check the validity dates of the 30 hour code given to the setting by the parent
- It is always available, even when the Headcount submission is not open
- The codes should be checked **before** the term starts to make sure that the code is eligible for funding for that term and **before** an offer of a funded place is made for the Extended hours
- Consent must be obtained to check the code using the Eligibility Checker, this should be obtained from the 30 hour code section of the Parental Declaration Form

How to check the validity of the 11 digit code issued by HMRC:

- Sign into the Provider Portal in the usual way
- From the Funding menu select Eligibility Checker
- Select the **30 Hours Free Childcare** button

The screenshot shows the 'Eligibility Checker' page. At the top, there are tabs for 'Home', 'Forms', 'Funding', and 'Sufficiency Staff'. Under 'Funding', there are sub-tabs: 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The 'Eligibility Checker' sub-tab is selected. Below the tabs, there is a section titled 'Eligibility Checker' with a description: 'Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.' Below this, there is a 'Data Protection Notice' stating: 'a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.' At the bottom, there is a blue button labeled '30 Hours Free Childcare' which is circled in red.

The 30 Hours Free Childcare dialog will be displayed

- Enter the mandatory details * and click **Submit** to send the details to the ECS checker. **Do not enter the parent's Forename and Surname details.**

Note: This is an eligibility check on the code to be aware of the validity dates for that code, check if the code meets the date criteria for that term from the information sent in the Termly Information letter for the term.

The Eligibility Checker is not linked to the 'Actual' Child Funding tab where the child's funding details are entered. Another eligibility check is required when

entering the 30 hour code details by clicking on the  **box in the Child Funding tab.**

Home

Summary

Eligibility

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

30 Hours Free Childcare

30 Hours Free Childcare

Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Partner Details are optional but if entered then all fields, except Forename, must be filled in.

Eligibility Code*

Child Date of Birth*

Parent/Carer Forename

Parent/Carer Surname

Parent/Carer NI Number*

Consent must be given for this

Partner Forename

Partner Surname

Partner NI Number

☐ Eligibility Check

*denotes mandatory fields

Submit

Cancel

If **Found**, confirmation of the details will be displayed:

The details provided have been found:

Eligibility Code: 20266990000

Code Start Date: 09-Sep-2017

Code End Date: 16-Nov-2017

Grace Period End Date: 23-Feb-2018

Eligibility Checker

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

30 Hours Free Childcare

If **Not Found**, a message will be displayed to advise you that the details provided are not eligible:

The details provided for Eligibility Code 12345678910 are not eligible for extended hours.

If the result shown is **not eligible for the extended hours**, then you will need to ask the parent to check the details they have given are accurate, **particularly the child's date of birth**, parent's NI number and the 30 hour code number. If there are still problems, the parent will need to contact HMRC on the Customer Interaction Centre number:

0300 123 4097.

Validity Dates and the Grace Period

- Please make a note of the Code Start Date and Code End Date to keep track of when the code is valid from and when it expires.



- Settings are advised to remind parents when **the validity end date** expires and prompt them to re-confirm their code every 3 months.
- Settings need to know the Grace period end date, which is when the funding will cease if the parent is no longer eligible or has not re-confirmed their code at the validity end date.

Code eligibility dates for Academic year 2021/2022

To be an eligible code for the term, the setting must make sure that a code has a **start** date before the end of the previous term and an **end** date after the start of the new term i.e.:

To be valid for the **Autumn term 2021**, a start date on or before 31st August 2021 and an end date on or after 2nd September 2021

To be valid for the **Spring term 2022**, a start date on or before 31st December 2021 and an end date on or after 4th January 2022

To be valid for the **Summer term 2022**, a start date on or before 31st March 2022 and an end date on or after 25th April 2022

If a code has a **start** date dated on or after:

1st September 2021 it will not be eligible for funding until January 2022

1st January 2022 it will not be eligible for funding until April 2022

1st April 2022 it will not be eligible for funding until September 2022

Warwickshire County Council does not have any discretionary funding and any request to fund a code dated outside of the DfE's criteria will be turned down, **in all circumstances**.

Exceptions to the standard criteria:

If a parent applied before the end of the previous term and the code's issue was delayed by HMRC, we can accept a temporary code starting with 11 dated up until 14th of September/April/January or a code starting with 500 with an issue after the deadline but with a start date backdated to 31st August/December/March.

If a code is in its Grace period, a child can continue receiving 30 hour funding until the end of the Grace period. If the Grace period falls in the following term, they can only continue to receive funding if it is continuing with the same setting as the previous term.

A child cannot start a new setting or a new claim for the Extended 30 hours funding if the code is in a Grace period.

Estimates Tab

The Estimates tab is used to enter the setting's **estimated hours** so that the Interim payment can be calculated. Refer to section 2.4.1 page 24 of the Guidance and Requirements of Funding 2021

1. Select the Estimates tab
2. Select the correct term
3. Select the correct funding type, the hours need to be entered for both the 3 & 4 Year Olds and 2 Year Olds (if applicable) **separately**

Home	Funding	Sufficiency
Summary	Estimates	Actuals Adjustments Eligibility Checker

Estimates Head Count Records for 2021/2022 - Autumn Term

Term	Funding Type	Office use only	
		Ready To Process	Processed
2021/2022	2 Year Olds		
2020/2021	3 & 4 Year Olds 3		
2019/2020			
2018/2019			
2017/2018			
2016/2017			
2015/2016			
2014/2015 (2)			
2014/2015 (1)			
2014			
2013/2014			
2012/2013			

Submit Estimate: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Number of Weeks for this Term 14.00

Estimate Number of Funded Hours Per Week for this Term 0.00

Please enter both numbers, click 'Calculate', then 'Send Claim'

Calculate Send Claim

4. The number of weeks for the term is pre-populated **do not** change it. Enter the total number of **weekly** hours that the setting is expecting to claim for*. This is calculated by working out the number of children expected and multiply by the number of hours per week they are expecting to claim funding.

Note: Universal hours and Extended hours will need to be added together.

Examples:

- a. If a setting is expecting to have 10 children attending for 15 hours per week, the calculation will be:
 $10 \text{ children} \times 15 \text{ hours} = 150 \text{ hours to enter as the weekly hours}$

(10 children claiming 30 hours per week (15 universal and 15 extended) = **300** hours to enter

Or

- b. 10 children are expected to attend of which there are **5 attending 15 hours, 3 at 10 hours and 2 at 6 hours per week**. To calculate the number of hours to enter:

$$5 \times 15 = 75$$

$$3 \times 10 = 30$$

$$2 \times 6 = 12$$

Total weekly hours to enter: $75 + 30 + 12 = 117$

***Maintained Nursery Class or School**

Note: For schools with a Governor run (s27) setting with children that are not within the class numbers (PAN), the numbers for each setting ie the nursery class and the s27 setting, need to be calculated and added separately. Select the correct setting from the 'Select Organisation' drop down box, the Governor run (s27) setting will show as 'SFGR'

The hours entered in the example below are for 150 weekly hours.

5. Click on Calculate

Home Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Submit Estimate: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term There are 2,100.00 Hours in this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

Calculate **Send Claim**

6. Click on Send Claim as above

7. When the claim has been successfully sent, the following should appear:

Home Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Submission Successful

Submit Estimate: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term There are 2,100.00 Hours in this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

Calculate Send Claim

Actuals tab (Headcount)

Select the Actuals tab to enter the children for the Headcount claim, a child can only be entered where a signed Parental Declaration Form (PDF) has been completed.

The setting will be notified of the dates that the provider portal is 'open' to enter the Headcount submissions in the **Termly Information letter**. The start date will usually be two weeks before the beginning of term.

Changes can only be made to the details if a term is available, it will show a green arrow as below:

Home	Funding	Sufficiency
Summary	Estimates	Actuals
Adjustments	Eligibility Checker	

Actuals Head Count Records for 2021/2022 - Autumn Term			
2021/2022	Funding Type		Office use only
Autumn Term			Ready To Process
Submission Period: 04-Aug-2021 to 15-Oct-2021	2 Year Olds		Processed
2020/2021	3 & 4 Year Olds 3		
2019/2020			

If the term is 'closed', the user will only have access to view their funding details and will not be able to make changes to the funding record. A closed term will have a no entry sign shown as below:

2020/2021
Summer Term
Submission Period: 22-Mar-2021 to 02-Jun-2021

- Select the correct term and funding type

Home	Funding	Sufficiency
Summary	Estimates	Actuals
Adjustments	Eligibility Checker	

Actuals Head Count Records for 2021/2022 - Autumn Term			
2021/2022	Funding Type		Office use only
Autumn Term			Ready To Process
Submission Period: 04-Aug-2021 to 15-Oct-2021	2 Year Olds		Processed
2020/2021	3 & 4 Year Olds 3		
2019/2020			

If it is the first time of entering a claim or children have not been carried forward from the previous term, the page will appear as below:

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

Add Child Send Claim

3. How to Add a New Child

Note: Do not click on Save until every tab has been completed as required

- Select:

Add Child

The following page will appear:

Home Forms **Funding** Sufficiency

Summary **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Documents Notes

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☐

Gender* ☐ Male ☐ Female

Preferred Surname

Ethnicity* Information Not Yet Obtained ▼

SEN COP Stage <Unknown> ▼

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save Cancel

*denotes mandatory fields

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DEC Provider Portal - Part of the Creative Commons DEC Suite

- Select **Child Details tab**

Complete all mandatory fields marked with *, using the information from the PDF. The child's name **MUST** be accurate and their **legal** name as entered on their Birth Certificate. We are required to hold up to date and accurate information for children as we also share the database with other Local Authority services.

- Make sure that the correct ethnicity option, shown on the Parental Declaration Form is selected and the correct SEN COP Stage by clicking on the drop down arrows, see below:

Child Details | Parent / Carer Details | Funding Details | Documents | Notes

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☒

Gender* ☒ Male ☐ Female

Preferred Surname

Ethnicity*

SEN COP Stage

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save Cancel *denotes mandatory fields

Ethnicity options:

admissions.warwickshire.gov.uk/Synergy

Home Forms | Funding | Sufficiency

Summary Estimates Actuals Adjustments Eligibility

Child Details | Parent / Carer Details | Funding Details

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☐

Gender* ☐ Male ☐ Female

Preferred Surname

Ethnicity*

SEN COP Stage

Save Cancel *denotes mandatory fields

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SEN options:

Provider: Tribal Test (Pre-School)

Home Forms | Funding | Sufficiency

Summary Estimates Actuals Adjustments Eligibility

Child Details | Parent / Carer Details | Funding Details

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☐

Gender* ☐ Male ☐ Female

Preferred Surname

Ethnicity*

SEN COP Stage

Save Cancel *denotes mandatory fields

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Note: Do not click on 'Save' until ALL tabs have been completed.

■ Select **Parent/Carer details tab**

Only complete the details in the Parent/Carer tab if 30 hours funding or Early Years Pupil Premium (EYPP) are being claimed using the details entered on the PDF.

A signed consent on the PDF from the parent/carers **MUST** be obtained before entering details here, as their details will be checked against the Government's Eligibility Checking Service (ECS) for eligibility for these entitlements.

Child Details | **Parent / Carer Details** | Funding Details | Documents | Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details		Partner Details	
Forename	<input type="text"/>	Forename	<input type="text"/>
Surname	<input type="text"/>	Surname	<input type="text"/>
DOB	<input type="text"/>	DOB	<input type="text"/>
<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input type="checkbox"/> 30H		Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input type="checkbox"/> 30H	

Save Cancel *denotes mandatory fields

- Tick the correct eligibility check consent box .
- **Select EYPP:**
- If the parent has completed the EYPP (Early Years Pupil Premium) section of the PDF, you will need to add their details from the PDF in to the Parent/Carer tab and tick the EYPP box as below:

Child Details | **Parent / Carer Details** | Funding Details | Documents | Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details		Partner Details	
Forename	Janet	Forename	<input type="text"/>
Surname	Smith	Surname	<input type="text"/>
DOB	30-Jul-1984	DOB	<input type="text"/>
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	MM05566A	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for <input checked="" type="checkbox"/> EYPP <input type="checkbox"/> 30H		Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input type="checkbox"/> 30H	

Save Cancel *denotes mandatory fields

EYPP Early Years Pupil Premium:

EYPP will be add to a child's claim if the parent meets the eligibility criteria, shown in the EYPP section of the PDF. This will be checked using the Government's ECS check after the Headcount has been sent to the Early Years Funding Team.

Eligibility Checking Service (ECS)

When the Headcount claim is submitted, the parent/carers details are processed through the Government's Eligibility Checking Service (ECS) to establish if they meet the criteria. If the parent is eligible, the EYPP weighting will be added to the child's record.

For those children where EYPP has not been allocated, it will mean that eligibility using the ECS was 'Not Found'.

If the parent believes that they meet the eligibility criteria, additional supporting information to confirm this will need to be sent to the Early Years Funding Team. **See EYPP eligibility criteria on the Parental Declaration Form (PDF)**. The additional information should be sent using the **Documents** facility on the provider portal (see page 23).

EYPP for Adopted children and Special Guardianship/ Child Arrangement Orders

For children who have been Adopted, left care through Special Guardianship or Child Arrangement Orders, their eligibility will not be recognised by the ECS check.

The Early Years Funding Team will need to see evidence of their Adoption Birth Certificate, Special Guardianship or Child Arrangement Orders. This should be sent to us, during the Headcount period, using the **Documents** tab.

When the Early Years Funding Team is satisfied with this supporting information, they will add the child's EYPP eligibility to their record.

EYPP will automatically be added for Warwickshire's Looked After Children (LAC). For LAC from other authorities, please send supporting information using the Documents tab.

- **Select 30H box (30 hours – Extended Funding)**

If a parent is claiming 30 hours funding, the information from the **Extended hours - 30 hour funded childcare code** section of the PDF will need to be added into the Parent/Carer Details tab and tick the 30H box as below:

Child Details | **Parent / Carer Details** | Funding Details | Documents | Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details		Partner Details	
Forename	Janet	Forename	
Surname	Smith	Surname	
DOB		DOB	
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	NH050566A	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	
Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input checked="" type="checkbox"/> 30H		Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input type="checkbox"/> 30H	

Save **Cancel** *denotes mandatory fields

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FIS Provider Portal - Part of the Synergy FIS Suite

Please refer to **page 9** for the full details of the 30 hour code process.

- **Select Funding Details tab**

Funding Details

Start Date*
End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census ☐
Attends Two Days or More ☐
Nominated for DAF* ☐ Yes ☐ No

Universal Funded Hours per Week
Universal Hours*

Extended Funded Hours per Week
Extended Hours*
30H Eligibility Code ☐
30 Hours Free Childcare

Eligible for 30H ☐

Total Funded Hours per Week
Total Funded:

Attendance Days
Attends Monday ☐ Yes ☐ No
Attends Tuesday ☐ Yes ☐ No
Attends Wednesday ☐ Yes ☐ No
Attends Thursday ☐ Yes ☐ No
Attends Friday ☐ Yes ☐ No
Attends Saturday ☐ Yes ☐ No
Attends Sunday ☐ Yes ☐ No

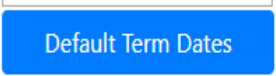
Non-Funded Hours per Week
Non-Funded Hours*

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:
Number of Weeks: **14.00**
Universal Weekly Hours: **15**
Universal Termly Hours: **210**
Universal Yearly Hours: **570**
Extended Weekly Hours: **15**
Extended Termly Hours: **210**
Extended Yearly Hours: **570**

Save Cancel *denotes mandatory fields

- Complete all mandatory fields marked with *

- Select  the term dates will automatically be pre-populated:

Funding Details

Start Date* 02-Sep-2021
End Date* 17-Dec-2021

Default Term Dates

Weeks Attended in Term*

- Add the number of Weeks attended. These are the standard funded weeks, regardless of how many weeks there are in the 'school term', refer to the Termly Information Letter for full details, as follows:
- Autumn term - 14 weeks
- Spring term – 11 weeks
- Summer term – 13 weeks

- Tick the **Present during Census** box if the child is attending during Headcount week

The screenshot shows the 'Funding Details' tab with the following fields:

- Start Date***: 02-Sep-2021
- End Date***: 17-Dec-2021
- Default Term Dates**: Button
- Weeks Attended in Term***: 14
- Present during Census**: ☒ (highlighted with a red circle)
- Attends Two Days or More**: ☐

- Select the correct **Nominated for DAF** (Disability Access Fund) option. Only tick 'Yes' if a child is in receipt of DLA (Disability Living Allowance) and has given the setting a copy of the DLA award letter.

The screenshot shows the 'Funding Details' tab with the following fields:

- Start Date***: [Empty]
- End Date***: [Empty]
- Default Term Dates**: Button
- Weeks Attended in Term***: [Empty]
- Present during Census**: ☐
- Attends Two Days or More**: ☐
- Nominated for DAF***: ☒ Yes ☐ No (highlighted with a red circle)
- Universal Funded Hours per Week**: [Empty]
- Universal Hours***: [Empty]
- Extended Funded Hours per Week**: [Empty]
- Extended Hours***: [Empty]
- 30H Eligibility Code**: [Empty]
- 30 Hours Free Childcare**: Button
- Eligible for 30H**: ☐
- Total Funded Hours per Week**: [Empty]
- Total Funded:**: [Empty]
- Attendance Days**:
 - Attends Monday: ☐ Yes ☐ No
 - Attends Tuesday: ☐ Yes ☐ No
 - Attends Wednesday: ☐ Yes ☐ No
 - Attends Thursday: ☐ Yes ☐ No
 - Attends Friday: ☐ Yes ☐ No
 - Attends Saturday: ☐ Yes ☐ No
 - Attends Sunday: ☐ Yes ☐ No
- Non-Funded Hours per Week**: [Empty]
- Non-Funded Hours***: [Empty]
- Maximum Values Allowed:**
 - Number of Weeks: **14.00**
 - Universal Weekly Hours: **15**
 - Universal Termly Hours: **210**
 - Universal Yearly Hours: **570**
 - Extended Weekly Hours: **15**
 - Extended Termly Hours: **210**
 - Extended Yearly Hours: **570**

Buttons: Save, Cancel. *denotes mandatory fields

DAF (Disability Access Fund):

A child can receive DAF if they are in receipt of Disability Living Allowance (DLA) and wish to take up an early education place.

The parent/carers will need to complete the **Disability Access Fund (DAF)** section of the Parental Declaration Form (PDF) by ticking the **Yes** box and nominate the childcare provider who is to receive the one-off yearly payment of £615 if they attend more than one setting.

Children do not have to take up the full 570 hours of early education to receive DAF.

Only select the DAF button if the parent has completed the DAF (Disability Access Fund) section of the PDF **and can give a copy of the DLA (Disability Living Allowance) award letter to the setting.** This letter will need to be sent to us using the **Documents** tab. The payment will not be confirmed unless this letter is seen by the Early Years Funding Team.

Nominated for DAF*

☐ Yes ☒ No

▪ Enter Funded and Non Funded hours

Taking the details from the Funding section of the PDF, a value **MUST** be entered even if it is of a zero 0 value.

Funding Details

Start Date* 02-Sep-2021
End Date* 17-Dec-2021
Default Term Dates
Weeks Attended in Term* 14
Present during Census ☒
Attends Two Days or More ☐
Nominated for DAF* ☐ Yes ☒ No

Universal Funded Hours per Week
Universal Hours* 15

Extended Funded Hours per Week
Extended Hours* 15
30H Eligibility Code 80012345678
30 Hours Free Childcare
Eligible for 30H ☐

Total Funded Hours per Week
Total Funded: 30.00

Attendance Days

Attends Monday	<input type="radio"/> Yes <input type="radio"/> No
Attends Tuesday	<input type="radio"/> Yes <input type="radio"/> No
Attends Wednesday	<input type="radio"/> Yes <input type="radio"/> No
Attends Thursday	<input type="radio"/> Yes <input type="radio"/> No
Attends Friday	<input type="radio"/> Yes <input type="radio"/> No
Attends Saturday	<input type="radio"/> Yes <input type="radio"/> No
Attends Sunday	<input type="radio"/> Yes <input type="radio"/> No

Non-Funded Hours per Week
Non-Funded Hours* 5

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:

Number of Weeks:	14.00
Universal Weekly Hours:	15
Universal Termly Hours:	210
Universal Yearly Hours:	570
Extended Weekly Hours:	15
Extended Termly Hours:	210
Extended Yearly Hours:	570

Save Cancel *denotes mandatory fields

• Split Funding: Is the setting to enter a claim for the Universal or Extended hours?

If a child's funding is to be split between more than one setting, the parent must nominate how the funded hours are to be split. The split must be entered on the Parental Declaration Form (PDF) stating which provider is to claim the Universal hours, the Extended 30 hours, or a mix of both.

Settings cannot claim more than the maximum entitlement limit for each funding entitlement option (Universal or Extended). If this happens a duplicate claim will be highlighted and the claim may not be accepted until the duplication has been corrected.

Stretch:

If the *Stretch* model is being offered, the number of hours per week must be entered on the portal **as the equivalent of 38 weeks**.

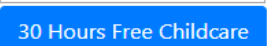
e.g. if the offer is 10 funded hours over 51 weeks the calculation would be:

10 hours x 51 weeks = 510 hours per year, divide by 38 weeks = 13.42 hours - the equivalent of 38 weeks. (See the calculation in the Funding section, in Column C, of the PDF).

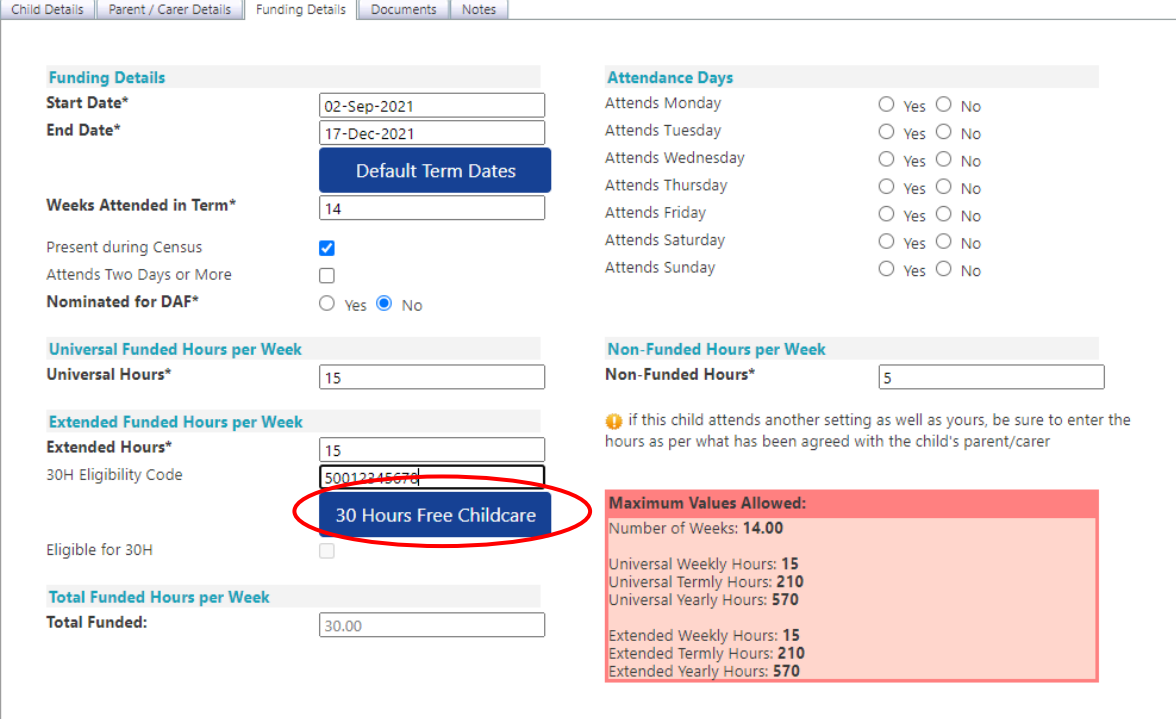
Please refer to the Stretch Guidance for further details, a copy can be found in Annex P page 123 of the Guidance & Requirements of Funding 2021.

Eligibility Check for 30 hours:

The 30 hour code details should have already been checked using the Eligibility Checker tab to establish its eligibility for funding (see page 9) **before** the 30 hour funded place was offered. The Funding Details tab is **not** linked to the Eligibility Checker tab, another check must be made.

Enter the number of Extended hours and after entering the 30 hour code number, click on the  button below the code number.

This will perform an eligibility check on the 30 hour code within the Funding Details tab:



Funding Details

Start Date* 02-Sep-2021
End Date* 17-Dec-2021
Default Term Dates
Weeks Attended in Term* 14
Present during Census ☒
Attends Two Days or More ☐
Nominated for DAF* ☐ Yes ☒ No

Universal Funded Hours per Week
Universal Hours* 15

Extended Funded Hours per Week
Extended Hours* 15
30H Eligibility Code 5001224567d
30 Hours Free Childcare

Eligible for 30H ☐

Total Funded Hours per Week
Total Funded: 30.00

Attendance Days
Attends Monday ☐ Yes ☐ No
Attends Tuesday ☐ Yes ☐ No
Attends Wednesday ☐ Yes ☐ No
Attends Thursday ☐ Yes ☐ No
Attends Friday ☐ Yes ☐ No
Attends Saturday ☐ Yes ☐ No
Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week
Non-Funded Hours* 5

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:
Number of Weeks: 14.00
Universal Weekly Hours: 15
Universal Termly Hours: 210
Universal Yearly Hours: 570
Extended Weekly Hours: 15
Extended Termly Hours: 210
Extended Yearly Hours: 570

Save Cancel *denotes mandatory fields

If the code is eligible for funding for the term, the following will be displayed:



The Eligibility Code has been found and eligibility for extended hours has been obtained.

If the code has not got the correct validity dates to be eligible for funding for the term or the details entered for the code do not match with HMRC's, the following will be displayed:



Eligibility for extended hours was not obtained. You will only be able to claim for universal hours.

If this appears, check the code in the separate Eligibility Checker to check the validity dates of the code, also check that the details entered for the child in the Child Details tab and Parent/Carer Details tab are correct, it is often the child's date of birth that is wrong.

▪ **Documents tab**

Use the Documents tab facility if:

- the 'Yes' for DAF has been ticked, the supporting Disability Living Allowance (DLA) award letter will need to be sent using the 'Documents' tab

or

- If EYPP is being requested for an Adopted child or a child with Special Guardianship SGO or Child Arrangement CAO, copies of the Adoption Birth Certificate or relevant Court Orders will need to be sent to support the application using the 'Documents' tab.

The facility is only available during the Headcount period when the portal is **open** for submissions.

The document will need to be added into a secure file on the setting's device to attach the file into Documents.

Note: Any other documents or information must **not** be attached. Only send specific documents requested for the purpose of supporting the child's funding claim i.e. for DAF, EYPP or 2 Year funding.

Click on Upload a file and select the correct document from the setting's files.

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Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details **Documents** Notes

Supporting Documents
Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.
Allowed file types are: All file types permitted
Files may not be larger than 999 MB.

Description*	File Name	Upload a file
No Documents Uploaded		

Save Cancel *denotes mandatory fields

Type a description of the document attached:

Description*	File Name	Upload a file
Supporting Information	Document Upload in the Synergy Provider Portal.pdf	Delete

Click on **'Save'**

If a document is to be deleted, click on **Delete** and it will be removed.

- Notes tab**

Only use the **Notes** tab to advise us if a document has been sent to support DAF or EYPP using the Documents tab and to notify us of any children who should be attending the setting for funded hours, but are not attending due to **unauthorised absence**.

Summary Child Details Parent / Carer Details Funding Details Documents **Notes**

Add a new note

Notes History


No Historical Notes

Save Cancel *denotes mandatory fields

The Notes tab should **not** be used for any other information than stated above, please send an email to eyfunding@warwickshire.gov.uk if required.

Please note: we do not read the messages sent using this tab until after the Headcount submission deadline date, when we run a report to check for details of children missing from Early Education and for details of supporting documents.

▪ **Select Save**

- When all of the required tabs have been completed, click on . The status of the child entered will show on the 'Actuals' list as:

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Eligibility Checker

Submit Actual: 2021/2022 Autumn Term - 3 & 4 Year Olds 3

CHANGE

Add Child

Send Claim

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	 New, Unsubmitted Child	Dogg, Joe (08-Aug-2018)	210.00	0.00	£871.50		

Add Child

Send Claim

The status will be displayed as 'New, Unsubmitted Child'

Continue adding new children as required.

▪ **Select Send Claim**

When all children have been added click on **Send Claim**. The list will show as:

The children's status is displayed as 'New, Awaiting LA Download'

When the LA have accepted the claim the listed children will appear as:

Changes can still be made or add new children after the initial submission up until the notified submission deadline date. If any changes are made, **ALWAYS** remember to click on '**Send Claim**'.

If the claim is not submitted it will not be received by the LA and funding will not be paid. A red exclamation mark will be displayed on the first page and next to the child's name in the Actuals list.



4. How to Update and Edit existing children on the Headcount

- Select **Actuals**

If the funded children from the previous term have been carried forward to the current term, a list of the children will appear in the 'Actuals' list for those children listed in our database who are eligible for funding for the term.

Children's details are *usually* carried forward from the previous term, however, this cannot be guaranteed. **Always** check the list of children to make sure that they are all included and

that the hours are correct, especially the Extended 30 hours as these hours are not brought forward if the code's grace period has expired.

Note: children's details may **not** always be carried forward from the Summer term to the Autumn term of a new academic year.

If there are children listed, they will appear as follows:

The screenshot shows a web interface with a blue header bar containing 'Home', 'Forms', 'Funding', and 'Sufficiency Staff'. Below the header is a sub-header with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A banner below that reads 'Submit Actual: 2021/2022 Autumn Term - 3 & 4 Year Olds 3' with a 'CHANGE' link. Below the banner are two buttons: 'Add Child' and 'Send Claim'. The main table has columns: 'Status', 'Child', 'Universal Hours (inc Adj)', 'Extended Hours (inc Adj)', 'Total Funding Amount for Term (inc Adj)', 'Child Weightings', and 'Eligibility Status'. The first row shows a cross icon in the 'Status' column, the child's name 'Dogg, Joe (08-Aug-2018)' in the 'Child' column, '210.00' in 'Universal Hours', '0.00' in 'Extended Hours', and '£871.50' in 'Total Funding'. Below the table are another 'Add Child' and 'Send Claim' buttons.

- There is a cross next to the child's name, this is how the list will appear before any changes are made and after changes have been accepted i.e. the 'status quo'.

The 'Child Details' **MUST** be checked to make sure that they are correct and up to date.

We are required to hold up to date and accurate information for children as we share the database with other Local Authority services. Any changes for example, change of address or incorrect spelling of a child's name, must be made as part of the Headcount process or notified to us as soon as possible.

Please note: the Ethnicity and SEN must be changed to the correct values using the drop down boxes if they are incorrect:

- Check the child's details of each child on the list carefully.
- Double click on the child's name and the child's record will appear. Check that the details carried forward from the previous term are correct or **Edit** as required.

This screenshot is identical to the one above, showing the same web interface and table. However, a red circle highlights the child's name 'Dogg, Joe (08-Aug-2018)' in the 'Child' column, illustrating the step where a user would double-click to edit the record.

- A **Summary** of the child's funding will appear:

Home Forms **Funding** Sufficiency Staff

Summary Estimates **Actuals** Adjustments Eligibility Checker

Name: Joe Dogg DOB: 08-Aug-2018

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Term Start Date	02-Sep-2021	Universal Funding
Term End Date	17-Dec-2021	Funded Hours Per Week 15.00
No of weeks attended	14.00	Funded Hours for Term 210.00
Nominated for DAF	No	
▶ Provider Total Rate	£4.15	
		Funding Amount @ Provider Rate £871.50
		Child Weightings £0.00
		Universal Funding Amount £871.50
		Totals
		Funded Hours Per Week 15.00
		Funded Hours for Term 210.00
		Total Funding (excl. Adj) £871.50
		Total amount from Adjustments £0.00
		Total amount from Pending Adjustments £0.00
		Total Funding For Term (inc Adj) £871.50

Save Cancel *denotes mandatory fields

- Follow the **How to Add a New Child** process from page 15. Select each tab in turn and make any changes as required. Once all tabs have been checked and the edit made, select **Save**. Don't forget to click on **Send Claim**.

5. **How to Delete a Child**

- Select 'Actuals', the list of children currently funded at the setting will appear. If a child is to be deleted, click on the cross next to the child's name as shown below:

Home Forms **Funding** Sufficiency Staff

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✕	Dogg, Joe (08-Aug-2018)	210.00	0.00	£871.50		

Add Child Send Claim

- The following will be displayed:

Organisation: Tribal Test
Provider: Tribal Test (Pre-School) ▼

Home Forms **Funding** Sufficiency Staff

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	Dogg, Joe	330.00	0.00	£871.50		

Request Delete

Are you sure you want to request the deletion of child: Dogg, Joe from this headcount record? Delete requests are automatically submitted but can be cancelled.

Yes No

- To continue with deleting the child, click on 'Yes' as above.
- The list of children will then appear as:

Home Forms **Funding** Sufficiency Staff

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠️ ↺ Awaiting LA Deletion	Dogg, Joe (08-Aug-2018)	0.00	0.00	£0.00		

Add Child Send Claim

- 'Awaiting LA Deletion' will appear next to the child. When the Early Years Funding Team has accepted the request, the child will disappear from the list of children:

Home Forms **Funding** Sufficiency Staff

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

Add Child Send Claim

▪ **Send Claim:**

When the required changes have been made to the existing children and any new children have been added, click on '**Send Claim**'.

It is very important that this is not forgotten!

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Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!	New, Unsubmitted Child	Dogg, Joe (08-Aug-2018)	210.00	0.00	£871.50		

Add Child Send Claim

When the claim is successfully sent, the following will be displayed if new children have been added:

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Submission Successful

Submit Actual: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!	New, Awaiting LA Download	Dogg, Joe (08-Aug-2018)	210.00	0.00	£871.50		

Add Child Send Claim

Or

'Awaiting LA Download' if the details of an existing child have been edited:

Add Child Send Claim

	Status
!	Awaiting LA Download

Add Child Send Claim

Note: If a child has not been added or the Headcount edited, the **Send Claim** button will not be live. To make it live, click on a child's name to **Edit** and **Save**.

Unsubmitted Claims



If the **Send Claim** is not clicked before the submission deadline date, the claim will not be processed by the Early Years Funding Team. A warning will be displayed to notify of an outstanding unsubmitted claim:

Home Forms **Funding** Sufficiency Staff

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
  Unsubmitted Claim	Smith, Simon (08-Sep-2016)	140.00	0.00	£572.60		

Add Child Send Claim

- This is also shown on the first page when 'Actuals' is selected:

Funding Type	
 2 Year Olds	
  3 & 4 Year Olds 3	

They will also show in Historical Notifications on the HOME page

Historical Notifications

These records were edited but never claimed.

▼ [Click here to view these items](#)

▼ There are unsubmitted records which are outside the submission window for Provider:

- 2018/2019 Summer Term - 3 & 4 Year Olds 3 (1 unsubmitted)
- 2018/2019 Spring Term - 3 & 4 Year Olds 3 (1 unsubmitted)

6. How to Check the Headcount Claim

It is very important that the Headcount claim is checked by the setting after it has been accepted by the Early Years Funding Team.

- Check the **Actuals** list to make sure that all the children being claimed funding for appear on the list, the additions and changes to the children's details have been recorded correctly and the hours that the setting are expecting to be paid for are correct.

It is very important that any changes are highlighted to the Early Years Funding Team in the current term as we will not be able to make an Adjustment once the term has ended.

- Login to the Provider Portal
- Select **Funding** Tab
- Select **Actuals**
- Select the required term

- If the term is 'open' for submissions it will show as:

2020/2021			Office use only
Autumn Term	Funding Type	Ready To Process	Processed
Submission Period: 22-Jul-2020 to 07-Sep-2020	3 & 4 Year Olds 3		
2019/2020			

- Changes can still be made, making sure that the **Send Claim** is 'clicked' once any changes have been made.
- If the term is 'closed' for submissions it will show as:

2020/2021

Summer Term

Submission Period:
22-Mar-2021 to 02-Jun-2021

- If the term is closed, changes cannot be made on the Provider Portal. Any permitted changes must be added to the Adjustment Form which is emailed after each half term by the Early Years Funding Team. Refer to Section 2.6 of the Guidance and Requirements of Funding 2021
- Check the list of funded children to make sure that it is complete and the hours that are being claimed for are correct.

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Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3

CHANGE

Add Child

Send Claim

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✗		Harding, Joanne (20-Apr-2017)	210.00	0.00	£1473.90		
✗		Smith, Simon (08-Sep-2016)	210.00	0.00	£858.90		

Add Child

Send Claim

- Check the **Child Weightings** column to see if any weightings have been applied:
- If the setting applied for EYPP (Early Years Pupil Premium) this should show in the **Child Weightings** column. If EYPP has not been added as expected, please contact the Early Years Funding Team on eyfunding@warwickshire.gov.uk

Child Weightings

EYPP

- If a **DF (Deprivation Factor)** weighting has been added, this means that the child's postcode falls within the 30% most deprived areas as identified by the IDACI scale.



Summary Tab -child details

From the list of children, double click on an individual child's name, their Summary tab will appear.

This shows a breakdown of the hours and funding the setting will receive for that child:

Summary		Child Details	Parent / Carer Details	Funding Details	Documents	Notes
Term Start Date	02-Sep-2021	Universal Funding				
Term End Date	17-Dec-2021	Funded Hours Per Week				
No of weeks attended	14.00	210.00				
Nominated for DAF	No	Funded Hours for Term				
		£871.50				
30H Eligibility Start Date	28-Oct-2020	Funding Amount @ Provider Rate				
30H Eligibility End Date	09-Nov-2021	£871.50				
30H Grace Period End Date	31-Mar-2022	Child Weightings				
30H Eligibility last checked	15-Jul-2021 16:44:23	£0.00				
► Provider Total Rate	£4.15	Universal Funding Amount				
		£871.50				
		Extended Funding				
		Funded Hours Per Week				
		15.00				
		Funded Hours for Term				
		210.00				
		£871.50				
		Funding Amount @ Provider Rate				
		£871.50				
		Child Weightings				
		£0.00				
		Extended Funding Amount				
		£871.50				
		Totals				
		Funded Hours Per Week				
		30.00				
		Funded Hours for Term				
		420.00				
		Total Funding (excl. Adj)				
		£1743.00				
		Total amount from Adjustments				
		£0.00				
		Total amount from Pending Adjustments				
		£0.00				
		Total Funding For Term (inc Adj)				
		£1743.00				

- **Child Weightings** :If a child is eligible to EYPP and or DF funding the details will show as below:


Summary		Child Details	Parent / Carer Details	Funding Details	Documents	Notes
Term Start Date	03-May-2021	Universal Funding				
Term End Date	21-Jul-2021	Funded Hours Per Week				
No of weeks attended	11.00	165.00				
Nominated for DAF	No	Funded Hours for Term				
		£684.75				
30H Eligibility Start Date	26-Jan-2021	Funding Amount @ Provider Rate				
30H Eligibility End Date	22-May-2021	£684.75				
30H Grace Period End Date	31-Aug-2021	Child Weightings				
30H Eligibility last checked	01-Apr-2021 12:22:29	£174.90				
► Provider Total Rate	£4.15	Universal Funding Amount				
		£859.65				
		Totals				
		Funded Hours Per Week				
		15.00				
		Funded Hours for Term				
		165.00				
		Total Funding (excl. Adj)				
		£859.65				
		Total amount from Adjustments				
		£0.00				
		Total amount from Pending Adjustments				
		£0.00				
		Total Funding For Term (inc Adj)				
		£859.65				

Close

*denotes mandatory fields


- If there is a claim for the **Disability Access Fund (DAF)** for a child, the £615 payment will show as an Adjustment:

Summary		Child Details	Parent / Carer Details	Funding Details	Documents	Notes
Term Start Date	19-Apr-2021	Universal Funding				
Term End Date	21-Jul-2021	Funded Hours Per Week				
No of weeks attended	13.00	Funded Hours for Term				
Nominated for DAF	Yes					
► Provider Total Rate	£4.15					
		Funding Amount @ Provider Rate				
		► Child Weightings				
		Universal Funding Amount				
		Totals				
		Funded Hours Per Week				
		Funded Hours for Term				
		Total Funding (excl. Adj)				
		Total amount from Adjustments				
		Total amount from Pending Adjustments				
		Total Funding For Term (inc Adj)				

- The amount will show in **Pending Adjustments** if we have not seen the required DLA award letter via **Documents** and have not accepted the adjustment.
- The paperclip symbol will show in the child's line to indicate that the document was attached 

• 30 Hour Codes in their Grace period:


If a 30 hour code entered for a child has not been re-confirmed prior to a system 30 hour code audit, the following warning will be displayed when the **Actuals** Tab is selected:

Home	Funding	Sufficiency
Summary	Estimates	Actuals
Adjustments	Eligibility Checker	
Submit Actual: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE		
 In 30H grace period		

This warning triangle will also be displayed next to the Child's name:

- Double click on the child's name and the Summary page will show the details of the code:

Summary Child Details Parent / Carer Details Funding Details Documents Notes

 Child is in 30H grace period

Term Start Date	02-Sep-2021
Term End Date	17-Dec-2021
No of weeks attended	14.00
Nominated for DAF	No
30H Eligibility Start Date	25-Oct-2020
30H Eligibility End Date	11-Aug-2021
30H Grace Period End Date	31-Dec-2021
30H Eligibility last checked	15-Jul-2021 14:51:42
► Provider Total Rate	£4.15

The warning triangle is to alert the setting to codes with expired validity end dates and show when the grace period is due to end.

This should be used as a prompt to remind the parent to re-confirm their 30 hour to ensure that it remains valid and will be eligible for funding at the start of the following term.

Summary tab - provider details

Make a diary note to view the Summary tab on a termly basis to check the funding paid to the setting and how it is broken down.

This is the financial information for the early years entitlements funding which the setting can use for budgeting and for forecast planning.

The previous year's funding should be used as the setting's Indicative Funding Information for the forthcoming year. It is therefore important that the setting is aware of these figures to help forecast their funding.

To view the **SUMMARY**:

- Login to the Provider Portal
- Select **Funding** Tab
- Select **Summary**
- Select the required term

- Select the correct funding type

Home	Funding	Sufficiency
Summary	Estimates	Actuals
Adjustments	Eligibility Checker	

Summary Head Count Records for 2021/2022 - Autumn Term	
2021/2022	
Autumn Term	Funding Type
2020/2021	2 Year Olds
2019/2020	3 & 4 Year Olds 3
2018/2019	

The **Summary** Page will be displayed. It shows:

- Estimates, the breakdown of how the Estimate payment was made, based on 70% of the funding value for the hours submitted to us at the start of the term
- Actuals, the breakdown of the hours claimed at the Headcount split into Universal Hours and Extended Hours
- Weightings paid
- Adjustments paid

Home	Funding	Sufficiency
Summary	Estimates	Actuals
Adjustments	Eligibility Checker	

Summary: 2020/2021 Summer Term - 3 & 4 Year Olds 3 CHANGE	
Rate x Hours may not equal Totals as rounding is applied per child. The totals shown are the sum of the funding amounts per child.	

Estimates	
Term Length (Weeks)	13.00
► Provider Rate applied	£4.15
Estimate Funding	
Hours Per Week	1425.00
Term Funding Amount	£76878.75
Interim %	70.00%
Interim Amount Payable	£53815.13
<hr/>	
Total Interim Amount Paid to Date (before Adj)	£53815.13
<hr/>	
Interim Amount Payable Balance	£0.00
<hr/>	
Processed	Yes
Processed Date	06-May-2021

Actuals	
Term Length (Weeks) Term Time	13.00
► Provider Rate applied to child funding	£4.15
Universal Funding	
Funded Hours for Term	15375.00
Funding Amount @ Provider Rate	£63806.25
► Child Weightings Total	£7409.40
<hr/>	
Universal Funding Amount	£71215.65
Extended Funding	
Funded Hours for Term	2925.00
Funding Amount @ Provider Rate	£12138.75
► Child Weightings Total	£723.45
<hr/>	
Extended Funding Amount	£12862.20
Totals	
Funded Hours for Term	18300.00
Funding Amount @ Provider Rate	£75945.00
Child Weightings	£8132.85
<hr/>	
Term Funding Amount	£84077.85
Interim Amount Paid (before Adj)	£53815.13
<hr/>	
Term Funding Amount Balance	£30262.72
Adjustments Paid with Final Payment	£0.00
<hr/>	
Actual Amount Paid (Inc. Adj)	£30262.72
<hr/>	

7. How to Enter a 2 Year Funding Claim

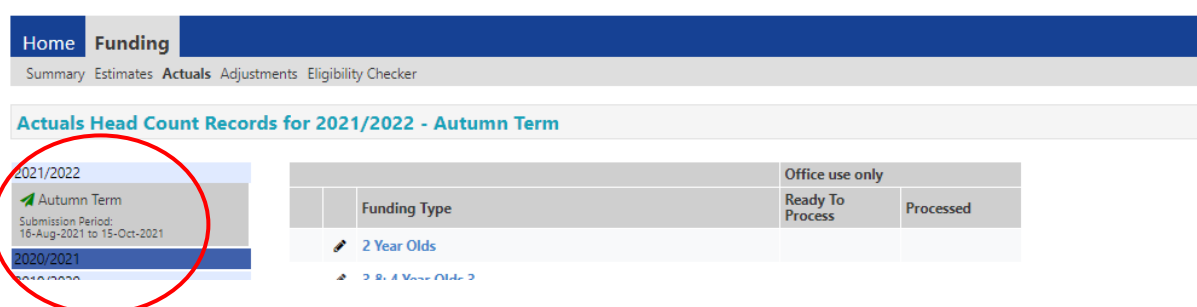
For a family to be eligible for 2 year funding they need to meet certain criteria. They need to apply for 2 year funding via the Parent Portal using the following link:

www.warwickshire.gov.uk/childcarecosts

Once the child has been confirmed as being eligible for funding they will be emailed with a Confirmation letter or in some circumstances, sent by post. The setting must see this Confirmation Letter for 2 Year Funding (copy on page 42), before they confirm a 2 year old funded place and add the child to their funding claim. If the confirmation letter is from a different Local Authority see [Section 8](#) page 41 below.

To add a child:

- Select the correct funding term and funding type – 2 Year Olds:



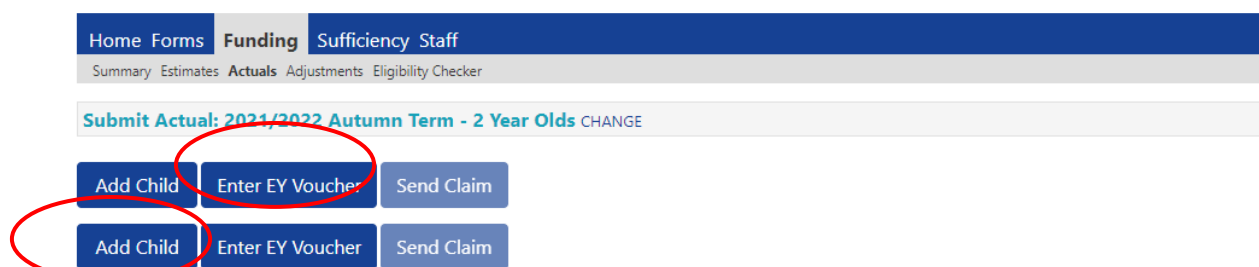
Home	Funding
Summary	Estimates
Actuals	Adjustments
Eligibility Checker	

Actuals Head Count Records for 2021/2022 - Autumn Term

2021/2022	Office use only	
Funding Type	Ready To Process	Processed
Autumn Term		
Submission Period: 16-Aug-2021 to 15-Oct-2021		
2020/2021		
2019/2020		

Funding Type	Ready To Process	Processed
2 Year Olds		
2 & 4 Year Olds		

- Select the Actuals tab, the following page will appear:



Home	Forms	Funding	Sufficiency	Staff
Summary	Estimates	Actuals	Adjustments	Eligibility Checker

Submit Actual: 2021/2022 Autumn Term - 2 Year Olds [CHANGE](#)

Add Child	Enter EY Voucher	Send Claim
Add Child	Enter EY Voucher	Send Claim

- There are 2 options shown, to **Add Child** OR **Enter EY Voucher** – **DO NOT SELECT BOTH.**
- If the letter is from WCC, select **Enter EY Voucher**. The EY voucher code is found on the Confirmation Letter, a copy is on page 43. The EY Voucher code must also be added in the 'EY Voucher' box on the Parental Declaration Form (PDF).
- If the confirmation is from another local authority and it is not a Warwickshire EY voucher code, select **Add Child**, refer to [Section 8](#) page 41.

- Complete all the mandatory fields marked with * and **Submit**.

- The Child Details page will open and it will already be pre-populated with the child's information, check that the details are correct:

- Update the Ethnicity and SEN COP Stage boxes to show the correct information:

- Select the Funding Details Tab
- Select 'Default Term Dates', this will pre-populate the term dates.
- Enter the number of weeks for the term in 'Weeks Attended in Term' this is found in the Termly Information Letter.
- Tick the 'Present during Census' box.
- Enter the hours to be claimed, as detailed in the Parental Declaration Form
- Save:

Home Forms **Funding** Sufficiency Staff

Summary Estimates **Actuals** Adjustments Eligibility Checker

Name: Mark Owen DOB: 17-Aug-2019

Summary Child Details Parent / Carer Details **Funding Details** Documents Notes

Funding Details

Start Date* 02-Sep-2021

End Date* 17-Dec-2021

Default Term Dates

Weeks Attended in Term* 14.00

Present during Census ☒

Attends Two Days or More ☒

Universal Funded Hours per Week

Universal Hours* 15.00

Attendance Days

Attends Monday ☒ Yes ☐ No

Attends Tuesday ☒ Yes ☐ No

Attends Wednesday ☒ Yes ☐ No

Attends Thursday ☒ Yes ☐ No

Attends Friday ☒ Yes ☐ No

Attends Saturday ☐ Yes ☒ No

Attends Sunday ☐ Yes ☒ No

Non-Funded Hours per Week

Non-Funded Hours* 5.00

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

Maximum Values Allowed:

Number of Weeks: **14.00**

Universal Weekly Hours: **15**

Universal Termly Hours: **210**

Universal Yearly Hours: **570**

Save Cancel *denotes mandatory fields



- The child will appear on the list of funded children as 'New, Unsubmitted Child':

Home Forms **Funding** Sufficiency Staff

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2021/2022 Autumn Term - 2 Year Olds CHANGE

Add Child Enter EY Voucher Send Claim


	Status	Child	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
	New, Unsubmitted Child	Owen, Mark (17-Aug-2019)	210.00	£1144.50	
	New, Unsubmitted Child	Smith, Jane (01-Sep-2018)	210.00	£1144.50	

Add Child Enter EY Voucher Send Claim

- When all children have been entered click on **Send Claim**.
- Confirmation of the submission will appear, children will show as 'New, Awaiting LA Download':





Home Forms **Funding** Sufficiency Staff

Summary Estimates **Actuals** Adjustments Eligibility Checker

 Submission Successful

Submit Actual: 2021/2022 Autumn Term - 2 Year Olds CHANGE

Add Child Enter EY Voucher Send Claim

		Status	Child	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
		New, Awaiting LA Download	Owen, Mark (17-Aug-2019)	210.00	£1144.50	
		New, Awaiting LA Download	Smith, Jane (01-Sep-2018)	210.00	£1144.50	

Add Child Enter EY Voucher Send Claim


- When the claim has been checked and accepted by the LA, a cross will show :

Home Forms **Funding** Sufficiency Staff

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2021/2022 Autumn Term - 2 Year Olds CHANGE

Add Child Enter EY Voucher Send Claim

		Status	Child	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
			Owen, Mark (17-Aug-2019)	210.00	£1144.50	

Add Child Enter EY Voucher Send Claim

- The term's funding breakdown can be seen by selecting **Summary** in the same way as 3 & 4 Year Funding, see page 33 for child summary and page 35 for provider summary.

Home Forms Funding Sufficiency Staff		
Summary Estimates Actuals Adjustments Eligibility Checker		
Summary: 2020/2021 Autumn Term - 2 Year Olds CHANGE		
Rate x Hours may not equal Totals as rounding is applied per child. The totals shown are the sum of the funding amounts per child.		
Estimates		Actuals
Term Length (Weeks)	14.00	Term Length (Weeks) Term Time 14.00
Provider Rate applied	£5.29	Provider Rate applied to child funding £5.29
Estimate Funding		Universal Funding
Hours Per Week	0.00	Funded Hours for Term 210.00
Term Funding Amount	£0.00	Funding Amount @ Provider Rate £1110.90
Interim %	70.00%	
Interim Amount Payable	£0.00	
		Universal Funding Amount £1110.90
		Totals
Total Interim Amount Paid to Date (before Adj)	£0.00	Funded Hours for Term 210.00
		Funding Amount @ Provider Rate £1110.90
		Child Weightings £0.00
Interim Amount Payable Balance	£0.00	
		Term Funding Amount £1110.90
		Interim Amount Paid (before Adj) £0.00
		Term Funding Amount Balance £1110.90
		Adjustments Paid with Final Payment £0.00
Processed	No	Actual Amount Paid (Inc. Adj) £0.00
Processed Date		

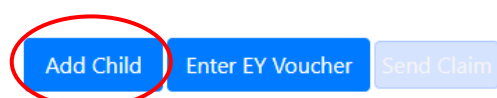
8. How to enter an Out of County Child on a 2 Year Funding Claim

If a child has applied for 2 year funding from a local authority outside of Warwickshire; because they live out of county but attend a Warwickshire early years provider or they have just moved house, the confirmation of proof of eligibility issued by their own or previous local authority can be accepted.

The child's details must be added by selecting the **Add Child** box as, if they have a code, it will not be accepted by our system. The details are entered in a similar way as 3 & 4 year funding see [How to Add a New Child](#) page15.

A copy of the confirmation letter from the originating authority **MUST** also be sent to the Early Years Funding Team using the **Documents** tab:

- Select Add Child



- Select **Child Details**: Enter all mandatory details marked with *

Home Forms **Funding** Sufficiency Staff

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Documents Notes

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☐

Gender* ☐ Male ☐ Female

Preferred Surname

Ethnicity*

SEN COP Stage

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save Cancel *denotes mandatory fields

- Select **Funding Details** and continue as from page 40:
- Select **Document** – attach the eligibility confirmation letter from their home authority, see page 18 on how to use **Documents**.

Child Details Parent / Carer Details **Funding Details** Documents Notes

Supporting Documents

Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.
Allowed file types are: All file types permitted
Files may not be larger than 999 MB.

Description*	File Name	Upload a file
No Documents Uploaded		

Save Cancel *denotes mandatory fields

- When all details have been entered, select **Save**
- The process will continue as before. When all children have been entered, select **Send Claim** see **page 40**.

2 Year funding Confirmation Letter Template:



Communities Directorate

Early Years Entitlements
Early Years & Childcare Entitlements,
Sufficiency & Business
Building 3
Saltisford Office Park
Ansell Way
Warwick
CV34 4UL

2help@warwickshire.gov.uk

PRIVATE AND CONFIDENTIAL

Dear Parent

We are pleased to confirm that your application for 2 year funding for **Child's Name**
DOB date-month-year has been successful.

Your EY Voucher Code is :	123ABC
Your Code is valid from:	Eligible start date

What you will need to do now:

- Please keep this letter safe and either email it or print it off and take it to the early years provider which you have chosen from the list of providers enclosed with this letter. They will need this letter before they can offer you a funded place
- Take a copy of an official document to confirm your child's date of birth e.g Birth Certificate, Passport, Medical Card
- Complete a Parental Declaration Form with your early years provider to confirm that you wish them to claim this funding for your child
- You should also be asked by your provider to complete their own contract. You will have to pay for any additional services not included in the free entitlement e.g meals, nappies, extra hours

Your child's free entitlement:

- The entitlement is for 570 hours per year
- The basic offer is for a maximum of 15 hours per week over 38 weeks of the year, usually during term time
- You may be able to take fewer hours per week over more weeks of the year, please check with your provider if they can offer this
- Funding will be paid until your child becomes eligible for the universal 15 hours early years entitlement, the term following their 3rd birthday, regardless of any change to your circumstances

If you have any queries regarding this entitlement, please contact us on the email above. If you require assistance finding an early years provider, please contact the Family Information Service on 01926 742274.

Yours sincerely

Michelle Taylor

Early Years Entitlements Officer

Adjustments tab

The **Adjustments** tab is not currently 'live' to enter any adjustment details.

To make funding adjustments, the Adjustment process detailed below must be followed, also refer to section 2.6 of the Guidance and Requirements of Funding 2021, page 28 for details of the adjustments we will accept.

The Adjustment tab can be used to view the amount of Adjustments that have been paid to the setting that the LA have added on their behalf or for DAF payments.

Home Funding

Summary Estimates Actuals **Adjustments** Eligibility Checker

View Adjustments: 2020/2021 Summer Term - 3 & 4 Year Olds 3 CHANGE

► Paid as Adjustments - Total: £2503.58

Please email the Authority to request changes to the adjustments.

How to add adjustments to the funding claim:

- Prior to the submission deadline date, as notified in the Termly Information Letter, any changes to the Headcount claim can be made on the Provider Portal using the Actuals tab, in line with the Parental Declaration Form (PDF) signed by the parents prior to Headcount Day. Follow the process in section 2. **How to Update and Edit existing children on your Headcount page 26**
- When the change is after the Headcount and the Submission end date has passed, the Adjustment Form, which is emailed by the Early Years Funding Team at the end of each half term, must be used.
- This should be completed with the permitted changes and returned by a password protected email by the deadline date advised.
- After the Adjustment Form return deadline date has passed, email eyfunding@warwickshire.gov.uk or for Childminders childminderfunding@warwickshire.gov.uk to request any further changes to be made.

Note: changes cannot be made after the term has ended.

Forms tab

9. How to enter the Early Years CENSUS


The **Early Years Census** is completed on an annual basis in the **Spring term**. The relevant Early Years Census form will be available on the **Forms** tab from the beginning of January.

The Census is a statutory requirement for the Local Authority and it must be returned to the DfE by the deadline they set. Refer to section 2.13 page 34 of the Guidance and Requirements of Funding 2021.

It is therefore, a requirement for funding for early years providers to complete the Census Form by the deadline as advised to them in the Spring term Termly Information Letter. If providers do not return a Census Form when requested, they will not receive future funding payments.

To access the **Early Years Census form**:

- Log in as previously instructed.
- Select **Forms**
- A list of forms available will be shown:



Home Forms Funding Sufficiency Staff

Fill In Forms View Forms

Fill In Forms

Please select a form below to update your details:

- Early Years Census Form 2021
- PVI & M Provider Update Form

- Select the **Early Years Census Form** for the current year.

Please note: The form shown below is an example and may be different from the actual form shown on the portal in the Spring term 2022.

Section 1 – Provider Details

The Provider Details page is mainly pre-populated with the details held for the setting by Ofsted. If any of these details are incorrect or out of date, the setting must contact Ofsted directly as the local authority is unable to change them.

- Complete the 'blank' boxes where applicable.

2, 3 & 4 Year Olds Early Years Census 2021

Next Page Select page: Page one >>

Contacts to use to support the completion of this form:
Please read the Guide on Page 3 before completing this form. The 2, 3 & 4 year Nursery Funding Officers can be contacted on: 01926 742233 /742218

Contact email addresses: eyfunding@warwickshire.gov.uk,
childminderfunding@warwickshire.gov.uk
To contact the Ofsted Help team, tel: 0300 123 1231 or
email: enquiries@Ofsted.gov.uk For Family Information
Service (FIS) tel:01926 742274 or email:
FIS@warwickshire.gov.uk

Local Authority Name : Warwickshire
Local Authority Number: 937

Census collection date: 21/01/2021
Complete and submit by 29/01/2021

Section 1 - Provider Details
LA Establishment URN: (issued to Provider)
OFSTED URN (if applicable):
Provider Name:
Postcode:
Contact numbers provided by Ofsted:

Email addresses provided by Ofsted:

If the above details are incorrect we advise you to contact the Ofsted Extranet team (see contacts above) to update these details.

Main Contact Number(if different from above):

Main Contact Name:

Next Page Select page: Page one >>

Section 2 – About the Provision.

- Complete the details as requested using options from the drop down boxes. Refer to the **Guide for data collection** on page 3 before starting to enter the details.

Early Years Census 2021 continued...

Previous Page Next Page Select page: Page one >>

Section 2 - General details of provision

Note: This relates to ALL children in your care

Section 2A: Category of Provider

Select an option from the drop down box to be updated by the DfE:
(please do not select the invalid Zzz options)

Section 2B: Type of Care

To be completed by private or voluntary providers only. Type of care (as specified in your Ofsted registration document)

Select from the drop down box your MAIN provision to be updated by DfE e.g. Day Nursery
(please do not select the invalid Zzz options)

Pre-School

Please select the care type e.g. Full Day Care
(please do not select the invalid Zzz options)

Full Day Care

Section 2C: premises and opening times (all providers)

If you are not open on the census date please record your hours during a normal week.

Open 24/7 Indicator
(Are you open 24 hours a day and 7 days a week?) ☒ Yes ☐ No

Opening and closing times:

Daily Opening Times

Day	Start Time	End Time	Funded Places
<input type="button" value="Insert item"/>			

Do you operate on the premises of a maintained school or have a contract or partnership agreement with a maintained school? ☒ Yes ☐ No

Do you work in partnership with another PVI establishment to provide funded early education? ☒ Yes ☐ No

How many weeks are you open each year?
(Please note: The Provider is funded by the local authority for a total of 38 weeks within the full calendar year)

How many weeks in the current calendar year is the provider open and funded by the local authority?

Staff
(Only count the staff member once and for their highest qualification only)
 Total number, by headcount, of staff at the Provider setting who work with children aged under 5?
(This total should be the sum of the following 3 sections)
 Total number, by headcount, of staff that have a full and relevant early years level 2 qualification who work with children aged under 5?
 Total number, by headcount, of staff with a full and relevant early years level 3 qualification and not in a managerial role who work with children aged under 5?
 Total number, by headcount, of staff with a full and relevant early years level 3 qualification and in a managerial role who work with children aged under 5?
 Total number, by headcount, of staff with qualified teacher status who work with children aged under 5?
 Total number, by headcount, of staff with early years professional status who work with children aged under 5?
 Total number, by headcount, of staff with early years teacher status who work with children aged under 5?

Number of children by age
 Number of 2 year olds? (Funded and non-funded) (age as at 31.12.2020)
 (All 2 year olds at your setting)
 Number of 3 year olds? (Funded and non-funded) (age as at 31.12.2020)
 (All 3 year olds at your setting)
 Number of 4 year olds? (Funded and non-funded) (age as at 31.12.2020)
 (All 4 year olds at your setting)

Previous Page Next Page Select page: Page one >>

Opening and Closing Times:

When entering the start and end time, use a colon:

Example:

Start time 8am - enter as 8:00

Finish time 6pm – enter as 18:00

Opening and closing times:

Daily Opening Times

Day	Start Time	End Time	Funded Places
Monday	8:00	18:00	<input checked="" type="checkbox"/>
Tuesday	8:00	18:00	<input checked="" type="checkbox"/>
Wednesday	8:00	18:00	<input checked="" type="checkbox"/>
Thursday	8:00	18:00	<input checked="" type="checkbox"/>
Friday	8:00	18:00	<input checked="" type="checkbox"/>

Insert item

Staff

The Total number of staff is the sum of the number of staff entered in each category. The Total number of staff cannot be more or less than all the boxes below it added together.

E.g. Total staff = 10 made up of (2+4+2+0+1+1 =10) see below:

Staff

(Only count the staff member once and for their highest qualification only)

Total number, by headcount, of staff at the Provider setting who work with children aged under 5?

10

(This total should be the sum of the following 3 sections)

Total number, by headcount, of staff that have a full and relevant early years level 2 qualification who work with children aged under 5?

2

Total number, by headcount, of staff with a full and relevant early years level 3 qualification and not in a managerial role who work with children aged under 5?

4

Total number, by headcount, of staff with a full and relevant early years level 3 qualification and in a managerial role who work with children aged under 5?

2

Total number, by headcount, of staff with qualified teacher status who work with children aged under 5?

0

Total number, by headcount, of staff with early years professional status who work with children aged under 5?

1

Total number, by headcount, of staff with early years teacher status who work with children aged under 5?

1

Number of children by age

Guide:

- Refer to the **Guide for data collection** before completing the form

Early Years Census 2021 - Guide for data collection

Previous Page Select page: Page one >>

Information about children

Please record the normal situation during the week beginning 18 January 2021. If children are temporarily absent, for example, sick, on holiday or isolating due to COVID-19 please include them. If the provider was temporarily closed for any reason, including temporary closure due to COVID-19, record the situation which would normally have applied during that week.

Section 2: General details of provision

Note: This relates to ALL children in your care.

Section 2A - All types of provider must complete this section

Please tick the appropriate box to indicate the type of facility that you provide having read the guidance below:

If you are a private or voluntary day nursery, pre-school/playgroup or nursery school on the premises or part of a family/combined/integrated centre, please tick in either section 2A and then complete section 2B.

A childminder may be either independently registered with Ofsted or registered with a childminder agency which is registered with Ofsted.

Section 2B - Private or voluntary providers only

Provision for free early education is categorised / classified as full day care and sessional day care. These are defined as:

Full day care:

Facilities that provide day care for children under five for a continuous period of 6 hours or more in any day in premises which are not domestic premises.

Sessional day care:

Facilities where children under five attend day care each session being less than a continuous period of 6 hours in any day. Times should be added as e.g eight am 8:00 six pm 18:00

If you are a private or voluntary day nursery, pre-school / playgroup or nursery school on the premises of or as part of a family / combined / integrated centre, you should have already ticked the relevant sections in 2A and 2B.

Other type: this category should only be used when a provider definitely does not fit into either of the categories in section 2B.

Other care: this category should only be used when a provider definitely does not fit into full day care and sessional day care.

Section 2C

Information about staff in this survey should relate to those who have been present in the week beginning 18th January 2021. If unusual circumstances occur that week (due to COVID-19 or if premises are unavailable), please record usual staffing levels.

Information is collected on staff qualifications:

- Total number, by headcount, of staff who work with children aged under 5. This total should be equal to the sum of the following 5 sections.
- Number, by headcount, of staff with a full and relevant level 2 qualification who work with children aged under 5
- Number, by headcount, of staff with a full and relevant level 3 qualification** and not in a managerial role who work with children aged under 5
- Number, by headcount, of staff with a full and relevant level 3 qualification who are in a managerial role who work with children aged under 5
- Number, by headcount, of staff with qualified teacher status who work with children aged under 5
- Number, by headcount, of staff with early years professional status who work with children aged under 5
- Number, by headcount, of staff with early years teacher status who work with children aged under 5

**Staff with graduate level qualifications excluding EYPS, EYTS and QTS (for example BA Early Childhood Studies, Foundation Degree) should be recorded as Level 3 as their qualifications allow them to practice at Level 3 staffing ratios.

Section 3: Child level data items


Child level data is required from any setting where one or more of their children (aged 2, 3 and 4 years as at 31st December 2020) are receiving early years education that is funded by the department via the local authority.

Previous Page Select page: Page one >>

- When all details have been entered and checked, select **Submit**.

Home Forms Funding Sufficiency Staff

Fill In Forms View Forms

 You have successfully submitted the form.

Fill In Forms

Please select a form below to update your details:

- Early Years Census Form 2021
- PVI & M Provider Update Form

- The details are received by the Early Years Funding Team to **Accept**. If there is incompatible information on the form, the form will be **Denied**. An automatically generated email will be sent to notify if the the form is 'Denied'. This will mean that the form must be completed again in the correct format and re-submit. Please refer to the Guide for further Information.

SUFFICIENCY tab (not available to Childminders)

How to enter Sufficiency Data (Day Nurseries, Nursery Classes and Pre-Schools)

The Local Authority is collecting place and vacancy information each **Summer Term** for all 2, 3 & 4 year old places available via the Synergy Online Portal **Sufficiency** tab.

By completing this information the setting is giving us a good insight into sufficiency in it's local area. Being able to follow the trends in sufficiency helps us to locate areas of high demand and investigate the need to create more early years places to ensure parents can access their funding entitlement.

Please note - this information must be completed each Summer Term during the Headcount period. The final payment may be delayed if we have not received the setting's information.

Figures should be taken from the Headcount week in the Summer Term as advised in the Termly Information Letter.

The Sufficiency tab will be open and available for updating during the same period as the Headcount claim.

How to enter

Please use this guide to help with completing the Sufficiency information. **We recommend that the vacancy figures are prepared in advance, as the system will time out after 20 minutes of inactivity.**

Places Offered

These are the maximum number of places a setting is be able to offer to parents, per age range on each day of the week, morning and afternoon (funded and paid for). For further support regarding the places the setting offers please contact your Business Support Officer: earlyyears@warwickshire.gov.uk

Example:

If there is one room for all age ranges, places **MUST be** allocated to each of the particular age ranges, to ensure places are not double counted.

For Example: if a setting caters for 40 children (2-5yrs), for sufficiency purposes it must identify how many children it would offer places to per age range. Do **NOT** put 40 in each age range as this will distort the actual number of places on offer.

Example – 40

Age	Places	Places	places
2 to 3	15	40	
3 to 4	25	40	
TOTAL	40 ✓	80 X	

If the setting is closed or do not offer places on a particular day or time of day, a zero should be inserted in the relevant box. If the offered places change each day depending on the age ranges the setting has, the changes must be shown for each day.

Vacancies

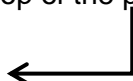
The number of vacancies for each age range must be completed for each day of the week and time (morning or afternoon).

Example: The setting offers **20** places and the actual occupancy is **15** children. The vacancy number to enter is $20 - 15 = 5$.

Inputting Data – Term Time

Log on to the Online Portal in the usual way.

The Sufficiency tab is at the top of the page – **CLICK here**



Home Forms Funding **Sufficiency** Staff

Term Time School Holidays

Please complete the following tables, indicating the number of places you offer across each age group and the number of vacancies you have for each age group. This information will be collected during the Summer Term Headcount period. The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

Click - Term Time

Select the Term and Year that is to be completed

CHECK the Age Group List – if there are some ages in the list that the setting does not offer (for example it only takes 3 & 4 year olds and there is a row for 2 year olds) please email eyfunding@warwickshire.gov.uk, they will then amend this.

Making these changes before the start of the process will save time now and in future terms.

Click Edit

Home Forms Funding **Sufficiency** Staff

Term Time School Holidays

Please complete the following tables, indicating the number of places you offer across each age group and the number of vacancies you have for each age group. This information will be collected during the Summer Term Headcount period. The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

Term Time Sufficiency for 2020/2021 - Summer Term

Save Cancel

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
2 Year Old Places	Offered	2	2	1	1	1	1	2	2	0	0	0	0	0	0	0	0	
	Vacancies	01	0	1	1	1	1	0	0	0	0	0	0	0	0	0	0	
3 & 4 Year Old Places	Offered	10	10	10	10	9	9	9	8	8	8	0	0	0	0	0	0	
	Vacancies	0	0	0	0	1	1	1	2	2	2	0	0	0	0	0	0	

Save Cancel

The **Wait List** box allows a setting to insert the number of children on their waiting list by age for the term of input. Put 0 where there is not a waiting list

Insert the places offered in the **OFFERED** box across each day and time. Press the **TAB** button to move across the page. Put a zero where the setting does not offer the places.

Insert the **Vacancies** per age, per day per time. Press the **TAB** button to move across the page. Put a zero where the setting does not offer the places.

CLICK SAVE – the green tick bar will show as below:

Home Forms Funding **Sufficiency** Staff

Term Time School Holidays

✓ Saved Term Time 2020/2021 - Summer Term

Please complete the following tables, indicating the number of places you offer across each age group and the number of vacancies you have for each age group. This information will be collected during the Summer Term Headcount period. The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

Term Time Sufficiency for 2020/2021 - Summer Term

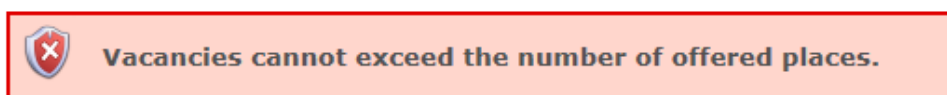
Edit Copy

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Type	Cost Value	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM				
2 Year Old Places	Offered	2	2	1	1	1	1	2	2	0	0	0	0	0	0	0	0		
	Vacancies	1	0	1	1	1	1	0	0	0	0	0	0	0	0	0	0		
3 & 4 Year Old Places	Offered	10	10	10	10	9	9	9	8	8	8	0	0	0	0	0	0		
	Vacancies	0	0	0	0	1	1	1	2	2	2	0	0	0	0	0	0		

Edit Copy

NOTE

- A value **MUST** be insert against each item, even if it is zero.
- If more vacancies than places offered are inserted, the setting will not be able to **SUBMIT** the information and the following error message will be shown.



Once saved the information input will immediately show in the LA's database.

Inputting Data – School Holidays

Before completing this, please read Copying Information from Term to Term below

Check Sufficiency, Term Time and Holiday Club– choose the Year and Term

Click – School Holidays

Home Forms Funding **Sufficiency** Staff

Term Time School Holidays

Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected during the Headcount period. The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

Select Year and Term

2019/2020

Undertake the **input** activities as detailed in **Inputting Data - Term Time**

Copying Information from Term to Term

The information can be copied from one term or school holidays to the next term. Therefore, if the setting's place numbers remain the same it just needs to amend the vacancies.

The place numbers can also be amended if these have changed.

Click – Copy this opens a window which gives the option to select the term to copy to.

The screenshot shows a web form with a blue header box containing the text: "Copy all the Sufficiency entries from Term Time 2020/2021 - Summer Term to:". Below this is a note: "Note: There are no available Year/Terms to copy into because there are no open Submission Periods." The form includes a section for "Availability *" with two radio buttons: "Term Time" (which is selected) and "School Holidays". Below this is a "Year/Term *" dropdown menu. At the bottom of the form are two buttons: "Submit" and "Cancel".

Select the Year and Term and Term Time or School Holidays

Click Submit – the information will then be copied to the term selected. To make a change, click edit, make the amendment and then save.