

## IMPORTANT INFORMATION FOR THE AUTUMN TERM 2022 - EARLY YEARS FUNDING PROCESS

Early Years & Childcare Entitlements,  
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**June 2022**

Dear Childminder

Please find below the funding dates and processes for the **2, 3 & 4 Year Early Years Funding Entitlements** for the **Summer Term 2022 Headcount**. Please read **ALL** the information carefully.

### Academic year 2022/2023 School Term dates:

Funded weeks	WCC school terms	2022/2023 Headcount Dates
Autumn Term – 14 weeks Spring Term – 11 weeks Summer Term - 13 weeks	05/09/2022 to 16/12/2022- 14 weeks 03/01/2023 to 31/03/2023- 12 weeks 17/04/2022 to 25/07/2023- 13.4 weeks	Autumn Term – 6th October 2022 Spring Term – 19th January 2023 Summer Term – 18th May 2023

### Children Eligible for funding in the Autumn Term 2022:

- 2 year olds born between 1<sup>st</sup> September 2019 and 31<sup>st</sup> August 2020
- 3 & 4 year olds born between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2019

### The Important Term Dates and Deadlines:

- **15<sup>th</sup> August 2022 - Provider Portal opens to:**
  - **Enter ESTIMATE hours** - enter the **total number of WEEKLY hours, separately for 2 and 3 & 4 year olds**, using the Estimates tab on the Provider Portal
  - **Enter HEADCOUNT ACTUAL hours** - for children attending your setting in the Headcount week commencing **3<sup>rd</sup> – 7<sup>th</sup> October 2022 only**, including children who are not attending due to sickness or temporary absence e.g. on holiday, using the Actuals tab on the Provider Portal
  - **PLEASE NOTE: NOT ALL CHILDREN WILL BE CARRIED FORWARD FROM THE SUMMER TERM 2022 HEADCOUNT, SO PLEASE CHECK ALL OF THE INFORMATION CAREFULLY**
- **6<sup>TH</sup> SEPTEMBER 2022 – Submission deadline for Estimate hours** if the hours have not been entered by this date, the interim payments will be missed and you will have to wait until the final monthly payment in December
- **6<sup>th</sup> October 2022 – Headcount Day**
- **14<sup>TH</sup> OCTOBER 2022 – Submission deadline date for HEADCOUNT ACTUAL hours.** The Provider Portal closes for entering Actual hours and for sending **DAF** and **EYPP** supporting information. You **MUST** check that all details are correct and make any changes or amendments

### **The Important Term Dates and Deadlines cont:**

- **7<sup>th</sup> November 2022- Online Adjustment tab opens** to enter permitted changes to funding since Headcount
- **2<sup>ND</sup> DECEMBER – Online Adjustments submission deadline date**

### **Monthly Payment Dates:**

For the Autumn Term 2022, your interim payments will be made over 3 months and will be based on the Estimate Hours entered onto the Provider Portal by the deadline date of 6<sup>TH</sup> SEPTEMBER 2022. These interim payments are 70% of your Estimate Hours divided into 3 equal amounts and will not change if you add any new children.

- **15<sup>th</sup> September 2022 – 1<sup>st</sup> interim payment** of 2, 3 & 4 year funding
- **14<sup>th</sup> October 2022 – 2<sup>nd</sup> interim payment** of 2, 3 & 4 year funding
- **15<sup>th</sup> November 2022 – 3<sup>rd</sup> interim payment** of 2, 3 & 4 year funding

Your final payment will be based on your Actual Headcount Hours entered onto the Provider Portal by the deadline date of 14<sup>TH</sup> OCTOBER 2022. This payment is the balance of your term's actual funding amount, plus or minus any new children, adjustments or changes.

- **15<sup>th</sup> December 2022 – 4<sup>th</sup> final payment** of 2, 3 & 4 year funding

### **Funding Rates:**

For the Financial Year 2022/2023 from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023, the hourly rates for the Early Years Entitlements are:

- 2 year funding - **£5.66 per hour**
- 3 & 4 year funding for Universal and Extended hours - **£4.30 per hour**
- Deprivation Factor (DF) – **60p per hour**
- Early Years Pupil Premium (EYPP) – **60p per hour**
- Disability Access Fund (DAF) - **£800 paid annually**

### **EXTENDED ENTITLEMENT (30 hours Funding):**

If a Parent is claiming the 30 hours, Extended entitlement for their child, the 30 hour code, their name and their National Insurance details must be entered in the 30 hour code section of the Parental Declaration Form.

**BEFORE offering an Extended 30 hour place:**

- Confirm that that 30 hour code is valid and the dates are eligible for funding for the Autumn Term 2022
- Check the 30 hour code dates using the **Eligibility Checker** on the Provider Portal, preferably before the end of the previous term, 31<sup>st</sup> August 2022 and **no later** than the start of the Autumn Term 2022 (5<sup>th</sup> September 2022)
- **DO NOT** wait until the Headcount submission to check if a 30 hour code is eligible for funding

**30 hour code dates accepted for the Autumn Term 2022:**

- 30 hour Code starting with 500 or 400 for foster carers
  - **validity start date on or before 31<sup>st</sup> August 2022**
  - **validity end date on or after 5<sup>th</sup> September 2022**
- *Delayed codes starting with 500 issued by 14<sup>th</sup> September 2022 that have a start date by 31<sup>st</sup> August 2022 or evidence seen that the application was made before 31<sup>st</sup> August 2022.*
- Temporary codes starting with 11 **issued by 14<sup>th</sup> September 2022**

**30 hours codes NOT accepted for the Autumn Term 2022:**

- Codes with a validity start date on or after **1<sup>st</sup> September 2022**
- New children to 30 hours funding with a code with a validity end date ending **before 5<sup>th</sup> September 2022** and in a Grace period when they start their funded place
- Codes where the **Grace period expired on 31<sup>st</sup> August 2022** with a validity start date after 1<sup>st</sup> September 2022

For the full details of the 30 hours funding entitlement refer to the Guidance and Requirements of Funding found under Guidance Documents on the website:

<https://schools.warwickshire.gov.uk/early-years-childcare-providers>

For details on how to apply for a 30 hour code visit: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

**ENTERING ESTIMATE HOURS:**

The Estimate hours to enter are the total **WEEKLY** hours for all children. **Example: 10 children using 15 hours per week = 10 x 15 = 150 hours to enter.** They must be done separately for 2 year olds and 3 & 4 year olds.

**DO NOT enter the total Termly hours.**

The Estimate hours **MUST** be added by the deadline date to the Synergy FIS Provider Portal:

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

**If the deadline date is missed, your monthly interim payments will not be made, and the full term's funding will be made at your final monthly payment.**

Refer to page 12 of the **FIS Synergy Provider portal Online Guidance** for full instructions on how to enter your Estimate hours. This can be found under Guidance Documents on the Early Years Website (General pages):

<https://schools.warwickshire.gov.uk/early-years-childcare-providers>

**Link: <https://api.warwickshire.gov.uk/documents/WCCC-505288705-104>**

## **ENTERING THE HEADCOUNT CLAIM:**

The Headcount Actual hours **MUST** be added by the deadline date to the Synergy FIS Provider Portal:

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

Children should be added who are attending your setting during the Headcount week (including those on holiday and absent due to sickness) **and** have a fully completed **Parental Declaration Form**.

Refer to page 8 onwards of the **FIS Synergy Provider portal Online Guidance** for full instructions on how to enter your Headcount claim. This can be found under Guidance Documents on the Early Years Website (General pages):

<https://schools.warwickshire.gov.uk/early-years-childcare-providers>

**Link:** <https://api.warwickshire.gov.uk/documents/WCCC-505288705-104>

## **EYPP (Early Years Pupil Premium):**

For parents who have completed the EYPP section of the Parental Declaration Form, full details must be entered on the **Parent/Carer tab and the consent to check for EYPP box must be ticked on the Synergy FIS Provider Portal:**

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

The eligibility criteria for EYPP are found on the **Parental Declaration Form**, in the Guidance and Requirements of Funding and under Guidance Documents on the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers> or on the Warwickshire website: [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts)

## **DAF (Disability Access Fund):**

If a child is eligible for DAF as they have been awarded **Disability Living Allowance (DLA)**, the **'Yes'** option for **Eligible for DAF** will need selecting on the child's Funding tab and a copy of the DLA Award letter **MUST** be sent using the **Document tab** on the Synergy FIS Provider Portal: <https://admissions.warwickshire.gov.uk/synergy/providers>

The DAF Adjustment will not be accepted if the DLA information is not attached. **DO NOT** select 'Yes' if the parent has not completed the DAF section of the Parental Declaration Form.

For full details of the eligibility criteria for DAF refer to the Parental Declaration Form, the Guidance and Requirements of Funding found under Guidance Documents on the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers> or on the Warwickshire website: [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts)

## **2 YEAR FUNDING CLAIMS:**

For full details of the 2 year funding eligibility refer to the Parental Declaration Form, the Guidance and Requirements of Funding found under Guidance Documents on the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers> or on the Warwickshire website: [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts)

The 2 year funding is claimed via the Synergy FIS Provider Portal: <https://admissions.warwickshire.gov.uk/synergy/providers>

Follow page 37 of the **FIS Synergy Provider Portal Guidance** on how to enter your claim, a copy can be found at the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers>

Link: <https://api.warwickshire.gov.uk/documents/WCCC-505288705-104>

The Early Years Funding Office will **NOT** be able to approve your claim for 2 year funding until eligibility can be confirmed.

### **ONLINE ADJUSTMENTS PROCESS:**

Adjustments to the Headcount **MUST** be claimed using the Online Adjustments tab on the Provider Portal when it opens after the Headcount period.

For Guidance on how to enter your online adjustments follow the Adjustment tab Process Guidance on the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers>

Link: <https://api.warwickshire.gov.uk/documents/WCCC-505288705-104>

The full details of Adjustments that are permitted after the Headcount, are shown in **Section 2.6** of the Guidance and Requirements of Funding, found under Guidance Documents in the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers>

### **PARENTAL DECLARATION FORMS (PDF):**

The appropriate **Parental Declaration Form Academic Year 2022/2023 MUST** be completed for every child claiming the Early Years Funded Entitlements for 2, 3 & 4 year olds, before a funding claim is made. A copy of the up to date version had been sent with the accompanying email.

Full details of the terms in the Parental Declaration Form can be found in the Guidance and Requirements of Funding and copies in Annex B1 and B2, found under Guidance Documents in the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers>

### **Checking Your Claim:**

*It is the Early Years Setting's responsibility to check the accuracy of their funding claim after the Headcount and before the end of each term.*

*You should review your claim using the Synergy Provider Portal and check that all of the children have been entered, with the correct hours and that the weightings you are expecting have been applied. You should also check that any children who left before the start of the term have been removed. Any changes must be added to the Provider Portal using the Online Adjustments process.*

**We will not be able to make any changes to a term's Headcount claim after that term has ended.**

## **Your information rights:**

This service provides childcare funding for children attending early years placements. Our valid lawful basis for processing personal data is a legal obligation. To see how we use your personal data and what your information rights are, please read [WCC's Education and Learning privacy notice](#). It should be read in addition to the council's overall customer privacy notice at [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy) which includes the contact details if you have a complaint about your information rights. For general enquiries, please contact Warwickshire County Council 's Customer Service Centre on 01926 410410.

The Privacy Notice for our service can be found at [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts)

If you have any queries regarding the funding process please contact the Early Years Entitlements Team by email at [childminderfunding@warwickshire.gov.uk](mailto:childminderfunding@warwickshire.gov.uk) or telephone 01926 742218 or visit our website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers>

Yours sincerely

*Michelle Taylor*

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**Early Years Entitlements Officer**