

Synergy FIS Provider Portal

Online Funding Guidance

Date: April 2022



<u>Contents</u>

KEY:			
	How to' Processes	Funding tabs	
	Home Tabs	Actuals tab	

1. How to Log in	Page 3
Passwords and Authentication Questions	Page 4
Home tab	Page 7
2. How to Add the Funding Claim	Page 8
Funding tab	Page 8
3. How to Check 30 hour Codes	Page 9
Eligibility Checker tab	Page 9
Estimates Tab	Page12
4. How to enter Estimate hours	Page 12
Actuals tab (Headcount)	Page 14
5. How to enter the Headcount	Page 14
6. How to Add a New Child	Page 15
Child Details tab	Page 15
Parent Carer Details tab	Page 16
EYPP (Early Years Pupil Premium)	Page 17
30H – 30 Hours Extended Entitlement	Page 18
Funding Details tab	Page 18
DAF (Disability Access Fund)	Page 20
Documents tab	Page 23
Notes tab	Page 24
7. How to Update and Edit	Page 26
8. How to Delete a Child	Page 28
Send Claim	Page 29
9. How to Check your Headcount Claim	Page 31
Summary tab	Page 35
10. How to Enter 2 year Funding Claim	Page 37
11. How to Enter Out Of County Child's 2 year Funding Claim	Page 41
Adjustments tab	Page 44
12. How to Enter Online Adjustments	Page 44
Forms tab	Page 74
13. How to enter the Early Years Census	Page 74
Sufficiency Tab	Page 80
14. How to enter your Sufficiency Information	Page 80
L	I



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:

後日 Warwickshire County	y Council Modules ▼	
	Sign In	
	Sign in or create an account with us. Enter your username/email)
	Next Create Account	

Enter the username and click on the 'Next' bar

Warwickshire County Council	
Sign in	
Enter your password Image: User Forgot Password Sign In	

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:

🖌 Modules 🔻		
Account Security	Authentication Questions	
Account S	ecurity	
Password	Last Updated: 27/05/2020	Change Password

Select the 'Change Password' box

Modules 🔻		PI
Account Security	Authentication Questions	
	Change Password	
Enter your current	password	
Back	Next	

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

Modules 🔻		
Account Security	Authentication Questions	
	Change Password	
New Password *		✓
Password meets requir Confirm Password		
Passwords match		~
Cancel	С	hange Password

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



Modules 🔻	
Account Security	Authentication Questions
Change Pas	sword
Your password has	; now been reset and you will be prompted for it when you next sign in
	Finish

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:

Account Security	Authentication Questions		
Please chan	ge your authenticati	on questions below	
lf an asteri <mark>sk i</mark> s dis	played in front of an authentica	ation question then the question has not yet been assigned a personal answer.	
First pets name Mothers maider Town of birth (P	n name (Provider)		•
Old Answer:			
New Answer:			

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'



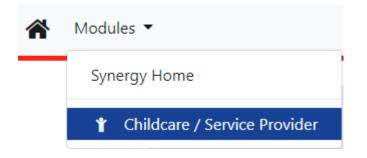
When the answers have been changed the following will show:

Account Security	Authentication Questions		
Please chan	ge your authenticat	ion questions below	
If an asterisk is dis	played in front of an authentic	ation question then the question has not yet been assigned a personal answer.	
	name (Provider)		*
Town of birth (Pi	rovider)		-
New answer suc	ccessfully saved.		
Old Answer:			
New Answer:			
Confirm New Answer:			
		2	ave

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 withi 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 <u>eyfunding@warwickshire.gov.uk</u>.

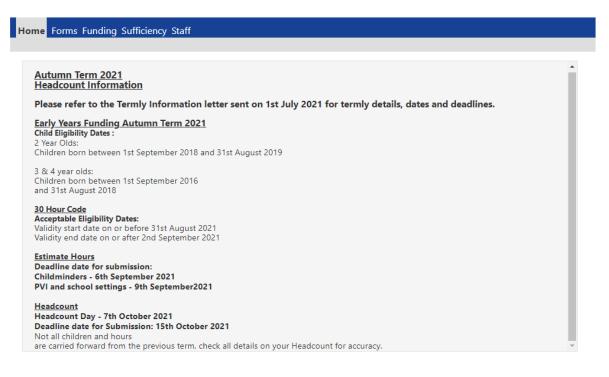
If there are problems with getting a token, the Early Years Funding Team can reset the password.



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:



- **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 a 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**.

Home Forms Funding Su	ifficiency Staff
Security question	
For increased security, you are being First pets name Submit	prompted to enter the answer to one of the Authentication Questions.
Home Funding Sufficien Summary Estimates Actuals Adjus	
Summary Head Count Red	ords for 2021/2022 - Autumn Term
2021/2022	
Autumn Term	Funding Type
2020/2021	2 Year Olds
2019/2020 2018/2019 2017/2018	3 & 4 Year Olds 3
2016/2017	
2015/2016	
2014/2015 (2)	
2014/2015 (1)	
2014	
2013/2014	
2012/2013	

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

3. 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

	s Funding Sufficiency Staff ates Actuals Adjustments Eligibility Checker
Eligibility Ch	ecker
	eck if a child is eligible for ease click the button below and provide the details as required.
Data Protection Not	tice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.
30 Hours Fre	ee Childcare

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.

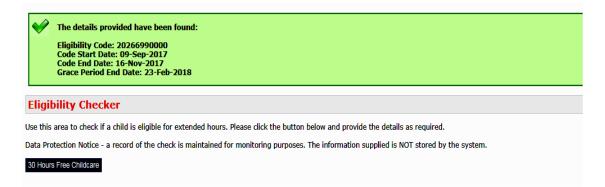
The Eligibility Checker is not linked to the 'Actual' Child Funding tab where the child's funding details are entered. Another eligibility check is required when

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

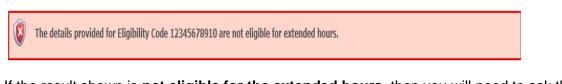


	30 Hours Free Childcar	C
	d Child Date of Birth, together with Parent/Ca red then all fields, except Forename, must be	
Eligibility Code*		
Child Date of Birth*		
Parent/Carer Forename		
Parent/Carer Surname		
Parent/Carer NI Number*		
Consent must be given for this	Eligibility Check	
Partner Forename		
Partner Surname		
Partner NI Number		
*denotes mandatory fields Submit Cancel		

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



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



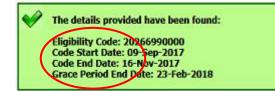
If the result shown is **not eligible for the extended hours**, then you will need to ask the parent to check the details they have given are accurate, **particularly the child's date of birth**, parent's NI number and the 30 hour code number. If there are still problems, the parent will need to contact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

4. How to enter your Estimate Hours

- 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**

2021/2022 Control of the cuse only 2020/2021 Control of the cuse only 2019/2020 Control of the cuse only 2018/2019 Control of the cuse only 2017/2018 Control of the cuse only 2017/2018 Control of the cuse only 2016/2017 Control of the cuse only 2015/2016 Control of the cuse only 2014/2015 (2) Control of the cuse only 2013/2014 Control of the cuse only 2013/2013 Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only Control of the cuse only <	Estimates Head Count Red	cords for 20	021/2022 - Autumn Term			
2019/2020 Funding Type Processed 2018/2019 2 Year Olds 2016/2017 3 & 4 Year Olds 3 2014/2015 (2) 2014 2013/2014 2012/2013	2021/2022			Office use only		
2019/2010 Image: Construction of the second of the sec			Funding Type		Processed	
2017/2018 2016/2017 2015/2016 2014/2015 (2) 2014/2015 (1) 2014 2012/2013 Prending Sufficiency				Process		
2016/2017 3 & 4 Year Olds 3 2015/2016 2014/2015 (2) 2014 2014 2013/2014 2012/2013		Ð	2 Year Olds			
2016/2017 2015/2016 2014/2015 (1) 2014 2013/2014 2012/2013 The Funding Sufficiency			3 & 4 Year Olds 3			
2014/2015 (2) 2014/2015 (1) 2014 2013/2014 2012/2013 The funding Sufficiency		_				
2014/2015 (1) 2014 2013/2014 2012/2013 Dime Funding Sufficiency						
2014 2013/2014 2012/2013 The Funding Sufficiency						
2013/2014 2012/2013 Ome Funding Sufficiency						
2012/2013						
me Funding Sufficiency						
			haskar			
	bmit Estimate: 2021/2022	Autumn Te	erm - 3 & 4 Year Olds 3 CHANGE			
bmit Estimate: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE			this Terre 0.00			
bmit Estimate: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE nber of Weeks for this Term 14.00 mate Number of Funded Hours Per Week for this Terr 0.00 ise enter both numbers, click 'Calculate', then '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 children x 15 hours = **150** 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 x 15 = 75

3 x 10 = 30

2 x 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



- 6. Click on Send Claim as above
- 7. When the claim has been successfully sent, the following should appear:

Submission Successful 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 150 Please enter both numbers. click 'Calculate', then 'Send Claim'	Summary Estimates Actuals Adjustments Eligibility Checker	
Number of Weeks for this Term 14.00 Estimate Number of Funded Hours Per Week for this Term 150 There are 2,100.00 Hours in this Term	Submission Successful	
Estimate Number of Funded Hours Per Week for this Term 150 There are 2,100.00 Hours in this Term	Submit Estimate: 2021/2022 Autumn Term - 3 & 4	Year Olds 3 CHANGE



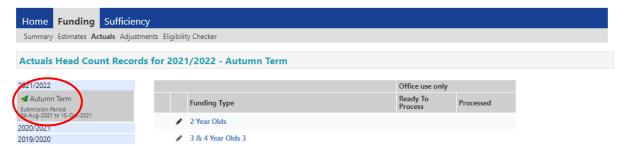
5. How to enter the Headcount

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:



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:



• Select the correct term and funding type



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:



	nding Sufficiency tuals Adjustments Eligibility Checker
Submit Actual: 20	21/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE
Add Child Sen	nd Claim
Add Child Sen	nd Claim

6. How to Add a New Child

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

Select:



The following page will appear:

Id Details Parent / Carer Details Fu	nding Details Documents Notes		
Child Details		Address	
Forename*		Address Line 1*	
Middle Name		Address Line 2	
Surname*		Address Line 3	
DOB*		Locality	
Proof of DOB		Town	
Gender*	Male Female	County	
Preferred Surname		Postcode*	
Ethnicity*	Information Not Yet Obtainec	·	
SEN COP Stage	<unknown></unknown>		
Save Cancel *	denotes mandatory fields		

Select Child Details tab

Complete all mandatory fields marked with *, using the information from the PDF. The child's name MUST be acurate 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		Address	
Forename*	Sam	Address Line 1*	289 Song Street
Middle Name	Simon	Address Line 2	
Surname*	Smith	Address Line 3	
DOB*	08.09.2015	Locality	
Proof of DOB		Town	Warwick
Gender*	🕑 Male 🔲 Female	County	
Preferred Surname		Postcode*	CV8 3TB
Ethnicity*	White - British	T	
SEN COP Stage	_No Special Educational need		

Ethnicity options:

	Black European	
🏧 🛍 🗣 🔤 🛶 💁 👁	Black North American	* 😘 📣 🛹 💶 📀 K 🍁 🏜 Joir 🏠 I.w. 🛨 🛛 💿
admissions.warwickshire.gov.uk/Syner		a.aspx?pup=IPtvySjEIDM%3D&nit=IPtvySjEIDM%3D
	Bosnian - Herzegovinian	
-	Chinese	
	Chinese / Any Other Ethnic Group	
	Circus	Tribal Test
	Croatian	est (Pre-School) 👻
	Egyptian	
Home Forms Funding Sufficience	Fairground	
Summary Estimates Actuals Adjustments Eligi	Filipino	
	Greek	
Child Details Parent / Carer Details Funding D	Greek / Greek Cypriot	
Child Details	Greek Cypriot	
Child Details Forename*	Greek Cyphot	Address Address Line 1*
Middle Name	Gypsy	Address Line 2
Surname*	Gypsy / Roma	Address Line 3
DOB*		Locality
Proof of DOB	Hong Kong Chinese	Town
Gender*	Indian	
Preferred Surname	Information Not Yet Obtained	County Postcode*
Ethnicity*		+ Postcode-
	Information Not Yet Obtainec 🛩	
SEN COP Stage	<unknown> 👻</unknown>	
	andatory fields	
Save Cancel	andatory fields	

SEN options:

Home Forms Funding Sufficience Summary Estimates Actuals Adjustments Eligi Child Details Parent/Care Details Funding Dr Child Details Forename* Middle Name DOB* Proof of DOB Gender* Preferred Sumame Ethnicity* SEIN COP Stage	•	Address Address Line 1* Address Line 2 Address Line 3 Locality Town County Postcode*	
Save Cancel *denotes ma	ndatory fields		FIS Provider Portal - Part of the Synergy FIS Su

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/carer 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.



Please ensure you input details for all records that have given their permiss the correct consent boxes are selected as per the usage of the details.	sion to do so, as this ensures you receive th	e additional fundi	ng. Please also ensure tl
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	Forename		
Surname	Surname		
DOB	DOB		
NI or NASS Number	NI or NASS Number		
Tick to give consent to Eligibility EYPP 30H	Tick to give consent to Eligibility Checking for	EYPP	🔲 зон

- 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:

extended hours.	all records that have given their	is eligible for Early Years Pupil Premium (EYPP) fu permission to do so, as this ensures you receive t ls.	
Details are optional but if entered t	hen 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	30-Jul-1984	DOB	
NI or NASS Number	NH1050566A	NI or NASS Number	
Tick to give consent to Eligibility Checking for	🖉 ЕУРР 🔲 ЗОН	Tick to give consent to Eligibility Checking for	ЕУРР ЗОН

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/carer 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 were 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 add into the Parent/Carer Details tab and tick the 30H box as below:

			ASS Number r	nust be filled in.		
Petails	en et least i orenome, o					
	Janet		Forename			
	Smith		Surname			
			DOB			
NASS Number	NH050566A	~	NI or	NASS Number		
ent to Eligibility	EYPP	🖉 зон			EYPP	🔲 30Н
	NASS Number	Janet Smith NASS Number NH050566A	Janet Smith NASS Number NH050566A	Janet Forename Smith Surname D08 NI or ent to Eligibility Eypp Image: State S	janet Forename Smith Surname DO8 D08 NASS Number NI or NASS Number	Janet Forename Smith Surname DOB Image: Constraint of Eligibility NASS Number NH050566A Into Eligibility EVPP Into Eligibility EVPP

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



Select Funding Details tab

Funding Details		Attendance Days	
Start Date		Attends Monday	🔍 Yes 🔍 No
ind Date*		Attends Tuesday	◎ Yes ◎ No
\smile	Default Term Dates	Attends Wednesday	🔍 Yes 🔍 No
Weeks Attended in Term*		Attends Thursday	○ Yes ○ No
		Attends Friday	🔍 Yes 🔍 No
Present during Census		Attends Saturday	○ Yes ○ No
Attends Two Days or More		Attends Sunday	Ves No
Nominated for DAF*	🔍 Yes 🔍 No		
		Non-Funded Hours per Wee	.k
Universal Funded Hours per Wee	ek	Non-Funded Hours per wee	CR
	ek	Non-Funded Hours*	rk
Universal Funded Hours per Wee Universal Hours* Extended Funded Hours per Wee		Non-Funded Hours*	r setting as well as yours, be sure to enter the
Universal Hours*		Non-Funded Hours*	
Universal Hours* Extended Funded Hours per Wee		Non-Funded Hours*	r setting as well as yours, be sure to enter the
Universal Hours* Extended Funded Hours per Wee Extended Hours*		Non-Funded Hours*	r setting as well as yours, be sure to enter the
Universal Hours* Extended Funded Hours per Wee Extended Hours*	ek	Non-Funded Hours* If this child attends anothe hours as per what has been ag	r setting as well as yours, be sure to enter the
Universal Hours* Extended Funded Hours per Wee Extended Hours* 30H Eligibility Code	ak 30 Hours Free Childcare	Non-Funded Hours* if this child attends anothe hours as per what has been as Maximum Values Allowed:	r setting as well as yours, be sure to enter the
Universal Hours* Extended Funded Hours per Wee Extended Hours* 30H Eligibility Code Eligible for 30H	ak 30 Hours Free Childcare	Non-Funded Hours* If this child attends anothe hours as per what has been as hours as per what has been as hours as per what has been as hours as the second secon	r setting as well as yours, be sure to enter the
Universal Hours* Extended Funded Hours per Wee Extended Hours* 30H Eligibility Code	ak 30 Hours Free Childcare	Non-Funded Hours* If this child attends anothe hours as per what has been as Maximum Values Allowed: Number of Weeks: 14.00 Universal Weekly Hours: 15	r setting as well as yours, be sure to enter the
Universal Hours* Extended Funded Hours per Wee Extended Hours* 30H Eligibility Code Eligible for 30H Total Funded Hours per Week	ak 30 Hours Free Childcare	Non-Funded Hours* I if this child attends anothe hours as per what has been as been what has been as been as been as the second	r setting as well as yours, be sure to enter the
Universal Hours* Extended Funded Hours per Wee Extended Hours* Bigiblity Code Eligible for 30H Total Funded Hours per Week	ak 30 Hours Free Childcare	Non-Funded Hours* If this child attends anothe hours as per what has been as Maximum Values Allowed: Number of Weeks: 14.00 Universal Weekly Hours: 15 Universal Yearly Hours: 210 Universal Yearly Hours: 570	r setting as well as yours, be sure to enter the

• Complete all mandatory fields maked with *

Select	Default Term Dates	the term dates will	automatically be pre-populated:
			automatically be pre-populated.
Child Details Parent,	/ Carer Details Funding De	ails Documents Notes	
Funding Deta	ils		
Start Date*	ſ	02-Sep-2021	
End Date*	ĺ	17-Dec-2021	
		Default Term Dates	
Weeks Attend	ed 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

ling Details Documents Notes
02-Sep-2021
17-Dec-2021
Default Term Dates
14

• 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.

Funding Details		Attendance Days	
Start Date*		Attends Monday	Yes No
End Date*		Attends Tuesday	○ Yes ○ No
	Default Term Dates	Attends Wednesday	🔍 Yes 🔍 No
Weeks Attended in Term*		Attends Thursday	○ Yes ○ No
		Attends Friday	🔍 Yes 🔍 No
Present during Census		Attends Saturday	○ Yes ○ No
Attends Two Days or More		Attends Sunday	Ves No
Nominated for DAF*	🔍 Yes 🔍 No		
Universal Funded Hours per W	lask	Non-Funded Hours per Wee	k
Universal Hours*		Non-Funded Hours*	
Extended Funded Hours per W	leek	• if this child attends anothe	r setting as well as yours, be sure to enter t
Extended Hours*		hours as per what has been ag	reed with the child's parent/carer
Extended Hours* 30H Eligibility Code		hours as per what has been a <u>c</u>	reed with the child's parent/carer
		hours as per what has been a <u>c</u> Maximum Values Allowed:	reed with the child's parent/carer
30H Eligibility Code	30 Hours Free Childcare	hours as per what has been ag	reed with the child's parent/carer
		hours as per what has been a <u>c</u> Maximum Values Allowed: Number of Weeks: 14.00	setting as well as yours, be sure to enter the reed with the child's parent/carer
30H Eligibility Code Eligible for 30H	30 Hours Free Childcare	hours as per what has been a <u>c</u> Maximum Values Allowed:	setting as well as yours, be sure to enter the reed with the child's parent/carer
30H Eligibility Code	30 Hours Free Childcare	hours as per what has been a <u>c</u> Maximum Values Allowed: Number of Weeks: 14.00 Universal Weekly Hours: 15	reed with the child's parent/carer
30H Eligibility Code Eligible for 30H Total Funded Hours per Week	30 Hours Free Childcare	hours as per what has been a <u>c</u> Maximum Values Allowed: Number of Weeks: 14.00 Universal Weekly Hours: 15 Universal Termly Hours: 210 Universal Yearly Hours: 570	reed with the child's parent/carer
30H Eligibility Code Eligible for 30H Total Funded Hours per Week	30 Hours Free Childcare	hours as per what has been a <u>c</u> Maximum Values Allowed: Number of Weeks: 14.00 Universal Weekly Hours: 15 Universal Termly Hours: 210	reed with the child's parent/carer

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/carer 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*



• 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		Attendance Days	
Start Date*	02-Sep-2021	Attends Monday	○ Yes ○ No
End Date*	17-Dec-2021	Attends Tuesday	○ Yes ○ No
	Default Term Dates	Attends Wednesday	○ Yes ○ No
	Default ferm Dates	Attends Thursday	○ Yes ○ No
Weeks Attended in Term*	14	Attends Friday	○ Yes ○ No
Present during Census		Attends Saturday	○ Yes ○ No
Attends Two Days or More		Attends Sunday	○ Yes ○ No
Nominated for DAF*	O Yes 🖲 No		
Universal Funded Hours per W	leek	Non-Funded Hours per We	ek
Universal Hours*	15	Non-Funded Hours*	5
Extended Funded Hours per W	leek	if this child attends anothe	er setting as well as yours, be sure to enter the
Extended Hours*	15	hours as per what has been a	greed with the child's parent/carer
30H Eligibility Code	50012345678	7	
	30 Hours Free Childcar	Maximum Values Allowed:	
	30 Hours Free Childcan	Number of Weeks: 14.00	
Eligible for 30H		Universal Weekly Hours: 15	
		Universal Termly Hours: 210	
Total Funded Hours per Week		Universal Yearly Hours: 570	
Total Funded:	30.00	Extended Weekly Hours: 15	
		Extended Termly Hours: 210	

• 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

30 Hours Free Childcare button below the code number.

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

Funding Details		Attendance Days		
Start Date*	02-Sep-2021	Attends Monday	○ Yes ○ No	
End Date*	17-Dec-2021	Attends Tuesday	○ Yes ○ No	
	Default Term Dates	Attends Wednesday	○ Yes ○ No	
		Attends Thursday	○ Yes ○ No	
Weeks Attended in Term*	14	Attends Friday	○ Yes ○ No	
Present during Census	V	Attends Saturday	○ Yes ○ No	
Attends Two Days or More		Attends Sunday	○ Yes ○ No	
Nominated for DAF*	🔿 Yes 🖲 No			
Universal Funded Hours per W	leek	Non-Funded Hours per We	ek	
Universal Hours*	15	Non-Funded Hours*	5	
Extended Funded Hours per W	/eek		r setting as well as yours, be sure to	enter the
Extended Hours*	15	hours as per what has been a	greed with the child's parent/carer	
30H Eligibility Code	50012245678			
	30 Hours Free Childca	Maximum Values Allowed:		
	SO Hours Free Childcal	Number of Weeks: 14.00		
Eligible for 30H		Universal Weekly Hours: 15		
		Universal Termly Hours: 210		
Total Funded Hours per Week Total Funded:		Universal Yearly Hours: 570		
lotal runded:	30.00	Extended Weekly Hours: 15		
		Extended Termly Hours: 210 Extended Yearly Hours: 570		

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



V 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 dislayed:

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.



Home Forms Funding Sufficiency Staff
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
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 <u>eyfunding@warwickshire.gov.uk</u> 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 status of the child entered will show on the 'Actuals' list as:

. The
Save

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	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:

Home Forms Funding Sufficiency Staff Summary Estimates Actuals Adjustments Eligibility Checker						
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	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
\rm 🗘 New, Awaiting LA Download	Dogg, Joe (08-Aug-2018)	210.00	0.00	£871.50		
Add Child Send Claim						

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

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

Home Forms Funding Suf Summary Estimates Actuals Adjustme	,							
Submit Actual: 2021/2022 A	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	-							

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 exclaimation mark will be displayed on the first page and next to the child's name in the Actuals list.



7. 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:

Home Forms Funding Sufficiency Staff									
Summary Estimates Actuals Ad	Summary Estimates Actuals Adjustments Eligibility Checker								
Submit Actual: 2021/202	22 Autumn Term - 3 &	4 Year Olds 3 CH	IANGE						
Add Child Send Clain	n								
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 Clair	n								

• 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 <u>must</u> 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.

	Funding Sufficions Actuals Adjustments	,					
Submit Actual	: 2021/2022 Autu	mn Term - 3 &	4 Year Olds 3 CH	IANGE			
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						



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

mary Child Details Parent / Care	r Details Funding Details Documents	Notes	
Term Start Date	02-Sep-2021	Universal Funding	
Term End Date No of weeks attended	17-Dec-2021	Funded Hours Per Week	15.00
No of weeks attended Nominated for DAF	14.00 No	Funded Hours for Term	210.00
Provider Total Rate	£4.15	Funding Amount @ Provider Rate Child Weightings	£871.50 £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

• Follow the How to Add a New Child process from page 15. Select each tab in turn and 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.**

8. 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									
Sul	Submit Actual: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE									
A	dd 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					
A	dd Child Send Claim									

• The following will be displayed:



			ation: Tribal Test ibal Test (Pre-School)	*		
Home Forms Funding Suffice Summary Estimates Actuals Adjustment	,					
Submit Actual: 2021/2022 Aut	umn Term - 3 8	4 Year Olds 3 Ci	HANGE			
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
×	Dogą, Joe	210.00		£871.50		
	Request Dele	te				
Add C Are you sure you want to request Delete requests are automatically	the deletion of child: E submitted but can be Yes No	Dogg, Joe from this head	lcount record?			

- 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 Autum	n Term - 3 & 4	Year Olds 3 CHA	NGE							
Add Child Send Claim										
Status	Child	Universal Hours (inc Adj)		Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status				
\rm 🗘 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: 2021/2032 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!



Home Forms Funding Sufficiency Staff Summary Estimates Actuals Adjustments Eligibility Checker										
Submit Actual: 2021/2022 Autun Add Child Send Claim	ነn Term - 3 & 4	Year Olds 3 CHA	NGE							
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:

Home Forms Funding Sufficiency	y Staff					
Summary Estimates Actuals Adjustments Eligib	oility Checker					
Submission Successful						
Submit Actual: 2021/2022 Autumn	Term - 3 & 4	Year Olds 3 CHAI	NGE			
Add Child Send Claim						
Status		Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
New, Awaiting LA Download	1 0gg, 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:



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 <u>not</u> 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 E	Summary Estimates Actuals Adjustments Eligibility Checker									
Submit Actual: 2020/2021 Autur	mn Term - 3 & 4	4 Year Olds 3 CHA	NGE							
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				
0 🤈 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
0	<u>3 & 4 Year Olds 3</u>

They will also show in Historical Notifications on the HOME page



9. 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: 20-Jul-2020 to 07-Sep-2020	 3 & 4 Year Olds 3		
2019/2020	3 of 4 fear Olds 3		

- 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.

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	Digibility Status		
×	Harding, Joanne (20-Apr-2017)	210.00	0.00	£1473.90	\smile			
×	Smith, Simon (08-Sep-2016)	210.00	0.00	£858.90				
Add Child Send Cla	im							

- 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.



Child Weightings
DF

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:

ary Child Details Parent / Carer D	etails Funding Details Documents	Notes	
erm Start Date	02-Sep-2021	Universal Funding	
erm End Date No of weeks attended	17-Dec-2021 14.00	Funded Hours Per Week	15.00
Nominated for DAF	No	Funded Hours for Term	210.00
0H Eligibility Start Date	28-Oct-2020	—	£871.50
0H Eligibility End Date 0H Grace Period End Date	09-Nov-2021 31-Mar-2022	Funding Amount @ Provider Rate	£0.00
0H Eligibility last checked	15-Jul-2021 16:44:23	Child Weightings	20.00
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
		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:

Ferm Start Date Ferm End Date No of weeks attended Nominated for DAF	03-May-2021 21-Jul-2021 11.00 No	Universal Funding Funded Hours Per Week Funded Hours for Term	15.00 165.00
30H Eligibility Start Date 30H Eligibility End Date 30H Grace Period End Date 30H Eligibility last checked	26-Jan-2021 22-May-2021 31-Aug-2021 01-Apr-2021 12:22:29	Funding Amount @ Provider Rate Child Weightings	£684.75 £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
		_	

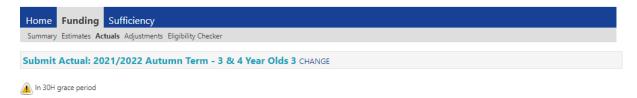


• If there is a claim for the **Disability Access Fund (DAF)** for a child, the £615 payment will show as an Adjustment:

mary	Child Details	Parent / Carer Details	Funding Details	Documents	Notes		
	n Start Date		19-Apr-2021			Universal Funding	
	1 End Date of weeks atter	. d. d	21-Jul-2021			Funded Hours Per Week	15.00
	ninated for D		13.00 Yes			Funded Hours for Term	195.00
▶ P	rovider Total	Rate	£4.15			—	£809.25
						Funding Amount @ Provider Rate	£809.25 £103.35
						Child Weightings	£105.55
						Universal Funding Amount	£912.60
						Totals	
						Funded Hours Per Week	15.00
						Funded Hours for Term	195.00
					(Total Funding (excl. Adj)	£912.60
						Total amount from Adjustments	£615.00
						Total amount from Pending Adjustments	59. 00
						Total Funding For Term (inc Adj)	£1527.60
						_	

- 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:



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:





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

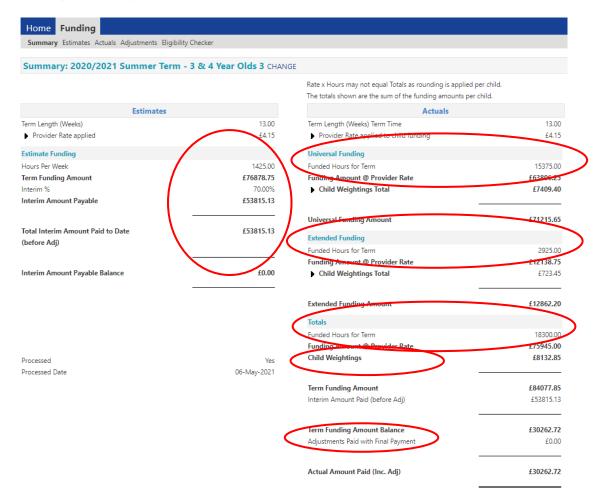


• Select the correct funding type

	Home Funding Sufficiency Summary Estimates Actuals Adjustments Eligibility Checker Summary Head Count Records for 2021/2022 - Autumn Term							
<u> </u>	2021/2022							
	Autumn Term	Funding Type						
	2020/2021	2 Year Olds						
	2019/2020	3 & 4 Year Olds 3						
	2018/2019	5 de 4 real Olds 5						

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





10. 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 Adjustn	nents Eligibili	ity Checker		
Actuals Head Count Record	s for 202	1/2022 - Autumn Term		
2021/2022			Office use only	
Autumn Term		Funding Type	Ready To Process	Processed
16-Aug-2021 to 15-Oct-2021 2020/2021		2 Year Olds		
0107000	*	D R. A Vane Olde D		

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

Home Form	s Funding Sufficie	cy Staff
Summary Estima	ates Actuals Adjustments E	gibility Checker
Submit Actu	al: 2021/2022 Autur	n 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 <u>OR</u> 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**.

	EY Claim
Voucher C Child Date Child Surn	of Birth*
Add Child Enter EY Vouch	er Send Claim
Add Child Enter EY Vouch	er Send Claim

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

ne: Mark Owen DOB: 1	7-Aug-2019		
mary Child Details Parent / Ca	arer Details Funding Details Documents	Notes	
Child Details		Address	
Forename*	Mark	Address Line 1*	2 Home Street
Middle Name	John	Address Line 2	
Surname*	Owen	Address Line 3	
DOB*	17-Aug-2019	Locality	
Proof of DOB		Town	Warwick
Gender*	🗹 Male 🗌 Female	County	
Preferred Surname		Postcode*	CV34 4UL
Ethnicity*	Information Not Yet Obtained	×	
SEN COP Stage	<unknown></unknown>	হ	

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

ne: Mark Owen DOB: 1	17-Aug-2019		
nary Child Details Parent / C	arer Details Funding Details Documents	Notes	
Child Details		Address	
Forename*	Mark	Address Line 1*	2 Home Street
Middle Name	John	Address Line 2	
Surname*	Owen	Address Line 3	
DOB*	17-Aug-2019	Locality	
Proof of DOB		Town	Warwick
Gender*	Male - Female	County	
Preferred Surname		Postcode*	CV34 4UL
Ethnicity*	White - British	v	
SEN COP Stage	_No Special Educational need		



- 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:

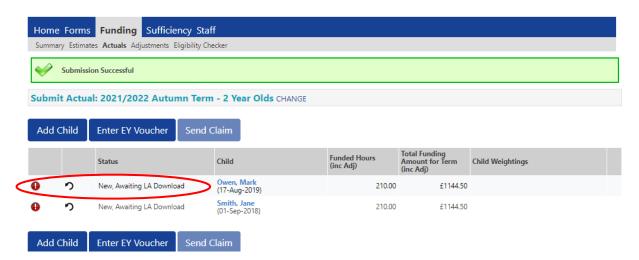
e: Mark Owen DOB: 17-A	Num 2010		
e: Mark Owen DOD: 17-A	Aug-2019		
ary Child Details Parent / Carer I	Details Funding Details Documents	Notes	
Funding Details		Attendance Days	
Start Date*	02-Sep-2021	Attends Monday	● Yes ○ No
End Date*	17-Dec-2021	Attends Tuesday	● Yes ○ No
(Default Term Dates	Attends Wednesday	● Yes ○ No
		Attends Thursday	● Yes ○ No
Weeks Attended in Term*	14.00	Attends Friday	● Yes ○ No
Present during Census		Attends Saturday	🔿 Yes 💿 No
Attends Two Days or More		Attends Sunday	🔿 Yes 💿 No
Universal Funded Hours per W	leek	Non-Funded Hours per Wee	ek
Universal Hours*	15.00	Non-Funded Hours*	5.00
		if this child attends anothe	r setting as well as yours, be sure to enter th
			greed 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	
		oniversal really hours: 570	

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

			Funding Sufficier	,			
	Submi	t Actua	l: 2021/2022 Autum	In 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
<	0	n	New, Unsubmitted Child	Syen, Mark (17-Aug-2019)	210.00	£1144.50	
	0	っ	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':



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

Home Forms Funding Sufficiency Summary Estimates Actuals Adjustments Eligibilit				
Submit Actual: 2021/2022 Autumn To	erm - 2 Year Olds CHANGE			
Add Child Enter EY Voucher Ser	nd 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 Ser	nd 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

Term Length (Weeks) Provider Rate applied Estimate Funding Hours Per Week Term Funding Amount Interim % Interim Mmount Payable Total Interim Amount Paid to Date	14.00 £5.29 0.00 £0.00
Estimate Funding Hours Per Week Term Funding Amount Interim % Interim Amount Payable	0.00 £0.00
Hours Per Week Term Funding Amount Interim % Interim Amount Payable	£0.00
Term Funding Amount Interim % Interim Amount Payable	£0.00
Interim %	
Interim Amount Payable	
	70.00%
Total Interim Amount Paid to Date	£0.00
	£0.00
(before Adj)	
Interim Amount Payable Balance	£0.00

Rate x Hours may not equal Totals as rounding is applied p The totals shown are the sum of the funding amounts per	
Actuals	
Term Length (Weeks) Term Time	14.00
$ \triangleright $ Provider Rate applied to child funding	£5.29
Universal Funding	
Funded Hours for Term	210.00
Funding Amount @ Provider Rate	£1110.90
Universal Funding Amount	£1110.90
Totals	
Funded Hours for Term	210.00
Funding Amount @ Provider Rate	£1110.90
Child Weightings	£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
Actual Amount Paid (Inc. Adj)	£0.00

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

No

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





Processed Processed Date • Select Child Details: Enter all mandatory details marked with *

ome Forms Funding S mmary Estimates Actuals Adjustr			
d Details Parent / Carer Details	Funding Details Documents Notes		
Child Details		Address	
Forename*		Address Line 1*	
Middle Name		Address Line 2	
Surname*		Address Line 3	
DOB*		Locality	
Proof of DOB		Town	
Gender*	Male Female	County	
Preferred Surname		Postcode*	
Ethnicity*	Information Not Yet Obtainec 🗸		
SEN COP Stage	<unknown></unknown>		
2			

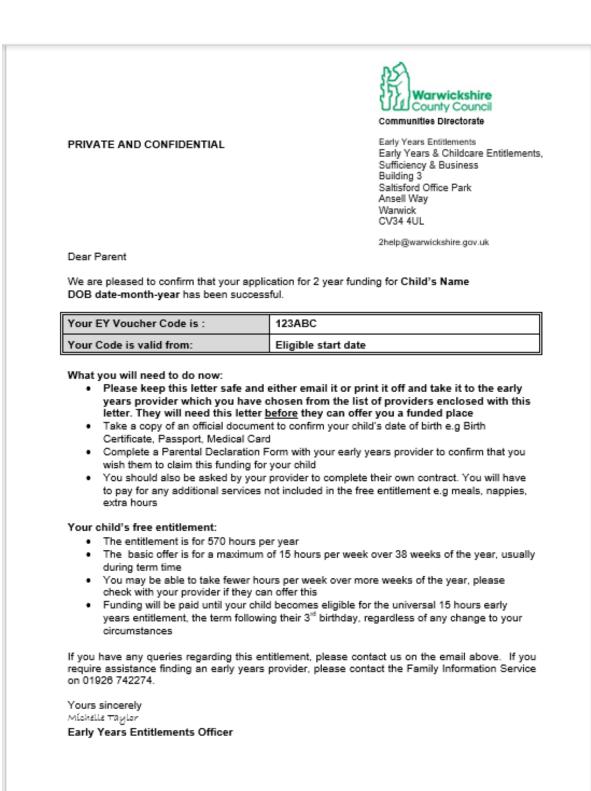
- Select Funding Details and continue as from page 40:
- Select **Document** attach the eligibility confirmation letter from their home authority, see page 18 on how to use **Documents**.

id 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
Description* No Documents Uploaded	File Name	
·	File Name	

- 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:





Adjustments

The **online adjustment process** replaced the Adjustment Form, emailed on a termly basis from the Spring term 2022. The Online Adjustments process must be used to make any changes to your funding claim after the Headcount submission period has closed.

The online adjustments process must be used for:

Corrections to your Headcount:

- Children who should have been deleted from your Headcount
- Children missed off the Headcount claim
- Incorrect hours entered on your Headcount claim

Specified categories where adjustments can be made after the Headcount

- A house move into the area for the child or parent
- If the child's primary carer changes resulting in the need to change setting
- Where a sibling moves school and the child needs to move to attend adjacent/nearby
- nursery provision
- Military family posted in / out of the area
- Child protection and safeguarding reasons
- Where the child has not previously taken up a place and is a new starter eligible for funding
- Family requirements change and funded hours need to be increased

e.g a change in working patterns

Note: Where a child has moved settings within Warwickshire before or after Headcount and funding has been claimed at another provider, a request must be made directly to the child's previous setting to transfer funding.

Please refer to Section 2.6, page 28 of the Guidance and Requirements of Early Education Funding for 2, 3 & 4 year olds for details of the adjustment criteria:

https://api.warwickshire.gov.uk/documents/WCCC-505288705-92

12. How to enter Online Adjustments

The Adjustments tab is accessed using the Synergy Provider Portal. Sign into the Provider Portal as usual: <u>https://admissions.warwickshire.gov.uk/synergy/providers</u>

- Select the **Funding** tab:
- Select the Adjustments option:
- Select the correct Year and Term:



• Select the correct Year and Term:

	Or Provider:	rganisation: Tribal Test Tribal Test (Day Nursery) ✔	
Home Forms Funding	ufficiency		
Summary Estimates Actual Adjust	ments ligibility Checker		
<u> </u>			
Select Year and Term			
2021/2022			
🖪 Autumn Term			
Submission Period: 01-Nov-2021 to 03-Dec-2021			

- The Adjustments tab will be opened to enter changes to your Headcount after the Headcount Submission end date has passed, the date will be shown in the Termly Information letter.
- The Adjustments **Ready to Process** status will show differently depending on the point that the Funding Office has reached with processing the Headcount claims.
- If the Funding Office have **not** paid the Actual or final payment, the adjustment may be paid with your Actual payment.
- If the adjustment is added **after** the Actual or final payment has been paid it will be paid as a separate payment at the end of term.
- The **Actuals** column will indicate the stage of the funding process by which column has been ticked:

Home Forms Funding	Sufficiency		
Summary Estimates Actuals Adjus	stments Eligibility Checker		
Adjustments Head Count	Records for 2021/2022 - Autumn	Term	
2021/2022		Aduals (Office use only)	
Autumn Term Submission Period: 01-Nov-2021 to 03-Dec-2021	Funding Type	Ready To Process	Editable
2020/2021	2 Year Olds	~	
2019/2020	3 & 4 Year Olds 3		
2018/2019 2017/2018	1 Alexandre		

If the Actual or final payments have not been paid;

- There will **not** be a tick in the **Ready to Process** column
- A pen symbol will show next to the Funding Type,
- Adjustments can be added.
- Any adjustments added now will be paid with the Final payment.

The Actual or final payments are at **Ready to Pay**:

- A tick will be seen the **Ready to Process**, the Headcount final payments have been calculated and have been frozen and no further changes can be made.
- Adjustments **cannot** be added during this period.
- A **book** symbol will show next to the **Funding Type** this means it is read only.
- Wait until the symbol is showing as a **pen** again to add any adjustments. Check again in a few days.



Home Forms Funding	Sufficiency		
Summary Estimates Actuals Adju	istments Eligibility Checker		
Adjustments Head Count	t Records for 2021/2022 - Autumn Term		
2021/2022		Actuals (Office use only)	
🖪 Autumn Term	Funding Type	Ready To Processed Editable	
Submission Period: 01-Nov-2021 to 03-Dec-2021		Process	
2020/2021	Year Olds		
2019/2020			
2018/2019			
2017/2018			

If you select the Adjustment option whist the 'Ready to Process' column is ticked, the following page will appear:



Please email the Authority to request changes to the adjustments.

Check the Provider Portal again after a few days for a tick to appear in the **Processed** column.

When the Actual or final payments have been put to 'Paid':

- a tick will show in the Ready to Process column and in the Processed column.
- The **pen** symbol will show be next to the **Funding Type**.
- Adjustments can be entered from now and until the deadline date.
- Any adjustments added now will be paid separately as an Adjustments Payment at the end of the term.

	Organisation: Tribal Test Provider: Tribal Test (Day Nursery) ✓
Home Forms Funding S	ufficiency
Summary Estimates Actuals Adjust	tments Eligibility Checker
Adjustments Head Count I	Records for 2021/2022 - Autumn Term
2021/2022	Actuals (Office use only)
Autumn Term Submission Period:	Funding Type Ready To Processed Editable
01-Nov-2021 to 03-Dec-2021	2 Year Olds
	& 4 Year Olds 3

Note: When the payments have been put to Paid this date will show in your Actuals as the date the payment has been made. This may not correspond to the Final Payment date notified in the Termly Information Letter due to the timescales of processing the payments in WCC's financial system.



How to add an Adjustment

• Select the available Funding Type the adjustment is to be made for:

	Organisation: 1 Provider: Tribal Tes l	fribal Test t (Day Nursery) ✔		
Home Forms Funding Summary Estimates Actuals Adjus	,			
Adjustments Head Count	Records for 2021/2022 - Autumn Term			
Autumn Term	Funding Type	Actuals (Office u Ready To Process	se only) Processed	Editable
01-Nov-2021 to 03-Dec-2021	 2 Year Olds 3 & 4 Year Olds 	*	*	

The **Adjustments** page will be displayed and will show the same information as your Headcount Actuals page.

Organisation: Tribal Test Provider: Tribal Test (Day Nursery) ▼							
Home Forms Funding S Summary Estimates Actuals Adjust	,	er					
To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab. To add a new child, click on the add child box below and complete all the details in every tab and click save. When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed. Submit Adjustments: 2021/2022 Autumn Term - 3 & 4 Year Olds 3 CHANGE							
Add Child Send Claim			Tear oraș	S CHANGE Q			
Status	Child	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	Hope, Holly (02-Feb-2018)	0.00	0.00	210.00	0.00	£871.50	
	Star, Sally (03-Mar-2018)	0.00	0.00	210.00	42.00	£1045.80	
	Wicks, Joe (05-Nov-2017)	0.00	0.00	168.00	0.00	£697.20	
Add Child Send Claim							

How to add a NEW child to Adjustments:

This process is used to add a child that has been missed from the Headcount or a new child that has started after the Headcount period for a permitted reason, who has **not** been funded elsewhere for the term.

• Select Add Child:

Add Child Send Claim

- Add the details of the child in the same way as you would enter them on the Headcount:
- Select each tab in turn and fully complete <u>all</u> boxes.
- Do not select Save until all tabs have been completed.



Child Details

d Details Parent / Carer Details	Funding Details Documents Pending Adj	ustment Notes	
Child Details		Address	
Forename*	[Address Line 1*	
Middle Name	<u>e</u>	Address Line 2	
Surname*		Address Line 3	
DOB*		Locality	
Proof of DOB		Town	
Gender*	Male Female	County	
Preferred Surname		Postcode*	
Ethnicity*	Information Not Yet Obtained	✓	
SEN COP Stage	<unknown></unknown>	✓	

tab:

Parent/Carer Details tab:

Details Parent / Carer Details Funding	Details Docume	ents Pending Adjustm	Notes			
Entering Parent/Carer details enables extended hours.	us to check whe	ether the child is elig	ible for Early Year	s Pupil Premium (EYPP) fi	unding, and whet	her the child is eligible fo
Please ensure you input details for al that the correct consent boxes are se				this ensures you receive	the additional fur	nding. Please also ensure
Details are optional but if entered the	en at least Foren	ame, Surname and N	NI or NASS Numbe	er must be filled in.		
Parent / Carer Details			Partner D	etails		
Forename			Forename			
Surname			Surname			
DOB			DOB			
NI or NASS Number			NI or	NASS Number		
Tick to give consent to Eligibility Checking for	EYPP	🗌 30Н	Tick to give Checking fo	e consent to Eligibility or	EYPP	🗆 зон
*denotes	mandatory fields					

Funding Details tab:

As the Headcount submission date has passed not all boxes will be available, some boxes will be 'greyed out' as highlighted in yellow below and cannot be changed.

The fields ringed can be changed:

- Start and end dates
- Nominated for DAF
- 30 hour code details can be changed as required. When you enter a 30 hour code you MUST also click on the blue box '30 Hours Free Childcare' below it.



runding Details		Attendance Days	
Start Date*	01-Nov-2021	Attends Monday	● Yes ○ No
ind Date*	17-Dec-2021	Attends Tuesday	● Yes ○ No
	Default Term Dates	Attends Wednesday	● Yes ○ No
		Attends Thursday	● Yes ○ No
Veeks Attended in Term*	0.00	Attends Friday	● Yes ○ No
Present during Census		Attends Saturday	○ Yes ○ No
Attends Two Days or More		Attends Sunday	○ Yes ○ No
Nominated for DAF*	O Yes 🖲 No		
Universal Funded Hours per We		Non-Funded Hours per We	
Jniversal Hours*	0.00	Non-Funded Hours*	0.00
Extended Funded Hours per We	eek	if this child attends anothe	e <mark>r setting as</mark> well as yours, be sure to enter the
xtended Hours	0.00	hours as per what has been a	greed with the child's parent/carer
80H Eligibility Code			
	30 Hours Free Childcare	Maximum Values Allowed:	
	So mours mee ennideare	Number of Weeks: 14.00	
ligible for 30H		Universal Weekly Hours: 15	
		Universal Termly Hours: 210 Universal Yearly Hours: 570	
Total Funded Hours per Week	0.00		
		Extended Weekly Hours: 15	
Total Funded Hours per Week Total Funded:	0.00	Extended Termly Hours: 210	

Documents tab:

If you have ticked **Yes** for **Nominated for DAF**, you will need to add the supporting DLA Award letter to the **Document** tab.

This should also be used to add supporting information for an EYPP claim that is not for economic reasons e.g. Adoption Birth Certificate

Name: Michael George DOB: 25-Dec-2017		
Summary Child Details Parent / Carer Details Funding Details Documents	Pending Adjustment Notes	
Supporting Documents		
Please upload any documents which support this term.		
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.		
		Upload a
Description*	File Name	file
No Documents Uploaded		
Save Cancel *denotes mandatory fields		

Pending Adjustment tab:



Summary	Child Details	Parent / Carer Details	Funding Details	Documents	Pending Adjustment	Notes			
	The num Example: Number Number Number To add h	e total number of ho ber of funded weeks : of weekly hours to a of weeks from the a of Hours to enter 15 ours select More Ho ve hours select Less I	dd/deduct = 15 djustment start x 6 = 90 urs	nd term date	es are found on the	Home page.	g).		
Numbe	sal Pending A r of Hours (500 character	· · ·			Number	d Pending Adju of Hours 500 characters)	stment	•	
Univers	ium Values Al sal Termly Hou sal Yearly Hour	irs: 210.00			Extende	um Values Allow d Termly Hours: 2 d Yearly Hours: 5	210.00		
Save	Cancel	*denotes ma	ndatory fields						

Following the instructions in the Blue box:

?	Enter the total number of hours to be adjusted (weekly hours x number of weeks remaining).
	The number of funded weeks for the term and term dates are found on the Home page.
	Example: Number of weekly hours to add/deduct = 15 Number of weeks from the adjustment start date to the end of the term = 6 Number of Hours to enter 15 x 6 = 90
	To add hours select More Hours To remove hours select Less Hours

- Enter the hours that you want to claim for the term in the **Universal Pending** Adjustment boxes
- If Extended hours are to entered using the 30 hour code enter the details in the **Extended Pending Adjustment** boxes

How to calculate the number of hours to enter:

Number of Hours = number of weeks you are claiming for, multiplied by the number of hours the child is attending per week.

Enter the total in the second box:

Example:

If a child was missed off the Headcount:



Mulitiply the number hours you are claiming per week e.g 15 hours by the number of weeks attending in that term, e.g. 14 weeks (Autumn term)

15 hours x 14 weeks = 210 hours to enter for the term.

Note: The total hours must be entered NOT the weekly hours

• When hours are to be added, select the **More Hours** from the drop down box:

Universal Pending Adju	stment		
Number of Hours	More Hours	210	\Rightarrow
Reason (500 characters)			

• Complete the **Reason** box.

Reason Box

The Reason Box MUST be fully completed with:

- The reason for the adjustment, refer to page2 or Section 2.6 of the Guidance and Requirement of Funding for the permitted adjustments reasons
- How the hours were calculated:

Summary Child Details Parent / Carer Details Funding Details Documents Pending Adjustment Notes

The number of funded weeks for the term and term dates Example: Number of weekly hours to add/deduct = 15 Number of weeks from the adjustment start date to the er Number of Hours to enter 15 x 6 = 90 To add hours select More Hours To remove hours select Less Hours	
Jniversal Pending Adjustment	Extended Pending Adjustment
lumber of Hours More Hours ♥ 210	Number of Hours
eason (500 characters)	Reason (500 characters)
Child missed off the Headcount attending 15 hours per week for the 14 weeks of term 15 x 14 = 210 hours added	
Maximum Values Allowed: Jniversal Termly Hours: 210.00 Jniversal Yearly Hours: 570.00	Maximum Values Allowed: Extended Termly Hours: 210.00 Extended Yearly Hours: 570.00

NOTE: If the reason box is not completed, it will not allow the adjustment to be saved:

The following errors messages will be shown



If the Reason box has not been completed with a permitted Adjustment as listed on page 2 or from section2 .6 of the Guidance and Requirements of Funding, your adjustment claim may be rejected. **Refer to the section on Rejected Claims on page 16 below.**

Click on Save:

When everything has been completed select the **Save** box and it will be-return to the first page



The Status of the child added will show as New Unsubmitted Claim:

Home Forms Funding Summary Estimates Actuals Adju	· · · · · ·						
To add a new child, click	n the child's name highlighted c on the add child box below ar ave been added, you must click	id complete all	the details in e	very tab and click save	е.	splayed.	
Submit Adjustments: 202 Add Child Send Claim		- 3 % 4 Yes	ar Olds 3 C	HANGE 🥠			
Status	Child	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
0 🤊 New, Unsubmitted Child	George, Michael (25-Dec-2017)	105.00	0.00	105.00	0.00	£435.75	
	Hope, Holly (02-Feb-2018)	0.00	0.00	210.00	0.00	£871.50	
	Star, Sally (03-Mar-2018)	0.00	0.00	210.00	42.00	£1045.80	
	Wicks, Joe (05-Nov-2017)	0.00	0.00	168.00	0.00	£697.20	
Add Child Send Claim	ı						
© 2021 Servelec Synergy Ltd						FIS Provider Portal - Part	of the Synergy FIS ?

How to Change an Existing Claim

This process is used for incorrect hours added at Headcount or a change to the hours claimed after Headcount:

Example: Increased hours after Headcount (Autumn Term 14 weeks)

A claim has been added for a child at Headcount for 12 hours per week, 168 hours for the term (12×14 weeks = 168 hours).

The claim needs to be changed to 15 hours per week after the Headcount as the parent has changed their working patterns

• Select the child from the list and double click on their name

Wicks, Joe (05-Nov-2017)	0.00	0.00	168.00	0.00	£697.20



It will automatically go to the Pending Adjustment tab

• Select the **Funding Details** tab to check the details of the Headcount claim first, before entering the adjustment. The hours cannot be changed here as they are 'greyed out':

Funding Details		Attendance Days	
Start Date*	02-Sep-2021	Attends Monday	🔿 Yes 💿 No
End Date*	17-Dec-2021	Attends Tuesday	🔿 Yes 💿 No
	Default Term Dates	Attends Wednesday	🔿 Yes 💿 No
		Attends Thursday	🔿 Yes 💿 No
Weeks Attended in Term*	14.00	Attends Friday	🔿 Yes 💿 No
Present during Census		Attends Saturday	🔿 Yes 🔍 No
Attends Two Days or More	lõ	Attends Sunday	🔿 Yes 🔍 No
Nominated for DAF*	○ Yes ● No		
Universal Funded Hours per	Week	Non-Funded Hours per Wee	ek
Universal Hours*	2.00	Non-Funded Hours*	0.00
Extended Funded Hours per	Week		er setting as well as yours, be sure to enter the
Extended Hours*	0.00	hours as per what has been a	greed with the child's parent/carer
30H Eligibility Code			
	30 Hours Free Childca	Maximum Values Allowed:	
	So Hours Tree Childca	Number of Weeks: 14.00	
Eligible for 30H		Universal Weekly Hours: 15.0	0
Total Funded Hours per Wee	ak	Universal Termly Hours: 210.0	00
Total Funded Hours per wee	12.00	Universal Yearly Hours: 570.0	U
iotari anaca.	12.00	Extended Weekly Hours: 15.0	
		Extended Termly Hours: 210. Extended Yearly Hours: 570.0	

Note: If you are adding new **Extended hours** to the claim, you would need to select the **Parent Carer** tab and enter the parent's details

Summary Estimates Actuals Aujustments	Eligibility Checker		
Name: Joe Wicks DOB: 05-Nov-	-2017		
Summary Child Petails Parent / Carer Details	alls Funding Details Documents Per	nding Adjustment Notes	
Entering Parent/Carer details enable extended hours.	is us to check whether the child is elig	ible for Early Years Pupil Premium (EYPP) fi	unding, and whether the child is eligible for
	all records that have given their permis elected as per the usage of the details		the additional funding. Please also ensure
Details are optional but if entered th	hen at least Forename, Surname and N	II or NASS Number must be filled in.	
Parent / Carer Details		Partner Details	
Forename		Forename	
Surname		Surname	
		DOB	
DOB			
DOB NI or NASS Number		□ NI or □ NASS Number	
	EYPP 30H	☐ NI or ☐ NASS Number Tick to give consent to Eligibility Checking for	С ЕУРР С ЗОН

and

then click on the **Funding Details** tab and enter the 30 hour code details, remembering to click on the **30 Hours Free Childcare** box **before** entering the hours on the **Pending Adjustment** tab



Funding Details		Attendance Days	
Start Date*	02-Sep-2021	Attends Monday	🔿 Yes 🖲 No
End Date*	17-Dec-2021	Attends Tuesday	🔿 Yes 💿 No
	Default Term Date	Attends Wednesday	🔿 Yes 🖲 No
	Default Term Date	Attends Thursday	🔿 Yes 🖲 No
Weeks Attended in Term*	14.00	Attends Friday	🔿 Yes 🖲 No
Present during Census		Attends Saturday	🔿 Yes 🖲 No
Attends Two Days or More		Attends Sunday	🔿 Yes 🖲 No
Nominated for DAF*	O Yes 🖲 No		
Universal Funded Hours per W	eek	Non-Funded Hours per Wee	ek
Universal Hours*	12.00	Non-Funded Hours*	0.00
Extended Funded Hours per W	leek		er setting as well as yours, be sure to enter t
Extended Hours*	0.00	hours as per what has been a	greed with the child's parent/carer
extended Hours			
30H Eligibility Code			
	20 Hours Ereo Childe	Maximum Values Allowed:	
30H Eligibility Code	30 Hours Free Childo	Care Maximum Values Allowed: Number of Weeks: 14.00	
	30 Hours Free Childo	Number of Weeks: 14.00	0
30H Eligibility Code		Number of Weeks: 14.00 Universal Weekly Hours: 15.0 Universal Termly Hours: 210.0	00
20H Eligibility Code		Number of Weeks: 14.00 Universal Weekly Hours: 15.0	00
30H Eligibility Code		Number of Weeks: 14.00 Universal Weekly Hours: 15.0 Universal Termly Hours: 210.0	00 0

• Select Pending Adjustment tab

Name: Joe Wicks DOB: 05-Nov-2017	
Summary Child Details Parent / Carer Details Funding Details Documents Pen	ding Adjustment tes
Enter the total number of hours to be adjusted (weekly hours The number of funded weeks for the term and term dates are Example:	
Number of weekly hours to add/deduct = 15 Number of weeks from the adjustment start date to the end Number of Hours to enter 15 x 6 = 90 To add hours select More Hours To remove hours select Less Hours	of the term = 6
Universal Pending Adjustment	Extended Pending Adjustment
Number of Hours	Number of Hours
Maximum Values Allowed:	Maximum Values Allowed:
Universal Termly Hours: 210.00 Universal Yearly Hours: 570.00	Extended Termly Hours: 210.00 Extended Yearly Hours: 570.00
Save Cancel *denotes mandatory fields	

• Enter the total number of hours the adjustment is for:

Example: this is an increase of 3 hours per week for 7 weeks - the remaining number of weeks in the term from the start date of the change (not including school holidays).

3 hours x 7 weeks = 21 hours

- Select More Hours from the drop down box
- Enter the total hours to claim



• Enter the reason

Enter the total number of hours to be adjusted (weekly hours	x number of weeks remaining).
The number of funded weeks for the term and term dates are	found on the Home page.
Example: Number of weekly hours to add/deduct = 15	
Number of Weeks from the adjustment start date to the end of Number of Hours to enter 15 x 6 = 90	of the term = 6
To add hours select More Hours To remove hours select Less Hours	
versal Rending Adjustment	Extended Pending Adjustment
iber of Hours More Hours V	Number of Hours
on (500 characters) ease of hours following a change to parent's work pattern	Reason (500 characters)
dditional hours per week from 1.11.2021, 7 weeks = 21 hours	
2	
	Maximum Values Allowed:
kimum Values Allowed:	Extended Termly Hours: 210.00
kimum Values Allowed: versal Termly Hours: 210.00 versal Yearly Hours: 570.00	Extended Yearly Hours: 570.00

Reducing Hours for an Overclaim

If the adjustment is being added because of an overclaim of hours i.e. too many hours per week had been added at Headcount in error:

Example:

The claim should have been for 9 hours per week and not for the 12 hours entered

Overclaim of 3 hours per week for 14 weeks

3 hours x 14 weeks = 42 hours

- Double click on the child's name
- The Pending Adjustment tab will automatically be selected
- View the details entered on the Funding Details tab, see page 11 above
- Return to the Pending Adjustments tab
- Select Less Hours
- Enter the total overclaim of hours for the term
- Enter the Reason



Name: Joe Wicks DOB: 05-Nov-2017

iummary Child Details Parent / Carer Details Funding Details Documents Pe Image: Child Details Enter the total number of hours to be adjusted (weekly hours The number of funded weeks for the term and term dates an Example: Number of weekly hours to add/deduct = 15 Number of weeks from the adjustment start date to the end Number of Hours to enter 15 x 6 = 90 To add hours select More Hours To remove hours select Less Hours	re found on the Home page.
Universal Pending Adjustment Humber of Hours Reason (50) characters) Mesurect hours added at Headcount, should be 9 hours per week Overclaim of 3 hours per week x 14 weeks = 42 hours	Extended Pending Adjustment Number of Hours Reason (500 characters)
Maximum Values Allowed:	Maximum Values Allowed:
Universal Termly Hours: 210.00 Universal Yearly Hours: 570.00	Extended Termly Hours: 210.00 Extended Yearly Hours: 570.00
*denotes mandatory fields	

Note: You <u>do not</u> need to enter an adjustment if the hours are decreasing after Headcount. Hours are paid for the whole term based on the child's attendance at Headcount.

- When the Adjustment has been fully completed, click on **Save**
- It will automatically return to the first page.



The adjustments entered will show as **Unsubmitted Claim**:

To add a new child, click	n the child's name highlighted c on the add child box below a ave been added, you must clic	nd complete all	the details in e	very tab and click save	.	splayed.	
ubmit Adjustments: 202		1 - 3 & 4 Ye	ar Olds 3 Cl	HANGE 🔱			
Status	Child	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
New, Unsubmitted Child	George, Michael (25-Dec-2017)	105.00	0.00	105.00	0.00	£435.75	
	Hope, Holly (02-Feb-2018)	0.00	0.00	210.00	0.00	£871.50	
	Star, Sally (03-Mar-2018)	0.00	0.00	210.00	42.00	£1045.80	
Add Child Send Claim	Wicks, Joe (05-Nov-2017)	21.00	0.00	189.00	0.00	£784.35	

 The green confirmation box will appear, the Status of the Adjustments will change to Awaiting LA Download

mary Estimates Actuals Adj i	ustments Eligibility (.hecker						
Submission Successful	1							
To change hours, click o	the child's name h	ighlighted in	blue and en	tor the datails	on the pending adjust	monte tab		
To add a new child, clic								
When all adjustments h							in law ad	
when all adjustments n	ave been added, you	I MUST CIICK OI	n the send ci	aim box. If suc	cessrui, a green tick	confirmation will be d	ispiayed.	
mit Adjustments: 202	21/2022 Autum	an Torm -	3 81 A Vo	ar Olde 3 (
mit Adjustments: 20	21/2022 Autum	in ierm -	5 0C 4 Te					
ot Paid - Total: £1747.95								
ot Paid - Total: £1747.95								
ot Paid - Total: £1747.95 d Child Send Claim								
	1							
	Child	Ur	niversal		Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
d Child Send Claim	Child	Ur Ac Michael	niversal	Extended			Amount for Term	Eligibility Status
d Child Send Claim	Child	Michael 2017)	niversal dj Hours	Extended Adj Hours	(inc Adj)	(inc Adj)	Amount for Term (inc Adj)	Eligibility Status
d Child Send Claim	Child George, (25-Dec- Hope, H	Michael -2017) lolly 2018) ly	niversal dj Hours 0.00	Extended Adj Hours 0.00	(inc Adj) 105.00	(inc Adj) 0.00	Amount for Term (inc Adj) £435.75	Eligibility Status
d Child Send Claim	Child George, (25-Dec- Hope, H (02-Feb- Star, Sal	Michael 2017) lolly 2018) ly -2018) aylor	niversal dj Hours 0.00 0.00	Extended Adj Hours 0.00 0.00	(inc Adj) 105.00 168.00	(inc Adj) 0.00 0.00	Amount for Term (inc Adj) £435.75 £1312.20	Eligibility Status

The number of hours will show in the **Pending Adjustment** columns and the adjustment amount will show as **Not Paid**:



OFFICIAL

Submission Successful							
To add a new child, click or	he child's name highlighted in n the add child box below and e been added, you must click o	complete all the	details in every	ab and click say	re.	isplayed.	
ubmit Adjustments: 2021	/2022 Autumn Term	- 3 & 4 Year C	DIds 3 CHANG	GE 🥠			
Not Paid - Total: £1747.95							
Add Child Send Claim							
Status	Child U		ding nded Unive Hours (inc A	rsal Hours dj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	George, Michael (25-Dec-2017)	0.00	0.00	105.00	0.00	£435.75	
	Hope, Holly (02-Feb-2018)	0.00	0.00	168.00	0.00	£1312.20	
	(02-160-2010)						
	Star, Sally (03-Mar-2018)	0.00	0.00	210.00	42.00	£1045.80	
	Star, Sally	0.00	0.00	210.00	42.00	£1045.80 £871.50	

When the Funding Office has accepted the Adjustments, the **Status** column will be blank:

Not Paid - Total: £1	835.10							
dd Child Se	nd Claim							
Status		Chika	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
		George, Michael (25-Dec-2017)	0.00	0.00	105.00	0.00	£435.75	
		Hope, Holly (02-Feb-2018)	0.00	0.00	168.00	0.00	£1312.20	
		Star, Sally (03-Mar-2018)	0.00	0.00	210.00	42.00	£1045.80	
		Swift, Taylor (05-Aug-2018)	0.00	0.00	210.00	0.00	£871.50	
		Wicks, Joe (05-Nov-2017)	0.00	0.00	189.00	0.00	£784.35	

Rejected Claims

If an adjustment claim cannot be accepted by the funding office because:

- The reason was not entered
- It does not meet the permitted reason criteria
- The adjustment exceeds the maximum hours available for the term due to another claim being made for the child
- The claim has not been calculated correctly

The adjustment claim will be **rejected**.

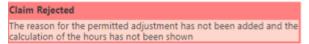


It is recommended that you check your adjustment claims on or before the submission deadline date to verify that your adjustment has been accepted.

If a claim has been rejected and exclamation mark will show next to the child's name and 'Claim Rejected':



The reason for the rejection will be stated in the child's Summary tab.



If possible the rejected adjustment will need to be corrected, then Save and Send the claim again.

EXAMPLE

Universal Pending Adjustment Extended Pending Adjustment Number of Hours More Hours In 0.00 Reason (500 characters) Reason (500 characters)	The num Example Number Number Number To add h	e total number of ho ber of funded week : of weekly hours to a	urs to be adjusted (wee s for the term and term add/deduct = 15 djustment start date to 5 x 6 = 90 urs	kly hours x number of dates are found on the	e Home page.	ı).	
	Number of Hours Reason (500 characte	More Hours ¥	10.00	Number	of Hours		
Maximum Values Allowed: Maximum Values Allowed:	Maximum Values A	llowed:		Maxim	um Values Allowe	ed:	
Universal Termly Hours: 165.00 Universal Yearly Hours: 570.00 Extended Yearly Hours: 570.00							

In the example above, the permitted reason for the adjustment and the calculation have not been entered in the Reason box.

The claim has been rejected by the Funding Office, it will show in the list of children as 'Claim Rejected'



		Status	Child	Pending Universal Adj Hours	Pending Extended Adj Hours		Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status	
			Bank, Mark (22-Mar-2018)	0.00	0.00	165.00	0.00	£1387.20		Ø
0	っ	Claim Rejected	John, Smythe (05-Sep-2018)	10.00	0.00	157.00	0.00	£651.55		

Select the child by clicking on the name.

The reason for the rejection will show on the Summary page

Summary Child Details Parent / Care	r Details Funding Details Documen	ts Pending Adjustment Notes
Term Start Date Term End Date	04-Jan-2022	Universal Funding
No of weeks attended	08-Apr-2022 11.00	Funded Hours Per Week
Nominated for DAF	No	Funded Hours for Term
Provider Total Rate	£4.15	Funding Amount @ Provider Rate
Claim Rejected		Child Weightings
		Totals
		Totals Funded Hours Per Week
		Funded Hours Per Week Funded Hours for Term
		Funded Hours Per Week Funded Hours for Term Total Funding (excl. Adj)
		Funded Hours Per Week Funded Hours for Term
		Funded Hours Per Week Funded Hours for Term Total Funding (excl. Adj) Total amount from Adjustments
		Funded Hours Per Week Funded Hours for Term Total Funding (excl. Adj) Total amount from Adjustments Total amount from Pending Adjustmen

Update the claim with the required information and re-send the claim.

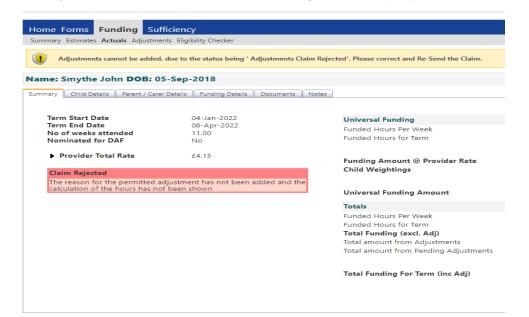


mary Child Details Parent / Carer Details Fundi	ing Details Documents Pen	ding Adjustment Notes		
Enter the total number of hours to The number of funded weeks for th Example: Number of weekly hours to add/de Number of weekly hours to add/de Number of Hours to enter 15 x 6 = To add hours select More Hours To remove hours select More Hours	he term and term dates are educt = 15 nent start date to the end o 90	e found on the Home page.).	
Universal Pending Adjustment		Extended Pending Adjust	tment	
Number of Hours More Hours V	10.00	Number of Hours	~	
Reason (500 characters)		Reason (500 characters)		
More hours added 5 weeks x 2 hours				
and the second				
Change in parent's working schedule				
Change in parent's working schedule				

If the claim is not updated a red circle with an exclamation mark will also show next to the child's name in the **Actuals** list:

Home	e Forms	Funding	Sufficiency			
Summa	ary Estimates	Actuals Adju	istments Eligibility Checke	r		
View	Actuals: 2	2021/2022	Spring Term - 3 &	: 4 Year Olds 3 C	HANGE	
	Child		Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weighting
	Bank, Mark (22-Mar-201		165.00	0.00	£1387.20	EYPP
0	John, Smyt (05-Sep-201		157.00	0.00	£651.55	
	Light, Lucy		110.00	0.00	CE14.00	DE

When you click on the child's name a message will be displayed:





Paid Adjustments

After the Funding Office has made the Adjustment payment it will show as **Paid as Adjustments**:

					0	
Submit	Adjustme	ts: 2021/202	22 Autumn 1	Term - 3 & 4	Year Olds 3 C	HANGE 🚯
▶ Paid a	s Adjustment	- Total: £1835.1	0			
			1			

Paid or Not Paid bar

By clicking in the **Paid or Not Paid as Adjustments** bar it will show a breakdown of the Adjustments made:

		- 10tali 21747155, Fai	d Date: 09-Dec-2021								
Туре	Date Added	Child Name	Date of Birth	No. of Hours	Override Rate per Hour	Total Child Weighting Amount	Total Amount @ Provider Rate	Amoun	t Reason		
Child	01-Dec-2021	Swift Taylor	05-Aug-2018	210.00		£0.00) £871.50	£871.5	Missed off headcou attending 15 hours weeks, 210 funded I		or 14 ested
Child	01-Dec-2021	George Michael	25-Dec-2017	105.00		£0.00	£435.75	£435.7	5 New starter, new to	funding.	/
Child	02-Dec-2 021	Hope Holly	02-Feb-2018	-42.00		£0.00) (£174.30)	(£174.30	Incorrect hours enter Headcount claim 15 but the claim chould 12 hours difference week x 14 weeks = 4 overclaimed	beers clair d have beer of 3 hours	n for
Child	01-Dec-2021	Hope Holly	02-Feb-2018					£615.0	0 System generated a [DAF].	djustment	for
Not P	aid - Total: £8	7.15									
Type	Date Added	Child Name	Date of Birt	No. o			otal Child		Total Amount @	Amount	Reason
Туре	Date Added	Child Name	Date of Birt	h No. o Hour			otal Child Veighting Am		Total Amount @ Provider Rate	Amount	R
Child	09-Dec-2021	Wicks Joe	05-Nov-2017	7	21.00			£0.00	£87.15	£87.15	Increa: hours

Updating Existing Funding records for DAF and EYPP

DAF (Disability Access Fund)

If you have a child who is in receipt of DLA, Disability Living Allowance, you should be claiming **DAF** for them.

DAF will be paid where the **Nominated for DAF** button is ticked Yes **AND** when evidence of entitlement, in the form of a DLA award letter, has been sent to the Funding Office.

The evidence must be sent using the **Documents** tab. If this was missed from the Headcount or the child is newly eligible it should be added to the Adjustments:

• Select the child from your list by double clicking on their name:

Hope, Holly (02-Feb-2018)	0.00	0.00	210.00	0.00	£871.50



- You will automatically be taken to the Pending Adjustment tab-
- You will **not** need to add anything to this tab unless changes are also being made to the funded hours
- Select the Funding Details tab
- Click on the Yes button for Nominated for DAF

nary Estimates Actuals Adjustmen	is engineering encerter		
e: Holly Hope DOB: 02-F	eb-2018		
nary Child Details Parent / Carer I	Details Funding Details Documents	Pending Adjustment Notes	
Funding Details		Attendance Days	
Start Date*	02-Sep-2021	Attends Monday	🔿 Yes 💿 No
End Date*	17-Dec-2021	Attends Tuesday	🔿 Yes 💿 No
		Attends Wednesday	O Yes
	Default Term Dates	Attends Thursday	O Yes No
Weeks Attended in Term*	14.00	Attends Friday	O Yes No
Present during Census		Attends Saturday	🔿 Yes 🖲 No
incount gaining benous			
Attends Two Dave on Mana		Attends Sunday	🔿 Yes 🔍 No
Attends Two Days or More		Attends Sunday	🔾 Yes 🔍 No
Attends Two Days or More Nominated for DAF*	Yes O No	Attends Sunday	O Yes 🖲 No
	Yes O No	Attends Sunday Non-Funded Hours per Wee	
Nominated for DAF*	Yes O No		
Nominated for DAF*	Yes No Is.00	Non-Funded Hours per Wee	ek
Dominated for DAF* Universal <u>Funded Hours per W</u> Universal Hours* Extended Funded Hours per W	Yes No Is.00	Non-Funded Hours per Wee Non-Funded Hours*	sk (0.00
Dominated for DAF* Universal <u>Funded Hours per W</u> Universal Hours* Extended Funded Hours per W Extended Hours*	Yes O No 15.00	Non-Funded Hours per Wee Non-Funded Hours*	ek 0.00 er setting as well as yours, be sure to enter the
Dominated for DAF* Universal <u>Funded Hours per W</u> Universal Hours* Extended Funded Hours per W Extended Hours*	Yes No No 15.00	Non-Funded Hours per Wee Non-Funded Hours*	ek 0.00 er setting as well as yours, be sure to enter the
Dominated for DAF* Universal Funded Hours per W Universal Hours* Extended Funded Hours per W Extended Hours* 30H Eligibility Code	Yes O No 15.00	Non-Funded Hours per Wee Non-Funded Hours*	ek 0.00 er setting as well as yours, be sure to enter the
Dominated for DAF* Universal Funded Hours per W Universal Hours* Extended Funded Hours per W Extended Hours* 30H Eligibility Code	Yes No No 15.00	Non-Funded Hours per Wee Non-Funded Hours* if this child attends anothe hours as per what has been as Maximum Values Allowed: Number of Weeks: 14.00	ek 0.00 er setting as well as yours, be sure to enter the
Dominated for DAF* Universal Funded Hours per W Universal Hours* Extended Funded Hours per W Extended Hours* 30H Eligibility Code Eligible for 30H	Yes No No 15.00	Non-Funded Hours per Wee Non-Funded Hours* if this child attends another hours as per what has been as Maximum Values Allowed: Number of Weeks: 14.00 Universal Weekly Hours: 15 Universal Weekly Hours: 210	ek 0.00 er setting as well as yours, be sure to enter the
Dominated for DAF* Universal Hours* Extended Funded Hours per W Extended Hours* 30H Eligibility Code Eligible for 30H Total Funded Hours per Week	Yes No 15.00 /eek	Non-Funded Hours per Wee Non-Funded Hours* if this child attends anothe hours as per what has been a Maximum Values Allowed: Number of Weeks: 14.00 Universal Weekly Hours: 15	ek 0.00 er setting as well as yours, be sure to enter the
Dominated for DAF* Universal Funded Hours per W Universal Hours* Extended Funded Hours per W Extended Hours* 30H Eligibility Code Eligible for 30H	Yes No No 15.00	Non-Funded Hours per Wee Non-Funded Hours* if this child attends another hours as per what has been as Maximum Values Allowed: Number of Weeks: 14.00 Universal Weekly Hours: 15 Universal Weekly Hours: 210	ek 0.00 er setting as well as yours, be sure to enter the

Select the **Documents** tab:

Upload a copy of the DLA award letter

Home Forms Funding Sufficiency		
Summary Estimates Actuals Adjustments Eligibility Checker		
Name: Holly Hope DOB: 02-Feb-2018		
Summary Child Details Parent / Carer Details Funding Details Documents	ending Adjustment 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 M8.		
Description*	File Name	Upload a file
DLA Award letter	DAF.docx	Delete
*denotes mandatory fields		
© 2021 Servelec Synergy Ltd		FIS Provider Portal - Part of the Synergy FIS Suite



Select the Notes Tab

Enter a note, example below:

Home Forms Funding Sufficiency Summary Estimates Actuals Adjustments Eligibility Checker							
Name: Holly Hope DOB: 02-Feb-2018 Summary Child Details Parent / Carer Details Funding Details Documents	Pending Adjustment Notes						
Add a new note	Notes History						
Eligible for DAF, DLA award letter added	No Historical Notes						

*denotes mandatory fields

Click on Save

Save

The child will have the Status of Unsubmitted Claim and a paperclip symbol will show.

Continue with adding further adjustment process as shown on pages 15 -17.

Once the DAF claim has been accepted by the LA the DAF payment of £615 will show in the **Total funding amount for Term (inc Adj)**_____

Status	Child	Pending Universal Adj Hours		Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
New, Unsubmitted Child	George, Michael (25-Dec-2017)	105.00	0.00	105.00	0.00	£435.75	
 Unsubmitted Claim 	Hope, Holly (02-Feb-2018)	0.00	0.00	210.00	0.00	£871.50	
	Star, Sally (03-Mar-2018)	0.00	0.00	210.00	42.00	£1045.80	
 Unsubmitted Claim 	Wicks, Joe (05-Nov-2017)	21.00	0.00	189.00	0.00	£784.35	

© 2021 Servelec Synergy Ltd

FIS Provider Portal - Part of the Synergy FIS Suite



EYPP

EYPP not added at Headcount

If EYPP was not added at Headcount, providers will need to add this as an adjustment by using the process below:

- Select the child double click on the name
- Select the Parent/Carer Details tab
- Complete all details
- Tick to give consent to Eligibility Check by ticking the EYPP box
- Add a note to the **Notes** tab
- Select Save

Home Forms Funding Sufficie	ency			
Summary Estimates Actuals Adjustments	Eligibility Checker			
Child Details Parent / Carer Details Fundir	g Details Documents Pending Adjustm	ent Notes		
Entering Parent/Carer details enable extended hours.	es us to check whether the child is eligi	ible for Early Years Pupil Premium (EYPP) fo	unding, and wheth	er the child is eligible for
	all records that have given their permis elected as per the usage of the details	sion to do so, as this ensures you receive	the additional fund	ling. Please also ensure
Details are optional but if entered t	hen at least Forename, Surname and N	II or NASS Number must be filled in.		
Parent / Carer Details		Partner Details		
Forename	Martha	Forename		
Surname	Ball	Surname		
DOB	14-Dec-2001	DOB		
🗹 NI or 🛛 NASS Number	AB123456	□ NI or □ NASS Number		
Tick to give consent to Eligibility Checking for	🗹 ЕҮРР 🗆 ЗОН	Tick to give consent to Eligibility Checking for	EYPP	🗆 зон
Save Cancel *denote	s mandatory fields			

The EYPP adjustment will show as an Unsubmitted Claim until it has been accepted by the Funding Office.

If EYPP is added as an Adjustment, it will show in the Weightings column in the Adjustments breakdown by clicking the **Adjustments Paid or Not Paid** bar, see page 17.

EYPP claimed at Headcount but not added:

If you were expecting EYPP to have been added at the Headcount but it is **not** showing in the Weightings column in your Actuals, follow the process above and include the following:

- Make sure that the Parent/Carer details have been entered correctly
- Make sure the Eligibility Checking for EYPP box has been ticked

If these are fully completed or the claim is for the non-economic reasons:

- Child is Adopted from care
- Child has left care on a SGO or
- Child Arrangement Order

evidence of their entitlement **must** be attached to the **Documents** tab and a note added to the **Notes** tab

- Select Save when all tabs have been completed.
- Select Send Claim when all adjustments have been made.



• The changes will show as **Awaiting LA Download** as previously described. Check the Summary tab:

The child's **Summary** tab will show the funding paid for the child for the term. It will also show the amount paid as an Adjustment: \mathbf{k}

me Forms Funding Suf	· · ·		
mary Estimates Actuals Adjustme	nts Eligibility Checker		
ne: Holly Hope DOB: 02-	Feb-2018		
mary Child Details Parent / Care	r Details Funding Details Documents	Pending Adjustment 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 Nominated for DAF	14.00 Yes	Funded Hours for Term	210.00
Nominated for DAF	Yes		
Provider Total Rate	£4.15	Funding Amount @ Provider Rate	£871.50
		Child Weightings	£0.00
		Child Weightings	20.00
		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	£615.00
		Total amount from Pending Adjustments	£0.00
		Total Funding For Term (inc Adj)	£1486.50

2 Year Funding

To enter an Adjustment for 2 year funding:

- Follow the basic process as for 3 & 4 year funding pages 1 to 4
- Select 2 Year Olds from the Funding Type column:

Home Forms Funding Sufficiency Summary Estimates Actuals Adjustments Eligibility Checker						
Adjustments Head Count	Records for 2021/2022 - Autumn Term					
2021/2022		Actuals (Office us	se only)			
Autumn Term	Funding Type	Ready To Process	Processed	Editable		
01-Nov-2021 to 03-Dec-2021	2 Year Olds	~	~			
	3 & 4 Year Olds 3	*	~			

- The list of children will show, the same as the Actuals list:
 - Select one of the 2 options in the same way as entering the Headcount:
 - Add Child
 - o Enter EY Voucher



•

	Home Forms Funding Sufficiency Summary Estimates Actuals Adjustments Eligibility Checker							
¢)	 To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab. To add a new child, click on the add child box below and complete all the details in every tab and click save. When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed. 							
Submi	it Adjustments: 2021/2022	Autumn Term - 2 Year Olds CHAI	NGE 🗘					
Add	Child Enter EY Voucher	Send Claim						
	Status	Child		Pending Universal Adj Hours	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)		
		Russell, Jack (31-Aug-2019)		0.00	210.00	£1144.50		
Add Child Enter EY Voucher Send Claim								
© 2021 Se	© 2021 Servelec Synergy Ltd FIS Provider Portal - Part of the Synergy FIS Suite							

To add a new child missed off the Headcount or starting after the Headcount:

• Select Add Child or Enter EY Voucher

If you select EY Voucher, the following box will pop up to enter the code details:

	EY Claim	
	Please enter a valid Voucher Code, together with the Child's Date of Birth and Surname.	
	Voucher Code*	
	Child Date of Birth*	
	Child Surname*	
Fundi	*denotes mandatory fields	
s Actuals	Submit Cancel	
e hours, d		
new child	, click on the add child box below and complete all the details in every tab and click save.	
adiustraa	nts have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will	be dist

ments: 2021/2022 Autumn Term - 2 Year Olds CHANGE 🤃

The details will pre-populate, the same as when entering the Headcount.

If you do not have a voucher code e.g. if the child has a confirmation letter from a different local authority:

• Select Add Child and enter the details manually



Example:

Home Forms Funding S Summary Estimates Actuals Adjustr Child Details Parent / Carer Details		ment Notes	
Child Details		Address	
Forename*	Davey	Address Line 1*	22
Middle Name		Address Line 2	The Close
Surname*	Jones	Address Line 3	
DOB*	05-Sep-2018	Locality	
Proof of DOB	· · · · · · · · · · · · · · · · · · ·	Town	Warwick
Gender*	🗸 Male 🗌 Female	County	
Preferred Surname		Postcode*	CV34 4UL
Ethnicity*	White - British 🗸		
SEN COP Stage	Education, Health and Care P		
Save Cancel	denotes mandatory fields		

- Select Funding Details tab:
- Complete Funding Details boxes, some boxes will be 'greyed out'

etails Parent / Carer Details Fun	iding Details Documents Pending Adjustn	Notes		
unding Details		Attendance Days		
tart Date*		Attends Monday	○ Yes ○ No	
nd Date*		Attends Tuesday	○ Yes ○ No	
	Default Term Dates	Attends Wednesday	○ Yes ○ No	
		Attends Thursday	○ Yes ○ No	
Veeks Attended in Term*	0.00	Attends Friday	○ Yes ○ No	
resent during Census		Attends Saturday	○ Yes ○ No	
attends Two Days or More		Attends Sunday	○ Yes ○ No	
Jniversal Funded Hours per W	eek	Non-Funded Hours per We	ek	
Iniversal Hours*	0.00	Non-Funded Hours*	0.00	
			er setting as well as yours, be sure to e greed with the child's parent/carer	nter th

• Enter the date the child started:



ce Days		
onday	● Yes ○ No	
esday	● Yes ○ No	
ednesday	● Yes ○ No	
ursday	● Yes ○ No	
iday	● Yes ○ No	
turday	○ Yes ○ No	
inday	○ Yes ○ No	
led Hours per Wee	ek	
ed Hours*	0.00	
er what has been a <u>c</u> 1 Values Allowed: f Weeks: 14.00 Weekly Hours: 15 Termly Hours: 210	r setting as well as yours, be sur greed with the child's parent/car	
f Week Weekly Termly	s: 14.00 Hours: 15	s: 14.00 Hours: 15 Hours: 210

- Select **Documents** tab if the child has been issued with an eligibility confirmation letter or email from another local authority
- Upload the file with the supporting information

	Organisation: Tribal Test Provider: Tribal Test (Day Nursery) 🗸	
Home Forms Funding Sufficiency Summary Estimates Actuals Adjustments Eligibility Checker		
Child Details Parent / Carer Details Funding Details Docur Supporting Documents Please upload any documents which support this term Please enter a Description to clarify what the file conta 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	;	
© 2021 Servelec Syneray Ltd		FIS Provider Portal - Part of the Syneray FIS Suit

- Select Pending Adjustments tab:
- Enter the details using the process in pages 7 to 9



Child Details Parent / Carer Details Funding Details Documents Pending Adjustment Notes
 Enter the total number of hours to be adjusted (weekly hours x number of weeks remaining). The number of funded weeks for the term and term dates are found on the Home page. Example: Number of weekly hours to add/deduct = 15 Number of weeks from the adjustment start date to the end of the term = 6 Number of Hours to enter 15 x 6 = 90 To add hours select More Hours To remove hours select Less Hours
Universal Pending Adjustment Number of Hours Reason (500 characters) Reason (500 characters) Maximum Values Allowed: Universal Termly Hours: 210.00 Universal Yearly Hours: 570.00
Save Cancel *denotes mandatory fields

• Enter the hours and the **Reason**:

	al Pending Adj			
Number (of Hours	More Hours 🗸	90	
Reason (5	500 characters)			
Late star	rter new to fun	ding		
6 weeks	funding reques	sted to end of term for 1	15 hours	
6 x 15 =	90 hours			
Maximu	m Values Alle	wedt		_//
	m Values Allo			
Universa	l Termly Hours:	210		
Universa		210		
Universa	l Termly Hours:	210		
Universa	l Termly Hours:	210		

• Select Save

It will return to the first page and the adjustment added will show as **New, Unsubmitted Claim**



i)	To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab. To add a new child, click on the add child box below and complete all the details in every tab and click save. When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed.							
Subm	nit Adju	stments:	2021/2022	Autumn Term	- 2 Year Olds CHANGE	Ð		
Add	Child	Enter E	Y Voucher	Send Claim				
			Status		Child	Pending Universal Adj Hours	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
D	っ		New, Unsubmitt	ted Child	Jones, Davey (05-Sep-2018)	90.00	90.00	£490.50
					Russell, Jack (31-Aug-2019)	0.00	210.00	£1144.50
Add	Child	Enter E	Y Voucher	Send Claim				

Changes to an existing Claim:

To make a change to a child added at Headcount:

• Click on child's name and it goes straight to the Pending Adjustment tab

Summary Child Details Parent / Carer Details Funding Details Documents	Pending Adjustment Notes							
Enter the total number of hours to be adjusted (weekly hours x number of weeks remaining).								
The number of funded weeks for the term and term dates are found on the Home page.								
Example:								
Number of weekly hours to add/deduct = 15 Number of weeks from the adjustment start date to the	and a fields a dense of f							
Number of Hours to enter 15 x 6 = 90	nd of the term = 6							
To add hours select More Hours								
To remove hours select Less Hours								
Universal Pending Adjustment								
Number of Hours Reason (500 characters)	J							
<i>h</i>								
Maximum Values Allowed:								
Universal Termly Hours: 210.00								
Universal Yearly Hours: 570.00								
Save Cancel *denotes mandatory fields								

- Enter the adjustment as detailed on pages 7 to 16
- Click on Save



Submit Adjustments: 2021/2022 Autumn Term Add Child Enter EY Voucher Send Claim			Send Claim	n - 2 Year Olds CHANGE 🤢			
		Status		Child	Pending Universal Adj Hours	Funded Hours	Total Funding Amount for Term (inc Adj)
0 1	2	New, Unsubmitted	Child	Jones, Davey (05-Sep-2018)	90.00	90.00	£490.50
0	с С	Unsubmitted Claim	ı	Russell, Jack (31-Aug-2019)	-84.00	126.00	£686.70

- The change will show as Unsubmitted Claim
- When all Adjustments have been entered Click on Send Claim
- The Submission Confirmation will be shown:

Home Forms Funding Sufficiency Summary Estimates Actuals Adjustments Eligibility Checker										
\checkmark	Submission Successful									
¢)	 To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab. To add a new child, click on the add child box below and complete all the details in every tab and click save. When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed. 									
Submi	t Adjustme	nts: 2021/2022 Autumn Ter	m - 2 Year Olds CHANGE 🤃							
Add	Add Child Enter EY Voucher Send Claim									
		Status	Child	Pending Universal Adj Hours	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)				
0	0	New, Awaiting LA Download	Jones, Davey (05-Sep-2018)	90.00	90.00	£490.50				
0	っ	Awaiting LA Download	Russell, Jack (31-Aug-2019)	-84.00	126.00	£686.70				
Add Child Enter EY Voucher Send Claim										
© 2021 Se	9 2021 Servelec Synergy Ltd FIS Provider Portal - Part of the Synergy FIS Suit									

- The Status will now show as Awaiting LA Download
- After the LA have accepted the Adjustments, the screen will show:



		Pi	Organisation: Tribal Test rovider: Tribal Test (Day Nursery) 🗸				
	Forms Funding Sufficie	,					
Summai	To add a new child, click on the add	's name highlighted in blue d child box below and comp	and enter the details on the pending adjus plete all the details in every tab and click sa send claim box. If successful, a 'green tick'	ve.	vill be displayed.		
	t Adjustments: 2021/2022 Paid - Total: £32.70	Autumn Term - 2 Y	ear Olds CHANGE 🤢				
Add	Child Enter EY Voucher	Send Claim					
	Status	Child		Pending Universal Adj Hours	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	
		Jones, Davey (05-Sep-2018)		0.00	90.00	£490.50	
		Russell, Jack (31-Aug-2019)		0.00	126.00	£686.70	
Add (Child Enter EY Voucher	Send Claim					
@ 2021 Ca	nuclee Cuncerny I tel				EIC Desuidor De	rtal - Dart of the Curerry P	00 Ciriles

Unsubmitted Claims

- An unsubmitted claim will show if a claim was entered but was **not** submitted before the submission deadline date at the Headcount.
- It will show as a red circle with an exclamation mark:
- Unsubmitted claims will be highlighted on your 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: <i>i</i>
And	
•	next to the Funding Type for that term:

- 🕒 🕘 2 Year Olds
- 🕒 🗧 3 & 4 Year Olds 3
- The child on your Actual list that this relates to will also have the exclamation mark next to their name:

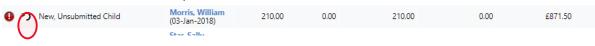




- As the **Adjustment** list is the same as the **Actuals** list, the children will also appear on the Adjustment list with the exclamation mark next to the child's name.
- The unsubmitted claims **cannot** be submitted from the Adjustments tab as the Headcount submission deadline has passed.
- The child must be **deleted** and added again as a **New Child** detailed in pages 4 to 20.

To Delete a child with an unsubmitted claim:

• Hover over the upturned Edit arrow



• The Confirm Delete box will appear and select Yes

Confirm Delete	
d Are you sure you want to delete child: Morris, William	from this headcount record?
d Yes No	

Forms tab

13. 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 Fur	ding Sufficiency	Staff			
	ms View Forms	,				
Fill In Fo	orms					
Please sel	ect a form b	elow to update y	our details:			
• Ear	rly Years Censu	s 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 E	Early Years Census 2021	
	Next Page Sele	ect page: Page one	>>
	Contacts to use to support the com Please read the Guide on Page 3 before compl Funding Officers can be contacted on: 01926 7	oleting this form. The 2, 3 & 4 year Nursery	
	Contact email addresses: eyfunding@warwicks childminderfunding@warwickshire.gov.uk To contact the Ofsted Help team, tel: 0300 12: email: enquiries@Ofsted.gov.uk For Family Inf Service (FIS) tel:01926 742274 or email: FIS@warwickshire.gov.uk	23 1231 or	
	Local Authority Name : Warwickshire Local Authority Number: 937		
	Census collection date: 21/01/202 Complete and submit by 29/01/20		
	Section 1 - Provider Details	s	
	LA Establishment URN: (issued to Provider)		
	OFSTED URN (if applicable):		
	Provider Name:	Tribal Test	
	Postcode:	CV34 4UL	
	Contact numbers provided by Ofsted:		
	Email addresses provided by Ofsted:	synergysupporthelpdesk@ warwickshire.cov.uk	
	If the above details are incorrect we advise yo Extranet team (see contacts above) to update		
M	ain Contact Number(if different from above):		
м	ain Contact Name:		
	Next Page Selec	ect 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 conti	inued
Previous Page Next Page Select page: Page one	∨ >>
Section 2 - General details of prov Note: This relates to ALL children in your care	vision
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
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?	
aged under 3: 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?	
aged under 3: 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

	Start Time		End Time	\frown	Funded Places
~	8	:00		18:00	
~		:00		18.00	 ✓
~	8	:00		18:00	V
~	8	:00		18:00	
~	8	:00		18:00	Z
	× × ×	× (8 × 8 × 8 × 8	 ✓ ✓	 ✓ 8:00 ✓ 8:00 ✓ 8:00 ✓ 8:00 ✓ 8:00 	 ✓ ✓

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

Stall	
(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	

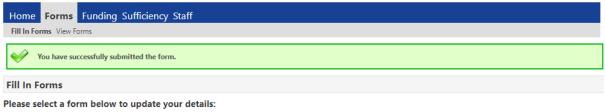
Guide:

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



Pa	ige Select page: Page one V >>]
leas hild OV: ease	prmation about children ie record the normal situation during the week beginning 18 January 2021. If ren are temporarily absent, for example, sick, on holiday or isolating due to D-19 please include them. If the provider was temporarily closed for any n, including temporary closure due to COVID-19, record the situation which	
	d normally have applied during that week.	
	tion 2: General details of provision : This relates to ALL children in your care.	
Sec sec	tion 2A - All types of provider must complete this tion	
	se tick the appropriate box to indicate the type of facility you provide having read the guidance below:	
nurs famil	u are a private or voluntary day nursery, pre-school/playgroup or ary school on the premesis or part of a //combined/integrated centre, please tick in either section 2A hen complete section 2B	
A chi	Idminder may be either independently registered with Ofsted or registered with Idminder agency which is registered with Ofsted.	
Sec	tion 2B - Private or voluntary providers only	
	sion for free early education is categorised / classified as full day care and onal day care. These are defined as:	
Facil conti	day care: ties that provide day care for children under five for a nuous period of 6 hours or more in any day in premises which ot domestic premises.	
Sess Facil conti	ional day care: ties where children under five attend day care each session being less than a nuous period of 6 hours in any day. Times should be added as e.g eight am six pm 18:00	
or nu com	u are a private or voluntary day nursery, pre-school / playgroup rsery school on the premises of or as part of a family / ined / integrated centre, you should have already ticked the ant sections in 2A and 2B.	
Othe defin	r type: this category should only be used when a provider itely does not fit into either of the categories in section 2B. r care: this category should only be used when a provider definitely does not	
fit in	to full day care and sessional day care.	
6		
Infor have unus	tion 2C mation about staff in this survey should relate to those who been present in the week beginning 18th January 2021. If Juai circumstances occur that week (due to COVID-19 or if ises are unavailable), please record usual staffing levels.	
<u>Infor</u> - Tot	m <u>ation is collected on staff qualifications:</u> al number, by headcount, of staff who work with children aged r 5. This total should be equal to the sum of the following 5	
- Nu	mber, by headcount, of staff with a full and relevant level 2 fication who work with children aged under 5	
- Nu quali	mber, by headcount, of staff with a full and relevant level 3 fication** and not in a managerial role who work with children under 5	
quali aged	nber, by headcount, of staff with a full and relevant level 3 fication who are in a managerial role who work with children under 5	
work	mber, by headcount, of staff with qualified teacher status who with children aged under 5 mber, by headcount, of staff with early years professional status	
who - Nu	work with children aged under 5 ber, by headcount, of staff with early years teacher status who with children aged under 5	
exan	aff with graduate level qualifications excluding EYPS, EYTS and QTS (for nple BA Early Childhood Studies, Foundation Degree) should be recorded as I 3 as their qualifications allow them to practice at Level 3 staffing ratios.	
	tion 3: Child level data items	
their recei	level data is required from any setting where one or more of children (aged 2, 3 and 4 years as at 31st December 2020) are ving early years education that is funded by the department via ocal authority.	

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



- 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)

14. How to enter Sufficiency Information (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 <u>time out after 20</u> <u>minutes of inactivity</u>.

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

ome Forms Funding rm Time School Holidays	Sufficiency Stall
Λ	
This information will be collect	ables, indicating the number of places you offer across each age group and the number of vacancies you have for each age group. d during the Summer Term Headcount period. ade 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 <u>eyfunding@warwickshire.gov.uk</u>, they will then amend this.

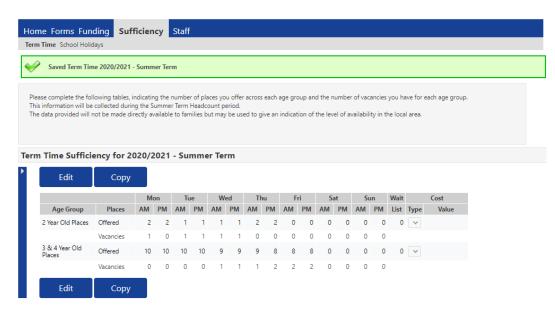
Making these changes before the start of the process will save time now and in future terms.

Click Edit



Term Time Suffici	ency for 2 Cancel		Summe	r Term													
Sure	Cuncer	Mon	Tue	Wed	Th	u	Fri	S	at	Sun	n 1	Wait		Cost			
Age Group	Places	AM PM	AM PM	AM PM	AM	PM	AM PI	MA	PM	AM	PM	List	Туре	Value			
2 Year Old Places	Offered	2 2	1 1		2	2		0 0	0	0	0		~				
	Vacancies	01 0	1 1	1 1	0	0	0	0 0	0		0	T					
3 & 4 Year Old Places	Offered	10 10	10 10	99	9	8	8	8 0	0	0	0	0	~				
	Vacancies	0 0	0 0	1 1	1	2	2	2 0	0	0	0						
Save	Cancel											J					
The Wait List or the term				•							chil	dre	en d	on the	eir wa	iting	list b

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



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 Form Junding Sufficiency		
Term Time School Holidays		
Please complete the following tables, indicating the number of places you offer access each age range and the number of vacancies you hold for each age range. This information will be collected termity during the Headcourt period. The data provided with not be made directly evaluable to tamilia 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.

	Copy all the Sufficiency entries from Term Time 2020/2021 - Summer Term to: Note: There are no available Year/Terms to copy into because there are no open Submission Periods.		
ir			
ys	Availability *	Term Time School Holidays	
	Year/Term *	```	
wi oll st	Submit Can	cel	

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.



