Synergy FIS Provider Portal

Online Funding Guidance

Date: April 2022

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1. How to Log in

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

Note: the username that we send must be used and not an email address.
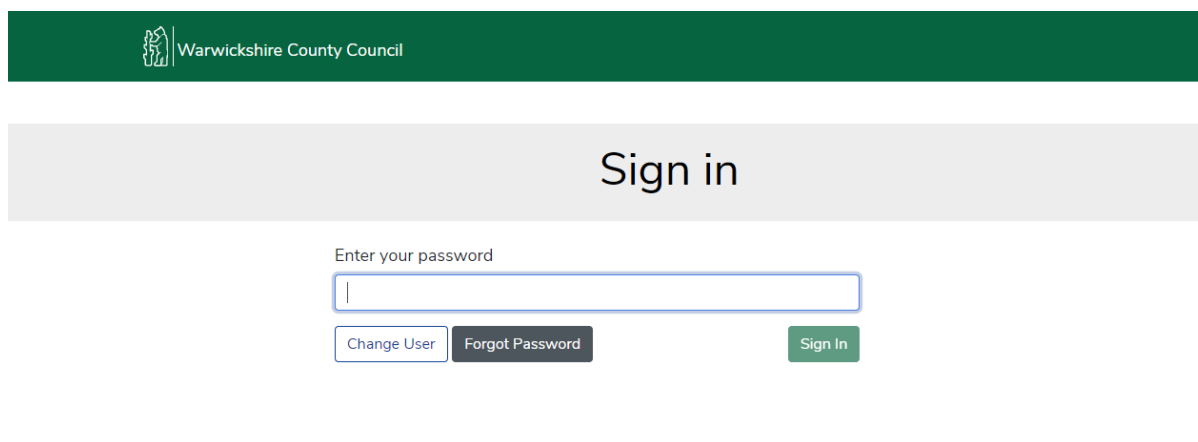
The web address for the Synergy Portal is:

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

The log in page will appear:

Enter the username and click on the 'Next' bar

Enter the password and click on 'Sign in'
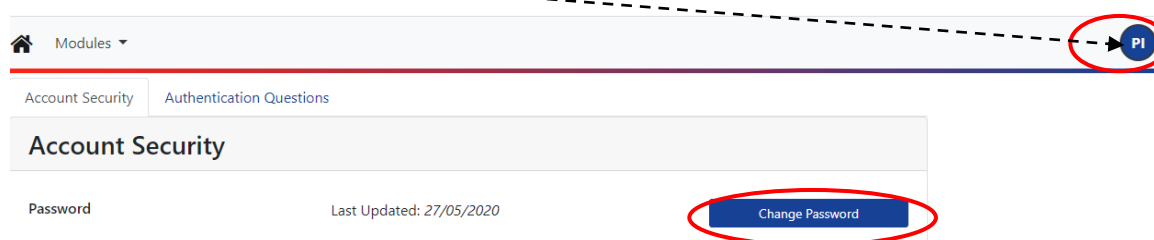
If it is the first time of using the Provider Portal, use the **temporary password** sent by email by the Early Years Funding Team.

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

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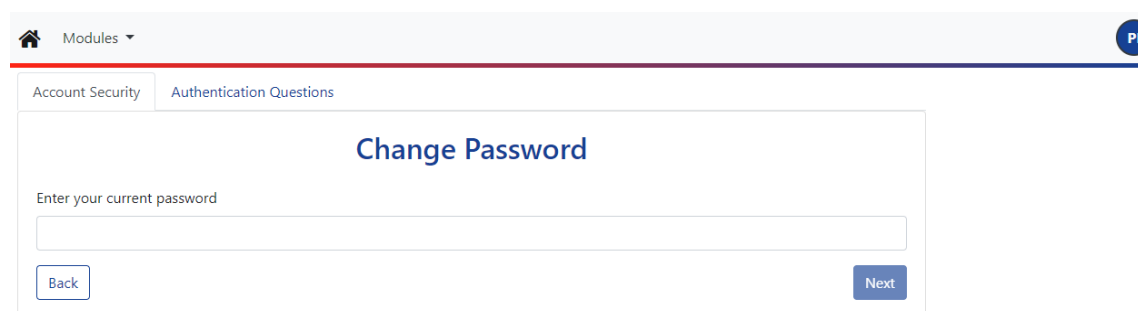
The temporary password sent by email will expire within three days so this will need changing as soon as possible.

Click on the user identification on the bar, see example below and the following will appear:
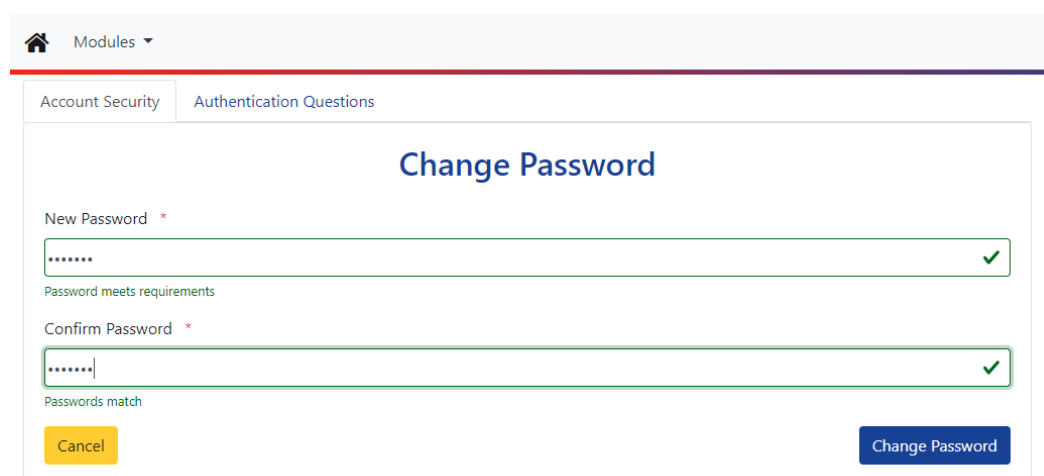
Select the 'Change Password' box
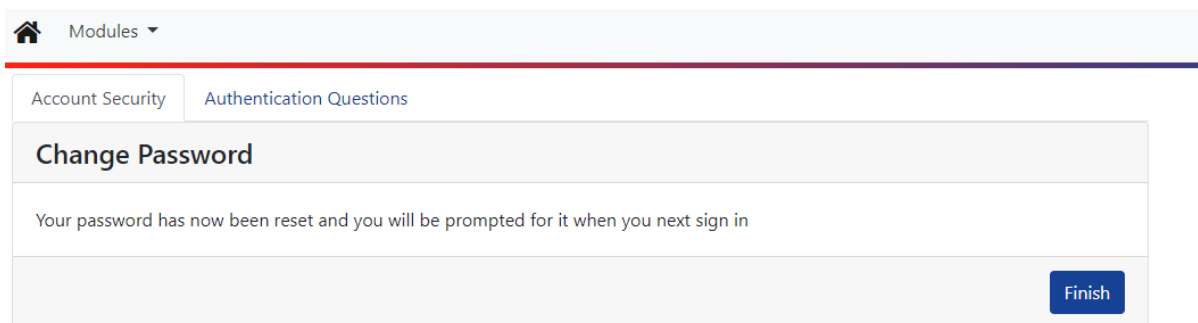
Enter the temporary password sent by the Early Years Funding Team by email and click on 'Next'
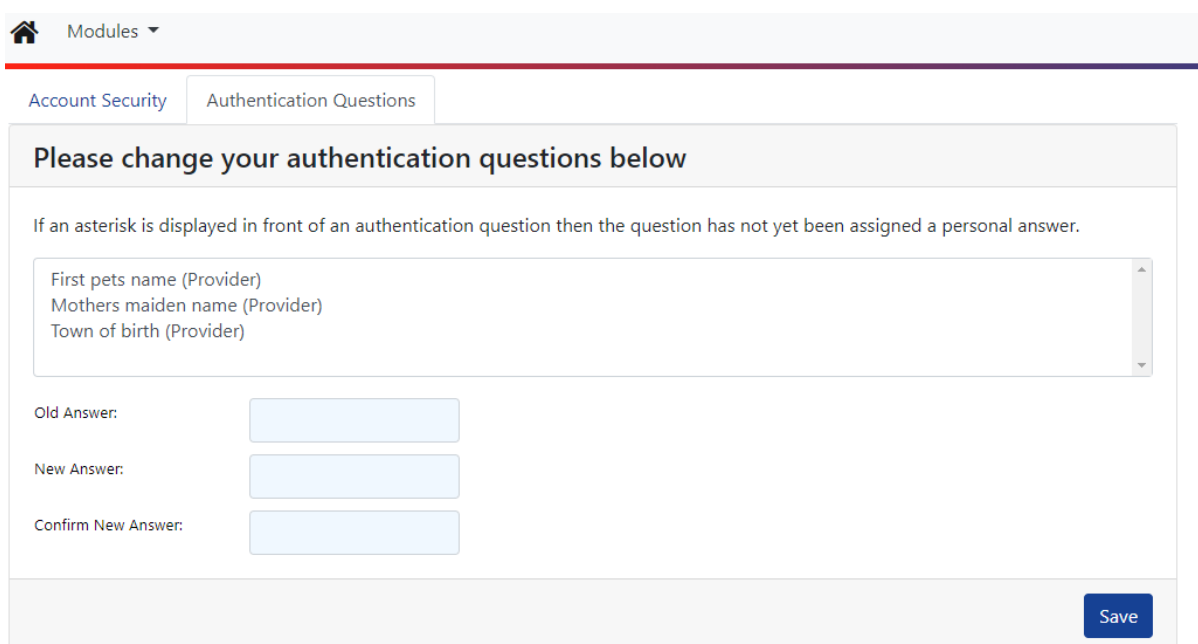
Add a new password of choice. It is a good idea to keep a note of it in a safe place.

Click Finish once the new password has been verified

Authentication Questions:

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

Select each question in turn:

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:

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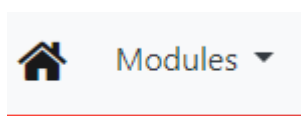
Then select:
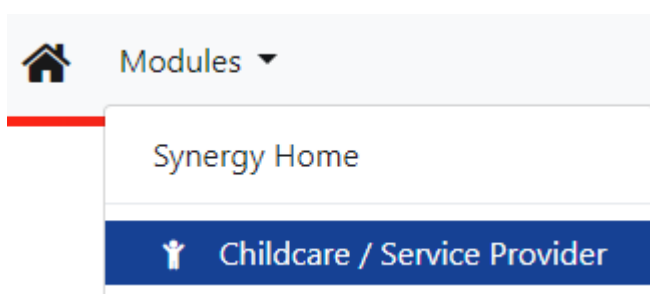
If the Password is forgotten, a token can be selected to re-set it which will be emailed to the address held withi the system. If more than one email address is used at your setting, make sure that the correct one is held in the Synergy system, check with the Early Years Funding Team by emailing eyfunding@warwickshire.gov.uk.

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

HOME:

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

The Home page details the important information for the term:

Home Forms Funding Sufficiency Staff

Autumn Term 2021
Headcount Information

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

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

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

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

Estimate Hours
Deadline date for submission:
Childminders - 6th September 2021
PVI and school settings - 9th September2021

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

- **FORMS** - the **Forms** tab is used to enter your Family Information Service (FIS) details and the Early Years Census in the Spring term (see page 45).

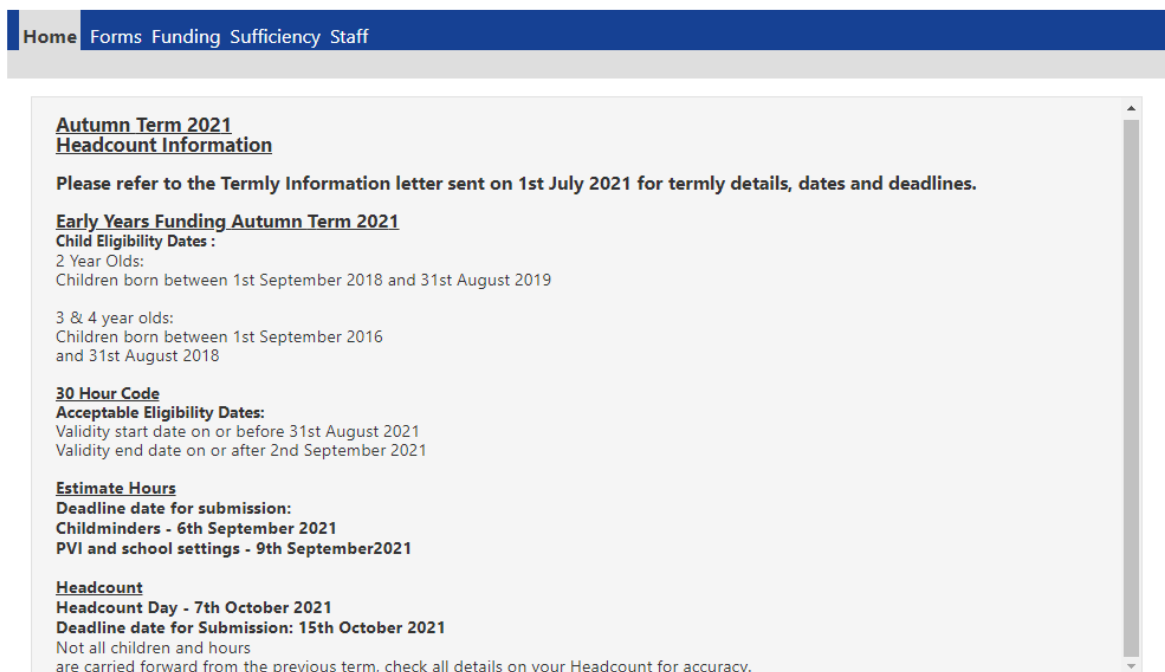- **FUNDING –**the Funding tab is used to enter the Estimate hours, Headcount claim and view the funding that has been paid to the setting.

- **SUFFICIENCY**– This will not be visible to all users (Childminders) this is used in the Summer term to enter the setting's place numbers and vacancies

- **STAFF –** This is not part of the funding process and is not covered in this guidance, please contact the Family Information Service

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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**.

The following tabs can now be selected:

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

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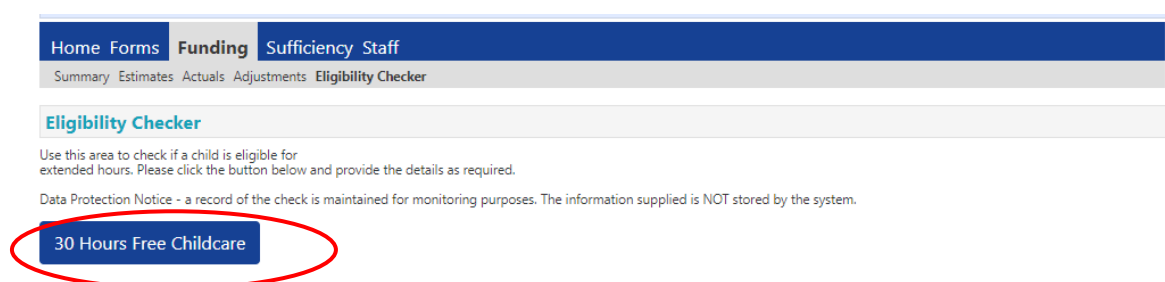
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Eligibility Checker tab

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

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 30 Hours Free Childcare **box in the Child Funding tab.**

30 Hours Free Childcare

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

Eligibility Code*

Child Date of Birth*

Parent/Carer Forename

Parent/Carer Surname

Parent/Carer NI Number*

Consent must be given for this ☐ Eligibility Check

Partner Forename

Partner Surname

Partner NI Number

*denotes mandatory fields

Submit   Cancel

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

✔ The details provided have been found:

Eligibility Code: 20266990000
Code Start Date: 09-Sep-2017
Code End Date: 16-Nov-2017
Grace Period End Date: 23-Feb-2018

Eligibility Checker

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

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

30 Hours Free Childcare

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

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

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

0300 123 4097.

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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.

The details provided have been found:

Eligibility Code: 20166990000
Code Start Date: 09-Sep-2017
Code End Date: 16-Nov-2017
Grace Period End Date: 23-Feb-2018

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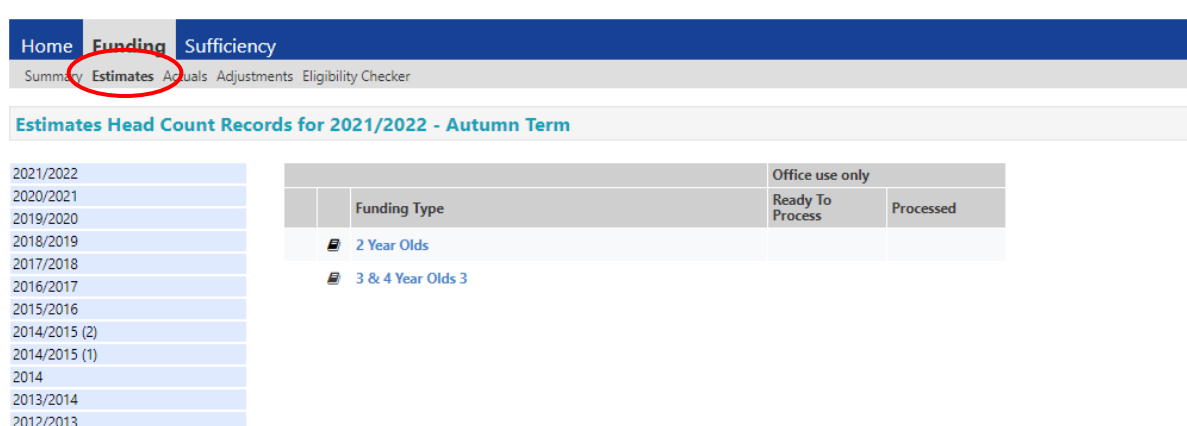
A child cannot start a new setting or a new claim for the Extended 30 hours funding if the code is in a Grace period.

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

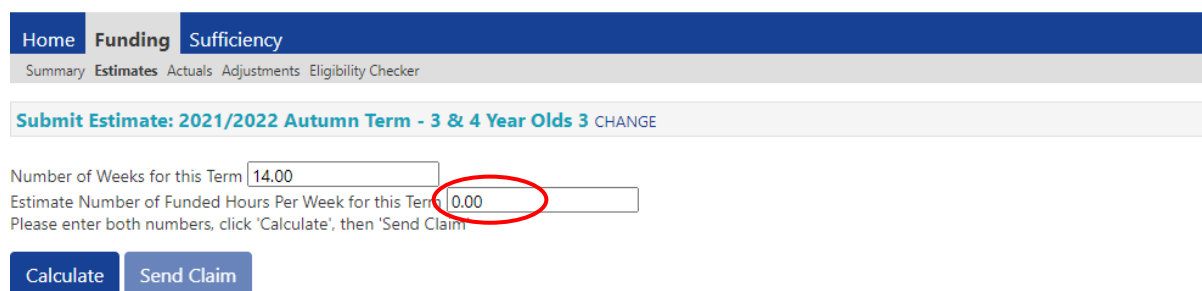### 4. How to enter your Estimate Hours

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**

Home	Funding	Sufficiency

Summary **Estimates** Actuals Adjustments Eligibility Checker

Estimates Head Count Records for 2021/2022 - Autumn Term

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

Home	Funding	Sufficiency

Summary **Estimates** Actuals Adjustments Eligibility Checker

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

Number of Weeks for this Term 14.00
Estimate Number of Funded Hours Per Week for this Term 0.00
Please enter both numbers, click 'Calculate', then 'Send Claim'

Calculate   Send Claim

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

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

Examples:

a. If a setting is expecting to have 10 children attending for 15 hours per week, the calculation will be:

   10 children x 15 hours = **150** hours to enter as the weekly hours

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

<div align="center">Or</div>

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**

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

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

5. Click on Calculate

Home	Funding	Sufficiency
Summary	**Estimates** Actuals Adjustments Eligibility Checker	

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

Number of Weeks for this Term 14.00
Estimate Number of Funded Hours Per Week for this Term 150   There are 2,100.00 Hours in this Term
Please enter both numbers, click 'Calculate', then 'Send Claim'

[Calculate] [Send Claim]

6. Click on Send Claim as above

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

Home	Funding	Sufficiency
Summary	**Estimates** Actuals Adjustments Eligibility Checker	

✔ **Submission Successful**

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

Number of Weeks for this Term 14.00
Estimate Number of Funded Hours Per Week for this Term 150   There are 2,100.00 Hours in this Term
Please enter both numbers, click 'Calculate', then 'Send Claim'

[Calculate] [Send Claim]

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:

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:

▪ **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:

Ethnicity options:

SEN options:

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.

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- Tick the correct eligibilty 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:

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:

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

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- **Select <mark>Funding Details tab</mark>**

- Complete all mandatory fields maked with *

- Select   **Default Term Dates**   the term dates will automatically be pre-populated:

- 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

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

- 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.

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.

- **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.

- **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:

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

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> ✓ 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.

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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**.

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

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

▪ **Select Save**

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

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

Continue adding new children as required.

▪ **Select Send Claim**

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

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

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

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

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

🔴 📓 3 & 4 Year Olds 3

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:

- 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.

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

- 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:

- The following will be displayed:

- To continue with deleting the child, click on 'Yes' as above.

- The list of children will then appear as:

- '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:

▪ **Send Claim:**

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

It is very important that this is not forgotten!

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

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

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

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:

- 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:

- 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.

- 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

- 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:

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

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

- 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

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:

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

- 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.

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

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

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

- Select the Funding Details Tab

- Select 'Default Term Dates', this will pre-populate the term dates.

- Enter the number of weeks for the term in 'Weeks Attended in Term' this is found in the Termly Information Letter.

- Tick the 'Present during Census' box.

- Enter the hours to be claimed, as detailed in the Parental Declaration Form

- Save:

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

- 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 :

- 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.

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Summary: 2020/2021 Autumn Term - 2 Year Olds CHANGE

Rate x Hours may not equal Totals as rounding is applied per child.
The totals shown are the sum of the funding amounts per child.

Estimates	
Term Length (Weeks)	14.00
▷ Provider Rate applied	£5.29
Estimate Funding	
Hours Per Week	0.00
Term Funding Amount	**£0.00**
Interim %	70.00%
Interim Amount Payable	**£0.00**
Total Interim Amount Paid to Date (before Adj)	**£0.00**
Interim Amount Payable Balance	**£0.00**
Processed	No
Processed Date	

Actuals	
Term Length (Weeks) Term Time	14.00
▷ 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

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

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

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

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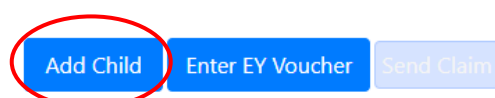
- Select **Child Details**: Enter all mandatory details marked with *

- 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.**

- 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:

Warwickshire County Council
Communities Directorate

PRIVATE AND CONFIDENTIAL

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

2help@warwickshire.gov.uk

Dear Parent

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

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

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

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

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

Yours sincerely

Michelle Taylor

Early Years Entitlements Officer

Warwickshire County Council

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

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

- Select the correct **Year and Term**:

- 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:

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.

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

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.

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:

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

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 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 **all** boxes.
- Do not select Save until all tabs have been completed.

Child Details

tab:

Parent/Carer Details tab:

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.

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

Pending Adjustment tab:

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:

Mulitply 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:

- 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:

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**:

@ 2021 Servelec Synergy Ltd   FIS Provider Portal - Part of the Synergy FIS Suite

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 x 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':

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

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

- Select **Pending Adjustment** tab

- 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

Warwickshire County Council

- Enter the reason

Name: Joe Wicks DOB: 05-Nov-2017

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 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   More Hours   21
Reason (500 characters)

Increase of hours following a change to parent's work pattern

3 additional hours per week from 1.11.2021, 7 weeks = 21 hours

Maximum Values Allowed:
Universal Termly Hours: 210.00
Universal Yearly Hours: 570.00

Extended Pending Adjustment
Number of Hours
Reason (500 characters)

Maximum Values Allowed:
Extended Termly Hours: 210.00
Extended Yearly Hours: 570.00

Save   Cancel   *denotes mandatory fields

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**

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Name: Joe Wicks DOB: 05-Nov-2017

| 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 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   [Less Hours ▼]   [42]

Reason (500 characters)

Incorrect hours added at Headcount, should be 9 hours per week

Overclaim of 3 hours per week x 14 weeks = 42 hours

Maximum Values Allowed:
Universal Termly Hours: **210.00**
Universal Yearly Hours: **570.00**

Extended Pending Adjustment

Number of Hours   [▼]   [   ]

Reason (500 characters)

Maximum Values Allowed:
Extended Termly Hours: **210.00**
Extended Yearly Hours: **570.00**

[Save] [Cancel]   *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** [Save]
- It will automatically return to the first page.

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

- When all the Adjustments have been entered, click on the **Send Claim** box.
- The green confirmation box will appear, the **Status** of the Adjustments will change to **Awaiting LA Download**

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

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

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**.

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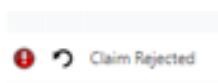
The reason for the rejection will be stated in the child's **Summary tab**.

Claim Rejected
The reason for the permitted adjustment has not been added and the calculation of the hours has not been shown
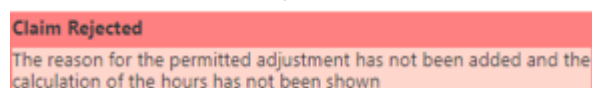
If possible the rejected adjustment will need to be corrected, then Save and Send the claim again.

EXAMPLE

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	Universal Hours (inc Adj)	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		
❗	↩	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

Name: Smythe John DOB: 05-Sep-2018

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

Term Start Date	04-Jan-2022	**Universal Funding**
Term End Date	08-Apr-2022	Funded Hours Per Week
No of weeks attended	11.00	Funded Hours for Term
Nominated for DAF	No	
▸ **Provider Total Rate**	£4.15	**Funding Amount @ Provider Rate**
		Child Weightings

Claim Rejected

The reason for the permitted adjustment has not been added and the calculation of the hours has not been shown

Universal Funding Amount

Totals
Funded Hours Per Week
Funded Hours for Term
Total Funding (excl. Adj)
Total amount from Adjustments
Total amount from Pending Adjustments

Total Funding For Term (inc Adj)

[Save] [Cancel]   *denotes mandatory fields

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

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:

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:**
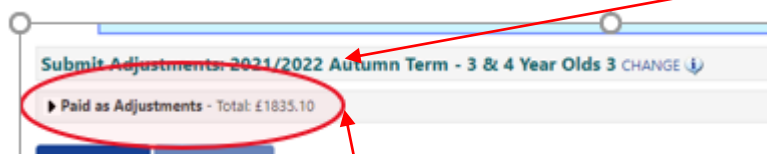
Paid or Not Paid bar

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

Examples:

Type	Date Added	Child Name	Date of Birth	No. of Hours	Override Rate per Hour	Total Child Weighting Amount	Total Amount @ Provider Rate	Amount	Reason
Child	01-Dec-2021	Swift Taylor	05-Aug-2018	210.00		£0.00	£871.50	£871.50	Missed off headcount claim attending 15 hours per week for 14 weeks, 210 funded hours requested
Child	01-Dec-2021	George Michael	25-Dec-2017	105.00		£0.00	£435.75	£435.75	New starter, new to funding.
Child	02-Dec-2021	Hope Holly	02-Feb-2018	-42.00		£0.00	(£174.30)	(£174.30)	Incorrect hours entered on the Headcount claim 15 hours claimed but the claim should have been for 12 hours difference of 3 hours per week x 14 weeks = 42 hours overclaimed
Child	01-Dec-2021	Hope Holly	02-Feb-2018					£615.00	System generated adjustment for [DAF].

Not Paid - Total: £87.15

Type	Date Added	Child Name	Date of Birth	No. of Hours	Override Rate per Hour	Total Child Weighting Amount	Total Amount @ Provider Rate	Amount	Reason
Child	09-Dec-2021	Wicks Joe	05-Nov-2017	21.00		£0.00	£87.15	£87.15	Increase of hours f

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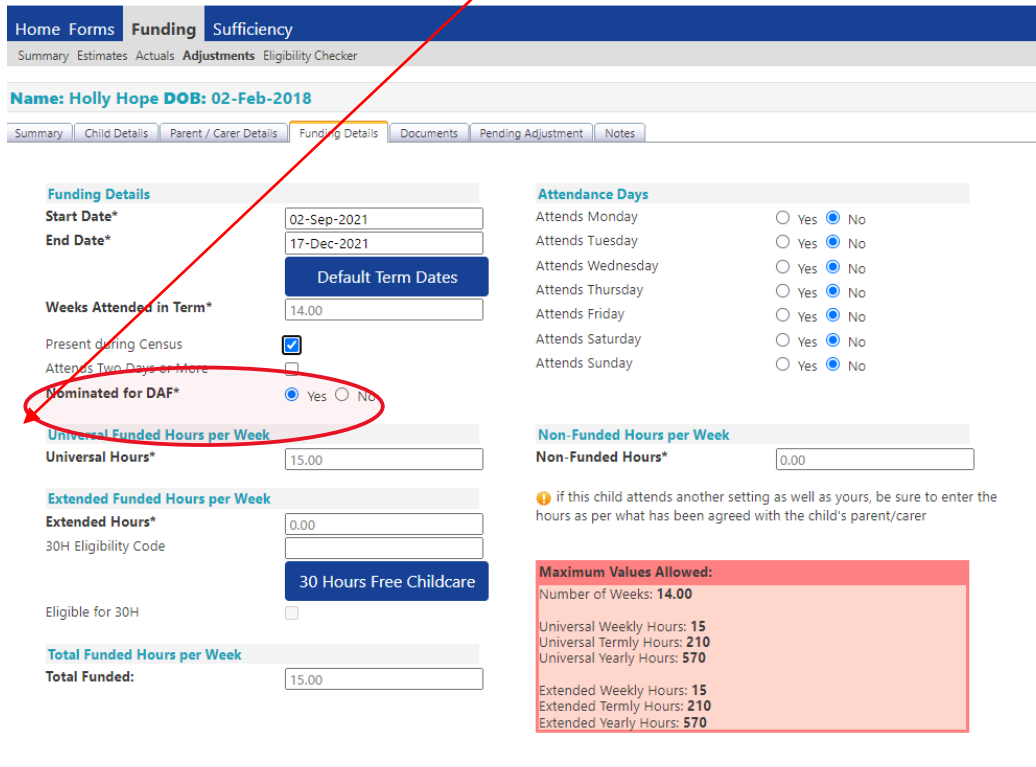
DAF will be paid where the **Nominated for DAF** button is ticked Yes **AND** when evidence of entitlement, in the form of a DLA award letter, has been sent to the Funding Office.

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**

Select the **Documents** tab:

Upload a copy of the DLA award letter

Select the **Notes** Tab

Enter a note, example below:

Click on **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)**

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

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:

Example:

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:

- 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
  - Enter EY Voucher

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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:

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:

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

- Enter the date the child started:

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- 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

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

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Tabs: 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)

[   ]

Maximum Values Allowed:
Universal Termly Hours: **210.00**
Universal Yearly Hours: **570.00**

[Save] [Cancel]   *denotes mandatory fields

- Enter the hours and the **Reason**:

Universal Pending Adjustment

Number of Hours   [More Hours ▼]   [90]

Reason (500 characters)

Late starter new to funding

6 weeks funding requested to end of term for 15 hours

6 x 15 = 90 hours

Maximum Values Allowed:
Universal Termly Hours: **210**
Universal Yearly Hours: **570**

[Save] [Cancel]   *denotes mandatory fields

- Select **Save**

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

Warwickshire County Council

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.

Submit Adjustments: 2021/2022 Autumn Term - 2 Year 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)	
❗	↩	New, Unsubmitted 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 EY Voucher | Send Claim |

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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 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)
[   ]

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

Warwickshire County Council

Submit Adjustments: 2021/2022 Autumn Term - 2 Year Olds CHANGE (i)

		Status	Child	Pending Universal Adj Hours	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	
⊗	↺	New, Unsubmitted Child	Jones, Davey (05-Sep-2018)	90.00	90.00	£490.50	
⊗	↺	Unsubmitted Claim	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

✓ Submission Successful

(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.

Submit Adjustments: 2021/2022 Autumn Term - 2 Year Olds CHANGE (i)

		Status	Child	Pending Universal Adj Hours	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	
⊗	↺	New, Awaiting LA Download	Jones, Davey (05-Sep-2018)	90.00	90.00	£490.50	
⊗	↺	Awaiting LA Download	Russell, Jack (31-Aug-2019)	-84.00	126.00	£686.70	

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

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:

And

- next to the **Funding Type** for that term:

- The child on your Actual list that this relates to will also have the exclamation mark next to their name:

William, Morris

- 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

⚠ ⤴ New, Unsubmitted Child	Morris, William (03-Jan-2018) Star, Sally	210.00	0.00	210.00	0.00	£871.50

- The **Confirm Delete** box will appear and select **Yes**

Confirm Delete

Are you sure you want to delete child: Morris, William from this headcount record?

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:

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

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

Section 1 – Provider Details

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

- Complete the 'blank' boxes where applicable.

2, 3 & 4 Year Olds Early Years Census 2021

Next Page | Select page: Page one | >>

Contacts to use to support the completion of this form:

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

Contact email addresses: eyfunding@warwickshire.gov.uk, childminderfunding@warwickshire.gov.uk

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

Local Authority Name : Warwickshire
Local Authority Number: 937

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

Section 1 - Provider Details

LA Establishment URN: (issued to Provider)

OFSTED URN (if applicable):

Provider Name: Tribal Test

Postcode: CV34 4UL

Contact numbers provided by Ofsted:

Email addresses provided by Ofsted: synergysupporthelpdesk@warwickshire.gov.uk

philipransford@warwickshire.gov.uk

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

Main Contact Number(if different from above):

Main Contact Name:

Next Page | Select page: Page one | >>

Section 2 – About the Provision.

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

Early Years Census 2021 continued...

| Previous Page | Next Page | Select page: Page one ▾ | >> |

Section 2 - General details of provision
Note: This relates to ALL children in your care

Section 2A: Category of Provider
Select an option from the drop down box to be updated by the DfE:
(please do not select the invalid Zzz options)

[dropdown ▾]

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?

[ ]

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

[ ]

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

[ ]

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

[ ]

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

[ ]

Number of children by age

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

[ ]

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

[ ]

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

[ ]

| Previous Page | Next Page | Select page: Page one ▾ | >> |

Opening and Closing Times:

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

Example:

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Start time 8am - enter as 8:00

Finish time 6pm – enter as 18:00

Opening and closing times:

Daily Opening Times

Day	Start Time	End Time	Funded Places
Monday	8:00	18:00	☑
Tuesday	8:00	18:00	☑
Wednesday	8:00	18:00	☑
Thursday	8:00	18:00	☑
Friday	8:00	18:00	☑

Insert item

Staff

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

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

Staff

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

Total number, by headcount, of staff at the Provider setting who work with children aged under 5?   `10`

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

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

Total number, by headcount, of staff with a full and relevant early years level 3 qualification and not in a managerial role who work with children aged under 5?   `4`

Total number, by headcount, of staff with a full and relevant early years level 3 qualification and in a managerial role who work with children aged under 5?   `2`

Total number, by headcount, of staff with qualified teacher status who work with children aged under 5?   `0`

Total number, by headcount, of staff with early years professional status who work with children aged under 5?   `1`

Total number, by headcount, of staff with early years teacher status who work with children aged under 5?   `1`

Number of children by age

Guide:

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

Warwickshire County Council

Early Years Census 2021 - Guide for data collection

Information about children

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

Section 2: General details of provision

Note: This relates to ALL children in your care.

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

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

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

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

Section 2B - Private or voluntary providers only

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

Full day care:

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

Sessional day care:

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

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

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

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

Section 2C

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

Information is collected on staff qualifications:

- Total number, by headcount, of staff who work with children aged under 5. This total should be equal to the sum of the following 5 sections.

- Number, by headcount, of staff with a full and relevant level 2 qualification who work with children aged under 5

- Number, by headcount, of staff with a full and relevant level 3 qualification** and not in a managerial role who work with children aged under 5

- Number, by headcount, of staff with a full and relevant level 3 qualification who are in a managerial role who work with children aged under 5

- Number, by headcount, of staff with qualified teacher status who work with children aged under 5

- Number, by headcount, of staff with early years professional status who work with children aged under 5

- Number, by headcount, of staff with early years teacher status who work with children aged under 5

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

Section 3: Child level data items

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

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

| Home | Forms | Funding Sufficiency Staff |

Fill In Forms   View Forms

✔ You have successfully submitted the form.

Fill In Forms

Please select a form below to update your details:

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

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- 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 time out after 20 minutes of inactivity.**

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

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

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

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Example – 40

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

places

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**
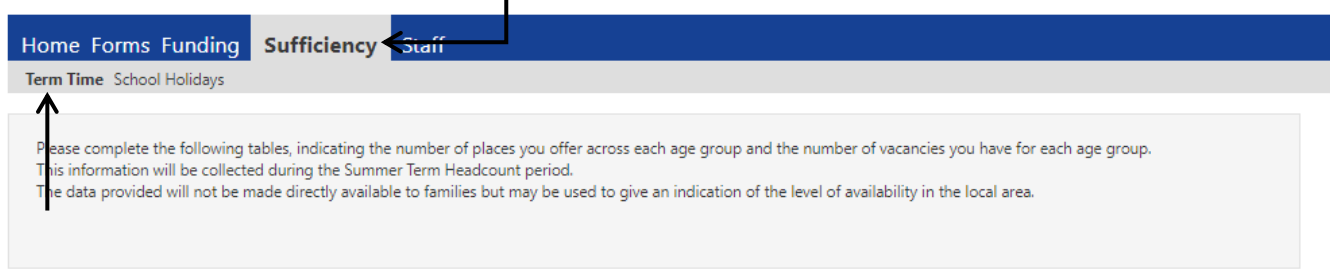
Click - Term Time
Select the Term and Year that is to be completed

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

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

Click Edit

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

Term Time Sufficiency for 2020/2021 - Summer Term

Save	Cancel

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

Save	Cancel

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

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

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

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

✔ Saved Term Time 2020/2021 - Summer Term

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

**Term Time Sufficiency for 2020/2021 - Summer Term**

Edit	Copy

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

Edit	Copy

NOTE
- A value **MUST** be insert against each item, even if it is zero.

- If more vacancies than places offered are inserted, the setting will not be able to **SUBMIT** the information and the following error message will be shown.
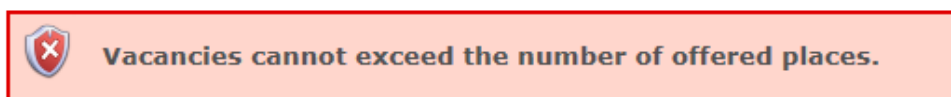
Once saved the information input will immediately show in the LA's database.

Inputting Data – School Holidays
Before completing this, please read Copying Information from Term to Term below

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

Click – School Holidays

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.

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.