

## IMPORTANT INFORMATION FOR THE SPRING TERM 2023 EARLY YEARS FUNDING and CENSUS PROCESS

**November 2022**

Dear Early Years Provider,

Please find below the funding dates and processes for the **2, 3 & 4 Year Early Years Funding Entitlements** for the **Spring Term 2023 Headcount and Early Year Census**. Please read **ALL** the information carefully.

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

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

### Children Eligible for funding in the Spring term 2023:

- 2 year olds born between **1<sup>st</sup> January 2020 and 31<sup>st</sup> December 2020**
- 3 & 4 year olds born between **1<sup>st</sup> January 2018 and 31<sup>st</sup> December 2019**

### The Important Term Dates and Deadlines:

- **12<sup>th</sup> December 2022 - Provider Portal opens to:**
  - **Enter ESTIMATE hours** - enter the **total number of WEEKLY hours** using the Estimates tab on the Provider Portal.
  - **Enter HEADCOUNT**- for children attending your setting in the Headcount week commencing **16<sup>th</sup> – 20<sup>th</sup> January 2023 only**; but including children who are not attending due to sickness or temporary absence e.g.on holiday.
- **3rd January 2023 - Early Years Census Form** opens on the Provider Portal
- **9<sup>th</sup> January 2023 – Submission deadline for Estimate hours**
- **19<sup>th</sup> January 2023 – Headcount Day**
- **27<sup>th</sup> January 2023 – Submission deadline date for Headcount claim.** The Provider Portal closes for entering Actual hours and for sending **DAF** and **EYPP** supporting information. You **MUST** check that all details are correct before this date and make any changes or amendments
- **27<sup>th</sup> January 2023 - Early Years Census Form Completion Deadline date.**

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

- **27<sup>th</sup> February 2023- Online Adjustment tab opens** to enter permitted changes to funding since Headcount.
- **17<sup>th</sup> March 2023 – Online Adjustments submission deadline date**

### **Funding Payment Dates:**

**18<sup>th</sup> January 2023** – 3 & 4 year funding ***Interim*** payment based on the Estimate hours entered in the Provider Portal

**20<sup>th</sup> January 2023** – 2 year funding ***Interim*** payment based on the Estimate hours entered in the Provider Portal

**15<sup>th</sup> March 2023** - 3 & 4 year funding ***Actual*** payment based on the Headcount claim entered in the Provider Portal

**17<sup>th</sup> March 2023** - 2 year funding ***Actual*** payment based on the Headcount claim entered in the Provider Portal

**31st March 2023** – 2, 3 & 4 year ***Adjustment*** payment based on the Online Adjustment claim entered in the Provider Portal

### **Funding Rates:**

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

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

### **30 Hour Code Dates for the Extended Entitlement (30 hours Funding):**

- For full details of the 30 hour code process, please read the 30 Hour Process Guidance which is also attached to the email with this information and on page 2 of the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2>

- Details of the 30 hours funding entitlement can also be found in to the Guidance and Requirements of Funding found under Guidance Documents on page 2 the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2>
- For details on how parents can apply for a 30 hour code they must visit the government website: <https://www.childcarechoices.gov.uk/>
- **How to claim 30 hours funding:**  
If a Parent is claiming the 30 hours, Extended entitlement for their child, they must also complete the Extended 30 hours section of the Parental Declaration Form with details of:
  - Forename and Surname
  - National Insurance number
  - 30 hours code number
- **BEFORE offering an Extended 30 hour place:**
  - Check the 30 hour code dates using the **Eligibility Checker** on the Provider Portal, preferably before the end of the previous term, 31<sup>st</sup> December 2022 and **no later than** the start of the term the funding is to be used, 3<sup>rd</sup> January 2023.
  - Confirm that that 30 hour code is valid and the **dates** are eligible for funding for the Spring Term 2023, see below.
  - **DO NOT** wait until the Headcount submission to check if a 30 hour code is eligible for funding.

### **30 hour code dates accepted for the Spring term 2023:**

- 30 hour Code starting with 500 or 400 for foster carers:
  - **validity start date on or before 31<sup>st</sup> December 2022**
  - **validity end date on or after 3<sup>rd</sup> January 2023**
- *Delayed codes starting with 500 issued by **14<sup>th</sup> January 2023** that have a start date by 31<sup>st</sup> December 2022 or evidence seen that the application was made before 31<sup>st</sup> December 2022*
- Temporary codes starting with 11 **issued by 14<sup>th</sup> January 2023**

### **30 hours codes NOT accepted for the Spring term 2023:**

- Codes with a validity start date on or after 1<sup>st</sup> January 2023
- New children to 30 hours funding with a code with a validity end date ending before 3<sup>rd</sup> January 2023 and in a Grace period when they start their funded place
- Codes where the Grace period expired on 31<sup>st</sup> December 2022 with a validity start date after 1<sup>st</sup> January 2023

### **ENTERING ESTIMATE HOURS:**

The Estimate hours to enter are the total **WEEKLY** hours for all children. **Example: 10 children using 15 hours per week = 10 x 15 = 150 hours to enter.**

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

The Estimate hours MUST be added by the deadline date to the Synergy FIS Provider Portal:  
<https://admissions.warwickshire.gov.uk/synergy/providers>

**If the deadline date is missed, your Interim payment will not be made, the full term's funding will be made with the Actual payment.**

**Refer to page 12 of the FIS Synergy Provider Portal Online Guidance for full instruction on how to enter your Estimate hours. This can be found on page 2 of the Early Years Website (General pages):** <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2>

### **ENTERING THE HEADCOUNT CLAIM:**

The Headcount claim is added using the Synergy FIS Provider Portal:  
<https://admissions.warwickshire.gov.uk/synergy/providers>

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

**Refer to the FIS Synergy Provider Portal Online Guidance for full instruction on how to enter your Headcount claim, from page 8. This can be found on page 2 of the Early Years Website (General pages):** <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2>

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

For parents who have completed the EYPP section of the Parental Declaration Form, full details must be entered on the **Parent/Carer tab and the consent to check for EYPP box ticked on the Synergy FIS Provider Portal:**  
<https://admissions.warwickshire.gov.uk/synergy/providers>

**The eligibility criteria for EYPP are found on the Parental Declaration Form, in the Guidance and Requirements of Funding under Guidance Documents in the Early Years Website (General pages):** <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2>in and the Warwickshire website: [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts)

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

Select the '**Yes**' option for **Eligible for DAF** on the child's Funding tab where a child is eligible for DAF and has been awarded **Disability Living Allowance (DLA)**. A copy of the DLA Award letter **MUST** be sent with the claim using the **Document tab** on the Synergy FIS Provider Portal: <https://admissions.warwickshire.gov.uk/synergy/providers>.

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

**For full details of the eligibility criteria for DAF refer to the Parental Declaration Form, the Guidance and Requirements of Funding found under Guidance Documents in the Early Years Website (General pages):** <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2> and the Warwickshire website: [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts)

## **2 Year funding claims:**

For full details of the 2 year funding eligibility refer to the Parental Declaration Form, the Guidance and Requirements of Funding found under Guidance Documents in the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2> and the Warwickshire website: [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts)

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

**Follow page 37 of the FIS Synergy Provider Portal Guidance on how to enter your claim, a copy can be found on page 2 of the Early Years Website (General pages):** <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2>

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

## **ONLINE ADJUSTMENTS PROCESS:**

Adjustments to the Headcount **MUST** be claimed using the Online Adjustments tab on the Provider Portal when it opens after the Headcount period as shown in the Important Dates and Deadlines table.

For Guidance on how to enter your online adjustments follow the Adjustment tab Process Guidance found on page 2 of the Early Years Website (General pages):  
<https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2>

The full details of Adjustments that are permitted after the Headcount, are shown in Section 2.6 of the Guidance and Requirements of Funding, found under Guidance Documents in the Early Years Website (General pages):  
<https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2>

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

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

**The Parental Declaration Form (PDF) can be completed electronically and therefore can be emailed and downloaded by parents to complete and return to you without using a paper copy.**

A copy of the Parental Declaration Form and the Parent's Terms can be found under Guidance Documents in the Early Years Website (General pages):

<https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2>

### **EARLY YEARS CENSUS SPRING TERM 2023**

The January 2023 Census is a statutory requirement for all Local Authorities to request specified data from providers concerning their childcare provision and details relating to individual children within their setting. We are responsible for reporting this information to the Department for Education (DfE).

#### **IMPORTANT REQUIREMENTS:**

- The **Census child data** is taken from the Spring term Headcount for all funded 2, 3 & 4 year olds. All children present during the Headcount period must be included.
- The **Present During Census** box MUST be ticked for each child on your Headcount for children to be included in your Early Years Census return, and receive funding
- The child's **Ethnicity** MUST be completed in line with the information entered on the Parental Declaration Form. This section is **mandatory** for the parent to complete.
- The child's **Special Educational Need status** MUST be completed
- The **Census Form** for the **setting details** MUST be completed in respect of all funded and non-funded 2, 3 & 4 year olds in attendance during the Census period, **16<sup>th</sup> to 20<sup>th</sup> January 2023**, including children who are not attending due to sickness or on holiday.

### Guidance on how to complete the Early Years Census :

<https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2>

- For details of how the Early Years Census should be completed refer to **page 34** of the Guidance and Requirements of Funding
- The guidance on how to complete the **Census Form** in the Provider Portal is found in the **FIS Synergy Provider Portal Guidance**

**Your final payment will be delayed if we have not received your Census return for the Spring term 2023.**

### **Checking Your Claim:**

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

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

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

### **Your information rights:**

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

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

If you have any queries regarding the funding process please contact the Early Years Funding Team by email at [eyfunding@warwickshire.gov.uk](mailto:eyfunding@warwickshire.gov.uk) or telephone 01926 742233 or visit our website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers>

Yours sincerely

**Penny Ibrahim**  
**Early Years Entitlements Officer**

