

## IMPORTANT INFORMATION FOR THE AUTUMN TERM 2023 EARLY YEARS FUNDING PROCESS

**June 2023**

Dear Early Years Provider,

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

### Academic year 2023/2024 School Term dates:

| Funded weeks                  | WCC school terms                           | 2023/2024 Headcount Dates             |
|-------------------------------|--|---------------------------------------|
| <b>Autumn Term – 14 weeks</b> | <b>01/09/2023 to 22/12/2023- 15 weeks*</b> | <b>Autumn Term – 5th October 2023</b> |
| Spring Term – 11 weeks        | 08/01/2024 to 22/03/2024- 10 weeks*        | Spring Term – 18th January 2024       |
| Summer Term - 13 weeks        | 08/04/2024 to 19/07/2024- 14 weeks*        | Summer Term – 16th May 2024           |

**\*For this academic year, it is advised that 1 week of the Autumn term is unfunded and 1 week of the Spring term funding is used to cover the shortfall in the Summer term.**

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

- 2 year olds born between **1<sup>st</sup> September 2020 and 31<sup>st</sup> August 2021**
- 3 & 4 year olds born between **1<sup>st</sup> September 2018 and 31<sup>st</sup> August 2020**

**Note: Not all Children will be carried forward from the Summer term 2023 Headcount**

### The Important Term Dates and Deadlines:

- **14th August 2023 - 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 **2<sup>nd</sup> – 5<sup>th</sup> October 2023 only**, including children who are not attending due to sickness or temporary absence e.g. On holiday.
- **8<sup>th</sup> September 2023 – Submission deadline for Estimate hours**
- **5<sup>th</sup> October 2023 – Headcount Day**
- **13<sup>th</sup> October 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
- **6<sup>th</sup> November 2023- Online Adjustment tab opens** to enter permitted changes to funding since Headcount.
- **8<sup>th</sup> December 2023 – Online Adjustments submission deadline date**

### **Funding Payment Dates:**

**20th September 2023** – 3 & 4 year funding ***Interim*** payment based on the Estimate hours entered in the Provider Portal

**22nd September 2023** – 2 year funding ***Interim*** payment based on the Estimate hours entered in the Provider Portal

**15th November 2023** - 3 & 4 year funding ***Actual*** payment based on the Headcount claim entered in the Provider Portal

**17th November 2023** - 2 year funding ***Actual*** payment based on the Headcount claim entered in the Provider Portal

**20th December 2023** – 2, 3 & 4 year ***Adjustment*** payment based on the Online Adjustment claim entered in the Provider Portal

### **Funding Rates:**

For the Financial Year 2023/2024 from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024, the hourly rates for the Early Years Entitlements are:

- 2 year funding - **£5.90 per hour**
- 3 & 4 year funding for Universal and Extended hours - **£4.54 per hour** (base rate £4.51 plus £0.03 for Teachers Pay and Pensions Grant)
- Deprivation Factor (DF) – **62p per hour**
- Early Years Pupil Premium (EYPP) – **62p per hour**
- Disability Access Fund (DAF) - **£828 paid annually**

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

- **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> August 2023 and **no later than** the start of the term the funding is to be used, 1<sup>st</sup> September 2023.
  - Confirm that that 30 hour code is valid and the **dates** are eligible for funding for the Autumn 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 Autumn term 2023:**

- 30 hour Code starting with 500, 501 or 400 for foster carers:
  - **validity start date on or before 31<sup>st</sup> August 2023**
  - **validity end date on or after 1<sup>st</sup> September 2023**
- *\*Delayed codes starting with 500 or 501 issued by **14<sup>th</sup> September 2023** and evidence is seen that the application was made before 31<sup>st</sup> August 2023*
- Temporary codes starting with 11 **issued by 14<sup>th</sup> September 2023**

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

- Codes with a validity start date on or after 1<sup>st</sup> September 2023 (except for agreed delayed codes only\*)
- New children to 30 hours funding with a code with a validity end date ending before 1<sup>st</sup> September 2023 and in a Grace period when they start their funded place
- Codes where the Grace period expired on 31<sup>st</sup> August 2023 with a validity start date on or after 1<sup>st</sup> September 2023 (except for agreed delayed codes only\*)

- 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

## **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>

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

## **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 in the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers>

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

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

For parents who have completed the EYPP section of the Parental Declaration Form, full details must be entered on the **Parent/Carer tab and the consent to check for EYPP box 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> and the Warwickshire website: [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts)

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

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

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

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

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

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

### **ONLINE ADJUSTMENTS PROCESS:**

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

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

link: <https://api.warwickshire.gov.uk/documents/WCCC-505288705-187>

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

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

The appropriate **Parental Declaration Form Academic Year 2023/2024 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.**

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

### **Checking Your Claim:**

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

*You should review your claim using the Synergy Provider Portal and check that all of the children have been entered, with the correct hours and that the weightings you are expecting have been applied. 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**

