

Access Synergy FIS Provider Portal Online Funding Guidance

Updated August 2023

Contents

1.	How to Log in	3
2.	HOME TAB:.....	9
3.	FUNDING TAB:	10
3.1	Eligibility Checker tab	10
3.2	Estimates Tab	14
3.3	Actuals tab – Headcount claim	17
3.4	How to Add a New Child.....	19
3.5	How to Update and Edit the Actuals list	33
3.6	How to Delete a Child.....	34
3.7	Send Claim:.....	36
3.8	Unsubmitted Claims	37
3.9	Check Claim	38
3.10	Summary Tab - child details.....	40
3.11	30 Hour Codes in their Grace period:.....	42
4.	SUMMARY TAB:	43
5.	2 YEAR FUNDING CLAIMS:.....	45
5.1	How to Enter a 2 Year Funding Claim	45
5.2	How to enter an Out of County Child 2 Year Funding Claim:	50
5.3	Edit and Deleting	52
5.4	Summary	52
5.5	2 Year funding Confirmation Letter Template:	53
6.	ADJUSTMENTS TAB:.....	54
6.1	Online Adjustments tab details:	54
6.2	How to add an Adjustment:.....	57
6.3	How to Change an Existing Claim	62
6.4	Rejected Claims.....	68
6.5	Updating Existing Funding records for DAF and EYPP	73
6.5	2 Year Funding Adjustments	77
6.6	Unsubmitted Claims	83
7.	FORMS TAB:	85
7.1	How to enter the Early Years CENSUS using the Forms tab	85
8.	SUFFICIENCY TAB: (not available to Childminders)	90
8.1	How to enter Sufficiency Information (except for Childminders)	91

1. How to Log in

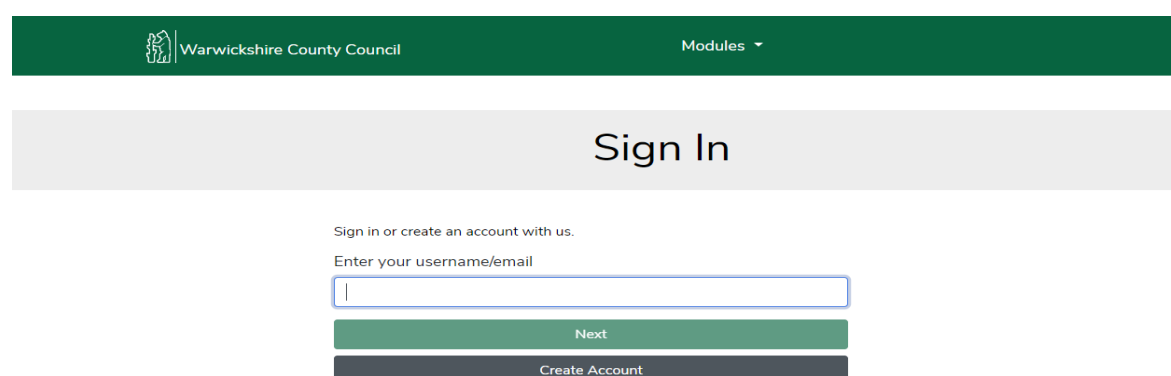
The Early Years Funding Team will set up registration for the Provider Portal and issue a setting with a username. This will be sent by email.

Note: Always use the username sent to you and not an email address initially as this could be different to the one registered in our records. You can create an account later.

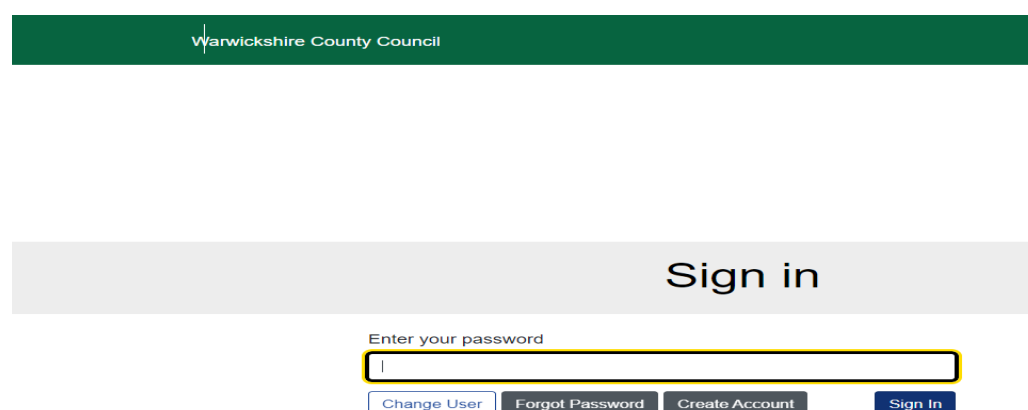
The web address for the Synergy Portal is:

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

The log in page will appear:



Enter the username and click on the 'Next' bar



Select the **Forgot Password** option and a token will be sent to the contact email address given.

Enter Token

To reset your password, enter the token contained in the email that we sent you.

Token

[Start Again](#)

[Help](#) ▾

[Reset Password](#)

Create an Account:

This is used to update your details and your email address.

Select the **Create Account** box:

Sign In

Sign in or create an account with us.

Enter your username/email

[Next](#)

[Create Account](#)

Complete all of the details requested as below:

Create Account

Personal Details

Title *

Forename *

Middle Name

Surname *

Contact Details

Email Address *

Confirm Email *

Please confirm your email

Main number

Evening Number

Mobile Number

Address

No address to display

[Add Address](#)

Account Security

New Password *

Confirm Password *

Please confirm your password

[Start Again](#)

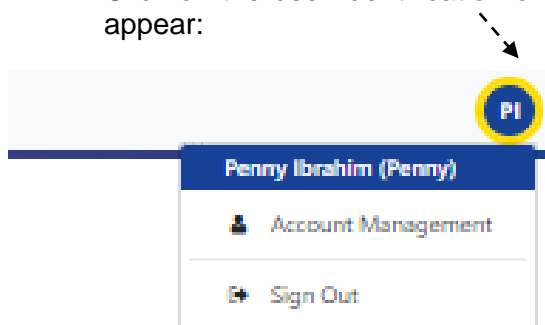
[Create](#)

An email with a link will be sent to the email address entered to verify the request.

Password Problems:

If you do not get a token by email, contact the eyfunding@warwickshire.gov.uk for a temporary password. This 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 Account Management

Modules ▾

Account Security Authentication Questions

Security

Password Last Updated: 02/08/2023 **Change Password**

- Select the 'Change Password' box
- Enter the temporary password sent by the Early Years Funding Team by email and click on 'Next'

Modules ▾

Account Security Authentication Questions

Change Password

New Password * ✓
Password meets requirements

Confirm Password * ✓
Passwords match

Cancel **Change Password**

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

Modules ▾

Account Security Authentication Questions

Change Password

Your password has now been reset and you will be prompted for it when you next sign in

Finish

- Click Finish once the new password has been verified

Authentication Questions:

When the Funding tab is selected, you will be asked to enter an answer to a security question. The early years funding department will email the initial responses to use. They are to be entered as the **Old Answer**.

You will then be requested to change the answers to all of the security questions. Select the Authentication Questions tab:

They can also be changed by selecting Account Management as below

- Select Authentication Questions

Modules ▾

Account Security Authentication Questions

Please change your authentication questions below

If an asterisk is displayed in front of an authentication question then the question has not yet been assigned a personal answer.

First pets name (Provider)
Mothers maiden name (Provider)
Town of birth (Provider)

Old Answer:

New Answer:

Confirm New Answer:

Save

- Select each question in turn:

First pets name (Provider)
Mothers maiden name (Provider)
Town of birth (Provider)

- Use the initial 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:

Please change your authentication questions below

If an asterisk is displayed in front of an authentication question then the question has not yet been assigned a personal answer.

First pets name (Provider)
Mothers maiden name (Provider)
Town of birth (Provider)

New answer successfully saved.

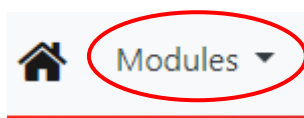
Old Answer:

New Answer:

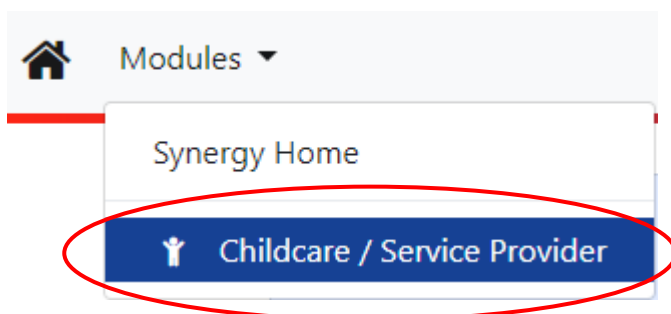
Confirm New Answer:

Save

- To return to the funding options select Modules :



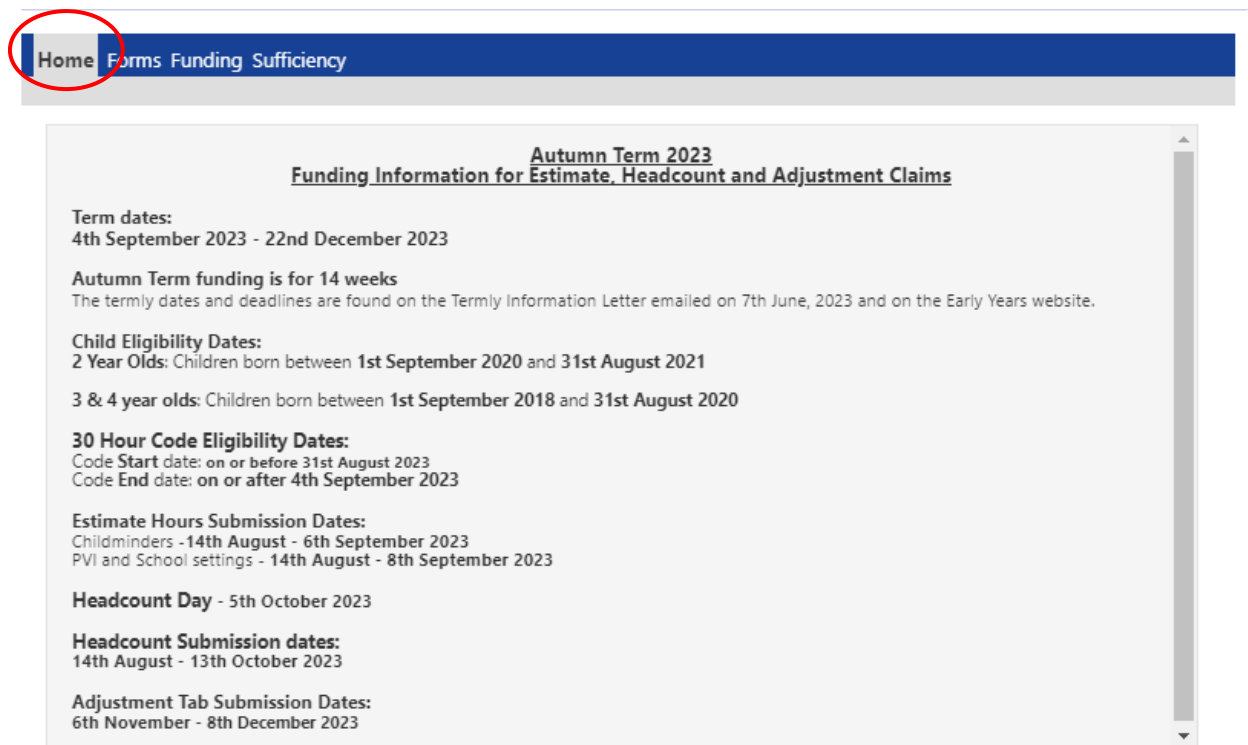
- Then select Childcare/Service Provider:



- You will be returned to the **Home** tab.

2. HOME TAB:

The Home tab will show the funding information for the current term, example:



Home Forms Funding Sufficiency

Autumn Term 2023
Funding Information for Estimate, Headcount and Adjustment Claims

Term dates:
4th September 2023 - 22nd December 2023

Autumn Term funding is for 14 weeks
The termly dates and deadlines are found on the Termly Information Letter emailed on 7th June, 2023 and on the Early Years website.

Child Eligibility Dates:
2 Year Olds: Children born between 1st September 2020 and 31st August 2021
3 & 4 year olds: Children born between 1st September 2018 and 31st August 2020

30 Hour Code Eligibility Dates:
Code **Start** date: on or before 31st August 2023
Code **End** date: on or after 4th September 2023

Estimate Hours Submission Dates:
Childminders - 14th August - 6th September 2023
PVI and School settings - 14th August - 8th September 2023

Headcount Day - 5th October 2023

Headcount Submission dates:
14th August - 13th October 2023

Adjustment Tab Submission Dates:
6th November - 8th December 2023

The following tabs used for funding will also be displayed:



Home Forms Funding Sufficiency

- **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 85).
- **FUNDING** –the Funding tab is used to enter the Estimate hours, Headcount claim and Adjustments and funding Summary the funding that has been paid to the setting.
- **SUFFICIENCY**– This will not be visible to Childminders. This is used in the Summer term to enter the setting's place numbers and vacancies

3. FUNDING TAB:

The Funding tab is selected to access the following tabs:

Estimates

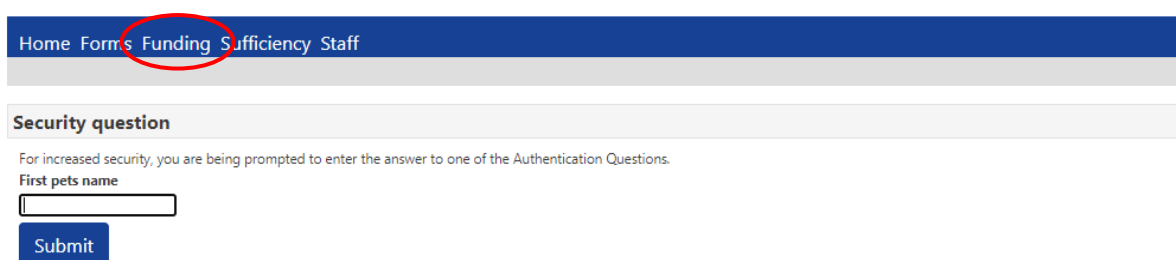
Actuals – (Headcount claim)

Adjustments

Eligibility Checker

Summary – a view of the funding that has been paid for the term

When the Funding Tab is selected, you are required to enter an answer to a Security Question. Please refer to **Authentication Questions** on page 7.



Home Forms **Funding** Sufficiency Staff

Security question

For increased security, you are being prompted to enter the answer to one of the Authentication Questions.

First pets name

Submit

The Funding tab will open with the following options:



Home Forms **Funding** Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Termly Funding Claim:

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 opening date will usually be two weeks before the beginning of term.

This process is set out in the order that is usually followed. The information given is for a 3 & 4 year funding claim. A similar process is followed for the 2 year old funding claim which is covered in detail from page 45.

3.1 Eligibility Checker tab

Used to check the validity of 30 hour codes

When the parent completes the 30 hour code details on the Parental Declaration Form, the 30 hour code will need to be checked using the **Eligibility Checker** tab.

The Eligibility Checker tab is always available and can be used when the forthcoming term is not open and when the current term has closed.

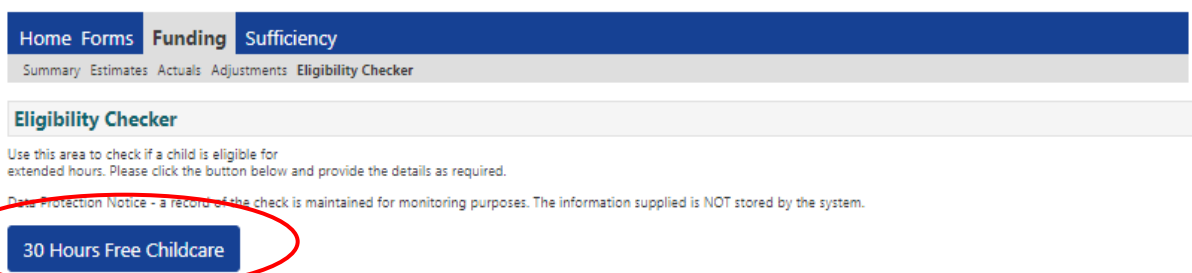
How to check 30 Hour Codes using the Eligibility Checker:

- The Eligibility Checker tab is used to check that the 30 hour code given by the parent is valid and within the eligible dates for funding for the term
- 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
- The 11 digit code issued to the parent by HMRC will start with either 500, 501 or 11 for a temporary code. A code for a looked after child with working foster carers will start with 400
- Select Eligibility Checker:



A screenshot of a web application's navigation bar. It has a blue header with 'Home Forms Funding Sufficiency'. Below it is a grey sub-header with 'Summary Estimates Actuals Adjustments Eligibility Checker'. The 'Eligibility Checker' link is circled in red.

- The following page will be displayed:




A screenshot of the 'Eligibility Checker' page. The page has a blue header with 'Home Forms Funding Sufficiency' and a grey sub-header with 'Summary Estimates Actuals Adjustments Eligibility Checker'. Below the header is a section titled 'Eligibility Checker' with a blue background. It contains the text: 'Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.' and 'Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.' Below this text is a blue button labeled '30 Hours Free Childcare', which is circled in red.

- Click on the **30 Hours Free Childcare** box. The following page will be displayed:

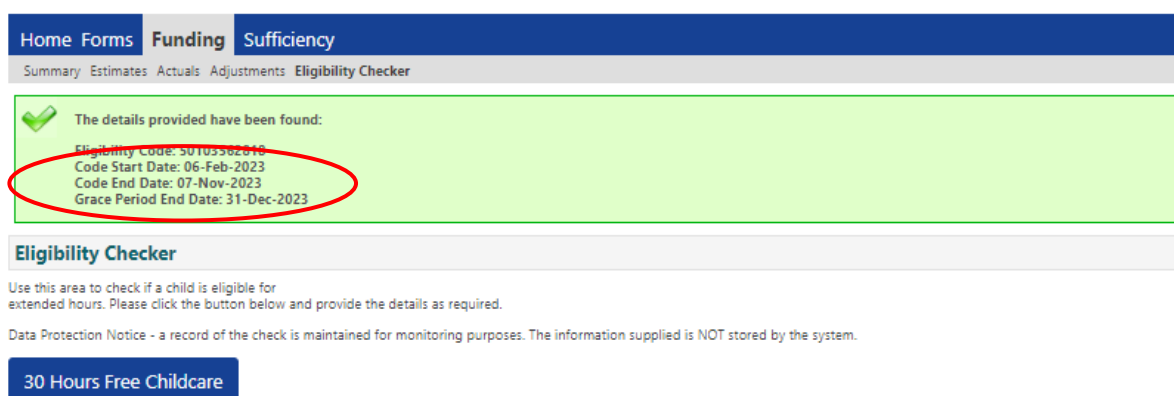


A screenshot of the '30 Hours Free Childcare' form. The form has a blue header with the title '30 Hours Free Childcare'. Below the header is a text box with the instruction: 'Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Partner Details are optional but if entered then all fields, except Forename, must be filled in.' The form contains several input fields: 'Eligibility Code*', 'Child Date of Birth*', 'Parent/Carer Forename', 'Parent/Carer Surname', 'Parent/Carer NI Number*', 'Partner Forename', 'Partner Surname', and 'Partner NI Number'. There is also a checkbox labeled 'Eligibility Check' with the text 'Consent must be given for this' next to it. At the bottom of the form are two buttons: 'Submit' and 'Cancel'. A note at the bottom left states '*denotes mandatory fields'.

- Enter the mandatory details marked with * only and click **Submit**. **Do not enter the parent's Forename and Surname details.**

Note: 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  box in the Child Funding tab.

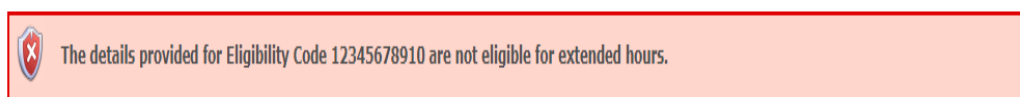
- If there is a **Found** result, it confirms the details entered match the application made with HMRC the following green box will be displayed.
- It does **NOT** guarantee that the code is eligible for funding in the selected term **The code dates MUST also be checked to make sure they meet the date criteria for that term as detailed in the Termly Information letter sent for the term.**



The screenshot shows the 'Eligibility Checker' tab in a system. A green box with a checkmark icon contains the text: 'The details provided have been found: Eligibility Code: 50105362018, Code Start Date: 06-Feb-2023, Code End Date: 07-Nov-2023, Grace Period End Date: 31-Dec-2023'. Below this, there is a section titled 'Eligibility Checker' with instructions and a data protection notice. At the bottom, there is a blue button labeled '30 Hours Free Childcare'.

Note: a green tick will show that there is a match for the code details with HMRC.

- If there is a **Not Found** result, the following message will be displayed:



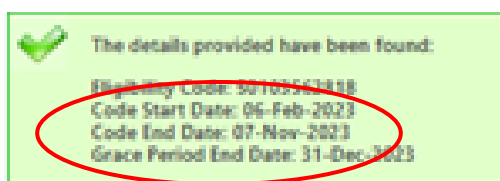
The screenshot shows a red box with a shield icon containing the text: 'The details provided for Eligibility Code 12345678910 are not eligible for extended hours.'

This indicates that the details entered do not match with the application made with HMRC or the code has expired. You will need to obtain further information from the parent to confirm:

- **The child's date of birth**
 - **Parent's NI number**
 - **The 30 hour code number**
- If there are still problems, the parent will need to contact HMRC on the Customer Interaction Centre number: **0300 123 4097**.

Validity Dates and the Grace Period

- Please make a note of the **Code Start Date** and **Code End Date** to keep track of when the code is valid from and when it expires.



- **DO NOT** rely on the Green tick. The code **dates** will determine if the code is eligible for funding for the term
- 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 2023/2024

*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 2023**, a start date on or before 31st August 2023 and an end date on or after 4th September 2023*
- *To be valid for the **Spring term 2024**, a start date on or before 31st December 2023 and an end date on or after 8th January 2024*
- *To be valid for the **Summer term 2024**, a start date on or before 31st March 2024 and an end date on or after 8th April 2024*

*If a code has a **start** date dated on or after:*

- *1st September 2023 it will not be eligible for funding until January 2024*
- *1st January 2024 it will not be eligible for funding until April 2024*
- *1st April 2024 it will not be eligible for funding until September 2024*

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 cut of date 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 or 501 with an issue after the deadline but with a start date by 14th of September/April/January.

Grace Period:

If a code is in its Grace period, a child can **continue** receiving 30 hour funding until the end of the Grace period with the setting that has made the Headcount claim. If the Grace period falls in the following term, they can **only** continue to receive funding if it is 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.

3.2 Estimates Tab

1) Enter your Estimate hours:

The **Estimated hours** are used to calculate the **Interim payment**. Refer to section 2.4.1 page 25 of the Guidance and Requirements of Early Education Funding for 2, 3 & 4 year olds - 2022 updated July 2023.

How to enter Estimate Hours:

- Select Funding>Select Year and Term
- Select the correct term
- Select the correct funding type, the hours need to be entered **separately** for both the 3 & 4 Year Olds and 2 Year Olds (if applicable)
- Select the **Estimates** tab

Home	Forms	Funding	Sufficiency
Summary	Estimates	Actuals	Adjustments
Eligibility Checker			

Summary Head Count Records for 2023/2024 - Autumn Term

2023/2024	Autumn Term
2022/2023	
2021/2022	
2020/2021	
2019/2020	
2018/2019	
2017/2018	
2016/2017	
2015/2016	
2014/2015 (2)	
2014/2015 (1)	
2014	
2013/2014	
2012/2013	

Funding Type
3 & 4 Year Olds 3

© 2023 The Access Group

- The following page will be displayed:

- 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 in the in the box circled:

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

- Calculate the weekly hours:**

Examples:

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

$$10 \text{ children} \times 15 \text{ hours} = \mathbf{150} \text{ hours to enter as the weekly hours}$$

If a setting is expecting to have 10 children attending for 30 hours per week (15 universal and 15 extended), the calculation will be:

$$10 \text{ children} \times 30 \text{ hours} = \mathbf{300} \text{ hours to enter as the weekly hours}$$

Or

If a setting is expecting to have 10 children attending 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:

$$5 \times 15 = 75$$

$$3 \times 10 = 30$$

$$2 \times 6 = 12$$

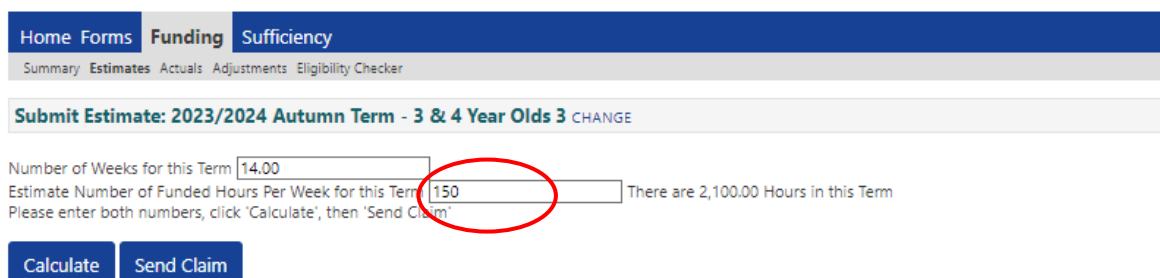
$$\text{Total weekly hours to enter: } 75 + 30 + 12 = \mathbf{117}$$

*Maintained Nursery Class or School

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

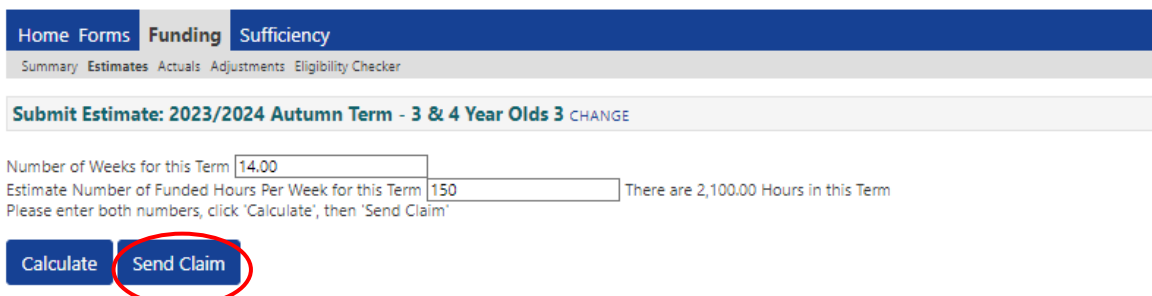
The hours entered in the example below are for 150 weekly hours.

- Click on calculate:

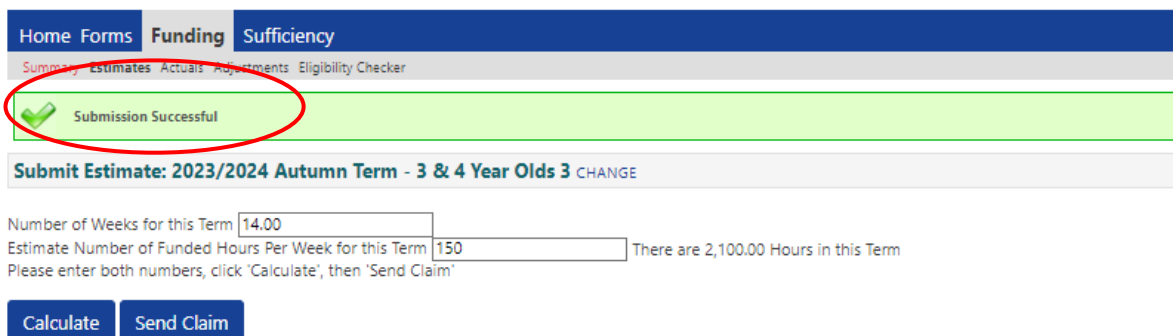


The system will calculate the termly hours (14 weeks x 15 hours) this is for information only.

- Click on Send Claim:



- When the claim has been successfully sent, the green tick bar will appear:



- When the funding office have accepted your Estimate hours, the Summary will be updated to show the Estimate hours your interim payment will be based on and the amount that you will be paid.
- Check that the details are correct. They can be changed up until the estimate submission deadline date:

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Summary: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Estimates

Term Length (Weeks)	14.00
Provider Rate applied	£5.01
Estimate Funding	
Hours Per Week	150.00
Term Funding Amount	£10521.00
Interim %	70.00%
Interim Amount Payable	£7364.70
<hr/>	
Total Interim Amount Paid to Date (before Adj)	£0.00
<hr/>	
Interim Amount Payable Balance	£7364.70
<hr/>	
Processed	No
Processed Date	

Actuals

Term Length (Weeks) Term Time	14.00
Provider Rate applied to child funding	£5.01
Universal Funding	
Funded Hours for Term	0.00
Funding Amount @ Provider Rate	£0.00
<hr/>	
Universal Funding Amount	£0.00
Extended Funding	
Funded Hours for Term	0.00
Funding Amount @ Provider Rate	£0.00
<hr/>	
Extended Funding Amount	£0.00
Totals	
Funded Hours for Term	0.00
Funding Amount @ Provider Rate	£0.00
Child Weightings	£0.00
<hr/>	
Term Funding Amount	£0.00
Interim Amount Paid (before Adj)	£0.00
<hr/>	
Term Funding Amount Balance	£0.00
Adjustments Paid with Final Payment	£0.00
<hr/>	
Actual Amount Paid (Inc. Adj)	£0.00
<hr/>	
Processed	No
Processed Date	

3.3 Actuals tab – Headcount claim

1. How to enter the termly Headcount:

The Headcount represents the actual children in attendance and the hours they attend the setting during the Headcount week. The Headcount week dates are shown in the Termly Information letter. A Parental Declaration Form (PDF) **must** be fully completed for all children entered in the Headcount claim.

- Select Funding > Actuals tab.

- Changes can only be made to the details if a term is available, it will show a green arrow as below:

Home Funding

Summary Estimates Actuals Adjustments Eligibility Checker

Actuals Head Count Records for 2023/2024 - Autumn Term

2023/2024	Office use only	
	Ready To Process	Processed
Autumn Term Submission Period: 10 Aug 2023 to 16 Oct 2023		
2022/2023		
2021/2022		
2020/2021		
2019/2020		
2018/2019		
2017/2018		
2016/2017		
2015/2016		
2014/2015 (2)		
2014/2015 (1)		
2014		

© 2023 The Access Group

FIS Provider Portal - Part of the Synergy FIS Suite

- 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:

Home Funding

Summary Estimates Actuals Adjustments Eligibility Checker

Actuals Head Count Records for 2023/2024 - Autumn Term

2023/2024	Office use only	
	Ready To Process	Processed
Autumn Term Submission Period: 10 Aug 2023 to 16 Oct 2023		
2022/2023		
Summer Term Submission Period: 10 Mar 2023 to 10 May 2023		
Spring Term Submission Period: 12 Dec 2022 to 02 Feb 2023		
Autumn Term Submission Period: 15 Aug 2022 to 17 Oct 2022		
2021/2022		
2020/2021		

- Select the correct term and funding type:

Home Funding

Summary Estimates Actuals Adjustments Eligibility Checker

Actuals Head Count Records for 2023/2024 - Autumn Term

2023/2024	Office use only	
	Ready To Process	Processed
Autumn Term Submission Period: 10 Aug 2023 to 16 Oct 2023		
2022/2023		
2021/2022		
2020/2021		
2019/2020		
2018/2019		
2017/2018		
2016/2017		
2015/2016		
2014/2015 (2)		
2014/2015 (1)		
2014		

- 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:

Home
Funding

Summary Estimates Actuals Adjustments Eligibility Checker

Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

Add Child Send Claim

- If the children have been carried forward from the previous term, a list of eligible children will be displayed with the funded hours that were claimed in the previous term:

Home
Funding

Summary Estimates Actuals Adjustments Eligibility Checker

Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 CHANGE

In 30H grace period

Add Child Send Claim

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠	×		209.44	209.44	£2098.58		11-Nov-2022 - 21-Aug-2023 Grace Period: 31-Dec-2023
	×		208.88	209.58	£2096.49		06-Dec-2022 - 11-Sep-2023 Grace Period: 31-Dec-2023
⚠	×		209.44	209.44	£2098.58		20-Aug-2022 - 16-Jun-2023 Grace Period: 31-Dec-2023
⚠	×		209.44	209.44	£2098.58		19-Oct-2022 - 12-Aug-2023 Grace Period: 31-Dec-2023
	×		210.00	0.00	£1320.90	DF EYPP	
⚠	×		209.44	209.44	£2098.58		14-Mar-2023 - 20-Jun-2023 Grace Period: 31-Dec-2023
	×		209.44	209.44	£2358.28	DF	18-Aug-2022 - 14-Sep-2023 Grace Period: 31-Dec-2023
	×		208.88	210.00	£2098.59		27-Aug-2022 - 14-Sep-2023 Grace Period: 31-Dec-2023

Add Child Send Claim

© 2023 The Access Group

FIS Provider Portal - Part of the Synergy FIS Suite

3.4 How to Add a New Child

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

- Select:

Add Child

The following page will appear. There are 5 tabs, complete each tab in turn, do not select Save until all tabs have been completed, where necessary:

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Documents Notes

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☐

Gender* ☐ Male ☐ Female

Preferred Surname

Ethnicity*

SEN COP Stage

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

*denotes mandatory fields

© 2023 The Access Group

FIS Provider Portal - Part of the Synergy FIS Suite

1. Child Details tab

- Complete all mandatory fields marked with *, using the information from the Parental Declaration Form (PDF).
- The child's name **MUST** be accurate and their **legal** name entered as shown 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.
- Select the child's ethnicity from the drop down box. **DO NOT** leave as Information Not Yet Obtained

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Documents Notes

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☐

Gender* ☐ Male ☐ Female

Preferred Surname

Ethnicity*

SEN COP Stage

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

*denotes mandatory fields

Information Not Yet Obtained

Black Caribbean

Black European

Black North American

Bosnian - Herzegovinian

Chinese

Chinese / Any Other Ethnic Group

Circus

Croatian

Egyptian

Fairground

Filipino

Greek

Greek / Greek Cypriot

Greek Cypriot

Gypsy

Gypsy / Roma

Gypsy/Roma - Roma

Hong Kong Chinese

Indian

Information Not Yet Obtained

© 2023 The Access Group

FIS Provider Portal - Part of the Synergy FIS Suite

- Select the correct SEN COP Stage by clicking on the drop down box, see below:

SEN options to select from are:

- No special Educational need
- Education Health and Care Plan
- SEN Support

The screenshot shows the 'Child Details' tab in the FIS Provider Portal. The 'SEN COP Stage' dropdown menu is open, displaying a list of options. The options are: '<Unknown>', 'No Special Educational need', 'Education, Health and Care Plan', 'Moved Out Of Area', 'Other La Ehcp', 'Referral Received', 'SEN Discontinued', 'SEN Support', 'Statemented', and 'Under EHC Assessment'. The 'Parent / Carer Details' tab is also visible, indicating the next step in the process.

2. Parent/Carer details tab:

The screenshot shows the 'Parent / Carer Details' tab in the FIS Provider Portal. The form includes fields for Parent/Carer and Partner details, such as Forename, Surname, DOB, Email, and Contact Number. It also includes checkboxes for 'Tick to give consent to Eligibility Checking for' and 'EYPP' and '30H' funding. The 'Parent / Carer Details' tab is highlighted, indicating the current step in the process.

- This will need completing when you are adding a 30 hour code for the Extended hours funding or claiming EYPP.
- A signed consent on the Parental Declaration Form (PDF) from the parent/carers **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.
- **Claim for 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 10** for the full details of the 30 hour code process.

Home **Funding**

Summary Estimates Actuals Adjustments Eligibility Checker

Child Details **Parent / Carer Details** Funding Details Documents Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details		Partner Details	
Forename	<input type="text"/>	Forename	<input type="text"/>
Surname	<input type="text"/>	Surname	<input type="text"/>
DOB	<input type="text"/>	DOB	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Contact Number	<input type="text"/>	Contact Number	<input type="text"/>
<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input checked="" type="checkbox"/> 30H	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> 30H

Save Cancel *denotes mandatory fields

- **Claims for 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 Parental Declaration Form (PDF). This will be checked using the Government's ECS check after the Headcount has been sent to the Early Years Funding Team.

- Tick the **EYPP** eligibilty check consent box .

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details **Funding Details** Documents Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details		Partner Details	
Forename	<input type="text"/>	Forename	<input type="text"/>
Surname	<input type="text"/>	Surname	<input type="text"/>
DOB	<input type="text"/>	DOB	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Contact Number	<input type="text"/>	Contact Number	<input type="text"/>
<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for <input checked="" type="checkbox"/> EYPP <input type="checkbox"/> 30H		Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input type="checkbox"/> 30H	

Save Cancel *denotes mandatory fields

Checks made for EYPP - Eligibility Checking Service (ECS)

- When the Headcount claim is submitted, the parent/carers 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 and show in the Weightings column.
- For those children where EYPP has not been allocated, it will mean that eligibility using the ECS was 'Not Found' or 'No Trace-Not Found-Check Data'.
- If you were expecting EYPP to be added and it is not showing in the **Weightings** column, check with the parent that the details you have been given are correct. 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 29).

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 see page 28.
- 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.

3. Funding Details tab:

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF* ☐ Yes ☐ No

Universal Funded Hours per Week

Universal Hours*

Extended Funded Hours per Week

Extended Hours*

30H Eligibility Code

30 Hours Free Childcare

Eligible for 30H ☐

Total Funded Hours per Week

Total Funded:

Attendance Days

Attends Monday ☐ Yes ☐ No

Attends Tuesday ☐ Yes ☐ No

Attends Wednesday ☐ Yes ☐ No

Attends Thursday ☐ Yes ☐ No

Attends Friday ☐ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours*

ⓘ If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

Maximum Values Allowed:

Number of Weeks: 14.00

Universal Weekly Hours: 15.00

Universal Termly Hours: 210.00

Universal Yearly Hours: 570.00

Extended Weekly Hours: 15.00

Extended Termly Hours: 210.00

Extended Yearly Hours: 570.00

Save **Cancel** *denotes mandatory fields

- Complete all mandatory fields marked with *
- Click on Default Term Dates, the term dates will automatically pre-populate:

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

- Add the number of Weeks attended. These are the standard funded weeks, regardless of how many weeks there are in the 'school term'. The standard term dates should only be changed for providers who are open for less than 38 weeks, e.g. Independent schools. The standard number of weeks in each term are:
 - Autumn term - 14 weeks
 - Spring term – 11 weeks
 - Summer term – 13 weeks

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details **Funding Details** Documents Notes

Funding Details

Start Date* 04-Sep-2023

End Date* 22-Dec-2023

Default Term Dates

Weeks Attended in Term*

- The number of weeks for the term are also shown in the red box as below:

Non-Funded Hours per Week

Non-Funded Hours*

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

30 Hours Free Childcare

Maximum Values Allowed:

Number of Weeks: 14.00

Universal Weekly Hours: 15.00

Universal Termly Hours: 210.00

Universal Yearly Hours: 570.00

Extended Weekly Hours: 15.00

Extended Termly Hours: 210.00

Extended Yearly Hours: 570.00

andatory fields

- The **Present during Census** box will automatically be ticked for new children added but **MUST** be ticked for all children attending during Headcount week in the **Spring term** for Census purposes.

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details **Funding Details** Documents Notes

Funding Details

Start Date* 04-Sep-2023

End Date* 22-Dec-2023

Default Term Dates

Weeks Attended in Term* 14

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF* ☐ Yes ☐ No

- **Nominated for DAF** (Disability Access Fund) option. 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 see page 28. The payment will not be confirmed unless this letter is seen by the Early Years Funding Team.

The screenshot shows a web application interface for funding details. At the top, there are tabs for 'Home' and 'Funding'. Below these are sub-tabs: 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The 'Funding Details' tab is active. Below this, there are more tabs: 'Child Details', 'Parent / Carer Details', 'Funding Details', 'Documents', and 'Notes'. The 'Funding Details' section contains the following fields:

- Start Date***: 04-Sep-2023
- End Date***: 22-Dec-2023
- Weeks Attended in Term***: 14
- Present during Census**: ☒
- Attends Two Days or More**: ☐
- Nominated for DAF***: ☐ Yes ☒ No

A red circle highlights the 'Nominated for DAF*' section.

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 if they attend more than one setting.

Children do not have to take up the full 570 hours of early education to receive full DAF payment.

- **Enter Funded and Non Funded hours**

Taking the details from **Part 2** of the Parental Declaration Form (PDF), enter the number of hours your setting is claiming. A number **MUST** be entered even if it is a zero 0 value.

Universal Funded Hours per Week Universal Hours* <input type="text"/>	Non-Funded Hours per Week Non-Funded Hours* <input type="text"/>
Extended Funded Hours per Week Extended Hours* <input type="text"/>	ⓘ If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer
30H Eligibility Code <input type="text"/>	
Eligible for 30H <input type="checkbox"/>	
Total Funded Hours per Week Total Funded: <input type="text"/>	Maximum Values Allowed: Number of Weeks: 14.00 Universal Weekly Hours: 15.00 Universal Termly Hours: 210.00 Universal Yearly Hours: 570.00 Extended Weekly Hours: 15.00 Extended Termly Hours: 210.00 Extended Yearly Hours: 570.00

*denotes mandatory fields

- Split Funding (the child is attending more than one setting) - claiming the correct hours for Universal and 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 of hours must be entered on the Parental Declaration Form (PDF) stating which provider is to claim the Universal hours and which provider is to claim 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 at the funding office, the claim will not be accepted until it has been agreed between all settings on how the funding is to be split.

- 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 **Part 2**, of the Parental Declaration Form (PDF)).

Please refer to the Stretch Guidance for further details, a copy can be found in Annex N page 125 of the Guidance & Requirements of Funding 2022.

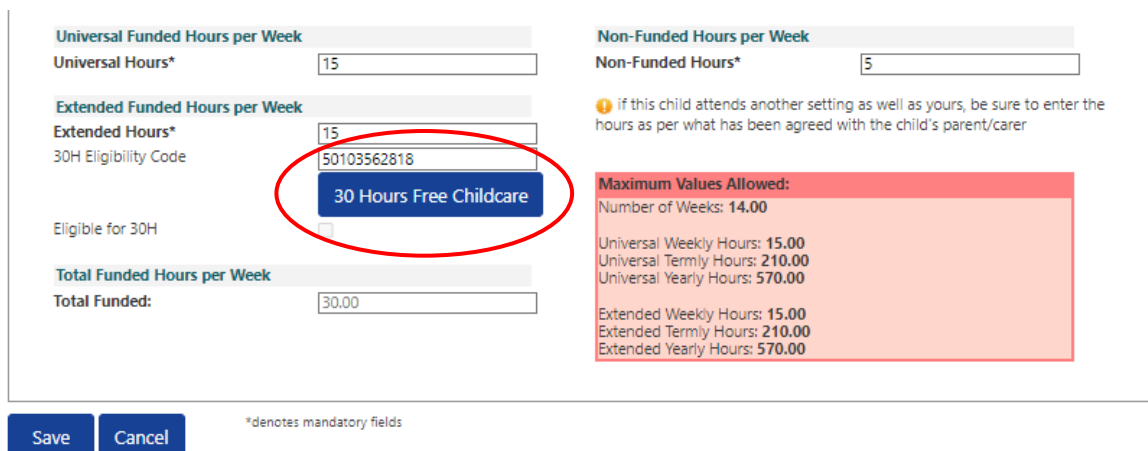
- Eligibility Check for 30 hours:**

The 30 hour code details should have been checked using the Eligibility Checker tab to establish its eligibility for funding (see page 11) **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.

If Extended hours have been added, the 30 hours hour code number will need to be entered

as shown below and then click on the  button below the code number.

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

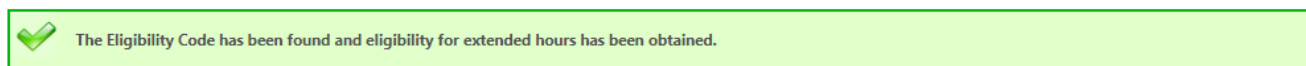


The screenshot shows the 'Funding Details' tab with the following fields and values:

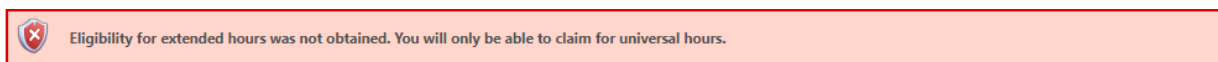
- Universal Funded Hours per Week:** Universal Hours* 15
- Extended Funded Hours per Week:** Extended Hours* 15
- 30H Eligibility Code:** 50103562818
- Eligible for 30H:** ☐
- Total Funded Hours per Week:** Total Funded: 30.00
- Non-Funded Hours per Week:** Non-Funded Hours* 5
- Maximum Values Allowed:**
 - Number of Weeks: 14.00
 - Universal Weekly Hours: 15.00
 - Universal Termly Hours: 210.00
 - Universal Yearly Hours: 570.00
 - Extended Weekly Hours: 15.00
 - Extended Termly Hours: 210.00
 - Extended Yearly Hours: 570.00

A red circle highlights the '30 Hours Free Childcare' button below the eligibility code. At the bottom, there are 'Save' and 'Cancel' buttons and a note: '*denotes mandatory fields'.

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

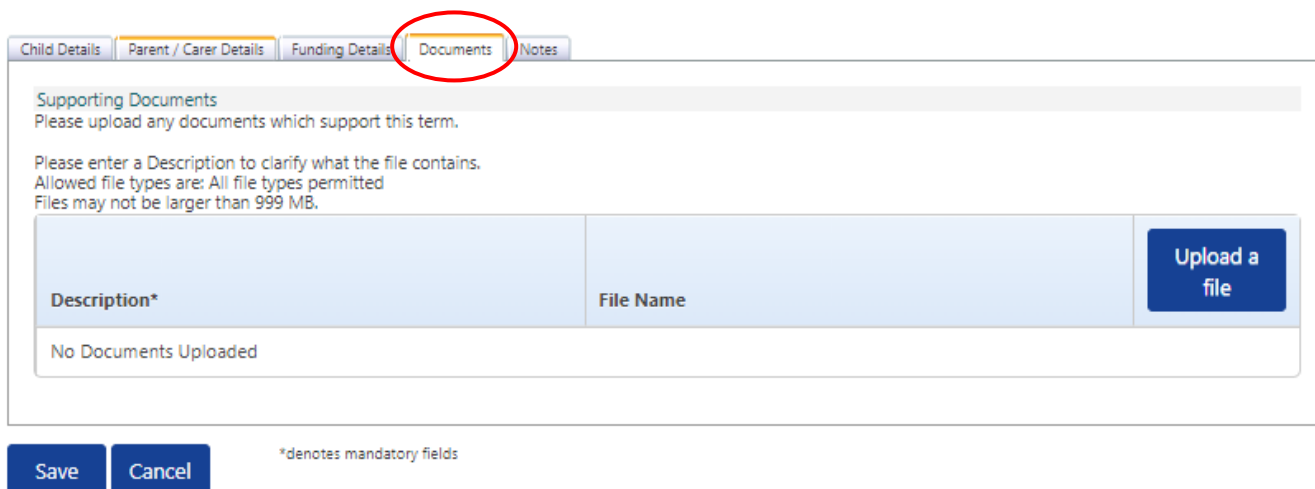


If the code is not eligible for funding because it has not got the correct validity dates for the term or the details entered for the code do not match with HMRC's, the following will be displayed:



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.

4. Documents tab



The screenshot shows the 'Documents' tab with the following elements:

- Supporting Documents:** Please upload any documents which support this term.
- Please enter a Description to clarify what the file contains.**
- Allowed file types are:** All file types permitted
- Files may not be larger than 999 MB.**
- Upload a file** button
- Description*** and **File Name** columns
- No Documents Uploaded** message
- Save** and **Cancel** buttons
- *denotes mandatory fields** note

- Use the Documents tab facility when you need to provide supporting information for:
 - **DAF** - when the 'Yes' for DAF has been ticked, the supporting Disability Living Allowance (DLA) award letter will need to be sent using the 'Documents' tab
 - **EYPP** is being claimed 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.
 - **2 Year olds** eligibility confirmation for funding, issued by an outside LA
- The facility is only available during the Headcount and the Adjustment 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 unless specifically requested. Only send the stated documents as supporting information for the purpose of verifying the child's funding claim for DAF, EYPP or 2 Year funding.

- **Click on Upload a file** and select the correct document from the setting's files.

The screenshot shows the 'Documents' tab selected in the 'Funding' section. The interface includes a header with 'Home', 'Forms', 'Funding', and 'Sufficiency Staff'. Below this is a sub-header with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main content area has tabs for 'Child Details', 'Parent / Carer Details', 'Funding Details', 'Documents', and 'Notes'. The 'Documents' tab is active, showing a section titled 'Supporting Documents' with instructions to upload documents and enter a description. A table with columns 'Description*' and 'File Name' is present, currently showing 'No Documents Uploaded'. A blue button labeled 'Upload a file' is circled in red. At the bottom, there are 'Save' and 'Cancel' buttons, and a note that '*' denotes mandatory fields.

- Type a description of the document attached:

Child Details | Parent / Carer Details | Funding Details | Documents | Notes

Supporting Documents
Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.
Allowed file types are: All file types permitted
Files may not be larger than 999 MB.

Description*	File Name	
DLA award letter	Copy of tmp16C6.xlsx	<div>Upload a file</div> <div>Delete</div>

Save Cancel *denotes mandatory fields

- Click on **'Save'**
- If a document is to be deleted, click on **Delete** and it will be removed.
- Add a note to the **Notes tab** to highlight that a document has been added.

5. Notes tab

Child Details | Parent / Carer Details | Funding Details | Documents | Notes

Add a new note

Notes History

Save Cancel *denotes mandatory fields

- **Only** use the **Notes** tab to advise us if a document has been sent to support DAF, EYPP or 2 year funding using the Documents tab or to notify us of any children who should be attending the setting for funded hours; but are not attending due to **unauthorised absence or left unexpectedly**.

Child Details Parent / Carer Details Funding Details Documents **Notes**

Add a new note

DLA award letter added added to Documents
 EYPP Supporting Information added to Documents
 Child left setting without notice

Notes History

Save Cancel *denotes mandatory fields

IMPORTANT NOTE: The Notes tab should not be used for any information other than stated above. Other information regarding your headcount claim must be sent by email to eyfunding@warwickshire.gov.uk .

- We do not read the messages sent using the Notes tab until after the Headcount submission deadline date. We will not pick up messages relating to your headcount claim during the submission period.

6. 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 as 'New, Unsubmitted Child':

Home

Funding

Summary

Estimates

Actuals


Adjustments

Eligibility Checker

Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child

Send Claim

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	New, Unsubmitted Child	Moons, Molly (06-Sep-2018)	210.00	210.00	£2104.20		06-Feb-2023 - 07-Nov-2023 Grace Period: 31-Dec-2023

Add Child


Send Claim

Continue adding new children as required.

- **Select Send Claim**
 - When all children have been added click on **Send Claim** the green tick line will appear.



Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

 Submission Successful

Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 [CHANGE](#)

[Add Child](#) [Send Claim](#)

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
  New, Awaiting LA Download	Moons, Molly (06-Sep-2018)	210.00	210.00	£2104.20		06-Feb-2023 - 07-Nov-2023 Grace Period: 31-Dec-2023

[Add Child](#) [Send Claim](#)



- The children's status is then displayed as 'New, Awaiting LA Download'
- When the LA have accepted the claim, the listed children will show with a cross next to their name:

Home **Funding**


Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 [CHANGE](#)

[Add Child](#) [Send Claim](#)

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
 	Moons, Molly (06-Sep-2018)	210.00	210.00	£2104.20		06-Feb-2023 - 07-Nov-2023 Grace Period: 31-Dec-2023

[Add Child](#) [Send Claim](#)

- Changes can still be made or new children added 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 exclamation mark will be displayed on the first page and next to the child's name in the Actuals list.  to show that the child's claim has not been submitted.

  [3 & 4 Year Olds 3](#)

- Refer to 3.8 page 37 - Unsubmitted Claims

3.5 How to Update and Edit the Actuals list

1. Select Actuals

- If the eligible funded children from the previous term have been carried forward to the current term, a list of these children will appear in the 'Actuals' list.
- Children's details are carried forward from the previous term for the Spring and Summer term Headcounts and for some settings, from Summer to Autumn term (except for Childminders).
- **Always** check the list of children to make sure that they are all included and that their hours are correct, particular attention should be made to:
 - Extended 30 hours, these hours are not brought forward if the code is in a grace period which expired at the end of the previous term.
 - Hours added as an Adjustment in the previous term.
- If there are children carried forward, they will be listed when the Actuals tab is selected for the term:

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X	Moons, Molly (06-Sep-2018)	210.00	210.00	£2104.20		06-Feb-2023 - 07-Nov-2023 Grace Period: 31-Dec-2023

- There will be 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' tab **MUST** be checked to make sure that child's details 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 updated as part of the Headcount process or notified to us by email as soon as possible.
- Double click on the child's name:

Child	Unive (inc A
Moons, Molly (06-Sep-2018)	

- The details carried forward from the previous term will be shown starting with the Summary tab:

Home Funding

Summary Estimates Actuals Adjustments Eligibility Checker

Name: Molly Moons DOB: 06-Sep-2018

Summary Child Details Parent/Carer Details Funding Details Documents Notes

Term Start Date	04-Sep-2023	Universal Funding
Term End Date	22-Dec-2023	Funded Hours Per Week 15.00
No of weeks attended	14.00	Funded Hours for Term 210.00
Nominated for DAF	No	
30H Eligibility Start Date	06-Feb-2023	
30H Eligibility End Date	07-Nov-2023	Funding Amount @ Provider Rate £1052.10
30H Grace Period End Date	31-Dec-2023	Child Weightings £0.00
30H Eligibility last checked	10-Aug-2023 17:00:21	
► Provider Total Rate	£5.01	Universal Funding Amount £1052.10
		Extended Funding
		Funded Hours Per Week 15.00
		Funded Hours for Term 210.00
		Funding Amount @ Provider Rate £1052.10
		Child Weightings £0.00
		Extended Funding Amount £1052.10
		Totals
		Funded Hours Per Week 30.00
		Funded Hours for Term 420.00
		Total Funding (excl. Adj) £2104.20
		Total amount from Adjustments £0.00
		Total amount from Pending Adjustments £0.00
		Total Funding For Term (inc Adj) £2104.20

Save Cancel *denotes mandatory fields

- Check the details on each tab in turn:
 - Child Details
 - Parent/Carer Detail
 - Funding Details
 - Documents
 - Notes
- Make changes as required.
- Once all tabs have been checked and the edits made,
- Select **Save**.
- Continue by checking all children's details.

3.6 How to Delete a Child

- Select 'Actuals', the list of children currently funded at the setting will appear. If a child is to be deleted, click on the cross next to the child's name as shown below:

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Moons, Molly (06-Sep-2018)	210.00	210.00	£2104.20		06-Feb-2023 - 07-Nov-2023 Grace Period: 31-Dec-2023

Add Child Send Claim

- The following will be displayed:

Organisation: Stacey Lambert
Provider: Lambert, Stacey (Childminder)

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Moons, Molly (06-Sep-2018)	210.00	210.00	£2104.20		06-Feb-2023 - 07-Nov-2023 Grace Period: 31-Dec-2023

Add Child Send Claim

Request Delete

Are you sure you want to request the deletion of child: Moons, Molly from this headcount record?
Delete requests are automatically submitted but can be cancelled.

FIS Provider Portal - Part of the Synergy FIS Suite

- To continue with deleting the child, click on 'Yes' as above.
- The list of children will then appear, 'Awaiting LA Deletion' will appear next to the child.:

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!	Awaiting LA Deletion	Moons, Molly (06-Sep-2018)	0.00	0.00	£0.00		06-Feb-2023 - 07-Nov-2023 Grace Period: 31-Dec-2023

Add Child Send Claim

- 'When the Early Years Funding Team has accepted the request, the child will disappear from the list of children:

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

Add Child Send Claim

3.7 Send Claim:

It is very important that this is not forgotten!

- When your Headcount has been completed with the required changes made to the existing children and any new children have been added, click on '**Send Claim**'.

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
New, Unsubmitted Child	Moons, Molly (06-Sep-2018)	210.00	210.00	£2104.20		06-Feb-2023 - 07-Nov-2023 Grace Period: 31-Dec-2023

Add Child Send Claim

- When the claim is successfully sent, the green tick line will be shown.
- The status will change to New, Awaiting LA Download if new children have been added:

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submission Successful

Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
New, Awaiting LA Download	Moons, Molly (06-Sep-2018)	210.00	210.00	£2104.20		06-Feb-2023 - 07-Nov-2023 Grace Period: 31-Dec-2023

Add Child Send Claim

Or

- 'Awaiting LA Download' if the details of an existing child have been edited:

The screenshot shows a form with two 'Add Child' and 'Send Claim' buttons at the top. Below them is a 'Status' dropdown menu. The selected option is 'Awaiting LA Download', which is circled in red. Below the dropdown are another 'Add Child' and 'Send Claim' buttons.

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**.

The screenshot shows the 'Funding' page with a navigation bar (Home, Funding) and a sub-navigation bar (Summary, Estimates, Actuals, Adjustments, Eligibility Checker). Below this is a header 'Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3' with a 'CHANGE' link. There are 'Add Child' and 'Send Claim' buttons. A table lists child funding details:

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X	Moons, Molly (06-Sep-2018)	210.00	210.00	£2104.20		06-Feb-2023 - 07-Nov-2023 Grace Period: 31-Dec-2023

Below the table are 'Add Child' and 'Send Claim' buttons.

3.8 Unsubmitted Claims

- If the **Send Claim box** is **not** clicked before the submission deadline date, the claim will **not** be imported to the LA database and processed by the Early Years Funding Team.
- A warning will be displayed to notify of an outstanding unsubmitted claim:

The screenshot shows the 'Summary Head Count Records for 2023/2024 - Autumn Term' page. It has a navigation bar (Home, Funding) and a sub-navigation bar (Summary, Estimates, Actuals, Adjustments, Eligibility Checker). Below this is a header 'Summary Head Count Records for 2023/2024 - Autumn Term'. There are two tables:

Year	Funding Type
2023/2024	2 Year Olds
2022/2023	3 & 4 Year Olds 3
2021/2022	
2020/2021	
2019/2020	
2018/2019	
2017/2018	

The '3 & 4 Year Olds 3' entry is circled in red.



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

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 [CHANGE](#)

[Add Child](#) [Send Claim](#)


	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
 	New, Unsubmitted Child	Plant, Rose (05-Oct-2019)	210.00	0.00	£1052.10		


[Add Child](#) [Send Claim](#)

- They will also show in **Notifications** on the **HOME** page

Notifications

These records have been edited but not yet claimed.

 There are unsubmitted child funding records for Provider

 2023/2024 Autumn Term - 3 & 4 Year Olds 3 (1 unsubmitted, 0 rejected)

- When the **Adjustment** tab opens later in the term, the child will need to be deleted from the Actual list and added as a new entry to the Adjustment tab using **Add Child**

3.9 Check Claim

NOTE: 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.

- 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.
- 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:

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Select Year and Term

2023/2024

Autumn Term

Submission Period:
10 Aug 2023 to 16 Oct 2023

2022/2023

- 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:

2022/2023

Summer Term

Submission Period:
20 Mar 2023 to 29 May 2023

Spring Term

Submission Period:
12 Dec 2022 to 02 Feb 2023

Autumn Term

Submission Period:
15 Aug 2022 to 17 Oct 2022

- If the term is closed, changes cannot be made on the Actual tab. All details for that term will be 'frozen'.
- If the Headcount submission deadline date has passed, changes can be made when the **Adjustment tab** is open, usually 3 weeks after the Headcount submission deadline date refer to **Section 6 page 57**.
- Check the list of funded children to make sure that it is complete and the hours that are being claimed for are correct.

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child Send Claim

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X	Moons, Molly (06-Sep-2018)	210.00	210.00	£2104.20		06-Feb-2023 - 07-Nov-2023 Grace Period: 31-Dec-2023

Add Child Send Claim

- Check the **Child Weightings** column to see if any weightings have been applied:

Home Funding							
Summary Estimates Actuals Adjustments Eligibility Checker							
Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 CHANGE							
Add Child		Send Claim					
Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status	

Child Weightings
DF,EYPP

- If the setting applied for EYPP (Early Years Pupil Premium) this should show in the **Child Weightings** column as **EYPP**. If EYPP has not been added as expected, please contact the Early Years Funding Team on eyfunding@warwickshire.gov.uk

Child Weightings
EYPP

- If a **DF (Deprivation Factor)** weighting has been added, this means that the child's postcode falls within the 30% most deprived areas as identified by the IDACI scale.

Child Weightings
DF

3.10 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:

Summary		Child Details	Parent / Carer Details	Funding Details	Documents	Notes
Term Start Date	03-May-2021					
Term End Date	21-Jul-2021					
No of weeks attended	11.00					
Nominated for DAF	No					
30H Eligibility Start Date	26-Jan-2021					
30H Eligibility End Date	22-May-2021					
30H Grace Period End Date	31-Aug-2021					
30H Eligibility last checked	01-Apr-2021 12:22:29					
► Provider Total Rate	£4.15					
		Universal Funding				
		Funded Hours Per Week 15.00 Funded Hours for Term 165.00				
		Funding Amount @ Provider Rate £684.75 ► Child Weightings £174.90				
		Universal Funding Amount £859.65				
		Totals				
		Funded Hours Per Week 15.00 Funded Hours for Term 165.00 Total Funding (excl. Adj) £859.65 Total amount from Adjustments £0.00 Total amount from Pending Adjustments £0.00				
		Total Funding For Term (inc Adj) £859.65				

Close *denotes mandatory fields

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

Summary		Child Details	Parent / Carer Details	Funding Details	Documents	Notes
Term Start Date	03-May-2021					
Term End Date	21-Jul-2021					
No of weeks attended	11.00					
Nominated for DAF	No					
30H Eligibility Start Date	26-Jan-2021					
30H Eligibility End Date	22-May-2021					
30H Grace Period End Date	31-Aug-2021					
30H Eligibility last checked	01-Apr-2021 12:22:29					
► Provider Total Rate	£4.15					
		Universal Funding				
		Funded Hours Per Week 15.00 Funded Hours for Term 165.00				
		Funding Amount @ Provider Rate £684.75 ► Child Weightings £174.90				
		Universal Funding Amount £859.65				
		Totals				
		Funded Hours Per Week 15.00 Funded Hours for Term 165.00 Total Funding (excl. Adj) £859.65 Total amount from Adjustments £0.00 Total amount from Pending Adjustments £0.00				
		Total Funding For Term (inc Adj) £859.65				

Close *denotes mandatory fields

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

Summary		Child Details	Parent / Carer Details	Funding Details	Documents	Notes
Term Start Date	17-Apr-2023					
Term End Date	25-Jul-2023					
No of weeks attended	13.00					
Nominated for DAF	Yes					
▶ Provider Total Rate	£4.54					
		Universal Funding				
		Funded Hours Per Week 15.00				
		Funded Hours for Term 195.00				
		Funding Amount @ Provider Rate £885.30				
		Child Weightings £0.00				
		Universal Funding Amount £885.30				
		Totals				
		Funded Hours Per Week 15.00				
		Funded Hours for Term 195.00				
		Total Funding (excl. Adj) £885.30				
		Total amount from Adjustments £828.00				
		Total amount from Pending Adjustments £0.00				
		Total Funding For Term (inc Adj) £1713.30				


Close

*denotes mandatory fields

- 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

3.11 30 Hour Codes in their Grace period:

- If the 30 hour code entered for a child has not been re-confirmed by its validity end date, the following warning will be displayed when the **Actuals** Tab is selected:

Home	Funding
Summary	Estimates Actuals Adjustments Eligibility Checker
Submit Actual: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 CHANGE	
<div>  In 30H grace period </div>	
<div> Add Child Send Claim </div>	

- A 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 screenshot shows the 'Summary' tab of a provider portal. At the top, there are tabs for 'Summary', 'Child Details', 'Parent / Carer Details', 'Funding Details', 'Documents', and 'Notes'. A yellow warning banner at the top states 'Child is in 30H grace period' with a warning triangle icon. Below this, a table lists term details:

Term Start Date	04-Sep-2023
Term End Date	22-Dec-2023
No of weeks attended	14.00
Nominated for DAF	No
30H Eligibility Start Date	14-Mar-2023
30H Eligibility End Date	18-Aug-2023
30H Grace Period End Date	31-Dec-2023
30H Eligibility last checked	30-May-2023 12:30:15
Provider Total Rate	£5.01

- 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.

Note: The funding office audit 30 hour codes 3 times each term, in the first week, around half term and towards the end. The codes that have been re-confirmed will update in your records if the Provider Portal is open i.e during the Headcount and Adjustment periods. At other times the information is 'frozen' and checks will need to be made on the Eligibility Checker tab.

4. SUMMARY TAB:

The Summary tab shows the Provider's financial information about the funding they have received for the early year's entitlements split into Estimate and Actuals.

Indicative Funding Information

The previous year's funding taken from the Summary tab for each term 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.

Make a diary note to view the Summary tab on a termly basis (preferably 2 weeks after the Headcount deadline date) to check the funding due to be paid to the setting and how it is broken down.

To view the **SUMMARY**:

- Login to the Provider Portal
- Select **Funding** Tab
- Select the required term

- Select the correct funding type
- The Summary Information will automatically be displayed:

Home Funding	
Summary	Estimates Actuals Adjustments Eligibility Checker
Summary: 2023/2024 Autumn Term - 3 & 4 Year Olds 3 CHANGE	
<p>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.</p>	
Estimates	Actuals
Term Length (Weeks)	Term Length (Weeks) Term Time
Provider Rate applied	Provider Rate applied to child funding
Estimate Funding	Universal Funding
Hours Per Week	Funded Hours for Term
Term Funding Amount	Funding Amount @ Provider Rate
Interim %	Child Weightings Total
Interim Amount Payable	
Universal Funding Amount	
Extended Funding	
Funded Hours for Term	
Funding Amount @ Provider Rate	
Child Weightings Total	
Extended Funding Amount	
Totals	
Funded Hours for Term	
Funding Amount @ Provider Rate	
Child Weightings	
Term Funding Amount	
Interim Amount Paid (before Adj)	
Term Funding Amount Balance	
Adjustments Paid with Final Payment	
Actual Amount Paid (Inc. Adj)	

The **Summary tab** 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 and their funding value.
- Weightings paid.
- Adjustments paid.

5. 2 YEAR FUNDING CLAIMS:

For a family to be eligible for 2 year funding they need to meet certain criteria which is found in the 2 year funding leaflet and on the Warwickshire website:

www.warwickshire.gov.uk/childcarecosts.

This website is also where parents need to apply for 2 year funding via the Parent Portal.

If the application is successful, the parent/carer will be emailed a Confirmation letter or in some circumstances, a letter sent by post, to confirm that the child is eligible for 2 year funding.

The setting **must** see this Confirmation Letter for 2 Year Funding a copy is shown in **Section 5.5 page 53**, before a 2 year old funded claim can be added to their Headcount. If the confirmation letter is from a different Local Authority the setting will need to follow the process in **Section 5.2 on page 50**.

5.1 How to Enter a 2 Year Funding Claim

- As in the 3 & 4 year process, select Funding>Select the correct Year, Term and funding type – 2 Year Olds:

Home Funding

Summary Estimates Actuals Adjustments Eligibility Checker

Summary Head Count Records for 2023/2024 - Autumn Term

2023/2024
Autumn Term
2022/2023
2021/2022
2020/2021
2019/2020
2018/2019

Funding Type
2 Year Olds
3 & 4 Year Olds 3

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

Home Funding

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2023/2024 Autumn Term - 2 Year Olds CHANGE

Add Child Enter EY Voucher Send Claim

Add Child Enter EY Voucher Send Claim

- There are 2 options - **Add Child** OR **Enter EY Voucher** – **DO NOT SELECT BOTH**.

- If the confirmation letter seen is from Warwickshire County Council (copy shown on page 53), there will be an **EY Voucher code** shown on it. The EY Voucher code must also be added in the 'EY Voucher' box on the Parental Declaration Form (PDF).
- Select **Enter EY Voucher**.

NOTE: If the confirmation is from another local authority you, will not be able to enter a EY Voucher code. Select **Add Child**, you will then need to follow the process for adding an out of county child, refer to **Section 5.2 page 50**.

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

EY Claim

Please enter a valid Voucher Code, together with the Child's Date of Birth and Surname.

Voucher Code*

Child Date of Birth*

Child Surname*

*denotes mandatory fields

Submit **Cancel**

Home Forms Fund

Summary Estimates Actual

Submit Actual: 2021

Add Child Enter EY Voucher Send Claim

Add Child Enter EY Voucher Send Claim

- If the details match with our records, the child's record will automatically open at the summary tab:

Name: James Beach DOB: 21-Apr-2021

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Term Start Date	04-Sep-2023	Universal Funding	
Term End Date	22-Dec-2023	Funded Hours Per Week	0.00
No of weeks attended	0.00	Funded Hours for Term	0.00
Provider Total Rate	£7.81		
		Funding Amount @ Provider Rate	£0.00
		Child Weightings	£0.00
		Universal Funding Amount	£0.00
		Totals	
		Funded Hours Per Week	0.00
		Funded Hours for Term	0.00
		Total Funding (excl. Adj)	£0.00
		Total amount from Adjustments	£0.00
		Total amount from Pending Adjustments	£0.00
		Total Funding For Term (inc Adj)	£0.00

Save **Cancel** *denotes mandatory fields

- Select the Child Details Tab – the child's details will already be pre-populated:

- Check that the details are correct and match with the details completed on the Parental Declaration Form
- Update the Ethnicity and SEN COP Stage boxes to show the correct information:

- The Parent Carer tab will not need completing, unless there are email and contact details to add.
- Select the Funding Details Tab:

Summary Child Details Parent / Carer Details **Funding Details** Documents Notes

Funding Details

Start Date* 04-Sep-2023

End Date* 22-Dec-2023

Default Term Dates

Weeks Attended in Term* 0.00

Present during Census ☒

Attends Two Days or More ☐

Universal Funded Hours per Week

Universal Hours* 0.00

Attendance Days

Attends Monday ☐ Yes ☐ No

Attends Tuesday ☐ Yes ☐ No

Attends Wednesday ☐ Yes ☐ No

Attends Thursday ☐ Yes ☐ No

Attends Friday ☐ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours* 0.00

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

Maximum Values Allowed:

Number of Weeks: 14.00

Universal Weekly Hours: 15.00

Universal Termly Hours: 210.00

Universal Yearly Hours: 570.00

Save Cancel

*denotes mandatory fields

- 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, the red box in the bottom right hand corner will show the standard number of weeks in the term
- Tick the 'Present during Census' box.
- Enter the hours to be claimed, as detailed in the Parental Declaration Form:

Summary Child Details Parent / Carer Details **Funding Details** Documents Notes

Funding Details

Start Date* 04-Sep-2023

End Date* 22-Dec-2023

Default Term Dates

Weeks Attended in Term* 14

Present during Census ☒

Attends Two Days or More ☐

Universal Funded Hours per Week

Universal Hours* 15

Attendance Days

Attends Monday ☒ Yes ☐ No

Attends Tuesday ☒ Yes ☐ No

Attends Wednesday ☒ Yes ☐ No

Attends Thursday ☒ Yes ☐ No

Attends Friday ☒ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours* 0.00

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

Maximum Values Allowed:

Number of Weeks: 14.00

Universal Weekly Hours: 15.00

Universal Termly Hours: 210.00

Universal Yearly Hours: 570.00

Save Cancel

*denotes mandatory fields

- Save

- The child will appear on the list of funded children as '**Unsubmitted Claim**':

Home Funding

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2023/2024 Autumn Term - 2 Year Olds CHANGE

Add Child Enter EY Voucher Send Claim


	Status	Child	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
	 Unsubmitted Claim	Beach, James (21-Apr-2021)	210.00	£1640.10	

Add Child Enter EY Voucher Send Claim

- When all children have been entered click on **Send Claim**.
- Confirmation of the submission will appear in the green tick box, children will show as '**New, Awaiting LA Download**':



Home Funding

Summary Estimates **Actuals** Adjustments Eligibility Checker

 Submission Successful

Submit Actual: 2023/2024 Autumn Term - 2 Year Olds CHANGE

Add Child Enter EY Voucher Send Claim

	Status	Child	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
	 Awaiting LA Download	Beach, James (21-Apr-2021)	210.00	£1640.10	

Add Child Enter EY Voucher Send Claim

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

Home Funding

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2023/2024 Autumn Term - 2 Year Olds CHANGE

Add Child Enter EY Voucher Send Claim

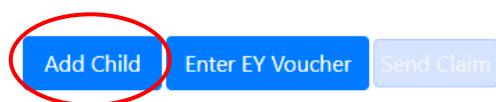
	Status	Child	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
		Beach, James (21-Apr-2021)	210.00	£1640.10	

Add Child Enter EY Voucher Send Claim

5.2 How to enter an Out of County Child 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, however, **you will not be able to add a EY voucher code issued by another local authority.**

- Select the **Add Child** box.
- The child's details will not be pre-populated, the details are will need to be entered manually, in the same way as for 3 & 4 year old funding.
- 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



- The following pop up box will appear, click on **Continue**



- The **Child Details** tab will open
- Enter all mandatory details marked with * from the information on the Parental Declaration Form

Home Funding

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Documents Notes

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☐

Gender* ☐ Male ☐ Female

Preferred Surname

Ethnicity*

SEN COP Stage

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

*denotes mandatory fields

- Completed the Funding Details tab:

Summary Child Details Parent / Carer Details **Funding Details** Documents Notes

Funding Details

Start Date*

End Date*

Weeks Attended in Term*

Present during Census ☒

Attends Two Days or More ☐

Universal Funded Hours per Week

Universal Hours*

Attendance Days

Attends Monday ☒ Yes ☐ No

Attends Tuesday ☒ Yes ☐ No

Attends Wednesday ☒ Yes ☐ No

Attends Thursday ☒ Yes ☐ No

Attends Friday ☒ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours*

Maximum Values Allowed:

Number of Weeks: **14.00**

Universal Weekly Hours: **15.00**

Universal Termly Hours: **210.00**

Universal Yearly Hours: **570.00**

*denotes mandatory fields

- Select **Documents** tab – attach the eligibility confirmation letter from the issuing local authority, **see page 29** on how to upload Documents.

Child Details | Parent / Carer Details | Funding Details | **Documents** | Notes

Supporting Documents

Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.
 Allowed file types are: All file types permitted
 Files may not be larger than 999 MB.

Description*	File Name	Upload a file
No Documents Uploaded		

Save Cancel *denotes mandatory fields

- 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 36**.

5.3 Edit and Deleting

Follow the same process for 3 & 4 year funding section 3.3.2 and 3.3.3

5.4 Summary

- The term's funding breakdown can be seen by selecting the **Summary tab** in the same way as 3 & 4 Year Funding.
- Information on how to view the child summary refer to section 3.10
- Information on how to view the provider Summary refer to section 4

5.5 2 Year funding Confirmation Letter Template:



People Directorate

Early Years Entitlements
Early Years & Childcare Entitlements,
Sufficiency & Business
Shire Hall
Market Place
Warwick
CV34 4RL

2help@warwickshire.gov.uk

PRIVATE AND CONFIDENTIAL

Dear Parent

We are pleased to confirm that your application for 2 year funding for **Name: XXX DOB: XXX** has been successful.

Your EY Voucher Code is :	
Your Code is valid from:	

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 **before** 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

Please note that your entitlement does not offer a guarantee of a place at any one provider or a particular pattern of provision.

If you need any assistance finding an early years provider, please contact the Family Information Service on 01926 742274 or 2help@warwickshire.gov.uk

As part of the service that Warwickshire County Council offers to families who have had eligibility confirmed for a 2 Help place your local Children and Family Centre will contact you in the near

OFFICIAL - Sensitive

future to offer any additional support and advice you may require with finding a suitable place for your child to attend. The Children and Family Centres offer many other services that you may also find useful and they will share these with you when they make contact. Your local Children and Family Centre details can be found on the list of providers included with this letter or at www.warwickshire.gov.uk/childrenandfamilycentres

Alternatively, if you have any queries regarding this entitlement, please contact us on the email above.

Yours sincerely

Warwickshire Early Years & Childcare Entitlements Team

6. ADJUSTMENTS TAB:

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, of the Guidance and Requirements of Early Education Funding for 2, 3 & 4 year olds 2022 for details of the adjustment criteria:

<https://api.warwickshire.gov.uk/documents/WCCC-505288705-409>

6.1 Online Adjustments tab details:

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**:

Organisation: Tribal Test
Provider: Tribal Test (Day Nursery) ▼

Home Forms Funding Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

Select Year and Term

2021/2022

Autumn Term

Submission Period:
01-Nov-2021 to 03-Dec-2021

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

Home Forms Funding Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

Adjustments Head Count Records for 2021/2022 - Autumn Term

2021/2022

Autumn Term

Submission Period:
01-Nov-2021 to 03-Dec-2021

2020/2021

2019/2020

2018/2019

2017/2018

		Actuals (Office use only)		
	Funding Type	Ready To Process	Processed	Editable
	2 Year Olds	✓		
	3 & 4 Year Olds 3			

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

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

Adjustments Head Count Records for 2021/2022 - Autumn Term

2021/2022
 Autumn Term
 Submission Period: 01-Nov-2021 to 03-Dec-2021
 2020/2021
 2019/2020
 2018/2019
 2017/2018

Funding Type	Ready To Process	Processed	Editable
2 Year Olds	✓		
3 & 4 Year Olds 3			

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

Home **Funding**

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.

View Adjustments: 2023/2024 Autumn Term - 2 Year Olds CHANGE

Please email the Authority to request changes to the adjustments.

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

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

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

Organisation: Tribal Test
 Provider: Tribal Test (Day Nursery) ▼

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

Adjustments Head Count Records for 2021/2022 - Autumn Term

2021/2022
 Autumn Term
 Submission Period: 01-Nov-2021 to 03-Dec-2021

Funding Type	Ready To Process	Processed	Editable
2 Year Olds	✓		
3 & 4 Year Olds 3	✓	✓	

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

6.2 How to add an Adjustment:

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

Organisation: Tribal Test
Provider: Tribal Test (Day Nursery) ▼

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

Adjustments Head Count Records for 2021/2022 - Autumn Term

2021/2022
Autumn Term
Submission Period:
01-Nov-2021 to 03-Dec-2021

Funding Type	Actuals (Office use only)		
	Ready To Process	Processed	Editable
2 Year Olds	✓		
3 & 4 Year Olds	✓	✓	

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

Organisation: Tribal Test
Provider: Tribal Test (Day Nursery) ▼

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

To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab.
To add a new child, click on the add child box below and complete all the details in every tab and click save.
When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed.

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

Add Child Send Claim

Status	Child	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	Hope, Holly (02-Feb-2018)	0.00	0.00	210.00	0.00	£871.50	
	Star, Sally (03-Mar-2018)	0.00	0.00	210.00	42.00	£1045.80	
	Wicks, Joe (05-Nov-2017)	0.00	0.00	168.00	0.00	£697.20	

Add Child Send Claim

Adding a NEW child to Adjustments:

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, but who has **not** been funded elsewhere for the term.

- Select Add Child:

Add Child Send Claim

- Add the details of the child in the same way as you would enter a new child in Actuals
- Select each tab in turn and fully complete **all** boxes.
- Do not select Save until all tabs have been completed.

Child Details tab:

The screenshot shows the 'Child Details' tab in the FIS Provider Portal. The top navigation bar includes 'Home', 'Forms', 'Funding', and 'Sufficiency'. Below this is a sub-navigation bar with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main content area has tabs for 'Child Details', 'Parent / Carer Details', 'Funding Details', 'Documents', 'Pending Adjustment', and 'Notes'. The 'Child Details' tab is active, showing two columns of form fields. The left column, titled 'Child Details', includes 'Forename*' (mandatory), 'Middle Name', 'Surname*', 'DOB*', 'Proof of DOB' (checkbox), 'Gender*' (Male/Female checkboxes), 'Preferred Surname', 'Ethnicity*' (dropdown), and 'SEN COP Stage' (dropdown). The right column, titled 'Address', includes 'Address Line 1*', 'Address Line 2', 'Address Line 3', 'Locality', 'Town', 'County', and 'Postcode*'. At the bottom, there are 'Save' and 'Cancel' buttons and a note: '*denotes mandatory fields'.

Parent/Carer Details tab:

The screenshot shows the 'Parent/Carer Details' tab in the FIS Provider Portal. The top navigation bar is the same as the previous tab. The sub-navigation bar is also the same. The main content area has tabs for 'Child Details', 'Parent / Carer Details', 'Funding Details', 'Documents', 'Pending Adjustment', and 'Notes'. The 'Parent / Carer Details' tab is active, showing a large text area with instructions: 'Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours. Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details. Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.' Below the text are two columns of form fields. The left column, titled 'Parent / Carer Details', includes 'Forename', 'Surname', 'DOB', 'NI or NASS Number' (checkboxes), and 'Tick to give consent to Eligibility Checking for' (EYPP and 30H checkboxes). The right column, titled 'Partner Details', includes 'Forename', 'Surname', 'DOB', 'NI or NASS Number' (checkboxes), and 'Tick to give consent to Eligibility Checking for' (EYPP and 30H checkboxes). At the bottom, there are 'Save' and 'Cancel' buttons and a note: '*denotes mandatory fields'.

Funding Details tab:

As the Headcount submission date has passed not all boxes will be available, some boxes will be 'greyed out' 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.

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

Funding Details
Start Date* 01-Nov-2021
End Date* 17-Dec-2021
Default Term Dates
Weeks Attended in Term* 0.00
Present during Census ☐
Attends Two Days or More ☒
Nominated for DAF* ☐ Yes ☒ No
Universal Funded Hours per Week
Universal Hours* 0.00
Extended Funded Hours per Week
Extended Hours* 0.00
30H Eligibility Code
30 Hours Free Childcare
Eligible for 30H ☐
Total Funded Hours per Week
Total Funded: 0.00

Attendance Days
Attends Monday ☒ Yes ☐ No
Attends Tuesday ☒ Yes ☐ No
Attends Wednesday ☒ Yes ☐ No
Attends Thursday ☒ Yes ☐ No
Attends Friday ☒ Yes ☐ No
Attends Saturday ☐ Yes ☐ No
Attends Sunday ☐ Yes ☐ No
Non-Funded Hours per Week
Non-Funded Hours* 0.00
if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer
Maximum Values Allowed:
Number of Weeks: **14.00**
Universal Weekly Hours: **15**
Universal Termly Hours: **210**
Universal Yearly Hours: **570**
Extended Weekly Hours: **15**
Extended Termly Hours: **210**
Extended Yearly Hours: **570**

Save Cancel *denotes mandatory fields

Documents tab:

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

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

Name: Michael George DOB: 25-Dec-2017

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

Supporting Documents
Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.
Allowed file types are: All file types permitted
Files may not be larger than 999 MB.

Description*	File Name	Upload a file
No Documents Uploaded		

Save Cancel *denotes mandatory fields

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 $15 \times 6 = 90$

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

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

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 $15 \times 6 = 90$

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 be 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:

Universal Pending Adjustment

Number of Hours

Reason (500 characters)

Extended Pending Adjustment

Number of Hours

Reason (500 characters)

Example:

If a child was missed off the Headcount:

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

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

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

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

Universal Pending Adjustment

Number of Hours More Hours 210

Reason (500 characters)

- Complete the **Reason** box.

Reason Box

The **Reason** Box **MUST** be fully completed with:

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

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

Universal Pending Adjustment

Number of Hours More Hours 210

Reason (500 characters)

Child missed off the Headcount
attending 15 hours per week for the 14 weeks of term
15 x 14 = 210 hours added

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

Extended Pending Adjustment

Number of Hours

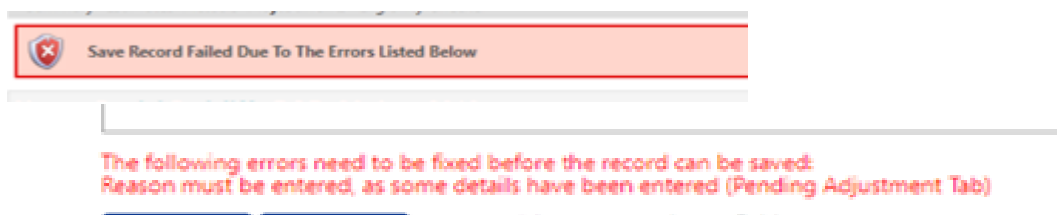
Reason (500 characters)

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

*denotes mandatory fields

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 section 2.6 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 return to the first page



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

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab.
To add a new child, click on the add child box below and complete all the details in every tab and click save.
When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed.

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

Add Child Send Claim

Status	Child	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
New, Unsubmitted Child	George, Michael (25-Dec-2017)	105.00	0.00	105.00	0.00	£435.75	
	Hope, Holly (02-Feb-2018)	0.00	0.00	210.00	0.00	£871.50	
	Star, Sally (03-Mar-2018)	0.00	0.00	210.00	42.00	£1045.80	
	Wicks, Joe (05-Nov-2017)	0.00	0.00	168.00	0.00	£697.20	

Add Child Send Claim

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

6.3 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

05-Mar-2019					
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':

Name: Joe Wicks DOB: 05-Nov-2017

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

Funding Details

Start Date* 02-Sep-2021

End Date* 17-Dec-2021

Default Term Dates

Weeks Attended in Term* 14.00

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF* ☐ Yes ☒ No

Universal Funded Hours per Week

Universal Hours* 12.00

Extended Funded Hours per Week

Extended Hours* 0.00

30H Eligibility Code

30 Hours Free Childcare

Eligible for 30H ☐

Total Funded Hours per Week

Total Funded: 12.00

Attendance Days

Attends Monday ☐ Yes ☒ No

Attends Tuesday ☐ Yes ☒ No

Attends Wednesday ☐ Yes ☒ No

Attends Thursday ☐ Yes ☒ No

Attends Friday ☐ Yes ☒ No

Attends Saturday ☐ Yes ☒ No

Attends Sunday ☐ Yes ☒ No

Non-Funded Hours per Week

Non-Funded Hours* 0.00

! if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:

Number of Weeks: 14.00

Universal Weekly Hours: 15.00

Universal Termly Hours: 210.00

Universal Yearly Hours: 570.00

Extended Weekly Hours: 15.00

Extended Termly Hours: 210.00

Extended Yearly Hours: 570.00

Save Cancel *denotes mandatory fields

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

Home Forms Funding Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

Name: Joe Wicks DOB: 05-Nov-2017

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

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details

Forename

Surname

DOB

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ 30H

Partner Details

Forename

Surname

DOB

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ 30H

Save Cancel *denotes mandatory fields

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

Name: Joe Wicks DOB: 05-Nov-2017

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

Funding Details

Start Date* 02-Sep-2021
End Date* 17-Dec-2021
Default Term Dates

Weeks Attended in Term* 14.00

Present during Census ☒
Attends Two Days or More ☐
Nominated for DAF* ☐ Yes ☒ No

Universal Funded Hours per Week
Universal Hours* 12.00

Extended Funded Hours per Week
Extended Hours* 0.00
30H Eligibility Code **30 Hours Free Childcare**

Eligible for 30H ☐

Total Funded Hours per Week
Total Funded: 12.00

Attendance Days

Attends Monday ☐ Yes ☒ No
Attends Tuesday ☐ Yes ☒ No
Attends Wednesday ☐ Yes ☒ No
Attends Thursday ☐ Yes ☒ No
Attends Friday ☐ Yes ☒ No
Attends Saturday ☐ Yes ☒ No
Attends Sunday ☐ Yes ☒ No

Non-Funded Hours per Week
Non-Funded Hours* 0.00

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:
Number of Weeks: 14.00
Universal Weekly Hours: 15.00
Universal Termly Hours: 210.00
Universal Yearly Hours: 570.00
Extended Weekly Hours: 15.00
Extended Termly Hours: 210.00
Extended Yearly Hours: 570.00

Save Cancel *denotes mandatory fields

- Select **Pending Adjustment** tab

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
Reason (500 characters)

Extended Pending Adjustment
Number of Hours
Reason (500 characters)

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

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

Save Cancel *denotes mandatory fields

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

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

3 hours x 7 weeks = 21 hours

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

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 **Less 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**

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 $15 \times 6 = 90$

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**

*denotes mandatory fields

Save Cancel

Note: You do not 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.

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

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab.
To add a new child, click on the add child box below and complete all the details in every tab and click save.
When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed.

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

Add Child Send Claim

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

Add Child Send Claim

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

- 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**

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

Submission Successful

To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab.
To add a new child, click on the add child box below and complete all the details in every tab and click save.
When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed.

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

▶ Not Paid - Total: £1747.95

Add Child Send Claim

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
	George, Michael (25-Dec-2017)	0.00	0.00	105.00	0.00	£435.75	
	Hope, Holly (02-Feb-2018)	0.00	0.00	168.00	0.00	£1312.20	
	Star, Sally (03-Mar-2018)	0.00	0.00	210.00	42.00	£1045.80	
	Swift, Taylor (05-Aug-2018)	0.00	0.00	210.00	0.00	£871.50	
Awaiting LA Download	Wicks, Joe (05-Nov-2017)	21.00	0.00	189.00	0.00	£784.35	

Add Child Send Claim

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

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

Submission Successful

To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab.
To add a new child, click on the add child box below and complete all the details in every tab and click save.
When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed.

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

▶ **Not Paid** - Total: £1747.95

Add Child Send Claim

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
	George, Michael (25-Dec-2017)	0.00	0.00	105.00	0.00	£435.75	
	Hope, Holly (02-Feb-2018)	0.00	0.00	168.00	0.00	£1312.20	
	Star, Sally (03-Mar-2018)	0.00	0.00	210.00	42.00	£1045.80	
	Swift, Taylor (05-Aug-2018)	0.00	0.00	210.00	0.00	£871.50	
⚠ Awaiting LA Download	Wicks, Joe (05-Nov-2017)	21.00	0.00	189.00	0.00	£784.35	

Add Child Send Claim

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

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

▶ **Not Paid** - Total: £1835.10

Add Child Send Claim

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
	George, Michael (25-Dec-2017)	0.00	0.00	105.00	0.00	£435.75	
	Hope, Holly (02-Feb-2018)	0.00	0.00	168.00	0.00	£1312.20	
	Star, Sally (03-Mar-2018)	0.00	0.00	210.00	42.00	£1045.80	
	Swift, Taylor (05-Aug-2018)	0.00	0.00	210.00	0.00	£871.50	
	Wicks, Joe (05-Nov-2017)	0.00	0.00	189.00	0.00	£784.35	

Add Child Send Claim

6.4 Rejected Claims

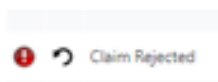
If an adjustment claim cannot be accepted by the funding office because:

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

The adjustment claim will be **rejected**.

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

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



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

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

The screenshot shows a web form titled 'Pending Adjustment' with tabs for Summary, Child Details, Parent / Carer Details, Funding Details, Documents, Pending Adjustment, and Notes. The main content area has a light blue header box with instructions: '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.' Below this are two sections: 'Universal Pending Adjustment' and 'Extended Pending Adjustment'. Each section has a 'Number of Hours' field with a dropdown menu (set to 'More Hours') and a text input field (containing '10.00'). Below each is a 'Reason (500 characters)' text area. At the bottom of each section is a red box with 'Maximum Values Allowed: Universal Termly Hours: 165.00, Universal Yearly Hours: 570.00' and 'Extended Termly Hours: 165.00, Extended Yearly Hours: 570.00'. At the bottom of the form are 'Save' and 'Cancel' buttons, and a note '*denotes mandatory fields'.

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

Term End Date 08-Apr-2022

No of weeks attended 11.00

Nominated for DAF No

► Provider Total Rate £4.15

Universal Funding

Funded Hours Per Week

Funded Hours for Term

Funding Amount @ Provider Rate

Child Weightings

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)

Claim Rejected

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

Save Cancel

*denotes mandatory fields

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

Name: Smythe John DOB: 05-Sep-2018

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 ▼

Reason (500 characters)

More hours added

5 weeks x 2 hours

Change in parent's working schedule

Maximum Values Allowed:
 Universal Termly Hours: 165.00

Extended Pending Adjustment

Number of Hours ▼

Reason (500 characters)

Maximum Values Allowed:
 Extended Termly Hours: 165.00

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

Home Forms Funding Sufficiency					
Summary Estimates Actuals Adjustments Eligibility Checker					
View Actuals: 2021/2022 Spring Term - 3 & 4 Year Olds 3 CHANGE					
	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weighting
	Bank, Mark (22-Mar-2018)	165.00	0.00	£1387.20	EYPP
!	John, Smythe (05-Sep-2018)	157.00	0.00	£651.55	
	Light, Lucy	110.00	0.00	£514.00	DF

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

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Adjustments cannot be added, due to the status being 'Adjustments Claim Rejected'. Please correct and Re-Send the Claim.

Name: Smythe John DOB: 05-Sep-2018

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Term Start Date 04-Jan-2022
Term End Date 08-Apr-2022
No of weeks attended 11.00
Nominated for DAF No

► Provider Total Rate £4.15

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

Universal Funding
Funded Hours Per Week
Funded Hours for Term

Funding Amount @ Provider Rate
Child Weightings

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)

Paid Adjustments

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

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

► Paid as Adjustments - Total: £1835.10

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:

▼ Paid as Adjustments - Total: £1747.05, Paid Date: 09-Dec-2021

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	Increase of hours f

6.5 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**

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Name: Holly Hope DOB: 02-Feb-2018

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

Funding Details

Start Date* 02-Sep-2021

End Date* 17-Dec-2021

Default Term Dates

Weeks Attended in Term* 14.00

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF* ☒ Yes ☐ No

Universal Funded Hours per Week

Universal Hours* 15.00

Extended Funded Hours per Week

Extended Hours* 0.00

30H Eligibility Code

30 Hours Free Childcare

Eligible for 30H ☐

Total Funded Hours per Week

Total Funded: 15.00

Attendance Days

Attends Monday ☐ Yes ☒ No

Attends Tuesday ☐ Yes ☒ No

Attends Wednesday ☐ Yes ☒ No

Attends Thursday ☐ Yes ☒ No

Attends Friday ☐ Yes ☒ No

Attends Saturday ☐ Yes ☒ No

Attends Sunday ☐ Yes ☒ No

Non-Funded Hours per Week

Non-Funded Hours* 0.00

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

Maximum Values Allowed:

Number of Weeks: 14.00

Universal Weekly Hours: 15

Universal Termly Hours: 210

Universal Yearly Hours: 570

Extended Weekly Hours: 15

Extended Termly Hours: 210

Extended Yearly Hours: 570

Select the **Documents** tab:

Upload a copy of the DLA award letter

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

Name: **Holly Hope** DOB: **02-Feb-2018**

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

Supporting Documents

Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.
Allowed file types are: All file types permitted
Files may not be larger than 999 MB.

Description*	File Name	
DLA Award letter	DAF.docx	<div>Upload a file</div> <div>Delete</div>

Save Cancel

*denotes mandatory fields

© 2021 Servelec Synergy Ltd

FIS Provider Portal - Part of the Synergy FIS Suite

Select the **Notes** Tab

Enter a note, example below:

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

Name: **Holly Hope** DOB: **02-Feb-2018**

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

Add a new note

Eligible for DAF, DLA award letter added

Notes History

No Historical Notes

Save Cancel

*denotes mandatory fields

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)**

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

Add Child Send Claim

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

Add Child Send Claim

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

EYPP

EYPP not added at Headcount

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

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

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

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

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details

Forename

Surname

DOB

☒ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☒ EYPP ☐ 30H

Partner Details

Forename

Surname

DOB

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ 30H

Save Cancel

*denotes mandatory fields

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

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

EYPP claimed at Headcount but not added:

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

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

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

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

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

- Select **Save** when all tabs have been completed
- Select **Send Claim** when all adjustments have been made
- The changes will show as **Awaiting LA Download** as previously described

Check the Summary tab:

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

Example:

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Name: Holly Hope DOB: 02-Feb-2018

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

Term Start Date	02-Sep-2021	Universal Funding	
Term End Date	17-Dec-2021	Funded Hours Per Week	15.00
No of weeks attended	14.00	Funded Hours for Term	210.00
Nominated for DAF	Yes		
▶ Provider Total Rate	£4.15	Funding Amount @ Provider Rate	£871.50
		Child Weightings	£0.00
		Universal Funding Amount	£871.50
		Totals	
		Funded Hours Per Week	15.00
		Funded Hours for Term	210.00
		Total Funding (excl. Adj)	£871.50
		Total amount from Adjustments	£615.00
		Total amount from Pending Adjustments	£0.00
		Total Funding For Term (inc Adj)	£1486.50

Save Cancel

*denotes mandatory fields

6.5 2 Year Funding Adjustments

To enter an Adjustment for 2 year funding:

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

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

Adjustments Head Count Records for 2021/2022 - Autumn Term

2021/2022

Autumn Term
Submission Period:
01-Nov-2021 to 03-Dec-2021

Funding Type	Ready To Process	Processed	Editable
2 Year Olds	✓	✓	
3 & 4 Year Olds 3	✓	✓	

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

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab.
To add a new child, click on the add child box below and complete all the details in every tab and click save.
When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed.

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)
	Russell, Jack (31-Aug-2019)	0.00	210.00	£1144.50

Add Child Enter EY Voucher Send Claim

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

- Select Add Child or Enter EY Voucher

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

EY Claim

Please enter a valid Voucher Code, together with the Child's Date of Birth and Surname.

Voucher Code*

Child Date of Birth*

Child Surname*

*denotes mandatory fields

Submit **Cancel**

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

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

- Select Add Child and enter the details manually

Example:

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

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

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☒

Gender* ☒ Male ☐ Female

Preferred Surname

Ethnicity*

SEN COP Stage

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save **Cancel** *denotes mandatory fields

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

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

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

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census ☐

Attends Two Days or More ☐

Universal Funded Hours per Week

Universal Hours*

Attendance Days

Attends Monday ☐ Yes ☐ No

Attends Tuesday ☐ Yes ☐ No

Attends Wednesday ☐ Yes ☐ No

Attends Thursday ☐ Yes ☐ No

Attends Friday ☐ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours*

Maximum Values Allowed:

Number of Weeks: **14.00**

Universal Weekly Hours: **15**

Universal Termly Hours: **210**

Universal Yearly Hours: **570**

*denotes mandatory fields

Save Cancel

- Enter the date the child started:

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

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

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census ☐

Attends Two Days or More ☒

Universal Funded Hours per Week

Universal Hours*

Attendance Days

Attends Monday ☒ Yes ☐ No

Attends Tuesday ☒ Yes ☐ No

Attends Wednesday ☒ Yes ☐ No

Attends Thursday ☒ Yes ☐ No

Attends Friday ☒ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours*

Maximum Values Allowed:

Number of Weeks: **14.00**

Universal Weekly Hours: **15**

Universal Termly Hours: **210**

Universal Yearly Hours: **570**

*denotes mandatory fields

Save Cancel

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

Organisation: **Tribal Test**
 Provider: Tribal Test (Day Nursery) ▼

Home Forms Funding Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

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

Supporting Documents
 Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.
 Allowed file types are: All file types permitted
 Files may not be larger than 999 MB.

Description*	File Name	Upload a file
No Documents Uploaded		

Save Cancel *denotes mandatory fields

© 2021 Servelec Synergy Ltd

FIS Provider Portal - Part of the Synergy FIS Suite

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

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

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

Universal Pending Adjustment
 Number of Hours
 Reason (500 characters)

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 ▼

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**

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**

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

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 $15 \times 6 = 90$

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

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
!	↺	Unsubmitted Claim	Russell, Jack (31-Aug-2019)	-84.00	126.00	£686.70


Add Child Enter EY Voucher Send Claim


- 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

 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, 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

[Add Child](#) [Enter EY Voucher](#) [Send Claim](#)


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


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

Organisation: Tribal Test
Provider: [Tribal Test \(Day Nursery\)](#)

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker

 To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab.
To add a new child, click on the add child box below and complete all the details in every tab and click save.
When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed.

Submit Adjustments: 2021/2022 Autumn Term - 2 Year Olds [CHANGE](#) 

▶ Not Paid - Total: £32.70

[Add Child](#) [Enter EY Voucher](#) [Send Claim](#)


		Status	Child	Pending Universal Adj Hours	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
			Jones, Davey (05-Sep-2018)	0.00	90.00	£490.50
			Russell, Jack (31-Aug-2019)	0.00	126.00	£686.70

[Add Child](#) [Enter EY Voucher](#) [Send Claim](#)

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

6.6 Unsubmitted Claims

- An unsubmitted claim will show if a claim was entered but was **not** submitted before the submission deadline date at the Headcount.

- It will show as a red circle with an exclamation mark:

- Unsubmitted claims will be highlighted on your Home page:

Historical Notifications



These records were edited but never claimed.


▼ [Click here to view these items](#)

▶ [There are unsubmitted records which are outside the submission window for Provider: /](#)



And

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



2 Year Olds



3 & 4 Year Olds 3



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

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

To Delete a child with an unsubmitted claim:



- Hover over the upturned **Edit** arrow

		New, Unsubmitted Child	Morris, William (03-Jan-2018)	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?

7. FORMS TAB:

The Forms tab is used to complete the Early Years Census Form for Childminders, PVI Providers, SFGR settings for children not included in the School Census in the Spring term.

It is also used to complete the FIS forms PVI and M Provider Update Form and the Childminder Update Form.

7.1 How to enter the Early Years CENSUS using the Forms tab

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 the **Guidance and Requirements of Funding 2022 updated July 2023** on page 2 of the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers>

It is 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:



The screenshot shows a web interface with a blue header bar containing links: Home, Forms, Funding, and Sufficiency. The 'Forms' link is circled in red. Below the header, there is a section titled 'Fill In Forms' with a sub-link 'view Forms'. Underneath, a message says 'Please select a form below to update your details:'. A list of forms follows, with 'Early Years Census Form 2023' circled in red and 'PVI & M Provider Update Form' listed below it.

- 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 2024.

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 2023	
<div>Next Page</div> <div>Select Page: <input type="text"/></div> <div>>></div>	
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 and for Childminders on: 01926 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: 19/01/2023 <u>Complete and submit by 27/01/2023</u>	
Section 1 - Provider Details	
LA Establishment URN: (Issued to Provider)	DCSF URN
OFSTED URN (if applicable):	OFSTED Reference
Provider Name:	Provider Name
Postcode:	Postal Code
Contact numbers provided by Ofsted:	Mobile
	Telephone
Email addresses provided by Ofsted:	Email
	E-Mail
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:	
<div>Next Page</div> <div>Select Page: <input type="text"/></div> <div>>></div>	

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 2023 continued...

Previous Page

Next Page

Select Page:

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 2or options)

Sector

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 MAON provision to be updated by DfE e.g. Day Nursery (please do not select the invalid 2or options)

Provider Type

Please select the care type e.g. Full Day Care (please do not select the invalid 2or options)

Day Care Type

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

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?

Number Of Weeks

How many weeks in the current calendar year is the provider open and funded by the local authority?

Note: The provider is funded by the local authority for a maximum of 36 weeks within the full calendar year

Number Of Weeks

Staff

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

Total number by headcount of staff at provider who work with children aged under 5? (This total should be the sum of the following 6 sections)

Total Staff At Provider

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

Number Of Staff With

Total number, by headcount, of staff with a full and relevant early years level 2 qualification and not in a managerial role who work with children

Number Of Staff With

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

Number Of Staff With

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

Number Of Staff With

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

Number Of Staff With

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

Number Of Staff With

Number of children by age

Number of 2 year olds? (Funded and non-funded) (age as at 31.12.2022) (All 2 year olds at your setting)

Number Of Two Year Olds

Number of 3 year olds? (Funded and non-funded) (age as at 31.12.2022) (All 3 year olds at your setting)

Number Of Three Year Olds

Opening and Closing Times:

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

Example:

Start time 8am - enter as 8:00

Finish time 6pm – enter as 18:00

Opening and closing times:

Daily Opening Times

Day	Start Time	End Time	Funded Places
Monday	8:00	18:00	<input checked="" type="checkbox"/>
Tuesday	8:00	18:00	<input checked="" type="checkbox"/>
Wednesday	8:00	18:00	<input checked="" type="checkbox"/>
Thursday	8:00	18:00	<input checked="" type="checkbox"/>
Friday	8:00	18:00	<input checked="" type="checkbox"/>

☒ Insert item

Staff

The Total number of staff cannot be more or less than all the boxes below it added together. Do not count a staff member more than once i.e, if a member of staff has more than one qualification, count them under their highest qualification.

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

Staff (Only count the staff member once and for their highest qualification only)	
Total number by headcount of staff at provider who work with children aged under 5? (This total should be the sum of the following 6 sections)	Total Staff At Provider
Total number, by headcount, of staff that have a full and relevant early years level 2 qualification who work with children aged under 5?	Number Of Staff With
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	Number Of Staff With
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	Number Of Staff With
Total number, by headcount, of staff with qualified teacher status who work with children aged under 5?	Number Of Staff With
Total number, by headcount, of staff with early years professional status who work with children aged under 5?	Number Of Staff With
Total number, by headcount, of staff with early years teacher status who work with children aged under 5?	Number Of Staff With

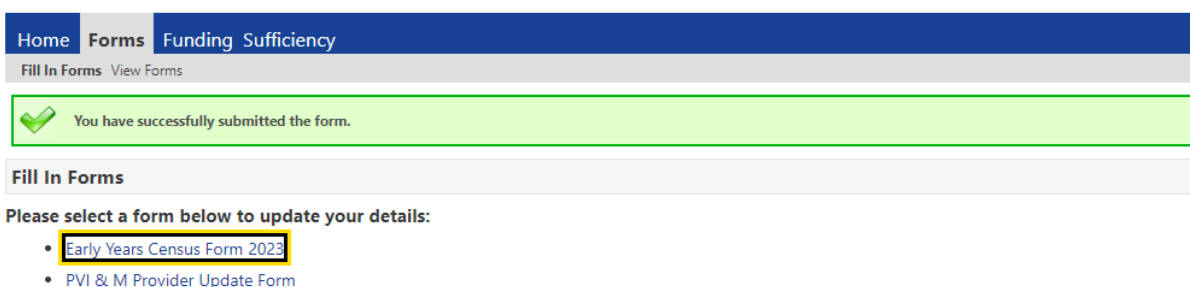
Guide:

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

Early Years Census 2023 - Guide for data collection	
Previous Page	Select Page: <input type="text"/> >>
Information about children Please record the normal situation during the week beginning 16th January 2023. If children are temporarily absent, for example, sick, on holiday please include them. If the provider was temporarily closed for any reason, 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 provider, please enter a tick in either section in 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 You must complete this section if you have ticked either boxes in 2A.	
Provision for free early education is categorised / classified as full day care and seasonal 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. Times should be added as e.g eight am to 5:00 six pm 16:00	
Seasonal 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 16:00	
If you are a private or voluntary provider, you should have already ticked either option in 2A. Now tick 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 day care: this category should only be used when a provider definitely does not fit into full day care and seasonal day care e.g. after school clubs.	
Section 2C Information about staff in this survey should relate to those who have been present in the week beginning 16th January 2023. If unusual circumstances occur that week (i.e. 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 6 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 in practice at Level 3 staffing roles.	
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 2022) are receiving early years education that is funded by the department via the local authority. The child details are taken from the Headcount return.	
<input type="text"/> <input type="text"/> <input type="text"/>	

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

- The green tick line will appear



The screenshot shows the 'Forms' tab selected in the top navigation bar. Below the navigation bar, there is a green banner with a checkmark icon and the text 'You have successfully submitted the form.' Below this, there is a section titled 'Fill In Forms' with the instruction 'Please select a form below to update your details:'. Under this instruction, there are two bullet points: 'Early Years Census Form 2023' (which is highlighted with a yellow box) and 'PVI & M Provider Update Form'.

- The details are received by the Early Years Funding Team to **Accept**. If there is incompatible information on the form, the form will be **Denied**. An automatically generated email will be sent to notify if the the form is 'Denied'. This will mean that the form must be completed again in the correct format and re-submit. Please refer to the Guide for further Information.

8. SUFFICIENCY TAB: (not available to Childminders)

Sufficiency Information Requirement (except for Childminders)

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 its 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 setting's final payment may be delayed if we have not received the sufficiency information.

Figures should be based on the Headcount week's numbers in the Summer Term as advised in the Termly Information Letter.

The Sufficiency tab will be open and available for updating on the Provider Portal during the same submission period as for the Headcount claim.

8.1 How to enter Sufficiency Information (except for Childminders)

1) How to Calculate the number of Places:

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 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 separately to each of the particular age ranges, to ensure places are not double counted.

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

Example – 40

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

If the setting is closed or do not offer places on a particular day or time of day, a **zero** should be inserted in the relevant box. If the offered places change each day depending on the age ranges the setting has, the changes must be shown for each day.

Vacancies

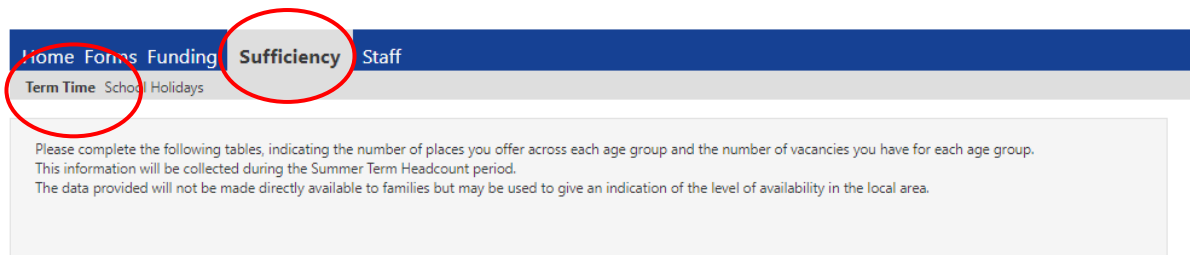
The number of vacancies for each age range must be completed for each day of the week and time (morning or afternoon).

Example: The setting offers **20** places and the actual occupancy is **15** children. The vacancy number to enter is $20 - 15 = 5$.

2) Inputting Data – Term Time

Log on to the Online Portal in the usual way.

The Sufficiency tab is at the top of the page



The screenshot shows the top navigation bar of the Online Portal with tabs: Home, Forms, Funding, Sufficiency, and Staff. The 'Sufficiency' tab is circled in red. Below the navigation bar, there is a sub-tab bar with 'Term Time', 'School', and 'Holidays'. The 'Term Time' sub-tab is also circled in red. The main content area contains the following text:

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.

Select Term Time

Select the Term and Year that is to be completed.

The following screen will be displayed:

Home Forms Funding Sufficiency

Term Time School Holidays

Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected termly during the 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.

School Holidays Sufficiency for 2022/2023 - Summer Term

Save Cancel

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Type	Cost Value
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
2 Year Old Places	Offered	0	0	0	0	0	0	00	0	0	20	0	0	0	0	0	0	
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
3 & 4 Year Old Places	Offered	0	0	0	0	00	0	0	0	0	0	0	0	0	0	0		
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

Save Cancel

CHECK the Age Group List – if the list does not show the correct age ranges that the setting offers (for example it only takes 3 & 4 year olds and there is a row for 2 year olds) please email eyfunding@warwickshire.gov.uk, and ask for this to be amended.

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

Click Edit:

Home Forms Funding Sufficiency

Term Time School Holidays

Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected termly during the 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 2022/2023 - Summer Term

Edit Copy

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Type	Cost Value
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
2 Year Old Places	Offered	20	20	20	20	20	20	20	20	20	20	0	0	0	0	2		
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
3 & 4 Year Old Places	Offered	32	32	32	32	32	32	32	32	32	32	0	0	0	0	0		
	Vacancies	12	12	6	7	7	9	9	8	9	9	0	0	0	0			

Edit Copy

Home Forms Funding **Sufficiency**

Term Time School Holidays

Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected termly during the 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 2022/2023 - Summer Term

Save Cancel

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Type	Cost Value
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
2 Year Old Places	Offered	20	20	20	20	20	20	20	20	20	20	0	0	0	0	0	▼	
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
3 & 4 Year Old Places	Offered	32	32	32	32	32	32	32	32	32	32	0	0	0	0	0	▼	
	Vacancies	12	12	6	7	7	9	9	8	9	9	0	0	0	0			

Save Cancel

© 2023 The Access Group

FIS Provider Portal - Part of the Surrey FIS Suite

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.

CARE: Only enter 0 for Saturday and Sunday unless you are open

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 or where there are no vacancies.

CLICK SAVE – The green tick bar will confirm that the details have been submitted as below:

Home Forms Funding **Sufficiency**

Term Time School Holidays

✓ Saved Term Time 2022/2023 - Summer Term

Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected termly during the 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 2022/2023 - Summer Term

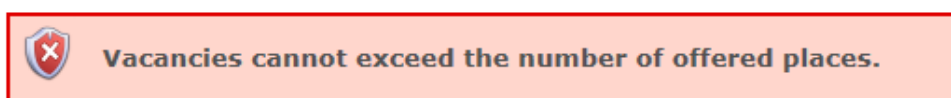
Edit Copy

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Type	Cost Value
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
2 Year Old Places	Offered	20	20	20	20	20	20	20	20	20	20	0	0	0	0	2	▼	
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
3 & 4 Year Old Places	Offered	32	32	32	32	32	32	32	32	32	32	0	0	0	0	0	▼	
	Vacancies	12	12	6	7	7	9	9	8	9	9	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 is entered, 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.

3) Inputting School Holidays:

Before completing this, please see Section 4 page 6 below on **Copying Information from Term to Term**.

Select Sufficiency > Term Time and School Holidays

Select the correct Year and Term

Select – School Holidays

A screenshot of a web application interface. At the top, there is a blue navigation bar with the following tabs: "Home", "Forms", "Funding", "Sufficiency", and an unlabeled tab. The "Sufficiency" tab is currently selected. Below the navigation bar, there is a sub-header "Term Time: School Holidays" which is circled in red. Below this, there is a light gray box containing the following text: "Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected termly during the 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."

Input the place details in the same way as shown for **Term Time**.

If details have been copied from Term to School Holidays, the details will be pre-populated.

Select Edit if the place numbers need to be changed.

Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected termly during the 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.

School Holidays Sufficiency for 2022/2023 - Summer Term

Edit **Copy**

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait		Cost	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value	
2 Year Old Places	Offered	20	20	20	20	20	20	20	20	20	20	0	0	0	0	2			
	Vacancies	2	0	0	0	0	0	0	0	0	0	0	0	0	0				
3 & 4 Year Old Places	Offered	32	32	32	32	32	32	32	32	32	32	0	0	0	0	0			
	Vacancies	12	12	6	7	7	9	9	8	9	9	0	0	0	0				

Edit **Copy**

Click **Save** when the details have been updated:

Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected termly during the 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.

School Holidays Sufficiency for 2022/2023 - Summer Term

Save **Cancel**

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait		Cost	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value	
2 Year Old Places	Offered	20	20	20	20	20	20	20	20	20	20	0	0	0	0	2			
	Vacancies	2	0	0	0	0	0	0	0	0	0	0	0	0	0				
3 & 4 Year Old Places	Offered	32	32	32	32	32	32	32	32	32	32	0	0	0	0	0			
	Vacancies	12	12	6	7	7	9	9	8	9	9	0	0	0	0				

Save **Cancel**

The **green tick bar** will confirm that the details have been submitted

 Saved School Holidays 2022/2023 - Summer Term

Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected termly during the 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.

School Holidays Sufficiency for 2022/2023 - Summer Term

4) Copying Information from Term to Term:

The information can be copied to another term or to the School Holidays option. Therefore, if the setting's place numbers remain the same, only the vacancies will need to be updated.

The place numbers can also be amended if these have changed.

Click – Copy

Home Forms Funding **Sufficiency**

Term Time School Holidays

Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected termly during the 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.

School Holidays Sufficiency for 2022/2023 - Summer Term

Edit Copy

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
2 Year Old Places	Offered	20	20	20	20	20	20	20	20	20	20	0	0	0	0	2	
	Vacancies	2	0	0	0	0	0	0	0	0	0	0	0	0	0		
3 & 4 Year Old Places	Offered	32	32	32	32	32	32	32	32	32	32	0	0	0	0	0	
	Vacancies	12	12	6	7	7	9	9	8	9	9	0	0	0	0		

Edit Copy

A box opens which gives the option to select the term the details are to be copied to from the dropdown box or to change the **Availability** to **School Holidays**:

Copy all the Sufficiency entries from Term Time 2022/2023 - Summer Term to:

Note: for the selected Availability and Year/Term, this will overwrite entries for existing Age Groups and insert entries for missing Age Groups.

Availability * ☐ Term Time ☒ School Holidays

Year/Term * 2022/2023 - Summer Term

Submit Cancel

Select the option you need, **Term Time**, **School Holidays** or **Year and Term**,

Click **Submit** – the information will then be copied to Term Time/School Holidays or the term selected, continue with the process above for Inputting data.