

IMPORTANT INFORMATION FOR THE SPRING TERM 2024 EARLY YEARS FUNDING PROCESS AND CENSUS

November 2023

Dear Headteacher,

Please find below the funding dates and processes for the 2, 3 & 4 Year Early Years Funding Entitlements for the **Spring Term 2024 Headcount and Early Years Census**.

Please read **ALL** the information carefully.

Academic year 2023/2024 School Term dates:

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

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

Children Eligible for funding in the Spring term 2024:

- 2 year olds born between 1st January 2021 and 31st December 2021
- 3 & 4 year olds born between 1st January 2019 and 31st December 2020

The Important Term Dates and Deadlines:

- **11th December 2023 - Provider Portal opens to:**
 - **Enter ESTIMATE hours** - enter the **total number of WEEKLY hours** using the Estimates tab on the Provider Portal.
 - **Enter HEADCOUNT-** for children attending your setting in the Headcount week commencing **15th – 19th January 2024 only**, including children who are not attending due to sickness or temporary absence e.g. On holiday.
- **8th January 2024 - Early Years Census Form** opens on the Provider Portal
- **8th January 2024 - Submission deadline for Estimate hours**
- **18th January 2024 - Headcount Day**
- **26th January 2024 – Submission deadline date for Headcount claim.** The provider portal closes for entering Actual hours and for sending **DAF** and **EYPP** supporting information. You **MUST** check that all details are correct before this date and make any changes or amendments.
- **26th January 2024 - Early Years Census Form Completion Deadline date**

The Important Term Dates and Deadlines cont'd:

- **19th February 2024- Online Adjustment tab opens** to enter permitted changes to funding since Headcount.
- **8th March 2024 – Online Adjustments submission deadline date**

Funding Payment Dates:

17th January 2024 – 3 & 4 year funding *Interim* payment based on the Estimate hours entered in the Provider Portal

19th January 2024 – 2 year funding *Interim* payment based on the Estimate hours entered in the Provider Portal

6th March 2024 - 3 & 4 year funding *Actual* payment based on the Headcount claim entered in the Provider Portal

8th March 2024 - 2 year funding *Actual* payment based on the Headcount claim entered in the Provider Portal

20th March 2024 – 2, 3 & 4 year *Adjustment* payment based on the Online Adjustment claim entered in the Provider Portal

Funding Rates:

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

- 2 year funding - **£7.81 per hour**
- 3 & 4 year funding for Universal and Extended hours - **£5.01 per hour** (base rate £4.98 plus £0.03 for Teachers Pay and Pensions Grant)
- Deprivation Factor (DF) – **62p per hour**
- Early Years Pupil Premium (EYPP) – **66p per hour**
- Disability Access Fund (DAF) - **£858.92 paid annually**

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

- **BEFORE offering an Extended 30 hour place:**
 - Check the 30 hour code dates using the **Eligibility Checker** on the Provider Portal, preferably before the end of the previous term, 31st December 2023 and **no later than** the start of the term the funding is to be used, 1st January 2024.
 - Confirm that that 30 hour code is valid and the **dates** are eligible for funding for the Spring Term 2024, see below.
 - **DO NOT** wait until the Headcount submission to check if a 30 hour code is eligible for funding.

30 hour code dates accepted for the Spring term 2024:

- 30 hour Code starting with 50, or 40 for foster carers:
 - **validity start date on or before 31st December 2023**
 - **validity end date on or after 8th January 2024**
- **Delayed codes starting with 50 issued by 14th January 2024 and evidence is seen that the application was made before 31st December 2023*
- Temporary codes starting with 11 **issued by 14th January 2024**

30 hours codes NOT accepted for the Spring term 2024:

- Codes with a validity start date on or after 1st January 2024 (except for agreed delayed codes only*)
- New children to 30 hours funding with a code with a validity end date ending before 8th January 2024 and in a Grace period when they start their funded place
- Codes where the Grace period expired on 31st December 2023 with a validity start date on or after 1st January 2024 (except for agreed delayed codes only*)

- For full details of the 30 hour code process, please read the 30 Hour Process Guidance which is found on page 2 of the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2> link: <https://api.warwickshire.gov.uk/documents/WCCC-505288705-348>
- Details of the 30 hours funding entitlement can also be found in to the Guidance and Requirements of Funding found on page 2 the website:

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

- For details on how parents can apply for a 30 hour code they must visit the government website: [Childcare Choices | 30 Hours Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)
- **How to claim 30 hours funding:**
If a Parent is claiming the 30 hours, Extended entitlement for their child, they must also complete the Extended 30 hours section of the Parental Declaration Form with details of:
 - Forename and Surname
 - National Insurance number
 - 30 hours code number

ENTERING ESTIMATE HOURS:

- Enter the total **WEEKLY** hours for all children.
Example: 10 children using 15 hours per week = 10 x 15 = 150 hours to enter.
- **DO NOT** enter the total **Termly** hours.
- The Estimate hours **MUST** be added by the deadline date to the Synergy FIS Provider Portal: <https://admissions.warwickshire.gov.uk/synergy/providers>
- **If the deadline date is missed, your Interim payment will not be made, the full term's funding will be made with the Actual payment.**
- **Refer to page 14 of the FIS Synergy Provider Portal Online Guidance** full instructions on how to enter your Estimate hours are on page 2 of the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2> link: <https://api.warwickshire.gov.uk/documents/WCCC-505288705-412>.

ENTERING THE HEADCOUNT CLAIM:

- The Headcount claim is added using the Synergy FIS Provider Portal: <https://admissions.warwickshire.gov.uk/synergy/providers>
- Children should be added who are attending your setting during the Headcount week (including those on holiday and absent due to sickness) **and** have a fully completed **Parental Declaration Form**.
- Refer to the **FIS Synergy Provider portal Online Guidance** for full instruction on how to enter your Headcount claim on page 2 of the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2> from page 17 link: <https://api.warwickshire.gov.uk/documents/WCCC-505288705-412>.

EYPP (Early Years Pupil Premium):

- For parents who have completed the EYPP section of the Parental Declaration Form, full details must be entered on the **Parent/Carer tab and the consent to check for EYPP box ticked on the Synergy FIS Provider Portal:**
<https://admissions.warwickshire.gov.uk/synergy/providers>
- The eligibility criteria for EYPP are found on the **Parental Declaration Form**, in the Guidance and Requirements of Funding under Guidance Documents in the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers> and the Warwickshire website: www.warwickshire.gov.uk/childcarecosts

DAF (Disability Access Fund):

- A child is eligible for DAF if they are in receipt of **Disability Living Allowance (DLA)** and take up an early education place.
- The **‘Yes’** option for **Eligible for DAF** will need selecting on the child’s Funding tab
- A copy of the DLA Award letter **MUST** be sent using the **Document tab** on the Synergy FIS Provider Portal: <https://admissions.warwickshire.gov.uk/synergy/providers>.
- The DAF Adjustment will not be accepted if the DLA information is not attached. **DO NOT** select ‘Yes’ if the parent has not completed the DAF section of the Parental Declaration Form and sent a copy of the DLA Award letter.
- For full details of the eligibility criteria for DAF refer to the Parental Declaration Form, the Guidance and Requirements of Funding found on page 2 of the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers> and the Warwickshire website: www.warwickshire.gov.uk/childcarecosts

2 Year funding claims:

- For full details of the 2 year funding eligibility criteria refer to the Guidance and Requirements of Funding found on page 2 of the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers> and the Warwickshire website: www.warwickshire.gov.uk/childcarecosts
- Parents who have a determination of eligibility will have an eligibility confirmation letter, which you must take a copy of before offering a funded 2 year old place.
- The EY Voucher code from the confirmation letter must be added to the Parental Declaration Form
- Confirmation of eligibility issued by local authorities from outside of Warwickshire must be sent with the funding claim attached to the Documents tab
- The 2 year funding is claimed via the Synergy FIS Provider Portal:
<https://admissions.warwickshire.gov.uk/synergy/providers>.

- The Access Synergy FIS Synergy Provider Portal Guidance shows the process for entering your 2 year old funding claim, a copy can be found at the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2> from page 45 link: <https://api.warwickshire.gov.uk/documents/WCCC-505288705-412>.
- **The Early Years Funding Office will NOT be able to approve your claim for 2 year funding until eligibility can be confirmed.**

ONLINE ADJUSTMENTS PROCESS:

- Adjustments to the Headcount **MUST** be claimed using the Online Adjustments tab on the Provider Portal when it opens after the Headcount period.
- For Guidance on how to enter your online adjustments follow the Access Synergy FIS Synergy Provider Portal Guidance in the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers> from page 31 link: <https://api.warwickshire.gov.uk/documents/WCCC-505288705-412>.
- The full details of Adjustments that are permitted after the Headcount, are shown in **Section 2.6** of the Guidance and Requirements of Funding, found under Guidance Documents in the Early Years Website (General pages): <https://schools.warwickshire.gov.uk/early-years-childcare-providers>

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

- The appropriate **Parental Declaration Form Academic Year 2023/2024 MUST** be fully completed for every child claiming the Early Years Funded Entitlements for 2, 3 & 4 year olds, before a funding claim is made.
- A copy of the most up to date version is attached with the accompanying email and on the website [Early Years and Childcare Providers – Education and Early Years providers \(warwickshire.gov.uk\)](https://schools.warwickshire.gov.uk/early-years-childcare-providers) links: <https://api.warwickshire.gov.uk/documents/WCCC-505288705-383>, <https://api.warwickshire.gov.uk/documents/WCCC-505288705-382> and <https://api.warwickshire.gov.uk/documents/WCCC-505288705-380>, <https://api.warwickshire.gov.uk/documents/WCCC-505288705-379>
- **The Parental Declaration Form (PDF) can be completed electronically and therefore can be emailed and downloaded by parents to complete and return to you without using a paper copy.**

CENSUS SPRING TERM 2024

The January 2024 Early Years Census is a statutory requirement for all Local Authorities to request specified data from providers concerning their childcare provision and details relating

to individual children within their setting. We are responsible for reporting this information to the Department for Education (DfE).

Schools with Early Years Provision:

- Schools with funded on-site early years free provision should make their return using **either** the school census **or** the early years census.
- If the registered pupils of the school, (2, 3 and 4-year-olds) **depending on the statutory age range of the school**, are recorded in the school census, do not include them in the early years census.
- Record children (aged 2, 3 and 4) attending a separate Ofsted registered provider on a school site on the early years census and not the school census.
- Children attending provision provided by the school governing body, **State Funded Governor Run (SFGR)** under Section 27 of the Education Act 2002 (s27 governor run) or provision which is run or managed by an academy or academy trust under charitable objectives should be either:
 - recorded via the school census where they are registered pupils of the school **depending on the statutory age range of the school.**
 - recorded via the early years census where they are not registered pupils of the school.
- Children may appear on the 2 different censuses where their free entitlement or extended entitlement hours are split between 2 different settings. In which case, the number of free entitlement hours for each child across all provision is limited to 15 hours universal free entitlement or, where appropriate, 30 hours where extended entitlement is claimed.

Guidance on how to complete the Early Years Census :

- For details on how the Early Years Census should be completed refer to **page 37** of the Guidance and Requirements of Funding copy on page 2 of the website:
<https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds/2>
- The guidance on how to complete the **Census Form in the Provider Portal** is found from page 85 of the FIS Synergy Provider Portal Guidance link:
<https://api.warwickshire.gov.uk/documents/WCCC-505288705-412>
- **Your final payment will be delayed if we have not received your Census return for the Spring term 2024 by the submission deadline date.**

IMPORTANT EARLY YEARS CENSUS REQUIREMENTS:

- The **Census child data** is taken from the Spring term Headcount for all funded 2, 3 & 4 year olds. All children present during the Headcount period must be included.
- The **Present During Census** box **MUST** be ticked for each child on your Headcount for children to be included in the **Early Years** Census return, and receive funding.
- The child's **Ethnicity** **MUST** be completed in line with the information entered on the Parental Declaration Form. This section is **mandatory** for the parent to complete.
- The child's **Special Educational Need status** **MUST** be completed.
- The **Census Form** for the **setting details** **MUST** be completed in respect of all funded and non-funded 2, 3 & 4 year olds in attendance during the Census period, **15th to 19th January 2024**, including children who are not attending due to sickness or on holiday.

Checking Your Claim:

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

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

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

Your information rights:

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

The Privacy Notice for our service can be found at www.warwickshire.gov.uk/childcarecosts

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

Yours sincerely

Penny Ibrahim
Early Years Entitlements Officer