

## IMPORTANT INFORMATION FOR THE SUMMER TERM 2024 EARLY YEARS FUNDING CLAIMS PROCESS

**March 2024**

Dear Early Years Provider,

Please find below the funding dates and processes for the 2, 3 & 4 Year Early Years Funding Entitlements for the **Summer Term 2024 funding claims and Sufficiency return.**

**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	<b>08/04/2024 to 19/07/2024- 14 weeks*</b>	<b>Summer Term – 16<sup>th</sup> May 2024</b>

**\*1 week of the Spring term funding should be used to cover 1 week of the Summer term, for those children who attended in the Spring term 2024.**

### Children Eligible for funding in the Spring term 2024:

- **2 year olds** for 2Help funding and the working parent entitlement - born between **1<sup>st</sup> April 2021 and 31<sup>st</sup> March 2022**
- **3 & 4 year olds** for the universal entitlement and the working parent entitlement (30 hours) - born between **1<sup>st</sup> April 2019 and 31<sup>st</sup> March 2021**

### The Important Term Dates and Deadlines:

- **18<sup>th</sup> March 2024 - 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 **13<sup>th</sup> – 17<sup>th</sup> May 2024 only**, including children who are not attending due to sickness or temporary absence e.g. On holiday.
  - **Enter SUFFICIENCY Return-** based on the Headcount week **13<sup>th</sup> – 17<sup>th</sup> May 2024**
- **11<sup>th</sup> April 2024 - Submission deadline for Estimate hours**
- **16<sup>th</sup> May 2024 - Headcount Day**
- **24<sup>th</sup> May 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.
- **24<sup>th</sup> May 2024 Submission Deadline date for Sufficiency return**

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

- **10<sup>th</sup> June 2024- Online Adjustment tab opens** to enter permitted changes to funding since Headcount.
- **5<sup>th</sup> July 2024 – Online Adjustments submission deadline date**

### Funding Payment Dates:

**24<sup>th</sup> April 2024** – 3 & 4 year funding *Interim* payment based on the Estimate hours entered in the Provider Portal

**26<sup>th</sup> April 2024** – 2 year funding *Interim* payment based on the Estimate hours entered in the Provider Portal

**19<sup>th</sup> June 2024** - 3 & 4 year funding *Actual* payment based on the Headcount claim entered in the Provider Portal

**21<sup>st</sup> June 2024** - 2 year funding *Actual* payment based on the Headcount claim entered in the Provider Portal

**17<sup>th</sup> July 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 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024, the hourly rates for the Early Years Entitlements are:

- 2 year funding - **£7.39 per hour**
- 3 & 4 year funding for Universal and Extended hours - **£5.25 per hour** (base rate £5.22 plus £0.03 for Teachers Pay and Pensions Grant)
- Deprivation Factor (DF) – **68p per hour**
- Early Years Pupil Premium (EYPP) – **68p per hour**
- Disability Access Fund (DAF) - **£910 paid annually**

## Eligibility Code Dates for the Working Parent Entitlements for children from 2 years old

- **BEFORE offering a funded place under the working parent entitlement for 2 year olds and the working parent entitlement for 3 & 4 year olds (30 hours):**
  - Check the eligibility code dates using the **Eligibility Checker** on the Provider Portal, preferably before the end of the previous term, 31<sup>st</sup> March 2024 and **no later than** the start of the term the funding is to be used, 8<sup>th</sup> April 2024.
  - Confirm that the Eligibility 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 an Eligibility code is eligible for funding.

### **Eligibility code dates accepted for the Summer term 2024:**

- Eligibility Code starting with 50, or 40 for foster carers:
  - **validity start date on or before 31<sup>st</sup> March 2024**
  - **validity end date on or after 8<sup>th</sup> April 2024**
- *\*Delayed codes starting with 50 issued by 14<sup>th</sup> April 2024 where evidence is seen that the application was made before 31<sup>st</sup> March 2024*
- Temporary codes starting with 11 **issued by 14<sup>th</sup> April 2024**

### **Eligibility codes NOT accepted for the Summer term 2024:**

- Codes with a validity start date on or after 1<sup>st</sup> April 2024 (except for agreed delayed codes only\*)
- New children to **the Working Parent Entitlement** funding with a code with a validity end date before **8th April 2024**.
- Codes where the Grace period **expired on 31<sup>st</sup> March 2024** with a validity start date on or after 1<sup>st</sup> April 2024 (except for agreed delayed codes only\*)

- Further details of the Eligibility Codes for the Working Parent Entitlements can be found in the Requirements of Funding and the accompanying Guidance on page 2 of our website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers>

- Parents must apply for an Eligibility code for the working parents entitlements via the government website: [Childcare Choices | 30 Hours Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)
- **How to claim the working parent entitlement funding:**  
If a parent is claiming the Working Parent entitlement for their child, they must complete either the Working Parent Expanded 15 hours entitlement for 2 year olds or the Working Parent Extended 15 hours entitlement for 3 & 4 year olds section of the Parental Declaration Form with details of:
  - Forename and Surname
  - National Insurance number
  - Eligibility 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.**
- **The 2 year funding entitlements and 3 & 4 year funding entitlements must be entered separately.**
- **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 in one payment at the Actual payment stage.**
- **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>

### **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) only **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.

## **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 is found on the **Parental Declaration Form**, the Funding Guidance Document, available on the Early Years Website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers> and in the Warwickshire website: [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts)

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

- A child is eligible for DAF if they are in receipt **Disability Living Allowance (DLA)** and take up an early education place.
- The parent will need to complete the Disability Access Fund (DAF) section on the Parental Declaration Form.
- 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 **'Yes'** option for **Eligible for DAF** will need selecting on the child's Funding tab in the Provider Portal.
- The DAF Adjustment will not be accepted if the DLA information is not attached to your funding claim. **DO NOT** select 'Yes' in the funding tab 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 of Funding found on page 2 of the Early Years Website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers> and the Warwickshire website: [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts)

## **2 Year funding claims for the 2 Help (Disadvantaged) entitlement**

- For full details of the eligibility criteria for the 2Help (Disadvantaged) entitlement, refer to the Guidance of Funding found on page 2 of the Early Years Website <https://schools.warwickshire.gov.uk/early-years-childcare-providers> link: and the Warwickshire website: [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts)
- Parents who have a determination of eligibility for 2 Help will have an eligibility confirmation letter, which you must take a copy of before offering a funded place under the 2 Help (Disadvantaged) entitlement.
- The EY Voucher code from the confirmation letter must be added to Part 2 of the Parental Declaration Form in the '2Help entitlement' section.
- Confirmation of eligibility issued by local authorities from outside of Warwickshire must be sent with the funding claim attached to the Documents tab

- The 2Help 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 Help 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>.
- **The Early Years Funding Office will NOT be able to approve your claim for 2Help 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
- The full details of Adjustments that are permitted after the Headcount, are shown in **Section 2.6** of the Requirements of Funding, found under Guidance Documents in the Early Years Website <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.
- For children new to funding in the Summer term 2024, the new version of the **Parent/Guardian Declaration Form for Summer term 2023/2024** must be completed which includes the new entitlement for working parents of 2 year olds.
- A copy of the most up to date version is attached with the accompanying email and on page 2 of the website [Early Years and Childcare Providers – Education and Early Years providers \(warwickshire.gov.uk\)](#)
- **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.**

### **SUFFICIENCY:**

The Local Authority will collect place and vacancy information during the **Summer term** Headcount, via the Synergy Online Portal **Sufficiency** tab. This information is for internal use only.

This information **MUST** be based on the **Headcount period, 13<sup>th</sup> – 17<sup>th</sup> May 2024** and returned by **24<sup>th</sup> May 2024** via the **Sufficiency tab** on the Synergy Provider Portal: <https://admissions.warwickshire.gov.uk/synergy/providers>.

By completing this information, you are giving us an insight into sufficiency in your 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. For help with completing the Sufficiency information, please refer to the Sufficiency Guidance document attached to the email.

**IMPORTANT: your final payment will be delayed if we have not received your Sufficiency information for the Summer term 2024.**

### **Checking Your Claim:**

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

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

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

### **Your information rights:**

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

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

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

Yours sincerely

**Penny Ibrahim**  
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