Access Synergy FIS Provider Portal

Online Funding Guidance

Updated August 2024

Contents

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:
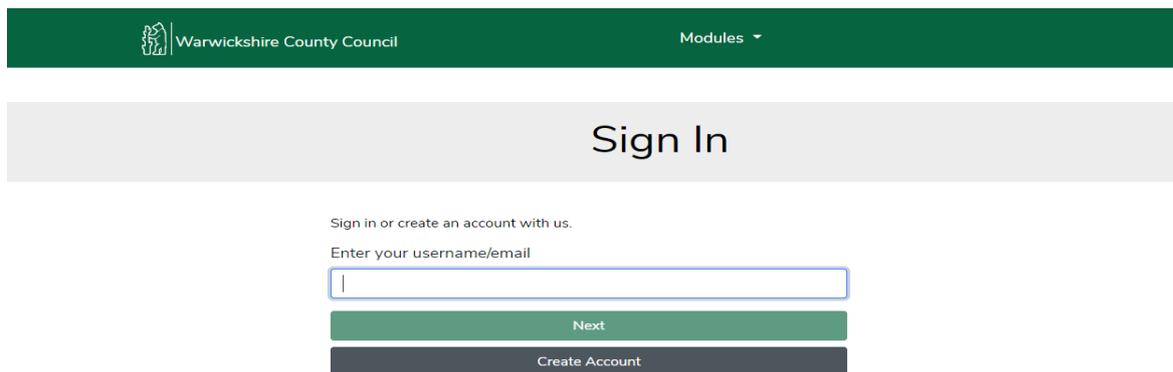
Enter the username and click on the 'Next' bar
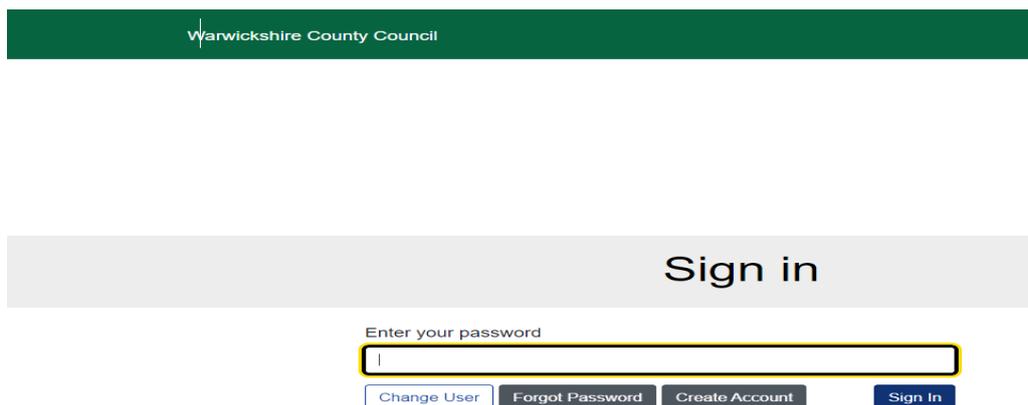
Select the **Forgot Password** option and a token will be sent to the contact email address given.

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Forgot Password

Request a token to reset your password, which we will email to you to verify your identity.

Enter your username/email

You must enter a username to request a token

Start Again | I have a token | Help ▾   Request Token

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Enter Token

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

Token

Start Again | Help ▾   Reset Password

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Create an Account:

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

Select the **Create Account** box:

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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:

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Create Account
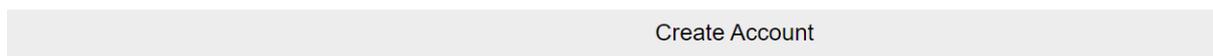
Personal Details
Title *
Forename *
Middle Name
Surname *

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

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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:
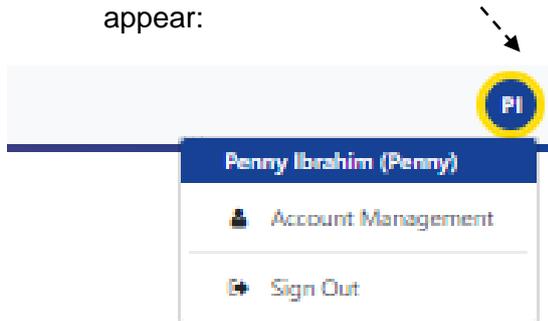
- Select Account Management
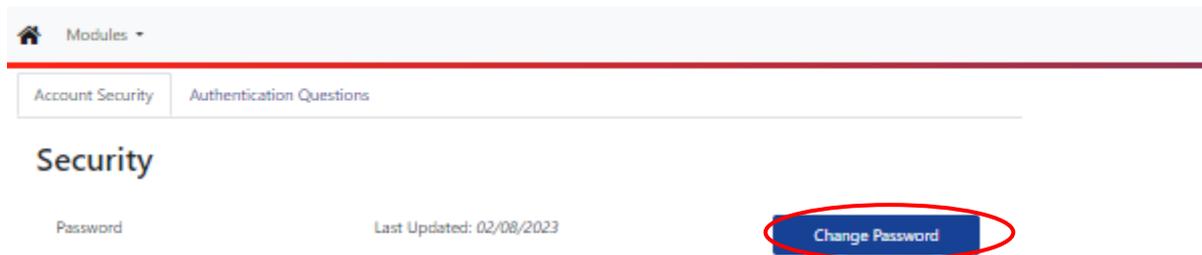
- Select the 'Change Password' box

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

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

- 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

- 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:

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)

New answer successfully saved.

Old Answer:

New Answer:

Confirm New Answer:

Save

- To return to the funding options select Modules :

Modules ▾
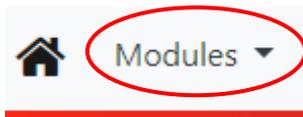
- Then select Childcare/Service Provider:

Modules ▾

Synergy Home

☗ Childcare / Service Provider

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

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2. HOME TAB:

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

The following tabs used for funding will also be displayed:

- **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 may 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.
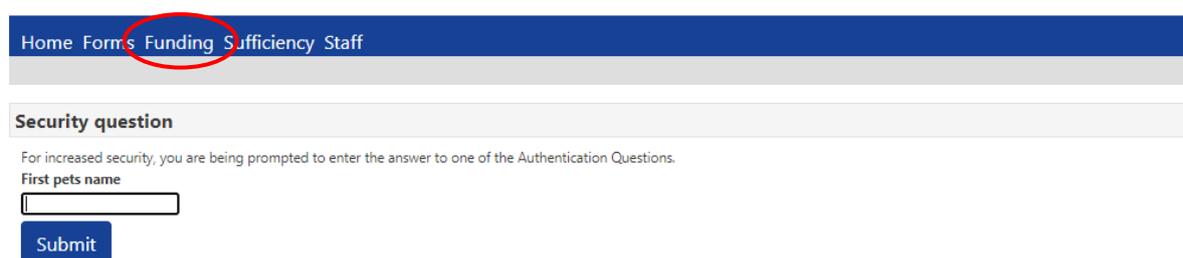
The Funding tab will open with the following options:

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 guidance is set out in the order that the funding process is usually followed. The information given is for a 3 & 4 year funding claim. A similar process is followed for the 2 year old and 9 months – 2 years funding entitlements, any differences are covered from page 48.

3.1 Eligibility Checker tab

Used to Validate Eligibility codes and check validity dates

When the parent completes the Working Parent Entitlements information on the Parental Declaration Form, the eligibility code **MUST** be checked and validated using the **Eligibility Checker**.

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 Eligibility Codes using the Eligibility Checker:

- The Eligibility Checker tab is used to check that the Eligibility 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 Eligibility code section of the Parental Declaration Form
- The 11 digit code issued to the parent by HMRC will start with either 50 or 11 for a temporary code. A code for a looked after child with working foster carers will start with 40

- Select Eligibility Checker:

- The following page will be displayed:
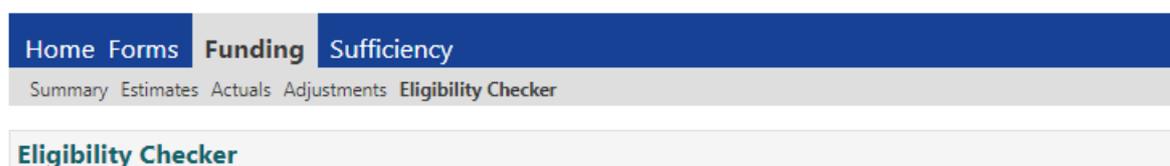
- Click on the **Eligibility Check** box. The following page will be displayed:

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

- If there is a **Found** result, a green tick bar will be displayed this will show that there is a match for the code details with HMRC.

- A green tick does <u>**NOT**</u> guarantee that the code is eligible for funding in the selected term.

- **The code dates <u>MUST</u> be checked to make sure they meet the date criteria for that term as detailed in the Termly Information sent for the term.**

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

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 Eligibility 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 **Eligibility Code Start Date** and **Eligibility Code End Date** to keep track of when the code is valid from and when it expires.
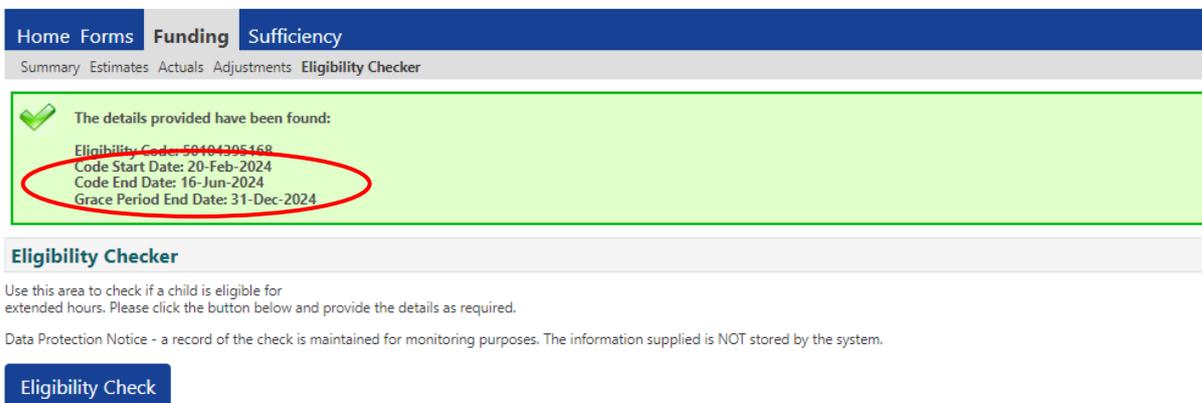
- **DO NOT** rely on the Green tick. The Eligibility code **dates** will determine if the code is eligible for funding for the term

- Settings are advised to remind parents when **the validity end date** expires and prompt them to re-confirm their code at least **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 the code has not re-confirmed at the validity end date.

Eligibility Code eligibility dates

Refer to the Termly Information for details of the eligibility code dates that can be accepted for the term.

*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** a start date on or before 31st August and an end date on or after the start of the term date after 1st September*

- *To be valid for the **Spring term,** a start date on or before 31st December and an end date on or after the start of the term date after 1st January*

- *To be valid for the **Summer term**, a start date on or before 31st March and an end date on or after on or after the start of the term date 1st April*

*If a code has a **start** date dated on or after:*
- *1st September it will not be eligible for funding until the Spring Term, starting in January.*
- *1st January it will not be eligible for funding until the Summer Term, starting in April.*
- *1st April it will not be eligible for funding until the Autumn Term, starting in September.*

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 50 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 the working parent entitlement 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, the child can **only** continue to receive funding if it is with the same setting as the previous term.*

- *Funding can continue with a code in the grace period if the child is moving between different Headcount age groups e.g. from 2 year funding to 3 & 4 year funding with the same setting*

- ***A child cannot start a new setting or a new claim for the working parent entitlement funding with an expired code. The Grace period is only counted for codes that are already funded.***

3.2 Estimates Tab

1) Enter your Estimate hours:

The **Estimated hours** are used to calculate the **Interim payment**. To work out the Estimate hours to enter:

- Add up each child's **weekly** hours for each entitlement.

  - 2 year olds – to include Disadvantaged (2Help) and the working parent entitlement (expanded hours)

  - 3 & 4 year olds – to include universal hours and the working parent entitlement (extended hours)

  - 9 months – 2 years – working parent entitlement hours (expanded hours)

  -

How to 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 children x 15 hours = **150** 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 children x 30 hours = **300** 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 x 15 = 75

3 x 10 = 30

2 x 6 = 12

Total weekly hours to enter: 75 + 30 + 12 =**117**

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*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'

▪ Enter the **total weekly hours** in the correct funding type for 9 months – 2 years, 2 year olds and 3 & 4 year olds

 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 each age range entitlement:

    o 9 months – 2 years old

    o 2 Year Olds

    o 3 & 4 Year Olds,

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Select the Estimates tab

Select the Funding Type:

- 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:
2 Year Old Disadvantaged hours and 2 year old Working Parent entitlement hours will need to be added together.

3 & 4 year olds Universal hours and Extended hours will need to be added together.

The hours entered in the example below are for 30 weekly hours.

- Click on calculate:

The system will calculate the termly hours for the term this is for information only, **<u>DO NOT</u>** change the number of Estimate hours to this value.

- Click on Send Claim:

When the claim has been successfully sent, **the green tick bar** will appear showing Submission Successful:

- This confirms that your estimate hours are being sent to the Funding Office's database. **You may wish to take a screen shot as proof of submission in case of discrepancies.**

- When the funding office have accepted your Estimate hours, the Summary tab 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:

3.3 Actuals tab – Headcount claim

Note: All Headcounts are based around the template for the 3 & 4 year funding claim, therefore the 3 & 4 year Headcount is being used to demonstrate all elements of the funding entitlements and will be referred to in the guidance for 2 Year Olds and 9 months- 2 years.

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. 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:
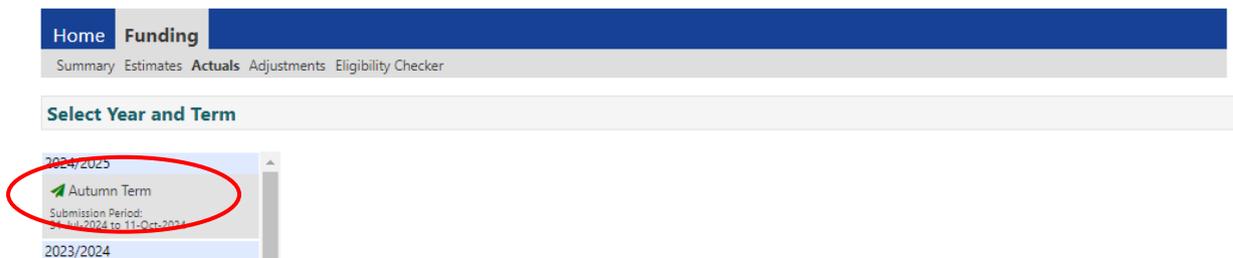
- If the term is 'closed', the user will only have access to view their funding details and will not be able to make changes to the funding record. A closed term will have a no entry sign shown as below:

- Select the correct term and funding type from:

    o 9 months – 2 years

    o 2 Year Olds

    o 3 & 4 Year Olds

- 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 shown in the example below:

- 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, example:

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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:
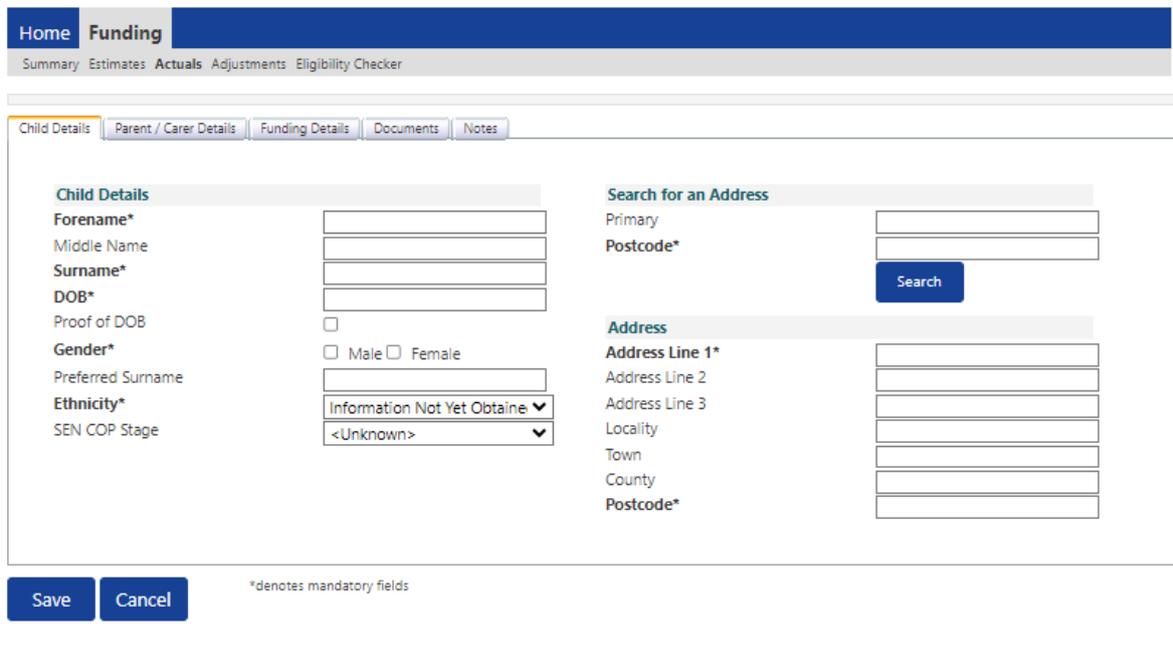
1. **Child Details tab**

   - Complete all mandatory fields marked with *, using the information from the Parental Declaration Form (PDF).

   - The child's name MUST be acurate 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

- 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

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2. Parent/Carer details tab:

- The Parent/Carer details will need completing when you are adding an Eligibility code for Working Family Eligibility or claiming EYPP.

- A signed consent on the Parental Declaration Form (PDF) from the parent/carer 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 the working parent entitlements:**

If a parent is claiming for the working parent entitlements, the information in Section 2 of the PDF showing the **working parent entitlements** will need to be add into the Parent/Carer Details tab see below:

The **Working Family Eligibility** box must be ticked:

- **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.

- Complete the parent details in the Parent/Carer box

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

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Checks made for EYPP - Eligibility Checking Service (ECS)

- When the Headcount claim is submitted, the parent/carer 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, unless the parent meets the economic eligibility criteria.

- 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 see page 33.

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3. Funding Details tab:

Example of 3 & 4 year old claim:

- Complete all mandatory fields maked with *

- Click on Default Term Dates, the term dates will automatically pre-populate:

- 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

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

Maximum Values Allowed:
Number of Weeks: **13.00**

Funded Weekly Hours: **15.00**
Funded Termly Hours: **195.00**
Funded Yearly Hours: **570.00**

Extended Weekly Hours: **15.00**
Extended Termly Hours: **195.00**
Extended Yearly Hours: **570.00**

- 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.

4. Disability Access Fund

- **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.**

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Additional Entitlements:	
Disability Access Fund (DAF)	
For children in receipt of child Disability Living Allowance (DLA) and receiving the funded Early Education entitlement. DAF is paid to the child's nursery as a fixed annual rate, as notified by the Local Authority, each calendar year. Please tick if your child is receiving DLA YES ☐ NO ☐ **If you have ticked Yes, you must provide a copy of the DLA Award letter to your early years provider.** If your child is splitting their funded Early Education entitlement across two or more providers, please nominate the setting where the local authority should pay DAF	
*Name of Provider	

- This letter will need to be sent to us using the **Documents** tab see page 33. The payment will not be confirmed unless this letter is seen by the Early Years Funding Team.

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 3** 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.

Example of a 3 & 4 year claim:

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Funded Hours per Week
Hours*

Extended Funded Hours per Week
Extended Hours*

Eligibility Code

Check Eligibility Code

Eligibile for Extended Hours ☐

Total Funded Hours per Week
Total Funded:

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

Maximum Values Allowed:
Number of Weeks: **13.00**

Funded Weekly Hours: **15.00**
Funded Termly Hours: **195.00**
Funded Yearly Hours: **570.00**

Extended Weekly Hours: **15.00**
Extended Termly Hours: **195.00**
Extended Yearly Hours: **570.00**

Split Funding (the child is attending more than one setting) - claiming the correct hours for 3 & 4 Year old Universal and Extended hours:

- If a child's funding is to be split between more than one setting, the parent must complete details on the Parental Declaration for the funding claim they are making with you in Part 2.

☐ **Universal 15 hours Funded Entitlement for 3 & 4 year olds**

For all three- and four-year-olds from the term after their third birthday. **NO ELIGIBILITY CODE** is required.

☐ **Working Parent 15 hours Expanded Entitlement from the term after 9 months – 2 years***
☐ **Working Parent 15 hours Expanded Entitlement from the term after 2 years***
☐ **Working Parent 15 hours Extended Entitlement for 3 & 4 years olds***

*For the **Working Parent** entitlements from the term after the child turns the relevant age, with a valid **eligibility code** issued by **HMRC** the term before they are due to access a funded place. The eligibility code is to be reconfirmed every 3 months. If you do not have a valid code for the term, parents will be liable to pay for any additional hours accessed where the provider is unable to claim funding using the eligibility code. **Please complete the information below:**

*Parent / Carer Forename and Surname:	*Parent / Carer National Insurance Number:	*Eligibility Code (11 digit number starting with 50)	*Date Eligibility Code Checked by Provider(dd/mm/yy)

- They MUST also complete details of the other setting in **Part 3** of the Parental Declaration Form and nominate how the funded hours are to be split.

- The split of hours must be show which provider is to claim the Universal hours and which provider is to claim the Extended 30 hours, or a mix of both.

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Part 3 – Claim Details

AUTUMN TERM – 14 Weeks funding (maximum 210 /420 hours for 30 hours)							A	B	C
Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded Hours Entitlement Type	Funded hours used per day					Total number of hours per week (maximum equivalent of 15 hours over 38 weeks between all providers for each entitlement)	Number of weeks funding claimed per year: Term time only: 38 weeks Stretched: up to 52 weeks	Provider use only: Hours added to Provider Portal (A x B/38 = C)
		Mon	Tue	Wed	Thurs	Fri			
A	2Help or 3 & 4 year old Universal (15 hours Funded)								
	Working Parent Entitlements (15 hours Expanded/Extended)								
B	2Help or 3 & 4 year old Universal (15 hours Funded)								
	Working Parent Entitlements (15 hours Expanded/Extended)								
C	2Help or 3 & 4 year old Universal (15 hours Funded)								
	*Working Parent Entitlements (15 hours Expanded/Extended)								
Total Daily Funded Hours									
Additional paid for hours – Setting A									

- Settings cannot claim more than the maximum entitlement limit for each funding entitlement option. 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 the Guidance of Early Education Funding Entitlements 2024 page 38.

Eligibility Check for Working Parent Entitlements:

- The Eligibility code details should have been checked using the Eligibility Checker tab to establish its eligibility for funding (see section 3.1 page 10) **before** the funded place is offered. **The Funding Details tab is not linked to the Eligibility Checker tab**, another check must be made.

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- If the Working Family Eligibility box has been ticked in the parent.Carer Details tab, the Eligibility code number will need to be entered as shown below and then click on the

Check Eligibility Code button below the code number.

This will perform a sparate ECS check on the Eligibility code within the Funding Details tab:

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

The Eligibility Code has been found and eligibility for extended hours has been obtained.

- 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 dislayed:

Eligibility for extended hours was not obtained. You will only be able to claim for universal hours.

- 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.

5. Documents tab

- 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.

- Type a description of the document attached:

- 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.

6. Notes tab

IMPORTANT NOTE: Only use the **Notes** tab to advise us if a document has been sent using the Documents tab to support DAF, EYPP, 2 year funding, when advised to by the Funding Office 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**.

Other information regarding your headcount claim must be sent by email to eyfunding@warwickshire.gov.uk as we do not read the messages sent using the Notes tab until after the Headcount submission deadline date and therefore we would not pick up messages relating to your headcount claim during the submission period.

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

Type any relevant information in line with above into the **Add a new note** box as above.

7. 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':

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.

- 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:

- 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 exclaimation 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.

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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).

- If there are children carried forward, they will be listed when the Actuals tab is selected for the term:

- There will be a cross next to the child's name, this is how the details look before any changes are made and after changes have been accepted i.e. the 'status quo'.

- **Always** check the list of children to make sure that they are all included and that their hours are correct:

    - You **MUST** check each child's details every term to make sure that they are still 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.

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- Funded hours for the working parent entitlements- hours are **not** brought forward if the eligibility code has expired and is in a grace period which will also expire at the end of the previous term.

- Carried forward information is based on the Headcount. If there have been any **adjustments** made after Headcount, the hours will **not** be shown in the carried forward child's details.

- Double click on the child's name:

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

- 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

- If a child left in the previous term after the Headcount submission, their details will be carried forward to the following term. This child **MUST** be deleted from your new Headcount claim. **Do not** change the hours to zero.

- 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:

- The following will be displayed:

- 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.:

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

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'.**

- 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:

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Or

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

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**.

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:

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

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

- 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**

- **See Unsubmitted claims in the Adjustments Tab Section 6.7 page 84**

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:
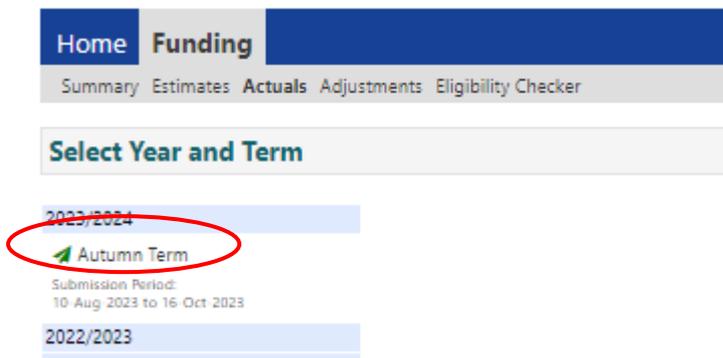
- Changes can still be made, making sure that the **Send Claim** is 'clicked' once any changes have been made**.**

- If the term is '**closed'** for submissions it will show as:
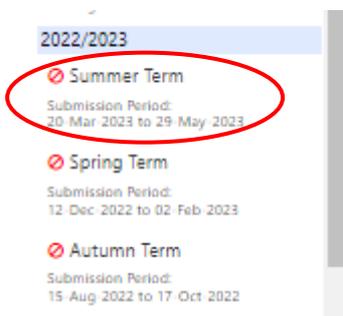
- If the term is closed, changes cannot be made on the Actual tab. All details for that term will be 'frozen'.

- 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.

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

- 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

- 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.

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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:

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

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

- 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   Eligibility Codes in their Grace period:

- If the Eligibility 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:

- 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 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 Eligibility code to ensure that it remains valid and will be eligible for funding at the start of the following term.

Note: The funding office audit Eligibility 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. 2 YEAR FUNDING CLAIMS:

Note: 2 year funding claims are made using the same process as 3 & 4 year funding claims. The differences are detailed below.

- Following the changes in the 2 year old entitlements from April 2024 there are now 2 funding entitlement types for 2 year Olds in the Access Synergy FIS Provider Portal, **Disadvantaged Funding** and **Working Parent Funding**

- Make sure that you claim funding under the correct entitlement. **DO NOT** use the Disadvantaged entitlement to claim if the eligibility code for the Working Parent Funding is not being accepted.

2 year old Disadvantaged Funding entitlement, 2Help:

- Families who are on certain benefits and credits as detailed in page 2 of the website: www.warwickshire.gov.uk/childcarecosts. This website is where parents need to apply for 2Help funding via the Parent Portal.

- If the application is successful, the parent/carer will be sent (usually by email) a Confirmation of Eligibility letter to confirm that their child is eligible for 2Help funding.

- The setting **must** see a copy of this letter before offering a place, the letter has details of the **EY Voucher code** and the date that funding can start from.

- A claim **MUST NOT** be entered if you have **not** seen confirmation of eligibility for the Disadvantaged (2 Help) funding.

- The parent must complete the **2Help entitlement** boxes in section 2 of the Parental Declaration Form before a funding claim is made see below:

Part 2 – Accessing the Entitlements – please tick the relevant box		
☐ **2Help entitlement**		
For parents who meet the criteria for the 2Help entitlement funding who have confirmed eligibility via the Warwickshire County Council website and provided a funding confirmation letter with the **EY Voucher Code** issued. If you do not have evidence that your child is eligible, you will be liable to pay for any additional hours accessed where the provider is unable to claim funding for your child. **Please complete the information below:**		
*EY Voucher Code:	*Start Date:	*For provider Copy of confirmation letter/email taken
		Yes ☐ No ☐

If the confirmation letter/email is from a Local Authority **outside** of Warwickshire, the setting will need to follow the process for **Out of County Children** in Section 4.2 on page 53. As the code from their local authority will not be compatible in our system.

Working Parent Funding - 2 year old Entitlement for Working Parents:

- A family will need to meet certain eligibility criteria as detailed in page 3 of the website:*www.warwickshire.gov.uk/childcarecosts* and have been issued an 11 digit Eligibility code starting with 50, or 11 for temporary codes, by HMRC*.

- **Follow section 3.1 from page 12 for the process on how to check the Eligibility code.**

- The code must be checked on the **Eligibility Checker** first to confirm that it is eligible for funding for the term, in line with the dates detailed in the Termly Information, before a place is offered. The parent must complete the **Working Parent Expanded 15 hours entitlement for 2 year olds** section in part 2 of the Parental Declaration Form see below:

- Claims for both the Disadvantaged (2 Help) and Working Parent Funding entitlements are made using the **2 Year olds Funding Type** and by selecting the correct entitlement in the child's **Funding Detail tab** as detailed in sections 4.1 and 4.3 below.

4.1 How to Enter a 2Help Funding Claim

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

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

There are 2 options - **Add Child** <u>OR</u> **Enter EY Voucher – DO NOT ADD A CLAIM TO BOTH.**

- **Enter EY Voucher box-** select this if you are claiming the **Disadvantaged (2 Help)** funding for a child with confirmation from Warwickshire. Enter the **EY Voucher code** shown on the Confirmation letter or added to the 'EY Voucher Code' box in part 2 of the Parental Declaration Form (PDF) see below.

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 4.2 page 53**.

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

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

- 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:

- **Parent/Carer Details tab** - If the parent has added details for **EYPP** on the Parental Declaration Form, the Parent Carer tab will need completing refer to **Claims for EYPP - Early Years Pupil Premium** on page 26:

  - Select the **Funding Details Tab**

  - Complete as detailed in **Funding Details tab** as shown on page 28

- **Funding Type:** Select the **Disadvantaged Funding** button

- Enter the hours to be claimed under **Funded Hours per Week**, as completed in the Parental Declaration Form:

- If you have selected the 'Yes' for DAF button, select the **Documents Tab** and add a copy of the DLA Award letter, see details of how to do this in Section 3.4.5 page 33

- **Save**

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

- When all children have been entered click on **Send Claim.**

4.2 How to enter a claim for an Out of County Child for 2 Year Funding for the Disadvantaged Entitlement (2Help):

If a child has applied for 2 year funding from a local authority outside of Warwickshire; because they live out of county 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-oopopulated, the details are will need to be entered manually in the Child Details tab:

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- The process will then continue in the same way for a child with an EY Voucher code above

- 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 **Documents** tab – attach the eligibility confirmation letter from the issuing local authority, **see page 33** on how to upload a file to the Documents tab**.**

4.3 How to enter a claim for 2 Year Funding for the Working Parent Entitlement

- 2 year olds eligible for the working parent entitlement will have been issued with an Eligibility code by HMRC starting with 50 or 11 for temporary codes.

- The parents will need to add the code details in Part 2 of the Parental Declaration Form:

- The Eligibility code must be checked using the **Eligibility Checker** to check that the dates are eligible for funding for the term.

- Follow the process in section 3.1 from page 12.

- Enter the child on your Headcount by slecting the correct term and funding type

- Select the **Add Child** option:

- Complete as detailed in **Funding Details tab** on page 28

- **Funding Type:** Select the **Working Family Funding** button:

- Enter the funded hours in the **Expanded Hours** box under the **Expanded Funded Hours per Week** section and complete the **Non Funded Hours** box (0 hours must be entered) if required.

- Add the Eligibility Code in the **Eligibility Code** box and click the **Check Eligibility Code** blue box:

- If the code is eligible for funding for the term the green bar will be displayed:

- If the details have been added incorrectly or the code is not eligible for the term, the red bar will be displayed with a reason why the code has not been found:

- When all tabs have been completed, click **Save**

- **Continue as detailed from page 28**

4.4 How to enter a claim for 9 months - 2 Years Working Parent Entitlement

The process to add a child is the same as for adding a child for the 3 & 4 and 2 year old funding for working parents.

- 9 months -2 years olds eligible for the working parent entitlement will have been issued with an Eligibility code by HMRC starting with 50 or 11 for temporary codes.

- The parents will need to add the code details in Part 2 of the Parental Declaration Form:

☐ **Working Parent 15 hours Expanded Entitlement from the term after 9 months – 2 years***			
☐ Working Parent 15 hours Expanded Entitlement from the term after 2 years*			
☐ Working Parent 15 hours Extended Entitlement for 3 & 4 years olds*			
*For the **Working Parent entitlements** from the term after the child turns the relevant age, with a valid **eligibility code issued by HMRC** the term before they are due to access a funded place. The eligibility code is to be reconfirmed every 3 months. If you do not have a valid code for the term, parents will be liable to pay for any additional hours accessed where the provider is unable to claim funding using the eligibility code. **Please complete the information below:**			
*Parent / Carer Forename and Surname:	*Parent / Carer National Insurance Number:	*Eligibility Code (11 digit number starting with 50)	*Date Eligibility Code Checked by Provider(dd/mm/yy)

- The Eligibility code must be checked using the Eligibility Checker to check that the dates are eligible for funding for the term.

- Follow the process in section 3.1 from page 12.

- Enter the child on your Headcount by slecting the correct term and funding type

- Complete as detailed in **Section 3.3 from page 21**

- **Funding details tab -** Complete as detailed in **Funding Details tab** on page 28

- **Expanded Funded Hours per Week –** enter the **Expanded Hours** and **Non-Funded hours:**

- Add the Eligibility Code in the **Eligibility Code** box and click the **Check Eligibility Code** blue box:

- **Continue as detailed from page 28**

5. 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 form 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:

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.

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 2.3.8 page 23, of the Requirements of Early Education Funding 2024 for details of the adjustment criteria available on the website:
https://schools.warwickshire.gov.uk/early-years-childcare-providers

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

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- Select the **Funding** tab:
- Select the **Adjustments** option:
- Select the correct **Year and Term**:
- Select the correct **Funding Type**:

- 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.
- Adjustments can be added when the **Ready to Process** is ticked in the **Ready to Process** column and A **pen** symbol is showing next to the **Funding Type**,

- If you select the Adjustment option outside of the open dates or whist the '**Ready to Process'** column is ticked, but a **book** symbol is showing next to the funding type you will not be able to add an adjustment and the following page will appear:

- Check the Provider Portal again a day or two later to see if there is a tick in the **Ready to Process** column and in the **Processed** column and a **pen** symbol next to the **Funding Type.**
- Adjustments can now be entered and until the deadline date.
- Any adjustments added will be paid separately as an Adjustments Payment at the end of the term.

Note: A Paid date will show in your Actuals summary on the date the final payment was processed. This will not correspond to the Final Payment date notified in the Termly Information and the date funds will arrive in your bank account, due to the timescales of processing the payments in WCC's financial system.

6.2 How to add an Adjustment:

Adjustments for all funding types are based around the following process for 3 & 4 year olds, only the differences will be show separately.

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

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

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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 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:

Parent/Carer Details tab:

Funding Details tab:

As the Headcount submission date has passed not all boxes will be available, some boxes will be 'greyed out' and figures cannot be entered*.

Only the fields ringed in the diagram below can be changed:

- Start and end dates
- Nominated for DAF
- Eligibility code details can be adde or changed as required.When you enter a n Eligibility code you MUST also click on the blue box 'Check Eligibiliy Code' below it.

*Note: The hours to be claimed are entered on the Pending Adjustments tab.

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 a claim for **EYPP** that is not for economic reasons e.g. Adoption Birth Certificate

A note should also be added to the Notes tab to highlight that a claim for DAF or EYPP has been made.

Pending Adjustment tab:

- This is where you enter the hours you wish to claim for the remainder of the term.

- Follow the instructions in the Blue box:

- Enter the hours that you want to claim for the term in the **Universal Pending Adjustment** boxes
- If Extended hours are to entered using the Eligibility code, enter the details in the **Extended Pending Adjustment** box.

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:

Example:

If a child was missed off the Headcount:

Mulitiply 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:

- Complete the **Reason** box**.**

Reason Box

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

- The reason for the adjustment, refer to Section 2.3.8 page 23 of the Requirement of Funding for the permitted adjustments reasons.
- The sum to show how the hours were calculated:

NOTE: If the reason box is not completed, it will not allow the adjustment to be saved:

The following errors messages will be shown:
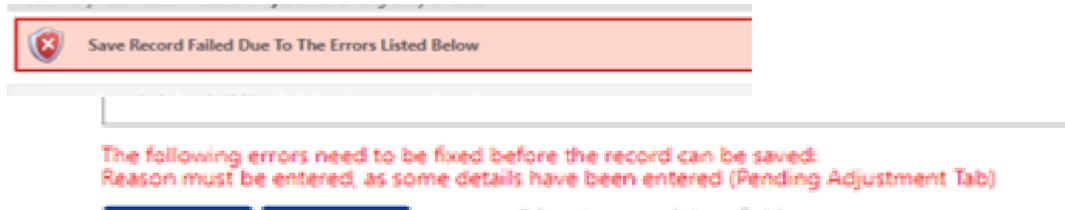
If the Reason box has not been completed with a permitted Adjustment as listed on page 2 or from section 2 .3.8 of the Requirements of Funding, your adjustment claim may be rejected. **Refer to the section 6.4 on page 74** for **Rejected Claims below.**

Notes tab:

Add a note if you are adding a claim for EYPP or DAF
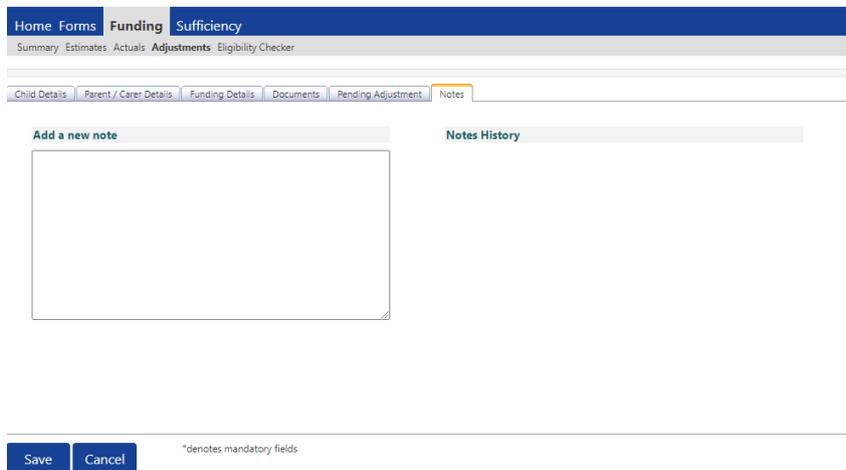
- **Click on Save**:

- 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**:

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

It will automatically take you 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':

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Note: If you are adding new hours using the Eligibility code for working parents to the claim, you would need to select the **Parent Carer** tab and enter the parent's details

and

then click on the **Funding Details** tab and enter the Eligibility code details, remembering to click on the **Check Eligibility Code** box **before** entering the hours on the **Pending Adjustment** tab

- Select **Pending Adjustment** tab

- 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).

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3 hours x 7 weeks = 21 hours

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

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 or you have agreed to change to your claim following a child leaving the setting:

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**

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Note: You <u>do not</u> 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**:

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- 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**

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

When the Funding Office has accepted the Adjustments, the **Status** column will be blank and the adjustments added can be checked by clicking on the arrow:

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When the adjustment have been paid the status will change as below and details the amount and date the adjustment was paid. Click on the arrow to show the details:

6.4 Rejected Claims:

- If an adjustment claim cannot be accepted by the funding office, the adjustment claim will be **rejected,** usually 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 funding Office will email the setting with details of the claim and why it has been rejected.

- 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**.

- If possible, the rejected adjustment will need to be corrected, then Save and Send the claim again.

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

EXAMPLE:

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'.

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

Claim Rejected

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

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)

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 ▾   10.00
Reason (500 characters)

More hours added

5 weeks x 2 hours

Change in parent's working schedule

Extended Pending Adjustment
Number of Hours   ▾
Reason (500 characters)

Maximum Values Allowed:
Universal Termly Hours: **165.00**

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:

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

Paid Adjustments

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

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:

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Paid as Adjustments - Total: £1747.95, 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	£87.15	Increase of hours f

6.5 Updating Existing Funding records for DAF and EYPP

DAF (Disability Access Fund)

If you did not make a claim for a child eligible for DAF (see page 30) during the Headcount period or the DLA award letter was given to you after Headcount, you can still claim using the Adjustments tab:

- 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**

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Select the **Documents** tab:

Upload a copy of the DLA award letter, refer to page 33

Select the **Notes** Tab

Enter a note, example below:

Click on **Save**

The child will have the **Status** of **Unsubmitted Claim**.

Once the DAF claim has been accepted by the LA the DAF funding amount will show in the **Total funding amount for Term (inc Adj)**

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EYPP:
Where EYPP was 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

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 **not** show in the Weightings column, but it will show in the Adjustments breakdown by clicking the **Adjustments Paid or Not Paid** bar.

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 same process as above and check the following:

- o   Make sure that the Parent/Carer details have been entered correctly
- o   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 below:
  - o   Child is Adopted from care
  - o   Child has left care on a SGO or
  - o   Child Arrangement Order

Supporting information e.g. Adoption Birth certificate, to evidence 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:

6.5 2 Year Funding Adjustments

To enter an Adjustment for 2 year funding:

- Select the 2 Year Olds option.

- You will be given 2 options to select in the same way as entering the Headcount:
  - Add Child
  - Enter EY Voucher

- Select the **Enter EY Voucher** option for the Disadvantaged (2 Help) entitlement, entering the 6 digit code from the Eligibility Confirmation letter.

- Select the Add Child option to enter a claim for the Working Parent Entitlement or for a child from out of county eligible for the Disadvantaged entitlement

- Complete your adjustment claim in the same way as for a 3 & 4 year old claim detailed above

- Make sure that on the **Funding Details** tab you to select the correct entitlement either the Disadvantaged Funding or the Working Family Fundingt:

6.6 9 months - 2 Years Funding Adjustments

- Select the 9 months – 2 years option in the Funding Type

- Follow the same process above as for the 3 & year old adjustment claim

- The only difference from the above examples is that it will only have 1 option – Expanded Hours:

6.7 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:

And

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

- 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 they were not included in your Headcount submission.
- The child must be **deleted** and added as a **New Child claim in the Adjustments tab as** detailed from page 62

To Delete a child with an unsubmitted claim:

- Hover over the upturned **Edit** arrow

- The **Confirm Delete** box will appear and select **Yes**

7. FORMS TAB:

The Forms tab is used to the 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 **Requirements of Early Education Funding and Childcare Entitlements 2024** 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:

- 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.

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.

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2, 3 & 4 Year Olds Early Years Census 2024

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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 or
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: 18/01/2024
Complete and submit by 26/01/2024

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:	

Next Page   Select Page: [   ] ∨ >>

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 2024 continued...

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

Provider Type

Please select the care type e.g. Full Day Care
(please do not select the invalid ZZz 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 O

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 38 weeks within the full calendar year

Number Of Weeks O

Staff
Staff that have the required qualifications to be included in staff/child ratios. Only count the staff member once and for their highest qualification.

Total number, by headcount, of staff at provider who work with children aged under 8?
(This total should be the sum of the following 6 entries)

Total Staff At Provid

Total number, by headcount, of staff that have a full and relevant early years level 2 qualification who work with children aged under 8?

Number Of Staff Wit

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 Wit

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 Wit

Total number, by headcount, of staff with qualified teacher status who work with children aged under 8?

Number Of Staff Wit

Total number, by headcount, of staff with early years professional status who work with children aged under 8?

Number Of Staff Wit

Total number, by headcount, of staff with early years teacher status who work with children aged under 8?

Number Of Staff Wit

Number of children by age

Number of 2 year olds? (Funded and non-funded) (age as at 31.12.2023)
(All 2 year olds at your setting)

Number Of Two Yea O

Number of 3 year olds? (Funded and non-funded) (age as at 31.12.2023)
(All 3 year olds at your setting)

Number Of Three Yea O

Number of 4 year olds? (Funded and non-funded) age as at 31.12.2023)
(All 4 year olds at your setting)

Number Of Four Yea O

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

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Opening and closing times:

Daily Opening Times

Day	Start Time	End Time	Funded Places
Monday ⌄	8:00	18:00	☑
Tuesday ⌄	8:00	18:00	☑
Wednesday ⌄	8:00	18:00	☑
Thursday ⌄	8:00	18:00	☑
Friday ⌄	8:00	18:00	☑

🔽 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 Provid⊖
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 Wi⊖
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 Wi⊖
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 Wi⊖
Total number, by headcount, of staff with qualified teacher status who work with children aged under 5?	Number Of Staff Wi⊖
Total number, by headcount, of staff with early years professional status who work with children aged under 5?	Number Of Staff Wi⊖
Total number, by headcount, of staff with early years teacher status who work with children aged under 5?	Number Of Staff Wi⊖

Guide:

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

Warwickshire County Council

Early Years Census 2024 - Guide for data collection

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Information about children
Please record the normal situation during the week beginning 15th January 2024. 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 sessional 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 8:00 six pm 18:00

Sessional 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 18:00

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 sessional 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 15th January 2024. 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 that can be included in staff:child ratios. This total should be equal to the sum of the following 6 sections. Only count a staff member once and at their highest qualification.

- 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 including EYPS, EYTS and QTS (for example BA Early Childhood Studies, Foundation Degree) should be recorded as Level 3 as their qualifications allow them to practice at Level 3 staffing ratios.

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 2023) are receiving early years education that is funded by the department via the local authority. The child details are taken from the Headcount return.

Previous Page   Select Page: [_____▼] [>>]

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

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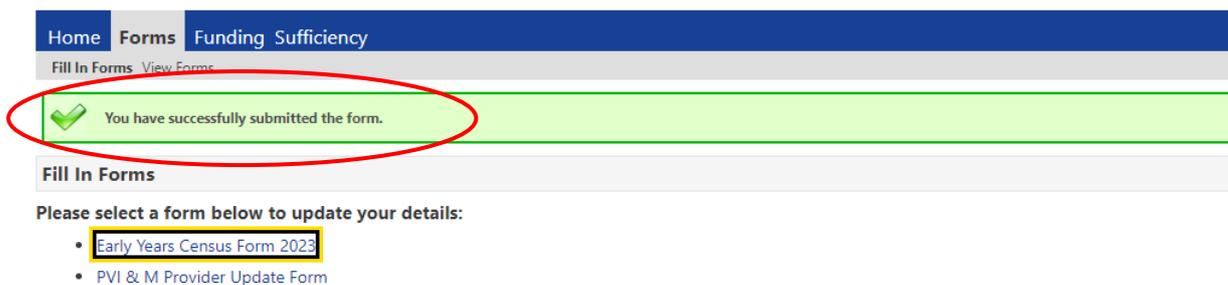
- The details are received by the Early Years Funding Team to **Accept**. If there is incompatible information on the form, the form will be **Denied**. An automatically generated email will be sent to notify if the the form is 'Denied'. This will mean that the form must be completed again in the correct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

8. SUFFICIENCY TAB: (not available to Childminders)

Providers will be notified in the Termly Information when they are required to complete this information.

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 <u>time out after 20 minutes of inactivity</u>.**

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	

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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
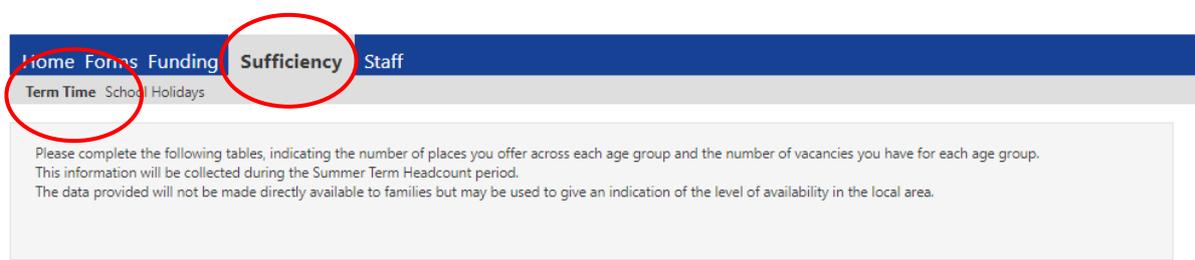
Select Term Time

Select the Term and Year that is to be completed.

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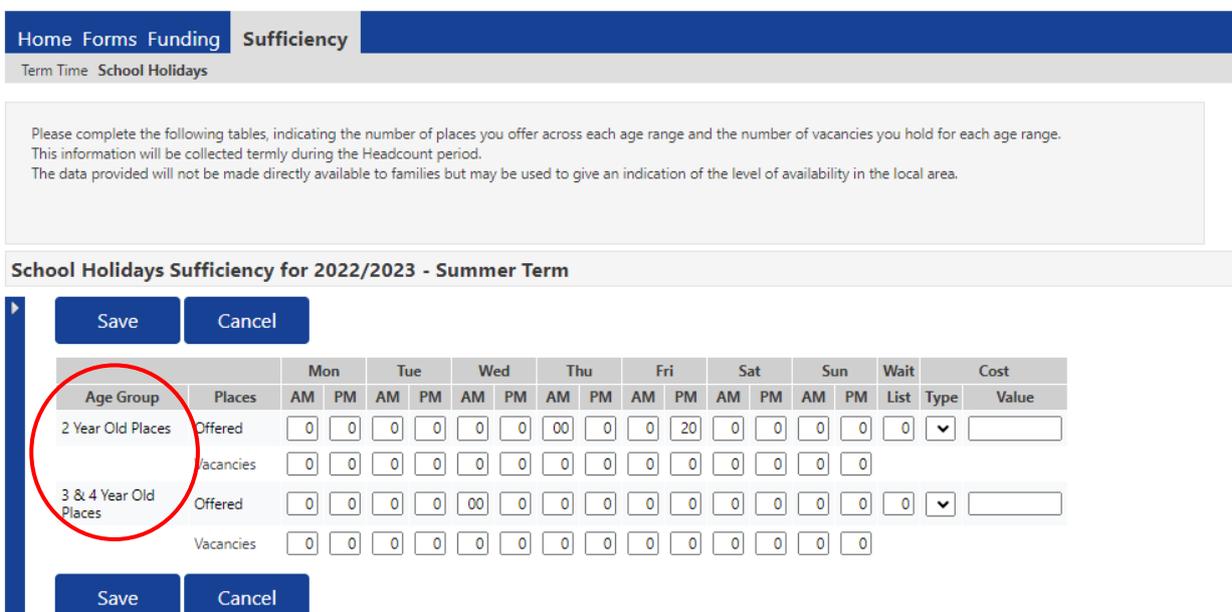
CHECK the **Age Group List –** if the list does not show the correct age ranges that the setting offers (for example it only takes 3 & 4 year olds and there is a row for 2 year olds) please email eyfunding@warwickshire.gov.uk, and ask for this to be amended.

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

Click Edit:

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

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> **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:

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

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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.

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

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

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

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**:

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.