

# Autumn Term 2024 – Termly Information Letter



This document contains **all** of the important information relevant to the process of claiming 9 months +, 2-, 3- & 4-year-old Early Years Entitlements for the Autumn Term 2024.

June 2024

Dear Childminder,

Please read ALL the information contained in this letter carefully.

People Directorate

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

[childminderfunding@warwickshire.gov.uk](mailto:childminderfunding@warwickshire.gov.uk)

## Academic Year 2024/2025 School Term Dates

Funded weeks:	Warwickshire County Council School Terms:	2024/2025 Headcount Dates:
Autumn Term – 14 weeks	02/09/2024 – 20/12/2024 - 15 weeks***	Autumn Term – 3 <sup>rd</sup> October 2024
Spring Term – 11 weeks	06/01/2025 – 11/04/2025 – 13 weeks*	Spring Term – 16 <sup>th</sup> January 2025
Summer Term – 13 weeks	28/04/2025 – 21/07/2025 – 11 weeks**	Summer Term - 15 <sup>th</sup> May 2025

**NOTE: Changes for the academic year 2024/2025 to align funding with the DfE term dates and Eligibility Code date criteria, due to the late Easter break.**

\*The Spring Term funding will be paid between 06.01.2025 and 31.03.2025 – 11 weeks funding

\*\*The Summer Term funding will be paid between 01.04.2025 and 21.07.2025 – 13 weeks funding

This will mean that children meeting the relevant eligible age for funding on or before 31st March 2025 will be able to start their funded place for the Summer Term on 1st April 2025, 2 weeks before the Easter Holidays. (The 2 weeks Easter holidays are not counted as funded weeks).

For term time only settings, if you choose to start new children after the Easter holidays, you will need to decide how the 2 weeks funding for the start of the Summer Term will be used.

\*\*\* 1 week of the Autumn Term will be unfunded.

## Children eligible for funding in the Autumn Term 2024

Working Parent Entitlement for 9 months + - 2 years old:

- Children born between 1<sup>st</sup> September 2022 and 30<sup>th</sup> November 2023

Working Parent Entitlement for 2-year-olds and 2 Help (Disadvantaged):

- Children born between 1<sup>st</sup> September 2021 and 31<sup>st</sup> August 2022

Universal Entitlement and the Working Parent Entitlement for 3- & 4-year-olds:

- Children born between 1<sup>st</sup> September 2019 and 31<sup>st</sup> August 2021

Please note: Not all children will be carried forward from the Summer Term 2024 Headcount. Please check that all of your children are on your Headcount.

## Synergy FIS Provider Portal

All types of funding (2Help, Universal Entitlement for 3 & 4 year olds, and the Working Parent Entitlements for 9 months + Expanded hours and 3 & 4 year olds Extended hours) are claimed via the Synergy FIS Provider Portal: <https://admissions.warwickshire.gov.uk/synergy/providers>

# Dates and rates

## Important dates

- Provider Portal opens for Estimate and Actual Headcount claims – 12<sup>th</sup> August 2024
- Submission deadline for Estimate hours – 4<sup>th</sup> September 2024
- Headcount day – 3<sup>rd</sup> October 2024
- Submission deadline for Actual Headcount claim – 11<sup>th</sup> October 2024
- Online Adjustment tab opens – 4<sup>th</sup> November 2024
- Submission deadline for Online Adjustments – 6<sup>th</sup> December 2024

## Monthly Payment Dates

For the Autumn Term 2024, your interim payments will be made over 3 months and will be based on the Estimate Hours entered onto the Provider Portal by the deadline date of 4<sup>th</sup> September 2024. These interim payments are 70% of your Estimate Hours divided into 3 equal amounts and will not change if you add any new children.

- 16<sup>th</sup> September 2024 – 1<sup>st</sup> interim payment of 9 months +, 2-, 3- & 4-year funding
- 15<sup>th</sup> October 2024 – 2<sup>nd</sup> interim payment of 9 months +, 2-, 3- & 4-year funding
- 15<sup>th</sup> November 2024 – 3<sup>rd</sup> interim payment of 9 months +, 2-, 3- & 4-year funding

Your final payment will be based on your Actual Headcount Hours entered onto the Provider Portal by the deadline date of 11<sup>th</sup> October 2024. This payment is the balance of your term's actual funding amount, plus or minus any new children, adjustments, or changes.

- 16<sup>th</sup> December 2024 – Actual payment – 4<sup>th</sup> payment of 9 months +, 2-, 3- & 4-year funding.

If you do not enter estimate hours (separate to the Actual Headcount) then you will NOT receive any monthly interim payments and will receive the full balance of your Actual Headcount claim in December.

## Eligibility Code dates ACCEPTED - Autumn Term 2024

Eligibility Codes starting with 50, or 40 for foster carers:

- Validity start date on or before 31<sup>st</sup> August 2024
- Validity end date on or after 2<sup>nd</sup> September 2024
- \*Delayed codes starting with 50 or 50 issued by 14<sup>th</sup> September 2024 where evidence is seen that the application was made before 31<sup>st</sup> August 2024
- Temporary codes starting with 11 issued by 14<sup>th</sup> September 2024
- Continuing codes in their grace period ending on or after 31<sup>st</sup> December 2024 for funding continuing at a setting, this includes a move between funding age ranges e.g. from 2 year to 3 & 4 year old funding.

## Eligibility Code dates NOT ACCEPTED - Autumn Term 2024

- Codes with a validity start date on or after 2<sup>nd</sup> September 2024 (except for agreed delayed codes only\*)
- Children who are new to the Working Parent Entitlement funding with a code with a validity end date ending before 2<sup>nd</sup> September 2024.

- Codes where the Grace Period expired on 31<sup>st</sup> August 2024, with a new validity start date on or after 1<sup>st</sup> September 2024 for children funded in the previous term (except for agreed delayed codes only\*).

## Funding Rates

For the Financial Year 2024/2025 from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025, the hourly rates for the Early Years Entitlements are:

- 9 months + Expanded Working Parent Entitlement - £10.07 per hour
- 2-year funding (2Help, and Expanded Working Parent Entitlement for 2-year-olds) - £7.39 per hour
- 3- & 4-year funding (Universal, and Extended Working Parent Entitlement for 3- & 4-year-olds) - £5.25 per hour (£5.22 base rate + £0.03 Teacher Pay and Pension Grant)
- Deprivation Factor (DF) - 68p per hour
- Early Years Pupil Premium (EYPP) - 68p per hour
- Disability Access Fund (DAF) - £910.00 paid annually.

## Preparation for the term

### Eligibility Codes for the Working Parent Entitlements

Please direct parents to the Government Childcare Choices website where they can find more information on the eligibility criteria and how to apply: <https://www.childcarechoices.gov.uk/>.

Checking the eligibility of a Working Parent Entitlement Code:

**BEFORE** offering a funded place under the Expanded Working Parent Entitlements for 9 months +, and the Extended Working Parent Entitlements for 3- & 4-year-olds:

- Complete a validity check as soon as the parent gives you the code, and no later than the start of the term funding is to be used, on or before 2<sup>nd</sup> September 2024.
- Check the dates of the Eligibility Code using the Eligibility Checker on the Provider Portal to confirm that the code dates are eligible for funding for the Autumn term 2024 as above.
- **DO NOT** wait until Headcount submission to check if an Eligibility Code is valid for funding for the term, as you risk not being able to claim funding for the working parent entitlement for that term.

### Parental Declaration Form (PDF)

- The Parental Declaration Form for the Academic Year 2024/2025 **MUST** be fully completed for every child claiming the Early Years Funded Entitlements for 9 months +, 2 year olds, and 3- & 4-year-olds, before a funding claim is made.
- This can be found on Page 2 of the Warwickshire website under 'Guidance documents': [Early education funding for two, three and four-year-olds – Education and Early Years providers \(warwickshire.gov.uk\)](https://www.warwickshire.gov.uk/early-education-funding-for-two-three-and-four-year-olds-education-and-early-years-providers)

The Parental Declaration Form can be completed electronically, and therefore can be emailed and downloaded by parents to complete and return to you, without using a paper copy.

# Funding tasks

## Estimates

Provider Portal opens: 12<sup>th</sup> August 2024

Estimate Submission Deadline: 4<sup>th</sup> September 2024 - If Estimate hours have not been submitted by this deadline date, then interim payments will NOT be made, and the full term's funding payment will be made at the final payment date.

- Estimate hours are added to the Provider Portal under the 'Estimates' tab.
- Estimates for 9 months +, 2-year-olds, and 3- & 4-year-olds must be entered separately.
- Enter the total WEEKLY hours for all children for each funding age range.  
E.g., 5 x 2-year-old children claiming 15 hours funding per week = 5 x 15 = 75 hours entered under 2-year funding, and 10 x 3- & 4-year-old children claiming 15 hours funding per week = 10 x 15 = 150 hours entered in 3- & 4- year funding.
- DO NOT enter the total termly hours.

## Actual Headcount

Actual Headcount submissions can be made from the date of the Provider Portal opening: 12<sup>th</sup> August 2024

Headcount day: 3<sup>rd</sup> October 2024

- Actual Headcount submissions are added to the Provider Portal using the 'Actuals' tab.
- Children should be added who are attending your setting during the Headcount week 30<sup>th</sup> September 2024 – 4<sup>th</sup> October 2024 (including children who are not attending due to sickness or temporary absences e.g., on holiday).
- Each child MUST have a fully completed Parental Declaration Form (PDF) (see Parental Declaration Form section for further details).

Submission deadline for Actual Headcount claim: 11<sup>th</sup> October 2024

- The Provider Portal closes for entering Actual hours and for sending DAF and EYPP supporting information (see DAF and EYPP sections for further details).
- You MUST check that all details are correct, the correct funding is being claimed, and that eligibility for working parent entitlements and 2Help funding has been confirmed before the start of term and make any changes or adjustments, as necessary.

## Online Adjustments

Online Adjustment tab opens: 4<sup>th</sup> November 2024

Submission Deadline: 6<sup>th</sup> December 2024

- Online Adjustments are added to the Provider Portal using the 'Adjustments' tab.
- Adjustments to the Headcount MUST be claimed using the Online Adjustments tab on the Provider Portal when it opens after the Headcount period.

# Funding types

## Universal Entitlement for 3- & 4-year-olds

There is NO application process for the Universal Entitlement for 3- & 4-year-olds. If a parent is claiming the Universal Entitlement for their child, they must complete Part 1 of the Parental Declaration Form, in full, with the child's details, and provide proof of the child's date of birth.

## 2Help Funding for 2-year-olds

- Parents who have a determination of eligibility for 2Help will have an eligibility confirmation letter, which you must take a copy of before offering a funded place under the 2Help entitlement.
- The EY Voucher code (a combination of six letters and numbers) from the confirmation letter must be added to Part 2 of the Parental Declaration Form in the '2Help entitlement' section.
- Confirmation of eligibility issued by local authorities from outside of Warwickshire must be sent with the funding claim, attached to the Documents tab.
- The Early Years Funding Office will NOT be able to approve your claim for 2Help funding until eligibility can be confirmed.

## Working Parent Entitlement funding

To claim the Working Parent Entitlement for their child, parents must complete the Working Parent Expanded 15 hours entitlement for 9 months +, or the Working Parent Extended 15 hours entitlement for 3- & 4-year-olds section in Part 2 of the Parental Declaration Form with details of:

- Forename and Surname
- National Insurance number
- Eligibility Code number

## Early Years Pupil Premium (EYPP)

A child may be eligible for EYPP if that parents are in receipt of certain benefits.

- For parents who have completed the EYPP section in Part 2 of the Parental Declaration Form, full details must be entered on the Parent/Carer tab and the 'Consent to check for EYPP' box ticked on the Synergy FIS Provider Portal.

## Disability Access Fund (DAF)

A child is eligible for DAF if they are in receipt of Disability Living Allowance (DLA) and are accessing a funded place.

- The parent will need to complete the Disability Access Fund (DAF) section in Part 2 of the Parental Declaration Form.
- A copy of the DLA Award letter MUST be sent using the Document tab on the Synergy FIS Provider Portal. If the DLA Award letter is not attached, the DAF Adjustment will not be accepted.
- The 'Yes' option for Eligible for DAF will need to be selected on the child's Funding tab. DO NOT select 'Yes' if the parent has not completed the DAF section of the Parental Declaration Form, and if a copy of the DLA Award letter has not been attached.

## Checking your claim

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

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

Any changes to be made after the Headcount has closed must be added to the Provider Portal using the Online Adjustments process.

**The Early Years Funding Office will not be able to make any changes to a term's Headcount claim after that term has ended.**

## Information

### Where can I find more information?

	*FIS Synergy Provider Portal Online Guidance	*Guidance for Early Education Funding Entitlements 2024	*Requirements of Early Education and Childcare Funding Entitlements 2024
<b>Estimates</b>	Section 3.2 Page 15	Page 26	Section 2.3.4 Page 21
<b>Actual Headcount</b>	Section 3.3 Page 18	Page 26	Section 2.3.4 Page 21
<b>Online adjustments</b>	Section 6 Page 59	Page 34	Section 2.3.8 Page 23
<b>Universal Entitlement for 3- &amp; 4-year-olds</b>	Section 3.4 Page 21	Page 31	Section 2.1.2 Page 11
<b>2Help Funding</b>	Section 4 Page 45	Page 6	Section 2.1.1 Page 10
<b>Eligibility Codes</b>	Section 3.1 Page 11	Page 10	Section 2.1.3 Page 11
<b>Early Years Pupil Premium</b>	Section 3.4 – 2, Page 24 and 5, Page 31 Section 6.5 Page 80	Page 21	Section 2.2.1 Page 17
<b>Disability Access Fund</b>	Section 3.4 – 4, Page 27 and 5, Page 31 Section 6.5 Page 78	Page 24	Section 2.2.3 Page 18

**\*All of these documents can be found on Page 2 of the Warwickshire website under 'Guidance documents': [Early education funding for two, three and four-year-olds – Education and Early Years providers \(warwickshire.gov.uk\)](#)**

## Your Information Rights

This service provides childcare funding for children attending early years placements. Our valid lawful basis for processing personal data is a legal obligation. To see how we use your personal data and what your information rights are, please read WCC's Education and Learning privacy notice. It should be read in addition to the council's overall customer privacy notice at [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy) which

includes the contact details if you have a complaint about your information rights. For general enquiries, please contact Warwickshire County Council 's Customer Service Centre on 01926 410410.

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

If you have any queries regarding the funding process, please contact the Early Years Funding Team:

- By email at [childminderfunding@warwickshire.gov.uk](mailto:childminderfunding@warwickshire.gov.uk)
- Or telephone 01926 743039
- Or visit our website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers>