

Spring Term 2025 – 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 Spring Term 2025.

People Directorate

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

November 2024

Dear Childminder,

Please read ALL the information contained in this letter carefully.

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 Spring Term – 11 weeks Summer Term – 13 weeks	02/09/2024 – 20/12/2024 - 15 weeks 06/01/2025 – 11/04/2025 – 13 weeks* 28/04/2025 – 21/07/2025 – 11 weeks**	Autumn Term – 3 rd October 2024 Spring Term – 16 th January 2025 Summer Term - 15 th 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.

Children eligible for funding in the Spring Term 2025

Working Parent Entitlement for 9 months - 2 years old	Children born between 1 st January 2023 and 31 st March 2024
Working Parent Entitlement for 2-year-olds and 2 Help (Disadvantaged)	Children born between 1 st January 2022 and 31 st December 2022
Universal Entitlement and the Working Parent Entitlement for 3- & 4-year-olds	Children born between 1 st January 2020 and 31 st December 2021

Please note: Where possible, children will be carried forward from Autumn term 2024 to Spring term 2025 and to the next funding age range where appropriate. However, it is possible that not all children's funding will be carried forward.

Synergy FIS Provider Portal

All types of funding (2Help, Universal Entitlement for 3 & 4 year olds, and the Working Parent Entitlements for 9 months – 2 year olds and 2 year olds Expanded hours, and 3 & 4 year olds Extended hours) are claimed via the Synergy FIS Provider Portal:

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

Important dates

- **9th December 2024 - Provider Portal opens for Estimate and Actual Headcount claims**
- **6th January 2025 - Submission deadline for Estimate hours**
- **6th January 2025 - Early Years Census Form opens**
- **16th January 2025 - Headcount day**
- **24th January 2025 - Submission deadline for Actual Headcount claim**
- **24th January 2025 - Submission deadline for the Early Years Census Form**
- **24th February 2025 - Online Adjustment tab opens**
- **14th March 2025 - Submission deadline for Online Adjustments**

*****Please note – For Adjustments to be paid with the Actual payment in March, submissions must be made by 5th March. Any Adjustments entered after this date will be paid separately at the end of term.*****

Monthly Payment Dates

For the Spring Term 2025, your interim payments will be made over 2 months and will be based on the Estimate Hours entered onto the Provider Portal by the deadline date of 6th January 2025. These interim payments are 70% of your Estimate Hours divided into 2 equal amounts and will not change if you add any new children at Actual Headcount.

- **15th January 2025 – 1st interim payment of 9 months - 2 years, 2-, 3- & 4-year funding**
- **14th February 2025 – 2nd interim payment of 9 months - 2 years, 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 24th January 2025. This payment is the balance of your term's actual funding amount, plus or minus any new children, adjustments, or changes.

- **14th March 2025 – Actual payment – 3rd payment of 9 months - 2 years, 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 March.

Eligibility Code dates ACCEPTED - Spring Term 2025

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

- **Validity start date on or before 31st December 2024**
- **Validity end date on or after 6th January 2025**
- ***Delayed codes starting with 50 issued by 14th January 2025 where evidence is seen that the application was made before 31st December 2024**
- **Temporary codes starting with 11 issued by 14th January 2025**
- **Continuing codes in their grace period ending on or after 31st March 2025 for funding continuing at a setting, this includes a move between funding age ranges e.g. from 9 months + to 2 years funding, or 2 year to 3 & 4 year old funding.**

Eligibility Code dates NOT ACCEPTED - Spring Term 2025

- Codes with a validity start date on or after 1st January 2025 (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 6th January 2025.
- Codes where the Grace Period expired on 31st December 2024, with a new validity start date on or after 1st January 2025 for children funded in the previous term (except for agreed delayed codes only*).

Funding Rates

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

9 months – 2 years Expanded Working Parent Entitlement	£10.07 per hour	Deprivation Factor (DF)	68p per hour
2-year funding (2Help, and Expanded Working Parent Entitlement for 2-year-olds)	£7.39 per hour	Early Years Pupil Premium (EYPP)	68p 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)	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 – 2 years, and 2 year olds, 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 6th January 2025.
- 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 Spring Term 2025 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 entitlements 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 the age ranges of 9 months – 2 years, 2 year olds, and 3- & 4-year-olds, **before** a funding claim is made.
- The current and a NEW updated version of the PDF 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)**
- The updated form should be used for children **NEW** to funding in the Spring Term 2025.
- There is **no** requirement to complete the new Parental Declaration Form for children who have already completed a PDF in the Autumn Term 2024.
- 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

9th December 2024
Provider Portal opens

6th January 2025
Estimate Submission Deadline

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 the age ranges 9 months – 2 years, 2-year-olds, and 3- & 4-year-olds must be entered separately.**
- **Make sure the hours are entered under the correct age range as shown on page 1.**
- **Enter the total WEEKLY hours for all children for each funding age range.**
- **E.g., 3 x 9 months – 2 years children claiming 15 hours funding per week = 3 x 15 = 45 weekly hours entered under the 9 months - 2 years funding.**
5 x 2-year-old children claiming 15 hours funding per week = 5 x 15 = 75 weekly 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 under 3- & 4- year funding.
- **DO NOT enter the total termly hours.**
- **New submissions will overwrite any previous submissions and will not add to them.**

Actual Headcount

9th December 2024
Provider Portal opens

24th January 2024
Actual Headcount Submission
Deadline

16th January 2025
Headcount day

- Actual Headcount submissions are added to the Provider Portal using the 'Actuals' tab, as well as adding DAF and EYPP supporting information to the 'Documents' tab (see DAF and EYPP sections for further details).
- Children should be added based on their attendance during the Headcount week 13th – 17th January 2025 (including children who are temporarily absent e.g., due to sickness or on holiday).
- You do not need to wait until Headcount day to submit your Actual Headcount claim.
- Each child MUST have a fully completed Parental Declaration Form (PDF) (see Parental Declaration Form section for further details).
- The Present During Census box MUST be ticked for ALL children on your Actuals list.
- You MUST check that all details are correct, the correct funding is being claimed for each child and that eligibility for working parent entitlements and 2Help funding has been confirmed (before the start of term).
- Changes or amendments can be made until the deadline – if changes are made, please ensure that they have been submitted by clicking 'Send claim'.

Check your claim

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.

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.

Online Adjustments

12th February 2025
Online Adjustment tab opens

14th March 2025
Adjustments Submission Deadline

*****Please note – For Adjustments to be paid with the Actual payment in March, submissions must be made by 5th March. Any Adjustments entered after this date will be paid separately at the end of term.*****

- 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 if there are changes since the Actual Headcount submission.
- Adjustments can only be added in line with the agreed Adjustment reasons as detailed in section 2.3.11 page 24 of the Requirements of Early Education and Childcare Funding Entitlements 2024
- Adjustments for children moving settings after the Headcount can be added to the Provider Portal only when BOTH settings have agreed the funding split and both settings have added the adjustment via the Adjustments tab.

Early Years Census 2025

The January 2025 Census is a statutory requirement for all Local Authorities to request specified data from providers concerning their childcare provision and details relating to individual children within their setting. We are responsible for reporting this information to the Department for Education (DfE).

6th January 2025
Early Years Census Form opens

24th January 2025
Early Years Census Form Submission deadline

IMPORTANT REQUIREMENTS

- The Census child data is taken from the Spring term Headcount for all funded children under the funding age ranges of 9 months – 2 year olds, 2 year olds, and 3 & 4 year olds.
- All children present during the Headcount period must be included.
- The Present During Census box MUST be ticked for each child on your Headcount for children to be included in your Early Years Census return, and receive funding.
- The child's Ethnicity MUST be completed in line with the information entered on the Parental Declaration Form. This section is mandatory for the parent to complete.
- The child's Special Educational Need status MUST be completed.

The Census Form for the setting details MUST be completed in respect of all funded and non-funded 9 months – 2 year olds, 2 year olds, and 3 & 4 year olds in attendance during the Census period, 13th – 17th January 2025, including children who are not attending due to sickness or on holiday.

Guidance on how to complete the Early Years Census

For details on how the Early years Census should be completed, please refer to:
Page 35 of the Guidance for Early Education and Childcare Funding Entitlements 2024

And

Page 85 of the Access Synergy FIS Provider Portal Online Funding Guidance

Your final payment will be delayed if we have not received your Census return for the Spring term 2025 by the submission deadline date.

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.
- Do NOT enter a claim for the Disadvantaged (2Help) funding unless confirmation has been seen.
- 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 – 2 years and 2 year olds, 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.
- Parents may not be aware that they are eligible, therefore we would advise all providers to request that all parents complete this section.

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.
- If a child is in receipt of the 2Help Funded Entitlement due to being in receipt of DLA, DAF will be paid automatically to the provider (for children starting from Spring Term 2025).

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
Estimates	Section 3.2 Page 15	Page 26	Section 2.3.4 Page 21
Actual Headcount	Section 3.3 Page 18	Page 26	Section 2.3.4 Page 21
Online adjustments	Section 6 Page 59	Page 34	Section 2.3.8 Page 23
Universal Entitlement for 3- & 4-year-olds	Section 3.4 Page 21	Page 31	Section 2.1.2 Page 11
2Help Funding	Section 4 Page 45	Page 6	Section 2.1.1 Page 10
Eligibility Codes	Section 3.1 Page 11	Page 10	Section 2.1.3 Page 11
Early Years Pupil Premium	Section 3.4 – 2, Page 24 and 5, Page 31 Section 6.5 Page 80	Page 21	Section 2.2.1 Page 17
Disability Access Fund	Section 3.4 – 4, Page 27 and 5, Page 31 Section 6.5 Page 78	Page 24	Section 2.2.3 Page 18
Early Years Census	Section 7.1, Page 86	Page 35	Section 2.3.15 Page 27

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

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

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

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