

Summer Term 2025 – Termly Information Letter



This document contains **all** the important information relevant to the process of claiming Early Years Entitlements for the Summer Term 2025.

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

March 2025

Dear Early Years Provider,

eyfunding@warwickshire.gov.uk

Please read **ALL** the information contained in this letter carefully.

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** Funded weeks: 01/04/2025/ - 21/07/2025 – 13 weeks**	Autumn Term – 3 rd October 2024 Spring Term – 16 th January 2025 Summer Term - 15th 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 was paid between 06.01.2025 and 31.03.2025 – 11 weeks funding

**The Summer Term funding is to 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 Summer Term 2025

Working Parent Entitlement for 9 months + - 2 years old	Children born between 1 st April 2023 and 30th June 2024
Working Parent Entitlement for 2-year-olds and 2 Help (Disadvantaged)	Children born between 1 st April 2022 and 31 st March 2023
Universal Entitlement and the Working Parent Entitlement for 3- & 4-year-olds	Children born between 1 st April 2020 and 31 st March 2022

Please note: Where possible, children will be carried forward from Spring term 2025 to Summer 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, particularly where the eligibility code has expired.

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 and Deadlines

- **17th March 2025 - Provider Portal opens to enter Estimate and Actual Headcount claims AND Sufficiency Return – please see page 4 for further information**
- **4th April 2025 - Submission deadline for Estimate hours**
- **15th May 2025 - Headcount Day**
- **23rd May 2025 - Submission deadline for Actual Headcount claim**
- **23rd May 2025 - Submission deadline for Sufficiency Return**
- **16th June 2025 - Online Adjustment tab opens**
- **4th July 2025 - Submission deadline for Online Adjustments**

Payment Dates

- **23rd April 2025 - 3 & 4 Year old Interim Payment**
- **24th April 2025 - 2 year old Interim Payment**
- **25th April 2025 - 9 months – 2 year old Interim Payment**
- **18th June 2025 - 3 & 4 years old Final Payment**
- **19th June 2025 - 2 year olds Final Payment**
- **20th June 2025 - 9 months – 2 year olds Final Payment**
- **16th July 2025 - Adjustment Payment Date**

Eligibility Code dates ACCEPTED - Summer Term 2025

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

- **Validity start date on or before 31st March 2025**
- **Validity end date on or after 1st April 2025**
- ***Delayed codes starting with 50 issued by 14th April 2025 where evidence is seen that the application was made before 31st March 2025**
- **Temporary codes starting with 11 issued by 14th April 2025**
- **Continuing codes in their grace period ending on or after 31st August 2025 for funding continuing at a setting, this includes a move between funding age ranges e.g. from 9 months to 2 year funding, or 2 year to 3 & 4 year old funding.**

Eligibility Code dates NOT ACCEPTED - Summer Term 2025

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

Funding Rates

For the Financial Year 2025/2026 from 1st April 2025 to 31st March 2026, the hourly rates for the Early Years Entitlements are:

9 months – 2 years Expanded Working Parent Entitlement	£10.42 per hour	Deprivation Factor (DF)	68p per hour
2-year funding (2Help, and Expanded Working Parent Entitlement for 2-year-olds)	£7.66 per hour	Early Years Pupil Premium (EYPP)	£1 per hour
3- & 4-year funding (Universal, and Extended Working Parent Entitlement for 3- & 4-year-olds)	£5.50 per hour	Disability Access Fund (DAF)	£938 paid annually

Sufficiency Return

Summer Term Information Required

17th March 2025 - Sufficiency tab opens in Provider Portal

23rd May 2025 - Sufficiency Return Submission Deadline

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

This information **MUST** be based on the Headcount period, 12th – 16th May 2025 and returned by **23rd May 2025** via the Sufficiency tab on the Synergy Provider Portal:
<https://admissions.warwickshire.gov.uk/synergy/providers>

By completing this information, you are giving us an insight into sufficiency in your local area. Being able to follow the trends in sufficiency helps us to locate areas of high demand and investigate the need to create more early years places, to ensure parents can access their funding entitlement. For guidance on how to complete the Sufficiency information, please refer to the Sufficiency Guidance in the Synergy FIS Provider Portal Guidance found on page 2 of the website: **Early Years and Childcare Providers**

IMPORTANT: Your final payment will be delayed if we have not received your Sufficiency Return for the Summer Term 2025 by the submission deadline date.

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/>.

BEFORE offering a funded place under the Expanded Working Parent Entitlements for 9 months +, and 2 year olds and the Extended Working Parent Entitlements for 3- & 4-year-olds, the Working Parent Entitlement Code MUST be checked for eligibility for funding:

- Complete a validity check via the Eligibility Checker on the Provider Portal 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 1st April 2025.
- Check the dates of the Eligibility Code shown on the Eligibility Checker on the Provider Portal to confirm that the code dates are eligible for funding for the Summer Term 2025 as shown 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, updated version of the PDF can be found on Page 2 of the Warwickshire website under 'Guidance documents': **Early Education Funding Entitlements**
- The updated form should be used for children **NEW** to funding in the Summer 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, or Spring Term 2025
- 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

17th March 2025: Provider Portal opens.

4th April 2025: Estimate Submission Deadline date. 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 year claiming 15 hours per week = 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 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.
- New submissions will overwrite any previous submissions and will not add to them.

Actual Headcount

17th March 2025: Actual Headcount submissions can be made from the date of the Provider Portal opening.

15th May 2025: Headcount Day.

23rd May 2025: Submission deadline for Actual Headcount claim

- Actual Headcount submissions are added to the Provider Portal using the 'Actuals' tab.
- Children should be added based on their attendance during the Headcount week 12th – 16th May 2025 (including children who are temporarily absent e.g., due to sickness or on holiday).
- Each child MUST have a fully completed Parental Declaration Form (PDF) (see Parental Declaration Form section for further details).
- Actual hours, sending DAF supporting information added to the Documents tab and entering EYPP claims (see DAF and EYPP sections for further details) must be sent on or before the submission deadline date.
- 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.
- Make any changes or adjustments to the carried forward Headcount details as necessary.
- Make sure your claim has been submitted.

Check your claim

You MUST check that all details on your Headcount claim are correct, in line with the completed Parental Declaration Form and that eligibility for the working parent entitlements and 2Help funding have been confirmed before the start of term.

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

16th June 2025: Online Adjustment tab opens

4th July 2025: Submission Deadline

- Online Adjustments are added to the Provider Portal using the 'Adjustments' tab.
- Changes to the Headcount **MUST** be added to the Adjustments tab on the Provider Portal when it opens.
- Changes to funding claims or new children to be added which start after the Headcount period, must be added as an adjustment via the Adjustment tab and not to the Headcount claim.
- 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.

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 issued by the local authority, 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.
- **DO NOT** enter a claim under the Disadvantaged entitlement where the working parent eligibility code is not working.

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 old 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 their 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
Sufficiency Return	Section 8 from page 92	Page 92	Section 2.3.7 Page 34

***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 eyfunding@warwickshire.gov.uk
- Or telephone 01926 742233
- Or visit our website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers>