

Funding Guidance for Early Years Funding Entitlements

2 year old, 3 & 4 year old - Universal Entitlement and

Extended Entitlement (30 Hours)

Any changes to the processes in this guidance due to COVID-19 or any other exceptional situation will be notified to providers separately.

To be able to claim the Early Years Entitlements, providers MUST have adequate IT equipment to have access to the internet as all funding claims and communications are made via the internet and email.

Early Years Entitlements:

2 Year old funding entitlement (2 Help)

A child will be entitled to the 2 year funding entitlement hours from the term after both of the following criteria are met:

- The child has attained the age of two
- The child or parent meets the eligibility criteria

The entitlement is for 570 hours per year over no fewer than 38 weeks of the year and up to 52 weeks of the year. This equates to 15 hours a week for 38 weeks of the year. Children may stretch their entitlement over more than 38 weeks (and up to 52 weeks) refer to page 9.

Children who have met the criteria continue to receive a place, once they have taken it up until the point when the child becomes eligible for the 3 & 4 year old universal entitlement, the term following their third birthday.

The child remains eligible even if the child or parent ceases to meet the eligibility criteria at a later date.

Application:

- To receive 2 year funding (2 Help), families must meet the eligibility criteria. To check eligibility, parents should make an online application: www.warwickshire.gov.uk/childcarecosts
- A paper application is available only if the parent does not have access to the internet.

- If a family is eligible, they will be sent a Funding Confirmation email or letter by the Funding Team. *This letter has the EY voucher code that you will need to enter on to the Provider Portal to match with our records of eligibility.*
- Before offering a funded 2 year place, you **MUST** see a copy of the funding confirmation email or letter. The code will need to be entered on to the PDF and in the Provider Portal.
- If you offer 2 year funding, you are added to a list of 2 year Providers. This list is sent to parents with their funding confirmation letter.

Please note: changes to your Ofsted grading to lower than Good will affect you being able to remain on the list of 2 year providers. You must normally hold a Good or Outstanding grading.

3 & 4 Year old (Universal Entitlement)

All 3 & 4 year olds are entitled to the 15 hours Universal Entitlement the term following their third birthday offering 570 hours a year over no fewer than 38 weeks. This equates to 15 hours a week for 38 weeks of the year. Children may stretch their entitlement over more than 38 weeks (and up to 52 weeks). This means taking fewer hours per week, subject to a maximum of 570 hours a year until the child reaches compulsory school age (the beginning of the term following their fifth birthday). **No application is required.**

3 & 4 year olds Extended Entitlement (30 hours)

A child will be entitled to the 15 hours Extended funding giving them a total of 30 hours funding, from the term after their third birthday or the term after the 30 hour code validity start date, whichever is the latest, and where the child's parent has a current confirmation of eligibility from HMRC of a valid 11 digit code beginning with 500. The offer is for an additional 570 hours a year over no fewer than 38 weeks. This equates to an additional 15 hours a week for 38 weeks of the year. Children may stretch their entitlement over more than 38 weeks (and up to 52 weeks). This means taking fewer hours per week, subject to a maximum of 570 hours a year until the child reaches compulsory school age (the beginning of the term following their fifth birthday).

Applications must be made through HMRC @ www.childcarechoices.gov.uk

Children of School age

Children who have been admitted to primary school and are attending a state-funded or independent school reception class are not entitled to any additional free hours outside of their school reception class place.

Children who are deferring entry into reception class are entitled to Early Years funding until they reach statutory school age, the term following their 5th birthday. However, the setting the child attends will have to undertake additional monitoring. Before you offer a funded place, you are advised to contact the School Improvement Team for details:

Telephone Elaine Smith on 01926 742089 or email: elain smith@warwickshire.gov.uk

30 Hour Code Application process

The child's parent **must** apply for the 15 hours Extended funding through the Government's online Childcare Service at: www.childcarechoices.gov.uk **Eligibility for the Extended hours is determined by HMRC through this online application.**

The eligibility criteria for the Extended hours is available on the Government website www.childcarechoices.gov.uk

If the parent needs further guidance, they will need to call the Customer Interaction Centre at **HMRC on 0300 123 4097.**

If the parent does not agree with the eligibility outcome, there is an appeal process available. The review and appeal process is managed by HMRC.

30 Hours funding for children in Foster Care

The Government has extended eligibility for 30 hours childcare to children in foster care if the following criteria is met:

- That accessing the extended hours is consistent with the child's care plan **and they are**
- in single parent foster families, the foster parent engages in work outside their role as a foster parent
- in two parent foster families, both partners engage in paid work outside their role as a foster parent. If one partner is not a foster parent, then they must be in qualifying paid work and earn a minimum of the equivalent to 16 hours at national minimum/living wage

The foster carer must contact the child's Social Worker for an application form, which must be signed by Warwickshire County Council's designated person, as detailed on the form, or equivalent if the child is looked after by another local authority.

The Early Years Funding Office will allocate a code to the foster carer as the Government Childcare service will not be able to make the relevant checks. Details of the code will be sent to the foster carer by email.

The code, starting with 400 can then be treated in the same way as the standard 30 hour code. It will still need to be re-confirmed every 3 months with the Early Years Funding Office.

30 hour Code Journey:

Once the parent has been issued with a 30 hour code, the process is as follows:

- The parent must give the details of the 30 hour code to their nursery provider together with their NI number and child's date of birth
- Written consent **MUST** be obtained from the parent(s) whose details are being checked, the PDF should be completed or the provider's equivalent document
- The code must be validated using the Eligibility Checker on the Provider Portal before a start date for the additional funding is agreed with the parent, preferably the term before funding will start. This is to make sure that the code is within the correct dates for funding for that term
- Only enter the code number, parent's national insurance number and child's date of birth on the Eligibility Checker
- The provider must make a note of the validity start date, end date and Grace Period end date in order to be aware of the expiry dates
- The provider must make sure that the validity start date is valid for the term in which the parent wants to start the 30 hours funding. It must have a validity start date on or before the last day of the previous term, unless the Funding Office advise otherwise

Autumn term: a validity start date on or before 31st August

Spring term: a validity start date on or before 31st December

Summer term: a validity start date on or before 31st March

- If a validity start date is dated after the start of term (1st of the month following the above dates) the child will not be entitled to the extended funding, 30 hours, until the start of the **following** term
- The parent must make sure that the code is re-confirmed if the validity end date expires before the term starts. A child cannot start a new funded place or a new setting if the 30 hour code is in a Grace period
- The code must have a validity **end date** dated after the start of the term if a child is a new starter or new to your setting
- The code will need to be re-confirmed **every 3 months**. The parent should be prompted by text or email by HMRC; but we recommend that the provider prompts the parent at the time of the validity end date

For further information on the 30 hour code journey, refer to: **Appendix A and Appendix B**

The Grace Period

We will continue to fund an existing 30 hour place for a child whose parents cease to meet the eligibility criteria or do not re-confirm their code at the validity end date until the end of the **Grace Period**, the end date of the grace period is shown on the Eligibility Checker. During the grace period they should continue to receive the additional 15 hours a week, or fewer if the entitlement is being stretched, over the equivalent of 38 weeks of the year. If the parent has not been able to re-confirm their code by the end of the grace period, the funding will cease for the additional hours and they will not be funded in the following term.

When a code falls into the Grace period, a yellow exclamation mark will be displayed next to the child's name on the Provider Portal. This is to prompt you to contact the parent to re-confirm their code.

The table below shows the Grace period dates if a child is no longer eligible. The LA will send reminders to the provider when a code falls into the Grace period asking them to remind parents to re-confirm their code. This is to avoid parents and providers from losing their 30 hours funding in the following term.

Date Parent receives ineligible decision on reconfirmation:	LA audit date:	Grace Period End date:
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

Children claiming 30 hours at more than one setting:

- If a child is claiming their 30 hours entitlement at more than one setting, the parent must complete the Funding Term table on the Parental Declaration Form (PDF) to nominate how the funding will be allocated between all settings
- They must decide which setting will be claiming the 15 Universal hours and which setting will be claiming the Extended hours or detail how these hours are going to be split and add this to the PDF
- The hours should be entered on the provider portal as shown on the PDF
- If the family do not have a valid 30 hours code for the term or the Grace period has ended, they will only be entitled to claim the 15 Universal hours
- Please note: the 15 Universal hours should be fully used first before a parent claims the Extended hours

EYPP

The Early Years Pupil Premium (EYPP) is an additional premium paid to providers who have children receiving the 3 & 4 year funding 15 hours universal entitlement and where the child's parents are in receipt of qualifying benefits or other qualifying criteria is met. Eligibility for EYPP will be checked using the Eligibility Checking Service.

You may need to evidence to Ofsted how the additional premium has been used to benefit the child.

It is recommended that all children who may be eligible for the premium complete the EYPP application on the Parental Declaration Form as the Primary Schools admission policy 2020/2021 states:

In the event that a Warwickshire Community or Voluntary Controlled Primary School is oversubscribed, the following criteria will be used when allocating places:

- **Children who are in receipt of EYPP – no more than 14% of the places available to be allocated under this category. The child must be in receipt of EYPP at the time the application is made.**

3 & 4 year old funded children will be eligible for EYPP if their family receives one of the following:

- Income support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit, and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit –if a parent is entitled to Universal Credit they must have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods

OR

- They are currently being looked after by the Local Authority*

OR

- They have left care through:
 - an adoption order **
 - a special guardianship order **
 - a child arrangement order**

** Warwickshire Looked After Children (LAC) will automatically have EYPP added to their Weighting. Evidence will need to be seen for LAC from other Authorities*

***Copies of the relevant order will need sent to WCC Early Years Funding Team using the Document Upload facility on the provider portal. A note should be added to the Notes tab to advise us.*

The parent MUST complete the information required under the EYPP section of the PDF (Parental Declaration Form) to claim.

Deprivation Factor

The Deprivation Factor (DF) is an additional premium of £0.53 per hour paid to the provider based on children living in a postcode that falls within the most deprived 30% of postcodes as determined by IDACI (Income Deprivation Affecting Children Index). The DF is paid automatically to the provider and can be used to benefit all children in the setting. If this has been added to the child's funding base rate, a weighting showing as 'DF' will be next to the child's name on the provider portal.

Disability Access Fund (DAF)

3 & 4 year olds will be eligible for DAF if they meet the following criteria:

- The child is in receipt of child disability living allowance and
- The child receives the universal 15 hours entitlement (*the child does not have to take the full 570 hours entitlement to qualify*)

The setting where a child is eligible for DAF will be entitled to receive a one-off payment of £615 per year.

The provider will need to identify children eligible for DAF from the Parental Declaration Form (PDF). They will need to check eligibility by seeing evidence of the child's disability living allowance award letter, a copy of this must be sent to the Funding Office using the *Document upload tab* on the provider portal, in order that we can authorise your claim.

The Disability Access Fund (DAF) was introduced to support disabled children's access to the 3 & 4 year old entitlements, in line with the Equality Act 2010. The funds could be used, for example, to support providers in making reasonable adjustments to their settings/or helping with building capacity for that child, or for the benefit of all children attending the setting.

Termly Funding Process

Towards the end of each term, the Funding Office will email you with the Funding Information letter for the following term. The letter must be read carefully as it contains all of the important information and dates for that term:

- Term dates
- Interim Payment date
- Estimate hours deadline date
- Headcount Day
- Headcount submission deadline date
- Sufficiency return submission deadline date (if applicable)
- Actual or Final payment date
- Childminders monthly payment dates

A copy of the relevant Parental Declaration Form (PDF) for 2, 3 & 4 year funding entitlements will be attached to this email. This must be downloaded, printed and handed to parents to complete their part.

Please note you must not claim funding for a child if a PDF has not been completed, signed and returned to you. The Parent Copy of the terms and conditions must be handed to the parent for their future reference.

Eligibility terms

Children are eligible for funding from the term following their second birthday for 2 year funding or the term following their third birthday for the 3 & 4 year old Universal Entitlement and Extended hours (30 hours funding).

The statutory eligibility dates are:

- Children born in the period 1st January to 31st March: the start of term beginning on or following **1st April** after the child's birthday;
- Children born in the period 1st April to 31st August: the start of term beginning on or following **1st September** after the child's birthday;
- Children born in the period 1st September to 31st December: the start of term beginning on or following **1st January** after the child's birthday

Flexibility

Providers can offer flexible packages of funded hours, subject to the following standards:

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day
- Where reasonably practicable, sessions should be taken in continuous blocks and avoid artificial breaks for example, over the lunch period
- sessions can be delivered up to 52 weeks of the year if a parent is stretching their entitlement, depending on the number of weeks a setting is open
- sessions can take place on any day of the week, including Saturday and Sunday
- meeting the quality requirements as set out in the statutory guidance and judged by Ofsted

Stretch and Averaging of Funding

*Please refer to the separate Stretch Guidance document in the Requirements of Funding Guidance for full details of stretch funding. Refer to the extract in **Appendix C**.*

Stretch and Averaging of Funding

Be aware of the difference between:

Stretch option:

Funded hours offered and attended by the child over more than 38 weeks per year - the number of funded hours per week attended multiplied by the number of weeks you are offering it per year **to enable the maximum take up of entitlement** e.g. 12 hours per week x 47.5 weeks per year. The number of funded hours will remain the same once agreed. Any additional hours taken in excess of the stretched number of funded hours per week / month are to be charged for at your published fee rate. These hours may vary each week/month, depending upon the agreement you have with the parent. **Note:** the setting must be open for the number of weeks the funded hours are stretched over.

Averaging:

Funded hours offered for a specified number of weeks per year, usually 38 weeks. Any additional hours and additional weeks taken above the specified free entitlement weeks are charged at your published fee rate. Funded hours and paid-for sessions are totalled for a complete year and divided by the appropriate number of months or weeks, to provide parents with a standard invoice each payment period. **Parents are able to spread the cost of childcare equally by paying the same amount each week, month or term throughout the year.**

Adding Stretched hours to the Provider Portal

If you are stretching your hours over more than 38 weeks of the year, when you come to enter your Headcount claim on the provider portal, you will need to convert these hours back to the equivalent of 38 weeks per year.

Example 1:

A child is using 10 universal hours a week for 51 weeks per year = 510 hours

To equate this to 38 weeks:

510 hours divided by 38 weeks = 13.42 hours. This is the number you need to enter into the universal hour's box in the child funding on the provider portal.

Example 2:

A child is attending 22 hours per week using the extended 30 hours over 51 weeks.

To equate this to 38 weeks:

22 hours x 51 weeks = 1122 hours per year divided by 38 weeks = 29.53 hours.

You need to add your universal and extended hours separately using the 15 universal hours first:

29.53 – 15 universal hours = 14.53 extended hours to be entered into the extended hours box in the child funding on the provider portal.

Parental Declaration Form (PDF)

The PDF is an agreement between providers and parents to commit to the provider the number of hours they claim for the whole of the term.

A **Parental Declaration Form (PDF)** must be completed for every child claiming the Early Years Funding Entitlements.

This must be updated and signed by the parent on a termly basis. If a parent/carer does not update a PDF for the term, then you cannot make a claim for this funding.

The forms must be retained at your setting for 7 years (current year plus 6 years) and be available for audit purposes.

The details of all providers the child attends **must** be completed on the PDF with details on how the hours are to be allocated.

The funding is paid to the provider where the child is attending on Headcount day for the whole of the term's funding.

Funded hours cannot be increased after the Headcount.

If a child leaves before or starts after the Headcount date, their funding will not be paid to you. You will need to contact the other provider(s) that the child attends, directly, to agree privately any transfer of the proportionate amount of funding. This is not obligatory.

If a child starts after Headcount day, any funding will have to be agreed by the funding office, before payment is made, as an exceptional circumstance e.g. a child is moving house from outside of Warwickshire.

If a child is absent on a short-term basis, for example sickness or arranged appointments the provider will not be penalised by having their funding withdrawn. However, where absence is recurring or for extended periods you should refer to the Funding Office for guidance.

Providers must make the parents aware that their child should attend the full hours/sessions that they are claiming funding for and in an agreed pattern. Warwickshire County Council reserves the right to re-claim those funded hours from the early years provider if there is persistent non-attendance.

Parents need to be aware that they will be liable to you for the cost of any hours not covered by the funded entitlement for example if a child leaves before the Headcount day, increase their sessions after Headcount or use additional services.

Please do not send copies of Parental Declaration Forms (PDF) to the Early Years Funding Office, unless they have been requested. You must retain them securely.

Extended Entitlement (30 Hours Funding) Section

For families who wish to claim the Extended hours, they will need to complete the 30 Hours Funding section on the PDF, including the 11 digit eligibility code that they will have received from HMRC together with their name and NI number. *Please refer to the 3 & 4 year old Extended Entitlement (30 hours) section above.*

DAF (Disability Access Fund) Section

To be eligible for DAF a child must be in receipt of Disability Living Allowance (DLA). The parent will need to complete the Yes/No box under the Disability Access Fund section of the PDF.

To claim this funding of an annual payment of £615 per year, you will need to tick Yes on the Eligible for DAF box in the provider portal.

Before the Funding Office can confirm your claim, you will need to send a copy of the DLA award letter, using the Document Upload facility which is open during the Headcount period.

EYPP (Early Years Pupil Premium) Section

To check for Eligibility for EYPP the parents will need to complete the details under the EYPP section of the PDF with details of their name, NI number and date of birth. These details will need to be entered in the parent/carer tab in the provider portal and will be checked for eligibility using an ECS checker linked to the Government's records.

Funding Terms and Rates

In Warwickshire, the 38 weeks of Early Years entitlements are paid termly as a set number of weeks. They are the same every year. Please be aware they do not always fit with the school term dates.

Autumn term 14 weeks

Spring term 11 weeks

Summer term 13 weeks

Funding is claimed using the Synergy portal (refer to the FIS Synergy Portal Guidance):

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

Funding rates for 3 & 4 year olds

Basic rate £4.15 per hour

Additional premium for EYPP £0.53 per hour

Additional premium for Deprivation Factor £0.53 per hour

Disability Access fund (DAF) £615 per year usually paid annually from start of eligibility.

Funding rates for 2 year olds

Basic rate £5.45 per hour

Payments Patterns:

Schools and Settings (excluding Childminders)

The Funding is paid twice per term:

- The **interim payment**, 70% of the estimated funding, paid within 3 weeks of the start of the term.
- The **Actual** or balance payment is made following the Headcount funding claim being completed. This will be approximately 6 weeks after Headcount day.

Term	Interim Payment Date		Actual Payment Date	
	2 YO	3 & 4 YO	2 YO	3 & 4 YO
Autumn Term 2020/2021	18/09/2020	16/09/2020	20/11/2020	18/11/2020
Spring Term 2020/2021	22/01/2021	18/01/2021	12/03/2021	10/03/2021
Summer Term 2020/2021	07/05/2021	05/05/2021	25/06/2021	23/06/2021

Interim payments:

For the Academic year 2020/2021, Interim payments will be calculated by using the hours entered onto the Estimates tab on the Provider Portal before the submission deadline date.

The interim amount will be 70% of the estimated payment amount.

Guidance on how to use the Estimated tab is included in the FIS Provider Portal Guidance.

Actual or final payment

This is the remaining 30% or the balance after the Headcount figures have been calculated minus the interim payment already paid.

Childminders:

All childminders are paid monthly

The interim payment will be made using the hours entered onto the Estimates tab on the Provider Portal before the interim hours submission deadline date at the start of the term which is notified to you in the Termly Information letter.

The provider portal will open 2 weeks before the start of term for you to enter your children's hours.

Monthly payments

The **interim** payment will usually be split into 3 payments for the Autumn term, 2 payments in the Spring and 3 payments for the Summer term*. The final payment will be the balance calculated after the Headcount claim has been completed.

- The interim payment will be 70% of the estimate payment amount, for 2 year olds and 3 & 4 year old funding entitlements
- The first 2 or 3 payments will be calculated by dividing your interim payment(s) by 2 or 3 equal amounts
- The interim hours will be obtained from the hours entered into the Estimates tab on the Provider Portal

- The final or balance payment will be made after the Headcount has been completed and will be based on your actual Headcount numbers that have been entered
- If your numbers increase at the Headcount, the additional funding will be paid in your final payment
- If there has been an overpayment of your interim funding, this final balance will be a minus amount and an invoice will be sent to you

The regular monthly payment dates for 2020/2021 will be as follows:

Term	Interim Payment Dates			Actual Payment Date
	1 st Payment	2 nd Payment	3 rd Payment	4 th Payment
Autumn Term 2020/2021	15 th September 2020	15 th October 2020	13 th November 2020	15 th December 2020

Spring Term 2020/2021	15 th January 2021	15 th February 2021	-	15 th March 2021
Summer Term 2020/2021	16 th April 2021	14 th May 2021	15 th June 2021	15 th July 2021

A Termly Information letter will still be sent out, towards the end of the term, with all of the important dates and deadlines for the following term. The termly Headcount should be completed in the usual way.

**the number of payments per term may vary depending on the date of the Easter holidays.*

Headcount

The Headcount dates for each term are set by the DfE. For the Academic year 2020/2021 they are:

Term	Headcount Date
Autumn Term 2020/2021	1st October 2020
Spring Term 2020/2021	21st January 2021
Summer Term 2020/2021	20 th May 2021

The termly Headcount funding claim is completed **every term** using the FIS Synergy portal. Please refer to the FIS Synergy Portal Guidance for instructions on how to use it. The web address for the FIS Synergy Provider Portal is:

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

- The Synergy portal is open 2 weeks before the first day of term to one week after Headcount day, for you to add your Headcount claim.
- The provider must enter all of the children claiming funding for the term and the number of funded hours from the details on the Parental Declaration Forms.
- The provider must check that the child's details are accurate in accordance to the legal name, date of birth and address on the PDF and make any necessary changes using the Edit facility.

- **The Synergy portal must be checked a couple of weeks after you have sent your Headcount submission, to check that your claim is correct. Please make sure that all of the children are present and the hours claimed are correct.**
- **We are unable to make any changes to your funding claim after the term has ended.**
- Children are not always carried forward on the provider portal from term to term, you will need to check the children listed carefully for all funding types, 2, 3 & 4 year olds. **Note: Children will NOT be carried forward from Summer term to Autumn term**
- If a child starts after the Headcount date they will not normally be entitled to funding until the following term. The provider **MUST** contact the Early Years Funding Office to agree exceptional funding if appropriate.
- If a child moves before the headcount date, you will not be able to make a funding claim for them on your Headcount claim. The parent will be liable for any sessions they have already received for the term. You **may** be able to receive this proportion of the term's funding by agreement from the setting who makes the Headcount claim. This should be arranged directly between the providers concerned.
- If a child leaves you after the Headcount date and you have made a funding claim for them, you are entitled to retain the funding for the remainder of the term. If you are in agreement, you can arrange to pass the relevant proportion of the funding entitlement to the new provider, for the remainder of the term. This should be arranged directly between the providers concerned.
- For children attending your setting on Headcount day, a claim should be made for the whole of the term, even if they joined after the term has started. This will enable you to pass a proportion of the funding to another Warwickshire provider if the child has already taken sessions with them at the start of the term, if you agree.

Note: Information may be shared to ensure effective safeguarding and promote the welfare and protection of children.

Sufficiency Return (Except Childminders)

The Local Authority will collect place and vacancy information from funded Early Years providers for each term for 2, 3 and 4 year olds.

The return is completed by selecting the **Sufficiency Tab** on the Synergy Provider Portal.

By completing this information, you are giving us a good 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. This information is for internal use only.

The Sufficiency return MUST be completed in line with the requirements in the Provider Agreement, there may be a delay to your final termly payment where a return is not completed.

For details on how to complete the Sufficiency return please refer to the guidance sent separately.

Changes to your bank details:

If you need to change your bank details, you will need to contact the Exchequer Services Department, email: suppliermaintenance@warwickshire.gov.uk

Changes to your contact details:

If you make a change to your contact details, **especially your email address** or telephone number, please advise the following as soon as possible as most correspondence and information is sent to you electronically:

Early Years Funding at:

eyfunding@warwickshire.gov.uk and earlyyearsadmin@warwickshire.gov.uk

Exchequer Services at: suppliermaintenance@warwickshire.gov.uk

Ofsted at: 0300 123 1231

Additional information for New Providers

Before we are able to add a new provider to our list of registered providers for Early Years funding, a provider must complete a Provider Agreement via DocuSign. If offering 30 hours funding a 30 hour Provider Declaration Form will also need to be completed and returned to the Funding Office.

You MUST have adequate equipment to access the internet as all funding claims and communications are made via the internet and email.

- Your details are added to the list of funded providers on the Synergy FIS Database
- You will be given access to the Provider Portal which you will need to use to submit your headcount return. A username, password and default security answers will be emailed to you
- You will be requested to change the temporary password and security responses on first log in
- You must keep a note of your username, password and security answers as these will be needed every time you log into the Provider Portal

- You will be sent Guidance on how to use the FIS Synergy provider portal by email. This guidance will give you step by step instructions on how to use the portal, make your funding claim and review your funding in the term summary
- A copy of the Funding Information letter for the current or new funding term will be emailed to you. It is important that you read this information carefully as it details all of the funding important dates and deadlines for the term
- Your details are added to the Agresso Finance System. This is passed to our Exchequer Services department, who will email you directly with a **data capture form**. You will need to complete your bank details and send it back to them. **If this form is not completed, you will not receive your funding.** The email will appear as: suppliermaintenance@warwickshire.gov.uk.
- The interim hours for new Nursery Providers and Childminders will be calculated from the hours you have entered into the Estimate tab in the provider portal by the interim submission deadline date at the start of the term. If you start later in the term, please contact the Funding Office directly.

Synergy Portal

The 2, 3 & 4 year old Entitlements, Headcount or **Actual** funding, is claimed using the Synergy Portal online.

- You will need access to the internet
- The web address is: <https://admissions.warwickshire.gov.uk/synergy/providers>
- Sign in using your unique username and password issued by the Funding Office
- A copy of **the FIS Synergy Portal User Guide document** will be sent to you on registration and annually at the start of the new academic year. Please refer to this for instructions on how to enter your Headcount, make changes and review your funding claim.

A Brief Overview:

Your **Estimate** hours are added using the following route:

Log in to the Portal>select Funding>select Estimate> select Funding Year and Term>select Funding Type> enter the estimate number of hours per week>select Calculate>select Send Claim.

Refer to the Guidance for full details.

Your **Headcount** or **Actual** claim is added using the following route:

Log in to the Portal>select Funding>select Actuals> select Funding Year and Term>select Funding Type

- You will be able to input your details from the date the portal is open, as advised in the Termly Information letter.
- Check the children listed for all funding types, 2, 3 & 4 year funding and Edit, Delete and Add child details as required
- Add the Universal hours for 2, 3 & 4 year olds taking the hours from the PDF
- Add the Extended entitlement for 3 & 4 year olds taking the code and hours details from the PDF
- Tick the Yes/No box for the DAF entitlement
- Enter parent/contact details for families claiming EYPP
- For 2 year old funding, add the EY voucher code found on the 2 year funding Confirmation letter or email
- Once your claim is completed click **Send Claim**
- At the submission deadline date, the system will be closed for any changes or inputting. The Funding Office may extend the date for a few days if necessary
- 2 weeks after the Headcount day, check that your claim has been accepted and all children are showing. Check the hours you have claimed are correct and that all the children and their hours are listed correctly
- If you have a warning triangle showing 'Submit Pending' contact the Funding Office
- Notify the Funding Office if there are any discrepancies
- Check that all of the additional payment weightings have been added for EYPP, Deprivation Factor (DF) and Disability Access Fund (DAF) as applicable
- Check for warning triangles showing a code is in the Grace period. The parent **MUST** be advised and asked to re-confirm the code
- If any of the details are incorrect, please contact the Funding Office for guidance before the end of the term

Payment Summary

The Portal should be used to check your final Headcount **Summary** at the end of each term: Log in to the Portal>select Funding>select Summary> >select Funding Term and funding type.

This will show the details for the Estimate, Actual, Adjustments and Weighting payments for the selected term. You can check the Summary for all terms from the start of your records in this system.

Please note that changes to your Headcount claim cannot be made retrospectively, after the term has ended.

Early Years CENSUS (Spring term only) for PVI and Childminders

The Early Years Census information is collected using the Synergy Portal. The Early Years Census Form will be made available under the 'Forms' tab at the start of the Spring term. It must be completed by the Submission deadline date as detailed in the Termly Information Letter for the Spring term.

We will send instructions on how to complete the Early Years Census at the end of the Autumn term.

It is a Statutory Requirement that all providers complete the Early Years Census Form in the Spring term, your funding payments will be delayed if you have not submitted the Census form by the deadline.

Log in to the Portal>Select Forms>select the Early Years Census form for the current year. When the form is completed click **Submit**.

School Census returns for Maintained Settings and Nursery Schools

It is vitally important that you also continue to keep your SIMS system up to date, as this will be used to create your statutory school census returns in October, January and May. Registered pupils of your school (2, 3 and 4-year-olds depending on the statutory age range of the school) **must** continue to be included in these returns.

Please refer to the Census Guide for Schools with EY provision, summarised below:

- The school must be aware of its statutory age range. Where the school has 2, 3 and 4 year olds as registered pupils they will need to be included on the Schools Census via SIMS.
- Children attending the nursery class/school who are not within the statutory age range need to be counted as attending a 's27 Governor Run provision' and included in the Early Years Census – an Early Years Census form must be completed via Synergy in the Spring term.
- For Schools who only have a maintained nursery class, (without s27 Governor Run provision), the children need to be included in the School's Census via SIMS.
- For Schools who have a maintained nursery class and a 's27 Governor Run provision', the children who are pupils of the school (within the Published Admission Number (PAN)) must be added to the School Census (SIMS). Any

children above the PAN will need to be counted as a pupil of the 's27 Governor Run provision' and included in the Early Years Census (Synergy).

CAUTION: Where children are registered pupils of the school they must be recorded **once only**. Where both maintained and 's27 Governor Run provision' is offered (e.g. for a 30 Hours place), this information must be submitted **ONLY** via the Schools Census (SIMS) if the child is a registered pupil of the school.

Appendix A: Providers verifying 30 hours eligibility codes



Parents will apply for 30 hours free childcare using the [childcare service](#) online application. Parents will give you their [30 hours eligibility code](#) to reserve their 30 hours place.



You will need to [validate the code](#). To do this, you need from the parent:

1

Written
parental
consent

2

30 Hours code

3

Parent's
National
Insurance
Number

4

Child's Date of
Birth



Validate Code Yourself

Using the [Eligibility Checker](#) found on the
Synergy Provider Portal



Inform parent their code is valid and can
take up 30 hours place



Make a note of the code's validity end date and Grace period end date to remind parents to re-confirm their code before these dates expire. The LA will also notify you when a code is at the end of its Grace period. Your parents may also let you know when this occurs

Appendix B:

Warwickshire County Council

30 hour Code - Process for Providers

Warwickshire County Council has to comply with the DfE's guidance for 30 hours funding. This states:

Parents are only legally entitled to start claiming a 30 hours place for their 3 or 4 year old the term following the date they receive a decision (30 hour code confirmation) from HMRC.

All children qualify for the 15 hours Universal Entitlement from the term following their 3rd Birthday. **They do not need a code for this.**

30 hour code Process

We have put together the following process to support providers with the requirements for accepting 30 hour codes:

1. The parent gives you the 11 digit 30 hour code from their Government Gateway account
2. Obtain consent from the parent to check the code using the ECS checker by completing the 30 hour Code section on the Parental Declaration Form (PDF)
3. Validate the code using the Eligibility Checker on the Provider Portal as soon as possible
4. Make a note of the Code start date, Code end date and Grace Period end date as shown on the Eligibility checker:



The details provided have been found:

Eligibility Code: 20266990000
Code Start Date: 09-Sep-2017
Code End Date: 16-Nov-2017
Grace Period End Date: 23-Feb-2018

Eligibility Checker

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

30 Hours Free Childcare

5. Check that the 30 hour code start and end dates match the eligibility dates for the relevant term:

Autumn term

- Code **start** date on or **before** 31st August
- Code **end** date on or **after** 1st September

Or for children already funded for extended hours in the previous term with you

- Grace period of 31st December

Spring term

- Code **start** date on or **before** 31st December
- Code **end** date on or **after** 1st January

Or for children already funded for extended hours in the previous term with you

- Grace period of 31st March

Summer term

- Code **start** date on or **before** 31st March
- Code **end** date on or **after** 1st April

Or for children already funded for extended hours in the previous term with you

- Grace period of 31st August

6. All 30 hour codes should be checked, where possible, to confirm that they match the eligibility dates, **before** the start of each term

7. **Only AFTER checking that the code matches the eligibility dates for the term, should you offer the Extended Funded place for 30 hours.**

8. If the code **does not** match the eligible dates for the term, the Synergy Provider Portal will not accept the code and the place will **not** be funded for the Extended hours. **The child will still be entitled to 15 Universal hours.**

9. The **only** exception:

If the parent applied **before** the cut off date and HMRC have delayed the issue of a 30 hour code, we will be able to accept a code, for the relevant term, with issue dates up to:

14th September, 14th January and 14th April

When they are checked on the Eligibility Checker, the code will show as having a code start date of:

31st August, 31st December and 31st March

If the code has a start date of the 1st of the month after this, it will not be eligible.

10. Parents should be reminded that they will need to re-confirm their code **every 3 months**, by the code validity end date, via their Gateway account with HMRC
11. If a code is not re-confirmed by the validity end date, it falls into a Grace Period, the date when funding ends if the parent no longer meets the eligibility criteria or does not re-confirm their code. The Grace period should **NOT** be used as the deadline date to re-confirm- the code
12. If a new parent applies for their code early, they will still have to re-confirm their code every 3 months. The provider must check before the start of the term that the code validity dates still match the eligible dates for that term (see point 5), **before** offering the extended funding-
13. Each term, the LA will contact providers where a funded child has a code in its Grace Period ending at the end of that term-
14. The LA request that providers contact their parents to prompt them to re-confirm their code when it falls into the Grace Period. The Grace Period end dates are shown on the Provider Portal during the Headcount period
15. The provider should notify the parent that their extended funding will cease at the end of the Grace Period, unless they are able to re-confirm their code **before** the 'cut off' date for the term (see point 5)

Please Note:

For 30 hour codes that do not meet the eligible dates for the term:

Warwickshire County Council **do not** have any discretionary funding. We are unable to fund codes that fall outside of the eligibility dates for the term, as advised by the DfE.

Providers should make parents aware of this and that we will **not** be able to override the DfE's eligibility dates unless the parent can prove that they had applied before the 'cut off' date (see point 9).

When parents contact HMRC to query the eligibility of their 30 hour code, after they have been notified that it cannot be used for funding for that term, HMRC may advise them that they have a valid code. However, they may not always have a valid code for the current term.

HMRC's Customer Care Line will refer parents to their LA to make the decision about funding a code that is outside of the eligibility dates for that term. This could give the parent a false impression, as no funding can be given.

If parents wish to make a complaint about HMRC's process for issuing 30 hour codes, they should contact them at:

<https://www.gov.uk/guidance/complain-to-hm-revenue-and-customs> or call the childcare service helpline on 0300 123 4097.

Appendix C: Extract from

EARLY EDUCATION FUNDING – STRETCHED OFFER GUIDANCE

Stretching funded hours

1. The LA has a statutory duty to 'enable parents to take up their child's free place in patterns of hours that 'stretch' their child's entitlement by taking fewer hours a week over more weeks of the year, where there is provider capacity and parental demand'. (DfE Early Education and Childcare: Statutory Guidance for Local Authorities June 2018, A2.12, page 16)
2. There is no requirement on any individual provider to deliver a stretched offer and parents do not have the right to demand one.
3. There are advantages and disadvantages of stretching – some entitlement may be lost by providers or parents or both – see **other considerations** below.
4. Maximum funded hours available **570** or **1140** (38 weeks x 15/30 hours). Maximum weekly funded hours available **15/30**.
5. You need to decide which period you are stretching funding over and for how many weeks :-
 - 12 months/3 terms (up to max of 52 weeks)
 - 2 terms (35 weeks maximum for Spring and Summer)
 - 1 term (22 weeks maximum for Summer)
6. Settings can only stretch funded hours over their published opening hours and weeks e.g. 48, 50 or 51 weeks.

Stretching process and examples

1. **Example stretching over 52 weeks (Autumn, Spring & Summer terms - equivalent to 38 weeks funding)**

A	B	C	D
Maximum funded hours available	Weeks attending	Funded Hours per week <i>Col A / Col B</i>	Funded Hours to be entered onto the portal <i>Col B x Col C / 38</i>
570	52	10.96	15
1140	52	21.92	30

Child Attending 10 Hours per week

A	B	C	D
Weekly Hours attended	Weeks attending	Hours attended per year <i>Col A x Col B</i>	Funded hours to be entered on to the portal <i>Col C / 38 weeks</i>
10	52	520	13.68
20	52	1040	27.37

2. Example Stretching over 35 weeks (Spring & Summer terms – equivalent to 24 weeks funding)

A	B	C	D
Maximum funded hours available	Weeks attending	Funded Hours per week <i>Col A / Col B</i>	Funded Hours to be entered onto the portal <i>Col B x Col C / 24</i>
360	35	10.29	15
720	35	20.57	30

Child Attending 10 Hours per week

A	B	C	D
Weekly Hours attended	Weeks attending	Hours attended per year <i>Col A x Col B</i>	Funded hours to be entered on to the portal <i>Col C / 24 weeks</i>
10	35	350	14.58
20	35	700	29.17

3. Example Stretching over 22 weeks (Summer term – equivalent to 13 weeks funding)

A	B	C	D
Maximum funded hours available	Weeks attending	Funded Hours per week <i>Col A / Col B</i>	Funded Hours to be entered onto the portal <i>Col B x Col C / 13</i>
195	22	8.86	15
390	22	17.73	30

Child Attending a 10 Hours per week Stretch Model – WARNING - *There are a maximum of 195 funded hours for the Summer term. Settings will have to charge for the additional hours attended at their standard fees.*

A	B	C	D
Weekly Hours attended	Weeks attending	Hours attended per year <i>Col A x Col B</i>	Funded hours to be entered on to the portal <i>Col C / 13 weeks</i>
10	22	220	15 (1.92 hours to be charged at standard rate)
20	22	440	30 (3.85 hours to be charged at standard rate)