

# Autumn Term 2025 – Termly Information Letter



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

## People Directorate

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

June 2025

Dear Early Years Provider,

eyfunding@warwickshire.gov.uk

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

## Academic Year 2025/2026 School Term Dates

Funded weeks:	Warwickshire County Council School Terms:	2025/2026 Headcount Dates:
Autumn Term – 14 weeks Spring Term – 11 weeks Summer Term – 13 weeks	01/09/2025 – 19/12/2025 - 15 weeks* 05/01/2026 – 27/03/2026 – 11 weeks 13/04/2026 – 20/07/2026 – 13 weeks	Autumn Term – 2 <sup>nd</sup> October 2025 Spring Term – 15 <sup>th</sup> January 2026 Summer Term - 12 <sup>th</sup> May 2026

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

## Children eligible for funding in the Autumn Term 2025

Working Parent Entitlement for 9 months - 2 years old	Children born between 1 <sup>st</sup> September 2023 and 30 <sup>th</sup> November 2024
Working Parent Entitlement for 2-year-olds and 2 Help (Disadvantaged)	Children born between 1 <sup>st</sup> September 2022 and 31 <sup>st</sup> August 2023
Universal Entitlement and the Working Parent Entitlement for 3- & 4-year-olds	Children born between 1 <sup>st</sup> September 2020 and 31 <sup>st</sup> August 2022

Please note: Where possible, children will be carried forward from Summer term 2025 to Autumn 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, the Working Parent Entitlements for 9 months – 2 year olds and 2 year olds Expanded hours, Universal Entitlement for 3 & 4 year olds, and 3 & 4 year olds Extended hours) are claimed via the Synergy FIS Provider Portal:  
**Sign in: Synergy Provider Portal**

# Dates and Rates

## Important dates and Deadlines

- **\*25<sup>th</sup> August 2025** - Provider Portal opens to enter Estimate and Headcount hours
- **5<sup>th</sup> September 2025** - Submission deadline for Estimate hours
- **2<sup>nd</sup> October 2025** - Headcount Day
- **10<sup>th</sup> October 2025** - Submission deadline for Actual Headcount claim
- **10<sup>th</sup> November 2025** - Online Adjustment tab opens
- **5<sup>th</sup> December 2025** - Submission deadline for Online Adjustments

## Payment Information and Dates

Interim payments are based on the WEEKLY Estimate Hours submitted via the Provider Portal by the deadline date of 5<sup>th</sup> September 2025. Interim payments are based on 70% of the Estimate Hours submitted.

- **17<sup>th</sup> September 2025** - 3 & 4 year old Universal and Extended entitlements Interim payment
- **18<sup>th</sup> September 2025** - 2 year old Funded and Expanded entitlements Interim payment
- **19<sup>th</sup> September 2025** - 9 months – 2 year old Expanded entitlements Interim payment

**Note:** If you do not enter Estimate hours, an interim payment will not be paid, the full funding for the term will be paid in your Actual payment in November.

Your final payment is based on your Actual Headcount Hours submitted via the Provider Portal by the deadline date of 10<sup>th</sup> October 2025. This payment is the total funding amount for the term minus the interim payment made, plus any weightings and adjustments for DAF.

- **19<sup>th</sup> November 2025** - 3 & 4 year old Universal and Extended entitlements payment
- **20<sup>th</sup> November 2025** - 2 year old Funded and Expanded entitlements payment
- **21<sup>st</sup> November 2025** - 9 months – 2 year old Expanded entitlements payment

## Eligibility Code dates ACCEPTED - Autumn Term 2025

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

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

## Eligibility Code dates NOT ACCEPTED - Autumn Term 2025

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

## Funding Rates

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

<b>9 months – 2 years Expanded Working Parent Entitlement</b>	£10.42 per hour	<b>Deprivation Factor (DF)</b>	68p per hour
<b>2-year funding (2Help, and Expanded Working Parent Entitlement for 2-year-olds)</b>	£7.66 per hour	<b>Early Years Pupil Premium (EYPP)</b>	£1.00 per hour
<b>3- &amp; 4-year funding (Universal, and Extended Working Parent Entitlement for 3- &amp; 4-year- olds)</b>	£5.50 per hour	<b>Disability Access Fund (DAF)</b>	£938 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: [Homepage | Childcare Choices](#)

**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, 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 it is to be used, on or before 1<sup>st</sup> September 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 Autumn 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 child

## Parental Declaration Form (PDF)

- The Parental Declaration Form for the Academic Year 2025/2026 **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 all children eligible for funding in the Autumn 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

**\*25<sup>th</sup> August 2025**  
**Provider Portal opens**

**5<sup>th</sup> September 2025**  
**Estimate Submission Deadline**

**\*This is a shorter window than usual for the Autumn term due to a change in the Management Information System in the council which we cannot change.**

**If Estimate hours have not been submitted by this deadline date, then interim payments will not usually be made, and the full term's funding payment will be made at the final payment date, however, if this will cause a cashflow problem, we will consider each case separately.**

- 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 in the Estimate tab.
- Examples:
  - 3 children claiming 30 hours per week for 9 months – 2 years funding.  
Enter  $3 \times 30 = 90$  weekly hours under 9 month – 2 years age range.
  - 8 children claiming 2 year funding, 3 children claiming 2 year Disadvantaged funding for 15 hours per week,  $3 \times 15 = 45$  hours and 5 children claiming 30 hours working parent entitlement for 2 year olds,  $5 \times 30 = 150$  hours. Total =  $45 + 150 = 195$  hours to enter in the 2-year funding age range.
  - 10 children claiming 3- & 4-year-old funding, 4 children claiming 15 hours funding per week =  $4 \times 15 = 60$  and 6 children claiming 30 hours  $6 \times 30 = 180$  hours = Total =  $60 + 180 = 240$  hours to enter in the 3- & 4- year funding age range.
- DO NOT enter the total termly hours calculated in the tab.
- New submissions will overwrite any previous submissions and will not add to them.

## Actual Headcount

**25<sup>th</sup> August 2025**  
**Provider Portal opens**

**2<sup>nd</sup> October 2025**  
**Headcount day**

**10<sup>th</sup> October 2025**  
**Actual Headcount Submission Deadline**

- Actual Headcount submissions are added to the Provider Portal using the 'Actuals' tab from the date of the Provider Portal opening.
- Children should be added based on their attendance during the Headcount week 29<sup>th</sup> September – 3<sup>rd</sup> October 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, claims for DAF, adding supporting information to the 'Documents' tab and claims for EYPP (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 amendments to the children carried forward from the Summer Term, including deleting children no longer attending.
- Ensure your claim has been submitted (including after making any changes) by clicking 'Send claim'.

## **CHECK YOUR 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**

**10<sup>th</sup> November 2025  
Online Adjustment tab open**

**5<sup>th</sup> December 2025  
Adjustments Submission Deadline**

- Online Adjustments are added to the Provider Portal using the 'Adjustments' tab.
- Changes to the Actual Headcount MUST be added to the Adjustments tab on the Provider Portal when it opens.
- Changes to funding claims or new children starting after the Headcount period, must be added as an adjustment via the Adjustment tab and not to the Actual Headcount claim.
- Adjustments can only be added in line with the agreed Adjustment reasons as detailed in section 2.3.11 of the Requirements of Early Education and Childcare Funding Entitlements 2025.
- Adjustments for children moving settings after the Headcount must be added to the Provider Portal via the Adjustments tab, if both settings have agreed to change their claims.

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## 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 or checked in the ECS check in the Funding tab.
- 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 checked in the ECS check in the Funding 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.
- A claim for the 15 hours 2 Help Disadvantaged funding MUST be made first if the parent also has a working parent entitlement code.

### Working Parent Entitlement funding

To claim up to 30 hours Working Parent Entitlement for their child, parents must complete the Working Parent Expanded 30 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 Autumn Term 2025).

## Information

### Where can I find more information?

	*FIS Synergy Provider Portal Online Guidance	*Guidance for Early Education Funding Entitlements 2025	*Requirements of Early Education and Childcare Funding Entitlements 2025
<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 Entitlements](#) and are subject to change**

## 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 [eyfunding@warwickshire.gov.uk](mailto:eyfunding@warwickshire.gov.uk)
- Or telephone 01926 742233
- Or visit our website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers>