

# **Access Synergy FIS Provider Portal**

## **Online Funding Guidance**

**Updated August 2025**

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## 1. How to log in

### Logging in for the first time

When a provider registers to deliver funded places in Warwickshire, the Early Years Funding Team will set up registration for the Provider Portal and issue the setting with a username (six-digit number), temporary password, and default answers to the security (authentication) questions. These will be sent by email.

**Note: When logging in for the first time, use the username provided and NOT an email address. You can create an account later if you wish to.**

1. The web address for the Synergy Portal is:

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

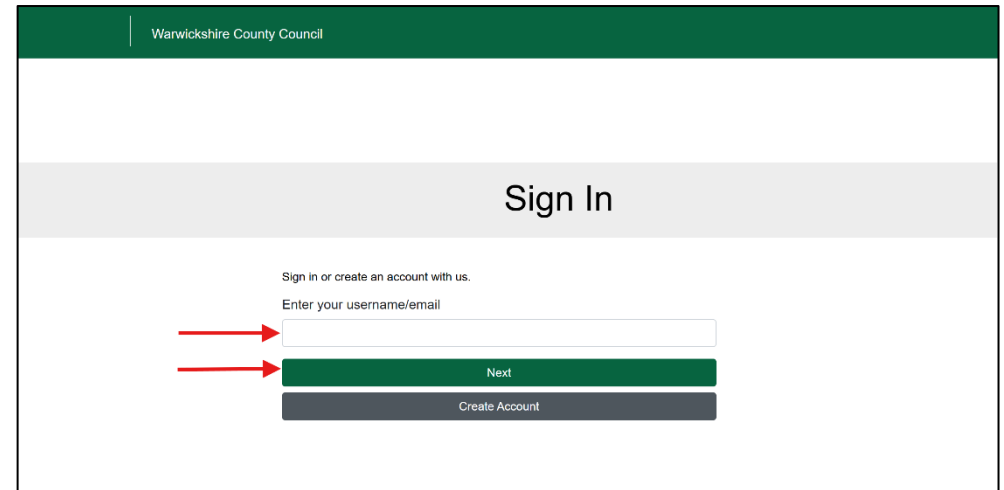
2. Enter the six-digit username.

3. Click 'Next'.

4. Type in the temporary password (case sensitive) provided by the Early Years Funding Team.

5. Click 'Sign in'.

**Note: The temporary password expires after 3 days so this will need to be changed as soon as possible, as advised in the confirmation email.**



6. Enter a new password (case sensitive).
7. Confirm the new password.
8. Click 'Change Password'.
9. Make a note of the new password for future reference.

Warwickshire County Council

## Reset password

New Password \*

Confirm Password \*

Please confirm your password

Change Password

### Creating an account

This can be used to update your details and email address. This is not mandatory.

1. Click 'Create an account'.

Warwickshire County Council

## Sign In

Sign in or create an account with us.

Enter your username/email

Next

Create Account

2. Complete the fields as required:

- Title.
- Forename.
- Surname.
- Email Address.
- Confirm Email.
- New Password.
- Confirm Password.

**Note:** These fields (marked with a **\***) are mandatory.

**Note:** Entering an email address will change the username from the 6-digit number issued by the funding office, to the email address entered.

3. Click 'Create' to save the changes.

Warwickshire County Council

### Create Account

**Personal Details**

Title \*

Forename \*

Middle Name

Surname \*

**Contact Details** Please provide at least one contact phone number (\*mobile preferred where possible) to assist us with processing your application(s) and any relevant contact required.

Email Address \*

Confirm Email \*

Please confirm your email

Main number

Evening Number

Mobile Number

**Address**

No address to display.

**Account Security**

New Password \*

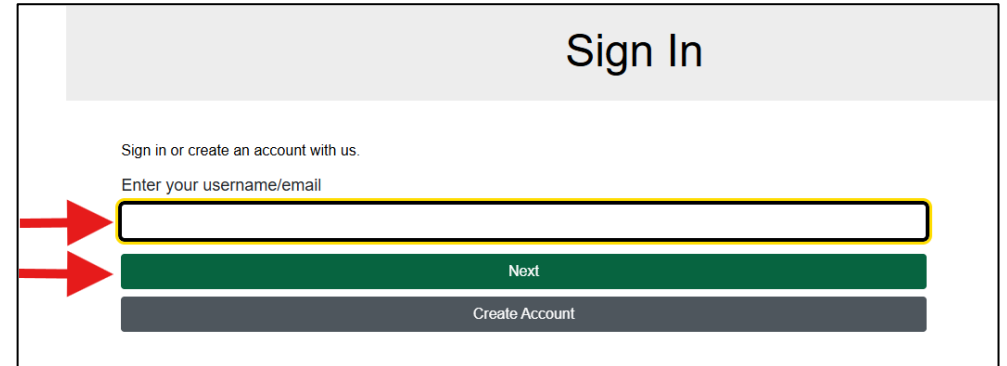
Confirm Password \*

Please confirm your password

## Forgotten password

If the password has been forgotten, a new one can be requested.

1. Enter your username.
2. Click 'Next'.
3. Click 'Forgot Password'.
4. Enter your username.
5. Click 'Request Token'.



Sign In

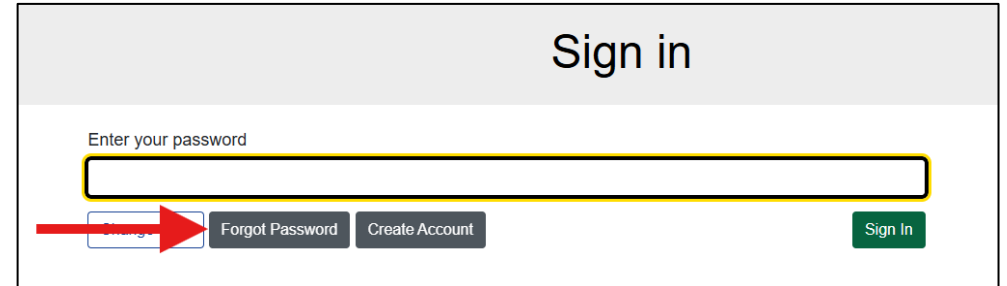
Sign in or create an account with us.

Enter your username/email

Next

Create Account

Two red arrows point to the username input field and the 'Next' button.



Sign in

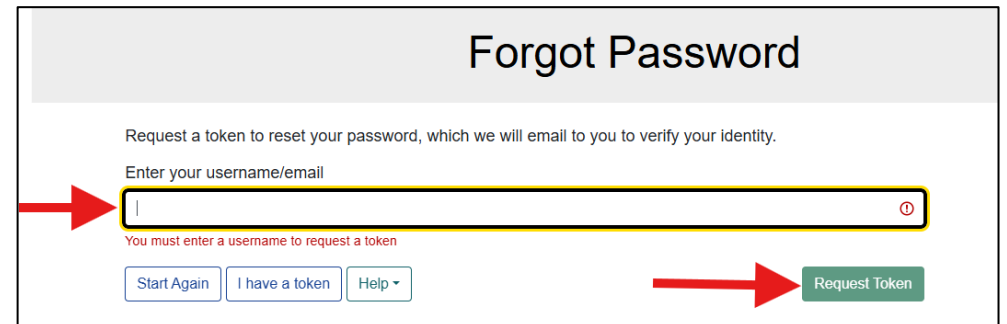
Enter your password

Forgot Password

Create Account

Sign In

A red arrow points to the 'Forgot Password' button.



Forgot Password

Request a token to reset your password, which we will email to you to verify your identity.

Enter your username/email

You must enter a username to request a token

Start Again

I have a token

Help

Request Token

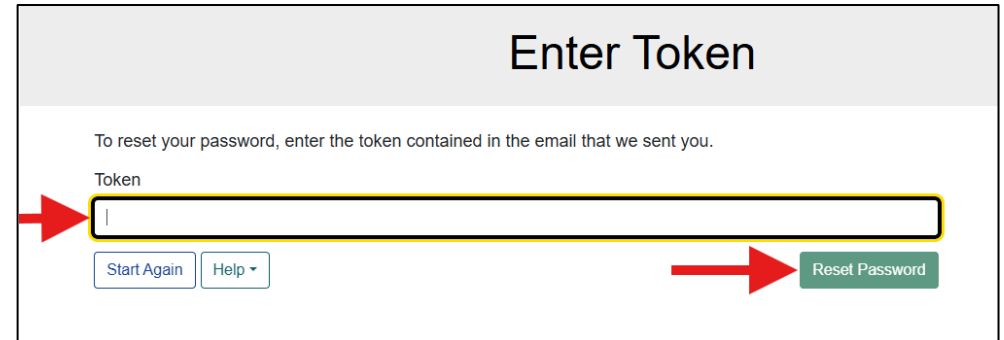
A red arrow points to the username input field, and another red arrow points to the 'Request Token' button.

6. An email with a link to verify the request will be sent to the email provided.

**Note: A token can only be sent where the email address entered matches with the email address held by the funding office on the Synergy System.**

7. Enter the token.

8. Click on 'Reset Password'



The screenshot shows a web form titled "Enter Token" in a grey header. Below the header, a message reads: "To reset your password, enter the token contained in the email that we sent you." The form includes a label "Token" above a long, empty text input field. A red arrow points to the input field from the left. Below the input field are two buttons: "Start Again" and "Help" with a dropdown arrow. To the right of these buttons is a green "Reset Password" button, with a red arrow pointing to it from the right.

Alternatively, a temporary password can be requested from the funding office, please email your request to:

[eyfunding@warwickshire.gov.uk](mailto:eyfunding@warwickshire.gov.uk) or

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

**Note: Temporary passwords will expire after 3 days, so will need to be changed as soon as possible.**

## Authentication Questions

When logging in, you will be asked to enter the answer to one of three security questions before you can access the Funding tab.

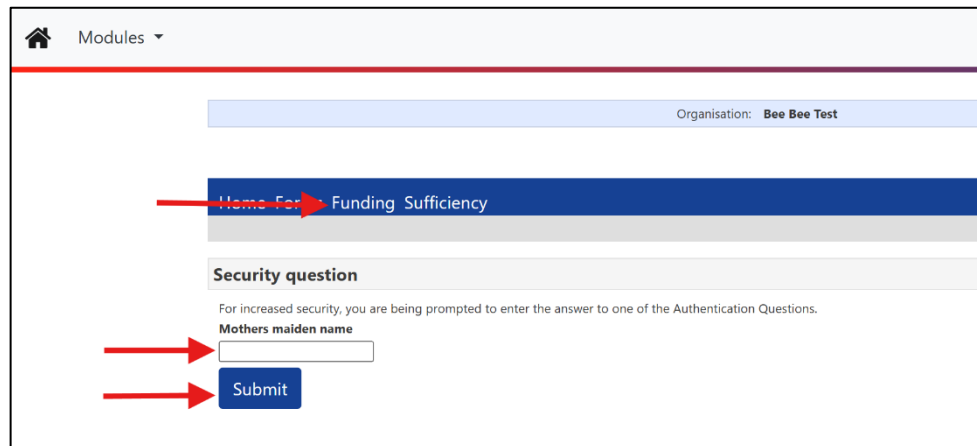
When logging in for the first time, please use the default answers. These can be found in the confirmation email sent when a provider initially registers to offer funded places.

1. Select 'Funding'.
2. Enter the required answer.
3. Click 'Submit'.

**Note: Answers to the questions are case sensitive.**

You will then be prompted to change the answers to the security questions.

4. Select each question in turn.
5. Enter the default answer provided by the Early Years Funding Team in the confirmation email as the 'Old Answer'.
6. Enter your chosen 'New Answer' and confirm this in the row below.
7. Click 'Save'.
8. When the answer has been successfully changed, the message 'New answer successfully saved' will be displayed in a green banner.
9. Ensure all three answers are changed by clicking on each answer in turn. Answers that have not been changed, will display an asterisk (\*) at the start.



Modules ▾

Organisation: Bee Bee Test

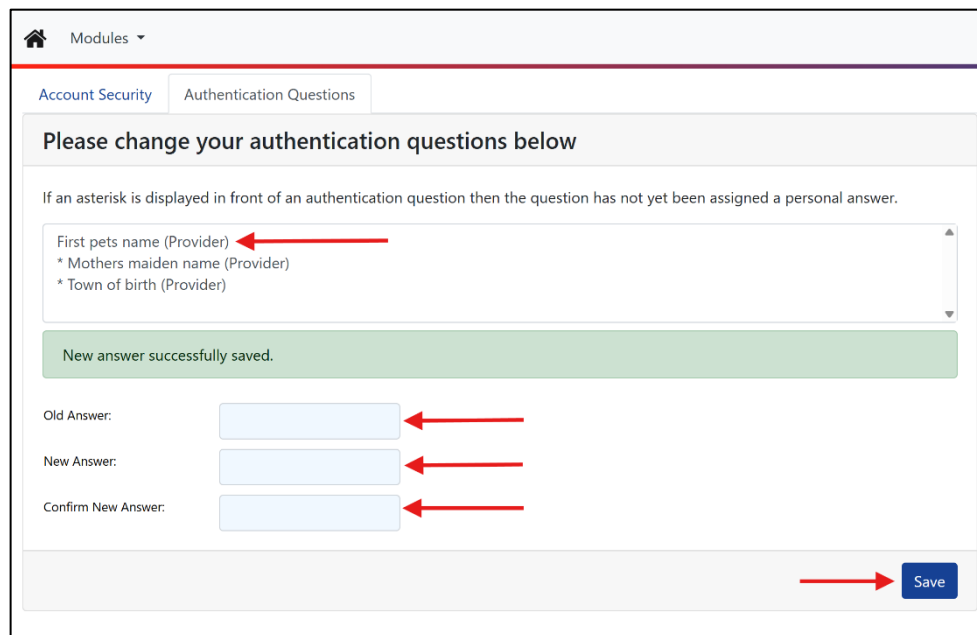
Home Funding Sufficiency

**Security question**

For increased security, you are being prompted to enter the answer to one of the Authentication Questions.

Mothers maiden name

Submit



Modules ▾

Account Security Authentication Questions

**Please change your authentication questions below**

If an asterisk is displayed in front of an authentication question then the question has not yet been assigned a personal answer.

First pets name (Provider) \* Mothers maiden name (Provider) \* Town of birth (Provider)

New answer successfully saved.

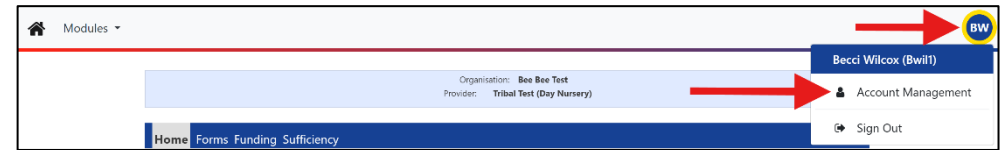
Old Answer: New Answer: Confirm New Answer:

Save

## Changing the password or security question answers

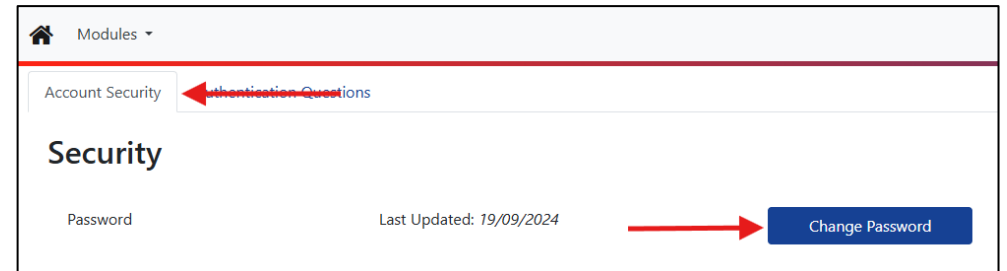
To change the password, or answers to the security questions after the first successful log in:

1. Log in using the provider's username, and chosen password.
2. Click on the user identification in the top right corner.
3. Select 'Account Management'.

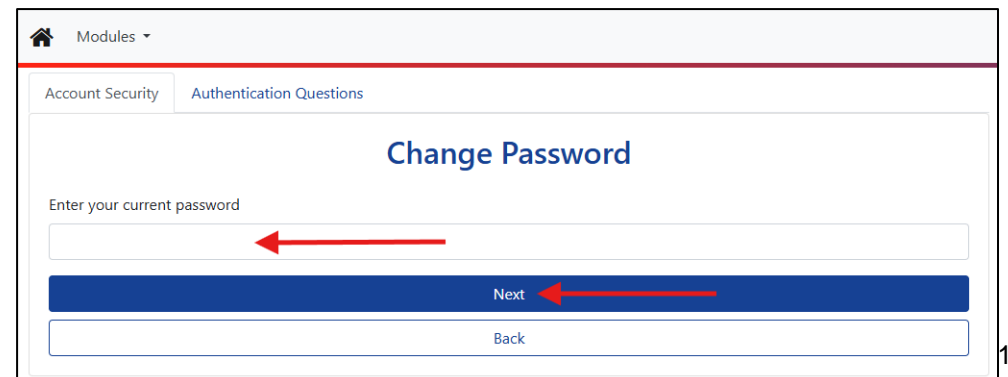


### Changing the password:

1. In the 'Account Security' tab, click 'Change Password'.



2. Enter the current password.
3. Click 'Next'.



4. Enter your chosen 'New Password'.
5. Complete the 'Confirm Password' field.
6. Click 'Change Password'.

Modules ▾

Account Security Authentication Questions

### Change Password

New Password \*  ✓  
Password meets requirements

Confirm Password \*  ✓  
Passwords match

7. A message reading 'Your password has now been reset and you will be prompted for it when you next sign in' message will be displayed.
8. Click 'Finish'.

Modules ▾

Account Security Authentication Questions

### Change Password

Your password has now been reset and you will be prompted for it when you next sign in

### Changing the Security (Authentication) Questions:

1. Select the 'Authentication Questions' tab.
2. Follow the '**Authentication Questions**' guidance on page 9.

Modules ▾

Account Security **Authentication Questions**

### Please change your authentication questions below

If an asterisk is displayed in front of an authentication question then the question has not yet been assigned a personal answer.

First pets name (Provider)  
Mothers maiden name (Provider)  
Town of birth (Provider)

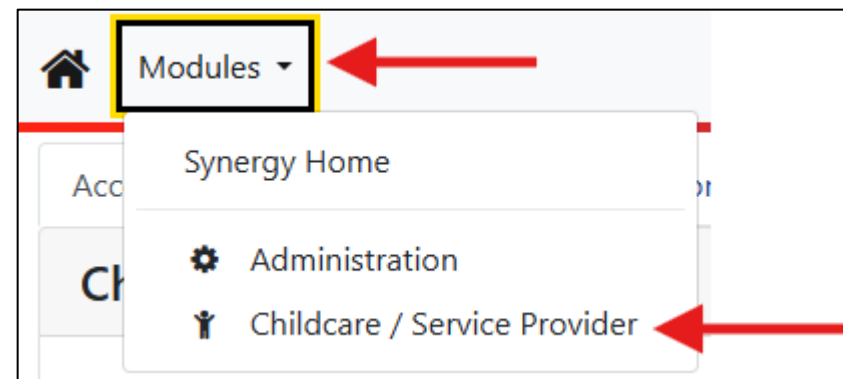
Old Answer:

New Answer:

Confirm New Answer:

### **Return to the funding modules from the Account Management screen**

1. Select 'Modules'.
2. Select 'Childcare/Service Provider' from the drop down options. This will then load the Home tab for funding.



## 2. Home tab

The Home tab will display the funding information for the current term, which includes:

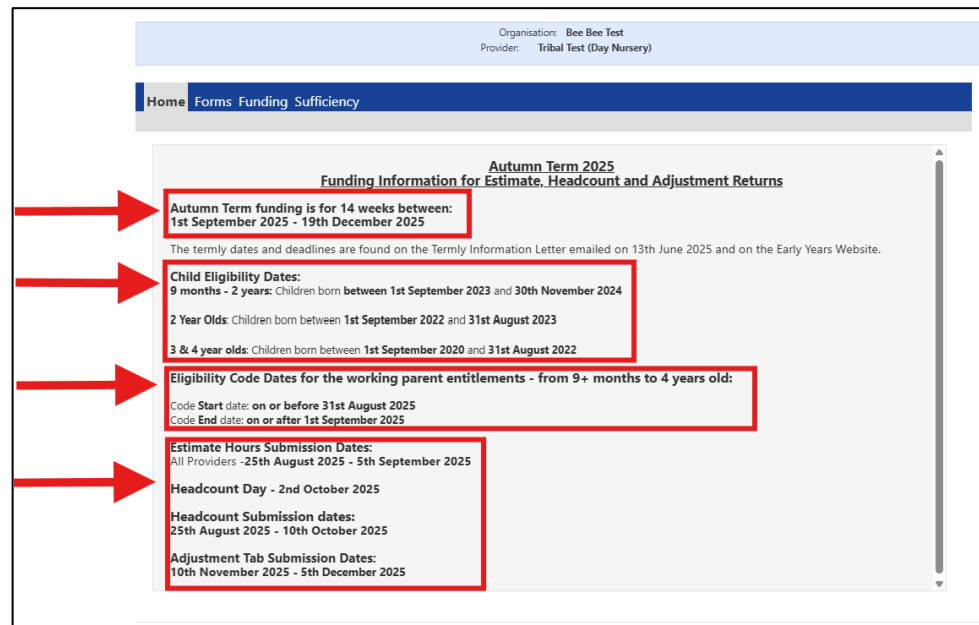
- The number of funded weeks in the term, and term dates.

**Note: These are the funding term dates and not school term dates. These do not always align so for funding purposes, please refer to the funding term dates.**

- Child Eligibility Dates – these are the dates ranges a child must be born between to be eligible for the entitlements.
- Eligibility Code Dates – the start and end dates required for a working parent eligibility code to be eligible for the term.
- Dates and deadlines for the funding tasks.

The blue task bar will display the tabs used for funding:

- **FORMS** - the **Forms** tab is used to complete the Family Information Service FIS **Provider Update Form/Childminder Update Form** and the **Early Years Census Form** in the Spring term (termly from Summer 2026) please refer to 19. Forms tab page 94.
- **FUNDING** - the **Funding** tab is used to enter the Estimate hours, Actual Headcount claim and Adjustments, as well as the Summary tab which details the funding that has been paid, or is due to be paid to the setting.
- **SUFFICIENCY** - This tab is used in the Summer term to enter the setting's place numbers and vacancies – separate guidance for this task is available on the website:  
<https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements/2>.



Organisation: Bee Bee Test  
Provider: Tribal Test (Day Nursery)

Home Forms Funding Sufficiency

**Autumn Term 2025**  
**Funding Information for Estimate, Headcount and Adjustment Returns**

Autumn Term funding is for 14 weeks between:  
1st September 2025 - 19th December 2025

The termly dates and deadlines are found on the Termly Information Letter emailed on 13th June 2025 and on the Early Years Website.

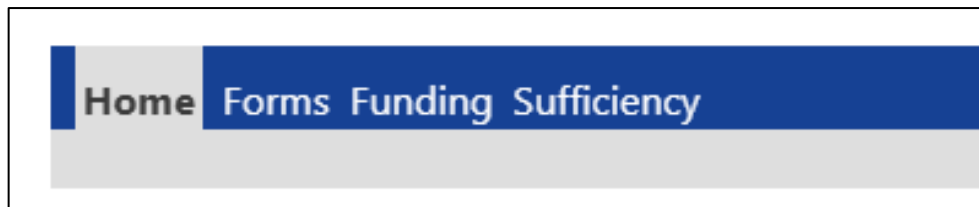
**Child Eligibility Dates:**  
9 months - 2 years: Children born between 1st September 2023 and 30th November 2024  
2 Year Olds: Children born between 1st September 2022 and 31st August 2023  
3 & 4 year olds: Children born between 1st September 2020 and 31st August 2022

**Eligibility Code Dates for the working parent entitlements - from 9+ months to 4 years old:**  
Code Start date: on or before 31st August 2025  
Code End date: on or after 1st September 2025

**Estimate Hours Submission Dates:**  
All Providers - 25th August 2025 - 5th September 2025

**Headcount Day - 2nd October 2025**  
**Headcount Submission dates:**  
25th August 2025 - 10th October 2025

**Adjustment Tab Submission Dates:**  
10th November 2025 - 5th December 2025



Home Forms Funding Sufficiency

### 3. Funding tab

To access the Funding tab:

1. Select 'Funding'.
2. Enter the answer to the security question, please refer to **'Authentication Questions'** page 9.
3. Click 'Submit'.

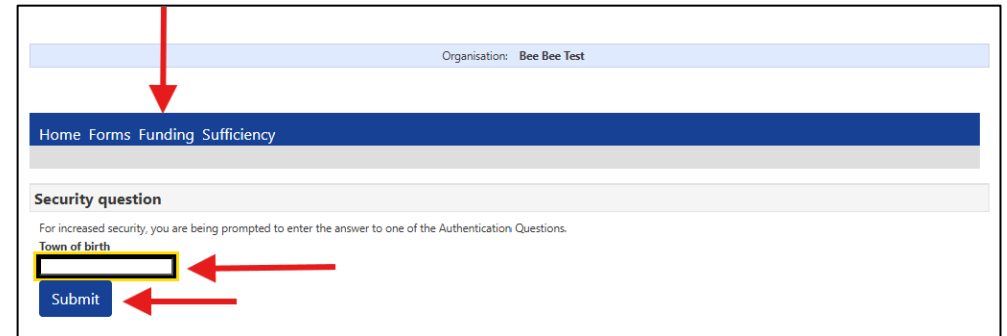
The 'Funding' tab contains the following tabs:

- **Summary**
- **Estimates**
- **Actuals (Actual Headcount claim)**
- **Adjustments**
- **Eligibility Checker**

#### Termly Funding Claim Process

Providers are notified of the dates that the provider portal is open for funding tasks in the Termly Information Letter. This is sent via email and can also be found on page 2 of the Early Education Funding Entitlements website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements/2>

This guidance is organised to follow the order in which the funding process is usually completed.



Organisation: Bee Bee Test

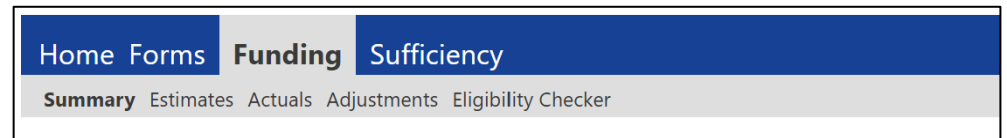
Home Forms Funding Sufficiency

**Security question**

For increased security, you are being prompted to enter the answer to one of the Authentication Questions.

Town of birth

Submit



Home Forms **Funding** Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

## 4. Eligibility Checker tab

The Eligibility Checker is used to:

- Validate Working Parent Eligibility Codes and
- Check validity dates (Start date, End date and Grace Period date).

The Eligibility Checker tab is available at all times, and can be used at any point during the year to validate a code and check the validity dates.

To be eligible for the Working Parent Entitlement, a family will need to meet certain eligibility criteria as detailed in page 3 of the website: [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts) and have been issued an 11 digit Eligibility code by HMRC starting with 50, or 11 for temporary codes.

### Before checking a code

The parent must give consent to their details being used by the provider to validate the eligibility of a code. They must complete their details in the 'Working Parent' section in Part 2 of the Parental Declaration Form (PDF).

The code should be checked before the term starts to make sure that the code is eligible for funding for that term.

The code should be also be checked before an offer of a funded place is made for the Expanded or Extended hours.

Working Parent Eligibility codes are 11 digits and start with:

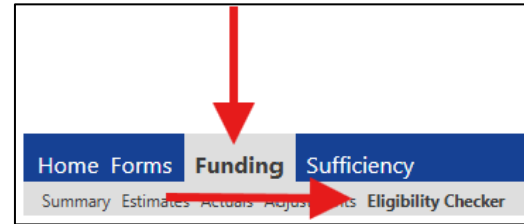
- ✓ 50 - permanent code.
- ✓ 11 - temporary code – usually valid for one term, until the permanent code is issued at the parent's next reconfirmation.
- ✓ 40 - code for a Child Looked After (CLA) with working foster carers.

**Note: the Eligibility Checker tab is used for the Working Parent Entitlement eligibility codes only. There is no requirement to check the eligibility of a 2Help (additional support) EY Voucher code, the Confirmation Letter is verification, the eligibility checker cannot be used to verify this code.**

Working Parent:			
<input type="checkbox"/> Working Parent 30 hours Expanded Entitlement term after 9 months - 2 years*	TERM: Autumn	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
<input type="checkbox"/> Working Parent 30 hours Expanded Entitlement from the term after 2 years*	TERM: Autumn	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
<input type="checkbox"/> Working Parent 30 hours Expanded Entitlement for 3 & 4 year olds*	TERM: Autumn	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
<small>*For the Working Parent Entitlements from the term after the child turns the relevant age, with a valid eligibility code issued by HMRC, the term before they are due to access a funded place. The eligibility code is to be reconfirmed every 3 months. If you do not have a valid code for the term, you will be liable to pay for any additional hours accessed where the provider is unable to claim funding using the eligibility code. Please complete the information below:</small>			
*Parent / Carer Forename and Surname:	*Parent / Carer National Insurance Number:	*Eligibility Code (11 digit number starting with 50)	*Date Eligibility Code checked by provider (dd/mm/yy)

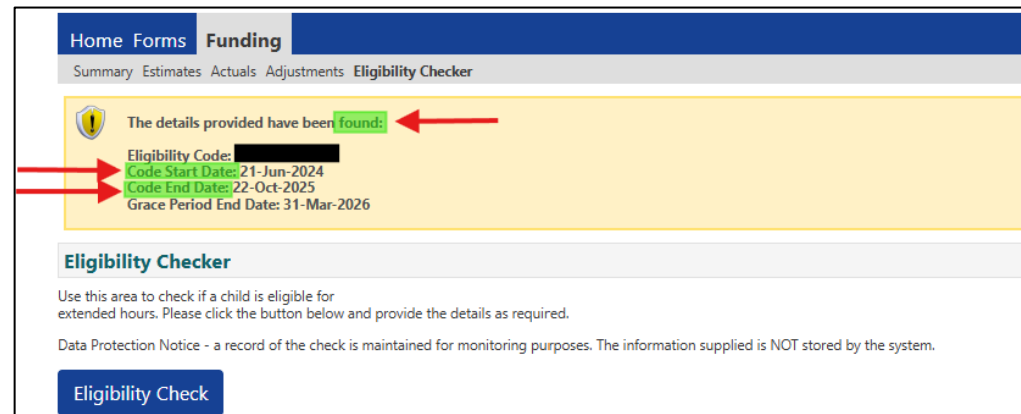
## Eligibility Checker process

1. Select the 'Funding' tab.
2. Select the 'Eligibility Checker' tab.
3. Click 'Eligibility Check'.
4. Enter the mandatory details, marked with an asterisk (\*).
  - ✓ Eligibility code – 11 digit code issued by the HMRC.
  - ✓ Child Date of Birth - This can be entered either by typing the date in this format DD/MM/YYYY, or by selecting the date from the calendar.
  - ✓ Parent/Carer NI Number.
5. Tick the box to confirm consent has been given by the parent to perform the eligibility check.
6. Click 'Submit'.



## Result of the check 'Found'

1. A yellow banner indicates that the code has been '**found**'.
2. Note the start date and end date of the code – this will enable you to track when the code expires, and prompt parents to reconfirm their eligibility when the end date is approaching.
3. Check that the dates are within the valid date ranges for the term – for information on the specific eligible dates for the current term, please refer to the Home tab, or the Termly Information Letter.



The screenshot shows the 'Eligibility Checker' page. At the top, there's a navigation bar with 'Home', 'Forms', and 'Funding'. Below it, a sub-navigation bar includes 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A yellow banner with a shield icon and a green 'found:' label indicates the result. Below the banner, the following details are listed: 'Eligibility Code: [redacted]', 'Code Start Date: 21-Jun-2024', 'Code End Date: 22-Oct-2025', and 'Grace Period End Date: 31-Mar-2026'. Red arrows point to the 'found:' label and the 'Code End Date'. Below the banner, there's a section titled 'Eligibility Checker' with instructions: 'Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.' A 'Data Protection Notice' is also present. At the bottom, there is a blue 'Eligibility Check' button.

## Eligibility Code eligibility dates:

To be eligible for the term, a code must have:

- A start date **before** the end of the previous term.
- An end date **after** the start of the new term.

Term	Start date	End date
Autumn	Start date on or <b>before</b> 31 <sup>st</sup> August	End date on or <b>after</b> the funding term start date following 1 <sup>st</sup> September
Spring	Start date on or <b>before</b> 31 <sup>st</sup> December	End date on or <b>after</b> the funding term start date following 1 <sup>st</sup> January
Summer	Start date on or <b>before</b> 31 <sup>st</sup> March	End date on or <b>after</b> the funding term start date following 1 <sup>st</sup> April

**Note: A result of 'found' means that the details entered match with those held by the HMRC and that the code is valid for use in general. It does not necessarily mean that the code is valid for use in the current term. Please refer to the specific dates for the term as found in the Home tab and Termly Information Letter.**

**Note: Checking a code using the Eligibility Checker does not update the code details within the child's record.**

If a code has a start date dated on or after:

- 1st September it will not be eligible for funding until the Spring Term, starting in January.
- 1st January it will not be eligible for funding until the Summer Term, starting in April.
- 1st April it will not be eligible for funding until the Autumn Term, starting in September

Information on code eligibility dates can also be found:

- On the Home tab.
- In the Termly Information Letter (page 2 of the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements/2>).

### **Result of the check 'Not found'**

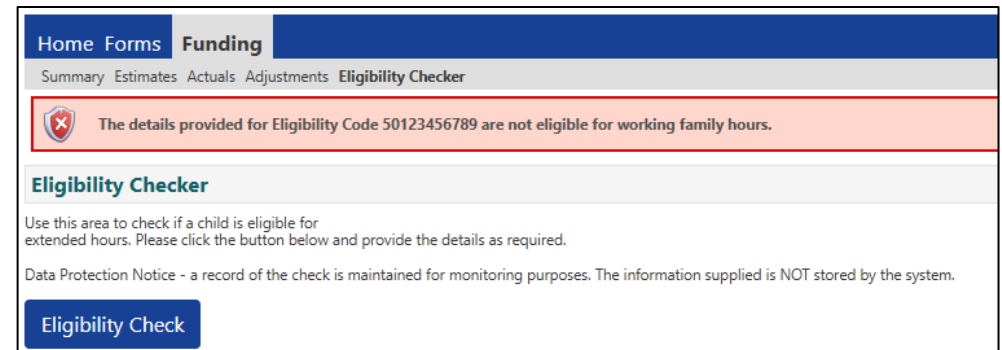
If the result is '**not found**', a **red** banner will be displayed with the message 'The details provided for Eligibility Code.....are not eligible for working family hours'.

This means that the details entered do not match with those held by the HMRC from the parent's application, or that the code has expired.

Contact the parent to confirm the code details, requesting proof if required:

- Child's Eligibility Code (e.g., a message from Childcare Choices).
- Child's date of birth (e.g., passport or birth certificate).
- Parent's National Insurance Number (e.g., NI card or a payslip).

**If this does not resolve the issue, the parent will need to contact HMRC directly on the Childcare Service Helpline: 0300 123 4097, as the Local Authority has not involvement with, or jurisdiction over eligibility codes.**



The screenshot shows a web interface for an 'Eligibility Checker'. At the top, there is a navigation bar with 'Home', 'Forms', and 'Funding' tabs. Below this is a sub-navigation bar with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker' tabs. A red banner with a shield icon containing a red 'X' displays the message: 'The details provided for Eligibility Code 50123456789 are not eligible for working family hours.' Below the banner, the section is titled 'Eligibility Checker'. It contains instructions: 'Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.' and a 'Data Protection Notice' stating: 'a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.' At the bottom of the section is a blue button labeled 'Eligibility Check'.

## Validity Dates and the Grace Period

### Grace Period:

- If a code is in its Grace Period, a child can **continue** receiving the working parent entitlement funding until the end of the Grace period with the setting that has made the Actual Headcount claim in the previous term.
- If the code falls into the Grace Period the following term, the child can **only** continue to receive funding if it is with the same setting as the previous term.
- Funding can continue at the setting that has made the Actual Headcount claim with a code in the Grace Period, if the child is moving from one Headcount age range to the next e.g. from 2 year old funding to 3 & 4 year old funding, or from 9 months – 2 years old funding to 2 year old funding.

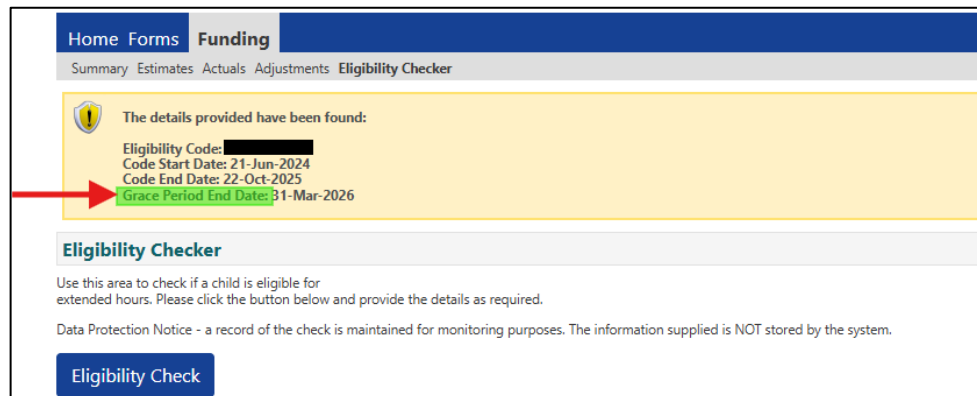
**Note: A child cannot begin a new working parent entitlement funding claim (either new to funding, or new to the setting) with a code where the end date has passed, and the code has entered into the Grace Period.**

**The Grace period is only applicable for codes that were funded at that setting in the previous term.**

### Exceptions:


If a parent applied before the DfE term cut-off date (and proof of this has been seen) and the code's issue was delayed by HMRC, codes that can be accepted include:

- Temporary code starting with 11 with a start date up until 14<sup>th</sup> of September/April/January, or
- Permanent code starting with 50 with a start date up until 14<sup>th</sup> of September/April/January.



Home Forms **Funding**

Summary Estimates Actuals Adjustments **Eligibility Checker**

 The details provided have been found:

Eligibility Code: [REDACTED]  
Code Start Date: 21-Jun-2024  
Code End Date: 22-Oct-2025  
**Grace Period End Date: 31-Mar-2026**

**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.

**Eligibility Check**

### Grace Period end date:

- The end date of the Grace Period is the date funding will cease if the code is not reconfirmed.
- The end date of the Grace Period should NOT be used as the date by which to prompt parents to reconfirm their eligibility.
- **DO NOT** rely on the Grace Period End date as proof of eligibility for a new child. The Eligibility Code **start and end dates** will determine if the code is eligible for funding for children new to funding in the current term.
- Settings are advised to remind parents when **the Code End Date is approaching**, as this is when the code expires, and prompt them to re-confirm their code (parents should also have received a reminder from HMRC– reconfirmation is due at least **every 3 months**).
- Settings should make a note of the Grace Period end date, to enable them to inform parents when funding will cease, in the event the code has not been reconfirmed.

**Note: Warwickshire County Council does not have any discretionary funding where codes are not eligible. Any request to fund a code dated outside of the DfE's criteria will be turned down, in all circumstances.**

Home Forms Funding

Summary Estimates Actuals Adjustments Eligibility Checker

The details provided have been found:

Eligibility Code: [redacted]  
Code Start Date: 21-Jun-2024  
Code End Date: 22-Oct-2025  
Grace Period End Date: 31-Mar-2026

**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.

Eligibility Check

## 5. Estimates tab

The Estimate hours are entered at the start of term and are used to calculate the interim payment. For Childminders, this is the first 2 or 3 payments of the term, depending on the term length.

A separate claim must be made for each age range.

The **total** number of weekly hours for each age range must be entered, **do not** enter each child's hours separately, as each new submission overwrites the previous submission, **it will not add to it**.

Adding children or hours to the Actual Headcount claim does not update the Estimate claim. **The Estimate and Actuals claims are separate.**

### Maintained Nursery Class or School

For schools with a Governor run (s27) setting with children that are not within the class numbers (PAN), the numbers for each setting i.e. the nursery class and the s27 setting, need to be calculated and added separately. When logging in, select the correct setting from the 'Select Organisation' drop down box, the Governor run (s27) setting will show as 'SFGR'.

### How to work out the Estimate hours to enter

Add up each child's **weekly** hours for each entitlement.

- 9 months - 2 years old – Working Parent Entitlement hours (Expanded hours).
- 2 year olds – to include 2Help (2-year-old receiving additional support) and the Working Parent Entitlement (Expanded hours).
- 3 & 4 year olds – to include Universal hours and the Working Parent Entitlement (Extended hours).

### Examples:

If a setting has:

- **Ten** child claiming **30** hours Expanded Entitlement for 9 months – 2 years:

$$10 \times 30 = 300$$

Total **weekly** hours to be entered for 9 months – 2 years old = **300**

- **Twenty** children claiming **30** hours Expanded Entitlement for 2 year olds, **three** children claiming **15** hours 2Help, **four** children claiming **10** hours Expanded Entitlement and **one** child claiming **15** hours 2Help and **15** hours Expanded Entitlement:

$$20 \times 30 = 600$$

$$3 \times 15 = 45$$

$$4 \times 10 = 40$$

$$15 + 15 = 30$$

$$600 + 45 + 40 + 30 = 715$$

Total **weekly** hours to be entered for 2 year olds = **715**

- **Twelve** children claiming **15** Universal hours and **15** Extended hours, **three** children claiming **6** Extended hours, and **seven** children claiming **8** Universal hours:

$$12 \times (15 + 15) = 360$$

$$3 \times 6 = 18$$



$$7 \times 8 = 56$$

$$360 + 18 + 56 = 434$$

Total **weekly** hours to be entered for 3 & 4 year olds = **434**

## 5.1 How to enter Estimate Hours

1. Select 'Funding'.
2. Select 'Estimates'.
3. Select the appropriate year and term.

**Note:** A green arrow symbol  will be visible if the term is open for submission. If the deadline for submissions has passed, a red 'no entry'  will be visible.

4. Select the age range you wish to enter a claim for.

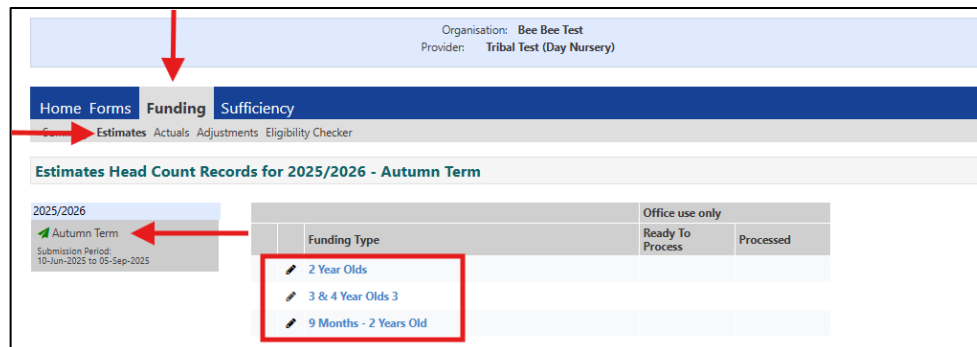
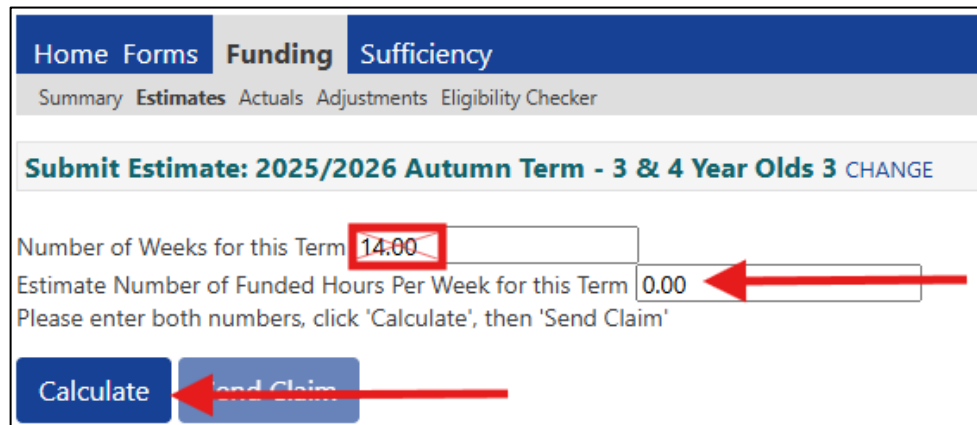
**Note:** Hours need to be entered separately for each age range.

5. The 'Number of Weeks for this Term' box will be prepopulated with the correct number of weeks. **Do not change this**, as this will result in incorrect interim payment(s).
6. Complete the 'Estimate Number of Funded Hours Per Week for this Term' field.

**Note:** This is the total number of weekly hours that the setting anticipates making an Actual Headcount claim for, for all children in this age range, combined.

**Note:** 2Help and Expanded hours should be added together for the purposes of the 2 year old Estimate, and Universal and Extended hours should be added together for the purposes of the 3&4 year old Estimate.

7. Click 'Calculate'.

**Note: The number of hours in the term will be displayed. This is for information ONLY. You do not enter this number.**

8. Click 'Send Claim'.

Home Forms **Funding** Sufficiency

Summary **Estimates** Actuals Adjustments Eligibility Checker

**Submit Estimate: 2025/2026 Autumn Term - 2 Year Olds** CHANGE

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term  There are 350.00 Hours in this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

9. A green banner including a green tick, and 'Submission Successful' message will be displayed. This is confirmation that the claim for this age range has been submitted.

**Note: Providers may wish to take a screen shot of this page as proof of submission, in the event of discrepancies.**

Home Forms **Funding** Sufficiency

Summary **Estimates** Actuals Adjustments Eligibility Checker

Submission Successful

**Submit Estimate: 2025/2026 Autumn Term - 2 Year Olds** CHANGE

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term  There are 350.00 Hours in this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

10. To enter an Estimate claim for another age range, click 'CHANGE'.

11. Repeat this process from step 3 onwards for each age range you wish to make an Estimate claim for.

**Note: 'Calculate', and 'Send Claim' MUST be ticked for each separate age range to submit each claim, as they are not linked.**

Home Forms **Funding** Sufficiency

Summary **Estimates** Actuals Adjustments Eligibility Checker

Submission Successful

**Submit Estimate: 2025/2026 Autumn Term - 2 Year Olds** CHANGE

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term  There are 350.00 Hours in this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

## 5.2 Checking your Estimate claim

When the funding office has accepted your Estimate claim, the Summary tab (please refer to 17. Summary tab page 71) will be updated to reflect the interim payment amount(s), based on the Estimate hours entered.

**Note: It is the responsibility of the provider to check that the Estimate claim is accurate, and to amend the claim where necessary before the deadline for submissions.**

### Amending your Estimate claim

Providers can amend the Estimate claim, if required, until the deadline date for submissions (please refer to 5.1 How to enter Estimate hours page 23).

**Note: A new submission will overwrite the previous submission, it will not add to it.**

#### **Example:**

- Current Estimate claim is for 25 hours per week.
- You need to add an additional 10 hours per week.
- $10 + 25 = 35$ .
- New submission of **35** weekly hours to be entered.

## 6. Actuals tab – Actual Headcount claim

The Actual Headcount represents the actual children in attendance and the hours they attend the setting during the Headcount week.



The date of Headcount week is notified in the Termly Information Letter.

The Provider Portal usually opens for Actual Headcount submissions at the same time as it opens for Estimate submissions. Please do not wait until the Headcount week to enter your Actual Headcount claim.

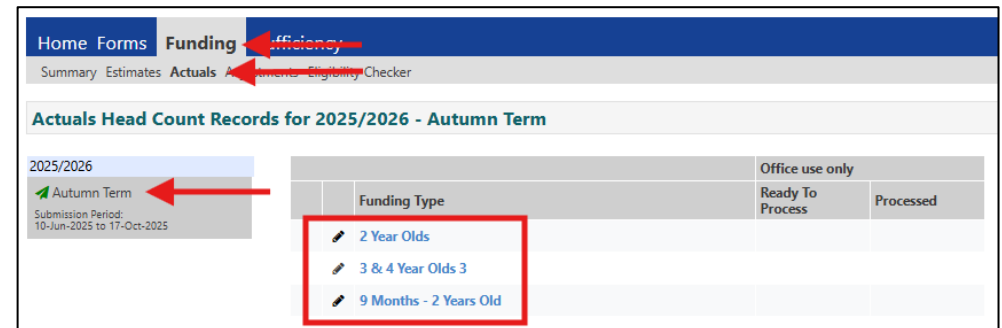
A Parental Declaration Form (PDF) **must** be fully completed for all children entered in the Actual Headcount claim. The PDF will contain all the required information for the Provider Portal.

### How to access the 'Actuals' tab




1. Select 'Funding'.
2. Select 'Actuals'.
3. Select the appropriate year and term.

**Note:** A green arrow symbol  will be visible if the term is open for submission. If the deadline for submissions has passed, a red 'no entry'  will be visible.

4. Select the age range you wish to enter a claim for.



The screenshot shows the 'Actuals' tab selected in the top navigation bar. Below the navigation bar, the page title is 'Actuals Head Count Records for 2025/2026 - Autumn Term'. On the left, there is a section for '2025/2026' with a green arrow icon next to 'Autumn Term' and a submission period of '10-Jun-2025 to 17-Oct-2025'. To the right, there is a table with columns for 'Funding Type', 'Office use only', 'Ready To Process', and 'Processed'. The 'Funding Type' column lists three options: '2 Year Olds', '3 & 4 Year Olds 3', and '9 Months - 2 Years Old'. A red box highlights these three options.

Funding Type	Office use only	Ready To Process	Processed
 2 Year Olds			
 3 & 4 Year Olds 3			
 9 Months - 2 Years Old			

## 7. Making a claim for a new child – 9 months – 2 years old and 3 & 4 year olds

**Note:** Due to a change to the 2 year old funding process, the guidance differs for 2 year olds. This has been provided in a separate section, please refer to 8. Making a claim for a new child – 2 years olds page 40.

### 7.1 How to add a new child

Begin a new child record by clicking 'Add Child'.

Complete each tab in turn:

- Child Details.
- Parent / Carer Details.
- Funding Details.
- Documents (where applicable).
- Notes (where applicable).

The screenshot shows the 'Funding' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The 'Actuals' tab is active. A banner at the top of the main content area reads 'Submit Actual: 2025/2026 Autumn Term - 9 Months - 2 Years Old' with a 'CHANGE' link. Below this, there are two rows of buttons. The first row has 'Add Child' and 'End Claim' buttons, with a red arrow pointing to the 'End Claim' button. The second row has 'Add Child' and 'Send Claim' buttons.

The screenshot shows the 'Funding' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The 'Actuals' tab is active. A banner at the top of the main content area reads 'Submit Actual: 2025/2026 Autumn Term - 3 & 4 Year Olds 3' with a 'CHANGE' link. Below this, there are two rows of buttons. The first row has 'Add Child' and 'End Claim' buttons, with a red arrow pointing to the 'End Claim' button. The second row has 'Add Child' and 'Send Claim' buttons.

## 7.2 Child Details tab

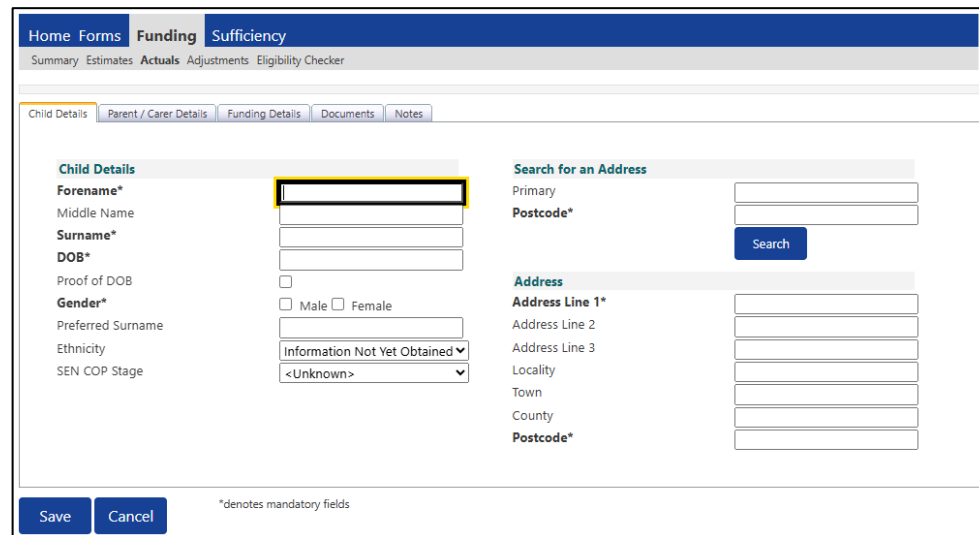
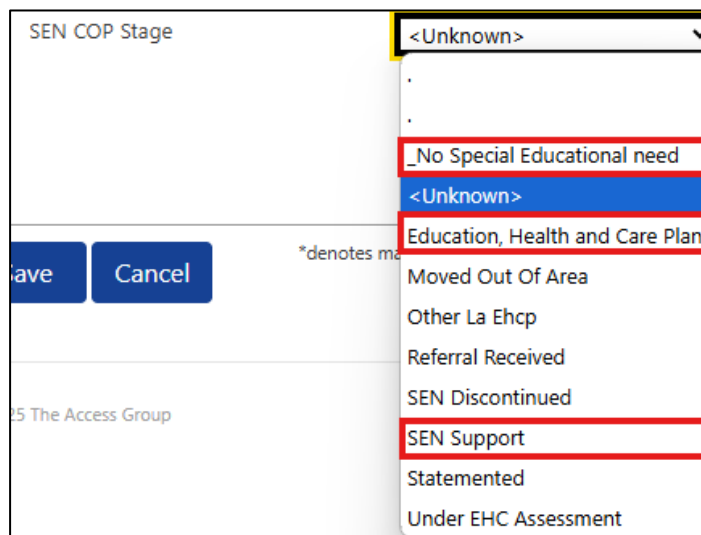
Complete the required fields in the 'Child Details' tab.

### Child Details:

- ✓ Forename – Child's Legal First Name.
- ✓ Middle Name – Child's Legal Middle Name (if applicable).

**Note: The child's name must be accurate and as shown on their birth certificate, as Early Years share the database with other Local Authority services.**

- ✓ Surname – Child's Legal Last Name.
- ✓ DOB – Child's date of birth. This can be entered either by typing the date in this format DD/MM/YYYY, or by selecting the date from the calendar.
- ✓ Proof of DOB – Tick to confirm that proof of the child's date of birth has been verified.
- ✓ Gender – Child's Sex.
- ✓ Preferred Surname – If different from the child's legal last name.
- ✓ Ethnicity – Select child's ethnicity from the drop down box. Please **do not** leave this response as 'Information Not Yet Obtained'.
- ✓ SEN COP Stage – Select one of the following three options:
  - 'No Special Educational Need'.
  - 'Education Health and Care Plan'.
  - SEN Support'.

## Address:

Either, complete the 'Search for an Address' section:

- ✓ Primary – House name or number.
- ✓ Postcode – Post code as issued by the Royal Mail.
- ✓ Click 'Search'. This will auto-fill the address using the details entered.

Or, manually enter the child's address.

**Note: Do not click 'Save' at this point – all tabs must be complete before the record can be saved.**

The screenshot shows a web application interface for 'Child Details' under the 'Funding' tab. The 'Child Details' section includes fields for Forename\*, Middle Name, Surname\*, DOB\*, Gender\* (Male/Female), Preferred Surname, Ethnicity (Information Not Yet Obtained), and SEN COP Stage (<Unknown>). The 'Search for an Address' section is highlighted with a red box and contains fields for Primary, Postcode\*, and a Search button. Below this is the 'Address' section, also highlighted with a red box, containing fields for Address Line 1\*, Address Line 2, Address Line 3, Locality, Town, County, and Postcode\*. The form has 'Save' and 'Cancel' buttons at the bottom, and a note that '\*' denotes mandatory fields.

### 7.3 Parent / Carer Details tab

Complete the required fields in the 'Parent / Carer Details' tab using the information from the Parent/Carer/Guardian Declaration Form.

#### To make a claim for the Universal entitlement for 3 & 4 year olds

Part 2 'Universal' of the Parental Declaration Form (PDF) must be completed and the form signed by the parent.

#### To make a claim for the Working Parent Entitlement

Part 2 'Working Parent' of the Parental Declaration Form (PDF) must be completed with details of the eligibility code and the form signed by the parent in order to give consent to check the eligibility code using the ECS checker and make a claim for the Working Parent Entitlements.

**Note: For the Working Parent Entitlement, the eligibility code, parent's Surname and NI Number are required.**

Part 2 – Accessing the Entitlements – Parent / Carer to complete - please tick the relevant box			
<b>2Help:</b>			
<input type="checkbox"/> 2Help 15 hours Funded Entitlement		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
Entitlement for children from 2 years old in families receiving additional forms of support: - If parents/carers live in England and are in receipt of certain benefits or credits - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order If you do not have evidence that your child is eligible, you will be liable to pay for any additional hours accessed where the provider is unable to claim funding for your child. Note: If your child is eligible for both the 2Help and working parent entitlements, you should use the 2Help entitlement for children receiving some additional forms of support first. <b>Please complete the information below:</b>			
*EY Voucher Code:	*Start Date:	*For provider use: Copy of confirmation letter issued by LA	
		Yes <input type="checkbox"/> No <input type="checkbox"/> If No, information to be completed below:	
*Parent / Carer Surname:	*Parent / Carer Forename:	*Parent / Carer Date of Birth:	*Parent / Carer National Insurance Number or Asylum Support Reference Number:
<b>Universal:</b>			
<input type="checkbox"/> Universal 15 hours Funded Entitlement for 3 & 4 year olds		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
For all three and four-year-olds from the term after their third birthday. <b>NO ELIGIBILITY CODE</b> is required.			
<b>Working Parent:</b>			
<input type="checkbox"/> Working Parent 30 hours Expanded Entitlement term after 9 months - 2 years*		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
<input type="checkbox"/> Working Parent 30 hours Expanded Entitlement from the term after 2 years*		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
<input type="checkbox"/> Working Parent 30 hours Expanded Entitlement for 3 & 4 year olds*		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
*For the Working Parent Entitlements from the term after the child turns the relevant age, with a valid <b>eligibility code</b> issued by HMRC, the <u>term before</u> they are due to access a funded place. The eligibility code is to be reconfirmed every 3 months. If you do not have a valid code for the term, you will be liable to pay for any additional hours accessed where the provider is unable to claim funding using the eligibility code. <b>Please complete the information below:</b>			
*Parent / Carer Forename and Surname:	*Parent / Carer National Insurance Number:	*Eligibility Code (11 digit number starting with 50)	*Date Eligibility Code checked by provider (dd/mm/yy)

## Parent / Carer Details:

- ✓ Forename.
- ✓ Surname.
- ✓ DOB - This can be entered either by typing the date in this format DD/MM/YYYY, or by selecting the date from the calendar. This is required where an ECS check for EYPP is performed.
- ✓ Email (not mandatory).
- ✓ Contact Number (not mandatory).
- ✓ NI or NASS Number – Tick the appropriate box and enter the number.
- ✓ Tick the appropriate box(es) to give consent to Eligibility Checking for EYPP and/or Working Family Eligibility as detailed on the Parental Declaration Form (PDF).

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details **Funding Details** Documents Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

**Parent / Carer Details**

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility

**Partner Details**

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility

**Consent for Eligibility Checking:**

**EYPP:** The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

**Working Family:** The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

**Switch**

**Save Cancel** \*denotes mandatory fields

## To make a claim for Early Years Pupil Premium (EYPP):

Part 2 'Early Years Pupil Premium (EYPP)' of the Parental Declaration Form (PDF) must be completed and signed by the parent in order to check eligibility and make a claim for Early Years Pupil Premium. This provides consent for the parent's details to be used to check their eligibility using the Government Eligibility Checking Service (ECS).

**Note: For EYPP, the Surname, DOB, and NI or NASS number are all required.**

**Note: Do not click 'Save' at this point – all tabs must be complete before the record can be saved.**

**Early Years Pupil Premium (EYPP)**

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP. Children with EYPP will have a higher priority when applying for a school place where a school is oversubscribed. For more details visit: [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts).

**Q1: Are you in receipt of Universal Credits?**

YES ☐ NO ☐

If you have ticked Yes, please complete the section below.

**Q2: Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?**

YES ☐ NO ☐

If you have ticked Yes, please provide a copy of the relevant order to your early years provider.

**Q3: Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?**

YES ☐ NO ☐

If you have ticked Yes, please complete the section below.

*Parent / Carer Surname:	*Parent / Carer Forename:	*Parent / Carer Date of Birth:	*Parent / Carer National Insurance Number or Asylum Support Reference Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Checks made for Early Years Pupil Premium (EYPP):

EYPP will be added to a child's claim if the parent meets the eligibility criteria, shown in Part 2 'Early Years Pupil Premium (EYPP)' of the Parental Declaration Form (PDF). This will be checked by the Early Years Funding Team using the Government's Eligibility Checking System (ECS), after the Headcount has been submitted.

If the parent is eligible, the EYPP weighting will be added to the child's record and show in the Weightings column.

For those children where EYPP has not been allocated as expected, this means that the result of the ECS check was 'Not Found' or 'No Trace-Not Found-Check Data'. **Please confirm with the parent that their details are correct.**

If the parent believes that they meet the eligibility criteria as detailed in Part 2 'Early Years Pupil Premium (EYPP)' of the Parental Declaration Form (PDF), additional supporting information to confirm this will need to be sent to the Early Years Funding Team.

Please refer to 9. Documents tab page 56 for further information on how to upload supporting information to the child's record.

### EYPP for Adopted children and Special Guardianship/Child Arrangement Orders:

For children who have been Adopted, left care through Special Guardianship or Child Arrangement Orders, their eligibility will not be recognised by the ECS check, unless the parent meets the economic eligibility criteria.

The Early Years Funding Team will need to see evidence of their Adoption Birth Certificate, Special Guardianship or Child Arrangement Orders. This should be uploaded to the child's record **during the Headcount period** using the Documents tab, please refer to 9. Documents tab page 56.

When the Early Years Funding Team is satisfied with the supporting information, the child's EYPP eligibility will be added to their record.

EYPP will automatically be added for Warwickshire's Children Looked After (CLA). For CLA from other authorities, please upload supporting information using the Documents tab (please refer to 9. Documents tab page 56).

## 7.4 Funding Details tab

Complete the required fields in the Funding Details tab.

**Note:** The example pictured here shows the Funding Details tab for 9 months – 2 years old. Where the process differs between this and the 3 & 4 year olds age range, this will be identified in the guidance.

The screenshot shows the 'Funding Details' tab within a web application. The top navigation bar includes 'Home', 'Forms', 'Funding', and 'Sufficiency'. Below this, a sub-navigation bar shows 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main content area is divided into several sections:

- Funding Details:** Includes fields for 'Start Date\*', 'End Date\*', and 'Weeks Attended in Term\*'. There is a 'Default Term Dates' button. Below these are checkboxes for 'Present during Census' (checked) and 'Attends Two Days or More'. A 'Nominated for DAF\*' section has radio buttons for 'Yes' and 'No'.
- Attendance Days:** A list of days from Monday to Sunday, each with 'Yes' and 'No' radio buttons.
- Expanded Funded Hours per Week:** Includes a field for 'Eligible for Expanded Hours' (marked with a red X), an 'Eligibility Code' field, and a 'Check Eligibility Code' button. Below is an 'Expanded Hours\*' field.
- Non-Funded Hours per Week:** Includes a 'Non-Funded Hours\*' field.
- Census Information:** Includes an 'Expanded Entitlement Weeks' field with a hint 'Enter 38 weeks'.
- Maximum Values Allowed:** A red box containing the following values:
  - Number of Weeks: 14.00
  - Expanded Weekly Hours: 30.00
  - Expanded Termly Hours: 420.00
  - Expanded Yearly Hours: 1140.00

At the bottom, there is a note: 'if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer'. The footer includes 'Save' and 'Cancel' buttons, and a note '\*denotes mandatory fields'.

## Funding Details

1. Click 'Default Term Dates' – This will populate the 'Start Date' and 'End Date' fields with the funding term dates.

**Note: These are the funding term dates and not school term dates. These dates refer to the weeks that are funded in the term.**

2. Weeks Attended in Term - These are the standard funded weeks (see below), regardless of how many weeks there are in the school term.

**Note: The standard term dates should only be changed for providers who are open for less than 38 weeks, e.g. Independent schools. The standard number of weeks in each term are:**

- Autumn term - 14 weeks
- Spring term – 11 weeks
- Summer term – 13 weeks

The maximum number of funded weeks in the term can also be found in the red box (pictured).

3. Present during Census - This box will automatically be ticked for new children added, but **MUST** be ticked for existing children attending during Headcount week for the Spring term Census.

**Note: From the Summer Term 2026 the Early Years Census must be completed in line with DfE deadlines and requirements – from Summer 2026, this box MUST be ticked for ALL children attending during Headcount week.**

4. Attends Two Days or More – this box must be ticked where a child's regular booked pattern of attendance is two or more days.

The screenshot shows the 'Funding Details' tab in a software interface. It contains the following fields and controls:

- Start Date\***: 01-Sep-2025
- End Date\***: 19-Dec-2025
- Default Term Dates**: A blue button with a red arrow pointing to it from the left.
- Weeks Attended in Term\***: A text box containing '14', highlighted with a yellow border and a red arrow pointing to it from the right.
- Present during Census**: A checkbox that is checked, highlighted with a red border.
- Attends Two Days or More**: An unchecked checkbox, with a red arrow pointing to it from the right.
- Nominated for DAF\***: Radio buttons for 'Yes' and 'No'.

### Maximum Values Allowed:

Number of Weeks: **14.00**

Expanded Weekly Hours: **30.00**

Expanded Termly Hours: **420.00**

Expanded Yearly Hours: **1140.00**

## To make a claim for Disability Access Fund (DAF):

A child can receive DAF if they are in receipt of Disability Living Allowance (DLA) and wish to take up a funded place.

Children do not have to take up the full 570 or 1140 hours of early education to receive full DAF payment.

Part 2 'Disability Access Fund (DAF) of the Parental Declaration Form (PDF) must be completed by the parent, and nominate the setting who is to receive the one-off yearly DAF payment, if the child attends more than one setting.

5. Nominated for DAF – Providers must **only** tick 'Yes' where the relevant section of the PDF has been completed, **and** the parent can give a copy of the DLA (Disability Living Allowance) award letter to the setting.

**Note: The DLA award letter will need to be sent to the funding office using the Documents tab, please refer to 9. Documents tab page 56. Payment for DAF will not be confirmed unless this letter is seen by the Early Years Funding Team.**

**Disability Access Fund (DAF)**

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? YES ☐ NO ☐

If you have ticked Yes, you must provide a copy of the DLA Award letter to your early years provider.

If your child is splitting their funded Early Education entitlement across two or more providers, please nominate the setting where the local authority should pay DAF. If your child is in receipt of the 2Help Entitlement due to being in receipt of DLA, DAF will be paid automatically to the provider your child attends.

**\*Name of Provider**

Child Details Parent / Carer Details **Funding Details** Documents Notes

**Funding Details**

**Start Date\*** 01-Sep-2025

**End Date\*** 19-Dec-2025

**Default Term Dates**

**Weeks Attended in Term\*** 14

Present during Census ☒

Attends Two Days or More ☐

**Nominated for DAF\*** ☐ Yes ☐ No

## Expanded, Funded, or Extended Hours per Week

Part 3A of the Parental Declaration Form 'Claim Details' must be completed with the regular, booked pattern of attendance and hours to be claimed.

The Eligibility code details should have been checked using the Eligibility Checker tab to establish its eligibility for funding (please refer to 4. Eligibility Checker tab page 15) before the funded place is offered.

### **Splitting funding between two or more settings**

If a child splits their funding between two or more settings, the parent must also complete the details of the other setting(s) in Part 3A, in the 'Setting(s) Name' column, and nominate how the funded hours are to be split.

The split of hours must show which provider is to claim the Universal (Funded) or Extended hours for 3 & 4 year olds, or a mix of both.

Settings cannot claim more than the maximum entitlement limit for each funding entitlement option. Where a child splits their funding between settings, and two (or more) settings make a claim for the same entitlement hours, a duplicate claim will be highlighted at the funding office. The claim will not be accepted until it has been agreed between all settings on how the funding is to be split.

### **Stretch funding**

If the provider offers a stretch model of funding, the stretched hours must be converted back into term time (the equivalent of 38 weeks) to be entered onto the portal, as per Column C in Part 3A of the PDF.

Example: 10 hours x 51 weeks stretch = 510 hours per year. Divide by 38 weeks = 13.42 term time equivalent, to be entered onto the provider portal.

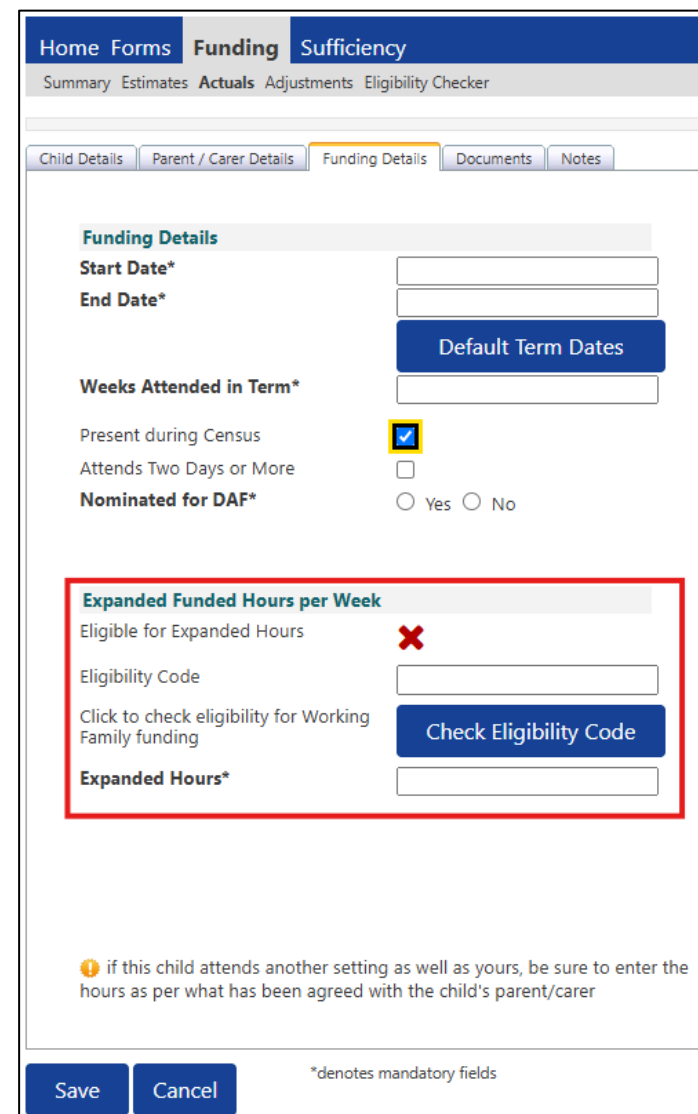
Part 3A - Claim Details - Parent / Carer to complete									
AUTUMN TERM – 14 Weeks funding (maximum 210 /420 for 30 hours)							A	B	C
Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded Hours Entitlement Type	Funded hours used per day					Total number of hours per week (maximum equivalent of 15 hours over 38 weeks between all providers for each entitlement)	Number of weeks funding claimed per year: Term time only: 38 weeks Stretched: up to 52 weeks	Provider use only: Hours added to the Provider Portal (A x B/38 = C)
		Mon	Tue	Wed	Thurs	Fri			
Setting 1 Name:	2:Help or 3 & 4yr old Universal (15 hours Funded)								
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Setting 2 Name:	2:Help or 3 & 4yr old Universal (15 hours Funded)								
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Setting 3 Name:	2:Help or 3 & 4yr old Universal (15 hours Funded)								
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Total Daily Funded Hours:									

## 9 months – 2 years old - Expanded Funded Hours per Week

1. Eligibility Code – Enter the 11 digit Working Parent Entitlement eligibility code.
2. Click 'Check Eligibility Code'. This will perform an ECS check and confirm whether the details entered match with those held by the HMRC, and whether the code is valid for use this term.

**Note: The Funding Details tab is not linked to the Eligibility Checker tab, therefore this check within the Funding Details tab must be completed.**

3. If the code is valid for use in the current term, a green banner will display a green tick, and the message 'The Eligibility Code has been found and eligibility for working family hours has been obtained' at the top of the page.
4. If a **red** error message occurs:
  - ✓ Use the Eligibility Checker to check that the code is within the valid date ranges for the term.
  - ✓ Check that the details entered into the Child Details and Parent/Carer Details tabs are correct.
  - ✓ Confirm with the parent that the details on the Parental Declaration Form (PDF) are correct. Please refer to 4. Eligibility Checker tab page 15.
5. Where eligibility has been confirmed, a green tick will be displayed (pictured).
6. Enter the number of hours per week to be claimed in 'Expanded Hours'.
7. Continue to follow the guidance from page 39.



### Expanded Funded Hours per Week

Eligible for Expanded Hours



**3 & 4 year olds – Funded Hours per Week (Universal) and/or Extended Hours per Week (Working Parent Entitlement)**

**Funded Hours per Week (Universal)**

1. Enter the number of Universal hours to be claimed into 'Funded Hours per Week'. If no Universal hours are to be claimed, enter '0'.

**Extended Hours per Week (Working Parent Entitlement)**

2. Eligibility Code – Enter the 11 digit Working Parent Entitlement eligibility code.
3. Click 'Check Eligibility Code'. This will perform an ECS check and confirm whether the details entered match with those held by the HMRC, and whether the code is valid for use this term.

**Note: The Funding Details tab is not linked to the Eligibility Checker tab, therefore this check within the Funding Details tab must be completed.**

4. If the code is valid for use in the current term, a green banner will display a green tick, and the message 'The Eligibility Code has been found and eligibility for working family hours has been obtained'.
5. If a **red** error message occurs:
  - ✓ Use the Eligibility Checker to check that the code is within the valid date ranges for the term.
  - ✓ Check that the details entered into the Child Details and Parent/Carer Details tabs are correct.
  - ✓ Confirm with the parent that the details on the Parental Declaration Form (PDF) are correct.

6. Extended Hours – Where eligibility has been confirmed, a green tick will be displayed (pictured).



**Extended Funded Hours per Week**  
Eligible for Extended Hours

7. Enter the number of Extended hours per week to be claimed in 'Extended Hours'. This will prepopulate the Total Funded Hours per Week box.
8. Continue to follow the guidance from page 39.

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details **Funding Details** Documents Notes

**Funding Details**

Start Date\*

End Date\*

Default Term Dates

Weeks Attended in Term\*

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF\* ☐ Yes ☐ No

**Funded Hours per Week**

Hours\*

**Extended Funded Hours per Week**

Eligible for Extended Hours

Eligibility Code

Click to check eligibility for Working Family funding

Check Eligibility Code

Extended Hours\*

**Total Funded Hours per Week**

Total Funded:

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

Save Cancel

\*denotes mandatory fields

38

### Attendance days

Enter the child's attending days by selecting 'Yes' or 'No' for each day of the week.

### Non-Funded Hours per Week

Enter the number of non-funded hours per week that the child attends. A value must be entered into this box.

If no hours outside of the funded hours are attended, 0 must be entered.

### Census Information

The Census Information must be completed for the number of weeks the child is being funded for per year. The equivalent of term time only funding is 38 weeks per year.

As funding is claimed on a term time basis in Warwickshire, the value entered into the Census Information box **MUST** be 38, even if the funding model offered by the provider is a stretch model or the child starts later in the academic year.

This information is required for all types of funding that are being claimed.

**Note: If the claim requires no supporting evidence to be uploaded, the record can be saved at this point. Click 'Save'. If supporting evidence is required, please continue to follow the guidance on page 56.**

#### Attendance Days

Attends Monday	<input type="radio"/> Yes <input type="radio"/> No
Attends Tuesday	<input type="radio"/> Yes <input type="radio"/> No
Attends Wednesday	<input type="radio"/> Yes <input type="radio"/> No
Attends Thursday	<input type="radio"/> Yes <input type="radio"/> No
Attends Friday	<input type="radio"/> Yes <input type="radio"/> No
Attends Saturday	<input type="radio"/> Yes <input type="radio"/> No
Attends Sunday	<input type="radio"/> Yes <input type="radio"/> No

#### Non-Funded Hours per Week

Non-Funded Hours\*

#### Census Information

Expanded Entitlement Weeks

ⓘ Enter 38 weeks

#### Census Information

Funded Entitlement Weeks

Extended Entitlement Weeks

ⓘ Enter 38 weeks

## 8. Making a claim for a new child – 2 years olds

There are two funding entitlement types for 2 year olds in the Access Synergy FIS Provider Portal, 2Help (2-year-old receiving additional support) Funding and the Working Parent Entitlement.

A change in the 2 year old funding process now allows for providers to check the eligibility for 2Help (additional support) funding for all children aged 2, where parents have provided the required details, including those who have had funding agreed by a Local Authority other than Warwickshire.

Where children are eligible for both entitlements, 2Help (additional support) funded hours **MUST** be used before the Working Parent Entitlement hours, up to the maximum of 30 hours in total.

### 2Help funding (2-year-old receiving additional support)

Families of 2-year-olds receiving additional support make an application through Warwickshire County Council for 2Help funding (or alternative Local Authority equivalent). Further information can be found, and applications can be made on page 2 of the Warwickshire website: [Help with childcare costs: Early Years and childcare entitlements in Warwickshire - Warwickshire County Council](#)

If the application is successful, the parent/carer will be issued with a Confirmation of Eligibility letter (usually via email). This letter contains:

- Confirmation of their eligibility.
- An EY Voucher code (6 digits – combination of letters and/or numbers).
- The date from funding can be claimed.

**Note: The setting **MUST** see a copy of the letter before offering a funded place. A claim **MUST NOT** be entered if you have not seen confirmation of eligibility for the 2 Help (additional support) funding.**

Part 2 – Accessing the Entitlements – Parent / Carer to complete - please tick the relevant box			
<b>2Help:</b>			
<input type="checkbox"/> <b>2Help 15 hours Funded Entitlement</b>		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
Entitlement for children from 2 years old in families receiving additional forms of support: - If parents/carers live in England and are in receipt of certain benefits or credits - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order If you do not have evidence that your child is eligible, you will be liable to pay for any additional hours accessed where the provider is unable to claim funding for your child. Note: If your child is eligible for both the 2Help and working parent entitlements, you should use the 2Help entitlement for children receiving some additional forms of support first. <b>Please complete the information below:</b>			
*EY Voucher Code:	*Start Date:	*For provider use: Copy of confirmation letter issued by LA	
		Yes <input type="checkbox"/> No <input type="checkbox"/> If No, information to be completed below:	
*Parent / Carer Surname:	*Parent / Carer Forename:	*Parent / Carer Date of Birth:	*Parent / Carer National Insurance Number or Asylum Support Reference Number:

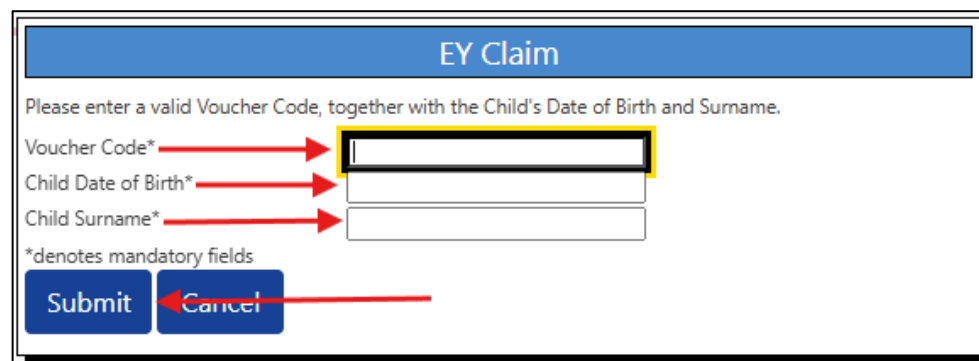
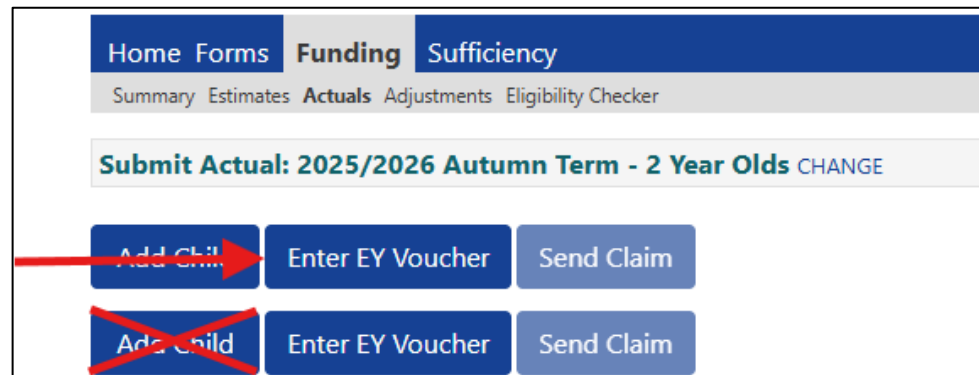
## 8.1 How to add a new child - 2Help (2-year-old receiving additional support)

### Confirmation of 2Help (2-year-old receiving additional support) Funding from Warwickshire County Council

#### How to add a 2Help child using an EY Voucher issued by Warwickshire

1. Click 'Enter EY Voucher Code'.
2. Enter the mandatory details, marked with an asterisk (\*)
  - ✓ Voucher Code – Enter the EY Voucher Code as issued in the confirmation letter.
  - ✓ Child Date of Birth - This can be entered either by typing the date in this format DD/MM/YYYY, or by selecting the date from the calendar.
  - ✓ Child Surname – For this to match with the parent's application, the surname must be entered as it appears on the funding confirmation letter.
3. Click 'Submit'.
4. If the details entered match with the record already held in the system from the parent application, the child's record will open at the child summary tab.
5. Continue to follow the guidance from 8.3 Child Details tab – 2 year olds page 44 onwards, ensuring that the hours are entered into the 'Funded Hours' (2Help).

**Note:** Some of the details will be pre-populated, please check that the details are correct, and correspond to the completed Parental Declaration Form (PDF).



## Confirmation of 2Help (2-year-old receiving additional support) Funding from a Local Authority outside of Warwickshire

Where a family has received confirmation of 2-year-old receiving additional support funding for 2 year olds from a Local Authority outside of Warwickshire, the confirmation of eligibility issued by the alternative Local Authority can be used as proof of eligibility, however providers will not be able to enter the code issued by them onto the provider portal.

**To add a child using an out of county confirmation of 2-year-old receiving additional support Funding, click 'Add Child', then continue to follow the guidance from 8.3 Child Details tab – 2 year olds page 44 onwards, ensuring that the hours are entered into the 'Funded Hours' (2-year-old receiving additional support) section.**

This is the **ONLY** circumstance where a child should be added to the 2 year old age range without a code.

**Note: A copy of the confirmation letter from the originating authority MUST also be uploaded to the child's record and sent to the Early Years Funding Team using the Documents tab. If a positive ECS check has not been made within the Funding Details tab. If no proof is uploaded, funding cannot be agreed. Please refer to 9. Documents tab page 56.**

Home	Forms	Funding	Sufficiency	
Summary	Estimates	Actuals	Adjustments	Eligibility Checker

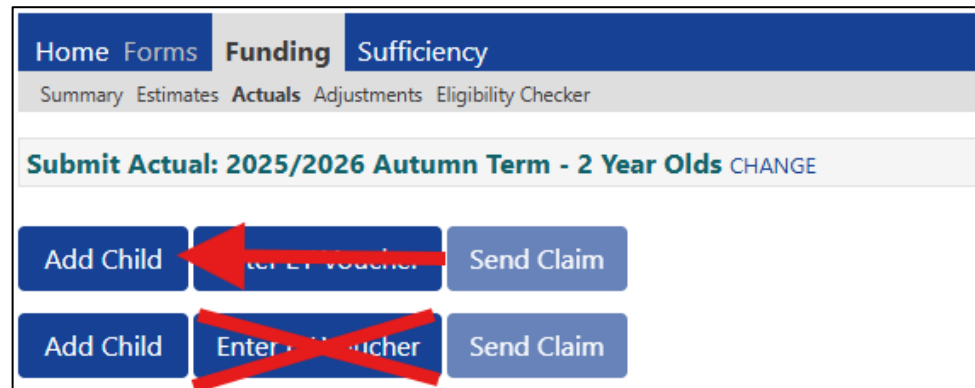
**Submit Actual: 2025/2026 Autumn Term - 2 Year Olds** [CHANGE](#)

Add Child	← Enter Voucher	Send Claim
Add Child	<del>Enter Voucher</del>	Send Claim

## 8.2 How to add a new child – Working Parent Entitlement for 2 year olds

Begin a new child record by clicking 'Add Child'.

**Note:** Do not use the 2-year-old receiving additional support entitlement to make a claim if the Eligibility Code for the Working Parent Funding is not accepted.



Home	Forms	Funding	Sufficiency	
Summary	Estimates	Actuals	Adjustments	Eligibility Checker
Submit Actual: 2025/2026 Autumn Term - 2 Year Olds <a href="#">CHANGE</a>				
Add Child	Enter EP voucher	Send Claim		
Add Child	Enter EP voucher	Send Claim		

### 8.3 Child Details tab – 2 year olds

Complete the required fields in the 'Child Details' tab.

#### Child Details:

- ✓ Forename – Child's Legal First Name.
- ✓ Middle Name – Child's Legal Middle Name (if applicable).

**Note: The child's name must be accurate and as shown on their birth certificate, as Early Years share the database with other Local Authority services.**

- ✓ Surname – Child's Legal Last Name.
- ✓ DOB – Child's date of birth. This can be entered either by typing the date in this format DD/MM/YYYY, or by selecting the date from the calendar.
- ✓ Proof of DOB – Tick to confirm that proof of the child's date of birth has been verified.
- ✓ Gender – Child's Sex.
- ✓ Preferred Surname – If different from the child's legal last name.
- ✓ Ethnicity – Select child's ethnicity from the drop down box. Please **do not** leave this response as 'Information Not Yet Obtained'.
- ✓ SEN COP Stage – Select one of the following three options:
  - 'No Special Educational Need'.
  - 'Education Health and Care Plan'.
  - SEN Support'.

## Address:

Either, complete the 'Search for an Address' section:

- ✓ Primary – House name or number.
- ✓ Postcode – Post code as issued by the Royal Mail.
- ✓ Click 'Search'. This will auto-fill the address using the details entered.

Or, manually enter the child's address.

**Note: Do not click 'Save' at this point – all tabs must be complete before the record can be saved.**

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Documents Notes

**Child Details**

Forename\*

Middle Name

Surname\*

DOB\*

Proof of DOB ☐

Gender\* ☐ Male ☐ Female

Preferred Surname

Ethnicity

SEN COP Stage

**Search for an Address**

Primary

Postcode\*

Search

**Address**

Address Line 1\*

Address Line 2

Address Line 3

Locality

Town

County

Postcode\*

Save Cancel

\*denotes mandatory fields

## 8.4 Parent / Carer Details tab – 2 year olds

Complete the required fields in the 'Parent / Carer Details' tab using the information from the Parent/Carer/Guardian Declaration Form.

### To make a claim for 2Help (2-year-old receiving additional support)

Part 2 '2Help' of the Parental Declaration Form (PDF) must be completed and the form signed by the parent.

**Note: To perform an ECS check for 2Help (additional support), the parent's Surname, DOB and NI Number are required. Please refer to 2 year olds – Funded Hours per Week (2Help) and/or Expanded Hours per Week (Working Parent Entitlement) page 53.**

**Note: Where a child does not have a valid EY Voucher code or equivalent from another Local Authority, an ECS check MUST be performed. Funding will not be agreed without either a valid EY Voucher code, or a positive determination of eligibility via the ECS check.**

### To make a claim for the Working Parent Entitlement

Part 2 'Working Parent' of the Parental Declaration Form (PDF) must be completed with details of the eligibility code and the form signed by the parent in order to give consent to check the eligibility code using the ECS checker and make a claim for the Working Parent Entitlements.

**Note: For the Working Parent Entitlement, the eligibility code, parent's Surname and NI Number are required.**

Part 2 – Accessing the Entitlements – Parent / Carer to complete - please tick the relevant box			
<b>2Help:</b>			
<input type="checkbox"/> 2Help 15 hours Funded Entitlement		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
Entitlement for children from 2 years old in families receiving additional forms of support: - If parents/carers live in England and are in receipt of certain benefits or credits - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order If you do not have evidence that your child is eligible, you will be liable to pay for any additional hours accessed where the provider is unable to claim funding for your child. Note: If your child is eligible for both the 2Help and working parent entitlements, you should use the 2Help entitlement for children receiving some additional forms of support first. Please complete the information below:			
*EY Voucher Code:	*Start Date:	*For provider use: Copy of confirmation letter issued by LA	
		Yes <input type="checkbox"/> No <input type="checkbox"/> If No, information to be completed below:	
*Parent / Carer Surname:	*Parent / Carer Forename:	*Parent / Carer Date of Birth:	*Parent / Carer National Insurance Number or Asylum Support Reference Number:
<b>Universal:</b>			
<input type="checkbox"/> Universal 15 hours Funded Entitlement for 3 & 4 year olds		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
For all three and four-year-olds from the term after their third birthday. <b>NO ELIGIBILITY CODE</b> is required.			
<b>Working Parent:</b>			
<input type="checkbox"/> Working Parent 30 hours Expanded Entitlement term after 9 months - 2 years*		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
<input type="checkbox"/> Working Parent 30 hours Expanded Entitlement from the term after 2 years*		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
<input type="checkbox"/> Working Parent 30 hours Expanded Entitlement for 3 & 4 year olds*		TERM: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	
*For the Working Parent Entitlements from the term after the child turns the relevant age, with a valid <b>eligibility code</b> issued by HMRC, the <b>term before</b> they are due to access a funded place. The eligibility code is to be reconfirmed every 3 months. If you do not have a valid code for the term, you will be liable to pay for any additional hours accessed where the provider is unable to claim funding using the eligibility code. Please complete the information below:			
*Parent / Carer Forename and Surname:	*Parent / Carer National Insurance Number:	*Eligibility Code (11 digit number starting with 50)	*Date Eligibility Code checked by provider (dd/mm/yy)

## Parent / Carer Details:

- ✓ Forename.
- ✓ Surname.
- ✓ DOB - This can be entered either by typing the date in this format DD/MM/YYYY, or by selecting the date from the calendar. This is required where an ECS check for EYPP or 2Help (additional support) is performed.
- ✓ Email (not mandatory).
- ✓ Contact Number (not mandatory).
- ✓ NI or NASS Number – Tick the appropriate box and enter the number.
- ✓ Tick the appropriate box(es) to give consent to Eligibility Checking for EYPP and/or Working Family Eligibility and/or 2Help (additional support) where appropriate, as detailed on the Parental Declaration Form (PDF).

## To make a claim for Early Years Pupil Premium (EYPP):

Part 2 'Early Years Pupil Premium (EYPP)' of the Parental Declaration Form (PDF) must be completed and signed by the parent in order to check eligibility and make a claim for Early Years Pupil Premium. This provides consent for the parent's details to be used to check their eligibility using the Government Eligibility Checking Service (ECS).

**Note: For EYPP, the Surname, DOB, and NI or NASS number are all required.**

**Note: Do not click 'Save' at this point – all tabs must be complete before the record can be saved.**

### Checks made for Early Years Pupil Premium (EYPP):

EYPP will be added to a child's claim if the parent meets the eligibility criteria, shown in Part 2 'Early Years Pupil Premium (EYPP)' of the Parental Declaration Form (PDF). This will be checked by the Early Years Funding Team using the Government's Eligibility Checking System (ECS), after the Headcount has been submitted.

If the parent is eligible, the EYPP weighting will be added to the child's record and show in the Weightings column.

For those children where EYPP has not been allocated as expected, this means that the result of the ECS check was 'Not Found' or 'No Trace-Not Found-Check Data'. **Please confirm with the parent that their details are correct.**

If the parent believes that they meet the eligibility criteria as detailed in Part 2 'Early Years Pupil Premium (EYPP)' of the Parental Declaration Form (PDF), additional supporting information to confirm this will need to be sent to the Early Years Funding Team.

Please refer to 9. Documents tab page 56 for further information on how to upload supporting information to the child's record.

### EYPP for Adopted children and Special Guardianship/Child Arrangement Orders:

For children who have been Adopted, left care through Special Guardianship or Child Arrangement Orders, their eligibility will not be recognised by the ECS check, unless the parent meets the economic eligibility criteria.

The Early Years Funding Team will need to see evidence of their Adoption Birth Certificate, Special Guardianship or Child Arrangement Orders. This should be uploaded to the child's record **during the Headcount period** using the Documents tab, please refer to 9. Documents tab page 56.

When the Early Years Funding Team is satisfied with the supporting information, the child's EYPP eligibility will be added to their record.

EYPP will automatically be added for Warwickshire's Children Looked After (CLA). For CLA from other authorities, please upload supporting information using the Documents tab (please refer to 9. Documents tab page 56).

## 8.5 Funding Details tab – 2 year olds

Complete the required fields in the Funding Details tab.

Child Details

Parent / Carer Details

Funding Details

Documents

Notes

Funding Details

Start Date\*

End Date\*

Default Term Dates

Weeks Attended in Term\*

Present during Census

☒

Attends Two Days or More

☐

Nominated for DAF\*

☐ Yes ☐ No

Funded Hours per Week

Eligible for Funded Hours

×

Click to check eligibility for 2-year-old receiving 2 Help (additional support) funding

Check Eligibility

Hours\*

Expanded Funded Hours per Week

Eligible for Expanded Hours

×

Eligibility Code

Click to check eligibility for Working Family funding

Check Eligibility Code

Expanded Hours\*

Total Funded Hours per Week

Total Funded:

Attendance Days

Attends Monday

☐ Yes ☐ No

Attends Tuesday

☐ Yes ☐ No

Attends Wednesday

☐ Yes ☐ No

Attends Thursday

☐ Yes ☐ No

Attends Friday

☐ Yes ☐ No

Attends Saturday

☐ Yes ☐ No

Attends Sunday

☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours\*

An Eligibility Check for 2-year-old receiving 2 Help (additional support) funding should be carried out if claiming Funded Hours. If the Eligibility check returns as not being eligible hours can still be entered, but may be rejected by the LA.

Census Information

Funded Entitlement Weeks

Expanded Entitlement Weeks

38 weeks to be entered for their Funded/Expanded hours.

Maximum Values Allowed:

Number of Weeks: 14.00

Funded Weekly Hours: 15.00

Funded Termly Hours: 210.00

Funded Yearly Hours: 570.00

Expanded Weekly Hours: 30.00

Expanded Termly Hours: 420.00

Expanded Yearly Hours: 1140.00

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

Save

Cancel

\*denotes mandatory fields

## Funding Details

1. Click 'Default Term Dates' – This will populate the 'Start Date' and 'End Date' fields with the funding term dates.

**Note: These are the funding term dates and not school term dates. These dates refer to the weeks that are funded in the term.**

2. Weeks Attended in Term - These are the standard funded weeks (see below), regardless of how many weeks there are in the school term.

**Note: The standard term dates should only be changed for providers who are open for less than 38 weeks, e.g. Independent schools. The standard number of weeks in each term are:**

- Autumn term - 14 weeks
- Spring term – 11 weeks
- Summer term – 13 weeks

The maximum number of funded weeks in the term can also be found in the red box (pictured).

3. Present during Census - This box will automatically be ticked for new children added, but **MUST** be ticked for existing children attending during Headcount week for the Spring term Census.

**Note: From the Summer Term 2026 the Early Years Census must be completed in line with DfE deadlines and requirements – from Summer 2026, this box MUST be ticked for ALL children attending during Headcount week.**

4. Attends Two Days or More – this box must be ticked where a child's regular booked pattern of attendance is two or more days.

The screenshot shows the 'Funding Details' tab in a software interface. It contains the following fields and controls:

- Start Date\***: 01-Sep-2025
- End Date\***: 19-Dec-2025
- Default Term Dates**: A blue button with a red arrow pointing to it from the left.
- Weeks Attended in Term\***: A text box containing '14', highlighted with a yellow border and a red arrow pointing to it from the right.
- Present during Census**: A checkbox that is checked, highlighted with a red border.
- Attends Two Days or More**: An unchecked checkbox, with a red arrow pointing to it from the right.
- Nominated for DAF\***: Radio buttons for 'Yes' and 'No'.

### Maximum Values Allowed:

Number of Weeks: **14.00**

Expanded Weekly Hours: **30.00**

Expanded Termly Hours: **420.00**

Expanded Yearly Hours: **1140.00**

## To make a claim for Disability Access Fund (DAF):

A child can receive DAF if they are in receipt of Disability Living Allowance (DLA) and wish to take up a funded place.

Children do not have to take up the full 570 or 1140 hours of early education to receive full DAF payment.

Part 2 'Disability Access Fund (DAF) of the Parental Declaration Form (PDF) must be completed by the parent, and nominate the setting who is to receive the one-off yearly DAF payment, if the child attends more than one setting.

1. Nominated for DAF – Providers must only tick 'Yes' where the relevant section of the PDF has been completed, **and** the parent gives a copy of the DLA (Disability Living Allowance) award letter to the setting.

**Note: The DLA award letter will need to be sent to the funding office using the Documents tab, please refer to 9. Documents tab page 56. Payment for DAF will not be confirmed unless this letter is seen by the Early Years Funding Team.**

**Disability Access Fund (DAF)**

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? YES ☐ NO ☐

If you have ticked Yes, you must provide a copy of the DLA Award letter to your early years provider.

If your child is splitting their funded Early Education entitlement across two or more providers, please nominate the setting where the local authority should pay DAF. If your child is in receipt of the 2Help Entitlement due to being in receipt of DLA, DAF will be paid automatically to the provider your child attends.

**\*Name of Provider**

Child Details Parent / Carer Details **Funding Details** Documents Notes

**Funding Details**

Start Date\* 01-Sep-2025

End Date\* 19-Dec-2025

Default Term Dates

Weeks Attended in Term\* 14

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF\* ☐ Yes ☐ No

## Funded or Expanded Hours per Week

Part 3A of the Parental Declaration Form 'Claim Details' must be completed with the regular, booked pattern of attendance and hours to be claimed.

The Eligibility code details should have been checked using the Eligibility Checker tab to establish its eligibility for funding (please refer to 4. Eligibility Checker tab page 15) before the funded place is offered.

### Splitting funding between two or more settings

If a child splits their funding between two or more settings, the parent must also complete the details of the other setting(s) in Part 3A, in the 'Setting(s) Name' column, and nominate how the funded hours are to be split.

The split of hours must show which provider is to claim the 2Help (Funded – additional support) or Expanded hours for 2 year olds (where applicable), or a mix of both.

Settings cannot claim more than the maximum entitlement limit for each funding entitlement option. Where a child splits their funding between settings, and two (or more) settings make a claim for the same entitlement hours, a duplicate claim will be highlighted at the funding office. The claim will not be accepted until it has been agreed between all settings on how the funding is to be split.

### Stretch funding

If the provider offers a stretch model of funding, the stretched hours must be converted back into term time (the equivalent of 38 weeks) to be entered onto the portal, as per Column C in Part 3A of the PDF.

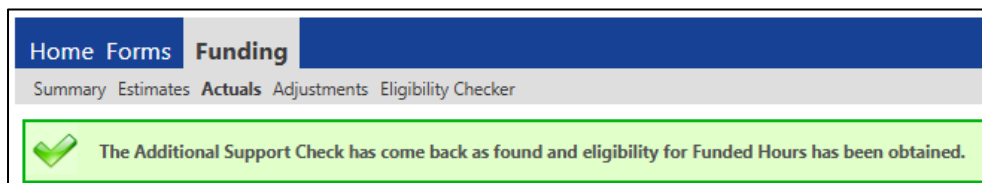
Example: 10 hours x 51 weeks stretch = 510 hours per year. Divide by 38 weeks = 13.42 term time equivalent, to be entered onto the provider portal.

Part 3A - Claim Details - Parent / Carer to complete									
AUTUMN TERM – 14 Weeks funding (maximum 210 /420 for 30 hours)							A	B	C
Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded Hours Entitlement Type	Funded hours used per day					Total number of hours per week (maximum equivalent of 15 hours over 38 weeks between all providers for each entitlement)	Number of weeks funding claimed per year: Term time only: 38 weeks Stretched: up to 52 weeks	Provider use only: Hours added to the Provider Portal (A x B/38 = C)
		Mon	Tue	Wed	Thurs	Fri			
Setting 1 Name:	2Help or 3 & 4yr old Universal (15 hours Funded)								
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Setting 2 Name:	2Help or 3 & 4yr old Universal (15 hours Funded)								
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Setting 3 Name:	2Help or 3 & 4yr old Universal (15 hours Funded)								
	Working Parent Entitlements (30 hours Expanded/15 hours Extended)								
Total Daily Funded Hours:									

## 2 year olds – Funded Hours per Week (2Help) and/or Expanded Hours per Week (Working Parent Entitlement)

### Funded Hours per Week (2Help – additional support):

1. Enter the number of hours to be claimed into the 'Funded Hours per Week' box. This will prepopulate the Total Funded Hours per Week box.
2. Check Eligibility – This is a new facility, where if parent details have been entered into the Parent/Carer details tab, a check for 2Help (additional support) funding can be made. Where a child is eligible for 2Help funding AND the Working Parent Entitlement, the 2Help funded hours MUST be used first. This can also be used to check children for eligibility who live in another local authority.
3. Where a check for 2Help (additional support) returns a positive result, a green tick will be displayed, as well as a banner:

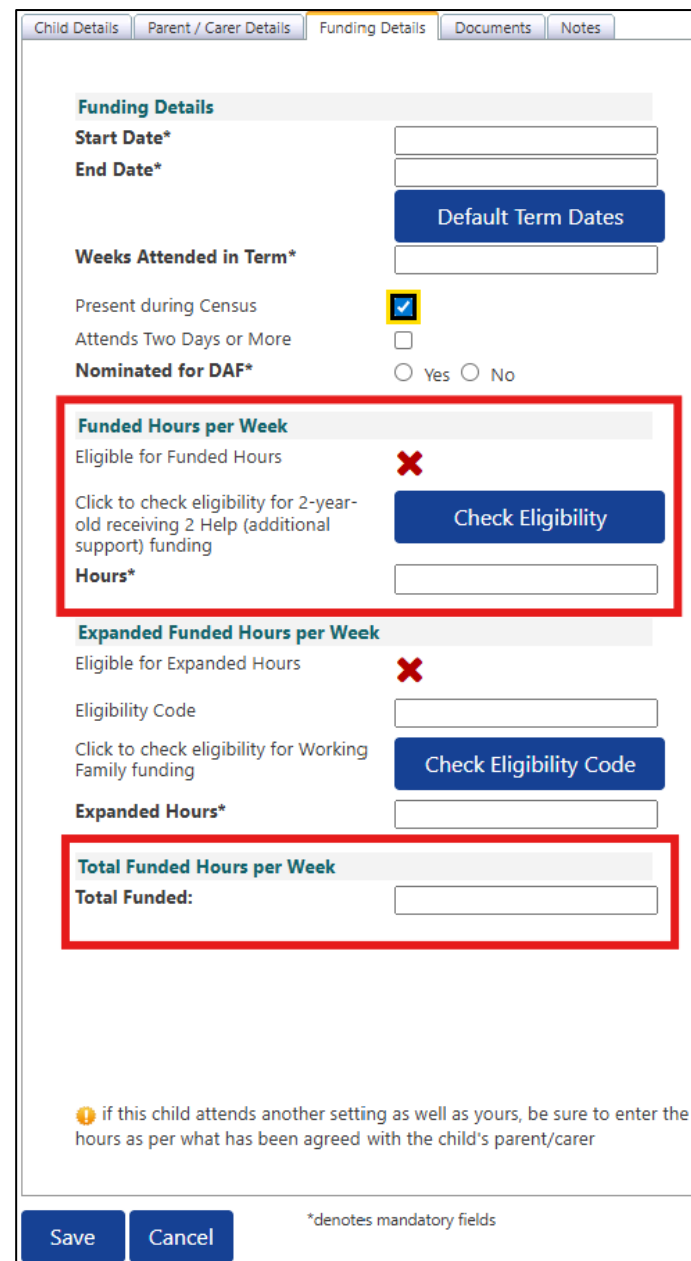


The screenshot shows the 'Funding' tab selected in the top navigation bar. Below it, the 'Actuals' sub-tab is active. A green banner at the bottom of the page displays a green checkmark icon and the text: "The Additional Support Check has come back as found and eligibility for Funded Hours has been obtained."

4. If no Expanded hours (Working Parent Entitlement) are to be claimed, enter '0' in 'Expanded hours'. If Expanded hours are also to be claimed, please refer to Expanded Funded Hours per Week (Working Parent Entitlement for 2 year olds) page 54.

**Note:** Where a child has been added without an EY Voucher code issued by Warwickshire, a copy of the confirmation letter from the originating authority MUST also be uploaded to the child's record and sent to the Early Years Funding Team using the Documents tab if a positive ECS check cannot be performed. If no proof is uploaded, funding cannot be agreed. Please refer to 9. Documents tab page 56.

**Note:** For 2Help (additional support) eligibility checks, the Surname, DOB, and NI number are all required.



The screenshot shows the 'Funding Details' tab in the system. The form contains the following sections:

- Funding Details:** Includes fields for 'Start Date\*', 'End Date\*', and 'Weeks Attended in Term\*'. There is a 'Default Term Dates' button. Below these are checkboxes for 'Present during Census' (checked), 'Attends Two Days or More' (unchecked), and 'Nominated for DAF\*' (radio buttons for Yes and No).
- Funded Hours per Week:** This section is highlighted with a red box. It includes the text 'Eligible for Funded Hours' followed by a red 'X' icon. Below this is a link 'Click to check eligibility for 2-year-old receiving 2 Help (additional support) funding' and a 'Check Eligibility' button. There is also a field for 'Hours\*'.
- Expanded Funded Hours per Week:** Includes the text 'Eligible for Expanded Hours' followed by a red 'X' icon. Below this is a field for 'Eligibility Code', a link 'Click to check eligibility for Working Family funding', and a 'Check Eligibility Code' button. There is also a field for 'Expanded Hours\*'.
- Total Funded Hours per Week:** This section is also highlighted with a red box. It includes a field for 'Total Funded:'.

At the bottom of the form, there is a note: "if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers". At the very bottom are 'Save' and 'Cancel' buttons, and a footnote: "\*denotes mandatory fields".

## Expanded Funded Hours per Week (Working Parent Entitlement for 2 year olds):

1. If no Funded Hours (2Help - additional support) are to be claimed, enter '0' in 'Funded Hours per Week'. If 2Help (additional support) hours are also to be claimed, please refer to Funded Hours per Week (2Help) page 53.
2. Eligibility Code – Enter the 11 digit Working Parent Entitlement eligibility code.
3. Click 'Check Eligibility Code'. This will perform an ECS check and confirm whether the details entered match with those held by the HMRC, and whether the code is valid for use this term.

**Note: The Funding Details tab is not linked to the Eligibility Checker tab, therefore this check within the Funding Details tab must be completed.**

4. If the code is valid for use in the current term, a green banner will display a green tick, and the message 'The Eligibility Code has been found and eligibility for working family hours has been obtained' at the top of the page.
5. If a **red** error message occurs:
  - ✓ Use the Eligibility Checker to check that the code is within the valid date ranges for the term.
  - ✓ Check that the details entered into the Child Details and Parent/Carer Details tabs are correct.
  - ✓ Confirm with the parent that the details on the Parental Declaration Form (PDF) are correct.
6. Expanded Hours – Where eligibility has been confirmed, a green tick will be displayed (pictured).



### Expanded Funded Hours per Week

Eligible for Expanded Hours



7. Enter the number of Expanded hours per week to be claimed in 'Expanded Hours'. This will prepopulate the Total Funded Hours per Week box.

Continue to follow the guidance from page 55.

**Funding Details**

Start Date\*

End Date\*

Default Term Dates

Weeks Attended in Term\*

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF\* ☐ Yes ☐ No

**Funded Hours per Week**

Eligible for Funded Hours **X**

Click to check eligibility for 2-year-old receiving 2 Help (additional support) funding **Check Eligibility**

Hours\*

**Expanded Funded Hours per Week**

Eligible for Expanded Hours **X**

Eligibility Code

Click to check eligibility for Working Family funding **Check Eligibility Code**

Expanded Hours\*

**Total Funded Hours per Week**

Total Funded:

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

**Save Cancel** \*denotes mandatory fields

### Attendance days

Enter the child's attending days by selecting 'Yes' or 'No' for each day of the week.

### Non-Funded Hours per Week

Enter the number of non-funded hours per week that the child attends. A value must be entered into this box.

If no hours outside of the funded hours are attended, 0 must be entered.

### Census Information

The Census Information must be completed for the number of weeks the child is being funded for per year. Funding on a term time only basis is 38 weeks per year.


As funding is claimed on a term time basis in Warwickshire, the value entered into the Census Information box **MUST** be 38, even if the funding model offered by the provider is a stretch model or the child starts later in the academic year.

This information is required for all types of funding that are being claimed.

**Note: If the claim requires no supporting evidence to be uploaded, the record can be saved at this point. Click 'Save'. If supporting evidence is required, please continue to follow the guidance on page 56.**

Attendance Days	
Attends Monday	<input type="radio"/> Yes <input type="radio"/> No
Attends Tuesday	<input type="radio"/> Yes <input type="radio"/> No
Attends Wednesday	<input type="radio"/> Yes <input type="radio"/> No
Attends Thursday	<input type="radio"/> Yes <input type="radio"/> No
Attends Friday	<input type="radio"/> Yes <input type="radio"/> No
Attends Saturday	<input type="radio"/> Yes <input type="radio"/> No
Attends Sunday	<input type="radio"/> Yes <input type="radio"/> No

Non-Funded Hours per Week	
Non-Funded Hours*	<input type="text"/>

Census Information	
Funded Entitlement Weeks	<input type="text"/>
Expanded Entitlement Weeks	<input type="text"/>
 Enter 38 weeks	

## 9. Documents tab

The Documents tab should be used to upload documents to a child's record where supporting information is required for the claim.

This facility is available only during the time when the Actuals tab (Headcount period) or Adjustments tab are open for submissions.

The document will need to be added to a secure file on the provider's device in order to upload the file to the Documents tab.

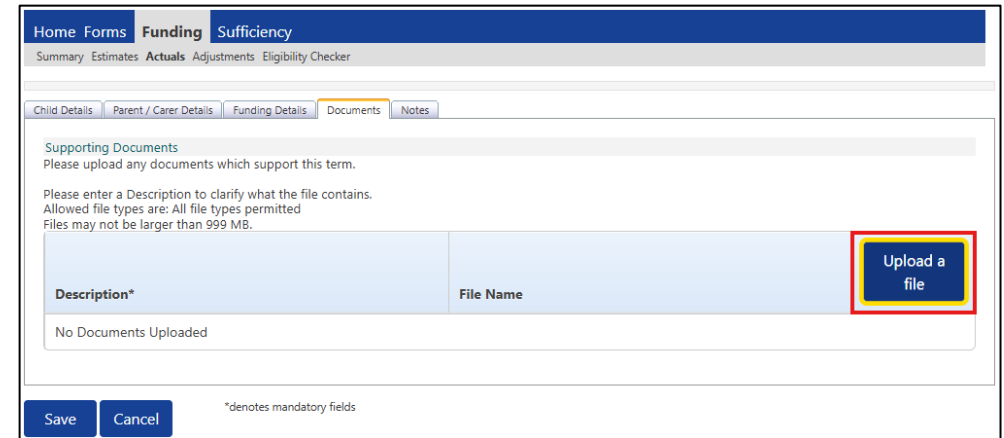
Examples of when a provider may need to provide supporting information include:

- Disability Access Fund (DAF) – Where 'Yes' has been ticked for DAF, a copy of the Disability Living Allowance (DLA) award letter must be uploaded.
- Early Years Pupil Premium (EYPP) – Where EYPP is being claimed for an Adopted child or a child with Special Guardianship Order or Child Arrangement Order. Copies of the Adoption Birth Certificate or relevant Court Orders will need to be uploaded to the child's record to support the application.
- 2 year olds – Where 2Help Funding (2-year-old receiving additional support) has been confirmed by a Local Authority other than Warwickshire, conformation of the child's eligibility must be uploaded as proof of eligibility if there has not been a confirmation of eligibility via the ECS check.

**Note: No other documents or information must be uploaded using the Documents tab unless specifically requested. Only the documents listed above must be sent as supporting information for the purpose of verifying the child's funding claim for DAF, EYPP or 2Help (additional support) funding.**

## How to upload a document

1. Click 'Upload a file'.
2. Select the appropriate document from files on your device.



Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details **Documents** Notes


**Supporting Documents**  
Please upload any documents which support this term.

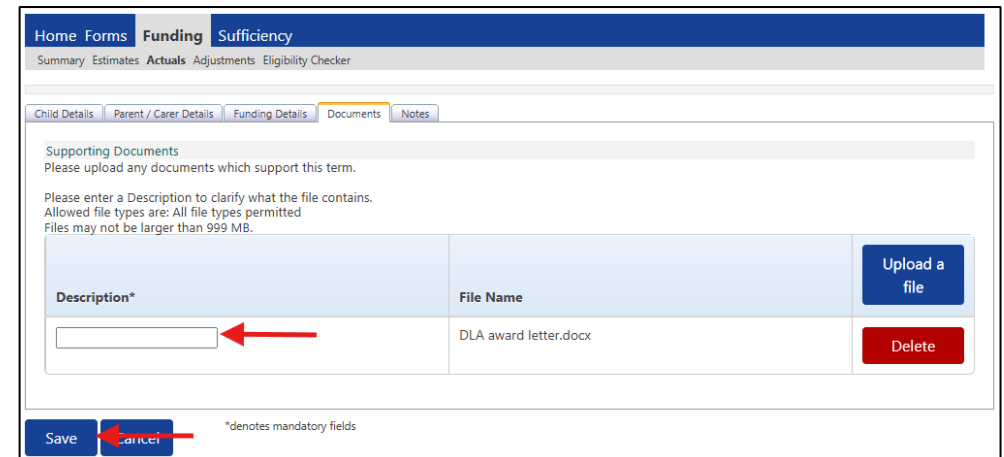
Please enter a Description to clarify what the file contains.  
Allowed file types are: All file types permitted  
Files may not be larger than 999 MB.

Description*	File Name	Upload a file
No Documents Uploaded		

Save Cancel \*denotes mandatory fields

3. Enter a description of the file. E.g., 'DLA award letter for (Child initials).'
4. Click 'Save'.

**Note:** Where a document has been uploaded to a child's record, a paperclip symbol  will be present in the final column of the Actuals list.



Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details **Documents** Notes

**Supporting Documents**  
Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.  
Allowed file types are: All file types permitted  
Files may not be larger than 999 MB.

Description*	File Name	Upload a file
<input type="text"/>	DLA award letter.docx	Delete

Save Cancel \*denotes mandatory fields

5. If the uploaded document needs to be deleted, click 'Delete' and the file will be removed from the record.
6. Add a note to the Notes tab to highlight to the Early Years Funding Team that a document has been uploaded. Please refer to 10. Notes tab page 58.

Delete

## 10. Notes tab

**Note: The Notes tab should only be used for the following reasons:**

- To advise the funding office that supporting documentation has been added to the Documents tab for EYPP, DAF, or 2Help (additional support) funding.
- When advised by the funding office to add a note for a specific reason.
- To notify the funding office of a child who should be attending the setting for funded hours; but are not attending due to **unauthorised absence or has left unexpectedly**.

Messages left in the Notes tab will not be read until after the Actual Headcount submission deadline, so this should not be used to leave a message regarding the Actual Headcount claim.

All communications other than those listed above should be made via the dedicated email inboxes for early years funding:

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

### How to add a note:

1. Type the note in the 'Add a new note:' field.
2. Click 'Save'.

The screenshot shows the EYPP system interface. The top navigation bar includes 'Home', 'Forms', 'Funding', and 'Sufficiency'. Below this is a sub-navigation bar with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main content area has tabs for 'Child Details', 'Parent / Carer Details', 'Funding Details', 'Documents', and 'Notes'. The 'Notes' tab is active, showing a text area for 'Add a new note' with the text 'DLA award letter attached.', 'EYPP supporting information attached.', and 'Child left setting without notice.'. A red arrow points to the 'Add a new note' header. To the right is a 'Notes History' section. At the bottom, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Cancel' button. A note at the bottom right states '\*denotes mandatory fields'.

## 11. Children already present on the Actuals list

### 11.1 Children carried forward from the previous term

Where children have been carried forward from the previous term's Headcount, a list of eligible children will be displayed in the Actuals list.

For information on how to edit an existing record, please refer to 11.2 How to update and edit the Actuals list page 60.

Where a child has left your setting, they will need to be deleted from your Actuals list, please refer to 11.3 How to delete a child from the Actuals list page 62.

**Note: These children will be carried forward with the details that were entered in the previous term's Headcount. This includes the number of funded hours. Hours added as an adjustment will not be included.**

**Please CHECK the details carefully and amend as necessary for the current term**

The details of the Working Parent Eligibility code are carried forward to the following term with the date details from the audit check at the end of the previous term. This will mean that some of the children will be showing as being in the Grace Period, displayed as a yellow warning triangle if the audit check was before a parent re-confirmed the code. A new eligibility check will need to be performed within the child's record to update the code details. Please refer to 11.2 How to update and edit the Actuals list page 60, 7.4 Funding Details tab pages 37 and 38, and 8.5 Funding Details tab – 2 year olds pages 53 and 54.

**Note: Where a child's Working Parent Entitlement eligibility code was in the Grace Period, which expired at the end of the previous term, funded hours to be claimed will NOT be carried forward, and the claim will automatically be 0 hours.**

**Note: Children moving from one age range to another will be carried forward to the next age range.**

**Note: Childminders Actuals list is NOT carried forward from the Summer Term to the Autumn Term.**

Home Forms Funding						
Summary Estimates Actuals Adjustments Eligibility Checker						
Submit Actual: 2025/2026 Autumn Term - 9 Months - 2 Years Old CHANGE						
⚠ In grace period						
Add Child		Send Claim				
	Status	Child	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠	×		210.00	£2188.20		17-Dec-2024 - 19-Jun-2025 Grace Period: 31-Dec-2025
⚠	×		210.00	£2331.00 DF		20-Aug-2024 - 20-Jul-2025 Grace Period: 31-Dec-2025
⚠	×		210.00	£2188.20		11-Jun-2024 - 08-Jul-2025 Grace Period: 31-Dec-2025
Add Child		Send Claim				

## 11.2. How to update and edit the Actuals list

Where children have been carried forward from the previous term (please refer to 11.1 Children carried forward from the previous term page 59), a list of eligible children will be displayed in the Actuals list.

A black cross **X** will be present next to the child's name. This indicates that the record has not been amended in any way, and the details remain the same as in the previous term's Headcount.

Carried forward hours are based on the Headcount. If there have been any **adjustments** made after Headcount, the hours will **not** be shown in the carried forward child's details.

Providers **MUST** check the Actuals list of children carried forward to ensure that the correct children are present, **and that the funded hours on the claim are correct.**

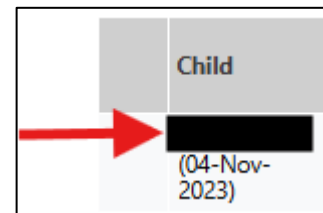
Where a child has left your setting, they will need to be deleted from your Actuals list, please refer to 11.3 How to delete a child from the Actuals list page 62.

Providers **MUST** check the details of each child's record each term to ensure that they are correct. Early Years are required to hold up to date and accurate information for children as we share the database with other Local Authority services, and to ensure the accuracy of the claim. Any changes, for example change of address or incorrect spelling of a child's name, must be updated as part of the Actual Headcount process, or notified to the funding office by email as soon as possible.

### How to edit a child record

1. Click on the child's name in the Actuals list.

Home Forms Funding							
Summary Estimates Actuals Adjustments Eligibility Checker							
Submit Actual: 2025/2026 Autumn Term - 3 & 4 Year Olds 3 CHANGE							
⚠ In grace period							
Add Child		Send Claim					
	Status	Child	Funded Hours (Inc Adj)	Extended Hours (Inc Adj)	Total Funding Amount for Term (Inc Adj)	Child Weightings	Eligibility Status
⚠	X	[REDACTED]	210.00	0.00	£1297.80	DF	29-Feb-2024 - 22-Jun-2025 Grace Period: 31-Dec-2025
	X	[REDACTED]	210.00	0.00	£1507.80	DF,EYPP	
	X	[REDACTED]	210.00	0.00	£1507.80	DF,EYPP	24-Mar-2025 - 15-May-2025 Grace Period: 31-Aug-2025
⚠	X	[REDACTED]	210.00	0.00	£1297.80	DF	30-May-2024 - 18-Jun-2025 Grace Period: 31-Dec-2025
Add Child		Send Claim					



- This will open the child's record at the summary, showing the details carried forward from the previous term.

Home Forms **Funding**

Summary Estimates Actuals Adjustments Eligibility Checker

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Term Start Date	01-Sep-2025	<b>Funding</b>	
Term End Date	19-Dec-2025	Funded Hours Per Week	15.00
No of weeks attended	14.00	Funded Hours for Term	210.00
Nominated for DAF	No		
Eligibility Start Date	24-Mar-2025	<b>Funding Amount @ Provider Rate</b>	<b>£1155.00</b>
Eligibility End Date	15-May-2025	► Child Weightings	<b>£352.80</b>
Grace Period End Date	31-Aug-2025		
Eligibility last checked	02-Apr-2025 17:02:38		
► Provider Total Rate	£5.50	<b>Funding Amount</b>	<b>£1507.80</b>
		<b>Totals</b>	
		Funded Hours Per Week	15.00
		Funded Hours for Term	210.00
		<b>Total Funding (excl. Adj)</b>	<b>£1507.80</b>
		Total amount from Adjustments	£0.00
		Total amount from Pending Adjustments	£0.00
		<b>Total Funding For Term (inc Adj)</b>	<b>£1507.80</b>

Save Cancel \*denotes mandatory fields

- Check the details in each tab in turn, making amendments where necessary (please refer to 7.2 Child Details tab page 28, and 8.3 Child Details tab – 2 year olds page 44):

- Child Details.
- Parent/Carer Details.
- Funding Details.
- Documents.
- Notes.

Summary Child Details Parent / Carer Details Funding Details Documents Notes

- When satisfied that the details are correct, or have been amended, click 'Save'.

Save Cancel

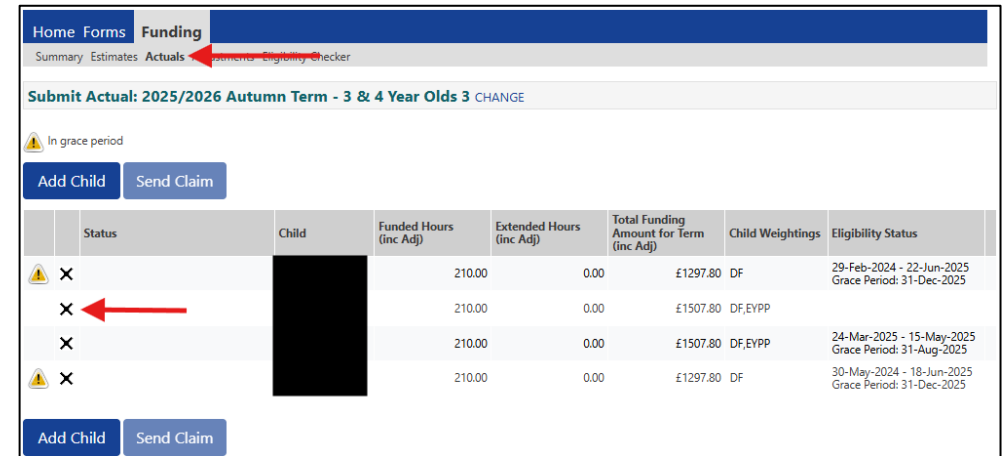
### 11.3. How to delete a child from the Actuals list

Where a child has left the setting in the previous term after the Actual Headcount submissions, their details will be carried forward. The child **MUST** be deleted entirely from the Actuals list, **DO NOT** change the hours to 0.

**Note:** Deletion of a child should only be completed where the child is not claiming any hours in the current funding term. If a child leaves part way through the term after Headcount, **DO NOT** delete them, as this will remove all hours for the term. Where a child leaves part way through the term, please use the Adjustments process. Please refer to 18. Adjustments tab page 74.

#### How to delete a child:

1. In the Actuals tab, click the 'X' next to the child's name.
2. Check the name in the message corresponds to the child you wish to delete.
3. Confirm deletion by clicking 'Yes'.
4. The Status message in the Actuals list will now read 'Awaiting LA Deletion'.
5. When the request has been processed by the Early Years Funding Team, the child will no longer be present on the Actuals list.



Home Forms Funding

Summary Estimates Actuals Adjustments Eligibility Checker

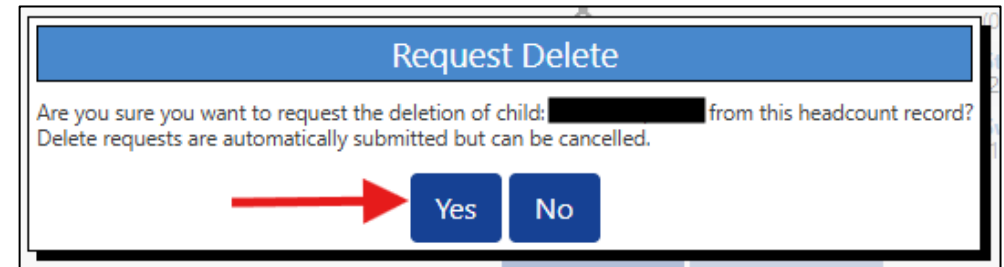
Submit Actual: 2025/2026 Autumn Term - 3 & 4 Year Olds 3 CHANGE

In grace period

Add Child Send Claim

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
DF	[Redacted]	210.00	0.00	£1297.80	DF	29-Feb-2024 - 22-Jun-2025 Grace Period: 31-Dec-2025
X	[Redacted]	210.00	0.00	£1507.80	DF,EYPP	
X	[Redacted]	210.00	0.00	£1507.80	DF,EYPP	24-Mar-2025 - 15-May-2025 Grace Period: 31-Aug-2025
DF	[Redacted]	210.00	0.00	£1297.80	DF	30-May-2024 - 18-Jun-2025 Grace Period: 31-Dec-2025

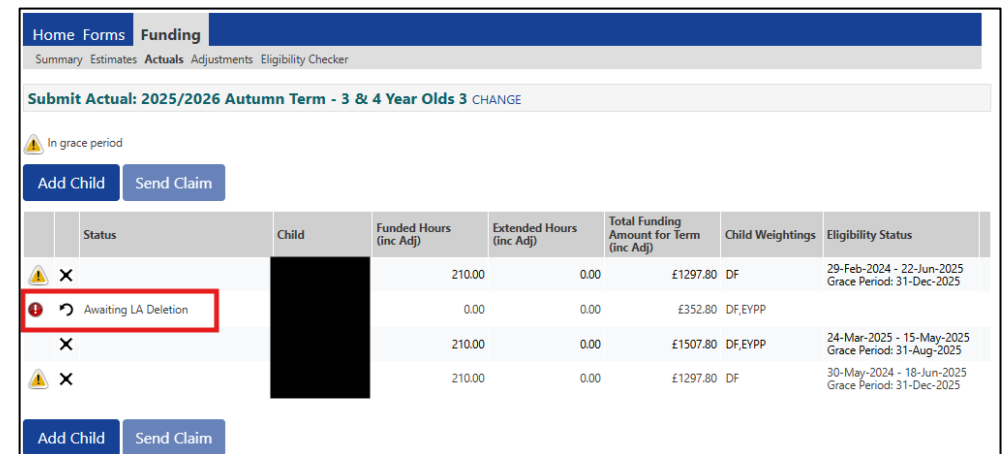
Add Child Send Claim



Request Delete

Are you sure you want to request the deletion of child: [Redacted] from this headcount record?  
Delete requests are automatically submitted but can be cancelled.

Yes No



Home Forms Funding

Summary Estimates Actuals Adjustments Eligibility Checker

Submit Actual: 2025/2026 Autumn Term - 3 & 4 Year Olds 3 CHANGE

In grace period

Add Child Send Claim

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
DF	[Redacted]	210.00	0.00	£1297.80	DF	29-Feb-2024 - 22-Jun-2025 Grace Period: 31-Dec-2025
Awaiting LA Deletion	[Redacted]	0.00	0.00	£352.80	DF,EYPP	
X	[Redacted]	210.00	0.00	£1507.80	DF,EYPP	24-Mar-2025 - 15-May-2025 Grace Period: 31-Aug-2025
DF	[Redacted]	210.00	0.00	£1297.80	DF	30-May-2024 - 18-Jun-2025 Grace Period: 31-Dec-2025

Add Child Send Claim

## 12. Sending the claim

Before a claim has been submitted the status of the saved claim will show as follows:

### New child record:

When a new child record has been saved, the status of the child will show in the Actuals tab list of children as 'New Unsubmitted Child'. A red circle with an exclamation mark will be displayed.

Where more new children are to be added, follow the process set out in the guidance from 7. Making a claim for a new child - 9 months – 2 years old and 3 & 4 year olds page 27, and 8. Making a claim for a new child – 2 year olds page 43.

### Existing child record that has been edited:

When an existing child record has been edited and saved, the status of the child will show in the Actuals tab as 'Unsubmitted Claim'. A red circle with an exclamation mark will be displayed.

Where more existing children are to be checked or amended, please refer to 11.2 How to update and edit the Actuals list page 60.

Submit Actual: 2025/2026 Autumn Term - 3 & 4 Year Olds 3 CHANGE							
Add Child		Send Claim					
	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!	New, Unsubmitted Child		210.00	0.00	£1155.00		
Add Child		Send Claim					

Home Forms Funding							
Summary Estimates Actuals Adjustments Eligibility Checker							
Submit Actual: 2025/2026 Autumn Term - 3 & 4 Year Olds 3 CHANGE							
In grace period							
Add Child		Send Claim					
	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!	X		210.00	0.00	£1297.80	DF	29-Feb-2024 - 22-Jun-2025 Grace Period: 31-Dec-2025
!	Awaiting LA Deletion		0.00	0.00	£352.80	DF,EYPP	
!	Unsubmitted Claim		140.00	0.00	£1122.80	DF,EYPP	24-Mar-2025 - 15-May-2025 Grace Period: 31-Aug-2025
!	X		210.00	0.00	£1297.80	DF	30-May-2024 - 18-Jun-2025 Grace Period: 31-Dec-2025
Add Child		Send Claim					

## Sending the claim:

**This step pushes the claim through to the Early Years Funding Team, if this step is missed, the claim will not be imported to the Local Authority database and will not be processed.**

When satisfied that the Actual Headcount claim is complete and no further amendments are required, or children to be added:

1. Click '**Send Claim**'.

The screenshot shows the 'Funding' page with the 'Actuals' tab selected. A red box highlights the 'Send Claim' button, with a red arrow pointing to it. Below the button is a table with columns: Status, Child, Funded Hours (inc Adj), Extended Hours (inc Adj), Total Funding Amount for Term (inc Adj), Child Weightings, and Eligibility Status. The table contains three rows of data, each with a status icon (yellow triangle with exclamation mark) and a status message. The first row shows 'Awaiting LA Deletion', the second 'Unsubmitted Claim', and the third 'Unsubmitted Claim'. Below the table, the 'Send Claim' button is again highlighted with a red box and an arrow.

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠		210.00	0.00	£1297.80	DF	29-Feb-2024 - 22-Jun-2025 Grace Period: 31-Dec-2025
⚠		0.00	0.00	£352.80	DF,EYPP	
⚠		140.00	0.00	£1122.80	DF,EYPP	24-Mar-2025 - 15-May-2025 Grace Period: 31-Aug-2025
⚠		210.00	0.00	£1297.80	DF	30-May-2024 - 18-Jun-2025 Grace Period: 31-Dec-2025

2. The green tick banner showing the 'Submission Successful' message will be displayed. This is confirmation that the claim for this age range has been submitted.

The screenshot shows the 'Funding' page with the 'Actuals' tab selected. A green banner with a green checkmark icon and the text 'Submission Successful' is displayed. Below the banner is a button labeled 'Submit Actual: 2025/2026 Autumn Term - 3 & 4 Year Olds 3 CHANGE'.

3. The Status message next to an existing child record that has been amended will change to 'Awaiting LA Download'.

The screenshot shows a status message box with a red exclamation mark icon, a circular arrow icon, and the text 'Awaiting LA Download'.

4. The Status message next to a new child record will change to 'New, Awaiting LA Download'.

The screenshot shows a status message box with a red exclamation mark icon, a circular arrow icon, and the text 'New, Awaiting LA Download'.

- When the claim has been accepted by the Early Years Funding Team, the child record in the Actuals list will have no Status message, and a 'X' will be displayed by their name.

**Note:** Changes can be made to the Actual Headcount claim (adding new children or amending existing records) until the submission deadline. If any changes are made, the claim will need to be sent again. Please remember to click 'Send Claim'.

**Note:** If no children have been added, or the existing children in the Actuals list edited, the 'Send Claim' button will not be available.

Please also refer to 13. Unsubmitted claims page 66.

Home Forms Funding

Summary Estimates Actuals Reviews Eligibility Checker

Submit Actual: 2025/2026 Autumn Term - 3 & 4 Year Olds 3 CHANGE

In grace period

Add Child Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	X		210.00	0.00	£1297.80	DF	29-Feb-2024 - 22-Jun-2025 Grace Period: 31-Dec-2025
	X		210.00	0.00	£1507.80	DF,EYPP	
	X		210.00	0.00	£1507.80	DF,EYPP	24-Mar-2025 - 15-May-2025 Grace Period: 31-Aug-2025
	X		210.00	0.00	£1297.80	DF	30-May-2024 - 18-Jun-2025 Grace Period: 31-Dec-2025

Add Child Send Claim

Submit Actual: 2025/2026 Autumn Term - 9 Months - 2 Years Old CHANGE

Add Child Send Claim

Add Child Send Claim

### 13. Unsubmitted claims

If the claim has not been submitted, it will not be processed by the Early Years Funding Team, and funding will not be paid.

Where a claim is unsubmitted, a red circle with an exclamation mark will be displayed next to the unsubmitted age range when selecting the year and term.

A red circle with an exclamation mark will also be displayed next to the child's name in the Actuals tab.

A notification will also be present in the Home tab.

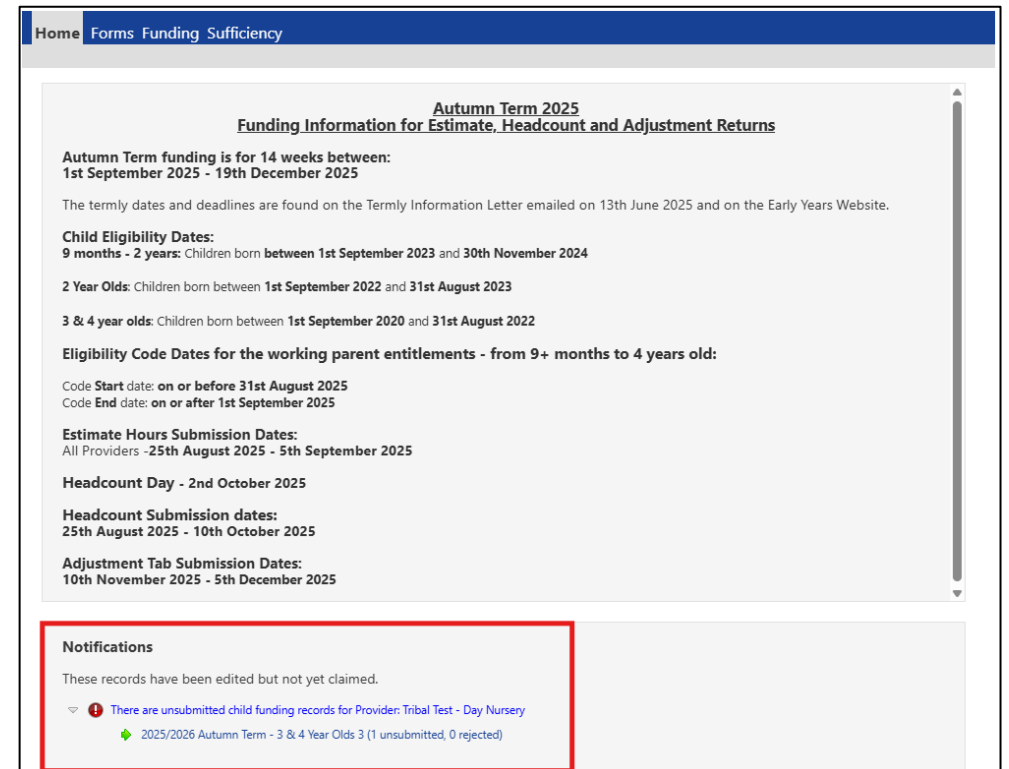
If the submission deadline for the Actual Headcount has passed, and a claim remains unsubmitted, when the Adjustment tab opens for submissions the child(ren) that were unsubmitted will need to be deleted from the Actual list, and added as a new entry using the Adjustment process.

Please refer to number 18.8 Unsubmitted Actual Headcount claims page 92.



Actuals Head Count Records for 2025/2026 - Autumn Term		
2025/2026	Funding Type	Office use only
Autumn Term Submission Period: 10-Jun-2025 to 17-Oct-2025		Ready To Process   Processed
	2 Year Olds	
	3 & 4 Year Olds 3	
	9 Months - 2 Years Old	

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
		New, Unsubmitted Child	140.00	0.00	£770.00		



**Autumn Term 2025**  
**Funding Information for Estimate, Headcount and Adjustment Returns**

Autumn Term funding is for 14 weeks between:  
1st September 2025 - 19th December 2025

The termly dates and deadlines are found on the Termly Information Letter emailed on 13th June 2025 and on the Early Years Website.

**Child Eligibility Dates:**  
9 months - 2 years: Children born between 1st September 2023 and 30th November 2024  
2 Year Olds: Children born between 1st September 2022 and 31st August 2023  
3 & 4 year olds: Children born between 1st September 2020 and 31st August 2022

**Eligibility Code Dates for the working parent entitlements - from 9+ months to 4 years old:**  
Code Start date: on or before 31st August 2025  
Code End date: on or after 1st September 2025

**Estimate Hours Submission Dates:**  
All Providers - 25th August 2025 - 5th September 2025

**Headcount Day - 2nd October 2025**

**Headcount Submission dates:**  
25th August 2025 - 10th October 2025

**Adjustment Tab Submission Dates:**  
10th November 2025 - 5th December 2025

**Notifications**  
These records have been edited but not yet claimed.  
There are unsubmitted child funding records for Provider: Tribal Test - Day Nursery  
2025/2026 Autumn Term - 3 & 4 Year Olds 3 (1 unsubmitted, 0 rejected)



## 14. Checking the claim after the Actual Headcount

**It is very important that any errors or required changes are highlighted to the Early Years Funding Team in the current term as we will not be able to make an Adjustment once the term has ended.**

**It is the responsibility of the provider to ensure the accuracy of the Actual Headcount claim following submission.**

### Checking the claim after the Actual headcount submission:

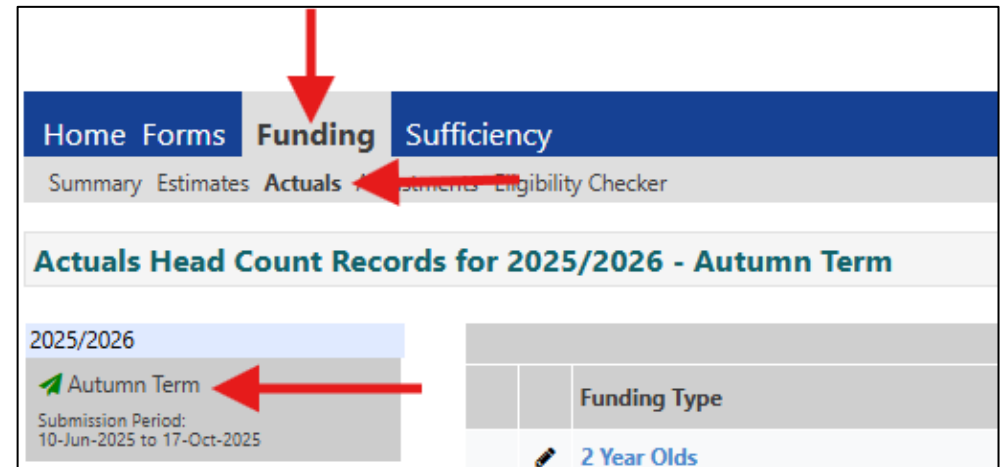
1. Log onto the Provider Portal.
2. Select 'Funding'.
3. Select 'Actuals'.
4. Select the appropriate year and term.

**Note:** A green arrow symbol  will be visible if the term is open for submission. If the deadline for submissions has passed, a red 'no entry'  will be visible.

5. Check the Actuals list for each age range, ensuring that is it complete, the hours being claimed are correct, and that it has been submitted.


If the term is open for submissions and changes are required, please refer to 11.2 How to update and edit the Actuals list page 60 onwards.

If the term is closed (deadline for submission has passed) changes cannot be made to the Actuals list. Changes can be made when the Adjustment tab opens for submissions. Please refer to 18. Adjustment tab page 74.



Home	Forms	Funding	Sufficiency
Summary	Estimates	Actuals	Adjustments - Eligibility Checker

### Actuals Head Count Records for 2025/2026 - Autumn Term

2025/2026	Autumn Term	Submission Period: 10-Jun-2025 to 17-Oct-2025	Funding Type
			2 Year Olds

6. Check the Child Weightings column in the Actuals list for EYPP.

If the setting has made a claim for Early Years Pupil Premium (EYPP) this will show in the weightings column if the child is eligible. If EYPP has not been added as expected, please contact the Early Years Funding Team on [eyfunding@warwickshire.gov.uk](mailto:eyfunding@warwickshire.gov.uk) or [childminderfunding@warwickshire.gov.uk](mailto:childminderfunding@warwickshire.gov.uk).

Deprivation Factor (DF) will also show in the weightings column. This is automatically added where a child's postcode falls within the 30% most deprived areas as identified by the IDACI scale.

Home Forms Funding							
Summary Estimates Actuals Adjustments Eligibility Checker							
Submit Actual: 2025/2026 Autumn Term - 3 & 4 Year Olds 3 CHANGE							
In grace period							
Add Child		Send Claim					
	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠	×		210.00	0.00	£1297.80	DF	29-Feb-2024 - 22-Jun-2025 Grace Period: 31-Dec-2025
	×		210.00	0.00	£1507.80	DF,EYPP	
	×		210.00	0.00	£1507.80	DF,EYPP	24-Mar-2025 - 15-May-2025 Grace Period: 31-Aug-2025
⚠	×		210.00	0.00	£1297.80	DF	30-May-2024 - 18-Jun-2025 Grace Period: 31-Dec-2025
Add Child		Send Claim					

## 15. Child Summary tab

Within each child's funding record the Summary tab shows a breakdown of the hours claimed, and funding received for the individual child.

Where weightings (EYPP and/or DF) have been added, a black triangle will be present next to 'Child Weightings', which when clicked will drop down to show the individual weightings that have been added.

Home Forms **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Term Start Date 01-Sep-2025  
Term End Date 19-Dec-2025  
No of weeks attended 14.00  
Nominated for DAF No

Eligibility Start Date 24-Mar-2025  
Eligibility End Date 15-May-2025  
Grace Period End Date 31-Aug-2025  
Eligibility last checked 02-Apr-2025 17:02:38

► Provider Total Rate £5.50

**Funding**

Funded Hours Per Week 10.00  
Funded Hours for Term 140.00

Funding Amount @ Provider Rate £770.00  
▼ Child Weightings £352.80  
Deprivation Factor (£0.68) £142.80  
Early Years Pupil Premium (£1.00) on 210.00 hours £210.00

Funding Amount £1122.80

**Totals**

Funded Hours Per Week 10.00  
Funded Hours for Term 140.00  
Total Funding (excl. Adj) £1122.80  
Total amount from Adjustments £0.00  
Total amount from Pending Adjustments £0.00

Total Funding For Term (inc Adj) £1122.80

Save Cancel \*denotes mandatory fields

Where Adjustments have been added and paid, they will be included in the 'Total amount from Adjustments' line.

Where a claim for DAF has been made, the payment for DAF will show as an Adjustment.

If the claim has not been accepted because proof of DLA award has not been uploaded via the Documents tab (please refer to 9. Documents tab page 56) the amount will show in the 'Total amount from Pending Adjustments' line.

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Term Start Date 01-Apr-2025  
Term End Date 21-Jul-2025  
No of weeks attended 13.00  
Nominated for DAF Yes

► Provider Total Rate £5.50

**Funding**

Funded Hours Per Week 15.00  
Funded Hours for Term 195.00

Funding Amount @ Provider Rate £1072.50  
► Child Weightings £195.00

Funding Amount £1267.50

**Totals**

Funded Hours Per Week 15.00  
Funded Hours for Term 195.00  
Total Funding (excl. Adj) £1267.50  
Total amount from Adjustments £938.00  
Total amount from Pending Adjustments £0.00

Total Funding For Term (inc Adj) £2205.50

Close \*denotes mandatory fields

## 16. Eligibility Codes in their Grace Period

Where a Working Parent Eligibility Code has been funded in the previous term and the child's details have been carried forward, if the validity end date of the code has passed and the code has fallen into the Grace Period, this will be indicated by a yellow warning triangle. ⚠️

The yellow warning triangle ⚠️ will be present at the top of the page when the Actuals List is selected, as well as by the child's name.

The warning triangle is to alert the setting to codes with expired validity end dates and show when the grace period is due to end.

This should be used as a prompt to remind the parent to reconfirm their eligibility via their Government Gateway account, to ensure that the code remains valid and will be eligible for funding at the start of the following term.

The dates of the code (Start date, End date and Grace Period end date) can be found in the 'Eligibility Status' column in the Actuals list.

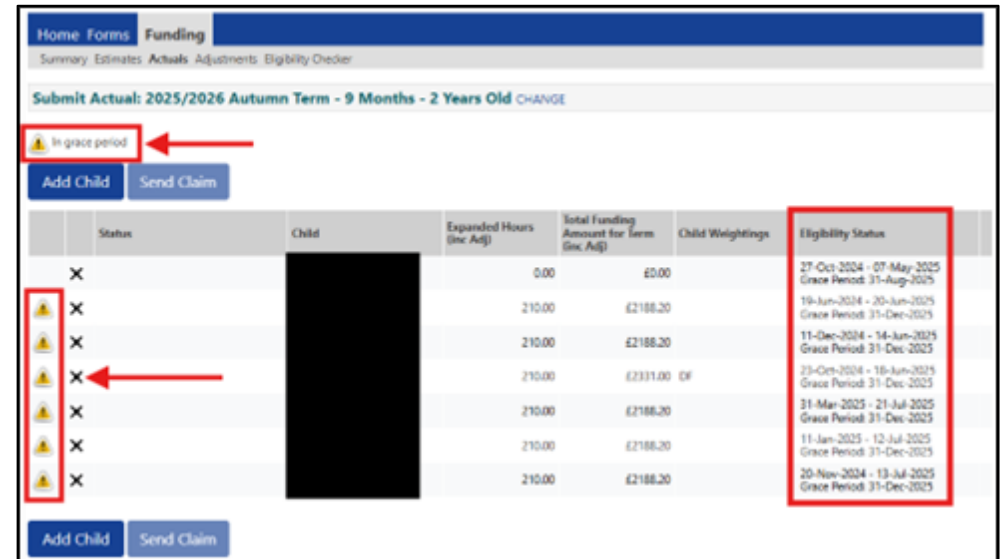
Details of the code can also be found in the Summary tab within the individual child's record. If the code is in the Grace period, the warning triangle will be present with the message 'Child is in grace period'.

**Note: The Eligibility Code dates are updated in the provider portal:**

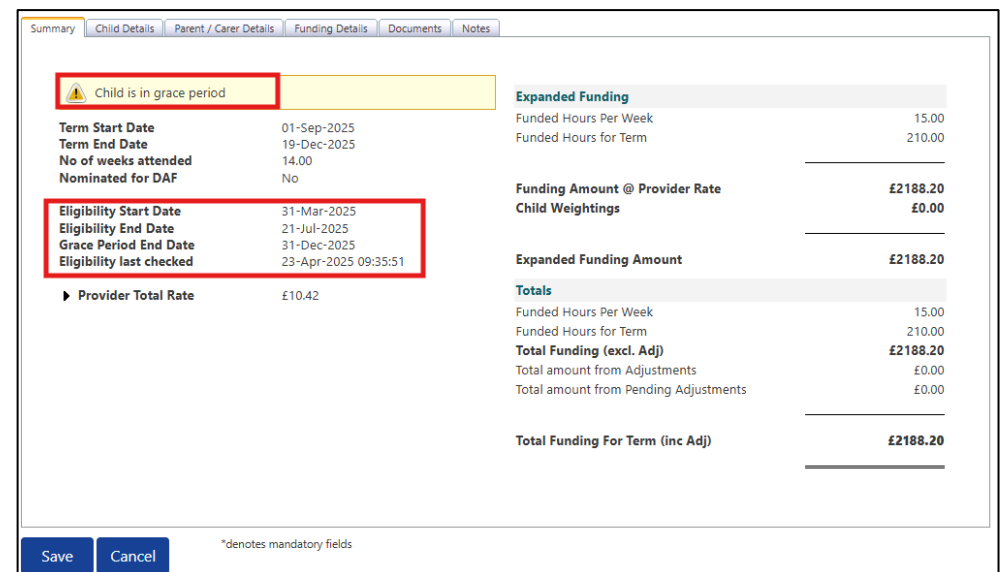
- When the funding office audit Eligibility Codes. This takes place 3 times each term; in the first week, around half term and towards the end of term.
- When the provider portal is open for submissions, and the 'Check Eligibility Code' within the Funding Details tab is clicked.

When the provider portal is closed for submissions, the details in the child record are 'frozen' at that point. To check the most up to date details of the code, perform a check using the Eligibility Checker (please refer to 4. Eligibility Checker tab page 15).

**Note: Performing an eligibility check using the Eligibility Checker tab will NOT update the details held within the child's record.**



Status	Child	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		0.00	£0.00		27-Oct-2024 - 07-May-2025 Grace Period: 31-Aug-2025
X		210.00	£2188.20		19-Jun-2024 - 20-Jun-2025 Grace Period: 31-Dec-2025
X		210.00	£2188.20		11-Dec-2024 - 14-Jun-2025 Grace Period: 31-Dec-2025
X		210.00	£2311.00	0%	23-Oct-2024 - 18-Jun-2025 Grace Period: 31-Dec-2025
X		210.00	£2188.20		31-Mar-2025 - 21-Jul-2025 Grace Period: 31-Dec-2025
X		210.00	£2188.20		11-Jan-2025 - 12-Jul-2025 Grace Period: 31-Dec-2025
X		210.00	£2188.20		20-Nov-2024 - 13-Jul-2025 Grace Period: 31-Dec-2025



Summary		Expanded Funding	
<b>Child is in grace period</b>		Funded Hours Per Week	15.00
Term Start Date	01-Sep-2025	Funded Hours for Term	210.00
Term End Date	19-Dec-2025		
No of weeks attended	14.00	Funding Amount @ Provider Rate	£2188.20
Nominated for DAF	No	Child Weightings	£0.00
Eligibility Start Date	31-Mar-2025	Expanded Funding Amount	£2188.20
Eligibility End Date	21-Jul-2025	Totals	
Grace Period End Date	31-Dec-2025	Funded Hours Per Week	15.00
Eligibility last checked	23-Apr-2025 09:35:51	Funded Hours for Term	210.00
Provider Total Rate	£10.42	Total Funding (excl. Adj)	£2188.20
		Total amount from Adjustments	£0.00
		Total amount from Pending Adjustments	£0.00
		Total Funding For Term (inc Adj)	£2188.20

## 17. Summary tab

The Summary tab shows the Provider's financial information about the funding they are due to receive, or have already received, for the Early Years Funding Entitlements.

The Summary tab in each age range will show the information for that age range.

The Summary tab is split into Estimate (left) and Actuals (right).

### Indicative Funding Information

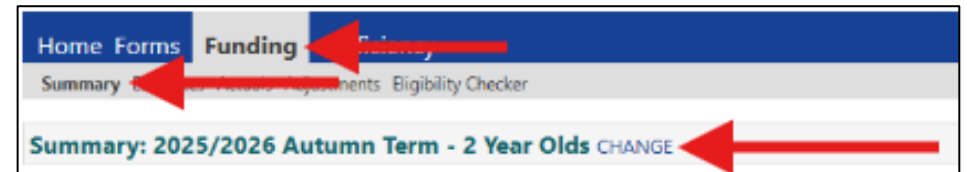
Indicative Funding Information for the forthcoming year can be taken from the previous year's funding, from each term's Summary tab.

It is therefore important that the setting is aware of and understands these figures to help forecast their funding.

**Note: Make a diary note to view the Summary tab on a termly basis (preferably 2 weeks after the Actual Headcount deadline date) to check the funding due to be paid to the setting and how it is broken down.**

### To access the Summary tab:

1. Select 'Funding'.
2. Select 'Summary'.
3. (To change the age range you wish to view, select 'Change'.)



## Understanding the Summary tab: Estimates

1. Term Length (Weeks): Number of funded weeks in the term.
2. Provider Rate applied: Hourly rate for this age range.
3. Hours per week: Total number of hours per week an Estimate claim has been made for.
4. Term Funding Amount: Term Length x Provider Rate x Hours Per Week = Estimated amount of funding for the term.
5. Interim %: Percentage of the Term Funding Amount that will be paid at interim.
6. Interim Amount Payable: How much will be paid in total at interim. 70% of Term Funding Amount.
7. Total Interim Amount Paid to Date: Amount that has been paid at interim up to this point in the term. **Childminders only:** when interim payments have been made, a black triangle will be displayed, which when clicked, will show the date and amount of these payments.
8. Interim Amount Payable Balance: How much is still to be paid at interim.

**Note: The following two rows are applicable to Childminders only, due to monthly payments:**

9. Number of Payments Due: How many payments the interim will be split into this term, and how many payments are still to be made. In this example, 3 payments out of the 3 payments due are still to be made.
10. Next Payment Amount Due: Amount that will be paid at the next interim payment.

Home Forms Funding Sufficiency	
Summary Estimates Actuals Adjustments Eligibility Checker	
<b>Summary: 2025/2026 Autumn Term - 2 Year Olds</b> <a href="#">CHANGE</a>	
<b>Estimates</b>	
Term Length (Weeks)	14.00
▶ Provider Rate applied	£7.66
<b>Estimate Funding</b>	
Hours Per Week	25.00
<b>Term Funding Amount</b>	<b>£2681.00</b>
Interim %	70.00%
<b>Interim Amount Payable</b>	<b>£1876.70</b>
<hr/>	
<b>Total Interim Amount Paid to Date (before Adj)</b>	<b>£0.00</b>
<hr/>	
<b>Interim Amount Payable Balance</b>	<b>£1876.70</b>
<hr/>	
Number of Payments Due	3 / 3
<b>Next Payment Amount Due (before Adj)</b>	<b>£625.57</b>
Fully Processed	No

### Understanding the Summary tab: Actuals

1. Term Length (Weeks) Term Time: Number of funded weeks in the term.
2. Provider Rate applied to child funding: Hourly rate for this age range.
3. Each funding type then shows:
  - a. Funded Hours for Term: Total number of hours claimed for at the Actual Headcount for this funding type.
  - b. Funding Amount @ Provider Rate: Funded Hours x Provider Rate = Amount paid for this funding type based on the hours claimed.
  - c. Child Weightings Total: Additional weightings added to this funding type. (When the arrow is clicked, the drop down will display the number of children, and the type of weighting applied).
  - d. Funding amount: Total amount of funding for this funding type.

**Note: Headings refer to the funding type. This example, 3 & 4 year old funding: 'Funding' (Universal) and 'Extended Funding' (Working Parent Entitlement). 2 year old funding headings: 'Funding' (2Help – additional support) and 'Expanded Funding' (Working Parent Entitlement). 9 months – 2 years heading: 'Expanded Funding' (Working Parent Entitlement).**

4. Totals: Sum of the funding types above.
5. Term Funding Amount: Total amount of funding (hours and weightings for all funding types in this age range) for the term.
6. Interim Amount Paid: Amount already paid to the provider at interim (see page 72).
7. Term Funding Balance: Term Funding Amount – Interim Amount Paid = Balance due at Actual payment.

8. Adjustments Paid with Final Payment: Amount of adjustments to be added to/deducted from the Actual payment.
9. Actual Amount Paid: The amount paid to the provider at Actual (final) payment.

Rate x Hours may not equal Totals as rounding is applied per child.  
The totals shown are the sum of the funding amounts per child.

Actuals	
Term Length (Weeks) Term Time	13.00
▶ Provider Rate applied to child funding	£5.50
Funding	
Funded Hours for Term	5040.00
Funding Amount @ Provider Rate	£27720.00
▼ Child Weightings Total	£132.60
1 child with Deprivation Factor (£0.68)	£132.60
<b>Funding Amount</b>	<b>£27852.60</b>
Extended Funding	
Funded Hours for Term	1957.00
Funding Amount @ Provider Rate	£10763.50
▼ Child Weightings Total	£132.60
1 child with Deprivation Factor (£0.68)	£132.60
<b>Extended Funding Amount</b>	<b>£10896.10</b>
Totals	
Funded Hours for Term	6997.00
Funding Amount @ Provider Rate	£38483.50
Child Weightings	£265.20
<b>Term Funding Amount</b>	<b>£38748.70</b>
Interim Amount Paid (before Adj)	£25675.65
<b>Term Funding Amount Balance</b>	<b>£13073.05</b>
Adjustments Paid with Final Payment	£0.00
<b>Actual Amount Paid (Inc. Adj)</b>	<b>£13073.05</b>

## 18. Adjustments tab

The Adjustments process must be used to make any changes to the funding claim after the Headcount submission period has closed.

### **Corrections to your Headcount:**

- Children who should have been deleted from your Actual Headcount.
- Children missed off the Actual Headcount claim.
- To amend incorrect hours entered onto the Actual Headcount claim.

### **Specified categories where adjustments can be made after the Headcount:**

- A house move into the area for the child or parent.
- If the child's primary carer changes, resulting in the need to change setting.
- Where a sibling moves school and the child needs to move to attend adjacent/nearby nursery provision.
- Military family posted in / out of the area.
- Child protection and safeguarding reasons.
- Where the child has not previously taken up a place and is a new starter eligible for funding.
- Family requirements change and funded hours need to be increased e.g. a change in working patterns.

**Note: Where a child has moved settings within Warwickshire before or after Headcount and funding has been claimed at another provider, providers should make arrangements between themselves to add adjustments to the Adjustments tab on the Provider Portal for the proportion of funding to be transferred for the remainder of the term. There is no obligation to transfer funds, however where this is agreed between providers the process **MUST** be undertaken via the Synergy system Adjustments tab.**

Please refer to Section 2.3.8 page 24, of the Requirements of Early Years Entitlements Funding 2025 for details of the adjustment criteria available on the website: [Early Education Funding Entitlements – Education and Early Years providers](#)

## 18.1 How to access the Adjustments tab

Providers are notified of the opening date of the Adjustments tab in the Termly Information Letter.

1. Select 'Funding'.
2. Select 'Adjustments'.
3. Select the appropriate year and term
4. Select the age range you wish to enter an adjustment claim for.

Adjustments can only be entered during the Adjustment period, and when the pen symbol is showing next to the age range.

If a tick is showing in the 'Ready to Process' column, and a book symbol is left of the 'Funding Type' you will not be able to enter an adjustment. Please wait until the pen symbol is showing as above.

If the Adjustment tab is not open for submissions, a blue information banner will be present, and no children will be listed.

Home Forms **Funding** Sufficiency  
Summary Estimates Actuals **Adjustments** Eligibility Checker

**Adjustments Head Count Records for 2025/2026 - Autumn Term**

2025/2026  
Autumn Term  
Submission Period: 10-Jun-2025 to 05-Dec-2025

Funding Type	Ready To Process	Processed
2 Year Olds		
3 & 4 Year Olds 3		

		Actuals (Office use only)		
Funding Type		Ready To Process	Processed	Editable
2 Year Olds		✓		
3 & 4 Year Olds 3		✓	✓	

		Actuals (Office use only)		
Funding Type		Ready To Process	Processed	Editable
2 Year Olds		✓		
3 & 4 Year Olds 3		✓	✓	

Home Forms **Funding** Sufficiency  
Summary Estimates Actuals **Adjustments** Eligibility Checker

To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab. To add a new child, click on the add child box below and complete all the details in every tab and click save. When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed.

**View Adjustments: 2025/2026 Autumn Term - 3 & 4 Year Olds 3** CHANGE

Please email the Authority to request changes to the adjustments.

Adjustments can be entered until the deadline date as advised in the Termly Information Letter.

Adjustment payments will be made separately as an Adjustment payment at the end of term.

**Note: Childminders only – where the Adjustment deadline falls before the processing of the Actual payment in the final month of term, Adjustments will be paid with the Actual payment.**

**Note: If the Actual payments have to be processed prior to the Adjustment tab opening, the Actual payment will show as 'Paid' in the Summary. This may not correspond to the Final Payment date notified in the Termly Information Letter and the date funds will arrive in your bank account, due to the timescales of processing the payments in WCC's financial system.**

## 18.2 How to add an Adjustment

Select the age range you wish to make an adjustment for.

The Adjustments page will display the same information as the Actuals, i.e., the list of children present on the claim.

**Note: Please enter Adjustment claims as soon as possible when the Adjustment tab opens, to allow time for processing, and in the event the claim is rejected. Please refer to 18.7 Rejected Adjustment claims page 90.**

### 18.2.1 Adding a NEW child to Adjustments

To add a child that has been missed from the Headcount or a new child that has started after the Headcount period for a permitted reason, but who has **not** been funded elsewhere for the term.

1. Select 'Add Child'. Please refer to 7.1 How to add a new child page 27, 8.1 How to add a new child – 2Help page 41, and 8.2 How to add a new child – Working Parent Entitlement page 43 as the process for adding a new child is the same.
2. Complete each tab using the same process for adding a new child to the Actual Headcount:
  - Child Details tab (please refer to 7.2 Child Details tab page 28, and 8.3 Child Details tab – 2 year olds page 44).
  - Parent/Carer Details tab (please refer to 7.3 Parent/Carer Details tab page 30, and 8.4 Parent/Carer Details tab – 2 year olds page 46).

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

To change hours, click on the child's name highlighted in blue and enter the details on the Pending Adjustments tab. To add a new child, click on the Add Child box below and complete the details in every tab, then click on Save. When all adjustments have been added, click on the Send Claim box. If successful a 'green tick' confirmation will be displayed. Information on how to enter a claim is found in the Access Synergy FTS Provider Portal Guidance on the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements>

Submit Adjustments: 2025/2026 Autumn Term - 2 Years Old CHANGE

Add Child

Status	Child	Pending Adj Hours	Pending Extended Adj Hours	Expanded Hours (Inc Adj)	Total Funding Amount for Term (Inc Adj)	Eligibility Status
		0.00	0.00	210.00	£2331.00	13-Dec-2024 - 08-Nov-2025 Grace Period 31-Mar-2025

Add Child

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab. To add a new child, click on the add child box below and complete all the details in every tab and click save. When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed.

Submit Adjustments: 2025/2026 Autumn Term - 2 Year Olds CHANGE

In grace period

Add Child Enter EY Voucher

Status	Child	Pending Adj Hours	Pending Extended Adj Hours	Funded Hours (Inc Adj)	Expanded Hours (Inc Adj)	Total Funding Amount for Term (Inc Adj)	Eligibility Status
		0.00	0.00	0.00	210.00	£1606.60	21-Jul-2024 - 09-Jul-2025 Grace Period 31-Dec-2025

Add Child Enter EY Voucher

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

To change hours, click on the child's name highlighted in blue and enter the details on the Pending Adjustments tab. To add a new child, click on the Add Child box below and complete the details in every tab, then click on Save. When all adjustments have been added, click on the Send Claim box. If successful a 'green tick' confirmation will be displayed. Information on how to enter a claim is found in the Access Synergy FTS Provider Portal Guidance on the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements>

Submit Adjustments: 2025/2026 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child

Status	Child	Pending Adj Hours	Pending Extended Adj Hours	Funded Hours (Inc Adj)	Extended Hours (Inc Adj)	Total Funding Amount for Term (Inc Adj)	Eligibility Status
		0.00	0.00	126.00	0.00	£693.00	16-Jan-2025 - 14-Apr-2025 Grace Period 31-Aug-2025

Add Child

• **Funding Details tab.** You can only complete the following fields:

- ✓ Start Date and End Date - either by clicking on the blue 'Default Term Dates' button or by manually entering the child's attending dates.
- ✓ Attends Two Days or More – where applicable.
- ✓ Nominated for DAF – tick 'Yes' or 'No' as applicable. Please refer to 18.5 Updating an existing funding record for DAF and/or EYPP page 86.
- ✓ 2 year olds – Where parents have provided their Surname, DOB, and NI number, a check for 2Help (additional support) should be made.
- ✓ Eligibility Code – Enter the 11 digit Working Parent Entitlement eligibility code where applicable, and click the blue 'Check Eligibility Code' button to perform an ECS check.
- ✓ Attendance Days – Select 'Yes' or 'No' to indicate the child's attending days.
- ✓ Census Information – Enter 38 weeks.

**Note:** As the Actual Headcount submission period has closed, not all of the boxes in the Funding Details tab will be editable. Text will NOT be able to be entered into:

- ✗ **Weeks Attended in Term,**
- ✗ **Expanded/Funded/Extended Funded Hours per Week, and**
- ✗ **Non-Funded Hours.**

**These details must be entered into the Pending Adjustments tab, please refer to 18.4 Pending Adjustments tab page 81.**

- Documents tab (please refer to 9. Documents tab page 56). Please also refer to 18.5 Updating an existing funding record for DAF and/or EYPP page 86.
- Pending Adjustments tab – please refer to 18.4 Pending Adjustments tab page 81 onwards for further details.
- Notes tab (please refer to 10. Notes tab page 58).

**Funding Details**

Start Date\* 02-Sep-2025  
End Date\* 19-Dec-2025  
Default Term Dates  
Weeks Attended in Term\*   
Present during Census ☐  
Attends Two Days or More ☐  
Nominated for DAF\* ☐ Yes ☒ No

**Funded Hours per Week**  
Hours\*   
**Extended Funded Hours per Week**  
Eligible for Extended Hours ☒  
Eligibility Code   
Click to check eligibility for Working Family funding   
Extended Hours\*   
**Total Funded Hours per Week**  
Total Funded:

**Attendance Days**

Attends Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No
Attends Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No
Attends Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No
Attends Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No
Attends Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No
Attends Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No
Attends Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Non-Funded Hours per Week**  
Non-Funded Hours\*

**Census Information**  
Funded Entitlement Weeks   
Extended Entitlement Weeks   
Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

**Maximum Values Allowed:**

Number of Weeks:	14.00
Funded Weekly Hours:	15.00
Funded Termly Hours:	210.00
Funded Yearly Hours:	570.00
Extended Weekly Hours:	30.00
Extended Termly Hours:	210.00
Extended Yearly Hours:	1140.00

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

### 18.2.2 How to change an existing claim

The Adjustment process can be used to amend incorrect hours added to the Actual Headcount claim, or where there has been an increase or decrease in the child's attending hours after the Headcount period.

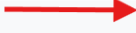
1. In the Adjustments tab, click on the child's name.
2. This will open the child's record to the Pending Adjustments tab.
3. BEFORE entering any details into the Pending Adjustments tab, **please check** the Funding Details tab, to confirm the details of the claim at Actual Headcount are as expected.

**Note: Both the 'Weeks Attended in Term' and the 'Expanded/Funded/Extended Funded Hours per Week' fields will not be editable in the Funding Details tab.**

4. When the details have been confirmed in the Funding Details tab, select the Pending Adjustments tab.

Submit Adjustments: 2025/2026 Autumn Term - 9 Months - 2 Years Old [CHANGE](#)

[Add Child](#) [Send Claim](#)

Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	 (18-Feb-2024)	0.00	0.00	210.00	£2331.00	13-Dec-2024 - 08-Nov-2025 Grace Period: 31-Mar-2026

[Add Child](#) [Send Claim](#)

## 18.4 Pending Adjustments tab

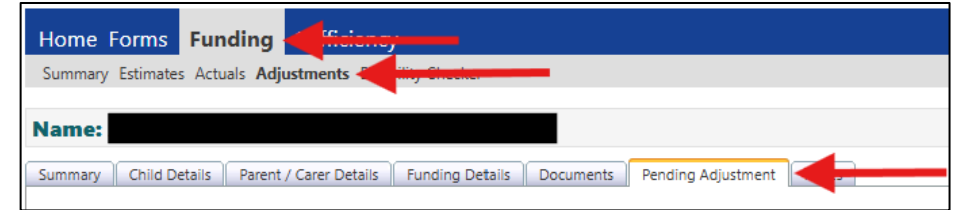
As the Actual Headcount has closed before the Adjustment tab is opened for submissions, the 'Weeks Attended in Term' for the 'Expanded/Funded/Extended Funded Hours per Week' fields will not be editable in the Funding Details tab. Please refer to page 78 and 79.


The hours to be claimed at Adjustment are to be entered into the Pending Adjustments tab.

### How to calculate the number of hours to enter:

- Adjustments are claimed as the total number of hours and NOT weekly hours. Calculate the number of weeks to be claimed – e.g., child started at setting on 10.11.25. There are 6 funded weeks remaining in term.
- Multiply this by the number of hours per week to be claimed – e.g., 15 hours per week.
- Total number of hours to be claimed: 6 weeks x 15 hours = 90.

**Note:** The Adjustment process is for **CHANGES** to the Actual Headcount. Where hours are to be added to or removed from an existing Actual Headcount claim the hours to be entered into the Pending Adjustment tab are the change in hours, **NOT** the new termly total.



 Enter the total number of hours to be adjusted (weekly hours x number of weeks remaining). The number of funded weeks for the term and term dates are found on the Home page. Example: Number of weekly hours to add/deduct = 15 Number of weeks from the adjustment start date to the end of the term = 6 Number of Hours to enter 15 x 6 = 90 To add hours select More Hours To remove hours select Less Hours

**Example:**

**An increase in hours after Headcount – Autumn Term.**

- Child's claim at Actual Headcount was 10 hours per week 2Help.
- From 10.11.25 child increased to 15 hours per week due to parent working increased hours.
- 6 weeks funding remaining from 10.11.25 to end of term.
- 6 weeks x 5 hours = 30 hours more to be added as an Adjustment.

**Example:**

**A decrease in hours after Headcount – Autumn Term.**

- Child's claim at Actual Headcount was 30 hours per week Working Parent Entitlement for 2 year olds.
- Child left the setting for another Warwickshire setting due to moving house on 17.10.25. Settings have agreed to enter corresponding Adjustments.
- 7 weeks funding remaining.
- 7 weeks x 30 hours = 210 hours less to be added as an Adjustment.

**Note: An Adjustment is NOT required if the child's regular booked pattern of attendance is decreasing after Headcount. Hours are paid for the whole term based on the child's attendance at Headcount, unless you have agreed to change the hours with another Early Years provider in Warwickshire or the child will be claiming funding at another setting outside of Warwickshire.**

**Note: Please ensure that the correct funding type is being adjusted.**

### 9 months – 2 years old

- Expanded Pending Adjustment – Working Parent Entitlement.

### 2 year olds

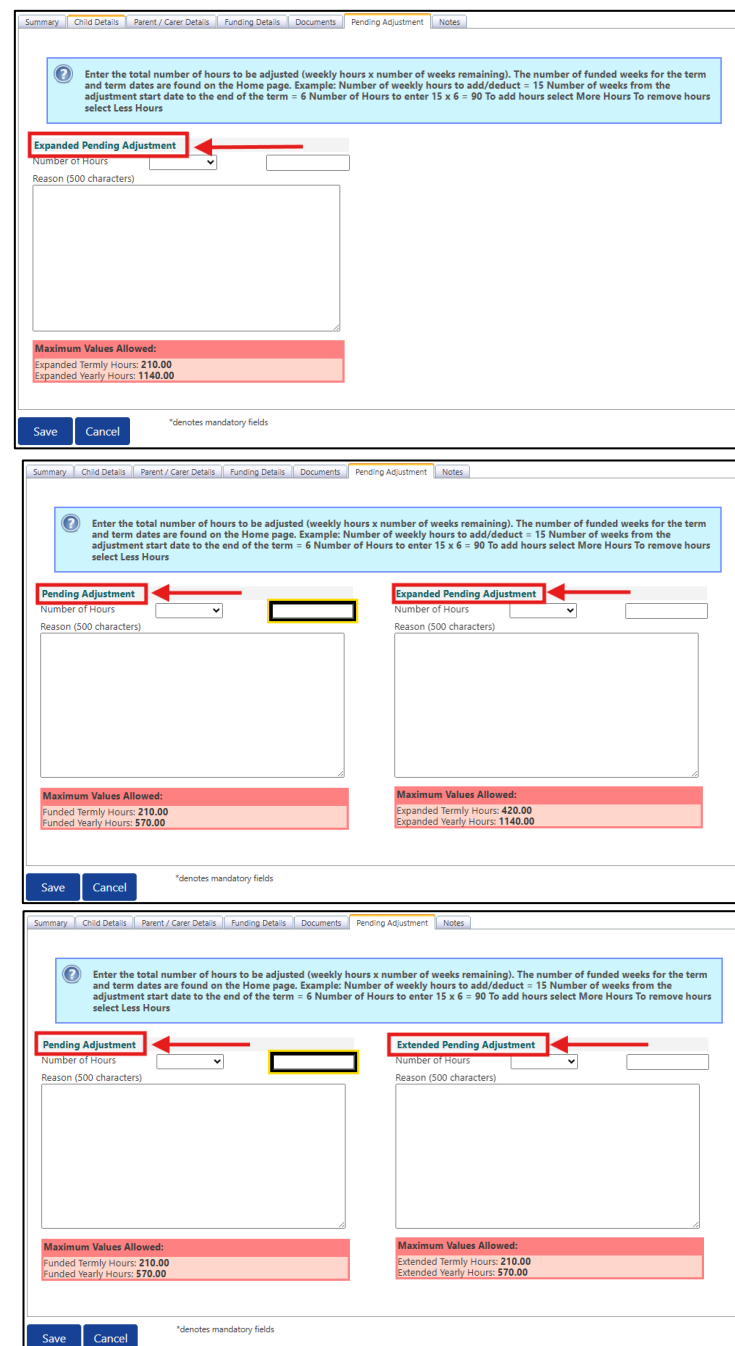
- Pending Adjustment (Left column) – 2Help (additional support).
- Expanded Pending Adjustment (Right column) – Working Parent Entitlement.

### 3 & 4 year olds

- Pending Adjustment (Left column) – Universal Entitlement.
- Extended Pending Adjustment (Right column) – Working Parent Entitlement.

**Note: There may be some cases where a child is eligible for both 2Help (additional support) and the Working Parent Entitlement. In these circumstances, 2Help hours should be used first. Please ensure the correct funding type is being adjusted.**

**Note: Where a child splits their entitlement between two settings, the type of funding should be claimed as shown in the completed Parental Declaration Form (PDF). Please refer to Splitting funding between one or more settings page 36 and 52.**



The screenshots show the 'Pending Adjustment' form for different age groups. Each form has a 'Number of Hours' dropdown, a 'Reason (500 characters)' text area, and a 'Maximum Values Allowed' summary box. Red arrows point to the 'Expanded Pending Adjustment' dropdown in the first screenshot, and to the 'Pending Adjustment' and 'Extended Pending Adjustment' dropdowns in the second and third screenshots respectively.

**Maximum Values Allowed:**  
Expanded Termly Hours: 210.00  
Expanded Yearly Hours: 1140.00

**Maximum Values Allowed:**  
Funded Termly Hours: 210.00  
Funded Yearly Hours: 570.00

**Maximum Values Allowed:**  
Expanded Termly Hours: 420.00  
Expanded Yearly Hours: 1140.00

**Maximum Values Allowed:**  
Funded Termly Hours: 210.00  
Funded Yearly Hours: 570.00

**Maximum Values Allowed:**  
Extended Termly Hours: 210.00  
Extended Yearly Hours: 570.00

## Completing the Pending Adjustments tab

Ensure the details are being added to the correct funding type.

1. Number of Hours – Select 'More' from the drop down options to add more hours to the claim. Select 'Less' from the drop down options to reduce the claim. For a new child this will always be 'more'.
2. Type the **total** (not weekly) number of hours to be added/removed into the adjacent box.
3. Enter a reason into the 'Reason' box. **This must be fully completed.** Please refer to Section 2.3.8 page 24, of the Requirements of Early Years Entitlements Funding 2025 for details of the accepted adjustment criteria.
4. Enter the calculation for the Adjustment: (Number of hours per week) x (Number of funded weeks remaining in term) = (Total number of hours to be adjusted).

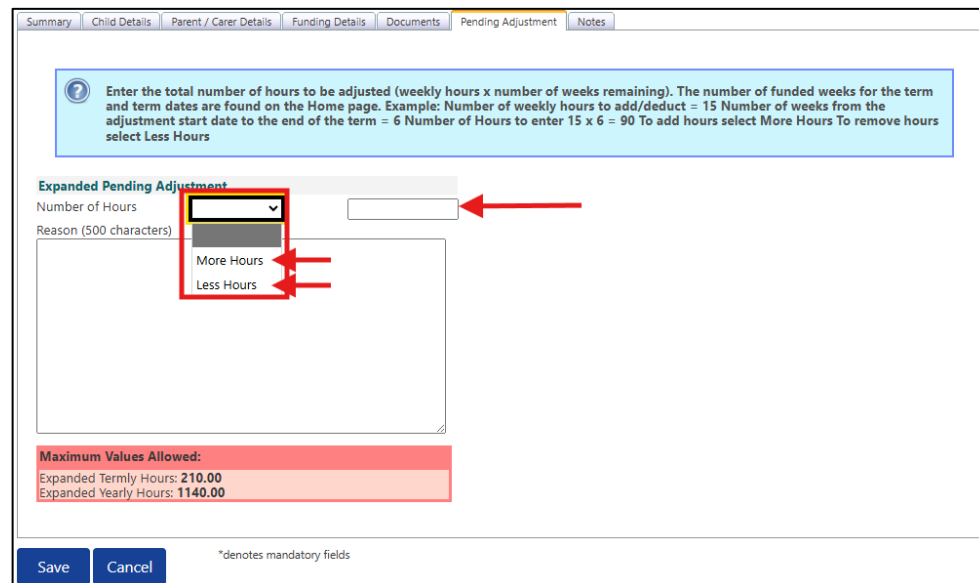
**Note: If no reason has been entered, the record will not be able to be saved and the following message will be displayed:**

The following errors need to be fixed before the record can be saved:  
Reason must be entered, as some details have been entered (Pending Adjustment Tab)

Save Cancel

\*denotes mandatory fields

**Note: If the reason entered is not compliant with the permitted Adjustment as listed on page 77 and as in Section 2.3.8 page 24, of the Requirements of Early Years Entitlements Funding 2025, the adjustment claim may be rejected. Please refer to 18.7 Rejected Adjustment claims page 90.**



Summary | Child Details | Parent / Carer Details | Funding Details | Documents | Pending Adjustment | Notes

Enter the total number of hours to be adjusted (weekly hours x number of weeks remaining). The number of funded weeks for the term and term dates are found on the Home page. Example: Number of weekly hours to add/deduct = 15 Number of weeks from the adjustment start date to the end of the term = 6 Number of Hours to enter 15 x 6 = 90 To add hours select More Hours To remove hours select Less Hours

**Expanded Pending Adjustment**

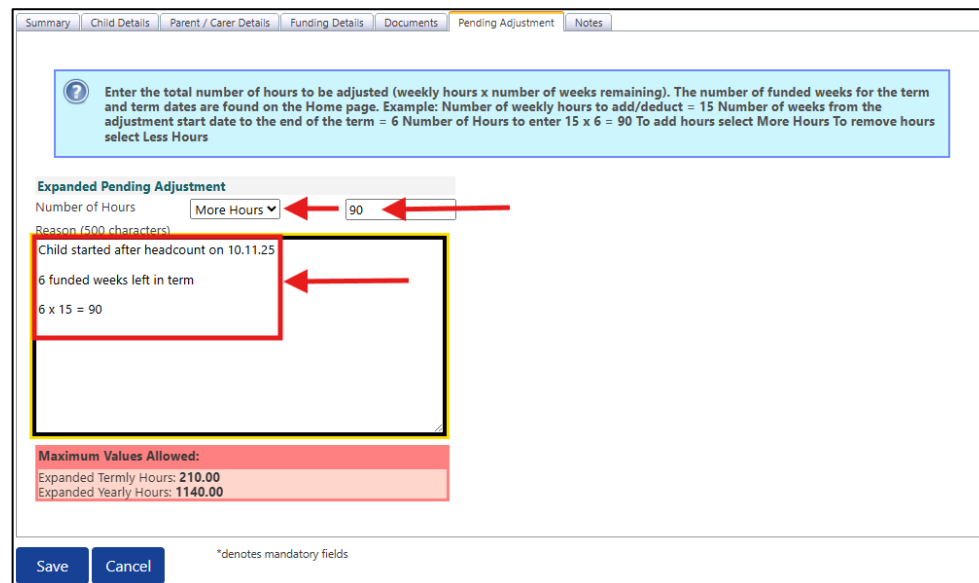
Number of Hours: [dropdown menu] [text box]

Reason (500 characters): [text area]

More Hours  
Less Hours

**Maximum Values Allowed:**  
Expanded Termly Hours: 210.00  
Expanded Yearly Hours: 1140.00

Save Cancel \*denotes mandatory fields



Summary | Child Details | Parent / Carer Details | Funding Details | Documents | Pending Adjustment | Notes

Enter the total number of hours to be adjusted (weekly hours x number of weeks remaining). The number of funded weeks for the term and term dates are found on the Home page. Example: Number of weekly hours to add/deduct = 15 Number of weeks from the adjustment start date to the end of the term = 6 Number of Hours to enter 15 x 6 = 90 To add hours select More Hours To remove hours select Less Hours

**Expanded Pending Adjustment**

Number of Hours: More Hours [text box: 90]

Reason (500 characters): [text area: Child started after headcount on 10.11.25  
6 funded weeks left in term  
6 x 15 = 90]

**Maximum Values Allowed:**  
Expanded Termly Hours: 210.00  
Expanded Yearly Hours: 1140.00

Save Cancel \*denotes mandatory fields

### Examples of accepted reasons entered into the Reason box:

- ✓ Child missed off Actual Headcount. Attending 14 weeks, 15 hours per week.

15 hours x 14 weeks = 210 hours.

- ✓ Child started after Headcount on 10.11.25. 6 funded weeks left in term.

6 weeks x 15 hours = 90 hours.

- ✓ Child left setting 10.10.25 due to moving house. 8 funded weeks left in term.

8 weeks x 30 hours = -240 hours.

### Examples of claims that may be rejected:

- ✗ Added another session.

Rejected due the permitted reason not being added or a calculation for the hours (i.e., additional 5 hours per week due to a parent's change of work schedule from 01.12.25. 3 weeks to the end of term.  $3 \times 5 = 15$ ).

- ✗ Started after headcount.

Rejected due to no start date specified and no calculation for the hours.

- ✗ New starter from 17.11.25, eligible for 30 hours. Claiming 300 hours.

Rejected due to over claim. Funded weeks remaining in term from 17.11.25 – end of term 19.12.25 = 5 weeks. Maximum hours available to be claimed = 150.

## 18.5 Updating an existing funding record for DAF and/or EYPP

### Adjustment for Disability Access Fund (DAF):

Where a claim for DAF was not made during the Actual Headcount period (please refer to page 35 and 51), or if the Disability Living Allowance (DLA) award letter was given to the provider after the Actual Headcount had closed, a claim for DAF can be made using the Adjustment process.

1. Within the Adjustments tab, click on the child's name.
2. This will open the child's record at the Pending Adjustments tab. Unless there are also changes to be made to the child's funded hours for the term (please refer to 18.2.2 How to change an existing claim page 80) no action is required in this tab.
3. Select the Funding Details tab.
4. Tick 'Yes' for Nominated for DAF.
5. Select the Documents tab.
6. Upload a copy of the DLA award letter to the child's record (please refer to 9. Documents tab page 56).
7. Select the Notes tab.
8. Add a note to inform the funding office the DLA award letter has been attached, please refer to 10. Notes tab page 58.
9. Click 'Save', please refer to 18.6 Saving and submitting the Adjustment claim page 88.
10. Once the DAF claim has been accepted by the funding office, the DAF funding amount will show in the Total Funding Amount for Term (inc. Adj) column in the Adjustments tab.

Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	(04-Nov-2023)	0.00	0.00	0.00	210.00	£1608.60	21-Jul-2024 - 09-Jul-2025 Grace Period: 31-Dec-2025

Summary

Child Details

Parent / Carer Details

Funding Details

Documents

Pending Adjustment

Notes

Funding Details

**Start Date\***  
01-Sep-2025  
**End Date\***  
19-Dec-2025  
**Default Term Dates**  
**Weeks Attended in Term\***  
14.00  
Present during Census ☐  
Attends Two Days or More ☒  
**Nominated for DAF\*** ☒ Yes ☐ No

**Attendance Days**  
Attends Monday  
Attends Tuesday  
Attends Wednesday  
Attends Thursday  
Attends Friday  
Attends Saturday  
Attends Sunday

Summary

Child Details

Parent / Carer Details

Funding Details

Documents

Pending Adjustment

Notes

**Supporting Documents**  
Please upload any documents which support this term.  
Please enter a Description to clarify what the file contains.  
Allowed file types are: All file types permitted  
Files may not be larger than 999 MB.

Description*	File Name	
DLA award letter	DLA award letter.docx	<div>Upload a file</div> <div>Delete</div>

Summary

Child Details

Parent / Carer Details

Funding Details

Documents

Pending Adjustment

Notes

Add a new note

Child eligible for DAF. DLA award letter attached.

Notes History

No Historical Notes

Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	(04-Nov-2023)	0.00	0.00	0.00	210.00	£1608.60	21-Jul-2024 - 09-Jul-2025 Grace Period: 31-Dec-2025

## Adjustment for Early Years Pupil Premium (EYPP):

Where a claim for EYPP was not added during the Actual Headcount period (please refer to pages 31 and 32, or 47 and 48), a claim can for EYPP can be made using the Adjustment process.

1. Within the Adjustments tab, click on the child's name.
2. This will open the child's record at the Pending Adjustments tab. Unless there are also changes to be made to the child's funded hours for the term (please refer to 18.2.2 How to change an existing claim page 80) no action is required in this tab.
3. Select the Parent/Carer Details tab.
4. Complete the required fields (please refer to page 31 or 47).
5. Where supporting information e.g. Adoption Birth Certificate is required, select the Documents tab. Upload a copy of the supporting evidence to the child's record (please refer to 9. Documents tab page 56).
6. Select the Notes tab.
7. Add a note to inform the funding office the Adjustment is for EYPP, please refer to 10. Notes tab page 58.
8. Click 'Save', please refer to 18.6 Saving and submitting the Adjustment claim page 88.
9. Once the EYPP claim has been accepted by the funding office, EYPP will NOT show in the weightings column, but will instead show in the Adjustments tab, in the Adjustments paid or Not paid bar. Please refer to page 89.
10. Where EYPP has not been added as expected at Actual Headcount, please check the parent's details and ensure that the details are correct, and supporting evidence has been uploaded if required. Please refer to pages 31 and 32, or 47 and 48.

Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	(04-Nov-2023)	0.00	0.00	0.00	210.00	£1608.60	21-Jul-2024 - 09-Jul-2025 Grace Period: 31-Dec-2025

Summary Child Details Parent / Carer Details Funding Details Documents Pending Adjustment Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.  
Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

**Parent / Carer Details**  
Forename   
Surname   
DOB   
Email   
Contact Number   
☐ NI or ☐ NASS Number

**Partner Details**  
Forename   
Surname   
DOB   
Email   
Contact Number   
☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☒ EYPP ☐ Working Family Eligibility ☐ 2Help

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility ☐ 2Help

[Switch](#)

**Consent for Eligibility Checking:**  
**EYPP:** The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.  
**Working Family:** The Surname and NI Number will also be required for this data to be used for an Eligibility Check.  
**2Help:** The Surname, DOB and NI Number will also be required for this data to be used for an Eligibility Check.

Summary Child Details Parent / Carer Details Funding Details Documents Pending Adjustment Notes

**Add a new note**

Child eligible for EYPP. Parent/Carer details updated.

**Notes History**

No Historical Notes

## 18.6 Saving and submitting the Adjustment claim

**This step pushes the claim through to the Early Years Funding Team, if this step is missed, the claim will not be imported to the Local Authority database and will not be processed.**

**Note: Please check the submitted Adjustment claims before the deadline to verify that the claim has been accepted.**

1. When satisfied that the details of the Adjustment claim are correct, or have been amended, click 'Save'.
2. This will return the screen to the Adjustments tab.
3. Where a new child has been added, the Status message will read 'New, Unsubmitted Child'.
4. Where an existing child's record has been amended, the Status message will read 'Unsubmitted Claim'.
5. Click 'Send Claim'.
6. A green banner including a green tick, and 'Submission Successful' message will be displayed. This is confirmation that the Adjustment claim for this age range has been submitted.
7. The status message will change to 'New, Awaiting LA Download' (new child) or 'Awaiting LA Download' (existing child).
8. The number of hours (if applicable) will be displayed in the Pending Adj Hours column.



Submit Adjustments: 2025/2026 Autumn Term - 2 Year Olds CHANGE

Add Child Enter EY Voucher Send Claim

	Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
!	New, Unsubmitted Child	(22-Sep-2022)	0.00	0.00	0.00	0.00	£0.00	
!	Unsubmitted Claim	(20-Jul-2023)	0.00	0.00	210.00	0.00	£1608.60	

Add Child Enter EY Voucher Send Claim

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Submission Successful

To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab. To add a new child, click on the add child box below and complete all the details in every tab and click save. When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed.

Submit Adjustments: 2025/2026 Autumn Term - 2 Year Olds CHANGE

Add Child Enter EY Voucher Send Claim

	Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
!	New, Awaiting LA Download		0.00	0.00	0.00	0.00	£0.00	
!	Awaiting LA Download		0.00	0.00	210.00	0.00	£1608.60	

Add Child Enter EY Voucher Send Claim

	Status	Child	Pending Adj Hours
!	New, Awaiting LA Download	(22-Sep-2022)	140.00

- When the funding office has accepted the Adjustment claim, the Status column will be blank.

- Not Paid - A new status bar will be displayed which when clicked, will drop down to provide details of the Adjustments that have been accepted.

- Paid as Adjustments – When an Adjustment has been paid, a new status bar will be displayed which when clicked, will drop down to provide details of the amount that has been paid, and the date the payment was processed.

**Note: Adjustments will show in the Summary tab in the individual child record. Please refer to 15. Child Summary tab page 69.**

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab. To add a new child, click on the add child box below and complete all the details in every tab and click save. When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed.

Submit Adjustments: 2025/2026 Autumn Term - 2 Year Olds CHANGE

▶ Not Paid - Total: £2105.60

In grace period

Add Child Enter EY Voucher Send Claim

Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
		0.00	0.00	140.00	0.00	£1167.60	30-Jul-2024 - 13-May-2025 Grace Period: 31-Aug-2025
		0.00	0.00	210.00	0.00	£2546.60	10-Jun-2024 - 07-Jun-2025 Grace Period: 31-Dec-2025

Add Child Enter EY Voucher Send Claim

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab. To add a new child, click on the add child box below and complete all the details in every tab and click save. When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed.

Submit Adjustments: 2025/2026 Autumn Term - 2 Year Olds CHANGE

▼ Not Paid - Total: £2105.60

Type	Date Added	Child Name	Date of Birth	No. of Hours	Override Rate per Hour	Total Child Weighting Amount	Total Amount @ Provider Rate	Amount	Reason
Child	31-Jul-2025		20-Jul-2023					£938.00	System generated adjustment for [DAF].
Child	31-Jul-2025		22-Sep-2022	140.00		£95.20	£1072.40	£1167.60	Child missed from headcount, attends 10 hours per week: 10 x 14 = 140

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

To change hours, click on the child's name highlighted in blue and enter the details on the pending adjustments tab. To add a new child, click on the add child box below and complete all the details in every tab and click save. When all adjustments have been added, you must click on the send claim box. If successful, a 'green tick' confirmation will be displayed.

Submit Adjustments: 2025/2026 Autumn Term - 2 Year Olds CHANGE

▶ Not Paid - Total: £938.00

▼ Paid as Adjustments - Total: £1167.60, Paid Date: 31-Jul-2025

Type	Date Added	Child Name	Date of Birth	No. of Hours	Override Rate per Hour	Total Child Weighting Amount	Total Amount @ Provider Rate	Amount	Reason
Child	31-Jul-2025		22-Sep-2022	140.00		£95.20	£1072.40	£1167.60	Child missed from headcount, attends 10 hours per week: 10 x 14 = 140

## 18.7 Rejected Adjustment claims

If an adjustment claim cannot be accepted by the funding office, the adjustment claim will be rejected. The most common reasons for rejection include:

- No reason entered into the Reason box.
- It does not meet the permitted reason criteria (please refer to page 77).
- The adjustment exceeds the maximum hours available for the term due to another claim for the child being present.
- The claim has not been calculated correctly.

Where a claim has been rejected, the funding office will email the setting to advise this, and the reason for the claim being rejected.

If an Adjustment claim has been rejected, a notification will be visible on the Home tab.

Home Forms Funding Sufficiency

**Autumn Term 2025**  
**Funding Information for Estimate, Headcount and Adjustment Returns**

Autumn Term funding is for 14 weeks between:  
**1st September 2025 - 19th December 2025**

The termly dates and deadlines are found on the Termly Information Letter emailed on 13th June 2025 and on the Early Years Website.

**Child Eligibility Dates:**  
**9 months - 2 years:** Children born between 1st September 2023 and 30th November 2024

**2 Year Olds:** Children born between 1st September 2022 and 31st August 2023

**3 & 4 year olds:** Children born between 1st September 2020 and 31st August 2022

**Eligibility Code Dates for the working parent entitlements - from 9+ months to 4 years old:**  
Code Start date: on or before 31st August 2025  
Code End date: on or after 1st September 2025

**Estimate Hours Submission Dates:**  
All Providers - 25th August 2025 - 5th September 2025

**Headcount Day - 2nd October 2025**

**Headcount Submission dates:**  
25th August 2025 - 10th October 2025

**Adjustment Tab Submission Dates:**  
10th November 2025 - 5th December 2025

**Notifications**  
These records have been edited but not yet claimed.

There are rejected child funding records for Provider: [redacted]

2025/2026 Autumn Term - 2 Year Olds (0 unsubmitted, 1 rejected)

In the Adjustments tab, the Status will read 'Claim Rejected'.

Add Child

Enter EY Voucher

Send Claim

	Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
<div> <div>!</div> <div>↺</div> <div>Claim Rejected</div> </div>			70.00	0.00	210.00	0.00	£1751.40	30-Jul-2024 - 13-May-2025 Grace Period: 31-Aug-2025

## How to view the reason for the rejection of the claim

1. From the Adjustments list, open the child's record by clicking their name.
2. Select the Summary tab.
3. The reason will be listed in the red 'Claim Rejected' box.
4. If possible, the rejected Adjustment will need to be corrected, then click 'Save' and 'Send Claim' to submit the amended Adjustment claim again.

**Note: Please check the submitted Adjustment claims before the deadline to verify that the claim has been accepted.**

5. If the rejected Adjustment claim is not amended and resubmitted, a red circle with an exclamation mark will be visible next to the child's name in the Actuals list.
6. When the child's record is opened, the Summary tab will display a yellow banner with the warning message 'Adjustments cannot be added, due to the status being 'Adjustments Claim Rejected'. Please correct and Re-Send the Claim.'

**Summary**

Term Start Date	01-Sep-2025	<b>Funding</b>
Term End Date	19-Dec-2025	Funded Hours Per Week
No of weeks attended	0.00	Funded Hours for Term
Nominated for DAF	No	
Eligibility Start Date	30-Jul-2024	<b>Funding Amount @ Provider Rate</b>
Eligibility End Date	13-May-2025	<b>Child Weightings</b>
Grace Period End Date	31-Aug-2025	
Eligibility last checked	02-Apr-2025 17:02:10	
Provider Total Rate	£7.66	<b>Funding Amount</b>
		<b>Totals</b>
		Funded Hours Per Week
		Funded Hours for Term
		<b>Total Funding (excl. Adj)</b>
		Total amount from Adjustments
		Total amount from Pending Adjustments
		<b>Total Funding For Term (inc Adj)</b>

**View Actuals: 2025/2026 Autumn Term - 2 Year Olds CHANGE**

In grace period

	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
		210.00	0.00	£1751.40	DF	30-Jul-2024 - 13-May-2025 Grace Period: 31-Aug-2025
		210.00	0.00	£2546.60		10-Jun-2024 - 07-Jun-2025 Grace Period: 31-Dec-2025

**Home Forms Funding Sufficiency**

Summary Estimates Actuals Adjustments Eligibility Checker

**Adjustments cannot be added, due to the status being 'Adjustments Claim Rejected'. Please correct and Re-Send the Claim.**

**Summary**

Term Start Date	01-Sep-2025	<b>Funding</b>
Term End Date	19-Dec-2025	Funded Hours Per Week
No of weeks attended	0.00	Funded Hours for Term
Nominated for DAF	No	
Eligibility Start Date	30-Jul-2024	<b>Funding Amount @ Provider Rate</b>
Eligibility End Date	13-May-2025	<b>Child Weightings</b>
Grace Period End Date	31-Aug-2025	
Eligibility last checked	02-Apr-2025 17:02:10	
Provider Total Rate	£7.66	<b>Funding Amount</b>
		<b>Totals</b>
		Funded Hours Per Week
		Funded Hours for Term
		<b>Total Funding (excl. Adj)</b>
		Total amount from Adjustments
		Total amount from Pending Adjustments
		<b>Total Funding For Term (inc Adj)</b>

## 18.8 Unsubmitted Actual Headcount claims

An unsubmitted claim occurs when a children record is added, or an existing record is updated on the provider portal at the Actual Headcount and saved, but the 'Send Claim' button was not clicked before the deadline for Actual headcount submissions.

This means the claim was not submitted to the funding office for processing, and the funding has not been paid.

If a claim is unsubmitted, a notification will be visible on the Home tab.

A warning symbol (red circle with an exclamation mark) will be present next to the child's name with an unsubmitted claim in the Actuals tab.

As the Adjustment list is the same as the Actuals list, the warning symbol will also be present next to the child's name on the Adjustments list.

**Note:** Adjustment claims are amendments to the Actual Headcount claim, unsubmitted Actual Headcount claims **CANNOT** be submitted via the Adjustments tab, as they have not been included in the Actual Headcount submission.

HomeFormsFundingSufficiency

Autumn Term 2025

Funding Information for Estimate, Headcount and Adjustment Returns

Autumn Term funding is for 14 weeks between:  
1st September 2025 - 19th December 2025

The termly dates and deadlines are found on the Termly Information Letter emailed on 13th June 2025 and on the Early Years Website.

Child Eligibility Dates:  
9 months - 2 years: Children born between 1st September 2023 and 30th November 2024

2 Year Olds: Children born between 1st September 2022 and 31st August 2023

3 & 4 year olds: Children born between 1st September 2020 and 31st August 2022

Eligibility Code Dates for the working parent entitlements - from 9+ months to 4 years old:  
Code Start date: on or before 31st August 2025  
Code End date: on or after 1st September 2025

Estimate Hours Submission Dates:  
All Providers - 25th August 2025 - 5th September 2025

Headcount Day - 2nd October 2025

Headcount Submission dates:  
25th August 2025 - 10th October 2025

Adjustment Tab Submission Dates:  
10th November 2025 - 5th December 2025

Notifications

These records have been edited but not yet claimed.

There are unsubmitted child funding records for Provider [REDACTED]

2025/2026 Autumn Term - 3 & 4 Year Olds 3 (1 unsubmitted, 0 rejected)

View Actuals: 2025/2026 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
<div><div>!</div>[REDACTED]</div>	126.00	0.00	£693.00		16-Jan-2025 - 14-Apr-2025 Grace Period: 31-Aug-2025

Submit Adjustments: 2025/2026 Autumn Term - 3 & 4 Year Olds 3 CHANGE

Add Child

Send Claim

Status	Child	Pending Adj Hours	Pending Extended Adj Hours	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
<div><div>!</div><div>Unsubmitted Actuals Claim</div></div>	[REDACTED]	0.00	0.00	126.00	0.00	£693.00	16-Jan-2025 - 14-Apr-2025 Grace Period: 31-Aug-2025

Add Child

Send Claim

### Unsubmitted Actual Headcount claim – New child

Where a new child was added to the Actual Headcount but not submitted, the child must be deleted from the list in the Adjustments tab.

1. In the Adjustments list, click the circular back arrow next to the child's name.
2. A 'Confirm Delete' box will be displayed.
3. Click 'Yes'.
4. The child will need to be re-added as a new Adjustment claim, please refer to 18.2.1 Adding a NEW child to Adjustments page 77.

### Unsubmitted Actual Headcount claim – Existing child

Where an existing record was amended but not submitted, the unsubmitted edits must be undone before the record can be saved.

1. In the Adjustments list, click the circular back arrow next to the child's name.
2. A 'Confirm Delete' box will be displayed.
3. Click 'Yes'.
4. Check the details of the current claim following deletion of the unsubmitted edits.
5. If required, submit an Adjustment claim, please refer to 18.2.2 How to change an existing claim page 80.

## 19.Forms tab

The Forms tab is used to complete the Early Years Census Form for Childminders, PVI Providers, and State Funded Governor Run (SFGR) settings for children not included in the School Census in the Spring term.

It is also used to complete the FIS forms: PVI and M Provider Update Form, and the Childminder Update Form.

The Early Years Census is currently completed on an annual basis in the Spring term. The relevant Early Years Census form will be available on the Forms tab from the beginning of January.

The Census is a statutory requirement for the Local Authority, and it must be returned to the DfE by the deadline they set. For further information, please refer to the **Requirements of Early Years Entitlements Funding 2025** which can be found on page 2 of the website: [Early Education Funding Entitlements – Education and Early Years providers](#)

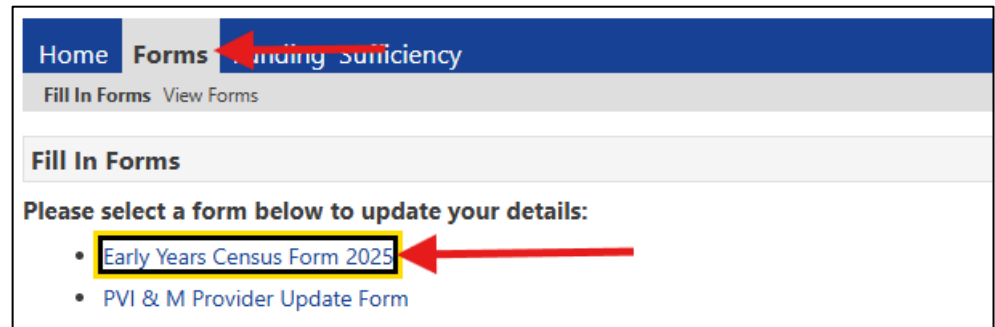
It is a requirement of funding for Early Years Providers to complete the Census Form by the deadline as advised to them in the Spring term Termly Information Letter.

**Note: If providers do not return a Census Form when requested and by the deadline, they will not receive future funding payments.**

### How to access the Early Years Census Form

1. Log into the provider portal, please refer to 1. How to log in page 4.
2. Select 'Forms'.
3. Click the Early Years Census Form for the current year. The form will open in a new window.

**Note: The form pictured in this guidance is an example of the Census Form for 2025, and may be different from the actual form shown on the portal due to changes in the DfE requirements.**



The screenshot shows a web interface with a blue header bar containing 'Home' and 'Forms' (the latter is highlighted with a red arrow). Below the header is a grey bar with 'Fill In Forms' and 'View Forms'. The main content area is titled 'Fill In Forms' and contains the text 'Please select a form below to update your details:'. Below this text is a bulleted list with two items: 'Early Years Census Form 2025' (highlighted with a yellow box and a red arrow) and 'PVI & M Provider Update Form'.

**Note: Guidance on how to complete the Early Years Census Form can be found on the third page of the form.**

**Note:** Guidance on how to complete the Early Years Census Form can be found on the third page of the form.

**Section 1 – Provider Details**

The Provider Details page is mainly pre-populated with the details for the setting held by Ofsted. If any of these details are incorrect or out of date, the setting must contact Ofsted directly as the local authority is unable to change them.

Complete the blank fields where applicable.

**Note:** The form pictured in this guidance is an example of the Census Form for 2025, and may be different from the actual form shown on the portal due to changes in the DfE requirements.



Early Years Census 2025

Next Page

Select page: Page one

>>

**Contacts to use to support the completion of this form:**

Please read the Guide on Page 3 before completing this form. The Early Education Funding Officers can be contacted on: 01926 742233 and for Childminders on: 01926 743039

Contact email addresses: eyfunding@warwickshire.gov.uk or childminderfunding@warwickshire.gov.uk  
To contact the Ofsted Help team, tel: 0300 123 1231 or email: enquiries@Ofsted.gov.uk For Family Information Service (FIS) tel: 0800 408 1558 email: FIS@warwickshire.gov.uk

Local Authority Name : Warwickshire  
Local Authority Number: 937

**Census collection date: 16/01/2025**  
**Complete and submit by 24/01/2025**

**Section 1 - Provider Details**

LA Establishment URN: (Issued to Provider)

OFSTED URN (if applicable):

Provider Name:

Tribal Test

Postcode:

CV34 4UL

Contact numbers provided by Ofsted:

07000123456

01608654321

Email addresses provided by Ofsted:

debraspicer@warwickshire.aov.uk

debraspicer@warwickshire.aov.uk

If the above details are incorrect we advise you to contact the Ofsted Extranet team (see contacts above) to update these details.

Main Contact Number(if different from above):

Main Contact Name:

Next Page

Select page: Page one

>>

**Note:** Guidance on how to complete the Early Years Census Form can be found on the third page of the form.

**Section 2 – General details of Provision**

**Section 2A: Category of Provider.**

Select the category of provider from the drop down options.

**Note:** Do not select any of the options that start with ‘zzz’.

**Section 2B: Type of Care.**

Select the type of care (as specified in the setting’s Ofsted registration) from the drop down options.

**Note:** Do not select any of the options that start with ‘zzz’.

**Note:** The form pictured in this guidance is an example of the Census Form for 2025, and may be different from the actual form shown on the portal due to changes in the DfE requirements.



Early Years Census 2025 continued...

Previous Page

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Select page: Page three

>>

Section 2 - General details of provision

Note: This relates to ALL children in your care

Section 2A: Category of Provider

Select an option from the drop down box to be updated by the DfE:

(please do not select the invalid Zzz options)

Childminder

Section 2B: Type of Care

To be completed by private or voluntary providers only. Type of care (as specified in your Ofsted registration document)

Select from the drop down box your MAIN provision to be updated by DfE e.g. Day Nursery

(please do not select the invalid Zzz options)

Please select the care type e.g. Full Day Care

(please do not select the invalid Zzz options)

Childminder(s)

Full Day Care

Premises and opening times (all providers)

If you are not open on the census date please record your hours during a normal week.

Open 24/7 Indicator

(Are you open 24 hours a day and 7 days a week?)

☐ Yes ☒ No

Opening and closing times:

Daily Opening Times

Day	Start Time	End Time	Funded Places
Monday	8:00	17:00	<input checked="" type="checkbox"/>
Tuesday	8:00	17:00	<input checked="" type="checkbox"/>
Wednesday	8:00	17:00	<input checked="" type="checkbox"/>
Thursday	8:00	17:00	<input checked="" type="checkbox"/>
Friday	8:00	17:00	<input checked="" type="checkbox"/>

Insert item

Do you operate on the premises of a maintained school or have a contract or partnership agreement with a maintained school?

☐ Yes ☒ No

Do you work in partnership with another PVI establishment to provide funded early education?

☒ Yes ☐ No

How many weeks are you open each year?

47.0

**Note:** Guidance on how to complete the Early Years Census Form can be found on the third page of the form.

## Section 2C: Staff.

First row – Enter the total number of staff at the setting who work with children, both funded and unfunded. This is the total of the rows beneath added together.

The total of the following rows should equal the number entered into the first row.

**Note:** Only count a member of staff once. Where a member of staff holds more than one qualification, only count the highest level. E.g., where a staff member holds both a level 3, and EYTS, ONLY count them in the EYTS numbers.

**Note:** Childminders are classed as ‘staff’. I.e., where a childminder holds a level 3 qualification, the first row should say 1, and there should be 1 in the ‘Total number, by headcount, of staff with a full and relevant early years level 3 qualification and in a managerial role who work with children aged under 5?’ row.

## Number of children by age.

This includes both funded and un-funded children – age as at 31<sup>st</sup> December, and should be equal to or greater than the number of children entered onto the Headcount for the same age range in the Spring Term.

**Note:** The form pictured in this guidance is an example of the Census Form for 2025, and may be different from the actual form shown on the portal due to changes in the DfE requirements.

## Section 2C - Staff

*Staff that have the required qualifications to be included in staff:child ratios. Only count the staff member once and for their highest qualification.*

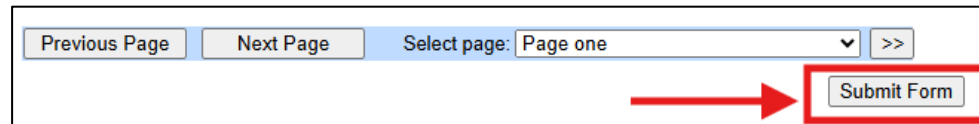
Total number by headcount of staff at provider who work with children aged under 5? (This total should only include the staff in the elements below)	1
Total number, by headcount, of staff that have a full and relevant early years level 2 qualification who work with children aged under 5?	0
Total number, by headcount, of staff with a full and relevant early years level 3 qualification and not in a managerial role who work with children aged under 5?	0
Total number, by headcount, of staff with a full and relevant early years level 3 qualification and in a managerial role who work with children aged under 5?	0
Total number, by headcount, of staff with qualified teacher status who work with children aged under 5?	1
Total number, by headcount, of staff with early years professional status who work with children aged under 5?	0
Total number, by headcount, of staff with early years teacher status who work with children aged under 5?	0

## Number of children by age

A separate count is required of 2, 3 and 4 year old children, both funded and unfunded.

Number of 2 year olds? (Funded and non-funded) (age as at 31.12.2024) (All 2 year olds at your setting)	1
Number of 3 year olds? (Funded and non-funded) (age as at 31.12.2024) (All 3 year olds at your setting)	2
Number of 4 year olds? (Funded and non-funded) (age as at 31.12.2024) (All 4 year olds at your setting)	1

When all of the data has been completed and checked, click 'Submit Form'.



The window will close, and a green banner with the message 'You have successfully submitted the form' will be visible on the provider portal.

The details will then be received by the Early Years Funding Team to Accept. If there is incompatible information on the form, the form will be Denied.

Where a form is Denied, an automatically generated email will be sent to notify the provider. This will mean that the form must be completed again in the correct format and re-submit. Please refer to the Guide on page 3 of the form for further Information.

