

## Spring Term 2026 – Termly Information Letter

This document contains all of the important information relevant to the process of claiming 9 months +, 2-, 3- & 4-year-old Early Years Entitlements for the Spring Term 2026.

**November 2025**

Dear Childminder,

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

**People Directorate**

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

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

## **Academic Year 2025/2026 School Term Dates**

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

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

### **Children eligible for funding in the Spring Term 2026**

<b>Working Parent Entitlement for 9 months - 2 years old</b>	Children born between 1 <sup>st</sup> January 2024 and 31 <sup>st</sup> March 2025
<b>Working Parent Entitlement for 2-year-olds and 2 Help (Disadvantaged)</b>	Children born between 1 <sup>st</sup> January 2023 and 31 <sup>st</sup> December 2023
<b>Universal Entitlement and the Working Parent Entitlement for 3- &amp; 4-year-olds</b>	Children born between 1 <sup>st</sup> January 2021 and 31 <sup>st</sup> December 2022
<b>Please note: Where possible, children will be carried forward from Autumn term 2025 to Spring term 2026 and to the next funding age range where appropriate. However, it is possible that not all children's funding will be carried forward.</b>	

### **Synergy FIS Provider Portal**

All types of funding (2Help, the Working Parent Entitlements for 9 months – 2 year olds and 2 year olds Expanded hours, Universal Entitlement for 3 & 4 year olds, and 3 & 4 year olds Extended hours) are claimed via the Synergy FIS Provider Portal:  
<https://wcc.synergy.hsc.accessacloud.com/synergyweb/Providers>

# Dates and rates

## Important dates

- **15<sup>th</sup> December 2025 - Provider Portal opens for Estimate submissions ONLY\***
- **5<sup>th</sup> January 2026 – Provider Portal opens for Actual Headcount submissions and Census completion\***

**\*Due to a change in the way the Census information is collected on the Provider Portal, the Actual Headcount opens later than the Estimate submissions, to ensure the accurate completion of the Census information.**

- **8<sup>th</sup> January 2026 at 12.00 noon - Submission deadline for Estimate hours**
- **15<sup>th</sup> January 2026 - Headcount Day**
- **23<sup>rd</sup> January 2026 - Submission deadline for Actual Headcount claim and Census details**
- **23<sup>rd</sup> February 2026 - Online Adjustment tab opens**
- **13<sup>th</sup> March 2026 - Submission deadline for Online Adjustments\*\***

**\*\*\*Please note – For Adjustments to be paid with the Actual payment in March, submissions must be made by 4<sup>th</sup> March. Any Adjustments entered after this date will be paid separately at the end of term.**

## Monthly Payment Dates

For the Spring Term 2026, interim payments will be made over 2 months and will be based on the Estimate Hours entered onto the Provider Portal by the deadline date of 8<sup>th</sup> January 2026. These interim payments are 70% of your Estimate Hours divided into 2 equal amounts and will not change if you add any new children at Actual Headcount.

- **15<sup>th</sup> January 2026 – 1<sup>st</sup> interim payment of 9 months - 2 years, 2-, 3- & 4-year funding**
- **13<sup>th</sup> February 2026 – 2<sup>nd</sup> interim payment of 9 months - 2 years, 2-, 3- & 4-year funding**

The final payment will be based on the Actual Headcount Hours entered onto the Provider Portal by the deadline date of 23<sup>rd</sup> January 2026. This payment is the balance of the term's actual funding amount, plus or minus any new children, adjustments (where submitted by 4<sup>th</sup> March 2026), or changes.

- **13<sup>th</sup> March 2026 – Actual payment – 3<sup>rd</sup> payment of 9 months - 2 years, 2-, 3- & 4-year funding.**

If you do not enter estimate hours (separate to the Actual Headcount) then you will NOT receive any monthly interim payments and will receive the full balance of your Actual Headcount claim in March.

**It is the responsibility of the provider to ensure the accurate and timely submission of Estimate hours.**

## Eligibility Code dates ACCEPTED - Spring Term 2026

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

- Validity start date on or before 31<sup>st</sup> December 2025
- Validity end date on or after 5<sup>th</sup> January 2026
- \*Delayed codes starting with 50 issued by 14<sup>th</sup> January 2026 where evidence is seen that the application was made before 31<sup>st</sup> December 2025
- Temporary codes starting with 11 issued by 14<sup>th</sup> January 2026
- Continuing codes in their grace period ending on or after 31<sup>st</sup> March 2026 for funding continuing at a setting, this includes a move between funding age ranges e.g. from 9 months – 2 years to 2 year funding, or 2 year to 3 & 4 year old funding.

## Eligibility Code dates NOT ACCEPTED - Spring Term 2026

- Codes with a validity start date on or after 1<sup>st</sup> January 2026 (except for agreed delayed codes only\*)
- Children who are new to the Working Parent Entitlement funding with a code with a validity end date ending before 5<sup>th</sup> January 2026.
- Codes where the Grace Period expired on 31<sup>st</sup> December 2025, with a new validity start date on or after 1<sup>st</sup> January 2026 where funding is continuing from the previous term (except for agreed delayed codes only\*).

## Funding Rates

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

<b>9 months – 2 years Expanded Working Parent Entitlement</b>	£10.42 per hour	<b>Deprivation Factor (DF)</b>	68p per hour
<b>2-year funding (2Help, and Expanded Working Parent Entitlement for 2-year-olds)</b>	£7.66 per hour	<b>Early Years Pupil Premium (EYPP)</b>	£1.00 per hour
<b>3- &amp; 4-year funding (Universal, and Extended Working Parent Entitlement for 3- &amp; 4-year-olds)</b>	£5.50 per hour	<b>Disability Access Fund (DAF)</b>	£938.00 paid annually

# Preparation for the term

## Eligibility Codes for the Working Parent Entitlements

Please direct parents to the Government Best Start in Life website where they can find more information on the eligibility criteria and how to apply: <https://www.beststartinlife.gov.uk/>

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

- Complete a validity check via the Eligibility Checker on the Provider Portal as soon as the parent gives you the code, and no later than the start of the term funding is to be used, on or before 5<sup>th</sup> January 2026
- Check the dates of the Eligibility Code using the Eligibility Checker on the Provider Portal to confirm that the code dates are eligible for funding for the Spring Term 2026 as above
- DO NOT wait until Headcount submission to check if an Eligibility Code is valid for funding for the term, as you risk not being able to claim funding for the working parent entitlements for that term
- For children eligible for 2Help, there is now an Eligibility Check within the child record in the Funding Details tab, the parent details will need to be completed in the Parent/Carer tab

## Parent/Carer/Guardian Declaration Form (PDF)

- The Parent/Carer/Guardian Declaration Form for the Academic Year 2025/2026 **MUST** be fully completed for **every** child claiming the Early Years Funded Entitlements for the age ranges of 9 months – 2 years, 2 year olds, and 3- & 4-year-olds, **before** a funding claim is made
- The current, updated version of the PDF can be found on Page 2 of the Warwickshire website under 'Guidance documents': [Early Education Funding Entitlements](#)
- The Parent/Carer/Guardian Declaration Form can be completed electronically, and therefore can be emailed and downloaded by parents to complete and return to you, without using a paper copy
- Claims for 2 Help, parents will need to complete their details under 2Help in part 2 for an Eligibility check to be made if they do not have a Warwickshire EY Voucher code

# Funding tasks

Estimates	
15 <sup>th</sup> December 2025 Provider Portal opens	12.00 noon 8 <sup>th</sup> January 2026 Estimate Submission Deadline
<b>If Estimate hours have not been submitted by this deadline date, then interim payments will NOT be made, and the full term's funding payment will be made at the final payment date.</b>	
<ul style="list-style-type: none"><li>• Estimate hours are added to the Provider Portal under the 'Estimates' tab.</li><li>• Estimates for the age ranges 9 months – 2 years, 2-year-olds, and 3- &amp; 4-year-olds must be entered separately.</li><li>• Make sure the hours are entered under the correct age range as shown on page 1.</li><li>• Enter the total WEEKLY hours for all children for each funding age range.</li><li>• E.g., 3 x 9 months – 2 years children claiming 15 hours funding per week = <math>3 \times 15 = 45</math> weekly hours entered under the 9 months - 2 years funding. 5 x 2-year-old children claiming 15 hours funding per week = <math>5 \times 15 = 75</math> weekly hours entered under 2-year funding. And 10 x 3- &amp; 4-year-old children claiming 15 hours funding per week = <math>10 \times 15 = 150</math> hours entered under 3- &amp; 4- year funding.</li><li>• DO NOT enter the total termly hours.</li><li>• New submissions will overwrite any previous submissions and will not add to them.</li></ul>	

Actual Headcount		
5 <sup>th</sup> January 2026 Provider Portal opens	23 <sup>rd</sup> January 2026 Actual Headcount Submission Deadline	15 <sup>th</sup> January 2026 Headcount day
<ul style="list-style-type: none"><li>• Actual Headcount submissions are added to the Provider Portal using the 'Actuals' tab, as well as adding DAF and EYPP supporting information to the 'Documents' tab (see DAF and EYPP sections for further details).</li><li>• Children should be added based on their attendance during the Headcount week 12<sup>th</sup> – 16<sup>th</sup> January 2026 (including children who are temporarily absent e.g., due to sickness or on holiday).</li><li>• Due to capacity issues identified in the Autumn Term following the migration of the Synergy system, please enter your Headcount as soon as possible, to allow time for any issues to be addressed and your claim entered on time. Where possible, please do not wait until after Headcount Day to submit your Actual Headcount claim.</li><li>• Each child <b>MUST</b> have a fully completed Parent/Carer/Guardian Declaration Form (PDF) (see Parent/Carer/Guardian Declaration Form section for further details).</li><li>• The Present During Census box <b>MUST</b> be ticked for ALL children on your Actuals list.</li><li>• You <b>MUST</b> check that all details are correct, the correct funding is being claimed for each child and that eligibility for working parent entitlements and 2Help funding has been confirmed (before the start of term).</li><li>• Changes or amendments can be made until the submission deadline – if changes are made, please ensure that they have been submitted by clicking 'Send claim'.</li></ul>		

# **CHECK YOUR CLAIM**

## **Check your claim**

**You MUST check that all details are correct, the correct funding is being claimed, and that eligibility for working parent entitlements and 2Help funding has been confirmed before the start of term and make any changes or adjustments, as necessary.**

**It is the responsibility of the Early Years Setting to check the accuracy of their funding claim after the Headcount and before the end of each term.**

**You should review your claim using the Synergy Provider Portal and check that all children have been entered, with the correct hours, and that the weightings you are expecting have been applied.**

**Any changes to be made after the Headcount has closed must be added to the Provider Portal using the Online Adjustments process.**

**The Early Years Funding Office will not be able to make any changes to a term's Headcount claim after that term has ended.**

## **Online Adjustments**

23<sup>rd</sup> February 2026

Online Adjustment tab opens

13<sup>th</sup> March 2026

Adjustments Submission Deadline

**\*\*\*Please note – For Adjustments to be paid with the Actual payment in March, submissions must be made by 4<sup>th</sup> March. Any Adjustments entered after this date will be paid separately at the end of term.\*\*\***

- Online Adjustments are added to the Provider Portal using the 'Adjustments' tab.
- Adjustments to the Headcount MUST be claimed using the Online Adjustments tab on the Provider Portal when it opens after the Headcount period if there are changes since the Actual Headcount submission.
- Adjustments can only be added in line with the agreed Adjustment reasons as detailed in section 2.3.11 page 26 of the Requirements of Early Years Entitlements Funding 2025
- Adjustments for children moving settings after the Headcount can be added to the Provider Portal only when BOTH settings have agreed the funding split and both settings have added corresponding adjustments via the Adjustments tab.

# Early Years Census 2026

The January 2026 Census is a statutory requirement for all Local Authorities to request specified data from providers concerning their childcare provision and details relating to individual children within their setting. We are responsible for reporting this information to the Department for Education (DfE).

5 <sup>th</sup> January 2026 Early Years Census Form opens	23 <sup>rd</sup> January 2026 Early Years Census Form Submission deadline
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## IMPORTANT REQUIREMENTS

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

### **My Details - Census Information:**

**ALL providers, including schools, will need to complete the Census details in the 'My Details' tab as, following the most recent Synergy upgrade, there is now the requirement in the Provider Portal to complete the My Details - Census tab BEFORE the Actual Headcount can be submitted.**

The 'My Details' tab on the Synergy Provider Portal, MUST be completed in respect of all funded and non-funded 9 months – 2 year olds, 2 year olds, and 3 & 4 year olds in attendance during the Census period, 12<sup>th</sup> – 16<sup>th</sup> January 2026, including children who are not attending due to sickness or on holiday.

## Guidance on how to complete the Early Years Census

Guidance on how to complete the Census information in the My Details tab is included with the covering email.

**For details on how the Early years Census should be completed, please refer to:  
Page 29 of the Warwickshire County Council Requirements of Early Years Entitlements Funding And  
Page 96 of the Access Synergy FIS Provider Portal**

## Funding types

### Universal Entitlement for 3- & 4-year-olds

There is NO application process for the Universal Entitlement for 3- & 4-year-olds. If a parent is claiming the Universal Entitlement for their child, they must complete Part 1 of the Parent/Carer/Guardian Declaration Form, in full, with the child's details, and provide proof of the child's date of birth.

## 2Help Funding for 2-year-olds

- Parents who have a determination of eligibility for 2Help will have an eligibility confirmation letter, which you must take a copy of before offering a funded place under the 2Help entitlement.
- Do NOT enter a claim for the Disadvantaged (2Help) funding unless confirmation has been seen.
- The EY Voucher code (a combination of six letters and numbers) from the confirmation letter must be added to Part 2 of the Parent/Carer/Guardian Declaration Form in the '2Help entitlement' section.
- Confirmation of eligibility issued by local authorities from outside of Warwickshire must be checked using the ECS check in the Funding Details tab, or sent with the funding claim, attached to the Documents tab.
- Parents will need to complete their details under 2Help in part 2 of the Parent/Carer/Guardian Declaration Form (PDF) for an Eligibility check to be made if they do not have a Warwickshire EY Voucher code.
- The Early Years Funding Office will NOT be able to approve your claim for 2Help funding until eligibility can be confirmed.

## Working Parent Entitlement funding

To claim the Working Parent Entitlement for their child, parents must complete the Working Parent Expanded 15 hours entitlement for 9 months – 2 years and 2 year olds, or the Working Parent Extended 15 hours entitlement for 3- & 4-year-olds section in Part 2 of the Parent/Carer/Guardian Declaration Form with details of:

- Forename and Surname
- National Insurance number
- Eligibility Code number

## Early Years Pupil Premium (EYPP)

A child may be eligible for EYPP if that parents are in receipt of certain benefits.

- For parents who have completed the EYPP section in Part 2 of the Parent/Carer/Guardian Declaration Form, full details must be entered on the Parent/Carer tab and the 'Consent to check eligibility for EYPP' box ticked on the Synergy FIS Provider Portal.
- Parents may not be aware that they are eligible, therefore we would advise all providers to request that all parents complete this section.

## Disability Access Fund (DAF)

A child is eligible for DAF if they are in receipt of Disability Living Allowance (DLA) and are accessing a funded place.

- The parent will need to complete the Disability Access Fund (DAF) section in Part 2 of the Parent/Carer/Guardian Declaration Form.
- A copy of the DLA Award letter MUST be sent using the Document tab on the Synergy FIS Provider Portal. If the DLA Award letter is not attached, the DAF Adjustment will not be accepted.
- The 'Yes' option for Eligible for DAF will need to be selected on the child's Funding tab. DO NOT select 'Yes' if the parent has not completed the DAF section of the Parent/Carer/Guardian Declaration Form, and if a copy of the DLA Award letter has not been attached.
- If a child is in receipt of the 2Help Funded Entitlement due to being in receipt of DLA, DAF will be paid automatically to the provider (for children starting from Spring Term 2026).

# Information

## Where can I find more information?

	*FIS Synergy Provider Portal Online Guidance	*Guidance for Early Education Funding Entitlements 2025	*Requirements of Early Education and Childcare Funding Entitlements 2025
<b>Estimates</b>	Section 5 Page 22	Page 31 - 34	Section 2.3.4 Page 23
<b>Actual Headcount</b>	Section 6 Page 26	Page 31 - 34	Section 2.3.4 Page 23
<b>Adjustments</b>	Section 18 Page 76	Page 40	Section 2.3.8 Page 25
<b>Universal Entitlement for 3- &amp; 4-year-olds</b>	Section 7 Page 27	Page 7	Section 2.1.2 Page 11
<b>2Help Funding</b>	Section 8 Page 40	Page 4	Section 2.1.1 Page 10
<b>Eligibility Codes</b>	Section 4 Page 15	Page 11 - 23	Section 2.1.3 Page 12
<b>Early Years Pupil Premium</b>	Sections 7.3, Page 30, and 8.4, Page 46	Page 24	Section 2.2.1 Page 18
<b>Disability Access Fund</b>	Sections 7.4, Page 33, and 8.5, Page 49	Page 28	Section 2.2.3 Page 19
<b>Census</b>	Section 19, Page 96	Page 42	Section 2.3.15 Page 29

\*All of these documents can be found on Page 2 of the Warwickshire website under 'Guidance documents': [Early education funding for two, three and four-year-olds – Education and Early Years providers \(warwickshire.gov.uk\)](#)

## Your Information Rights

This service provides childcare funding for children attending early years placements. Our valid lawful basis for processing personal data is a legal obligation. To see how we use your personal data and what your information rights are, please read WCC's Education and Learning privacy notice. It should be read in addition to the council's overall customer privacy notice at [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy) which includes the contact details if you have a complaint about your information rights. For general enquiries, please contact Warwickshire County Council's Customer Service Centre on 01926 410410.

The Privacy Notice for our service can be found at [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts).

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

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