

Access Synergy FIS Provider Portal

Online Funding Guidance

Updated December 2025

Contents

1. How to log in.....	4
2. Home tab	13
3. Funding tab	14
4. Eligibility Checker tab	15
5. Estimates tab	22
5.1 <i>How to enter Estimate Hours</i>	23
5.2 <i>Checking your Estimate claim</i>	25
6. Actuals tab – Actual Headcount claim	26
7. Making a claim for a new child – 9 months – 2 years old and 3 & 4 year olds	27
7.1 <i>How to add a new child</i>	27
7.2 <i>Child Details tab</i>	28
7.3 <i>Parent / Carer Details tab</i>	30
7.4 <i>Funding Details tab</i>	33
8. Making a claim for a new child – 2 years olds	40
8.1 <i>How to add a new child - 2Help (2-year-old receiving additional support)</i>	41
8.2 <i>How to add a new child – Working Parent Entitlement for 2 year olds</i>	43
8.3 <i>Child Details tab – 2 year olds</i>	44
8.4 <i>Parent / Carer Details tab – 2 year olds</i>	46
8.5 <i>Funding Details tab – 2 year olds</i>	49
8.5 (a) <i>Child eligible for ONLY Funded Hours (2Help – additional support)</i> :	53
8.5 (b) <i>Child eligible for ONLY Expanded Funded Hours (Working Parent Entitlement for 2 year olds)</i> :	55
8.5 (c) <i>Child eligible for both Funded Hours (2Help - additional support) AND Expanded Hours (Working Parent Entitlement)</i> :	56
9. Documents tab.....	58
10. Notes tab	60
11. Children already present on the Actuals list	61
11.1 <i>Children carried forward from the previous term</i>	61
11.2. <i>How to update and edit the Actuals list</i>	62
11.3. <i>How to delete a child from the Actuals list</i>	64
12. Sending the claim	65
13. Unsubmitted claims	68
14. Checking the claim after the Actual Headcount	69
15. Child Summary tab	71
16. Eligibility Codes in their Grace Period	72
16.1 <i>Updating Eligibility Code details</i>	73
17. Summary tab	75
18. Adjustments tab	78
18.1 <i>How to access the Adjustments tab</i>	79
18.2 <i>How to add an Adjustment</i>	81
18.2.1 <i>Adding a NEW child to Adjustments</i>	81



18.2.2 How to change an existing claim	84
18.3 Pending Adjustments tab.....	85
18.4 Updating an existing funding record for DAF and/or EYPP	90
18.5 Saving and submitting the Adjustment claim	92
18.6 Rejected Adjustment claims	94
18.7 Unsubmitted Actual Headcount claims.....	96
19. My Details tab - Census Information	98
19.1 How to complete the Census.....	99
19.1.1 Child Statistics.....	99
19.1.2 Establishment Characteristics	99
19.1.3 Staff Information	100
19.2 Saving the Census	101

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.

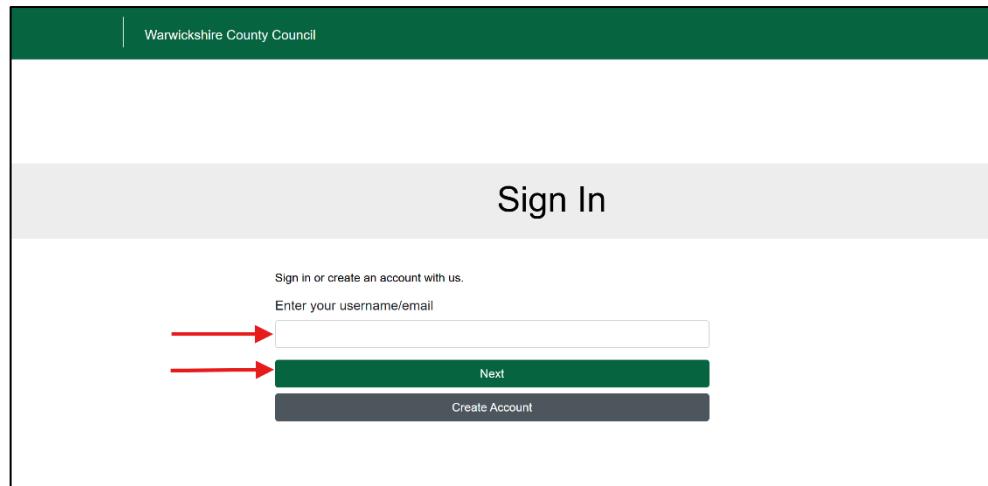
Note: When logging in for the first time, use the username provided and NOT an email address. You can create an account later if you wish to.

1. The web address for the Synergy Portal is:

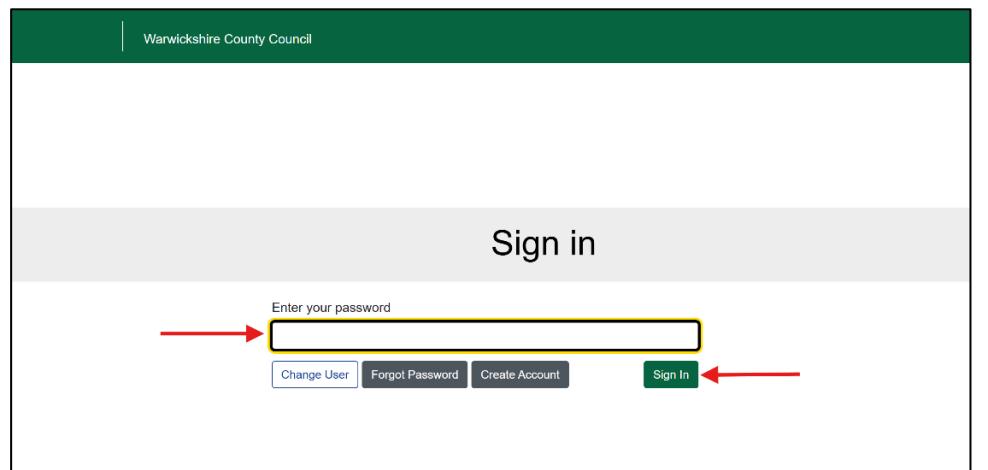
<https://wcc.synergy.hsc.accessacloud.com/synergyweb/Providers>

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.



The image shows the Warwickshire County Council 'Sign In' page. At the top, it says 'Warwickshire County Council'. Below that is a 'Sign In' heading. A text input field is labeled 'Enter your username/email' with a red arrow pointing to it. A green 'Next' button is below the input field, with a red arrow pointing to it. A dark grey 'Create Account' button is to the right of the 'Next' button.



The image shows the Warwickshire County Council 'Sign in' page. At the top, it says 'Warwickshire County Council'. Below that is a 'Sign in' heading. A text input field is labeled 'Enter your password' with a red arrow pointing to it. Below the input field are three buttons: 'Change User', 'Forgot Password', and 'Create Account'. To the right of these buttons is a green 'Sign In' button, with a red arrow pointing to it.

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 *

Main number

Evening Number

Mobile Number

Address

No address to display

Add Address

Account Security

New Password *

Confirm Password *

Please confirm your password

Start Again Create

Forgotten password

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

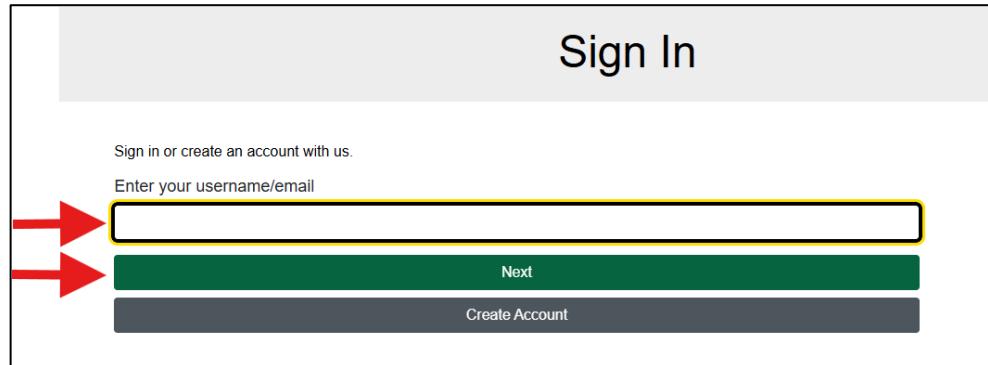
1. Enter your username.

2. Click 'Next'.

3. Click 'Forgot Password'.

4. Enter your username.

5. Click 'Request Token'.



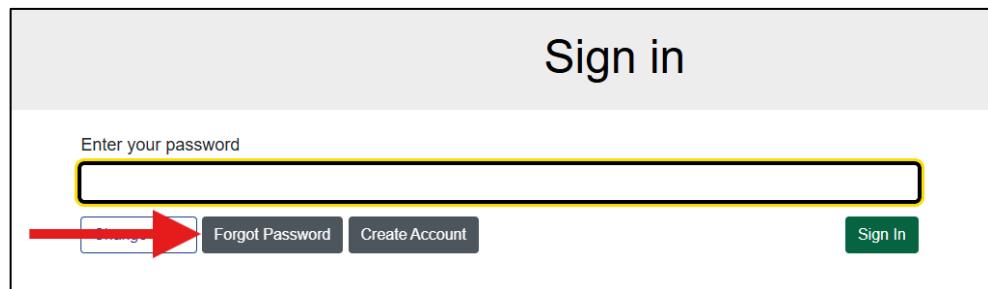
Sign In

Sign in or create an account with us.

Enter your username/email

Next

Create Account



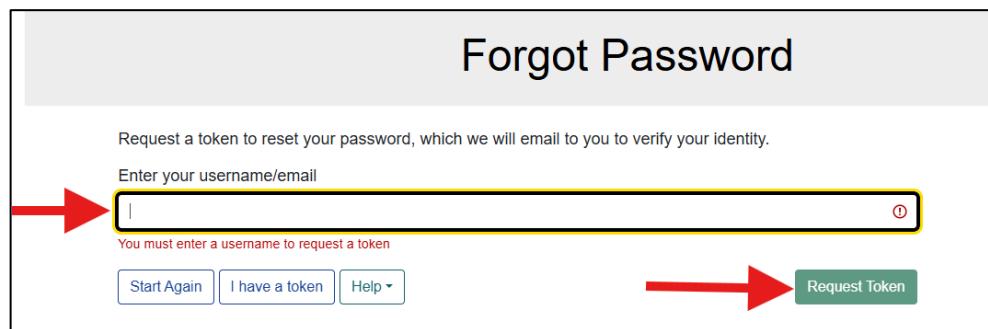
Sign in

Enter your password

Forgot Password

Create Account

Sign In



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

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'

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

eyfunding@warwickshire.gov.uk or

childminderfunding@warwickshire.gov.uk

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

Enter Token

To reset your password, enter the token contained in the email that we sent you.

Token

→

[Start Again](#) [Help ▾](#) → [Reset Password](#)

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.

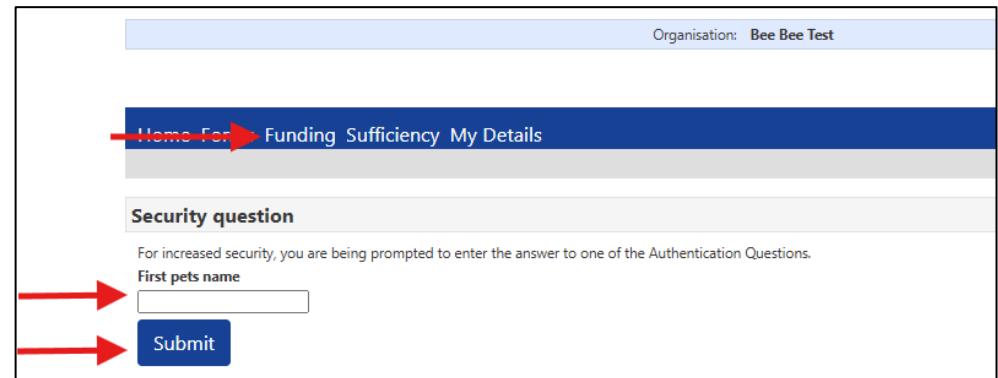
When logging in for the first time, please use the default answers. These can be found in the confirmation email sent when a provider initially registers to offer funded places.

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.



Organisation: Bee Bee Test

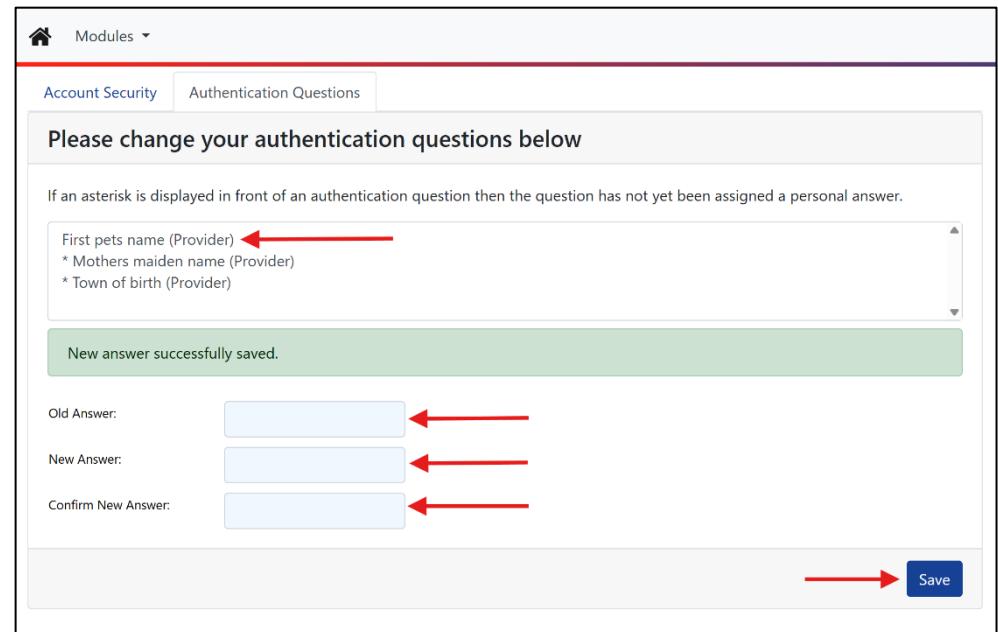
Home **Funding** [Funding](#) [Sufficiency](#) [My Details](#)

Security question

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

First pets 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

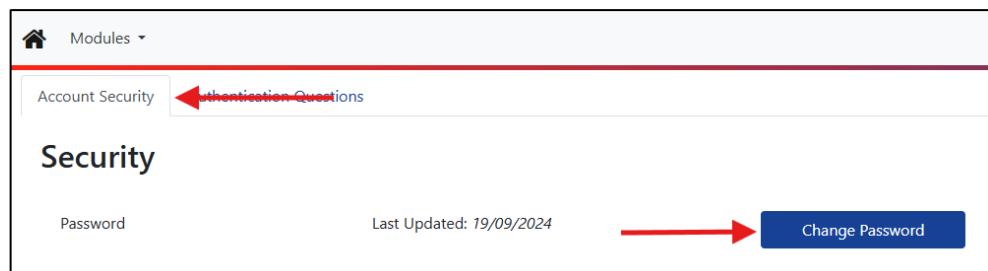
To change the password, or answers to the security questions after the first successful log in:

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'.

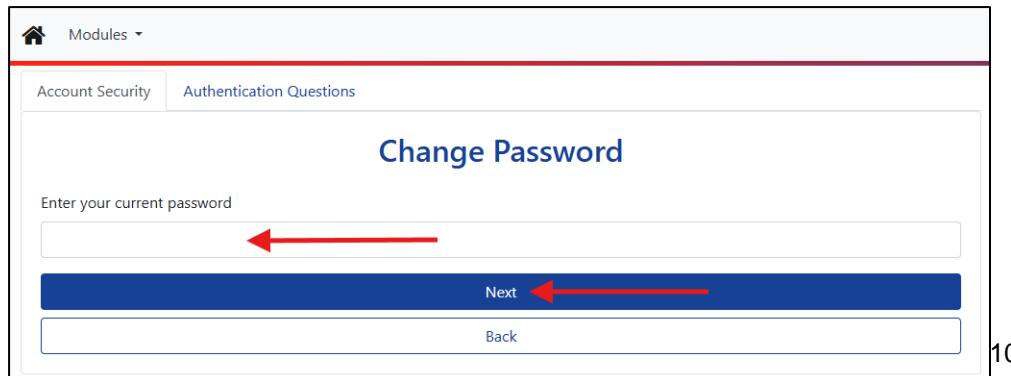


Changing the password:

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'.

Change Password

New Password *

Confirm Password *

Passwords match

Cancel

Change Password

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'.

Change Password

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

Finish

Changing the Security (Authentication) Questions:

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

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:

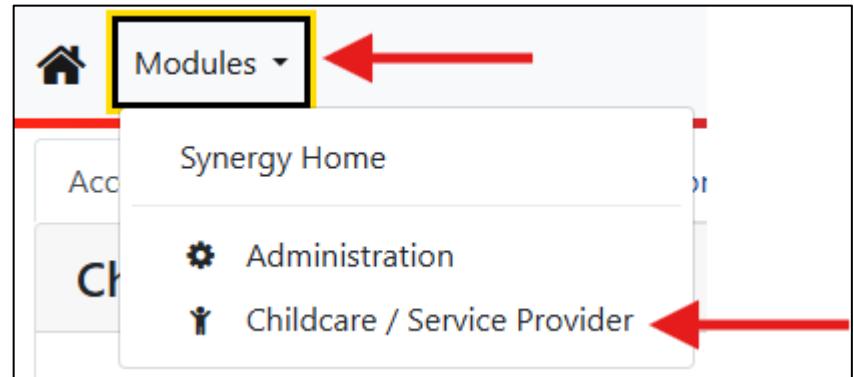
New Answer:

Confirm New Answer:

Save

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:

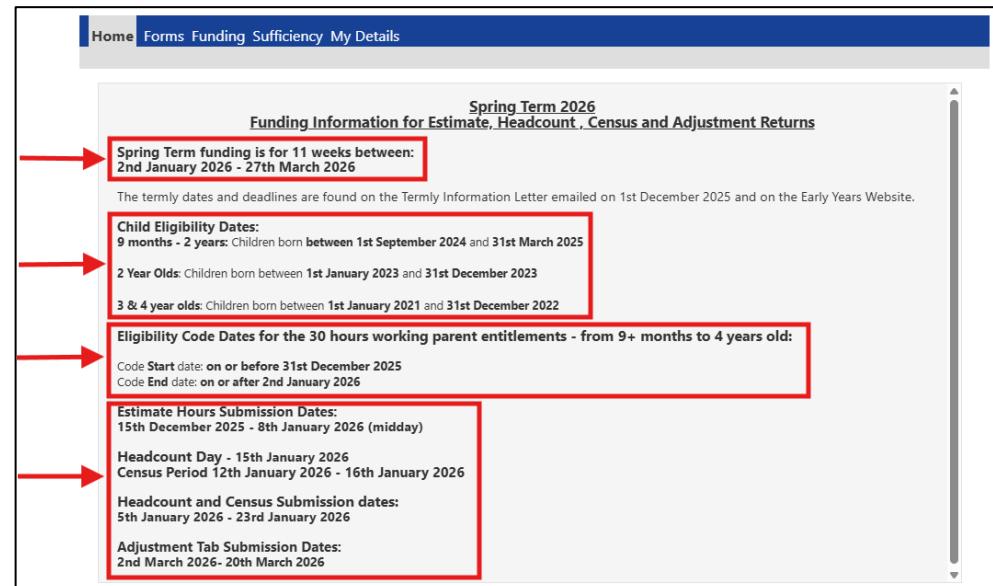
- The number of funded weeks in the term, and term dates.

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.
- **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** – The **Sufficiency** 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>.
- **MY DETAILS** – The **My Details** tab is used in the Spring Term to access and complete the Census Information please refer to section 19. My Details tab - Census Information page 98.



The screenshot shows the 'Funding Information for Estimate, Headcount, Census and Adjustment Returns' page for the 'Spring Term 2026'. The page includes the following information:

- Spring Term funding is for 11 weeks between: 2nd January 2026 - 27th March 2026**
- Child Eligibility Dates:**
 - 9 months - 2 years: Children born between 1st September 2024 and 31st March 2025
 - 2 Year Olds: Children born between 1st January 2023 and 31st December 2023
 - 3 & 4 year olds: Children born between 1st January 2021 and 31st December 2022
- Eligibility Code Dates for the 30 hours working parent entitlements - from 9+ months to 4 years old:**
 - Code Start date: on or before 31st December 2025
 - Code End date: on or after 2nd January 2026
- Estimate Hours Submission Dates:**
 - 15th December 2025 - 8th January 2026 (midday)
- Headcount Day - 15th January 2026**
- Census Period 12th January 2026 - 16th January 2026**
- Headcount and Census Submission dates:**
 - 5th January 2026 - 23rd January 2026
- Adjustment Tab Submission Dates:**
 - 2nd March 2026- 20th March 2026



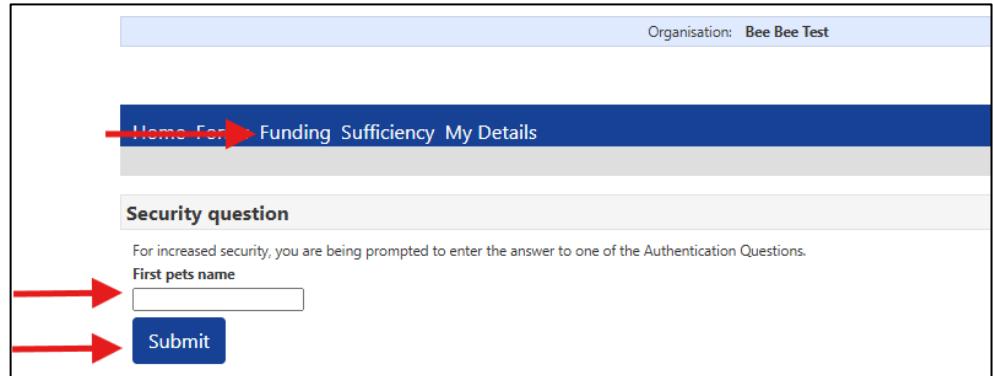
The screenshot shows the blue task bar with the following tabs:

- Home
- Forms
- Funding
- Sufficiency
- My Details

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'.



Organisation: Bee Bee Test

Home Forms **Funding** Sufficiency My Details

Security question

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

First pets name

Submit

The 'Funding' tab contains the following tabs:

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



Home Forms **Funding** Sufficiency My Details

Summary Estimates Actuals 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.

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 and have been issued an 11 digit Eligibility code by HMRC starting with 50, or 11 for temporary codes.

- ✓ 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.

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 Parent/Carer/Guardian 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.

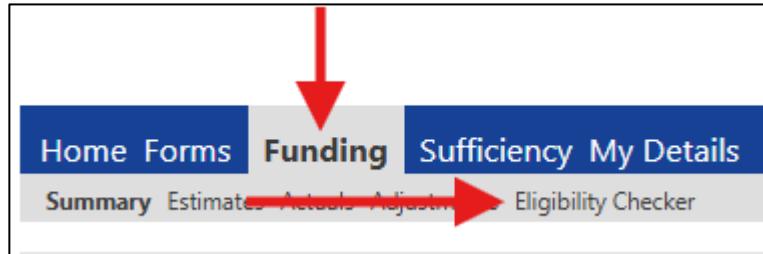
Working Parent Eligibility codes are 11 digits and start with:

- ✓ 50 - permanent code.
- ✓ 11 - temporary code – usually valid for one term, until the permanent code is issued at the parent's next reconfirmation.

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"/>
<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"/>
<p>*For the Working Parent Entitlements from the term after the child turns the relevant age, with a valid eligibility code 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. Please complete the information below:</p>			
*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'.

A screenshot of the 'Eligibility Checker' page. The page title is 'Eligibility Checker'. Below it is a brief description: '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 is a blue button labeled 'Eligibility Check' with a red arrow pointing to it.

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.

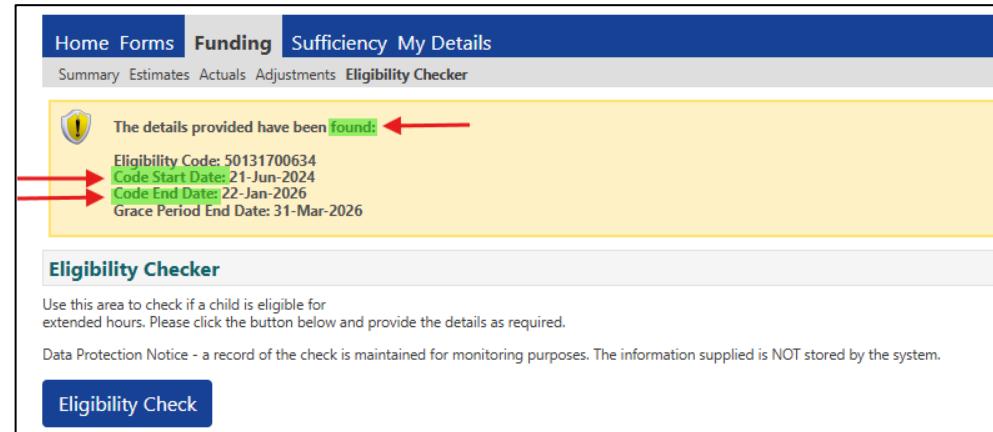
5. Tick the box to confirm consent has been given by the parent to perform the eligibility check.

6. Click 'Submit'.

A screenshot of the 'Eligibility Check' form. The form title is 'Eligibility Check'. It contains fields for 'Eligibility Code*', 'Child Date of Birth*', 'Parent/Carer Forename', 'Parent/Carer Surname', 'Parent/Carer NI Number*', 'Consent must be given for this', 'Partner Forename', 'Partner Surname', and 'Partner NI Number'. A note at the bottom says '*denotes mandatory fields'. A red box highlights the 'Eligibility Code*' field, another red box highlights the 'Child Date of Birth*' field, and a third red box highlights the 'Parent/Carer NI Number*' field. A red circle highlights the 'Consent must be given for this' checkbox. A red arrow points to the 'Submit' button at the bottom left.

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 details provided have been found.

Eligibility Code: 50131700634
Code Start Date: 21-Jun-2024
Code End Date: 22-Jan-2026
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

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 before 31 st August	End date on or after the funding term start date following 1 st September
Spring	Start date on or before 31 st December	End date on or after the funding term start date following 1 st January
Summer	Start date on or before 31 st March	End date on or after the funding term start date following 1 st 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.

Home Forms **Funding** Sufficiency My Details

Summary Estimates Actuals Adjustments **Eligibility Checker**

 The details provided for Eligibility Code 50131700632 are not eligible for working family hours.

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

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.

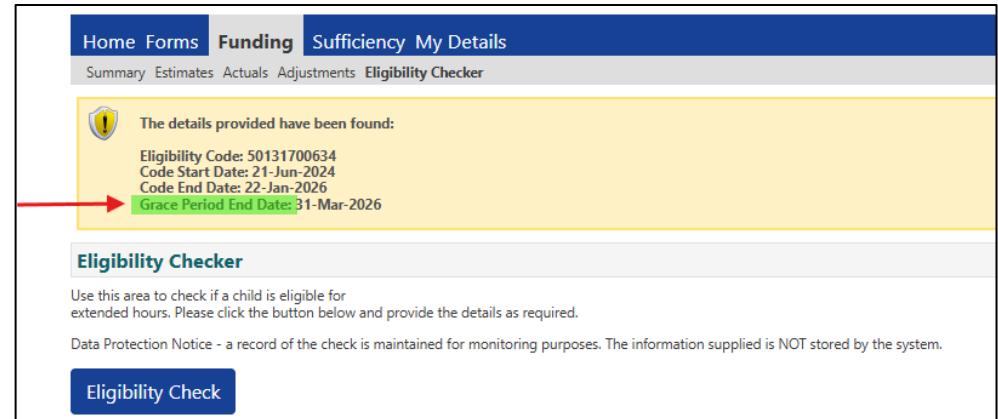
Note: A child cannot begin a new working parent entitlement funding claim (either new to funding, or new to the setting) with a code where the end date has passed, and the code has entered into the Grace Period.

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



The details provided have been found:

Eligibility Code: 50131700634
Code Start Date: 21-Jun-2024
Code End Date: 22-Jan-2026
Grace Period End Date: 31-Mar-2026

Eligibility Checker

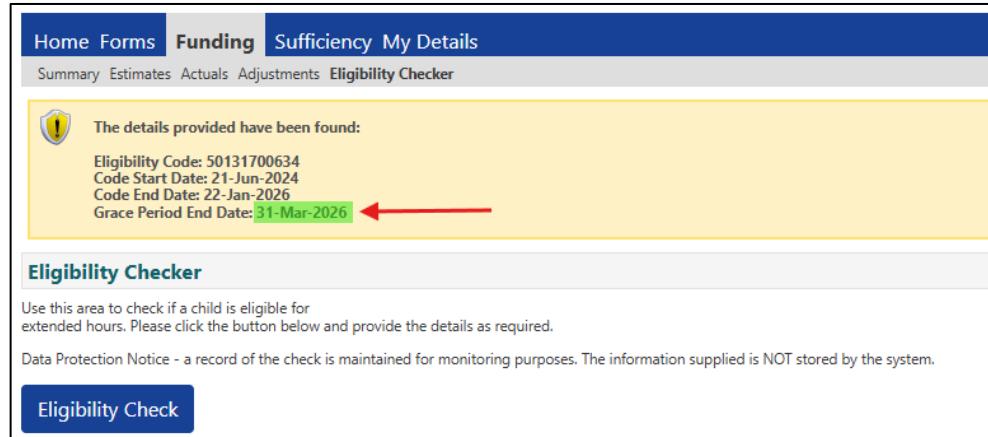
Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

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.



The details provided have been found:

Eligibility Code: 50131700634
Code Start Date: 21-Jun-2024
Code End Date: 22-Jan-2026
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

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.

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: Help 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'.



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

Home Forms **Funding** Sufficiency My Details

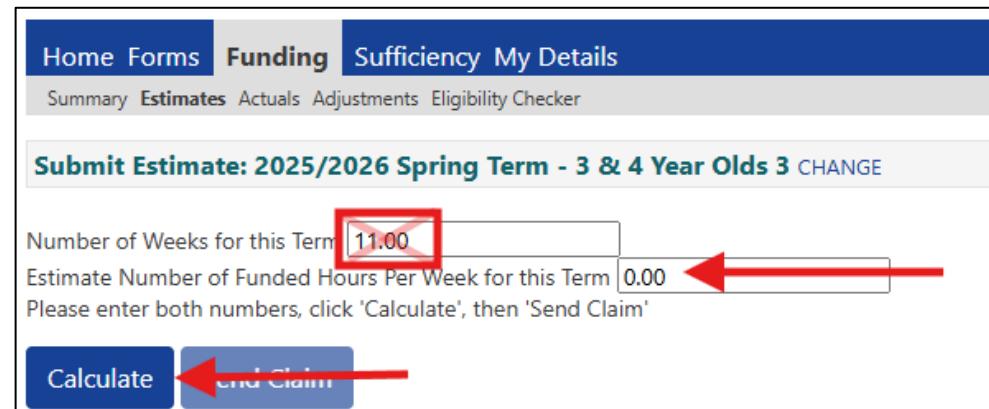
Estimates Actuals Adjustments Eligibility Checker

2025/2026

Spring Term

Submission Period: 18-Nov-2025 to 08-Jan-2026

Funding Type	Office use only
<input checked="" type="checkbox"/> 2 Year Olds	Ready To Process
<input checked="" type="checkbox"/> 3 & 4 Year Olds	Processed
<input checked="" type="checkbox"/> 9 Months - 2 Years Old	



Home Forms **Funding** Sufficiency My Details

Summary Estimates Actuals Adjustments Eligibility Checker

Submit Estimate: 2025/2026 Spring Term - 3 & 4 Year Olds 3 [CHANGE](#)

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term

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

Calculate **End Claim**

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'.

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.

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 My Details

Summary Estimates Actuals Adjustments Eligibility Checker

Submit Estimate: 2025/2026 Spring Term - 3 & 4 Year Olds 3 CHANGE

Number of Weeks for this Term Estimate Number of Funded Hours Per Week for this Term There are 2,750.00 Hours in this Term

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

Calculate **Send Claim** 

Home Forms **Funding** Sufficiency My Details

Summary Estimates Actuals Adjustments Eligibility Checker

 **Submission Successful**

Submit Estimate: 2025/2026 Spring Term - 3 & 4 Year Olds 3 CHANGE

Number of Weeks for this Term Estimate Number of Funded Hours Per Week for this Term There are 2,750.00 Hours in this Term

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

Calculate **Send Claim**

Home Forms **Funding** Sufficiency My Details

Summary Estimates Actuals Adjustments Eligibility Checker

 **Submission Successful**

Submit Estimate: 2025/2026 Spring Term - 3 & 4 Year Olds 3 CHANGE 

Number of Weeks for this Term Estimate Number of Funded Hours Per Week for this Term There are 2,750.00 Hours in this Term

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

Calculate **Send Claim**

5.2 Checking your Estimate claim

When the funding office has accepted your Estimate claim, the Summary tab (please refer to section 17. Summary tab page 75) 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 section 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 Parent/Carer/Guardian 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.

Actuals Head Count Records for 2025/2026 - Spring Term

Funding Type		Office use only	
		Ready To Process	Processed
<input checked="" type="checkbox"/>	2 Year Olds		
<input checked="" type="checkbox"/>	3 & 4 Year Olds		
<input checked="" type="checkbox"/>	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 section 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).



Home Forms **Funding** Sufficiency My Details

Summary Estimates Actuals Adjustments Eligibility Checker

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

Add Child **Send Claim**

Add Child Send Claim



Home Forms **Funding** Sufficiency My Details

Summary Estimates Actuals Adjustments Eligibility Checker

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

Add Child **Send Claim**

Add Child Send Claim

7.2 Child Details tab

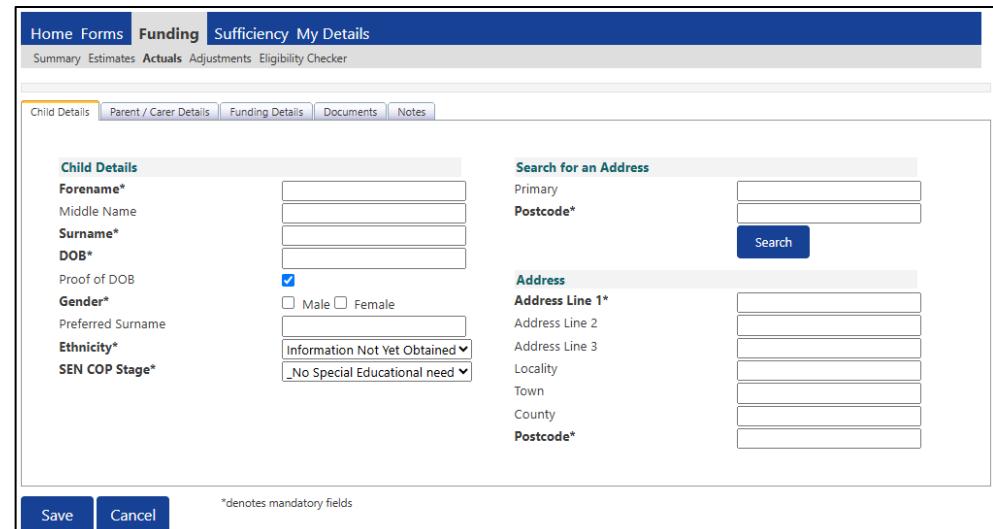
Complete the required fields in the 'Child Details' tab.

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 – If this has not been pre-populated, 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'.



Home Forms Funding Sufficiency My Details

Summary Estimates Actuals Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Documents Notes

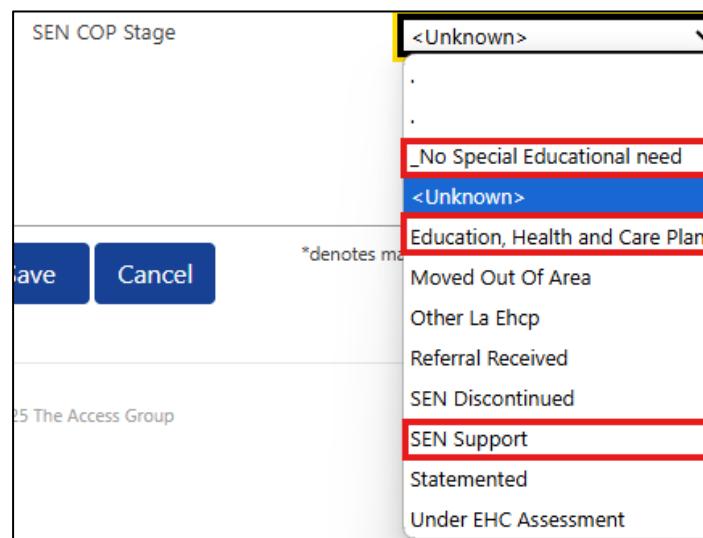
Child Details

Forename*
Middle Name
Surname*
DOB*
Proof of DOB
Gender*
Preferred Surname
Ethnicity*
SEN COP Stage*

Search for an Address

Primary Postcode*
Address Address Line 1*
Address Line 2
Address Line 3
Locality
Town
County
Postcode*

Save Cancel *denotes mandatory fields



SEN COP Stage

<Unknown>

_No Special Educational need

<Unknown>

Education, Health and Care Plan

Moved Out Of Area

Other La Ehcp

Referral Received

SEN Discontinued

SEN Support

Statemented

Under EHC Assessment

Save Cancel *denotes mandatory fields

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 software interface for managing child details. At the top, there are tabs for 'Home Forms', 'Funding', 'Sufficiency', and 'My Details'. Below these are sub-tabs: 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main area is divided into sections: 'Child Details' (containing fields for Forename*, Middle Name, Surname*, DOB*, Proof of DOB, Gender*, Preferred Surname, Ethnicity*, and SEN COP Stage*) and 'Address' (containing fields for Address Line 1*, Address Line 2, Address Line 3, Locality, Town, County, and Postcode*). A 'Search for an Address' section is also present, with fields for Primary and Postcode*, and a 'Search' button. The 'Address' and 'Search for an Address' sections are highlighted with red boxes. A note at the bottom left indicates that the 'Save' button is for saving changes to the current tab, while the 'Home Forms' tab is for saving changes to the entire record.

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 Parent/Carer/Guardian 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 Parent/Carer/Guardian 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

2Help:

2Help 15 hours Funded Entitlement

TERM: Autumn Spring Summer

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 No

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:
--------------------------	---------------------------	--------------------------------	---

Universal:

Universal 15 hours Funded Entitlement for 3 & 4 year olds

TERM: Autumn Spring Summer

For all three and four-year-olds from the term after their third birthday. **NO ELIGIBILITY CODE** is required.

Working Parent:

Working Parent 30 hours Expanded Entitlement term after 9 months - 2 years* TERM: Autumn Spring Summer

Working Parent 30 hours Expanded Entitlement from the term after 2 years* TERM: Autumn Spring Summer

Working Parent 30 hours Expanded Entitlement for 3 & 4 year olds* TERM: Autumn Spring Summer

*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:

*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 Parent/Carer/Guardian Declaration Form (PDF).

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

Part 2 'Early Years Pupil Premium (EYPP)' of the Parent/Carer/Guardian 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.

Home Forms Funding Sufficiency My Details

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	[Redacted]	
Surname	[Redacted]	
DOB	[Redacted]	
Email	[Redacted]	
Contact Number	[Redacted]	
<input type="checkbox"/> NI or	<input type="checkbox"/> NASS Number	

Partner Details

Forename	[Redacted]	
Surname	[Redacted]	
DOB	[Redacted]	
Email	[Redacted]	
Contact Number	[Redacted]	
<input type="checkbox"/> NI or	<input type="checkbox"/> NASS Number	

Tick to give consent to Eligibility Checking for

<input type="checkbox"/> EYPP
<input type="checkbox"/> 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.

Save Cancel *denotes mandatory fields

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.

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:
[Redacted]	[Redacted]	[Redacted]	[Redacted]

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 Parent/Carer/Guardian 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 Parent/Carer/Guardian Declaration Form (PDF), additional supporting information to confirm this will need to be sent to the Early Years Funding Team.

Please refer to section 9. Documents tab page 58 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 section 9. Documents tab page 58.

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 section 9. Documents tab page 58).

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.

Home Forms **Funding** Sufficiency My Details

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

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*

Census Information

Expanded Entitlement Weeks

Expanded Hours*

Eligible for Expanded Hours

Eligibility Code

Click to check eligibility for Working Family funding

Maximum Values Allowed:

Number of Weeks: 11.00

Expanded Weekly Hours: 10.00

Expanded Termly Hours: 110.00

Expanded Yearly Hours: 380.00

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

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. If this box is not ticked, the system will not allow a claim to be made for more than 10 hours per week as this is the maximum number of hours that can be claimed in one day.

Funding Details

Start Date* 02-Jan-2026

End Date* 27-Mar-2026

Default Term Dates

Weeks Attended in Term* 11

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Maximum Values Allowed:

Number of Weeks: 11.00

Expanded Weekly Hours: 30.00

Expanded Termly Hours: 330.00

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 Parent/Carer/Guardian 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 section 9. Documents tab page 58. Payment for DAF will not be confirmed unless the Early Years Funding Team sees this letter.

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 <input type="checkbox"/> NO <input type="checkbox"/>	
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*	02-Jan-2026			
End Date*	27-Mar-2026			
Default Term Dates				
Weeks Attended in Term*	11			
Present during Census	<input checked="" type="checkbox"/>			
Attends Two Days or More	<input type="checkbox"/>			
Nominated for DAF*	<input type="radio"/> Yes <input type="radio"/> No			

Expanded, Funded, or Extended Hours per Week

Part 3A of the Parent/Carer/Guardian 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 section 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)									
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:									

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 Parent/Carer/Guardian Declaration Form (PDF) are correct. Please refer to section 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.

Funding Details

Start Date* 02-Jan-2026

End Date* 27-Mar-2026

Default Term Dates

Weeks Attended in Term* 11

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

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*

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

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)

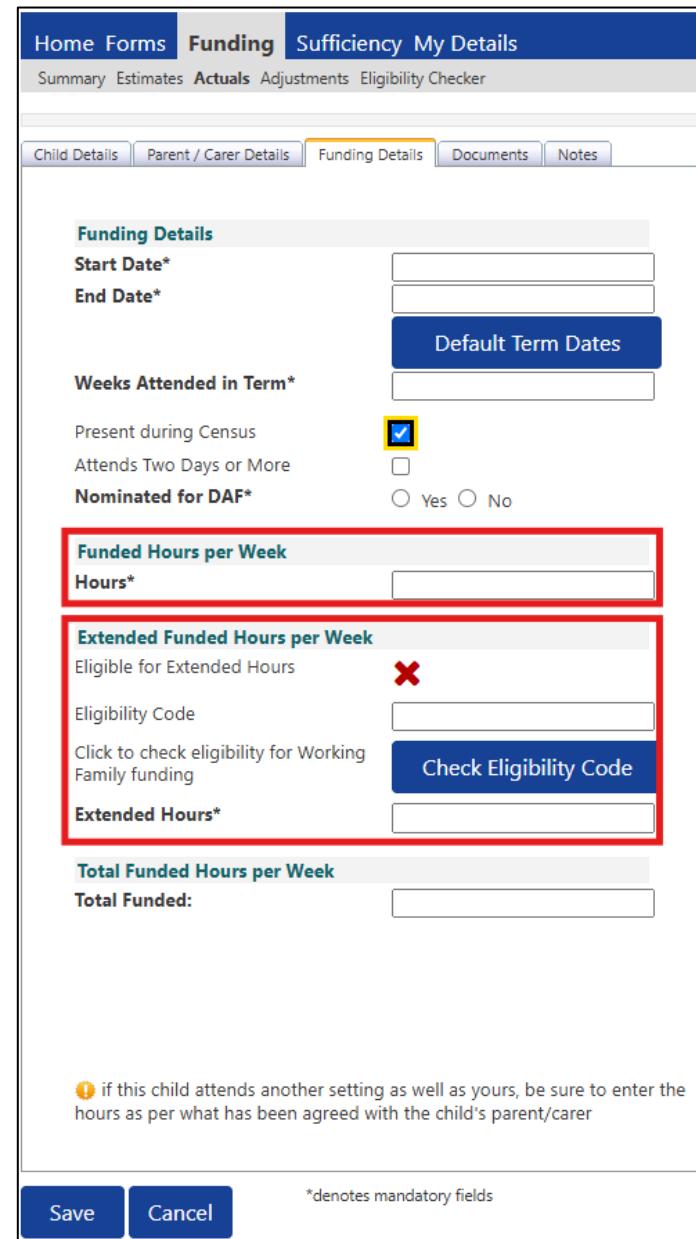
2. Eligibility Code – Enter the 11 digit Working Parent Entitlement eligibility code.
3. Click 'Check Eligibility Code'. This will perform an ECS check and confirm whether the details entered match with those held by the HMRC, and whether the code is valid for use this term.

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 Parent/Carer/Guardian Declaration Form (PDF) are correct.
6. Extended Hours – Where eligibility has been confirmed, a green tick will be displayed (pictured).



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.



The screenshot shows the 'Funding Details' tab of a software application. The 'Funding Details' section includes fields for 'Start Date*', 'End Date*', 'Default Term Dates', and 'Weeks Attended in Term*'. Below this, there are checkboxes for 'Present during Census' (checked) and 'Attends Two Days or More' (unchecked). A 'Nominated for DAF*' section with 'Yes' and 'No' radio buttons is also present. The 'Funded Hours per Week' section has a 'Hours*' field. The 'Extended Funded Hours per Week' section has a 'Eligible for Extended Hours' field with a red 'X' icon, a 'Eligibility Code' field, a 'Click to check eligibility for Working Family funding' link, and a 'Check Eligibility Code' button. The 'Extended Hours*' field is also highlighted with a red border. The 'Total Funded Hours per Week' section has a 'Total Funded:' field. 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 bottom right corner includes a 'Save' and 'Cancel' button, and a note: '*denotes mandatory fields'.

Attendance days

Enter the child's attending days by selecting 'Yes' or 'No' for each day of the week. A value must be entered for each day.

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 57.

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

 38 Weeks must be entered in this box.

Census Information

Funded Entitlement Weeks

Extended Entitlement Weeks

 38 Weeks must be entered in this box.

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 (Expanded).

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. Please refer to section 8.5 (c) Child eligible for both Funded Hours (2Help – additional support) AND Expanded Hours (Working Parent Entitlement) page 56.

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 – Assessing the Entitlements – Parent / Carer to complete - please tick the relevant box			
2Help:			
<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:

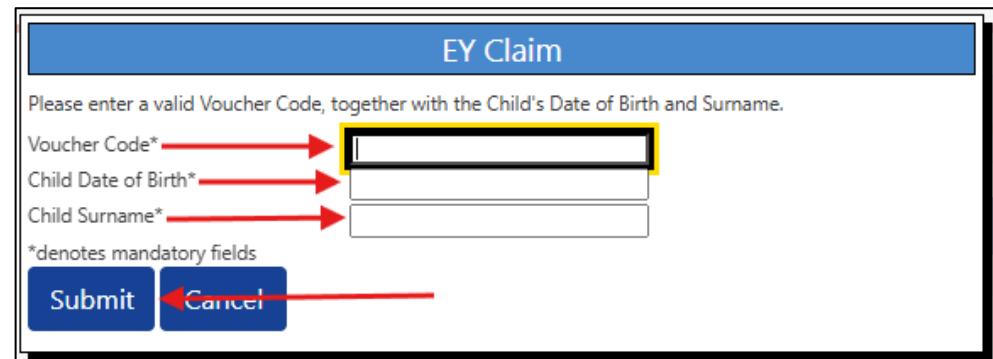
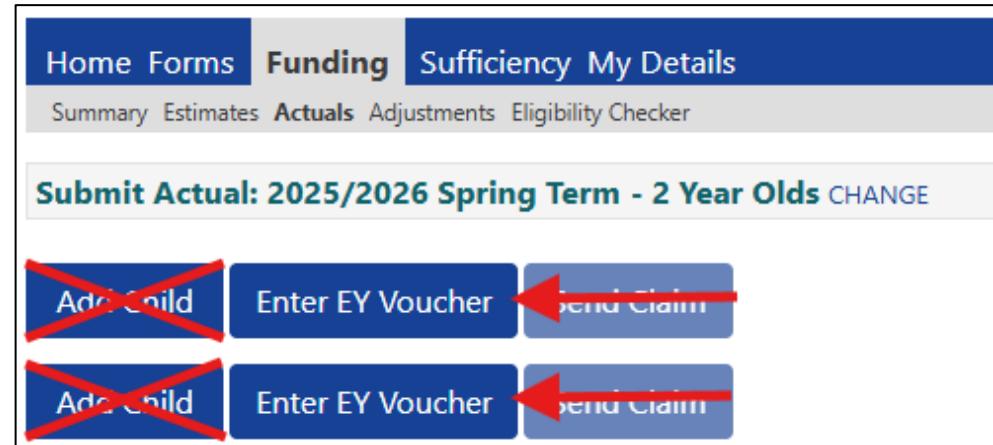
8.1 How to add a new child - 2Help (2-year-old receiving additional support)

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: Where the child record matches with the parent application for 2Help, some of the details will be pre-populated, please check that the details are correct, and correspond to the completed Parent/Carer/Guardian Declaration Form (PDF).



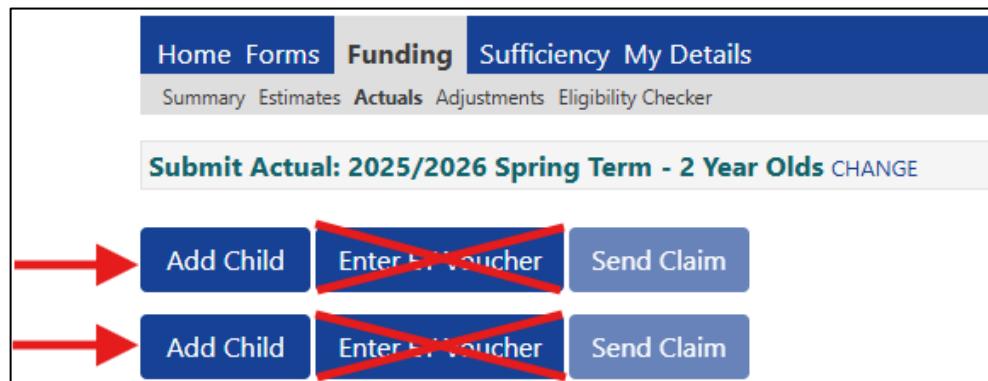
Confirmation of 2Help (2-year-old receiving additional support) Funding from a Local Authority outside of Warwickshire

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.

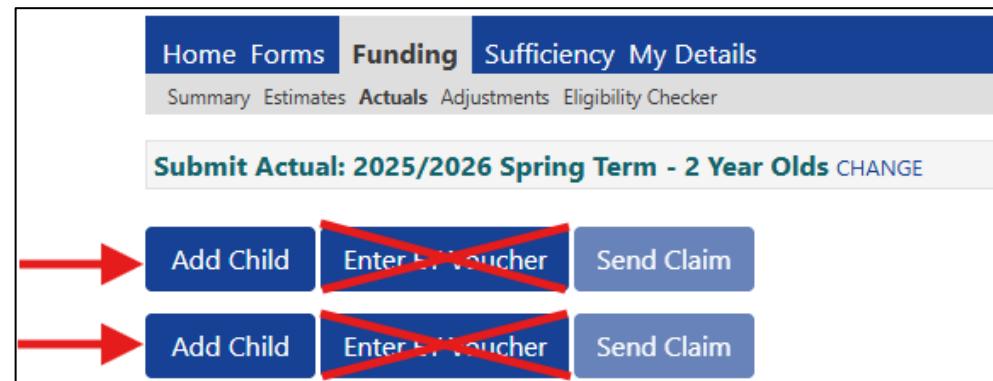
Note: A copy of the confirmation letter from the originating authority MUST also be uploaded to the child's record and sent to the Early Years Funding Team using the Documents tab if a positive ECS check has not been made within the Funding Details tab. If no proof is uploaded, funding cannot be agreed. Please refer to section 9. Documents tab page 58.



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.



The screenshot shows a navigation bar with 'Home', 'Forms', 'Funding' (which is bolded), 'Sufficiency', and 'My Details'. Below this is a sub-menu with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A main title 'Submit Actual: 2025/2026 Spring Term - 2 Year Olds' with a 'CHANGE' link follows. Below this are two rows of buttons. Each row contains a red arrow pointing to an 'Add Child' button, which is in a blue box. To the right of each 'Add Child' button is a red box with a large red X over the text 'Enter E.Voucher', and further to the right is a 'Send Claim' button in a blue box.

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 – If this has not been pre-populated, 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'.

Child Details

Forename*

Middle Name

Surname*

DOB* Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity* Information Not Yet Obtained

SEN COP Stage* No Special Educational need

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save Cancel *denotes mandatory fields

SEN COP Stage

<Unknown>

<Unknown>

_No Special Educational need

<Unknown>

Education, Health and Care Plan

Moved Out Of Area

Other La Ehcp

Referral Received

SEN Discontinued

SEN Support

Statemented

Under EHC Assessment

Save Cancel *denotes mandatory fields

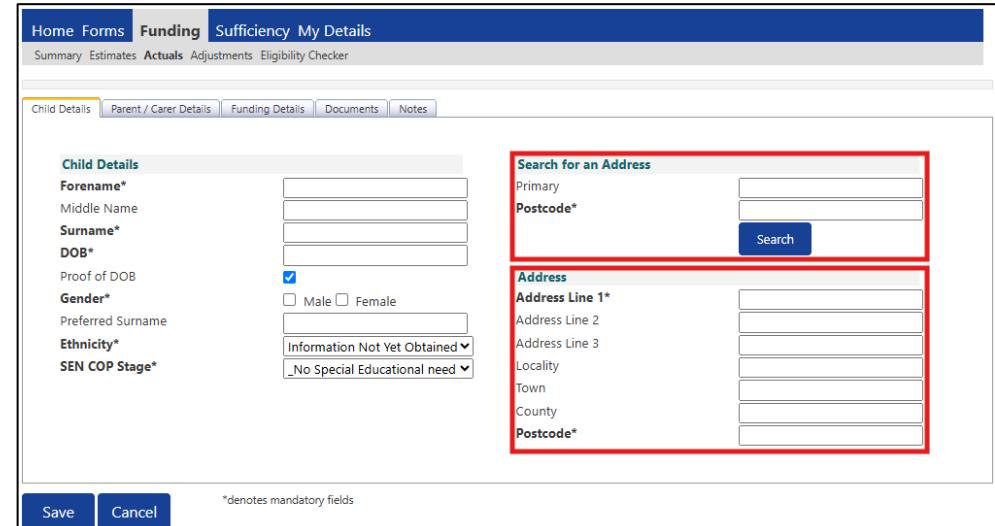
Address:

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 interface for managing child details. At the top, there are tabs: Home, Forms, Funding, Sufficiency, and My Details. Below these are sub-tabs: 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 Child Details tab is active. It contains fields for Forename*, Middle Name, Surname*, DOB* (with a proof of DOB checkbox checked), Gender* (with Male and Female radio buttons), Preferred Surname, Ethnicity*, and SEN COP Stage*. Below these are dropdowns for Information Not Yet Obtained and SEN COP Stage. The Address tab is also active and contains fields for Address Line 1*, Address Line 2, Address Line 3, Locality, Town, County, and Postcode*. The 'Search for an Address' section is highlighted with a red box, containing fields for Primary and Postcode*, and a Search button. The 'Address' section is also highlighted with a red box, containing fields for Address Line 1 through Postcode*. At the bottom are Save and Cancel buttons, and a note: *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 Parent/Carer/Guardian 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 section 8.5 (a) Child eligible for ONLY Funded Hours (2Help – additional support) 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 Parent/Carer/Guardian 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

2Help:

2Help 15 hours Funded Entitlement

TERM: Autumn Spring Summer

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:

Universal:

Universal 15 hours Funded Entitlement for 3 & 4 year olds

TERM: Autumn Spring Summer

For all three and four-year-olds from the term after their third birthday. **NO ELIGIBILITY CODE** is required.

Working Parent:

Working Parent 30 hours Expanded Entitlement term after 9 months - 2 years* TERM: Autumn Spring Summer

Working Parent 30 hours Expanded Entitlement from the term after 2 years* TERM: Autumn Spring Summer

Working Parent 30 hours Expanded Entitlement for 3 & 4 year olds* TERM: Autumn Spring Summer

*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:

*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 Parent/Carer/Guardian Declaration Form (PDF).

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

Part 2 'Early Years Pupil Premium (EYPP)' of the Parent/Carer/Guardian 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.

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		Partner Details	
Forename	Surname	Forename	Surname
DOB	DOB	Email	Email
Contact Number	Contact Number	NI or	NASS Number
<input type="checkbox"/> NI or	<input type="checkbox"/> NASS Number	<input type="checkbox"/> NI or	<input type="checkbox"/> NASS Number
Tick to give consent to Eligibility Checking for		Tick to give consent to Eligibility Checking for	
<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility <input type="checkbox"/> 2 Help (Additional Support)		<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility <input type="checkbox"/> 2 Help (Additional Support)	
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. 2 Help (Additional Support): The Surname, DOB and NI Number will also be required for this data to be used for an Eligibility Check.			

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.

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:

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 Parent/Carer/Guardian 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 Parent/Carer/Guardian Declaration Form (PDF), additional supporting information to confirm this will need to be sent to the Early Years Funding Team.

Please refer to section 9. Documents tab page 58 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 section 9. Documents tab page 58.

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 section 9. Documents tab page 58).

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

Hours*

Expanded Funded Hours per Week
Eligible for Expanded Hours X
Eligibility Code
Click to check eligibility for Working Family funding X
Check Eligibility Code

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 Help (2-year-old receiving 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 must be entered in this box.

Maximum Values Allowed:
Number of Weeks: 11.00
Funded Weekly Hours: 10.00
Funded Termly Hours: 110.00
Funded Yearly Hours: 380.00
Expanded Weekly Hours: 10.00
Expanded Termly Hours: 110.00
Expanded Yearly Hours: 380.00

ⓘ 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

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. If this box is not ticked, the system will not allow a claim to be made for more than 10 hours per week as this is the maximum number of hours that can be claimed in one day.

Funding Details

Start Date* 02-Jan-2026

End Date* 27-Mar-2026

Default Term Dates

Weeks Attended in Term* 11

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Maximum Values Allowed:

Number of Weeks: 11.00

Funded Weekly Hours: 15.00

Funded Termly Hours: 165.00

Funded Yearly Hours: 570.00

Expanded Weekly Hours: 30.00

Expanded Termly Hours: 330.00

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 Parent/Carer/Guardian 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 section 9. Documents tab page 58. Payment for DAF will not be confirmed unless the Early Years Funding Team sees this letter.

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 <input type="checkbox"/> NO <input type="checkbox"/>	
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*	02-Jan-2026			
End Date*	27-Mar-2026			
Default Term Dates				
Weeks Attended in Term*	11			
Present during Census	<input checked="" type="checkbox"/>			
Attends Two Days or More	<input type="checkbox"/>			
Nominated for DAF*	<input type="radio"/> Yes <input type="radio"/> No			

Funded or Expanded Hours per Week

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

The Working Parent Eligibility code details should have been checked using the Eligibility Checker tab to establish its eligibility for funding (please refer to section 4. Eligibility Checker tab page 15) before the funded place is offered, or confirmation of 2Help seen.

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.

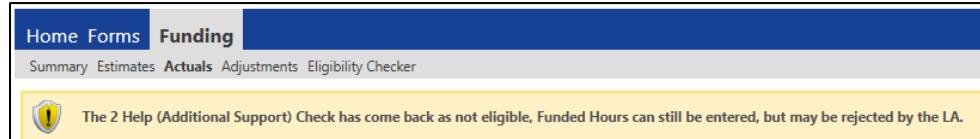
Part 3A - Claim Details - Parent / Carer to complete									
AUTUMN TERM – 14 Weeks funding (maximum 210 /420 for 30 hours)									
Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded Hours Entitlement Type	Funded hours used per day					Total number of hours per week (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:									

8.5 (a) Child eligible for ONLY Funded Hours (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. This can also be used to check children for eligibility who live in another local authority.

Note: Where a child is eligible for 2Help funding AND the Working Parent Entitlement, the 2Help funded hours MUST be used first, please refer to section 8.5 (c) Child eligible for both Funded Hours (2Help - additional support) AND Expanded Hours (Working Parent Entitlement) page 56.

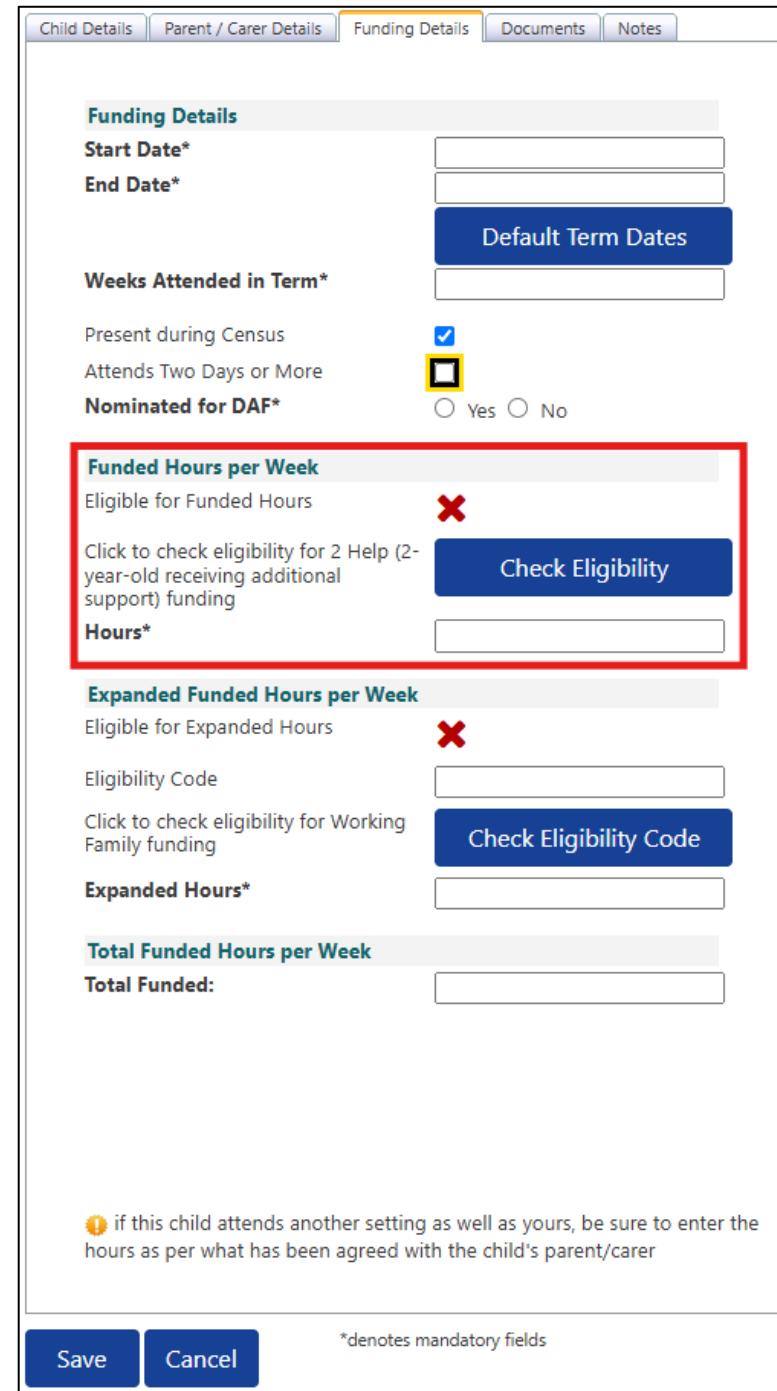
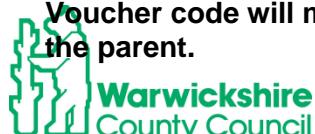
3. Where an ECS check for 2Help (additional support) is performed, and the result returned is 'not eligible', the following yellow banner will be displayed.



The screenshot shows a navigation bar with 'Home', 'Forms', and 'Funding' selected. Below the navigation is a sub-menu with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A yellow banner at the bottom of the page contains a shield icon and the text: 'The 2 Help (Additional Support) Check has come back as not eligible. Funded Hours can still be entered, but may be rejected by the LA.'

This does not mean that the claim cannot be added but that eligibility has not been found using the ECS check. Providers MUST ensure that they have seen an eligibility confirmation letter, and where another Local Authority has agreed funding, this must be uploaded to the child's record. Please refer to section 9. Documents tab page 58.

Note: Where a child has been issued with a confirmation letter confirming eligibility for 2Help funding by Warwickshire County Council, it is not necessary to perform an ECS check, as the EY Voucher code will match automatically with the application made by the parent.



The screenshot shows the 'Funding Details' section with fields for 'Start Date*' and 'End Date*'. Below it is the 'Default Term Dates' section with a 'Weeks Attended in Term' dropdown and checkboxes for 'Present during Census' (checked) and 'Attends Two Days or More' (unchecked). A 'Nominated for DAF*' section with 'Yes' and 'No' radio buttons is also shown. The 'Funded Hours per Week' section is highlighted with a red border. It contains a 'Check Eligibility' button, a note about checking for 2Help funding, and a 'Hours*' input field. The 'Expanded Funded Hours per Week' and 'Total Funded Hours per Week' sections are also visible below.

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

Hours*

Check Eligibility

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

4. Where a check for 2Help (additional support) is performed and returns a positive result, a green tick will be displayed, as well as a banner.

5. 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 section 8.5 (c) Child eligible for both Funded Hours (2Help - additional support) AND Expanded Hours (Working Parent Entitlement) page 56.

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 section 9. Documents tab page 58.

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

Continue to follow the guidance from page 57.

Funded Hours per Week

Eligible for Funded Hours

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

Child Eligible

Hours*

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 Help (2-year-old receiving 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

Expanded Hours*

Total Funded Hours per Week

Total Funded:

8.5 (b) Child eligible for ONLY Expanded Funded Hours (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 section 8.5 (c) Child eligible for both Funded Hours (2Help - additional support) AND Expanded Hours (Working Parent Entitlement) page 56.
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.

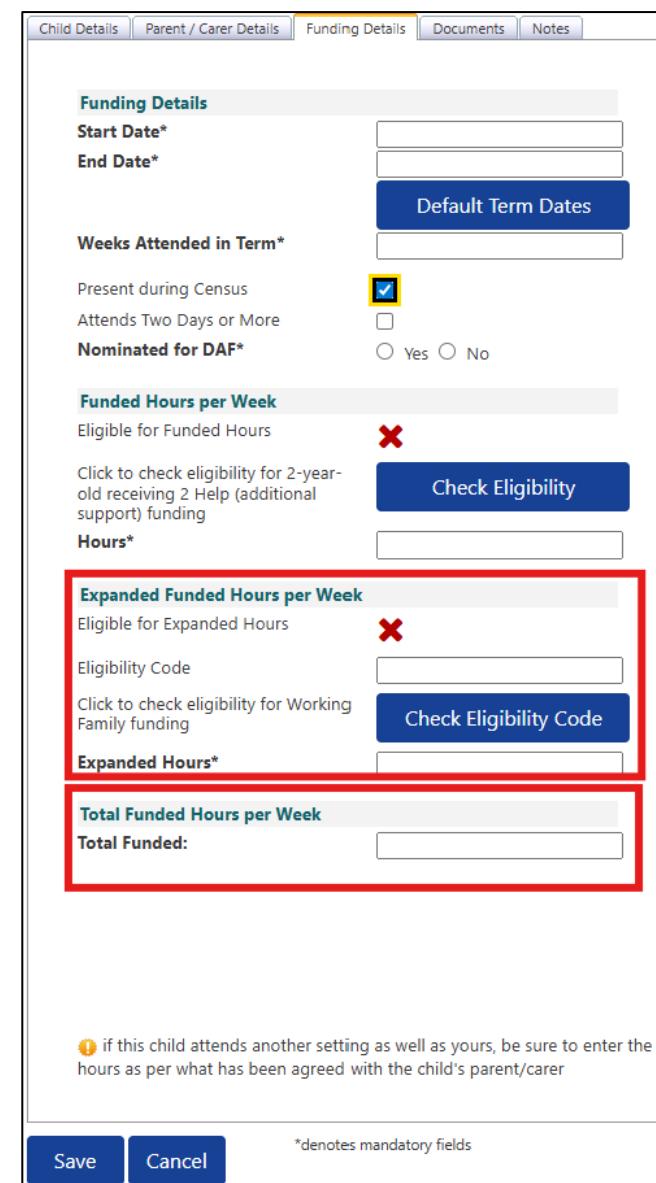
Note: The Funding Details tab is not linked to the Eligibility Checker tab, therefore this check within the Funding Details tab must be completed.

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 Parent/Carer/Guardian Declaration Form (PDF) are correct.
6. Expanded Hours – Where eligibility has been confirmed, a green tick will be displayed (pictured).



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 57.



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

Expanded Funded Hours per Week

Eligible for Expanded Hours X
Eligibility Code X
Click to check eligibility for Working Family funding
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

8.5 (c) Child eligible for both Funded Hours (2Help - additional support) AND Expanded Hours (Working Parent Entitlement):

There may be some cases where a child is eligible for both 2Help (additional support) and the Working Parent Entitlement.

1. Enter the number of 2Help hours to be claimed in 'Funded Hours per Week'. Where a child has a letter of confirmation of 2Help funding from Warwickshire (or equivalent from an alternative LA) no eligibility check is required.
2. Eligibility Code – Enter the 11 digit Working Parent Entitlement eligibility code.
3. Click 'Check Eligibility Code'. This will perform an ECS check for the Working Parent Entitlement and confirm whether the details entered match with those held by the HMRC, and whether the code is valid for use this term.
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. Enter the number of Expanded hours per week to be claimed in 'Expanded Hours'. This will prepopulate the Total Funded Hours per Week box with the sum of 2Help and Expanded hours.

Note: Where a child is eligible for both entitlements, the Funded hours (2Help – additional support) must be used in full before any Expanded (working parent entitlement) hours are used.

Continue to follow the guidance from page 57.

Example:

Child attends one setting for 25 hours per week. Claim must be for 15 Funded hours (2Help – additional support), and 10 Expanded hours (Working Parent Entitlement).

The screenshot shows a web form with three main sections: 'Funded Hours per Week', 'Expanded Funded Hours per Week', and 'Total Funded Hours per Week'.

- Funded Hours per Week:** Contains a red 'X' icon and a 'Check Eligibility' button. A red arrow points to the 'Hours*' input field, which contains '15.00'.
- Expanded Funded Hours per Week:** Contains a green checkmark icon and a 'Check Eligibility Code' button. A red arrow points to the 'Expanded Hours*' input field, which contains '10.00'.
- Total Funded Hours per Week:** Contains a 'Total Funded:' input field with a red arrow pointing to it, containing '25.00'.

Attendance days

Enter the child's attending days by selecting 'Yes' or 'No' for each day of the week. A value must be entered for each day.

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 57.

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

Funded Entitlement Weeks

Expanded Entitlement Weeks

 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.

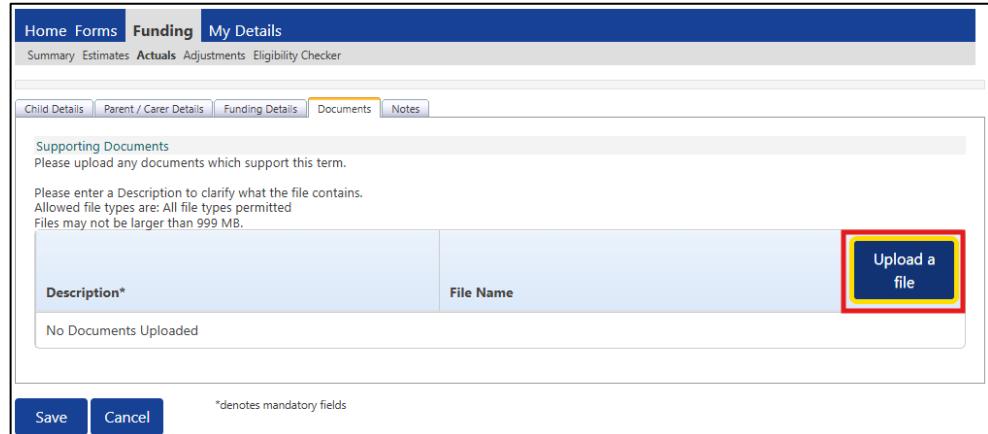
Examples of when a provider may need to provide supporting information include:

- 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, confirmation 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.

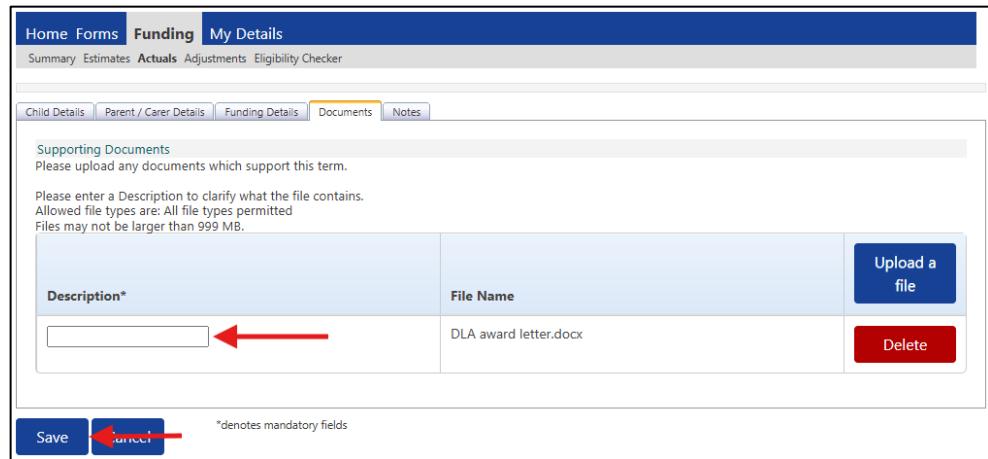


The screenshot shows the 'Funding' tab selected in the top navigation bar. The 'Documents' tab is active. A red box highlights the 'Upload a file' button in the top right corner of the main content area.

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.

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 section 10. Notes tab page 60.



The screenshot shows the 'Funding' tab selected. The 'Documents' tab is active. A red box highlights the 'Delete' button in the bottom right corner of the table row for the uploaded file. Red arrows point to the 'Description' field and the 'Save' button in the bottom left corner.

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 or 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 'Funding' tab of the Warwickshire County Council application. The 'Notes' tab is selected. A yellow box highlights the 'Add a new note' text area. A red arrow points from the note 'Child left setting without notice.' to the 'Save' button at the bottom left. The 'Save' button is highlighted with a red box. The interface includes tabs for Home Forms, Funding, and My Details, and sub-tabs for Summary, Estimates, Actuals, Adjustments, and Eligibility Checker. The 'Notes' tab is active. The 'Notes History' section is visible on the right.

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 section 11.2 How to update and edit the Actuals list page 62.

Where a child has left your setting, they will need to be deleted from your Actuals list, please refer to section 11.3 How to delete a child from the Actuals list page 64.

Note: Children remaining in the same age range will be carried forward with the number of funded hours from the previous term's Headcount included. Hours added as an adjustment will not be included.

Note: Children moving from one age range to another will be carried forward to the next age range, however they will NOT have funded hours included and the claim will automatically be 0 hours.

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 sections 11.2 How to update and edit the Actuals list page 62, 7.4 Funding Details tab page 33, and 8.5 Funding Details tab – 2 year olds page 49.

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: Childminders Actuals list is NOT carried forward from the Summer Term to the Autumn Term. ALL children will need to be re-added as new children in the Autumn Term.

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

Submit Actual: 2025/2026 Spring 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		165.00	165.00	£1815.00		09-Feb-2024 - 07-Dec-2025 Grace Period: 31-Mar-2026
	x		0.00	0.00	£0.00		11-Jun-2024 - 07-Jan-2026 Grace Period: 31-Mar-2026

Three red arrows point to the 'In grace period' warning, the 'Child' column, and the 'Eligibility Status' column.

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

Submit Actual: 2025/2026 Spring 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		165.00	165.00	£1815.00		09-Feb-2024 - 07-Dec-2025 Grace Period: 31-Mar-2026
	x		0.00	0.00	£0.00		11-Jun-2024 - 07-Jan-2026 Grace Period: 31-Mar-2026

11.2. How to update and edit the Actuals list

Where children have been carried forward from the previous term (please refer to section 11.1 Children carried forward from the previous term page 61), 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.

Note: Where children have been carried forward from one age range to the next, the weekly hours to be claimed will not have carried forward and will automatically be 0 hours.

Carried forward hours (where children have carried forward from the previous term and 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 section 11.3 How to delete a child from the Actuals list page 64.

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.

Submit Actual: 2025/2026 Spring Term - 3 & 4 Year Olds 3 [CHANGE](#)

⚠ In grace period

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠	X		165.00	165.00	£1815.00		09-Feb-2024 - 07-Dec-2025 Grace Period: 31-Mar-2026
	X		0.00	0.00	£0.00		11-Jun-2024 - 07-Jan-2026 Grace Period: 31-Mar-2026

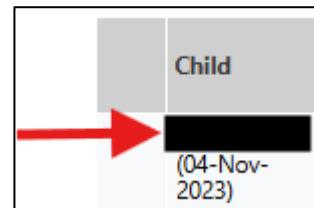
[Add Child](#) [Send Claim](#)

Submit Actual: 2025/2026 Spring Term - 3 & 4 Year Olds 3 [CHANGE](#)

⚠ In grace period

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠	X		165.00	165.00	£1815.00		09-Feb-2024 - 07-Dec-2025 Grace Period: 31-Mar-2026
	X		0.00	0.00	£0.00		11-Jun-2024 - 07-Jan-2026 Grace Period: 31-Mar-2026

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



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

3. Check the details in each tab in turn, making amendments where necessary (please refer to sections 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

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

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Save  cancel

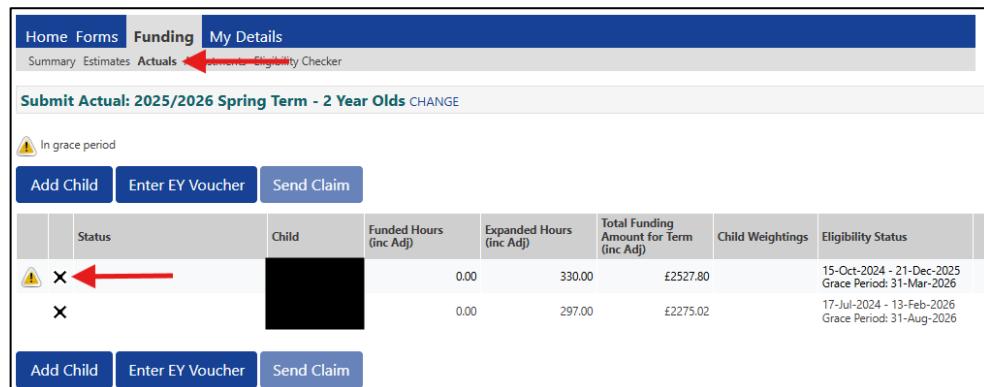
11.3. How to delete a child from the Actuals list

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 section 18. Adjustments tab page 78.

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 My Details
Summary Estimates Actuals **Adjustments** Eligibility Checker
Submit Actual: 2025/2026 Spring Term - 2 Year Olds CHANGE
⚠ In grace period
Add Child Enter EY Voucher Send Claim
Status Child Funded Hours (inc Adj) Expanded Hours (inc Adj) Total Funding Amount for Term (inc Adj) Child Weightings Eligibility Status
X 0.00 330.00 £2527.80 15-Oct-2024 - 21-Dec-2025 Grace Period: 31-Mar-2026
X 0.00 297.00 £2275.02 17-Jul-2024 - 13-Feb-2026 Grace Period: 31-Aug-2026
Add Child Enter EY Voucher 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 My Details
Summary Estimates Actuals **Adjustments** Eligibility Checker
Submit Actual: 2025/2026 Spring Term - 2 Year Olds CHANGE
⚠ In grace period
Add Child Enter EY Voucher Send Claim
Status Child Funded Hours (inc Adj) Expanded Hours (inc Adj) Total Funding Amount for Term (inc Adj) Child Weightings Eligibility Status
⚠ Awaiting LA Deletion 0.00 0.00 £0.00 15-Oct-2024 - 21-Dec-2025 Grace Period: 31-Mar-2026
X 0.00 297.00 £2275.02 17-Jul-2024 - 13-Feb-2026 Grace Period: 31-Aug-2026
Add Child Enter EY Voucher Send Claim

12. Sending the claim

Update for Spring Term 2026:

Following an upgrade to the Provider Portal and a change in the way the Census Information is collected, in the Spring Term all providers (including schools) **MUST** complete the 'My Details' tab before the Actual Headcount can be submitted.

If the 'Send Claim' button is clicked before the 'My Details' tab has been completed with Census Information, the blue information message (pictured) will change to a red warning message (pictured). The claim will not be submitted.

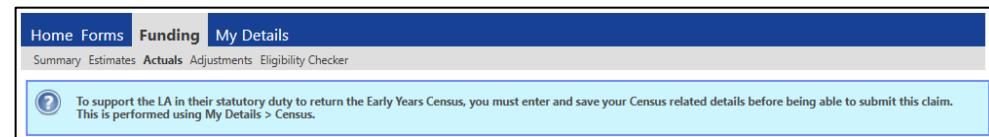
Please refer to section 19 My Details tab - Census Information page 98 for further information on how to complete the Census.

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

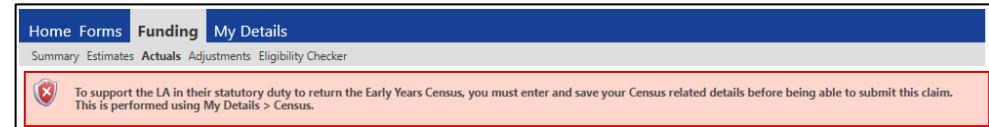
New child record:

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

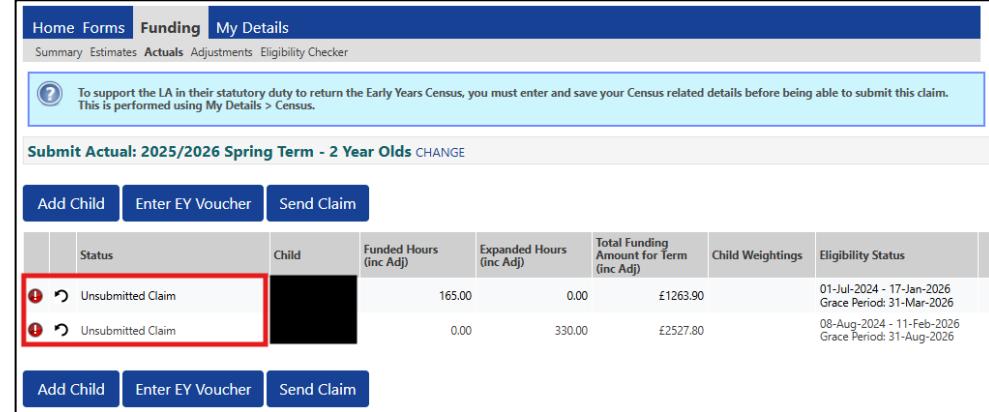
Where more new children are to be added, follow the process set out in the guidance from section 7. Making a claim for a new child - 9 months – 2 years old and 3 & 4 year olds page 27, and section 8. Making a claim for a new child – 2 year olds page 40.



The screenshot shows the 'Funding' tab selected in the top navigation bar. Below it, the 'My Details' tab is also selected. A blue information message box contains the text: 'To support the LA in their statutory duty to return the Early Years Census, you must enter and save your Census related details before being able to submit this claim. This is performed using My Details > Census.'



The screenshot shows the 'Funding' tab selected in the top navigation bar. Below it, the 'My Details' tab is also selected. A red warning message box contains the text: 'To support the LA in their statutory duty to return the Early Years Census, you must enter and save your Census related details before being able to submit this claim. This is performed using My Details > Census.'



The screenshot shows the 'Actuals' tab selected in the top navigation bar. The table below lists two children with the status 'Unsubmitted Claim'. A red box highlights the first row. The table columns are: Status, Child, Funded Hours (inc Adj), Expanded Hours (inc Adj), Total Funding Amount for Term (inc Adj), Child Weightings, and Eligibility Status. The first row shows 165.00, 0.00, £1263.90, and the second row shows 0.00, 330.00, £2527.80. To the right of the table, the grace periods are listed: '01-Jul-2024 - 17-Jan-2026 Grace Period: 31-Mar-2026' and '08-Aug-2024 - 11-Feb-2026 Grace Period: 31-Aug-2026'.

Add Child	Enter EY Voucher	Send Claim				
!	Unsubmitted Claim		165.00	0.00	£1263.90	01-Jul-2024 - 17-Jan-2026 Grace Period: 31-Mar-2026
!	Unsubmitted Claim		0.00	330.00	£2527.80	08-Aug-2024 - 11-Feb-2026 Grace Period: 31-Aug-2026

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 section 11.2 How to update and edit the Actuals list page 62.

Submit Actual: 2025/2026 Spring 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	
	Unsubmitted Claim			165.00	165.00	£1815.00		09-Feb-2024 - 07-Mar-2026 Grace Period: 31-Aug-2026	
	X			0.00	0.00	£0.00		11-Jun-2024 - 07-Jan-2026 Grace Period: 31-Mar-2026	

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'.
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.
3. The Status message next to the child's name will change to 'Awaiting LA Download'.

Submit Actual: 2025/2026 Spring 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	
	Unsubmitted Claim			165.00	165.00	£1815.00		09-Feb-2024 - 07-Mar-2026 Grace Period: 31-Aug-2026	
	X			0.00	0.00	£0.00		11-Jun-2024 - 07-Jan-2026 Grace Period: 31-Mar-2026	

Add Child Send Claim

Home Forms Funding My Details

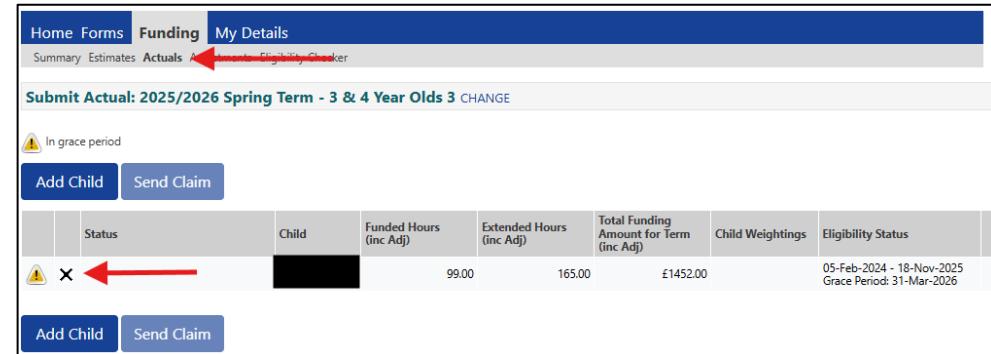
Summary Estimates Actuals Adjustments Eligibility Checker

Submission Successful

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'.

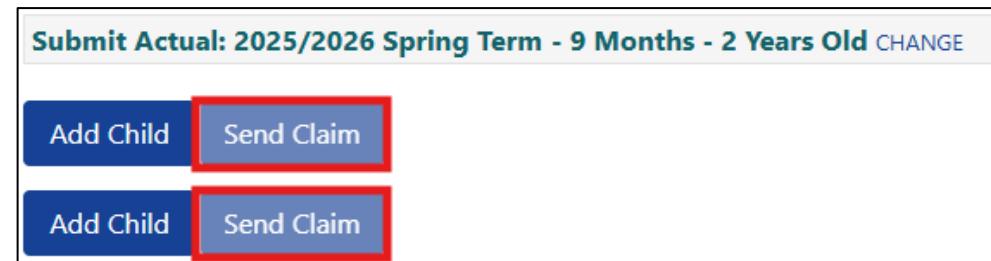


Submit Actual: 2025/2026 Spring Term - 3 & 4 Year Olds 3 CHANGE

In grace period

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠️	X		99.00	165.00	£1452.00		05-Feb-2024 - 18-Nov-2025 Grace Period: 31-Mar-2026

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



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

Add Child	Send Claim
Add Child	Send Claim

Please also refer to section 13. Unsubmitted claims page 68.

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.

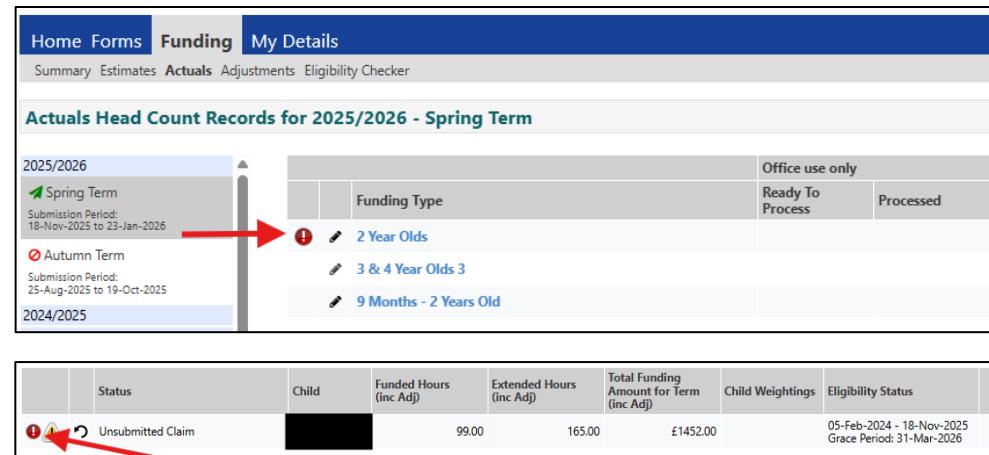
Where a claim is unsubmitted, a red circle with an exclamation mark will be displayed next to the unsubmitted age range when selecting the year and term.

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.

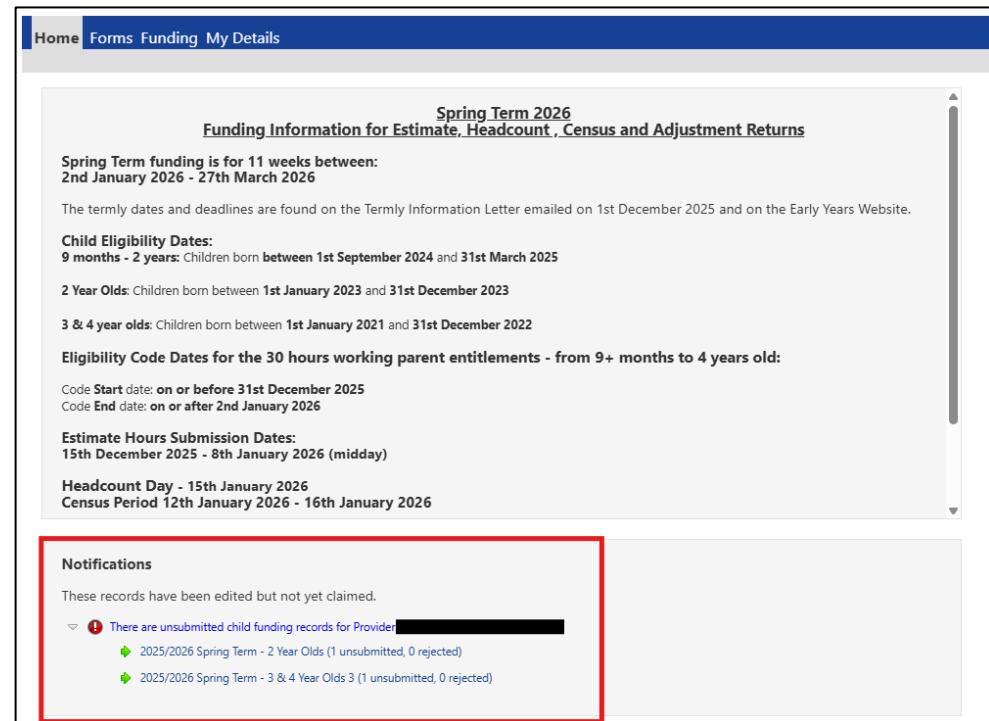
Please refer to section 18.7 Unsubmitted Actual Headcount claims page 96.



Actuals Head Count Records for 2025/2026 - Spring Term

Office use only	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
Unsubmitted Claim	[REDACTED]	99.00	165.00	£1452.00	05-Feb-2024 - 18-Nov-2025	Grace Period: 31-Mar-2026



Spring Term 2026

Funding Information for Estimate, Headcount, Census and Adjustment Returns

Spring Term funding is for 11 weeks between:
2nd January 2026 - 27th March 2026

The termly dates and deadlines are found on the Termly Information Letter emailed on 1st December 2025 and on the Early Years Website.

Child Eligibility Dates:
9 months - 2 years: Children born between 1st September 2024 and 31st March 2025

2 Year Olds: Children born between 1st January 2023 and 31st December 2023

3 & 4 year olds: Children born between 1st January 2021 and 31st December 2022

Eligibility Code Dates for the 30 hours working parent entitlements - from 9+ months to 4 years old:

Code Start date: on or before 31st December 2025
Code End date: on or after 2nd January 2026

Estimate Hours Submission Dates:
15th December 2025 - 8th January 2026 (midday)

Headcount Day - 15th January 2026
Census Period 12th January 2026 - 16th January 2026

Notifications

These records have been edited but not yet claimed.

There are unsubmitted child funding records for Provider [REDACTED]

- 2025/2026 Spring Term - 2 Year Olds (1 unsubmitted, 0 rejected)
- 2025/2026 Spring Term - 3 & 4 Year Olds 3 (1 unsubmitted, 0 rejected)

14. Checking the claim after the Actual Headcount

It is especially 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 section 11.2 How to update and edit the Actuals list page 62.

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 section 18. Adjustment tab page 78.



Actuals Head Count Records for 2025/2026 - Spring Term

2025/2026	Funding Type
Spring Term Submission Period: 18-Nov-2025 to 23-Jan-2026	<input checked="" type="checkbox"/> 2 Year Olds <input checked="" type="checkbox"/> 3 & 4 Year Olds 3 <input checked="" type="checkbox"/> 9 Months - 2 Years Old

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 or 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.

		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	24-Mar-2025 - 15-May-2025 Grace Period: 31-Aug-2025	
	✗		210.00	0.00	£1507.80	DF,EYPP	30-May-2024 - 18-Jun-2025 Grace Period: 31-Dec-2025	
	✗		210.00	0.00	£1297.80	DF	30-May-2024 - 18-Jun-2025 Grace Period: 31-Dec-2025	

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.

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Term Start Date	01-Sep-2025	Funding	Funded Hours Per Week	10.00
Term End Date	19-Dec-2025	Funded Hours for Term	140.00	
No of weeks attended	14.00			
Nominated for DAF	No			
Eligibility Start Date	24-Mar-2025	Funding Amount @ Provider Rate	£770.00	
Eligibility End Date	15-May-2025	▼ Child Weightings	£352.80	
Grace Period End Date	31-Aug-2025	Deprivation Factor (£0.68)	£142.80	
Eligibility last checked	02-Apr-2025 17:02:38	Early Years Pupil Premium (£1.00) on 210.00 hours	£210.00	
► Provider Total Rate	£5.50			
		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 section 9. Documents tab page 58) the amount will show in the 'Total amount from Pending Adjustments' line.

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Term Start Date	01-Apr-2025	Funding	Funded Hours Per Week	15.00
Term End Date	21-Jul-2025	Funded Hours for Term	195.00	
No of weeks attended	13.00			
Nominated for DAF	Yes			
► Provider Total Rate	£5.50	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. Please refer to section 16.1 Updating Eligibility Code details page 72.

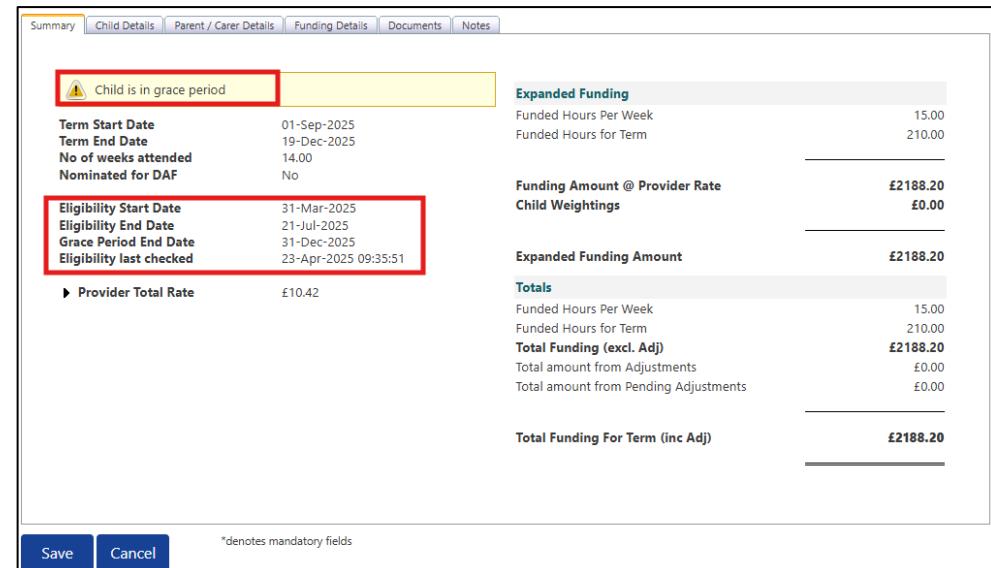
When the provider portal is closed for submissions, the details in the child record are 'frozen' at that point. To check the most up to date details of the code,

perform a check using the Eligibility Checker (please refer to section 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	OF	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 | Child Details | Parent / Carer Details | Funding Details | Documents | Notes

 Child is in grace period	Expanded Funding
Term Start Date 01-Sep-2025	Funded Hours Per Week 15.00
Term End Date 19-Dec-2025	Funded Hours for Term 210.00
No of weeks attended 14.00	
Nominated for DAF No	
Eligibility Start Date 31-Mar-2025	Expanded Funding
Eligibility End Date 21-Jul-2025	Funding Amount @ Provider Rate
Grace Period End Date 31-Dec-2025	Child Weightings
Eligibility last checked 23-Apr-2025 09:35:51	£2188.20
► Provider Total Rate £10.42	
	Totals
	Funded Hours Per Week 15.00
	Funded Hours for Term 210.00
	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

Save Cancel *denotes mandatory fields

16.1 Updating Eligibility Code details

When the provider portal is closed for submissions, the details of the child record are 'frozen' at this point. This includes the dates of the Eligibility Code. The code end date and Grace Period end date are **NOT** automatically updated when the parent reconfirms with the HMRC as the two systems are not linked. Due to this, the child record may show that the code has entered the Grace Period, despite the parent having reconfirmed.

Details of the code are updated when the funding office audits the Eligibility Codes, which takes place 3 times each term. Alternatively, providers can update the code details when the provider portal is open for submissions during the Actual Headcount, and Adjustment period.

How to update Eligibility Code dates

1. When the portal is open for submissions during the Actual Headcount or Adjustment period, open the child's record by clicking on their name.
2. Select the 'Funding Details' tab, then click the blue 'Check Eligibility Code' button. This will check the code and update the record with the most up to date details.
3. A green banner will be present top of the page with the message 'The Eligibility Code has been found and eligibility for working family hours has been obtained.'

The Eligibility Code has been found and eligibility for working family hours has been obtained.

In grace period								
	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
X		(09-May-2023)	0.00	0.00	0.00	330.00	£2527.80	19-Dec-2024 - 10-Feb-2026 Grace Period: 31-Mar-2026
X		(25-Jun-2023)	0.00	0.00	0.00	330.00	£2527.80	13-Aug-2024 - 22-Nov-2025 Grace Period: 31-Mar-2026

Funding Details

Start Date* 02-Jan-2026
End Date* 27-Mar-2026
Default Term Dates

Weeks Attended in Term* 11.00
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 Help (2-year-old receiving additional support) funding
Hours* 0.00

Expanded Funded Hours per Week
Eligible for Expanded Hours
Eligibility Code
Click to check eligibility for Working Family funding
Expanded Hours* 30.00

Total Funded Hours per Week
Total Funded: 30.00

Non-Funded Hours per Week
Non-Funded Hours* 0.00
An Eligibility Check for 2 Help (2-year-old receiving 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 38.00
Expanded Entitlement Weeks 14.00
38 Weeks must be entered in this box.

Maximum Values Allowed:
Number of Weeks: 11.00
Funded Weekly Hours: 15.00
Funded Termly Hours: 165.00
Funded Yearly Hours: 570.00
Expanded Weekly Hours: 30.00
Expanded Termly Hours: 330.00
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/carer

4. Click 'Save'. This will save the updated details to the child's record, and the yellow warning triangle  will no longer be present next to the child's name.



5. As the record has been amended, the Status message will now read 'Unsubmitted claim'.

 Unsubmitted Claim	(25-Jun-2023)	0.00	0.00	0.00	330.00	£2527.80	13-Aug-2024 - 22-Feb-2026 Grace Period: 31-Aug-2026
---	---------------	------	------	------	--------	----------	--

6. Click 'Send Claim' to push the updated record through to the funding office.

Note: Where an update to the Eligibility Code has been performed during the ADJUSTMENT period and no additional Adjustments are included, please also leave a note in the 'Notes' tab to advise that the update to the code is the reason for the Adjustment. Please refer to section 10. Notes tab, page 60.

Add Child	Enter EY Voucher	Send Claim
 Status	Child	Pending Adj Hours
	(09-May-2023)	0.00
 Unsubmitted Claim	(25-Jun-2023)	0.00
Add Child	Enter EY Voucher	Send Claim

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

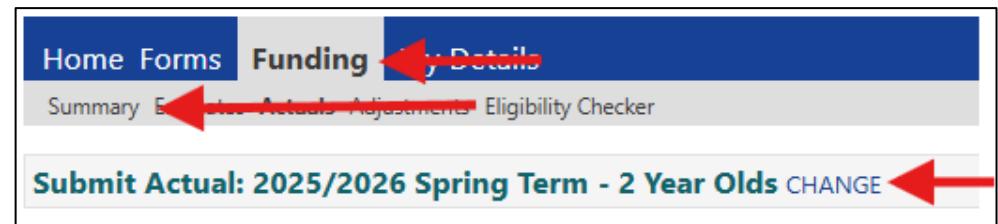
Indicative Funding Information for the forthcoming year can be taken from the previous year's funding, from each term's Summary tab.

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.

Summary Estimates Actuals Adjustments Eligibility Checker

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

Estimates

Term Length (Weeks)	14.00
► Provider Rate applied	£7.66

Estimate Funding

Hours Per Week	25.00
Term Funding Amount	£2681.00
Interim %	70.00%
Interim Amount Payable	£1876.70

Total Interim Amount Paid to Date (before Adj)	£0.00
Interim Amount Payable Balance	£1876.70

Number of Payments Due	3 / 3
Next Payment Amount Due (before Adj)	£625.57

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 73).
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
 Funding Amount	 £27852.60
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
 Extended Funding Amount	 £10896.10
Totals	
Funded Hours for Term	6997.00
Funding Amount @ Provider Rate	£38483.50
Child Weightings	£265.20
 Term Funding Amount	 £38748.70
Interim Amount Paid (before Adj)	£25675.65
 Term Funding Amount Balance	 £13073.05
Adjustments Paid with Final Payment	£0.00
 Actual Amount Paid (Inc. Adj)	 £13073.05

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.

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 page 2 of the website: [Early Education Funding Entitlements – Education and Early Years providers](#)

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.

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** My Details

Summary Estimates Actuals **Adjustments** Eligibility Checker

Adjustments Head Count Records for 2025/2026 - Spring Term

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

2025/2026
Spring Term
Submission Period: 18-Nov-2025 to 13-Mar-2026

Autumn Term
Submission Period: 10-Nov-2025 to 05-Dec-2025

2024/2025

Actuals (Office use only)

	Funding Type	Ready To Process	Processed	Editable
2 Year Olds	✓	✓		
3 & 4 Year Olds 3	✓	✓		
9 Months - 2 Years Old	✓			

Actuals (Office use only)

	Funding Type	Ready To Process	Processed	Editable
2 Year Olds	✓	✓		
3 & 4 Year Olds 3	✓	✓		
9 Months - 2 Years Old	✓			

Home Forms **Funding** My Details

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 F15 Provider Portal Guidance on the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements>

View Adjustments: 2025/2026 Spring Term - 2 Year Olds CHANGE

Please refer to the submission dates on the Termly Information Letter to make 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 section 18.6 Rejected Adjustment claims page 94.

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 sections 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 section 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 section 7.3 Parent/Carer Details tab page 30, and 8.4 Parent/Carer Details tab – 2 year olds page 46).

Home Forms **Funding** My Details

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 FIS Provider Portal Guidance on the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements>

Submit Adjustments: 2025/2026 Spring Term - 9 Months - 2 Years Old CHANGE

Add Child **Send Claim...**

Add Child **Send Claim...**

Home Forms **Funding** My Details

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 FIS Provider Portal Guidance on the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements>

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

Add Child **Enter EY Voucher** **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
		0.00	0.00	0.00	297.00	£2275.02	17-Jul-2024 - 13-Feb-2026 Grace Period: 31-Aug-2024

Add Child **Enter EY Voucher** **Send Claim...**

Home Forms **Funding** My Details

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 FIS Provider Portal Guidance on the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements>

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

In grace period

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
⚠		0.00	0.00	99.00	165.00	£1452.00	05-Feb-2024 - 18-Nov-2025 Grace Period: 31-Mar-2024

Add Child **Send Claim...**

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

- ✓ Start Date and End Date - either by clicking on the blue 'Default Term Dates if making a claim for the whole term, or by manually entering the child's attending dates.

Note: This field will only be editable when adding a NEW child as an adjustment.

- ✓ Attends Two Days or More – where applicable.
- ✓ Nominated for DAF – tick 'Yes' or 'No' as applicable. Please refer to section 18.4 Updating an existing funding record for DAF and/or EYPP page 90.
- ✓ 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.

Child Details | Parent / Carer Details | **Funding Details** | Documents | Pending Adjustment | 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

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

Census Information

Expanded Entitlement Weeks
! 38 Weeks must be entered in this box.

Maximum Values Allowed:

Number of Weeks: 11.00
Expanded Weekly Hours: 10.00
Expanded Termly Hours: 110.00
Expanded Yearly Hours: 380.00

! 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

Child Details | Parent / Carer Details | **Funding Details** | Documents | Pending Adjustment | 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

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

Funded Hours per Week

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

Non-Funded Hours per Week

Non-Funded Hours
! An Eligibility Check for 2 Help (2-year-old receiving 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
! 38 Weeks must be entered in this box.

Maximum Values Allowed:

Number of Weeks: 11.00
Funded Weekly Hours: 10.00
Funded Termly Hours: 110.00
Funded Yearly Hours: 380.00
Expanded Weekly Hours: 10.00
Expanded Termly Hours: 110.00
Expanded Yearly Hours: 380.00

! 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

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 section 18.3 Pending Adjustments tab page 85.

- Documents tab (please refer to section 9. Documents tab page 58). Please also refer to section 18.4 Updating an existing funding record for DAF and/or EYPP page 90.
- Pending Adjustments tab – please refer to section 18.3 Pending Adjustments tab page 85 onwards for further details.
- Notes tab (please refer to section 10. Notes tab page 60).

Child Details | Parent / Carer Details | Funding Details | Documents | Pending Adjustment | 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:

Maximum Values Allowed:

Number of Weeks: 11.00

Funded Weekly Hours: 10.00

Funded Termly Hours: 110.00

Funded Yearly Hours: 380.00

Extended Weekly Hours: 10.00

Extended Termly Hours: 110.00

Extended Yearly Hours: 380.00

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

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*

Census Information

Funded Entitlement Weeks

Extended Entitlement Weeks

38 Weeks must be entered in this box.

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 Spring Term - 2 Year Olds CHANGE

Add Child	Enter EY Voucher	Send Claim					
Status	Child (05-Feb-2023)	Pending Adj Hours 0.00	Pending Expanded Adj Hours 0.00	Funded Hours (inc Adj) 0.00	Expanded Hours (inc Adj) 297.00	Total Funding Amount for Term (inc Adj) £2275.02	Eligibility Status 17-Jul-2024 - 13-Feb-2026 Grace Period: 31-Aug-2026
Add Child	Enter EY Voucher	Send Claim					

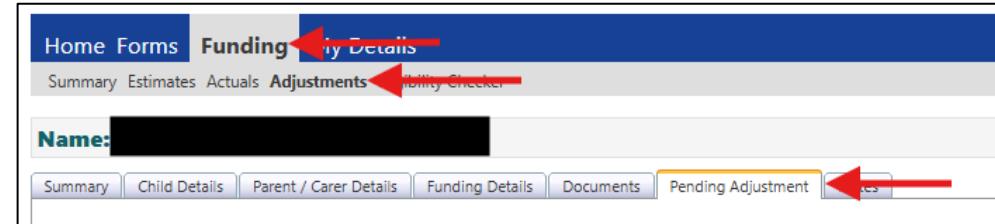
18.3 Pending Adjustments tab

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.

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.



The screenshot shows a software interface for managing funding details. The top navigation bar includes 'Home', 'Forms', 'Funding', 'Summary Details' (highlighted with a red arrow), 'Summary', 'Estimates', 'Actuals', 'Adjustments' (highlighted with a red arrow), and 'Ability Checker'. Below this, a sub-navigation bar includes 'Name' (with a black redacted box), 'Summary', 'Child Details', 'Parent / Carer Details', 'Funding Details', 'Documents', 'Pending Adjustment' (highlighted with a red arrow), and a 'Yes' button. The 'Pending Adjustment' tab is currently selected.

 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

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.

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.

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.

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: 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 Parent/Carer/Guardian Declaration Form (PDF). Please refer to Splitting funding between one or more settings page 36 and 52.

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

Reason (500 characters)

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

Pending Adjustment

Number of Hours

Reason (500 characters)

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

Extended Pending Adjustment

Number of Hours

Reason (500 characters)

Maximum Values Allowed:
Expanded Termly Hours: 420.00
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

Pending Adjustment

Number of Hours

Reason (500 characters)

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

Extended Pending Adjustment

Number of Hours

Reason (500 characters)

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

Save Cancel *denotes mandatory fields

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 78 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 section 18.6 Rejected Adjustment claims page 94.

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: (highlighted with a red box)

Reason (500 characters): (highlighted with a red box)

More Hours (highlighted with a red box)

Less Hours (highlighted with a red box)

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: 90 (highlighted with a red box)

Reason (500 characters): (highlighted with a red box)

Child started after headcount on 10.11.25 (highlighted with a red box)

6 funded weeks left in term (highlighted with a red box)

6 x 15 = 90 (highlighted with a red box)

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.

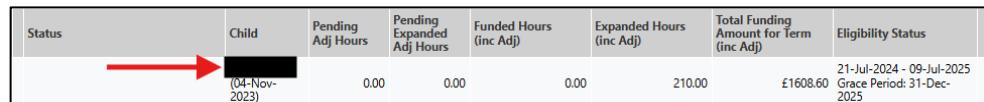
Rejected due to over claim. Funded weeks remaining in term from 17.11.25 – end of term 19.12.25 = 5 weeks. Maximum hours available to be claimed = 150.

18.4 Updating an existing funding record for DAF and/or EYPP

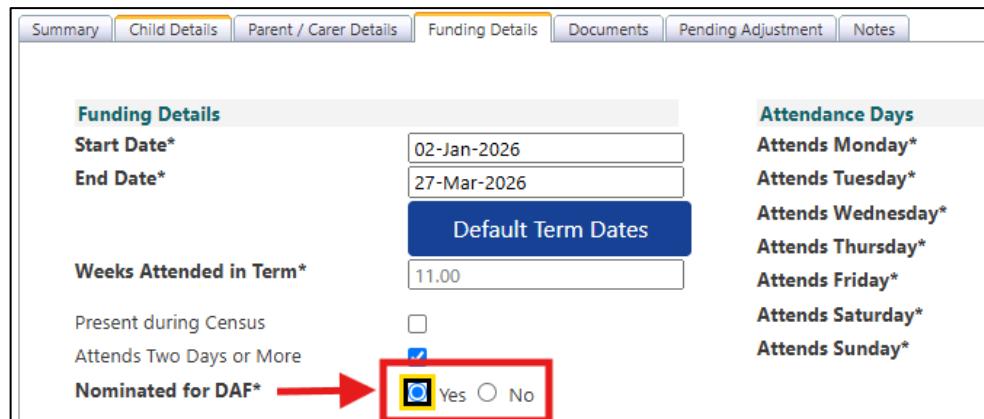
Adjustment for Disability Access Fund (DAF):

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 section 18.2.2 How to change an existing claim page 84) 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 section 9. Documents tab page 58).
7. Select the Notes tab.
8. Add a note to inform the funding office the DLA award letter has been attached, please refer to section 10. Notes tab page 60.
9. Click 'Save', please refer to section 18.5 Saving and submitting the Adjustment claim page 92.
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



Funding Details

Start Date* 02-Jan-2026

End Date* 27-Mar-2026

Default Term Dates

Weeks Attended in Term* 11.00

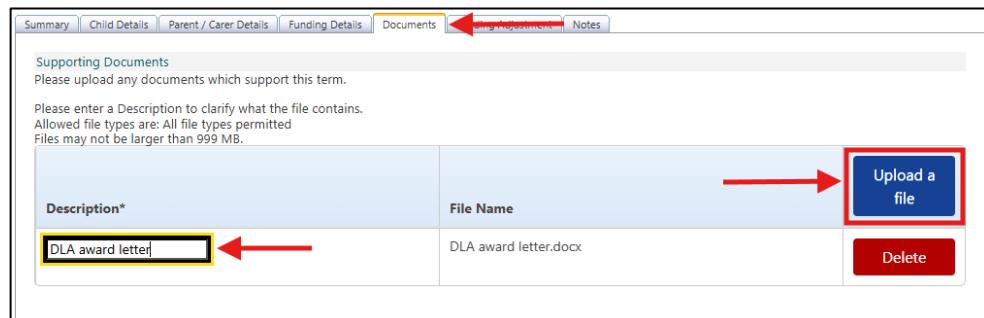
Present during Census

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*



Supporting Documents

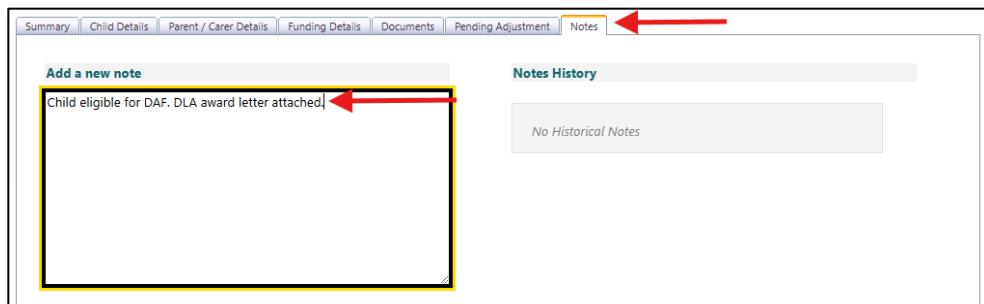
Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.

Allowed file types: All file types permitted

Files may not be larger than 999 MB.

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

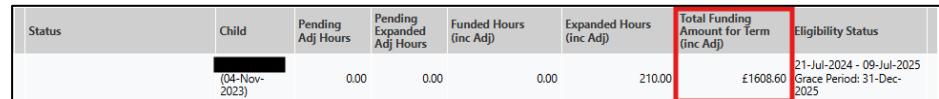


Add a new note

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 be made 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 section 18.2.2 How to change an existing claim page 84) 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 section 9. Documents tab page 58).
6. Select the Notes tab.
7. Add a note to inform the funding office the Adjustment is for EYPP, please refer to section 10. Notes tab page 60.
8. Click 'Save', please refer to section 18.5 Saving and submitting the Adjustment claim page 92.
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 91.
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	<input type="text"/>
Surname	<input type="text"/>
DOB	<input type="text"/>
Email	<input type="text"/>
Contact Number	<input type="text"/>
<input type="checkbox"/> NI or	<input type="checkbox"/> NASS Number

Partner Details

Forename	<input type="text"/>
Surname	<input type="text"/>
DOB	<input type="text"/>
Email	<input type="text"/>
Contact Number	<input type="text"/>
<input type="checkbox"/> NI or	<input type="checkbox"/> NASS Number

Tick to give consent to Eligibility Checking for

EYPP Working Family Eligibility 2Help

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.

Switch

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

18.5 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.



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

Home Forms **Funding** My Details

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 FIS Provider Portal Guidance on the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements>

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

► Not Paid - Total: £1190.78

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	0.00	330.00	£3465.80	17-Jul-2024 - 13-Feb-2026 Grace Period: 31-Aug-2026

Add Child Enter EY Voucher Send Claim

10. 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.

Home Forms **Funding** My Details

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 FIS Provider Portal Guidance on the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements>

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

▼ Not Paid - Total: £1190.78

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	28-Nov-2025			05-Feb-2023			£938.00	£938.00	System generated adjustment for [DAF].
Child	28-Nov-2025			05-Feb-2023	33.00	£0.00	£252.78	£252.78	Hours missed of actual headcount 11 weeks x 3 hours = 33

11. 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 section 15. Child Summary tab page 71.

Home Forms **Funding** My Details

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 FIS Provider Portal Guidance on the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements>

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

▼ Paid as Adjustments - Total: £1190.78, Paid Date: 28-Nov-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	28-Nov-2025			05-Feb-2023			£938.00	£938.00	System generated adjustment for [DAF].
Child	28-Nov-2025			05-Feb-2023	33.00	£0.00	£252.78	£252.78	Hours missed of actual headcount 11 weeks x 3 hours = 33

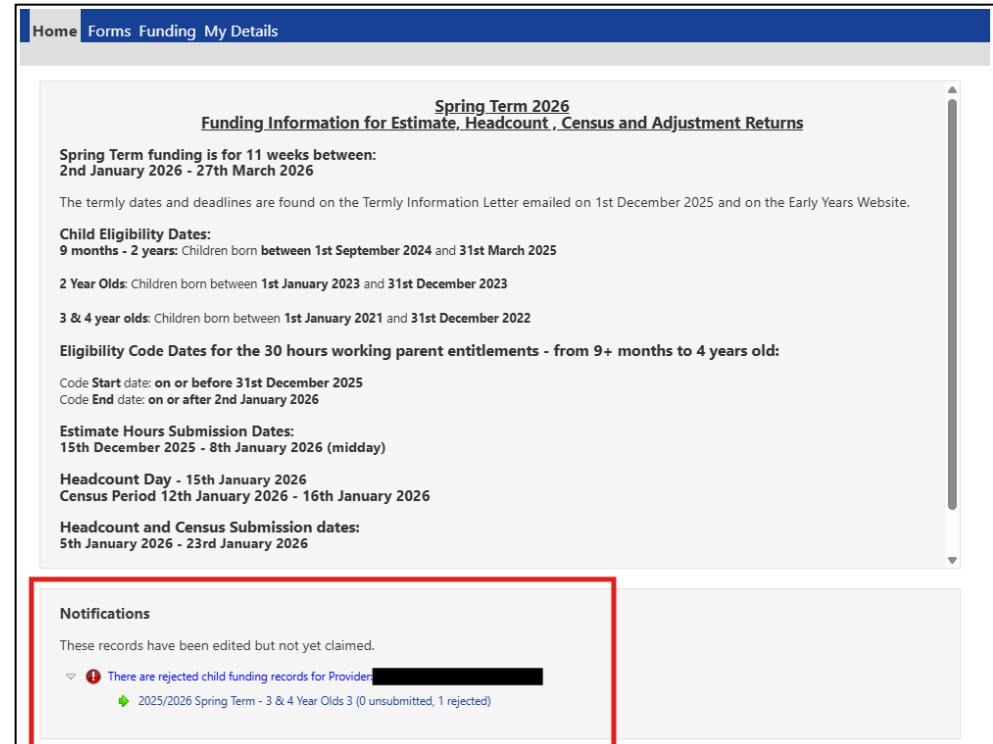
18.6 Rejected Adjustment claims

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 76).
- 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.



Spring Term 2026
Funding Information for Estimate, Headcount, Census and Adjustment Returns

Spring Term funding is for 11 weeks between:
2nd January 2026 - 27th March 2026

The termly dates and deadlines are found on the Termly Information Letter emailed on 1st December 2025 and on the Early Years Website.

Child Eligibility Dates:
9 months - 2 years: Children born between 1st September 2024 and 31st March 2025

2 Year Olds: Children born between 1st January 2023 and 31st December 2023

3 & 4 year olds: Children born between 1st January 2021 and 31st December 2022

Eligibility Code Dates for the 30 hours working parent entitlements - from 9+ months to 4 years old:

Code Start date: on or before 31st December 2025
Code End date: on or after 2nd January 2026

Estimate Hours Submission Dates:
15th December 2025 - 8th January 2026 (midday)

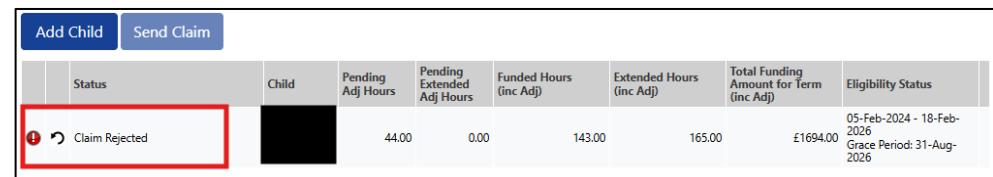
Headcount Day - 15th January 2026
Census Period 12th January 2026 - 16th January 2026

Headcount and Census Submission dates:
5th January 2026 - 23rd January 2026

Notifications

These records have been edited but not yet claimed.

There are rejected child funding records for Provider: [REDACTED]
2025/2026 Spring Term - 3 & 4 Year Olds 3 (0 unsubmitted, 1 rejected)



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		
Claim Rejected	[REDACTED]	[REDACTED]	44.00	0.00	143.00	165.00	£1694.00	05-Feb-2024 - 18-Feb-2026 Grace Period: 31-Aug-2026		

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

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. Where appropriate, please amend the Adjustment claim and resubmit, ensuring that the 'Send Claim' button is clicked to push the claim through to the funding office.

Term Start Date		02-Jan-2026	Funding	
Term End Date		27-Mar-2026	Funded Hours Per Week	
No of weeks attended		11.00	Funded Hours for Term	
Nominated for DAF		No		
Eligibility Start Date		05-Feb-2024	Funding Amount @ Provider Rate	
Eligibility End Date		18-Feb-2026	£544.50	
Grace Period End Date		31-Aug-2026	Child Weightings	
Eligibility last checked		28-Nov-2025 16:27:18		
► Provider Total Rate		£5.50		
Claim Rejected Claim exceeds the maximum entitlement of 15 Universal hours per week as claim present at another setting for these hours.				
Funding Amount		£544.50		
Extended Funding				
Funded Hours Per Week		15.00		
Funded Hours for Term		165.00		
Funding Amount @ Provider Rate		£907.50		
Child Weightings		£0.00		
Extended Funding Amount		£907.50		
Totals				
Funded Hours Per Week		24.00		
Funded Hours for Term		264.00		
Total Funding (excl. Adj)		£1452.00		
Total amount from Adjustments		£0.00		
Total amount from Pending Adjustments		£242.00		
Total Funding For Term (inc Adj)		£1694.00		

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	
	Claim Rejected		44.00	0.00	143.00	165.00	£1694.00	05-Feb-2024 - 18-Feb-2026 Grace Period: 31-Aug-2026	

18.7 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.

Home Forms Funding My Details

Spring Term 2026
Funding Information for Estimate, Headcount, Census and Adjustment Returns

Spring Term funding is for 11 weeks between:
2nd January 2026 - 27th March 2026

The termly dates and deadlines are found on the Termly Information Letter emailed on 1st December 2025 and on the Early Years Website.

Child Eligibility Dates:
9 months - 2 years: Children born between 1st September 2024 and 31st March 2025

2 Year Olds: Children born between 1st January 2023 and 31st December 2023

3 & 4 year olds: Children born between 1st January 2021 and 31st December 2022

Eligibility Code Dates for the 30 hours working parent entitlements - from 9+ months to 4 years old:

Code Start date: on or before 31st December 2025
Code End date: on or after 2nd January 2026

Estimate Hours Submission Dates:
15th December 2025 - 8th January 2026 (midday)

Headcount Day - 15th January 2026
Census Period 12th January 2026 - 16th January 2026

Headcount and Census Submission dates:
5th January 2026 - 23rd January 2026

Notifications

These records have been edited but not yet claimed.

There are unsubmitted child funding records for Provider [REDACTED]

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

Home Forms Funding My Details

Summary Estimates Actuals Adjustments Eligibility Checker

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

Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
[REDACTED]	0.00	330.00	£2527.80		31-Aug-2024 - 08-Jan-2026 Grace Period: 31-Mar-2026

Submit Adjustments: 2025/2026 Spring 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
Unsubmitted Actuals Claim	[REDACTED]	0.00	0.00	0.00	330.00	£2527.80	31-Aug-2024 - 08-Jan-2026 Grace Period: 31-Mar-2026

Add Child Enter EY Voucher 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 Undo' box will be displayed.
3. Click 'Yes'. This will delete the child record.
4. The child will need to be re-added as a new Adjustment claim, please refer to section 18.2.1 Adding a NEW child to Adjustments page 81.

Status	
	Unsubmitted Actuals Claim

Confirm Undo

Are you sure you want to undo your pending changes for child: [REDACTED]



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 Undo' box will be displayed.
3. Click 'Yes'. This will undo the unsubmitted changes that were made at Actual Headcount.
4. Check the details of the current claim following deletion of the unsubmitted edits.
5. If required, submit an Adjustment claim, please refer to section 18.2.2 How to change an existing claim page 84.

Status	
	Unsubmitted Actuals Claim

Confirm Undo

Are you sure you want to undo your pending changes for child: [REDACTED]



19. My Details tab - Census Information

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](#)

Following an upgrade to the Synergy Provider Portal, from the Spring Term 2026 Census Information that was previously completed using the Early Years Census Form on the Forms tab has now been integrated into the Provider Portal and is accessed via the 'My Details' tab.

Note: Providers (including schools) will NOT be able to submit their Actual Headcount claim until the Census has been completed. If the 'My Details' tab has not been completed and saved, the system will flag a message as shown.

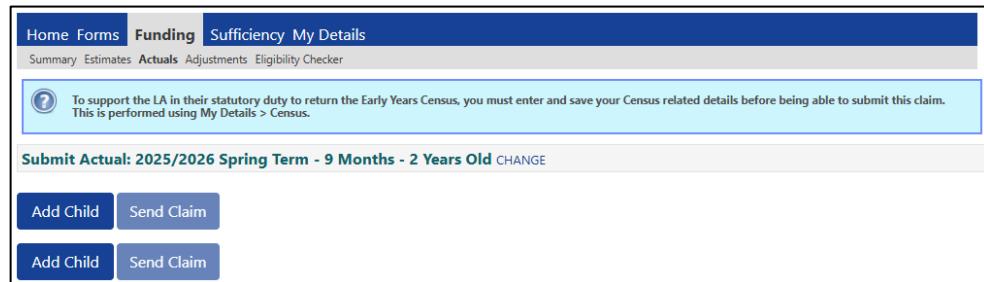
The My Details tab will only need to be completed once during the Headcount period it will not flag if subsequent changes are made. Therefore, you will need to make sure that the details remain up to date.

Note: The Census information in the 'My Details' tab will also need to be completed by school settings that are reporting on the Schools Census, due to the requirement for completion prior to the Headcount submission.

How to access the Early Years Census in 'My Details'

1. Log into the provider portal, please refer to section 1. How to log in page 4 of the Synergy Guidance.
2. Select 'My Details'.
3. Select the appropriate year and term. If the term is open for submissions, a green arrow will be present. The submission dates for this task will be noted beneath this.

4. This will open the Census for completion.



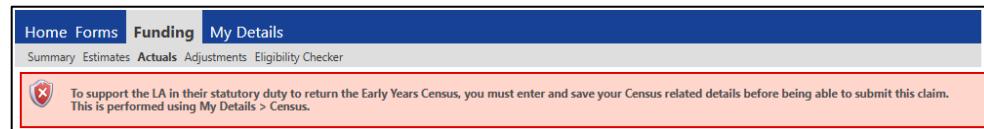
Home Forms Funding Sufficiency My Details
Summary Estimates Actuals Adjustments Eligibility Checker

To support the LA in their statutory duty to return the Early Years Census, you must enter and save your Census related details before being able to submit this claim. This is performed using My Details > Census.

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

Add Child Send Claim

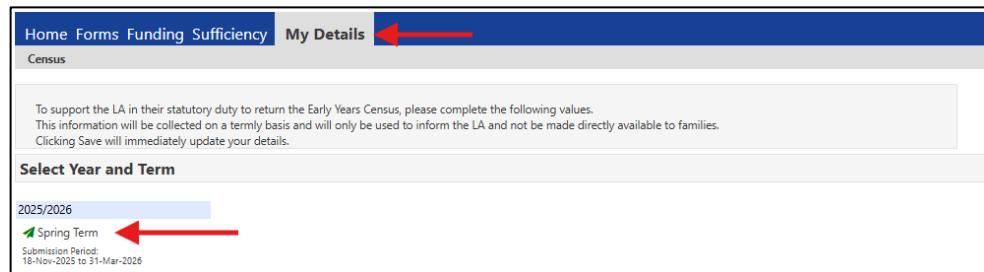
Add Child Send Claim



Home Forms Funding My Details
Summary Estimates Actuals Adjustments Eligibility Checker

To support the LA in their statutory duty to return the Early Years Census, you must enter and save your Census related details before being able to submit this claim. This is performed using My Details > Census.

Add Child Send Claim



Home Forms Funding Sufficiency My Details
Census

To support the LA in their statutory duty to return the Early Years Census, please complete the following values. This information will be collected on a termly basis and will only be used to inform the LA and not be made directly available to families. Clicking Save will immediately update your details.

Select Year and Term

2025/2026

Spring Term

Submission Period: 18-Nov-2025 to 31-Mar-2026

19.1 How to complete the Census

19.1.1 Child Statistics

The information requesting in this section refers to **ALL** children that attend the setting, this includes funded **and** non-funded children.

Providers will need to calculate the age of the children entered onto the Actual Headcount as at 31st December, for example, a child who has their first birthday in January, would be counted under the 'Number of under 1 year olds', as they were under the age of 1 on 31st December.

Enter the total number of children for each age range.

The total number of children for each age range should be equal to, or where there are non-funded children at the setting, more than the number of children entered onto the Actual Headcount.

Child Statistics	
Number of under 1 year olds (0-15)*	<input type="text"/>
Number of 1 year olds (0-50)*	<input type="text"/>
Number of 2 year olds (0-50)*	<input type="text"/>
Number of 3 year olds (0-55)*	<input type="text"/>
Number of 4 year olds (0-30)*	<input type="text"/>

19.1.2 Establishment Characteristics

Select a 'Yes' or 'No' response for the three questions according to the individual setting's characteristics.

Enter the number of weeks per year that the setting is open for.

Establishment Characteristics	
Work in partnership with a maintained school?*	<input type="radio"/> Yes <input type="radio"/> No
Work in partnership with a PVI provider?*	<input type="radio"/> Yes <input type="radio"/> No
Open 24 hours per day 7 days per week?*	<input type="radio"/> Yes <input type="radio"/> No
Number of weeks per year that the early years setting is open (1.0-52.0)*	<input type="text"/>

19.1.3 Staff Information

The 'Staff Information' section refers to the number of staff working within the setting. Childminders are considered staff in their setting for the purposes of the Census.

The first row should be completed with the **total number of staff working in the setting**. This includes qualified and unqualified staff.

Rows 2 – 7 should be completed with the highest level of qualification that each staff member holds. If a staff member holds more than one qualification, **ONLY** the highest level should be counted.

The total of rows 2 – 7 should be the same, or less than the value entered into the first row.

Staff Information

Total staff at provider who work with children aged under 5 (at least 1)*

Number of staff with a full and relevant early years level 2 qualification*

Number of staff with a full and relevant early years level 3 qualification and not in a managerial role*

Number of staff with a full and relevant early years level 3 qualification and in a managerial role*

Number of staff with qualified teacher status*

Number of staff with early years professional status*

Number of staff with early years teacher status*

19.2 Saving the Census

Once the Census has been fully completed, click 'Save'.

Home Forms Funding Sufficiency **My Details**

Census

To support the LA in their statutory duty to return the Early Years Census, please complete the following values. This information will be collected on a termly basis and will only be used to inform the LA and not be made directly available to families. Clicking Save will immediately update your details.

Census for 2025/2026 - Spring Term

2025/2026

Spring Term
Submission Period:
18-Nov-2025 to 31-Mar-2026

Child Statistics

Number of under 1 year olds (0-15)*

Number of 1 year olds (0-5)*

Number of 2 year olds (0-5)*

Number of 3 year olds (0-55)*

Number of 4 year olds (0-30)*

Establishment Characteristics

Work in partnership with a maintained school?* Yes No

Work in partnership with a PVI provider?* Yes No

Open 24 hours per day 7 days per week?* Yes No

Number of weeks per year that the early years setting is open (1.0-52.0)*

Staff Information

Total staff at provider who work with children aged under 5 (at least 1)*

Number of staff with a full and relevant early years level 2 qualification*

Number of staff with a full and relevant early years level 3 qualification and not in a managerial role*

Number of staff with a full and relevant early years level 3 qualification and in a managerial role*

Number of staff with qualified teacher status*

Number of staff with early years professional status*

Number of staff with early years teacher status*

Last Save Date (not submitted)

Save **Cancel** 

A green banner with the message 'Saved Census for 2025/2026 – Spring Term' will appear at the top of the page.

Following successful submission of the Census, providers will then be able to submit the Actual Headcount as normal.

Home Forms Funding Sufficiency **My Details**

Census

 **Saved Census for 2025/2026 - Spring Term**

To support the LA in their statutory duty to return the Early Years Census, please complete the following values. This information will be collected on a termly basis and will only be used to inform the LA and not be made directly available to families. Clicking Save will immediately update your details.

Census for 2025/2026 - Spring Term