

Summer Term 2026 – Termly Information Letter



This document contains **all** the important information relevant to the process of claiming 9 months +, 2-, 3- & 4-year-old Early Years Entitlements for the Summer Term 2025.

Children and Young People Directorate

Early Years Sufficiency & Entitlements
Shire Hall
Market Place
Warwick
CV34 4RL

March 2026

Dear Childminder,

childminderfunding@warwickshire.gov.uk

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

Academic Year 2025/2026 School Term Dates

| Funded weeks: | Warwickshire County Council School Terms: | 2025/2026 Headcount Dates: |
|--|---|--|
| Autumn Term – 14 weeks Spring Term – 11 weeks Summer Term – 13 weeks | 01/09/2025 – 19/12/2025 - 15 weeks* 05/01/2026 – 27/03/2026 – 11 weeks 13/04/2026 – 20/07/2026 – 13 weeks | Autumn Term – 2 nd October 2025 Spring Term – 15 th January 2026 Summer Term – 21 st May 2026 |

*1 week of the Autumn Term will be unfunded.

Children eligible for funding in the Summer Term 2026

| | |
|---|--|
| Working Parent Entitlement for 9 months - 2 years old | Children born between 1 st April 2024 and 30 th June 2025 |
| Working Parent Entitlement for 2-year-olds and 2 Help (Disadvantaged) | Children born between 1 st April 2023 and 31 st March 2024 |
| Universal Entitlement and the Working Parent Entitlement for 3- & 4-year-olds | Children born between 1 st April 2021 and 31 st March 2023 |

Please note: Where possible, children will be carried forward from Spring term 2026 to Summer term 2026 and to the next funding age range where appropriate. However, it is possible that not all children's funding will be carried forward, particularly where the eligibility code has expired.

Synergy FIS Provider Portal

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

Dates and Rates

Important dates

- **16th March 2026 - Provider Portal opens for Estimate submissions ONLY**
- **8th April 2026 - Submission deadline for Estimate hours**
- **13th April 2026 - Provider Portal opens for Actual Headcount submissions AND Sufficiency Return – please see page 4 for further information**
- **21st May 2026 - Headcount Day**
- **22nd May 2026 - Submission deadline for Actual Headcount claim**
- **22nd May 2026 – Submission deadline for Sufficiency Return**
- **15th June 2026 - Online Adjustment tab opens**
- **3rd July 2026 - Submission deadline for Online Adjustments**

Monthly Payment Dates

For the Summer Term 2026, your interim payments will be made over 3 months and will be based on the Estimate Hours entered onto the Provider Portal by the deadline date of 8th April 2026. These interim payments are 70% of your Estimate Hours divided into 3 equal amounts and will not change if you add any new children at Actual Headcount.

- **15th April 2026 – 1st interim payment of 9 months - 2 years, 2-, 3- & 4-year funding**
- **15th May 2026 – 2nd interim payment of 9 months - 2 years, 2-, 3- & 4-year funding**
- **15th June 2026 – 3rd interim payment of 9 months - 2 years, 2-, 3- & 4-year funding**

Your final payment will be based on your Actual Headcount Hours entered onto the Provider Portal by the deadline date of 22nd May 2026. This payment is the balance of your term's actual funding amount, plus or minus any new children, adjustments, or changes.

- **15th July 2026 – Actual payment – 4th payment of 9 months - 2 years, 2-, 3- & 4-year funding**

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

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

Eligibility Code dates ACCEPTED - Summer Term 2026

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

- **Validity start date on or before 31st March 2026**
- **Validity end date on or after 13th April 2026**
- ***Delayed codes starting with 50 issued by 14th April 2026 where evidence is seen that the application was made before 31st March 2026**
- **Temporary codes starting with 11 issued by 14th April 2026**
- **Continuing codes in their grace period ending on or after 31st August 2026 for funding continuing at a setting, this includes a move between funding age ranges e.g. from 9 months – 2 years to 2 year funding, or 2 year to 3 & 4 year old funding.**

Eligibility Code dates NOT ACCEPTED - Summer Term 2026

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

Funding Rates

For the Financial Year 2026/2027 from 1st April 2026 to 31st March 2027, the hourly rates for the Early Years Entitlements are:

| | | | |
|---|-----------------|---|-----------------------|
| 9 months – 2 years Expanded Working Parent Entitlement | £10.96 per hour | Deprivation Factor (DF) | 68p per hour |
| 2-year funding (2Help, and Expanded Working Parent Entitlement for 2-year-olds) | £8.05 per hour | Early Years Pupil Premium (EYPP) | £1.15 per hour |
| 3- & 4-year funding (Universal, and Extended Working Parent Entitlement for 3- & 4-year- olds) | £5.80 per hour | Disability Access Fund (DAF) | £975 paid annually |

Sufficiency Return

Important: New requirement for Childminders

13th April 2026

Sufficiency tab opens in Provider Portal

22nd May 2026

Sufficiency Return Submission Deadline

The Local Authority will collect place and vacancy information during the Summer term Headcount, via the Synergy Online Portal Sufficiency tab. This information is for internal use only.

This information MUST be based on the Headcount period, 18th – 22th May 2026 and returned by **22nd May 2026** via the Sufficiency tab on the Synergy Provider Portal:
<https://wcc.synergy.hsc.accesscloud.com/synergyweb/Providers>

By completing this information, you are giving us an insight into sufficiency in your local area. Being able to follow the trends in sufficiency helps us to locate areas of high demand and investigate the need to create more early years places, to ensure parents can access their funding entitlement. For guidance on how to complete the Sufficiency information, please refer to the Sufficiency Guidance in the Synergy FIS Provider Portal Guidance found on page 2 of the website: **Early Years and Childcare Providers**

IMPORTANT: Your final payment will be delayed if we have not received your Sufficiency Return for the Summer Term 2026 by the submission deadline date.

Preparation for the Term

Eligibility Codes for the Working Parent Entitlements

Please direct parents to the Government's Best Start in Life website where they can find more information on the eligibility criteria and how to apply: **Childcare & Early Years Education - Best Start in Life**

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

- **Complete a validity check via the Eligibility Checker on the Provider Portal as soon as the parent gives you the code, and no later than the start of the term funding is to be used, on or before 13th April 2026**
- **Check the dates of the Eligibility Code using the Eligibility Checker on the Provider Portal to confirm that the code dates are eligible for funding for the Summer Term 2026 as above**
- **DO NOT wait until Headcount submission to check if an Eligibility Code is valid for funding for the term, as you risk not being able to claim funding for the working parent entitlements for that term**
- **For children eligible for 2Help, there is now an Eligibility Check within the child record in the Funding Details tab, the parent details will need to be completed in the Parent/Carer tab**

Parent/Carer/Guardian Declaration Form (PDF)

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

Funding Tasks

Estimates

16th March 2026
Provider Portal opens

8th April 2026
Estimate Submission Deadline

If Estimate hours have not been submitted by this deadline date, then interim payments will NOT be made, and the full term's funding payment will be made at the final payment date.

- Estimate hours are added to the Provider Portal under the 'Estimates' tab.
- Estimates for the age ranges 9 months – 2 years, 2-year-olds, and 3- & 4-year-olds must be entered separately.
- Make sure the hours are entered under the correct age range as shown on page 1.
- Enter the total WEEKLY hours for all children for each funding age range.
 - E.g., 3 x 9 months – 2 years children claiming 15 hours funding per week = 3 x 15 = 45 weekly hours entered in the 9 months - 2 years funding Estimates tab.
 - 5 x 2-year-old children claiming 15 hours funding per week = 5 x 15 = 75 weekly hours entered in the 2-year funding Estimates tab.
 - And 10 x 3- & 4-year-old children claiming 15 hours funding per week = 10 x 15 = 150 hours entered in the 3- & 4- year funding Estimates tab.
- DO NOT enter the total termly hours.
- New submissions will overwrite any previous submissions and will not add to them.

Actual Headcount

13th April 2026
Provider Portal opens

21st May 2026
Headcount day

22nd May 2026
Actual Headcount Submission
Deadline

- Actual Headcount submissions are added to the Provider Portal using the 'Actuals' tab, as well as adding DAF and EYPP supporting information to the 'Documents' tab (see DAF and EYPP sections for further details).
- Children should be added based on their attendance during the Headcount week 18th – 22nd May 2026 (including children who are temporarily absent e.g., due to sickness or on holiday).
- Due to capacity issues identified in the Autumn Term 2025 and Spring Term 2026 following the migration of the Synergy system, we advise you again to please enter your Headcount

as soon as possible, to allow time for any issues to be addressed and your claim entered on time. Where possible, please do not wait until after Headcount Day to submit your Actual Headcount claim.

- Each child **MUST** have a fully completed Parent/Carer/Guardian Declaration Form (PDF) (see Parent/Carer/Guardian Declaration Form section for further details).
- The Present During Census box **MUST** be ticked for ALL children on your Actuals list.
- You **MUST** check that all details are correct, the correct funding is being claimed for each child and that eligibility for working parent entitlements and 2Help funding has been confirmed (before the start of term).
- Changes or amendments can be made until the submission deadline – if changes are made, please ensure that they have been submitted by clicking ‘Send claim’.

CHECK YOUR CLAIM

Check your claim

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

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

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

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

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

Online Adjustments

15th June 2026
Online Adjustment tab open

3rd July 2026
Adjustments Submission Deadline

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

Early Years Census

From the Summer Term 2026 it is a statutory requirement for all Local Authorities to complete termly Census returns concerning numbers of children claiming the Early Years Entitlements. We are responsible for reporting this information to the Department for Education (DfE).

IMPORTANT REQUIREMENTS

- The Census child data is taken from the Summer term Headcount for all funded children under the funding age ranges of 9 months – 2 year olds, 2 year olds, and 3 & 4 year olds.
- All children present during the Headcount period must be included.
- The Present During Census box **MUST** be ticked for each child on your Headcount for children to be included and receive funding.
- The child's Ethnicity **MUST** be completed in line with the information entered on the Parent/Carer/Guardian Declaration Form. This section is mandatory for the parent to complete.
- The child's Special Educational Need status **MUST** be completed.
- You **DO NOT NEED** to complete the My Details tab in the Summer Term

Funding types

Universal Entitlement for 3- & 4-year-olds

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

2Help Funding for 2-year-olds

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

Working Parent Entitlement funding

To claim the Working Parent Entitlement for their child, parents must complete the Working Parent Expanded 30 hours entitlement for 9 months – 2 years and 2 year olds, or the Working Parent Extended 15 hours entitlement for 3- & 4-year-olds section in Part 2 of the Parent/Carer/Guardian Declaration Form with details of:

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

Early Years Pupil Premium (EYPP)

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

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

Disability Access Fund (DAF)

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

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

- If a child is in receipt of the 2Help Funded Entitlement due to being in receipt of DLA, DAF will be paid automatically to the provider (for children starting from Summer Term 2026).

Information

Where can I find more information?

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

***All of these documents can be found on Page 2 of the Warwickshire website under 'Guidance documents': [Early Education Funding Entitlements – Education and Early Years providers](#)**

Your Information Rights

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

The Privacy Notice for our service can be found at www.warwickshire.gov.uk/childcarecosts.

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

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