

Autumn Term 2026 – Termly Information Letter



This document contains all the important information relevant to the process of claiming Early Years Entitlements children aged 9 months – 2 years old, 2 year olds, and 3 & 4 year olds for the Autumn Term 2026.

People Directorate

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

June 2026

Dear Colleague,

eyfunding@warwickshire.gov.uk

Please read ALL the information contained in this letter carefully.

Academic Year 2026/2027 School Term Dates

Funded weeks:	Warwickshire County Council School Terms:	2026/2027 Headcount Dates:
Autumn Term – 14 weeks Spring Term – 11 weeks Summer Term – 13 weeks	01/09/2026 – 18/12/2026 - 15 weeks* 04/01/2027 – 25/03/2027 – 11 weeks 12/04/2027 – 21/07/2027 – 13 weeks	Autumn Term – 1st October 2026 Spring Term – 21 st January 2027 Summer Term – 20 th May 2027

*1 week of the Autumn Term will be unfunded.

Children eligible for funding in the Autumn Term 2026

Working Parent Entitlement for 9 months - 2 years old	Children born between 1 st September 2024 and 30 th November 2025
Working Parent Entitlement for 2-year-olds and 2 Help (Early Learning for 2 year olds)	Children born between 1 st September 2023 and 31 st August 2024
Universal Entitlement and the Working Parent Entitlement for 3- & 4-year-olds	Children born between 1 st September 2021 and 31 st August 2023

Please note: Children will be carried forward between the age ranges unless they are of school age. If you are claiming funding for a school added child they will need to be re-entered in the Autumn term.

Synergy FIS Provider Portal

All types of funding (2Help (Early Learning for 2 year olds), the Working Parent Entitlements for 9 months – 2 years old 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:
www.warwickshire.gov.uk/providerportal

Dates and rates

Important dates

- **24th August 2026** - Provider Portal opens to enter Estimate and Actual Headcount claims
- **8th September 2026** - Submission deadline for Estimate hours
- **1st October 2026** - Headcount Day
- **9th October 2026** - Submission deadline for Actual Headcount claim
- **9th November 2026** - Online Adjustment tab opens
- **4th December 2026** - Submission deadline for Online Adjustments

Payment Dates

It is the responsibility of the provider to ensure the accurate and timely submission of Estimate hours. If you do not enter Estimate hours, you will NOT receive an Interim payment and will receive the full balance of your Actual Headcount claim in the November payment.

- **16th September 2026** – Interim payment for 3- & 4-year funding
- **17th September 2026** –Interim Payment for 2 Year olds funding
- **18th September 2026** –Interim Payment for 9 months – 2 years old funding
- **18th November 2026** – Actual payment for 3- & 4-year funding
- **19th November 2026** – Actual payment for 2 years old funding
- **20th November 2026** – Actual payment for 9 months – 2 years old funding
- **16th December 2026** – Adjustment Payments Date

Eligibility Code dates ACCEPTED - Autumn Term 2026

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

- **Validity start date on or before 31st August 2026**
- **Validity end date on or after 1st September 2026**
- ***Delayed codes starting with 50 issued by 14th September 2026 where evidence is seen that the application was made before 31st August 2026**
- **Temporary codes starting with 11 issued by 14th September 2026**

- Continuing codes in their grace period ending on or after 31st December 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 old funding, and 2 year old to 3 & 4 year old funding

Eligibility Code dates NOT ACCEPTED – Autumn Term 2026

- Codes with a validity start date on or after 1st September 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 September 2026
- Codes where the Grace Period expired on 31st August 2026, with a new validity start date on or after 1st September 2026 for children funded in 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 - Early Learning for 2 year olds, 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

Preparation for the term

Eligibility Codes for the Working Parent Entitlements

Please direct parents to the Government Childcare Choices website where they can find more information on the eligibility criteria and how to apply:

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 1st September 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 Autumn 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 (Early Learning for 2 year olds), 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 2026/2027 **MUST** be fully completed for **every** child claiming the Early Years Funded Entitlements for the age ranges of 9 months – 2 years, 2 year olds, and 3- & 4-year-olds, **before** a funding claim is made
- The current, updated version of the PDF can be found on Page 2 of the Warwickshire website under 'Guidance documents': **Early Education Funding Entitlements**
- The updated form should be used for all children eligible for funding in the Autumn Term 2026
- 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 (Early Learning for 2 year olds) - parents will need to complete their details in Part 1b, and the 2Help (Early Learning for 2 Year Olds) section of Part 2 for an Eligibility check to be made if they do not have a Warwickshire EY Voucher code

Funding tasks

Estimates

24th August 2026
Provider Portal opens

8th September 2026
Estimate Submission Deadline

If Estimate hours have not been submitted by this deadline date, then the Interim payment 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

24th August 2026
Provider Portal opens

1st October 2026
Headcount day

9th October 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 28th September – 2nd October 2026 (including children who are temporarily absent e.g., due to sickness or on holiday).
- Due to capacity issues identified in the academic year 2025/2026 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 (Early Learning for 2 year olds) 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 (Early Learning for 2 year olds) 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

9th November 2026
Online Adjustment tab open

4th December 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 2026
- Adjustments for children moving settings before or 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

Where you are required to report on the Early Years Census:

- The Census child data is taken from the Autumn term Headcount for all funded children under the funding age ranges of 9 months – 2 years old, 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.

My Details - Census Information:

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

The 'My Details' tab on the Synergy Provider Portal, MUST be completed in respect of all funded and non-funded 9 months – 2 years old, 2 year olds, and 3 & 4 year olds in attendance during the Census period, 28th September – 2nd October 2026, including children who are not attending due to sickness or on holiday.

Guidance on how to complete the Early Years Census

Where you are required to complete the Early Years Census, guidance on how to complete the Census information in the My Details tab is included with the covering email.

For details on how the Census should be completed, please refer to:

Section 2.3.15 of the Warwickshire County Council Requirements of Early Years Entitlements Funding and the Census Information section of the Access Synergy FIS Provider Portal Online Funding Guidance.

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 (Early Learning for 2 year olds) Funding

- Parents who have a determination of eligibility for 2Help (Early Learning for 2 year olds) 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.
- Alternatively, an eligibility check (ECE) can now be performed on the Provider Portal where consent has been given in Part 2 of the Parent/Carer/Guardian Declaration Form.
- DO NOT enter a claim for the 2Help (Early Learning for 2 year olds) funding unless confirmation has been seen, or eligibility determined via an ECE check.
- 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 (Early Learning for 2 year olds)' section.
- Confirmation of eligibility issued by local authorities from outside of Warwickshire must be sent with the funding claim, attached to the Documents tab.
- The Early Years Funding Office will NOT be able to approve your claim for 2Help funding until eligibility can be confirmed via one of the methods above.
- DO NOT enter a claim under the 2Help 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 Part 1b – Parent / Carer Details and the 'Working Parent' section in Part 2 of the Parent/Carer/Guardian Declaration Form, selecting the appropriate entitlement, and the 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 Part 1b and 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 (Early Learning for 2 year olds) Funding Entitlement due to being in receipt of DLA, DAF will be paid automatically to the provider (for children starting from Autumn 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
Online 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

***All of these documents can be found on Page 2 of the Warwickshire website under 'Guidance documents': Early Education Funding Entitlements and are subject to change.**

Your Information Rights

This service provides childcare funding for children attending early years placements. Our valid lawful basis for processing personal data is a legal obligation. To see how we use your personal data and what your information rights are, please read WCC's Education and Learning privacy notice. It should be read in addition to the council's overall customer privacy notice at www.warwickshire.gov.uk/privacy 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>