

Early Years Sufficiency
and Entitlements



Access Synergy FIS Provider Portal

Online Funding Guidance

Updated August 2026

Part 1:

**Logging into the Provider Portal
Tabs**

Part 2:

Eligibility checking

Part 3:

Estimates

Part 4:

Actual Headcount claim

Early Years Pupil Premium (EYPP)

Disability Access Fund (DAF)

Documents tab

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Part 1:
Logging into the Provider Portal
Tabs

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1.1 How to log in

1.1.1 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.

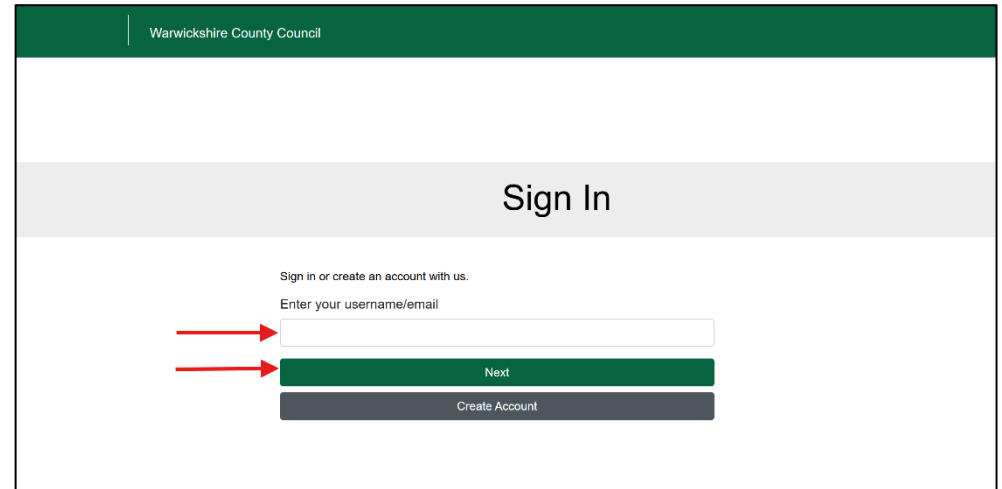
Note: When logging in for the first time, use the username provided and NOT an email address. You can create an account later if you wish to.

1. The web address for the Synergy Portal is:

<https://wcc.synergy.hsc.accesscloud.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.



Warwickshire County Council

Sign In

Sign in or create an account with us.

Enter your username/email

Next

Create Account

Two red arrows point to the 'Enter your username/email' input field and the 'Next' button.



Warwickshire County Council

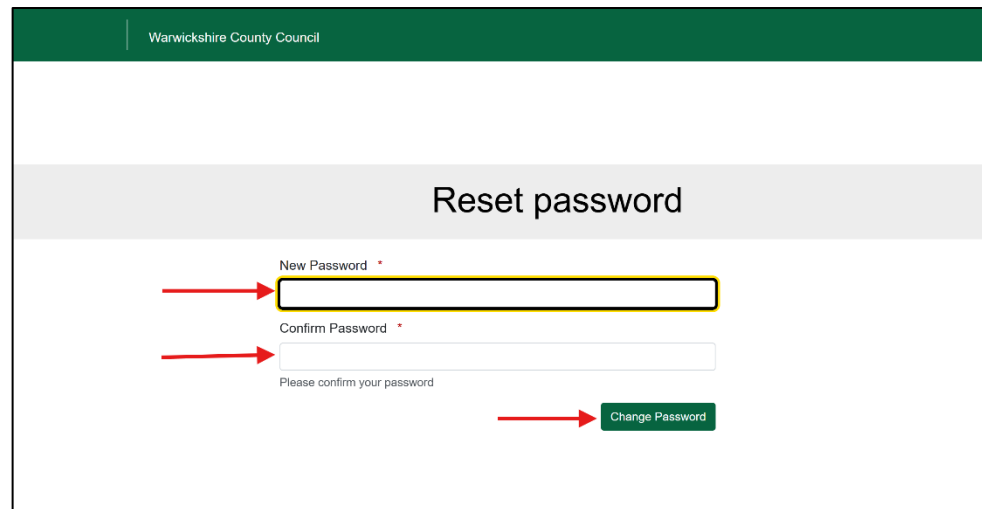
Sign in

Enter your password

Change User | Forgot Password | Create Account | Sign In

A red arrow points to the 'Enter your password' input field, and another red arrow points to the 'Sign In' button.

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

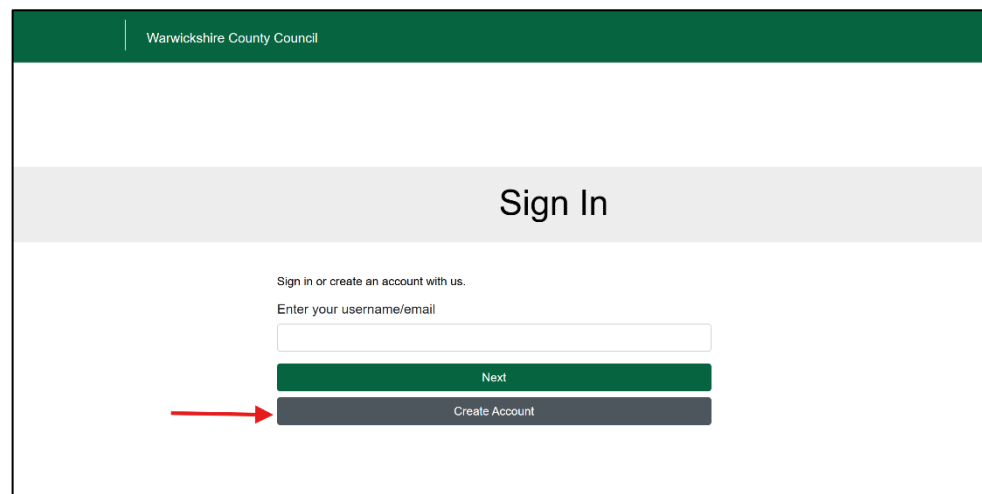
Change Password

The screenshot shows a web form for resetting a password. It has a green header with the council's name. The main heading is 'Reset password'. There are two input fields: 'New Password' and 'Confirm Password'. Red arrows point to each field. Below the second field is a small text prompt 'Please confirm your password'. A green button labeled 'Change Password' is at the bottom right, with a red arrow pointing to it.

1.1.2 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

The screenshot shows a web form for signing in or creating an account. It has a green header with the council's name. The main heading is 'Sign In'. Below it is a sub-heading 'Sign in or create an account with us.' followed by a text prompt 'Enter your username/email' and an input field. Below the input field are two buttons: a green 'Next' button and a dark grey 'Create Account' button. A red arrow points to the 'Create Account' button.

2. Complete the fields as required:

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

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

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

3. Click 'Create' to save the changes.

Warwickshire County Council

Create Account

Personal Details

Title *

Forename *

Middle Name

Surname *

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

Email Address *

Confirm Email *

Please confirm your email

Main number

Evening Number

Mobile Number

Address

No address to display.

[Add Address](#)

Account Security

New Password *

Confirm Password *

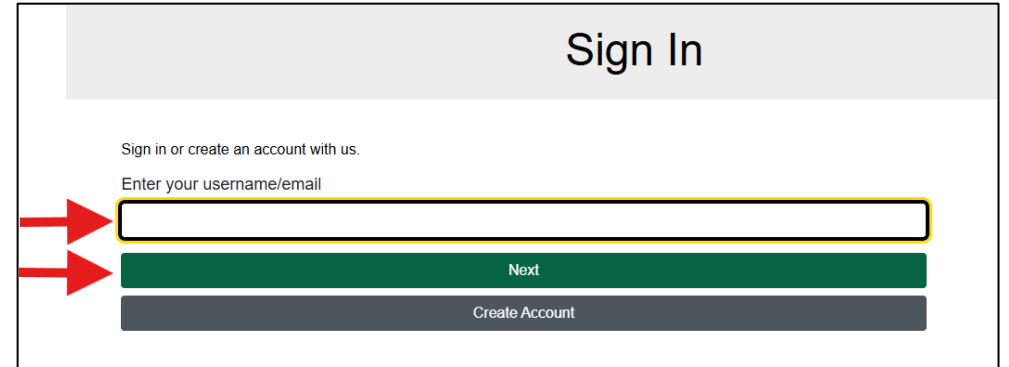
Please confirm your password

[Start Again](#) [Create](#)

1.1.3 Forgotten password

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

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



Sign In

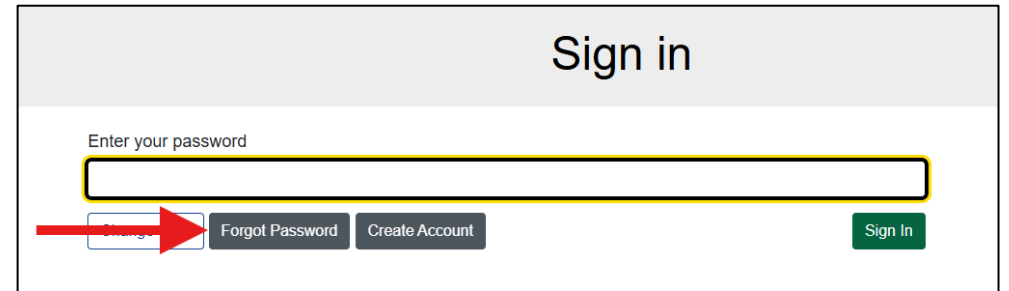
Sign in or create an account with us.

Enter your username/email

Next

Create Account

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



Sign in

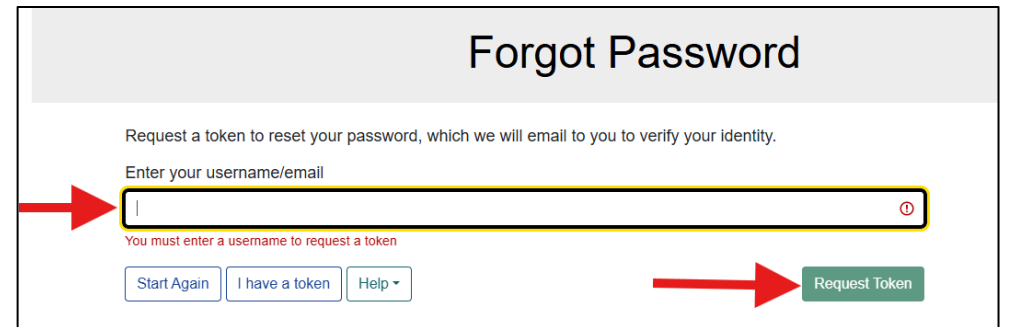
Enter your password

Forgot Password

Create Account

Sign In

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



Forgot Password

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

Enter your username/email

You must enter a username to request a token

Start Again

I have a token

Help

Request Token

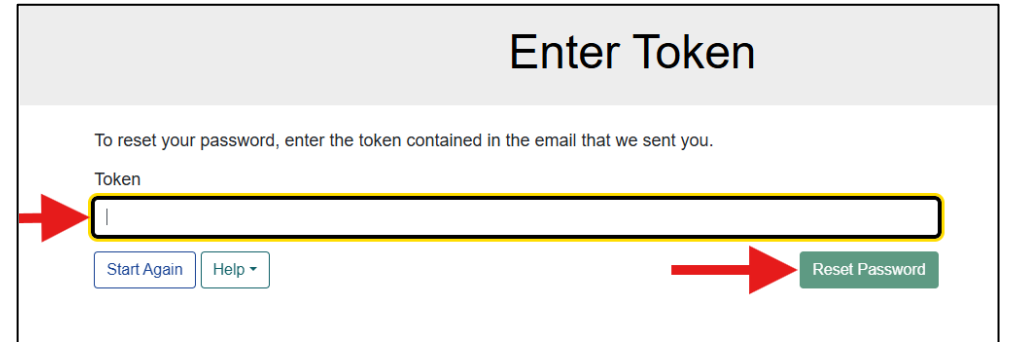
A red arrow points to the 'Request Token' button.

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

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

7. Enter the token.

8. Click on 'Reset Password'



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

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.

1.1.4 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.

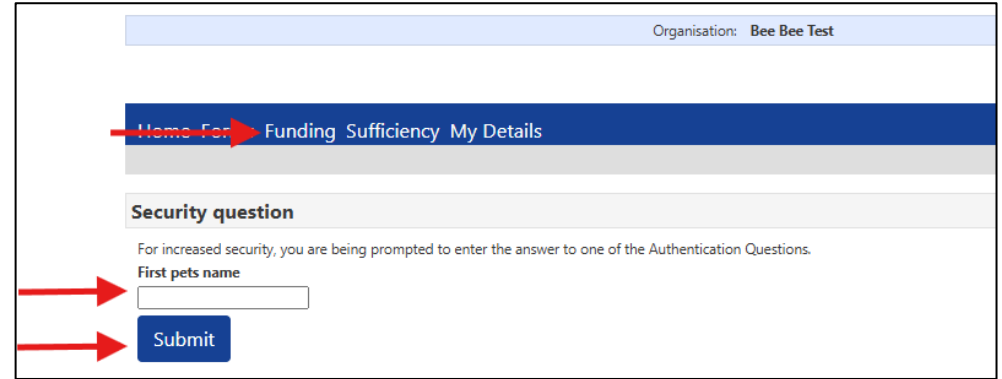
When logging in for the first time, please use the default answers. These can be found in the confirmation email sent when a provider initially registers to offer funded places.

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

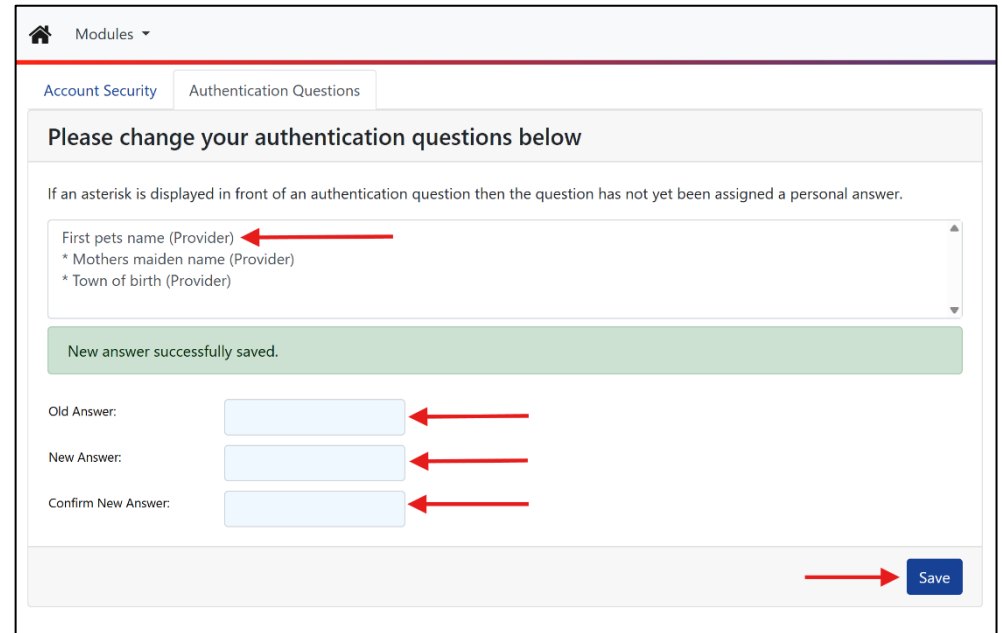
Home **Funding** Sufficiency My Details

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.

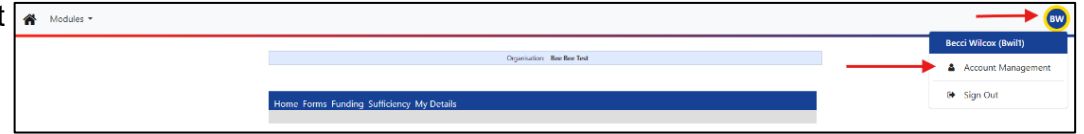
Old Answer: New Answer: Confirm New Answer:

Save

1.1.5 Changing the password or security question answers

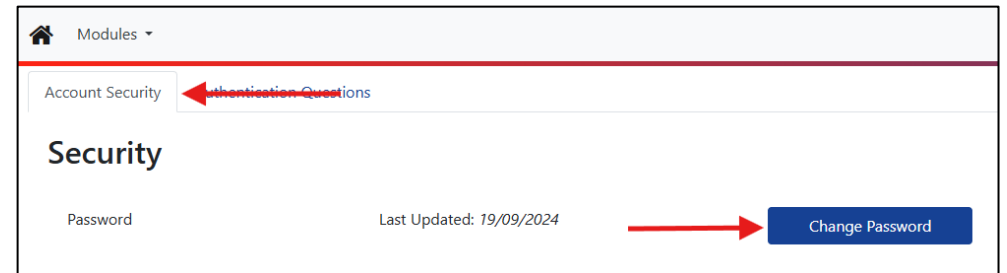
To change the password, or answers to the security questions after the first successful log in:

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

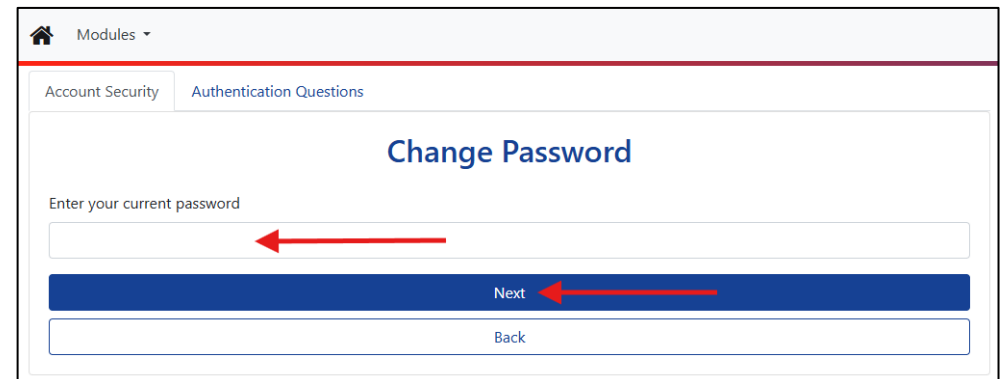


Changing the password:

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



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



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

Modules

Account Security Authentication Questions

Change Password

New Password *

Confirm Password *

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' will be displayed.
8. Click 'Finish'.

Modules

Account Security Authentication Questions

Change Password

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

Finish

Changing the Security (Authentication) Questions:

1. Select 'Authentication Questions'.
2. Refer to the process detailed in section 1.1.4 Authentication Questions.

Modules

Account Security Authentication Questions

Please change your authentication questions below

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

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

Old Answer:

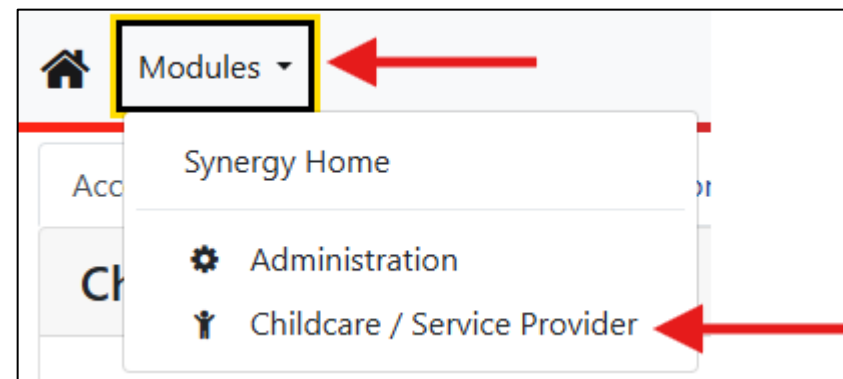
New Answer:

Confirm New Answer:

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.



1.2 Home tab

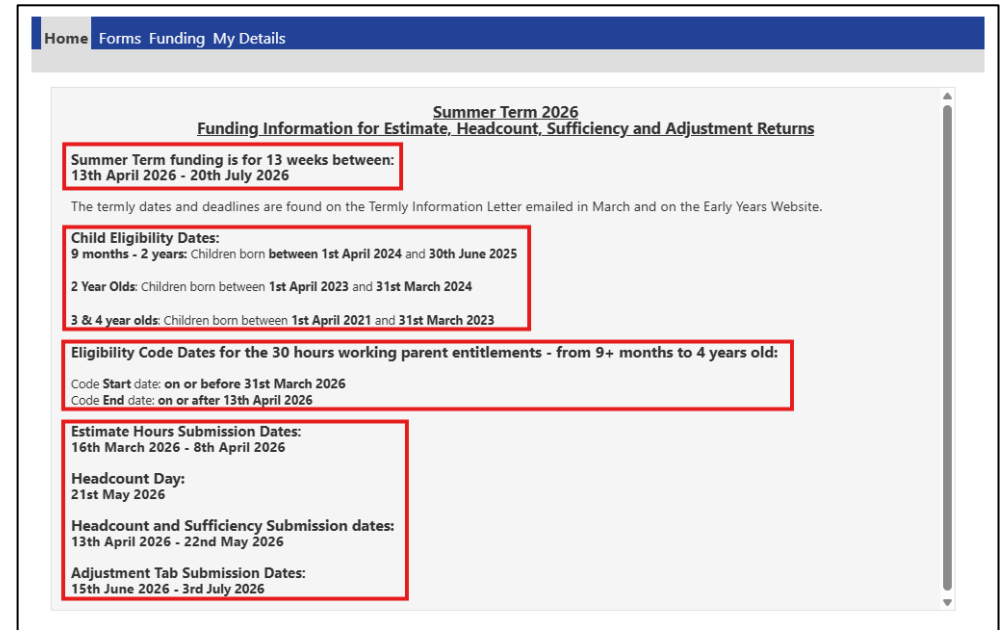
The Home tab will display the funding information for the current term, which includes the number of funded weeks in the term, and term dates.

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 entitlement(s) for each age range.
- 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: [Early Education Funding Entitlements – Education and Early Years providers](#).
- **MY DETAILS** – The **My Details** tab is used termly to access and complete the Census Information prior to submitting the Actual Headcount, and to update the Costs information. Please refer to Part 7.



Home Forms Funding My Details

Summer Term 2026
Funding Information for Estimate, Headcount, Sufficiency and Adjustment Returns

Summer Term funding is for 13 weeks between:
13th April 2026 - 20th July 2026

The termly dates and deadlines are found on the Termly Information Letter emailed in March and on the Early Years Website.

Child Eligibility Dates:
9 months - 2 years: Children born between 1st April 2024 and 30th June 2025
2 Year Olds: Children born between 1st April 2023 and 31st March 2024
3 & 4 year olds: Children born between 1st April 2021 and 31st March 2023

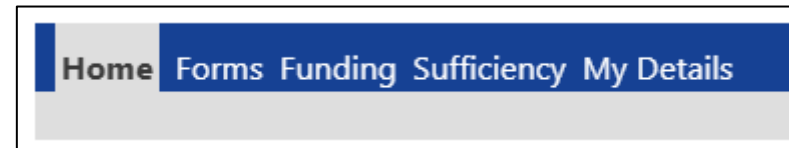
Eligibility Code Dates for the 30 hours working parent entitlements - from 9+ months to 4 years old:
Code Start date: on or before 31st March 2026
Code End date: on or after 13th April 2026

Estimate Hours Submission Dates:
16th March 2026 - 8th April 2026

Headcount Day:
21st May 2026

Headcount and Sufficiency Submission dates:
13th April 2026 - 22nd May 2026

Adjustment Tab Submission Dates:
15th June 2026 - 3rd July 2026



Home Forms Funding Sufficiency My Details

1.3 Funding tab

To access the Funding tab:

1. Select 'Funding'.
2. Enter the answer to the security question.
3. Click 'Submit'.

Organisation: Bee Bee Test

Home 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: [Early Education Funding Entitlements – Education and Early Years providers.](#)

Part 2:

Eligibility checking

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2.1 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 the 'Funded childcare for working families' section of the website: [Childcare costs – Warwickshire County Council](#) and have been issued an 11 digit Eligibility code by HMRC starting with 50, or 11 for temporary codes.

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 Early Learning for 2 year olds EY Voucher code, the Confirmation Letter is verification, the eligibility checker cannot be used to verify this code.

2.1.1 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 Part 1b, and 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:

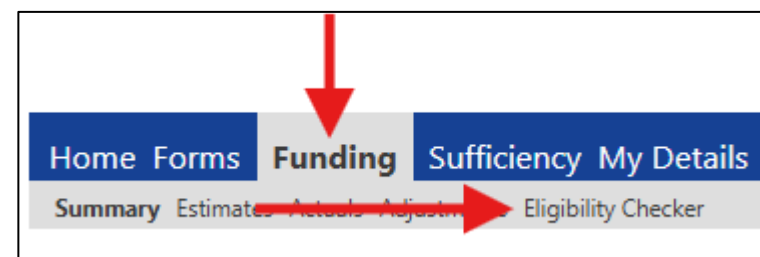
- ✓ 50 - permanent code.
- ✓ 11 - temporary code – usually valid for one term, until the permanent code starting with 50 is issued at the parent's next reconfirmation.
- ✓ 40 - code for a Child Looked After (CLA) with working foster carers.

Part 1b – Parent / Carer Details - Parent / Carer to complete			
This information will be used to check your eligibility code for the working parent entitlement, and/or eligibility for 2Help and EYPP			
*Parent / Carer First Name:		*Parent / Carer Last Name:	
*Parent / Carer Date of Birth: (dd/mm/yyyy)		*Parent / Carer National Insurance Number or Asylum Support Reference Number:	
*Parent / Carer Email Address:			
*Parent / Carer Mobile Tel Number:			

Working Parent:	
☐ Working Parent 30 hours Expanded Entitlement from term after 9 months - 2 years*	TERM: Autumn ☐ Spring ☐ Summer ☐
☐ Working Parent 30 hours Expanded Entitlement from term after 2 years*	TERM: Autumn ☐ Spring ☐ Summer ☐
☐ Working Parent 15 hours Extended 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, in line with DfE term dates above, 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 and Part 1b:	
*Eligibility Code (11-digit number starting with 50)	*Date Eligibility Code checked by provider (dd/mm/yy)

2.1.2 Eligibility Checker process

1. Select 'Funding'.
2. Select 'Eligibility Checker'.



3. Click 'Eligibility Check'.

The screenshot shows a web interface with a top navigation bar containing 'Home', 'Forms', 'Funding', 'Sufficiency', and 'My Details'. Below this is a sub-navigation bar with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main heading is 'Eligibility Checker'. Below the heading, there is a paragraph: 'Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.' followed by a 'Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.' At the bottom, there is a blue button labeled 'Eligibility Check' with a red arrow pointing to it from the right.

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 the format DD/MM/YYYY, or by selecting the date from the calendar.
- ✓ Parent/Carer NI Number.

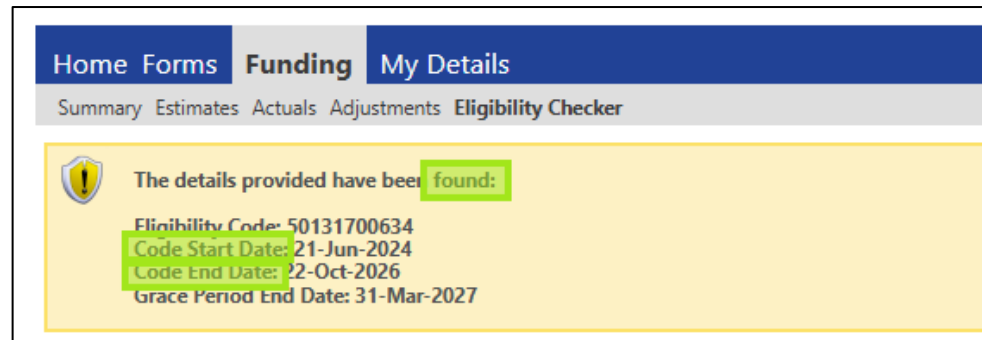
5. Tick the box to confirm consent has been given by the parent to perform the eligibility check.

6. Click 'Submit'.

The screenshot shows the 'Eligibility Check' form. At the top, it says 'Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Partner Details are optional but if entered then all fields, except Forename, must be filled in.' The form contains several input fields: 'Eligibility Code*' (highlighted with a red box and a yellow border), 'Child Date of Birth*' (highlighted with a red box), 'Parent/Carer Forename', 'Parent/Carer Surname', 'Parent/Carer NI Number*' (highlighted with a red box), 'Partner Forename', 'Partner Surname', and 'Partner NI Number'. There is a checkbox labeled 'Consent must be given for this' with the text 'Eligibility Check' next to it; the checkbox is circled in red. At the bottom, there is a blue 'Submit' button with a red arrow pointing to it from the right. A note at the bottom left states '*denotes mandatory fields'.

2.1.3 Result of the check 'Found'

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



The screenshot shows a web interface with a blue header bar containing 'Home', 'Forms', 'Funding', and 'My Details'. Below the header is a grey bar with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main content area has a yellow background and features a yellow banner with a shield icon and the text 'The details provided have been found:'. Below the banner, the following details are listed: 'Eligibility Code: 50131700634', 'Code Start Date: 21-Jun-2024', 'Code End Date: 22-Oct-2026', and 'Grace Period End Date: 31-Mar-2027'. The words 'found:', 'Eligibility Code:', 'Code Start Date:', 'Code End Date:', and 'Grace Period End Date:' are highlighted in green.

2.1.4 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: [Childcare costs – Warwickshire County Council](#)).

2.1.5 Result of the check 'Not found'

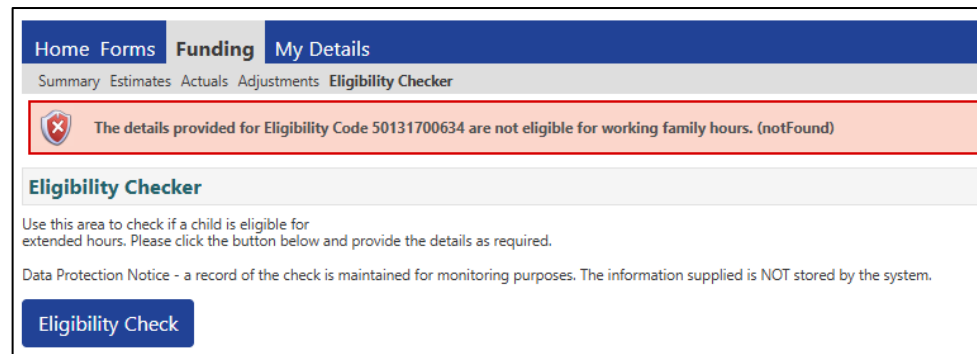
If the result is '**not found**', a **red** banner will be displayed with the message 'The details provided for Eligibility Code.....are not eligible for working family hours'.

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 their Government Gateway account).
- Child's date of birth (e.g., passport or birth certificate).
- Parent's National Insurance Number (e.g., NI card or a payslip).

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



The screenshot shows a web interface for the 'Eligibility Checker'. At the top, there is a navigation bar with links: 'Home', 'Forms', 'Funding', and 'My Details'. Below this is a sub-navigation bar with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A red banner with a shield icon and a red 'X' contains the message: 'The details provided for Eligibility Code 50131700634 are not eligible for working family hours. (notFound)'. Below the banner, the section is titled 'Eligibility Checker'. It contains the text: 'Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.' and a 'Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.' At the bottom of the section is a blue button labeled 'Eligibility Check'.

2.1.6 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 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.

Home	Forms	Funding	My Details	
Summary	Estimates	Actuals	Adjustments	Eligibility Checker



The details provided have been found:

Eligibility Code: 50131700634
Code Start Date: 21-Jun-2024
Code End Date: 22-Oct-2026
Grace Period End Date: 31-Mar-2027

Grace Period end date:

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

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

Home Forms Funding My Details	
Summary Estimates Actuals Adjustments Eligibility Checker	
The details provided have been found:	
Eligibility Code: 50131700634	
Code Start Date: 21-Jun-2024	
Code End Date: 22-Oct-2026	
Grace Period End Date: 31-Mar-2027	

Part 3:
Estimates

Contents

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3.1 Estimates tab

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

For those paid monthly, the interim payment will usually be split into:

- 3 monthly payments for the Autumn Term (September, October and November)
- 2 monthly payments in the Spring Term (January and February)
- 3 monthly payments for the Summer Term (April, May and June)

The total interim amount is 70% of the estimated payment amount for the term.

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'.

3.1.1 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 Early Learning for 2 year olds 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 children 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**

3.1.2 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 submissions. 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 and submitted separately for each age range.



		Office use only	
	Funding Type	Ready To Process	Processed
2026/2027 Autumn Term Submission Period: 14-Jul-2026 to 04-Sep-2026	2 Year Olds		
	3 & 4 Year Olds 3		
	9 Months - 2 Years Old		
2025/2026 Summer Term Submission Period: 13-Mar-2026 to 08-Apr-2026			

- 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).
- Complete the 'Estimate Number of Funded Hours Per Week for this Term' field.

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

Note: 2Help Early Learning for 2 year olds and Working Parent Entitlement Expanded hours should be added together for the purposes of the 2 year old Estimate, and Universal and Working Parent Entitlement Extended hours should be added together for the purposes of the 3 & 4 year old Estimate.

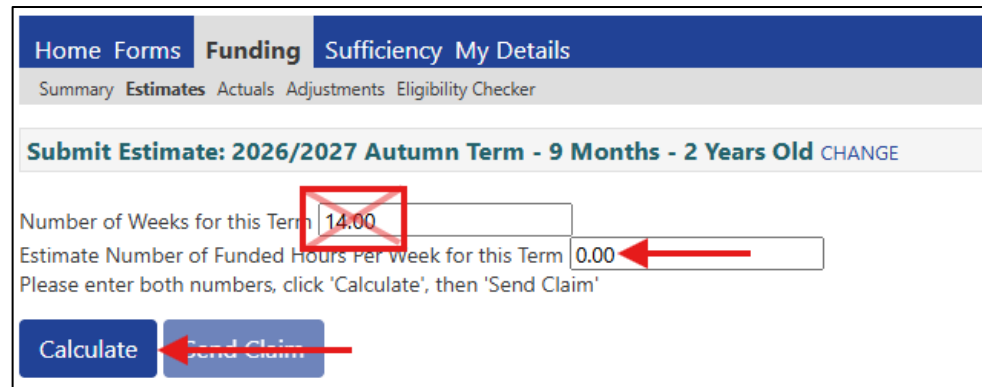
- Click 'Calculate'.

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

- Click 'Send Claim'.

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

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



Home Forms **Funding** Sufficiency My Details

Summary **Estimates** Actuals Adjustments Eligibility Checker

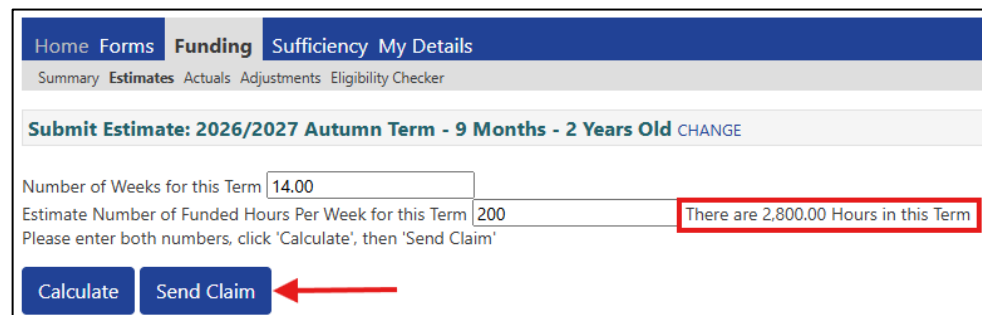
Submit Estimate: 2026/2027 Autumn Term - 9 Months - 2 Years Old CHANGE

Number of Weeks for this Term 14.00

Estimate Number of Funded Hours Per week for this Term 0.00

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

Calculate Send Claim



Home Forms **Funding** Sufficiency My Details

Summary **Estimates** Actuals Adjustments Eligibility Checker

Submit Estimate: 2026/2027 Autumn Term - 9 Months - 2 Years Old CHANGE

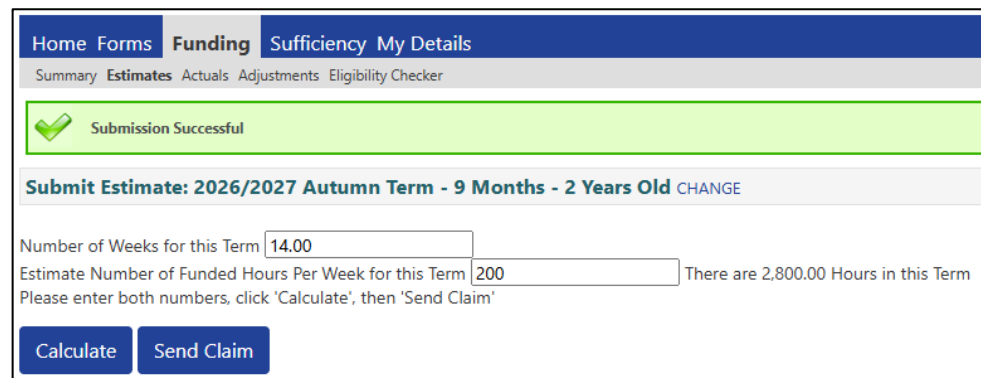
Number of Weeks for this Term 14.00

Estimate Number of Funded Hours Per Week for this Term 200

There are 2,800.00 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: 2026/2027 Autumn Term - 9 Months - 2 Years Old CHANGE

Number of Weeks for this Term 14.00

Estimate Number of Funded Hours Per Week for this Term 200

There are 2,800.00 Hours in this Term

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

Calculate Send Claim

10. To enter an Estimate claim for another age range, click 'CHANGE'.
11. Repeat this process from step 3 onwards for each age range you wish to make an Estimate claim for, ensuring that the 'Send claim' button is clicked within each separate age range, to push the claim through to the funding office.

Note: 'Calculate', and 'Send Claim' MUST be ticked for each separate age range to submit each claim.

Home Forms **Funding** Sufficiency My Details

Summary **Estimates** Actuals Adjustments Eligibility Checker

Submission Successful

Submit Estimate: 2026/2027 Autumn Term - 9 Months - 2 Years Old **CHANGE**

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term There are 2,800.00 Hours in this Term

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

Calculate **Send Claim**

3.1.3 Checking the Estimate claim

When the funding office has accepted your Estimate claim, the Summary tab will be updated to reflect the interim payment amount(s), based on the Estimate hours entered. Please refer to section 5.2 Summary tab for further information.

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.

Estimates	
Term Length (Weeks)	14.00
► Provider Rate applied	£10.96
Estimate Funding	
Hours Per Week	200.00
Term Funding Amount	£30688.00
Interim %	70.00%
Interim Amount Payable	£21481.60
Total Interim Amount Paid to Date (before Adj)	£0.00
Interim Amount Payable Balance	£21481.60
Number of Payments Due	3 / 3
Next Payment Amount Due (before Adj)	£7160.53
Fully Processed	No

3.1.4 Amending the Estimate claim

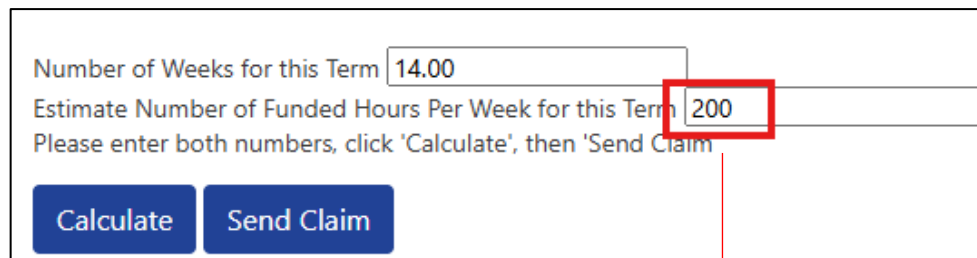
Providers can amend the Estimate claim, if required, until the deadline date for submissions.

1. Change the number of hours to be claimed by completing the 'Estimate Number of Funded Hours Per Week for this Term' field again.
2. Click 'Calculate'.
2. Click 'Send Claim'.

Note: A new submission will overwrite the previous submission, it will not add to it. The new total must be submitted.

Example:

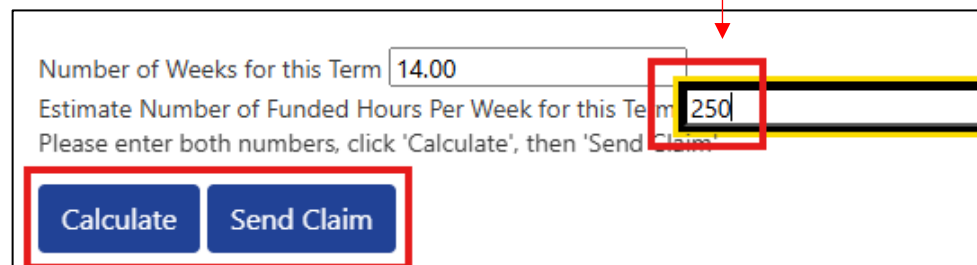
- Current Estimate claim is for 200 hours per week.
- You need to add an additional 50 hours per week.
- $200 + 50 = 250$.
- New submission of **250** weekly hours to be entered.



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'



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'

Part 4:

Actual Headcount claim

Early Years Pupil Premium (EYPP)

Disability Access Fund (DAF)

Documents tab

Notes tab

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4.1 Actuals tab – 9 months – 2 years old and 3 & 4 years old

The Actual Headcount represents the actual children in attendance during Headcount week and their regular, booked pattern of attendance.

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

Providers are notified of the opening date of the Actuals tab in the Termly Information Letter. 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 onto the Actual Headcount claim. The PDF will contain all the required information for the Provider Portal.

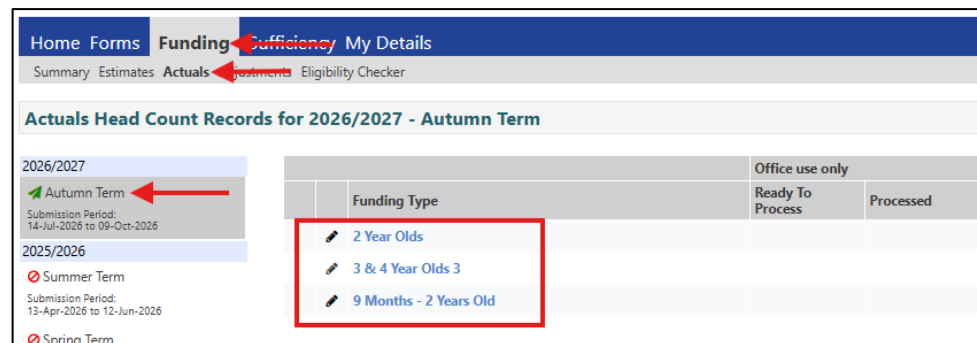
4.1.1 Adding a new child (9 months – 2 years old or 3 & 4 year olds)

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.

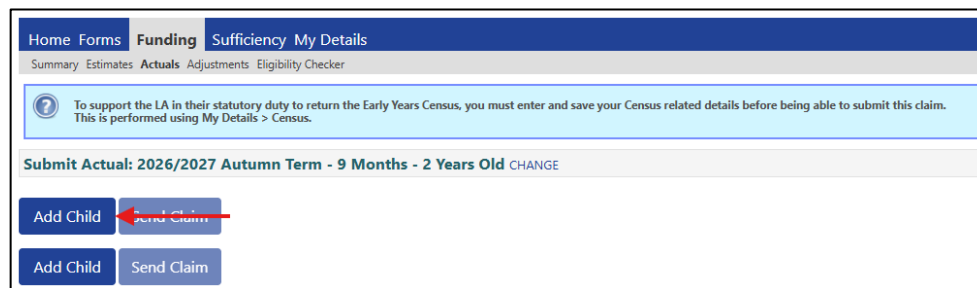
4. Select the age range you wish to enter a claim for.

5. Begin a new child record by clicking 'Add Child'. This will open the new child record at the 'Child Details' tab.



2026/2027	Office use only	
	Ready To Process	Processed
 Autumn Term Submission Period: 14-Jul-2026 to 09-Oct-2026		
2025/2026		
 Summer Term Submission Period: 13-Apr-2026 to 12-Jun-2026		
 Spring Term		

Funding Type
 2 Year Olds
 3 & 4 Year Olds 3
 9 Months - 2 Years Old



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: 2026/2027 Autumn Term - 9 Months - 2 Years Old CHANGE

Add Child  Send Claim

Add Child Send Claim

4.1.2 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 the 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 by the setting.
- ✓ 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 as detailed on the Parent/Carer/Guardian Declaration Form. Please **do not** leave this response as 'Information Not Yet Obtained'.
- ✓ SEN COP Stage – Select one of the following three options:
 - No Special Educational Need.
 - Education Health and Care Plan.
 - SEN Support.

Address:

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

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

Or, manually enter the child's address.

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

Home Forms **Funding** Sufficiency 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* ☐ Male ☐ Female

Preferred Surname

Ethnicity* Information Not Yet Obtained ▼

SEN COP Stage* No Special Educational need ▼

Search for an Address

Primary

Postcode*

Search

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save Cancel

*denotes mandatory fields

4.1.3 Parent / Carer Details tab

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

To check eligibility for the Working Parent Entitlement, Part 1b of the PDF must be completed by the parent.

Part 2 of the PDF must also be completed by the parent, indicating the entitlement that a check is being made for, and claimed.

Part 1b – Parent / Carer Details - Parent / Carer to complete			
This information will be used to check your eligibility code for the working parent entitlement, and/or eligibility for 2Help and EYPP			
*Parent / Carer First Name:		*Parent / Carer Last Name:	
*Parent /Carer Date of Birth: (dd/mm/yyyy)		*Parent /Carer National Insurance Number or Asylum Support Reference Number:	
*Parent / Carer Email Address:			
*Parent / Carer Mobile Tel Number:			

Part 2 – Accessing the Entitlements – Parent / Carer to complete - please tick the relevant box		
All entitlements start from the term after the child turns the relevant age, in line with the following DfE Term Dates:		
Child turns relevant age:	Entitlement begins:	
1 January to 31 March	Summer Term (on or after 1 April)	
1 April to 31 August	Autumn Term (on or after 1 September)	
1 September to 31 December	Spring Term (on or after 1 January)	
2Help (Early Learning for 2 Year Olds):		
☐ 2Help 15 hours Funded Entitlement TERM: Autumn ☐ Spring ☐ Summer ☐		
Entitlement for children from the term after their second birthday, in line with DfE term dates above, for 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 an EY Voucher Code, you can ask your provider to carry out an eligibility check by completing Part 1b . 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 must 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 you do not have an EY Voucher Code, do you wish the provider to carry out an eligibility check?		Yes ☐ No ☐
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 in line with DfE term dates above.		
NO ELIGIBILITY CODE is required.		
Working Parent:		
☐ Working Parent 30 hours Expanded Entitlement from term after 9 months - 2 years* TERM: Autumn ☐ Spring ☐ Summer ☐		
☐ Working Parent 30 hours Expanded Entitlement from term after 2 years* TERM: Autumn ☐ Spring ☐ Summer ☐		
☐ Working Parent 15 hours Extended 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, in line with DfE term dates above, 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 and Part 1b:		
*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 the format DD/MM/YYYY, or by selecting the date from the calendar. This is required where an ECE check for 2Help Early Learning for 2 year olds and/or EYPP is performed.
- ✓ Email.
- ✓ Contact Number.
- ✓ NI or NASS Number – Tick the appropriate box and enter the number. This is required where an ECE check for EYPP is performed.
- ✓ 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).

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

For information on making a claim for EYPP please refer to section 4.3 Making a claim for Early Years Pupil Premium (EYPP).

4.1.4 Funding Details tab

9 months – 2 years old:

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
38 Weeks must be entered in this box.

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

Maximum Values Allowed:
Number of Weeks: 14.00
Expanded Weekly Hours: 10.00
Expanded Termly Hours: 260.00
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

3 & 4 years olds:

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
Funded Entitlement Weeks
Extended Entitlement Weeks
38 Weeks must be entered in this box.

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

Maximum Values Allowed:
Number of Weeks: 14.00
Funded Weekly Hours: 10.00
Funded Termly Hours: 140.00
Funded Yearly Hours: 380.00
Extended Weekly Hours: 10.00
Extended Termly Hours: 140.00
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

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. Alternatively, where a child starts later in the term (before Headcount), or is due to leave before the end of term (after Headcount), these dates can be manually entered.
3. Weeks Attended in Term - These are the standard funded weeks (see below), regardless of how many weeks there are in the school term.

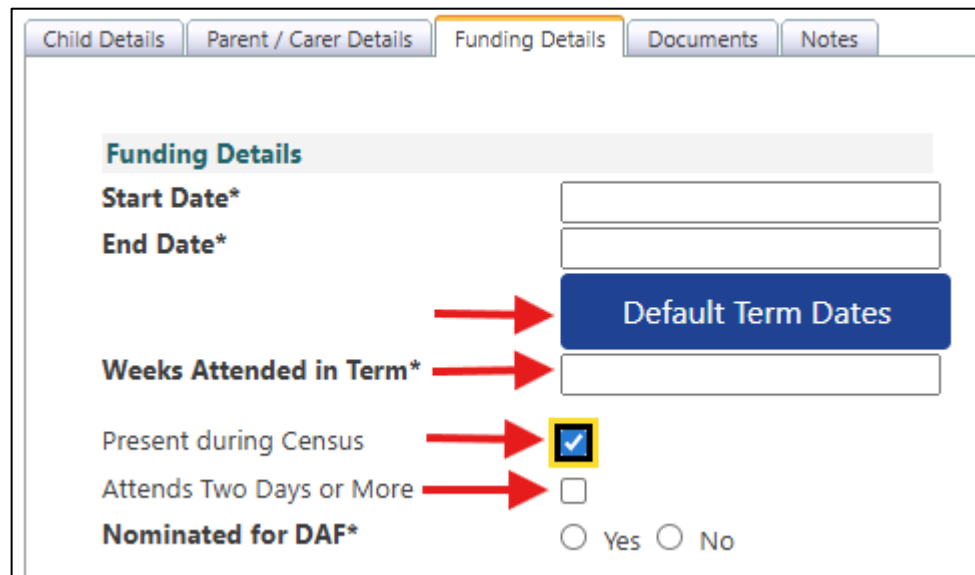
Note: The standard term dates should only be changed for providers who are open for less than 38 weeks, e.g. Independent schools, or where a child starts later in the term or is due to leave before the end of term. The standard number of weeks in each term are:

- 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).

4. Present during Census - This box will automatically be ticked for new children added but **MUST** be ticked for all children attending during Headcount week each term.
5. 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.

For information on claiming DAF please refer to section 4.4 Making a claim for Disability Access Fund (DAF).



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

- Start Date***: Text input field.
- End Date***: Text input field.
- Default Term Dates**: A blue button with a red arrow pointing to it from the 'Start Date' and 'End Date' fields.
- Weeks Attended in Term***: Text input field with a red arrow pointing to it.
- Present during Census**: A checkbox that is checked, with a red arrow pointing to it.
- Attends Two Days or More**: An unchecked checkbox with a red arrow pointing to it.
- Nominated for DAF***: Radio buttons for 'Yes' and 'No'.

Maximum Values Allowed:	
Number of Weeks:	14.00
Funded Weekly Hours:	15.00
Funded Termly Hours:	210.00
Funded Yearly Hours:	570.00
Expanded Weekly Hours:	30.00
Expanded Termly Hours:	420.00
Expanded Yearly Hours:	1140.00

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 2.1. Eligibility Checker tab) 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 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 – parent / carer to complete with provider									
AUTUMN TERM: ALL settings and hours attended must be shown below and must not exceed the equivalent of term time only funding entitlements across all providers, as detailed in the Funded Entitlements section.									
Setting Name List all settings your child attends (max of 2 in one day)	Entitlement Type	Funded hours used per day					A Total number of hours per week	B Number of weeks funding claimed per year/per term	C Provider use only: Hours added to the Provider Portal (A x B/38 = C or A x B/14 = C if termly stretch)
		Mon	Tue	Wed	Thurs	Fri			
Setting 1 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Setting 2 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Setting 3 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Total Daily Funded Hours:									

4.1.5 Adding the hours to be claimed

4.1.5a 9 months – 2 years old - Expanded entitlement

1. Eligibility Code – Enter the 11 digit Working Parent Entitlement eligibility code.
2. Click 'Check Eligibility Code'. This will perform an ECE 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:
 - ✓ Read the error message displayed.
 - ✓ 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 and confirm with the parent that the details on the Parent/Carer/Guardian Declaration Form (PDF) are correct.
5. Where eligibility has been confirmed, a green tick will be displayed (pictured).
6. Enter the number of hours per week (up to a maximum of 30) to be claimed in 'Expanded Hours'.



Continue to follow the guidance from page 41.

4.1.5b 3 & 4 year olds – Universal entitlement (Funded Hours) and/or Extended entitlement (Working Parent Entitlement)

Funded Hours per Week (Universal)

1. Enter the number of Universal hours (up to a maximum of 15) 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)

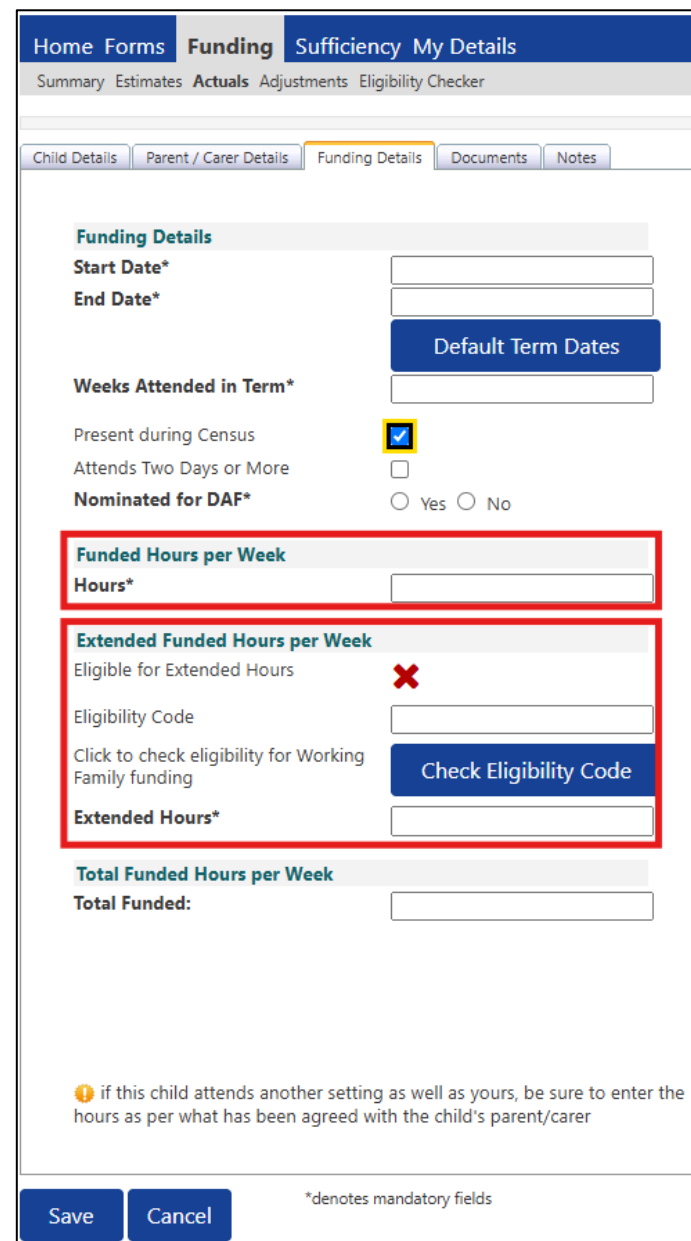
2. Eligibility Code – Enter the 11 digit Working Parent Entitlement eligibility code.
3. Click 'Check Eligibility Code'. This will perform an ECE check and confirm whether the details entered match with those held by the HMRC, and whether the code is valid for use this term.

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:
 - ✓ Read the error message displayed.
 - ✓ 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 and 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.

7. Enter the number of Extended hours (up to a maximum of 15) per week to be claimed in 'Extended Hours'. This will prepopulate the Total Funded Hours per Week box.



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

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF* ☐ Yes ☐ No

Funded Hours per Week

Hours*

Extended Funded Hours per Week

Eligible for Extended Hours ✗

Eligibility Code

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

Extended Hours*

Total Funded Hours per Week

Total Funded:

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

Save **Cancel** *denotes mandatory fields

Attendance days

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

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

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.

Non-Funded Hours per Week

Non-Funded Hours*

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.

Census Information

Expanded Entitlement Weeks

🚨 38 Weeks must be entered in this box.

Census Information

Funded Entitlement Weeks

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.

4.2 Actuals tab – 2 year olds

The Actual Headcount represents the actual children in attendance during Headcount week and their regular, booked pattern of attendance.

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

Providers are notified of the opening date of the Actuals tab in the Termly Information Letter. 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 onto the Actual Headcount claim. The PDF will contain all the required information for the Provider Portal.

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 submissions. 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 2026/2027 - Autumn Term	
2026/2027	Office use only
 Autumn Term Submission Period: 14-Jul-2026 to 09-Oct-2026	
2025/2026	
 Summer Term Submission Period: 13-Apr-2026 to 12-Jun-2026	
 Spring Term	

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

4.2.1 Adding a new child: Working Parent Entitlement

1. Begin a new child record by clicking 'Add Child'.
2. A pop up box will be displayed, asking for confirmation that you want to continue adding a new child. Click 'Continue'.
3. Follow the guidance from page 46.

Note: Do not use the 2Help Early Learning for 2 year olds entitlement to make a claim if the Eligibility Code for the Working Parent Entitlement Funding is not accepted.

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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: 2026/2027 Autumn Term - 2 Year Olds [CHANGE](#)

Add Child Enter EY Voucher Send Claim

Add Child Enter EY Voucher Send Claim

Add Child / Enter EY Voucher Code

Are you sure you want to continue adding a new child or return to enter an EY Voucher code?

Continue Return

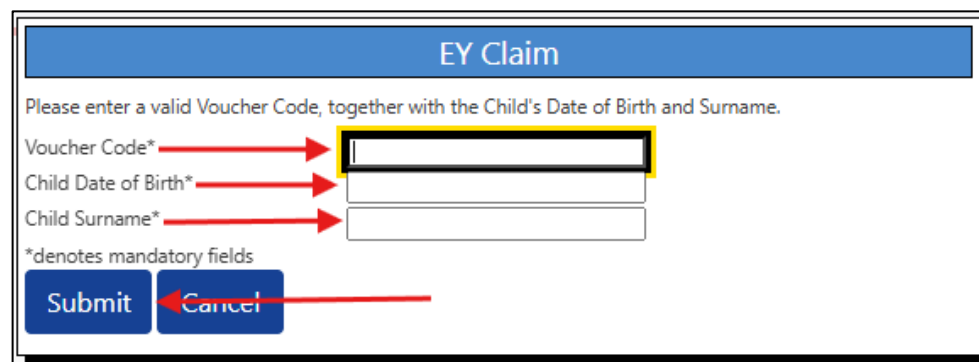
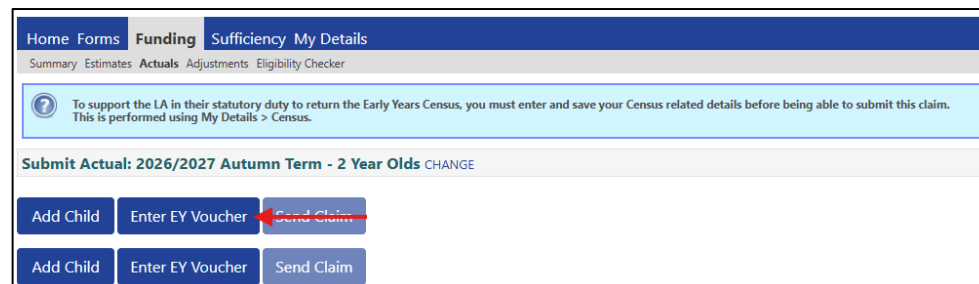
4.2.2 Adding a new child: 2Help Early Learning for 2 year olds entitlement

Confirmation of 2Help Early Learning for 2 year olds 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 the 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 page 46, ensuring that the hours are entered into the 'Funded Hours' (2Help) section in the 'Funding Details' tab.

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 Early Learning for 2 year olds Funding from a Local Authority outside of Warwickshire

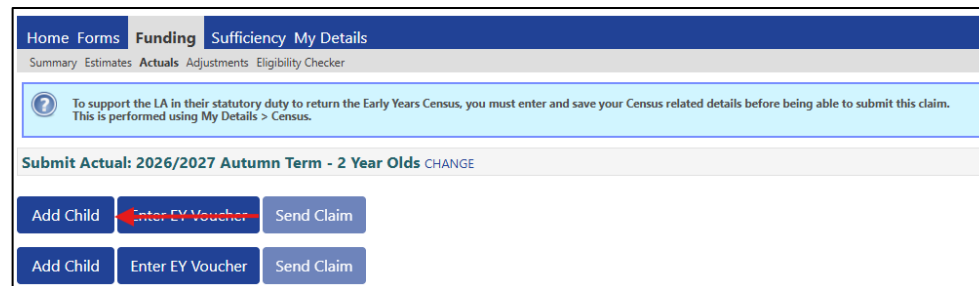
Where a family has received confirmation of Early Learning for 2-year-olds funding from a Local Authority outside of Warwickshire, the confirmation of eligibility issued by the alternative Local Authority can be used as proof of eligibility, however providers will not be able to enter the code issued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

To add a child using an out of county confirmation of Early Learning for 2 year olds (2Help equivalent) funding, click 'Add Child', then click 'Continue'.

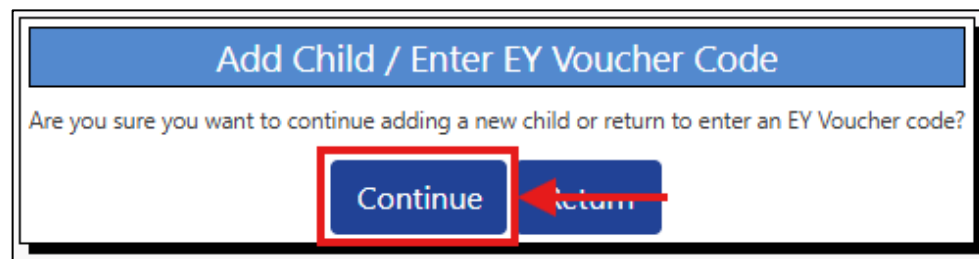
Continue to follow the guidance below, ensuring that the hours are entered into the 'Funded Hours' (2Help) section in the 'Funding Details' tab.

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 ECE check has not been made within the Funding Details tab. If no proof is uploaded, funding cannot be agreed. Please refer to section 4.5 Documents tab.



The screenshot shows the 'Funding' tab in the provider portal. The top navigation bar includes 'Home', 'Forms', 'Funding', 'Sufficiency', and 'My Details'. Below this, there are sub-tabs: 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A message box states: '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.' Below the message, it says 'Submit Actual: 2026/2027 Autumn Term - 2 Year Olds' with a 'CHANGE' link. At the bottom, there are three buttons: 'Add Child', 'Enter EY Voucher' (highlighted with a red arrow), and 'Send Claim'.



The screenshot shows a dialog box titled 'Add Child / Enter EY Voucher Code'. The text inside asks: 'Are you sure you want to continue adding a new child or return to enter an EY Voucher code?'. At the bottom, there are two buttons: 'Continue' (highlighted with a red box and a red arrow pointing to it) and 'Return'.

4.2.3 Child Details tab

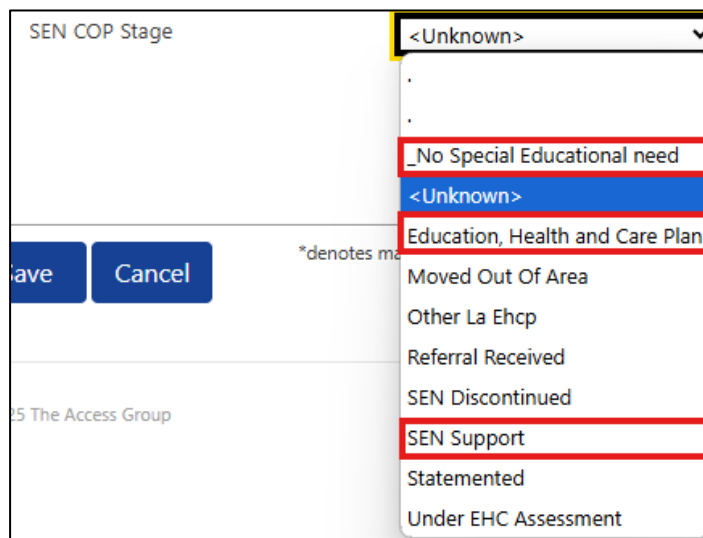
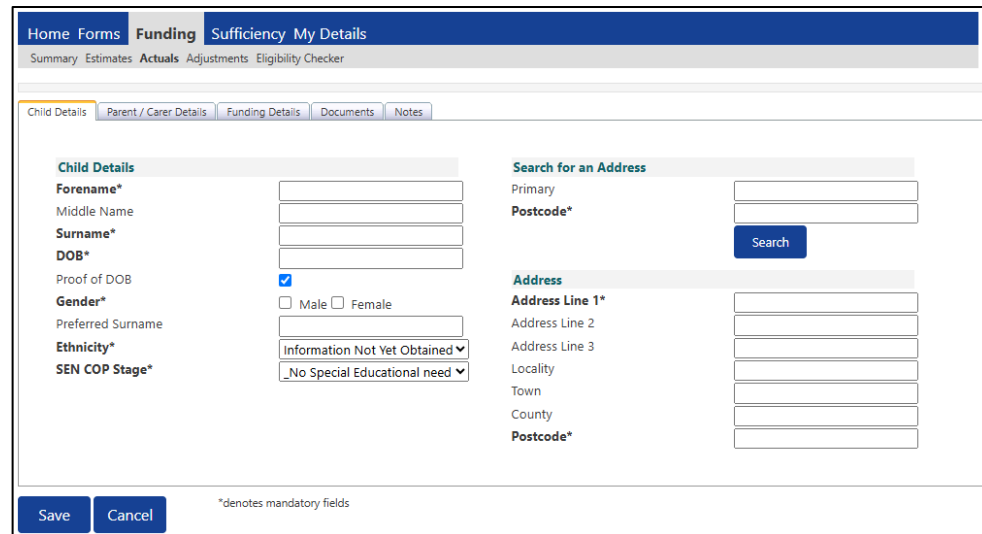
Complete the required fields in the 'Child Details' tab.

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 the 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 by the setting.
- ✓ 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 as detailed on the Parent/Carer/Guardian Declaration Form. Please **do not** leave this response as 'Information Not Yet Obtained'.
- ✓ SEN COP Stage – Select one of the following three options:
 - No Special Educational Need.
 - Education Health and Care Plan.
 - SEN Support.



Address:

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

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

Or, manually enter the child's address.

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

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Child Details Parent / Carer Details Funding Details Documents Notes

Child Details

Forename*
Middle Name
Surname*
DOB*
Proof of DOB ☒
Gender* ☐ Male ☐ Female
Preferred Surname
Ethnicity* Information Not Yet Obtained
SEN COP Stage* No Special Educational need

Search for an Address

Primary
Postcode*
Search

Address

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

Save Cancel

*denotes mandatory fields

4.2.4 Parent / Carer Details tab

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

To check eligibility for the Working Parent Entitlement or 2Help Early Learning for 2 year olds, Part 1b of the PDF must be completed by the parent.

Part 2 of the PDF must also be completed by the parent, indicating the entitlement that a check is being made for, and claimed.

Part 1b – Parent / Carer Details - Parent / Carer to complete			
This information will be used to check your eligibility code for the working parent entitlement, and/or eligibility for 2Help and EYPP			
*Parent / Carer First Name:		*Parent / Carer Last Name:	
*Parent /Carer Date of Birth: (dd/mm/yyyy)		*Parent /Carer National Insurance Number or Asylum Support Reference Number:	
*Parent / Carer Email Address:			
*Parent / Carer Mobile Tel Number:			

Part 2 – Accessing the Entitlements – Parent / Carer to complete - please tick the relevant box	
All entitlements start from the term after the child turns the relevant age, in line with the following DfE Term Dates:	
Child turns relevant age:	Entitlement begins:
1 January to 31 March	Summer Term (on or after 1 April)
1 April to 31 August	Autumn Term (on or after 1 September)
1 September to 31 December	Spring Term (on or after 1 January)
2Help (Early Learning for 2 Year Olds):	
☐ 2Help 15 hours Funded Entitlement TERM: Autumn ☐ Spring ☐ Summer ☐	
Entitlement for children from the term after their second birthday, in line with DfE term dates above, for 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 an EY Voucher Code, you can ask your provider to carry out an eligibility check by completing Part 1b . 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 must 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 you do not have an EY Voucher Code, do you wish the provider to carry out an eligibility check?	
Yes ☐ No ☐	
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 in line with DfE term dates above.	
NO ELIGIBILITY CODE is required.	
Working Parent:	
☐ Working Parent 30 hours Expanded Entitlement from term after 9 months - 2 years* TERM: Autumn ☐ Spring ☐ Summer ☐	
☐ Working Parent 30 hours Expanded Entitlement from term after 2 years* TERM: Autumn ☐ Spring ☐ Summer ☐	
☐ Working Parent 15 hours Extended 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, in line with DfE term dates above, 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 and Part 1b:	
*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 the format DD/MM/YYYY, or by selecting the date from the calendar. This is required where an ECE check for 2Help Early Learning for 2 year olds and/or EYPP is performed.
- ✓ Email.
- ✓ Contact Number.
- ✓ NI or NASS Number – Tick the appropriate box and enter the number. This is required where an ECE check for 2Help Early Learning for 2 year olds and/or EYPP is performed.
- ✓ Tick the appropriate box(es) to give consent to Eligibility Checking for EYPP and/or Working Family Eligibility, and/or 2Help Early Learning for 2 year olds, as detailed on the Parent/Carer/Guardian Declaration Form (PDF).

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

For information on claiming EYPP please refer to section 4.3 Making a claim for Early Years Pupil Premium (EYPP).

4.2.5 Funding Details tab

2 year olds

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

Hours*

Check Eligibility

Expanded Funded Hours per Week

Eligible for Expanded Hours

Eligibility Code

Click to check eligibility for Working Family funding

Expanded Hours*

Check Eligibility Code

Total Funded Hours per Week

Total Funded:

Attendance Days

Attends Monday*

Attends Tuesday*

Attends Wednesday*

Attends Thursday*

Attends Friday*

Attends Saturday*

Attends Sunday*

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

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: 14.00

Funded Weekly Hours: 15.00

Funded Termly Hours: 210.00

Funded Yearly Hours: 570.00

Expanded Weekly Hours: 30.00

Expanded Termly Hours: 420.00

Expanded Yearly Hours: 1140.00

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

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. Alternatively, where a child starts later in the term (before Headcount), or is due to leave before the end of term (after Headcount), these dates can be manually entered.
3. Weeks Attended in Term - These are the standard funded weeks (see below), regardless of how many weeks there are in the school term.

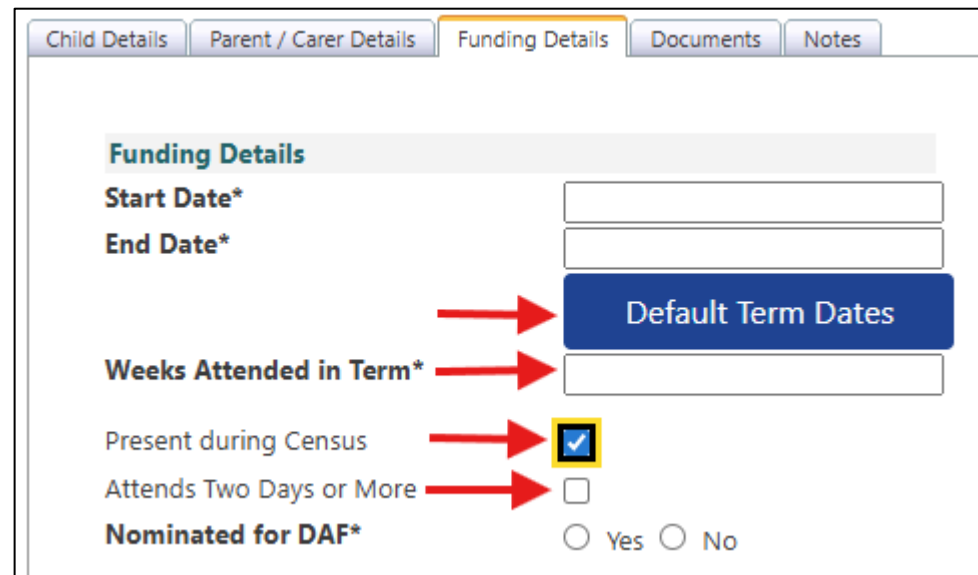
Note: The standard term dates should only be changed for providers who are open for less than 38 weeks, e.g. Independent schools, or where a child starts later in the term or is due to leave before the end of term. The standard number of weeks in each term are:

- 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).

4. Present during Census - This box will automatically be ticked for new children added but **MUST** be ticked for all children attending during Headcount week each term.
5. 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.

6. For information on claiming DAF please refer to section 4.4 Making a claim for Disability Access Fund (DAF).



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

- Start Date***: A text input field.
- End Date***: A text input field.
- Default Term Dates**: A blue button with a red arrow pointing to it from the 'Start Date' and 'End Date' fields.
- Weeks Attended in Term***: A text input field with a red arrow pointing to it.
- Present during Census**: A checkbox that is checked, with a red arrow pointing to it.
- Attends Two Days or More**: An unchecked checkbox with a red arrow pointing to it.
- Nominated for DAF***: Radio buttons for 'Yes' and 'No'.

Maximum Values Allowed:	
Number of Weeks:	14.00
Funded Weekly Hours:	15.00
Funded Termly Hours:	210.00
Funded Yearly Hours:	570.00
Expanded Weekly Hours:	30.00
Expanded Termly Hours:	420.00
Expanded Yearly Hours:	1140.00

Expanded or Funded 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 2.1. Eligibility Checker tab) 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 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 Early Learning for 2 year olds (Funded) or Expanded hours for 2 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 – parent / carer to complete with provider									
AUTUMN TERM: ALL settings and hours attended must be shown below and must not exceed the equivalent of term time only funding entitlements across all providers, as detailed in the Funded Entitlements section.									
Setting Name List all settings your child attends (max of 2 in one day)	Entitlement Type	Funded hours used per day					A Total number of hours per week	B Number of weeks funding claimed per year/per term	C Provider use only: Hours added to the Provider Portal (A x B/38 = C or A x B/14 = C if termly stretch)
		Mon	Tue	Wed	Thurs	Fri			
Setting 1 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Setting 2 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Setting 3 Name:	2Help or 3 & 4 yr old Universal (15 hours Funded)								
	Working Parent (30 hours Expanded/15 hours Extended)								
Total Daily Funded Hours:									

4.2.6 Adding the hours to be claimed – 2 year olds

There are two funding entitlement types for 2 year olds in the Access Synergy FIS Provider Portal, 2Help Early Learning for 2 year olds (Funded) and the Working Parent Entitlement (Expanded).

Where children are eligible for both entitlements, 2Help Early Learning for 2 year olds hours MUST be used before the Working Parent Entitlement hours, up to the maximum of 30 hours in total.

HomeFormsFundingMy Details

SummaryEstimatesActualsAdjustmentsEligibility Checker

Child DetailsParent / Carer DetailsFunding DetailsDocumentsNotes

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

Hours*

Check Eligibility

Expanded Funded Hours per Week

Eligible for Expanded Hours

Click to check eligibility for Working Family funding

Expanded Hours*

Check Eligibility Code

Total Funded Hours per Week

Total Funded:

4.2.6a 2Help Early Learning for 2 year olds (Funded Hours)

Families of 2-year-olds receiving additional support can make an application through Warwickshire County Council for 2Help Early Learning for 2 year olds funding (or alternative Local Authority equivalent). Further information can be found, and applications can be made in the '2Help early learning for children aged 2' section of the Warwickshire website: [Childcare costs – 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 which funding can be claimed.

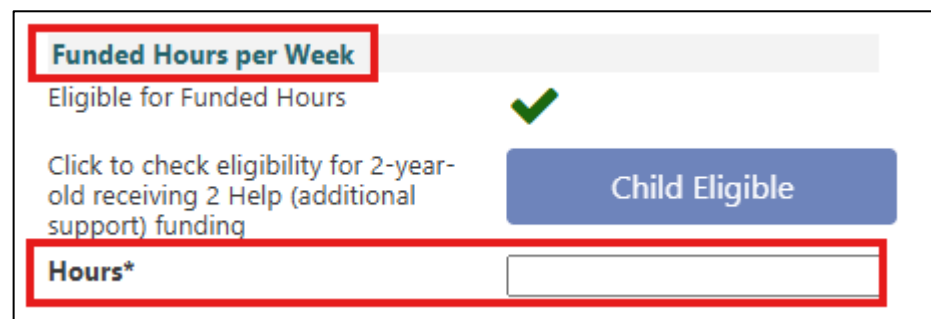
Note: The setting MUST see a copy of the letter before offering a funded place. A claim MUST NOT be entered if you have not seen confirmation of eligibility for the 2Help Early Learning for 2 year olds funding.

EY Voucher Code issued by Warwickshire County Council

Where a confirmation letter confirming eligibility for 2Help Early Learning for 2 year olds has been issued and seen by the provider, and the child has been added using the 'Enter EY Voucher' option, the system will match the EY Voucher code entered to the parent application and the child will show as eligible for funded (2Help Early Learning for 2 year olds) hours, and a green tick will be displayed.

Enter the number of hours (up to a maximum of 15) to be claimed into the 'Hours' box in the 'Funded Hours per Week' section. This will prepopulate the Total Funded Hours per Week box.

Note: If ONLY 2Help Early Learning for 2 year olds hours are to be claimed, enter 0 into the 'Expanded Hours' box in the 'Expanded Funded Hours per Week' section.



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*

Alternatively, the Provider Portal now allows for providers to check the eligibility for 2Help Early Learning for 2 year olds funding for all children aged 2, where parents have provided the required details in Part 1b and Part 2 of the Parent/Carer/Guardian Declaration Form (PDF), including those who have had funding agreed by a Local Authority other than Warwickshire.

Please refer to section 4.2.6b Completing an ECE check on the Provider Portal for 2Help Early Learning for 2 year olds, for guidance on how to complete this.

Funding confirmed by another Local Authority

Where confirmation of eligibility for 2Help Early Learning for 2 year olds has been issued by another Local Authority, the system will not automatically recognise the child as eligible for 2Help Early Learning for 2 year olds, and a red cross will be displayed.

Enter the number of hours (up to a maximum of 15) to be claimed into the 'Hours' box in the 'Funded Hours per Week' section and upload a copy of the confirmation using the Documents tab and Notes tab. Please refer to sections 4.5 and 4.6. This will prepopulate the Total Funded Hours per Week box.

Note: This is the ONLY circumstance where a claim for 2Help Early Learning for 2 year olds (funded) hours should be entered without either an EY Voucher code from Warwickshire or an ECE check.

Note: If ONLY 2Help Early Learning for 2 year olds hours are to be claimed, enter 0 into the 'Expanded Hours' box in the 'Expanded Funded Hours per Week' section.

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*	

4.2.6b Completing an ECE check on the Provider Portal for 2Help Early Learning for 2 year olds

The provider portal now allows providers to check eligibility for 2Help Early Learning for 2 year olds via an ECE check. Where parents have completed Part 1b and have given consent for providers to check eligibility for 2Help Early Learning for 2 year olds in Part 2, click 'Check Eligibility' in the 'Funded Hours per Week' section.

Where the result returned is 'not eligible', a yellow banner will be displayed. This means that the child is not eligible for 2Help Early Learning for 2 year olds (funded) hours and **0** must be entered into the 'Hours' box in the 'Funded Hours per Week' section.

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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.

Where the check returns a positive result, a green tick will be displayed, as well as a banner. This means that the child is eligible for 2Help Early Learning for 2 year olds funding and up to 15 hours per week can be entered into the 'Hours' box in the 'Funded Hours per Week' section. This will prepopulate the Total Funded Hours per Week box.

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The 2 Help (Additional Support) Check has come back as found and eligibility for Funded Hours has been obtained.

If the child has also been issued with a valid Working Parent Entitlement eligibility code, and hours (up to a maximum of 15 – 30 in total) are to be claimed under this entitlement as well, please follow the guidance in the following section.

Note: If ONLY 2Help Early Learning for 2 year olds hours are to be claimed, enter 0 into the 'Expanded Hours' box in the 'Expanded Funded Hours per Week' section.

Funded Hours per Week

Eligible for Funded Hours

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

Hours*

Check Eligibility

Funded Hours per Week

Eligible for Funded Hours

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

Hours*

Check Eligibility

Funded Hours per Week

Eligible for Funded Hours

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

Hours*

Child Eligible

Note: Where a child is eligible for 2Help Early Learning for 2 year olds funding AND the Working Parent Entitlement, the 2Help Early Learning for 2 year olds funded hours MUST be used first, up to a maximum of 15 hours for each entitlement.

4.2.6c 2 year old Working Parent Entitlement (Expanded Hours)

Where a child has a valid 11 digit Working Parent Entitlement eligibility code, enter this into the 'Eligibility Code' box in the 'Expanded Funded Hours per Week' section, and click 'Check Eligibility Code'.

This will perform an ECE 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.

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.

Enter the number of Expanded hours (up to a maximum of 30 in total) per week to be claimed in 'Expanded Hours'. This will prepopulate the Total Funded Hours per Week box.

If a **red** error message occurs:

- ✓ Read the error message displayed.
- ✓ 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 and confirm with the parent that the details on the Parent/Carer/Guardian Declaration Form (PDF) are correct.

Expanded Funded Hours per Week

Eligible for Expanded Hours

Eligibility Code

Click to check eligibility for Working Family funding

Check Eligibility Code

Expanded Hours*

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

Expanded Funded Hours per Week

Eligible for Expanded Hours

Eligibility Code

Click to check eligibility for Working Family funding

Check Eligibility Code

Expanded Hours*

Note: If ONLY Working Parent Entitlement (Expanded) hours are to be claimed, enter 0 into the 'Hours' box in the 'Funded Hours per Week' section.

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.

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

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.

Non-Funded Hours per Week

Non-Funded Hours*

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.

Census Information

Expanded Entitlement Weeks

🚨 38 Weeks must be entered in this box.

Census Information

Funded Entitlement Weeks

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.

4.3 Making a claim for Early Years Pupil Premium (EYPP)

1. Part 1b 'Parent / Carer Details' and 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 Engine (ECE).

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

Part 1b - Parent / Carer Details - Parent / Carer to complete			
This information will be used to check your eligibility code for the working parent entitlement, and/or eligibility for 2Help and EYPP			
*Parent / Carer First Name:		*Parent / Carer Last Name:	
*Parent / Carer Date of Birth: (dd/mm/yyyy)		*Parent / Carer National Insurance Number or Asylum Support Reference Number:	
*Parent / Carer Email Address:			
*Parent / Carer Mobile Tel Number:			

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 any of the questions and completing Part 1b may enable your chosen provider to receive the EYPP. Children with EYPP will have 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 ☐
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 and your child is looked after outside of Warwickshire, please provide a copy of the relevant order to your early years provider. EYPP is automatically added for children looked after by Warwickshire.
Q3: Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999? YES ☐ NO ☐

2. In the Parent / Carer Details tab within the child's record, complete the parent's Surname, DOB and NI or NASS Number.
3. Ensure that the 'Tick to give consent to Eligibility Checking for: EYPP' box has been ticked.

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

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

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

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

Parent / Carer Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility ☐ 2 Help (Additional Support)

Partner Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility ☐ 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 or NASS Number will also be required for this data to be used for an Eligibility Check.

[Save](#) [Cancel](#) *denotes mandatory fields

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 Engine (ECE), 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 ECE 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 4.5 Documents tab 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 ECE check, unless the parent also meets the economic eligibility criteria.

The Early Years Funding Team will need to see evidence of the child's 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 4.5. Documents tab.

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 4.5. Documents tab).

4.4 Making 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.

1. 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.
2. In the 'Funding Details' tab within the child's record the 'Nominated for DAF' must **only** be ticked as '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 4.5. Documents tab. 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 ☐ NO ☐	
If you have ticked Yes, you must provide a copy of the DLA Award letter to your early years provider.	
If your child is splitting their funded Early Education entitlement across two or more providers, please nominate the setting where the local authority should pay DAF. If your child is in receipt of the 2Help Entitlement due to being in receipt of DLA, DAF will be paid automatically to the provider your child attends.	
*Name of Provider	

Child Details	Parent / Carer Details	Funding Details	Documents	Notes
Funding Details				
Start Date*				
End Date*				
		Default Term Dates		
Weeks Attended in Term*				
Present during Census		☒		
Attends Two Days or More		☐		
Nominated for DAF*		☐ Yes ☐ No		

4.5 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 equivalent 2Help Early Learning for 2 year olds funding 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 ECE 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 Early Learning for 2 year olds 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' section of a web application. The 'Documents' tab is selected. The 'Supporting Documents' section prompts the user to upload documents. Below this, there is a table with two columns: 'Description*' and 'File Name'. The 'Description*' column contains the text 'No Documents Uploaded'. The 'File Name' column is empty. To the right of the table is a blue button labeled 'Upload a file', which is highlighted with a red rectangle. At the bottom, there are 'Save' and 'Cancel' buttons, and a note that '*' denotes mandatory fields.

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

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

This screenshot shows the 'Upload a file' interface after a document has been added. The 'Description*' column now contains a text input field with a red arrow pointing to it. The 'File Name' column contains the text 'DLA award letter.docx'. The 'Upload a file' button is now a red 'Delete' button. At the bottom, the 'Save' button is highlighted with a red arrow, and the 'Cancel' button is also visible. The note at the bottom states that '*' denotes mandatory fields.

Delete

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 4.6 Notes tab.

4.6 Notes tab

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

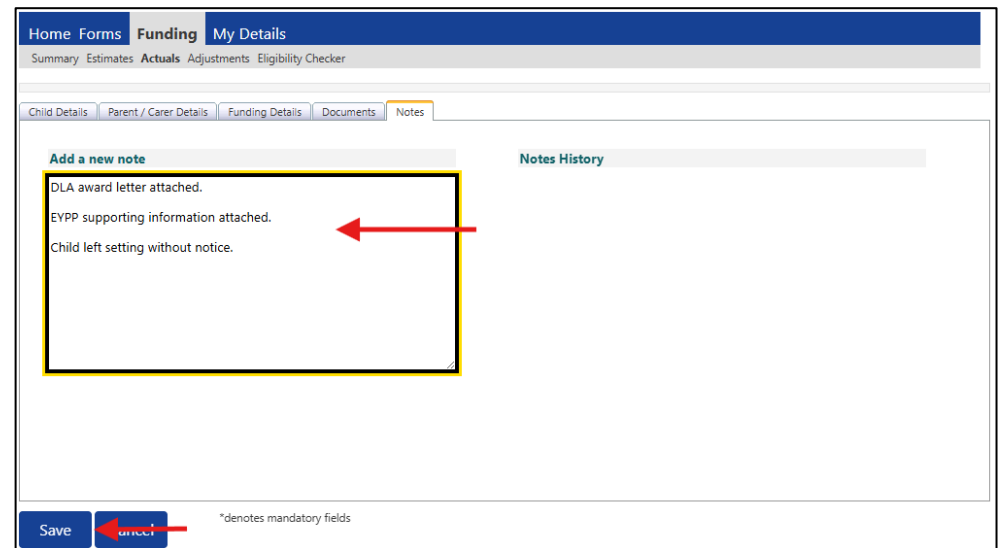
- To advise the funding office that supporting documentation has been added to the Documents tab for EYPP, DAF, or 2Help Early Learning for 2 year olds funding.
- When advised by the funding office to add a note for a specific reason.
- To notify the funding office of a child who should be attending 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

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



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Child Details Parent / Carer Details Funding Details Documents Notes

Add a new note

DLA award letter attached.

EYPP supporting information attached.

Child left setting without notice.

Notes History

Save Cancel

*denotes mandatory fields

4.7 Children present on the Actuals list (carried forward)

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

Note: Children remaining in the same age range will be carried forward with the number of funded hours from the previous term's Actual 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.

Children carried forward in the Grace Period

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. Please refer to section 4.7.4 Updating Eligibility Code details.

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.

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
×		(17-Jun-2022)	210.00	0.00	£1360.80 DF		
×		(10-Nov-2022)	0.00	0.00	£0.00		11-Dec-2024 - 15-Apr-2026 Grace Period: 31-Aug-2026

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
×		(29-Apr-2022)	210.00	0.00	£1360.80 DF		
×		(25-Feb-2023)	0.00	0.00	£0.00		
×		(13-Jan-2023)	0.00	0.00	£0.00		04-Apr-2025 - 22-Jun-2025 Grace Period: 31-Dec-2025
⚠	×	(22-Dec-2021)	210.00	0.00	£1218.00		21-Feb-2024 - 15-Jun-2026 Grace Period: 31-Dec-2026

Where children have been carried forward from the previous term, 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.

Where hours have been carried forward from the previous term, the hours are based on the Actual Headcount. If there have been any adjustments made after Headcount in the previous term, the adjusted hours will not be included in the carry forward.

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 4.7.2 How to delete a child from the Actuals list.

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.

In grace period

Add Child Send Claim

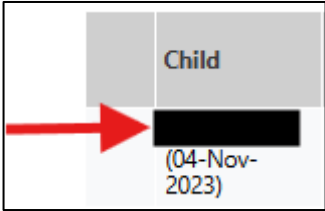
	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		(29-Apr-2022)	210.00	0.00	£1360.80	DF	
X		(25-Feb-2023)	0.00	0.00	£0.00		
X		(13-Jan-2023)	0.00	0.00	£0.00		04-Apr-2025 - 22-Jun-2025 Grace Period: 31-Dec-2025
X		(22-Dec-2021)	210.00	0.00	£1218.00		21-Feb-2024 - 15-Jun-2026 Grace Period: 31-Dec-2026

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		(17-Jun-2022)	210.00	0.00	£1360.80	DF	
X		(10-Nov-2022)	0.00	0.00	£0.00		11-Dec-2024 - 15-Apr-2026 Grace Period: 31-Aug-2026

4.7.1 How to edit a child in the Actuals list

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

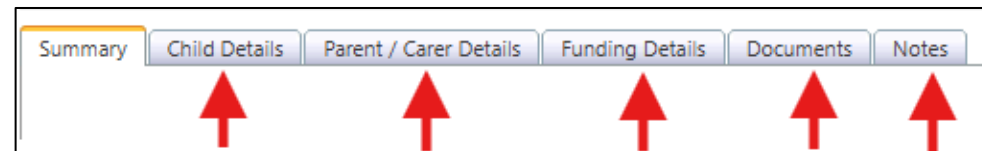


2. This will open the child's record at the summary, showing the details carried forward from the previous term.

Summary			Child Details	Parent / Carer Details	Funding Details	Documents	Notes
Term Start Date		01-Sep-2026		Funding			
Term End Date		18-Dec-2026		Funded Hours Per Week			
No of weeks attended		14.00		Funded Hours for Term			
Nominated for DAF		No					
Eligibility Start Date		29-Oct-2024		Funding Amount @ Provider Rate			
Eligibility End Date		11-Nov-2026		Child Weightings			
Grace Period End Date		31-Mar-2027					
Eligibility last checked		17-Jul-2026 16:02:04					
► Provider Total Rate		£8.60		Funding Amount			
				Totals			
				Funded Hours Per Week			
				Funded Hours for Term			
				Total Funding (excl. Adj)			
				Total amount from Adjustments			
				Total amount from Pending Adjustments			
				Total Funding For Term (inc Adj)			

3. Check the details in each tab in turn, making amendments where necessary:

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



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



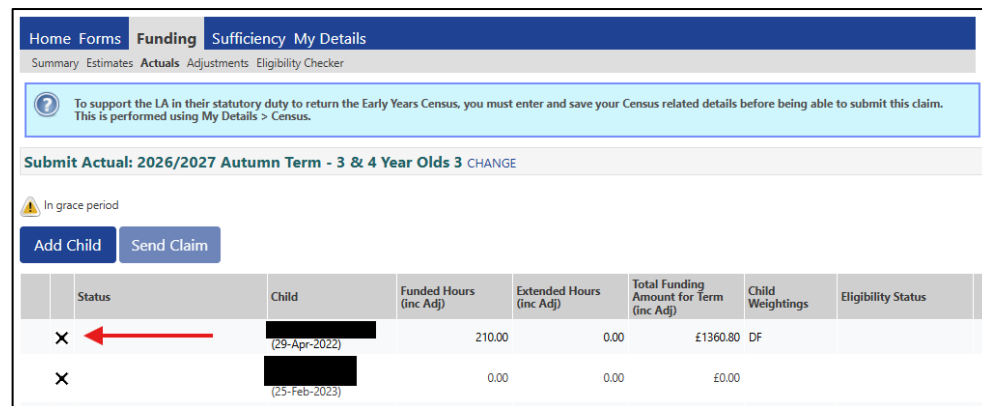
4.7.2 How to delete a child from the Actuals list

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 to reduce the claim if necessary. Please refer to section 6.1 Adjustments tab.

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.



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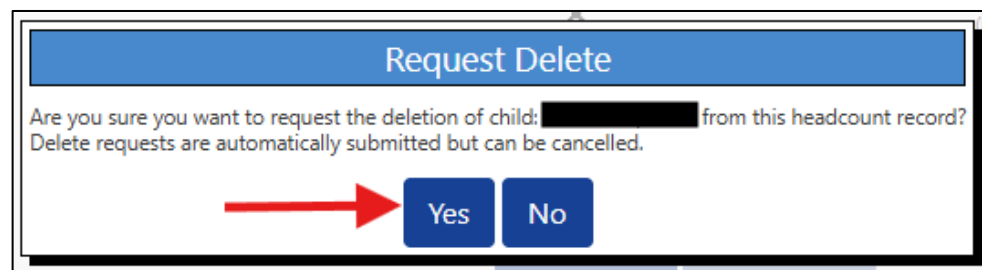
To support the LA in their statutory duty to return the Early Years Census, you must enter and save your Census related details before being able to submit this claim. This is performed using My Details > Census.

Submit Actual: 2026/2027 Autumn Term - 3 & 4 Year Olds 3 CHANGE

In grace period

Add Child Send Claim

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X	(29-Apr-2022)	210.00	0.00	£1360.80	DF	
X	(25-Feb-2023)	0.00	0.00	£0.00		



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

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
Awaiting LA Deletion	(29-Apr-2022)	0.00	0.00	£142.80	DF	

4.7.3 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, which is to alert the setting to codes with expired validity end dates and show when the grace period is due to end, as shown in the 'Eligibility Status' column.

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.

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 provider performs an eligibility check within the child record.**

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.

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

⚠ 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
✗			██████████ (29-Apr-2022)	210.00	0.00	£1360.80	DF	
✗			██████████ (25-Feb-2023)	0.00	0.00	£0.00		
✗			██████████ (13-Jan-2023)	0.00	0.00	£0.00		04-Apr-2025 - 22-Jun-2025 Grace Period: 31-Dec-2025
⚠ ✗			██████████ (22-Dec-2021)	210.00	0.00	£1218.00		21-Feb-2024 - 15-Jun-2026 Grace Period: 31-Dec-2026

Summary	Child Details	Parent / Carer Details	Funding Details	Documents	Notes
 Child is in grace period					
Term Start Date 01-Sep-2026		Funding Funded Hours Per Week 15.00			
Term End Date 18-Dec-2026		Funded Hours for Term 210.00			
No of weeks attended 14.00					
Nominated for DAF No					
Eligibility Start Date 21-Feb-2024		Funding Amount @ Provider Rate £1218.00			
Eligibility End Date 15-Jun-2026		Child Weightings £0.00			
Grace Period End Date 31-Dec-2026					
Eligibility last checked 20-Feb-2026 13:57:24		Funding Amount £1218.00			
Provider Total Rate £5.80		Totals			
		Funded Hours Per Week 15.00			
		Funded Hours for Term 210.00			
		Total Funding (excl. Adj) £1218.00			
		Total amount from Adjustments £0.00			
		Total amount from Pending Adjustments £0.00			
		Total Funding For Term (inc Adj) £1218.00			

Save

Cancel

*denotes mandatory fields

4.7.4 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.'

Home Forms

Funding

Sufficiency My Details

Summary Estimates Actuals Adjustments Eligibility Checker

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

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
×		(29-Apr-2022)	210.00	0.00	£1360.80	DF	
×		(25-Feb-2023)	0.00	0.00	£0.00		
×		(13-Jan-2023)	0.00	0.00	£0.00		04-Apr-2025 - 22-Jun-2025 Grace Period: 31-Dec-2025
×		(22-Dec-2021)	210.00	0.00	£1218.00		21-Feb-2024 - 15-Jun-2026 Grace Period: 31-Dec-2026

Summary Child Details Parent / Carer Details Funding Details **Eligibility** Notes

Funding Details
Start Date* 01-Sep-2026
End Date* 18-Dec-2026
Default Term Dates

Weeks Attended in Term* 14.00
Present during Census ☒
Attends Two Days or More ☒
Nominated for DAF* ☐ Yes ☒ No
Stretching Entitlement ☐

Funded Hours per Week
Hours* 15.00

Extended Funded Hours per Week
Eligible for Extended Hours ☒
Eligibility Code 50101104111
Click to check eligibility for Working Family funding → Check Eligibility Code
Extended Hours* 0.00

Total Funded Hours per Week
Total Funded: 15.00

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* 0.00

Census Information
Funded Entitlement Weeks 38.00
Extended Entitlement Weeks 38.00
38 Weeks must be entered in this box.

Maximum Values Allowed:
Number of Weeks: 14.00
Funded Weekly Hours: 15.00
Funded Termly Hours: 210.00
Funded Yearly Hours: 570.00
Extended Weekly Hours: 15.00
Extended Termly Hours: 210.00
Extended Yearly Hours: 570.00

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

Save Cancel

*denotes mandatory fields

- 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.



- As the record has been amended with the updated code details, the Status message will now read 'Unsubmitted claim'.

 Unsubmitted Claim	(22-Dec-2021)	210.00	0.00	£1218.00	21-Feb-2024 - 15-Sep-2026 Grace Period: 31-Dec-2026
---	---------------	--------	------	----------	--

- 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 4.6 Notes tab.

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
×		(29-Apr-2022)	210.00	0.00	£1360.80	DF
×		(23-Feb-2023)	0.00	0.00	£0.00	
×		(13-Jan-2023)	0.00	0.00	£0.00	04-Apr-2025 - 22-Jun-2025 Grace Period: 31-Dec-2025
 Unsubmitted Claim		(22-Dec-2021)	210.00	0.00	£1218.00	21-Feb-2024 - 15-Sep-2026 Grace Period: 31-Dec-2026

4.8 Sending the claim

Following a change in the way the Census Information is collected, each 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 7.1 My Details tab - Census Information 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 and existing child record that has been edited:

When a new child record has been saved, or an existing record has been amended and 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 children are to be added, or existing children are to be checked or amended, or children deleted, please complete this before sending the claim as below.

HomeFormsFundingMy Details

SummaryEstimatesActualsAdjustmentsEligibility 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.

HomeFormsFundingMy Details

SummaryEstimatesActualsAdjustmentsEligibility 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.

! Unsubmitted Claim	(22-Dec-2021)	210.00	0.00	£1218.00	21-Feb-2024 - 15-Sep-2026 Grace Period: 31-Dec-2026
---	--	--------	------	----------	--

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'.

⚠ 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
×		(28-Apr-2022)	210.00	0.00	£1360.80	DF	
×		(25-Feb-2023)	0.00	0.00	£0.00		
×		(13-Jan-2023)	0.00	0.00	£0.00		04-Apr-2025 - 22-Jun-2025 Grace Period: 31-Dec-2025
ⓘ ↺	Unsubmitted Claim	(22-Dec-2021)	210.00	0.00	£1218.00		21-Feb-2024 - 15-Sep-2026 Grace Period: 31-Dec-2026

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

[Home](#) [Forms](#) [Funding](#) [My Details](#)

[Summary](#) [Estimates](#) [Actuals](#) [Adjustments](#) [Eligibility Checker](#)

 **Submission Successful**

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

ⓘ ↺ **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 an 'X' will be displayed by their name.

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

Note: If no children have been added, or none of the existing children in the Actuals list edited, the 'Send Claim' button will be greyed out and will not be available.

Home Forms **Funding** Sufficiency My Details

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2026/2027 Autumn Term - 3 & 4 Year Olds 3 CHANGE

In grace period

Add Child Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		(29-Apr-2022)	210.00	0.00	£1360.80	DF	
X		(25-Feb-2023)	0.00	0.00	£0.00		
X		(13-Jan-2023)	0.00	0.00	£0.00		04-Apr-2025 - 22-Jun-2025 Grace Period: 31-Dec-2025
X		(22-Dec-2021)	210.00	0.00	£1218.00		21-Feb-2024 - 15-Sep-2026 Grace Period: 31-Dec-2026

Submit Actual: 2026/2027 Autumn Term - 3 & 4 Year Olds 3 CHANGE

In grace period

Add Child Send Claim

4.9 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 Actuals list and added as a new entry using the Adjustment process.

Please refer to section 6.8 Unsubmitted Actual Headcount claims.

Year/Term	Funding Type	Office use only	Ready To Process	Processed
2026/2027				
Autumn Term				
Submission Period: 14-Jul-2026 to 09-Oct-2026				
2025/2026	2 Year Olds			
2024/2025	3 & 4 Year Olds 3			
2023/2024	9 Months - 2 Years Old			
2022/2023				
2021/2022				
2020/2021				

Status	Child Name	Date	Funding 1	Funding 2	Funding 3	Period
Unsubmitted Claim	[Redacted]	(13-Jan-2023)	210.00	0.00	£1218.00	08-Jan-2026 - 22-Mar-2026 Grace Period: 31-Aug-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)

4.10 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:

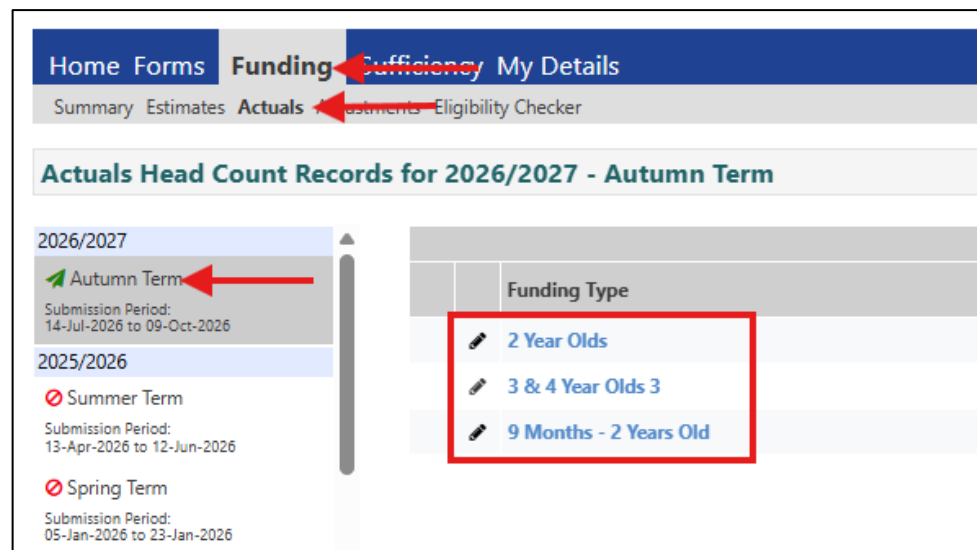
1. Log onto the Provider Portal.
2. Select 'Funding'.
3. Select 'Actuals'.
4. Select the appropriate year and term.

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 make the changes and resubmit the claim.

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 6.1 Adjustment tab.



The screenshot displays the 'Actuals Head Count Records for 2026/2027 - Autumn Term' page. The navigation bar includes 'Home', 'Forms', 'Funding', 'Efficiency', and 'My Details'. Below this, there are tabs for 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main content area shows a list of terms for 2026/2027 and 2025/2026. The 'Autumn Term' for 2026/2027 is highlighted with a green arrow. The 'Funding Type' section shows three options: '2 Year Olds', '3 & 4 Year Olds 3', and '9 Months - 2 Years Old', all of which are highlighted with a red box.

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.

×	(19-Sep-2021)	210.00	0.00	£1459.50	EYPP	07-Aug-2025 - 08-Dec-2025 Grace Period: 31-Mar-2026
---	---------------	--------	------	----------	------	--

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		(29-Apr-2022)	210.00	0.00	£1360.80	DF	

Part 5:
Child Summary tab
Summary tab

Contents

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5.1 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-2026						
Term End Date	18-Dec-2026						
No of weeks attended	14.00						
Nominated for DAF	No						
Eligibility Start Date							
Eligibility End Date							
Grace Period End Date	14-May-2026 16:00:38						
Eligibility last checked							
► Provider Total Rate	£5.80						
			Funding				
			Funded Hours Per Week				
			Funded Hours for Term				
			Funding Amount @ Provider Rate				
			▼ Child Weightings				
			Deprivation Factor (£0.68)				
			Funding Amount				
			Totals				
			Funded Hours Per Week				
			Funded Hours for Term				
			Total Funding (excl. Adj)				
			Total amount from Adjustments				
			Total amount from Pending Adjustments				
			Total Funding For Term (inc Adj)				

Where Adjustments have been added and accepted, 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 4.5 Documents tab), or where an Adjustment claim has been submitted but not yet accepted, the amount will show in the 'Total amount from Pending Adjustments' line.

Summary			Child Details	Parent / Carer Details	Funding Details	Documents	Pending Adjustment	Notes
Term Start Date	01-Sep-2026							
Term End Date	18-Dec-2026							
No of weeks attended	14.00							
Nominated for DAF	Yes							
Eligibility Start Date	29-Jan-2024							
Eligibility End Date	11-Nov-2026							
Grace Period End Date	31-Mar-2027							
Eligibility last checked	17-Jul-2026 12:35:17							
► Provider Total Rate	£5.80							
			Funding					
			Funded Hours Per Week					
			Funded Hours for Term					
			Funding Amount @ Provider Rate					
			► Child Weightings					
			Funding Amount					
			Totals					
			Funded Hours Per Week					
			Funded Hours for Term					
			Total Funding (excl. Adj)					
			Total amount from Adjustments					
			Total amount from Pending Adjustments					
			Total Funding For Term (inc Adj)					

5.2 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).

5.2.1 Indicative Funding Information

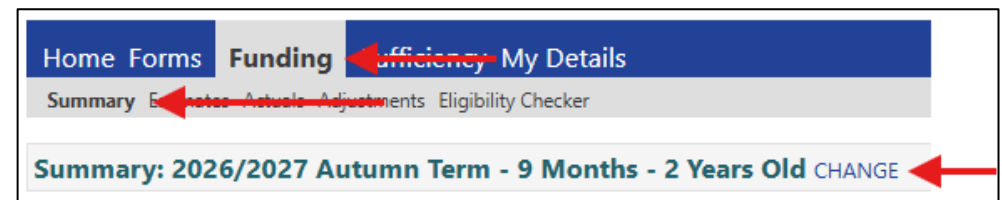
Indicative Funding Information for the forthcoming year can be taken from the previous year's funding, from each term's Summary tab.

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'.)



5.2.2 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.

Note: Childminders and settings opting for monthly payments only. When interim payments have been made, a black triangle will be displayed, which when clicked, will show the date and amount of the payments that have been made so far.

8. Interim Amount Payable Balance: How much is still to be paid at interim.

Note: The following two rows are applicable to Childminders and settings opting for monthly payments only:

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

Home Forms Funding Sufficiency My Details	
Summary Estimates Actuals Adjustments Eligibility Checker	
Summary: 2026/2027 Autumn Term - 9 Months - 2 Years Old C	
Estimates	
Term Length (Weeks)	14.00
▶ Provider Rate applied	£10.96
Estimate Funding	
Hours Per Week	200.00
Term Funding Amount	£30688.00
Interim %	70.00%
Interim Amount Payable	£21481.60
Total Interim Amount Paid to Date (before Adj)	£0.00
Interim Amount Payable Balance	£21481.60
Number of Payments Due	3 / 3
Next Payment Amount Due (before Adj)	£7160.53
Fully Processed	No

5.2.3 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 Early Learning for 2 year olds) 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 previous page).
7. Term Funding Balance: Term Funding Amount – Interim Amount Paid = Balance due at Actual payment.

8. Adjustments Paid with Final Payment: Amount of adjustments that have been added to/deducted from the Actual payment.

Note: Adjustments paid after the Actual payment will not show on the Summary tab as this refers to payments made with the Actual payment only.

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	14.00
Term Length (Weeks) Stretched	17.00
▶ Provider Rate applied to child funding	£5.80
Funding	
Funded Hours for Term	5449.36
Funding Amount @ Provider Rate	£31606.29
▼ Child Weightings Total	£1105.30
3 children with Deprivation Factor (£0.68)	£380.80
3 children with Early Years Pupil Premium (£1.15)	£724.50
Funding Amount	£32711.59
Extended Funding	
Funded Hours for Term	0.00
Funding Amount @ Provider Rate	£0.00
Extended Funding Amount	£0.00
Totals	
Funded Hours for Term	5449.36
Funding Amount @ Provider Rate	£31606.29
Child Weightings	£1105.30
Term Funding Amount	£32711.59
Interim Amount Paid (before Adj)	£0.00
Term Funding Amount Balance	£32711.59
Adjustments Paid with Final Payment	£1360.80
Actual Amount Paid (Inc. Adj)	£34072.39
Processed	Yes
Processed Date	17-Jul-2026

Part 6:

Adjustments

Contents

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6.1 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 23 onwards, of the Requirements of Early Years Entitlements Funding 2026 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, funding for the term will be paid to the setting the child attended during Headcount week.

There is no obligation for this setting to transfer funded hours to the previous/receiving setting, however where this is agreed between providers the process MUST be undertaken via the Synergy system Adjustments tab.

Providers should make arrangements between themselves to add corresponding adjustments to the Adjustments tab on the Provider Portal for the proportion of funding to be transferred.

6.1.1 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 Head Count Records for 2026/2027 - Autumn Term	
2026/2027	
Autumn Term Submission Period: 17-Jul-2026 to 04-Dec-2026	
2025/2026	
Summer Term Submission Period: 15-Jun-2026 to 03-Jul-2026	
Funding Type	Actuals (Office use only)
	Ready To Process
	Processed
	Editable
2 Year Olds	✓
3 & 4 Year Olds 3	✓
9 Months - 2 Years Old	✓

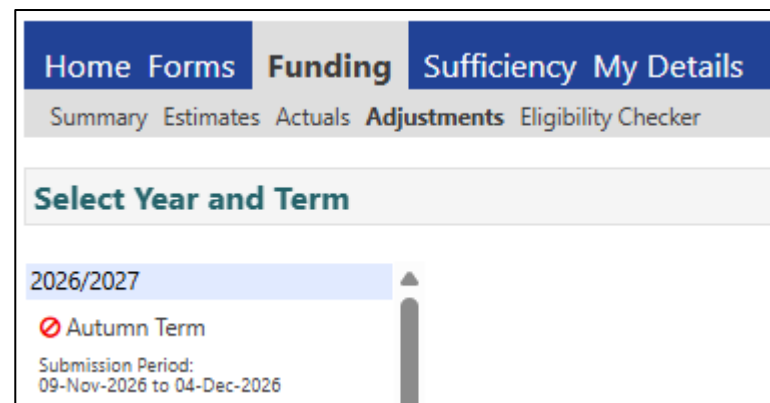
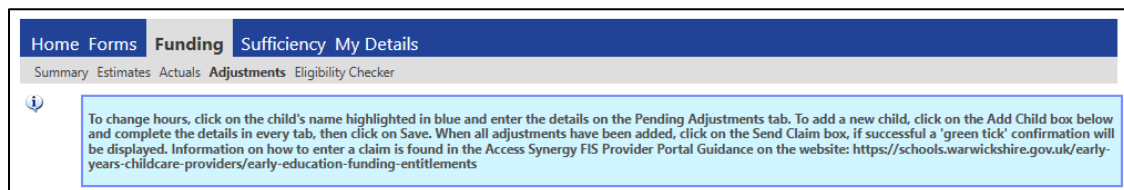
Adjustments can only be entered during the Adjustment period, and when the pen symbol is showing next to the age range.

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

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.

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

If the Adjustment tab is not open for submissions, a red 'no entry' symbol will be visible by the term. If an age range is selected, within the age range, a blue information banner will be present, and no children will be listed.



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 and settings opting for monthly payments 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 are required 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.

6.2 How to adjust a claim made at Actual Headcount

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 and follow the guidance as below.

Submit Adjustments: 2026/2027 Autumn Term - 2 Year Olds CHANGE							
Add ChildEnter EY VoucherSend 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
	(08-Jan-2024)	0.00	0.00	0.00	0.00	£0.00	05-Nov-2024 - 21-May-2026 Grace Period: 31-Aug-2026

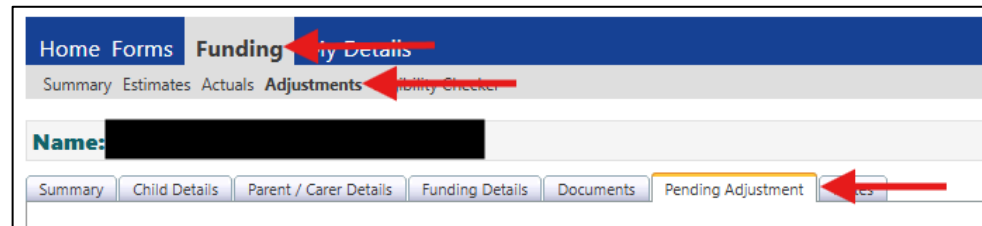
6.3 Pending Adjustments tab

The Adjustment process is to allow providers to make changes to the claim already made at Actual Headcount. The additional hours, or hours to be reduced must be entered into the 'Pending Adjustments' tab.

6.3.1 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 09.11.26. There are 6 funded weeks remaining in term.
- Multiply this by the number of hours per week to be claimed – e.g., 15 hours per week.
- Total number of hours to be claimed: 6 weeks x 15 hours = 90.

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



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

Example:

An increase in hours after Headcount – Autumn Term.

- Child's claim at Actual Headcount was 10 hours per week 2Help Early Learning for 2 year olds.
- From 09.11.26 child increased to 15 hours per week due to parent working increased hours.
- 6 weeks funding remaining from 09.11.26 to end of term.
- 6 weeks x 5 hours = 30 hours more to be added as an Adjustment.

Example:

A decrease in hours after Headcount – Autumn Term.

- Child's claim at Actual Headcount was 30 hours per week Working Parent Entitlement for 2 year olds.
- Child left the setting for another Warwickshire setting due to moving house on 16.10.26. 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: Funding for the term is paid to the setting the child attends at Headcount, based on the booked pattern of attendance during Headcount week. Where a child reduces their regular booked pattern of attendance or leaves the setting after Headcount, there is no requirement to reduce the claim unless the child is moving to another setting within Warwickshire and both settings have agreed to enter corresponding adjustment claims.

Where a child moves settings after Headcount and the new setting enters an adjustment claim for funded hours, if the setting the child attended during Headcount does not enter a corresponding adjustment to reduce their claim, the new setting's claim will be rejected.

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

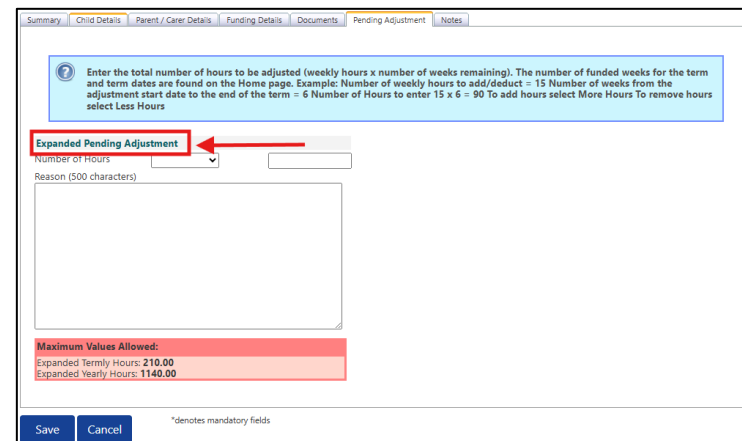
- Pending Adjustment (Left column) – 2Help Early Learning for 2 year olds.
- Expanded Pending Adjustment (Right column) – Working Parent Entitlement.

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

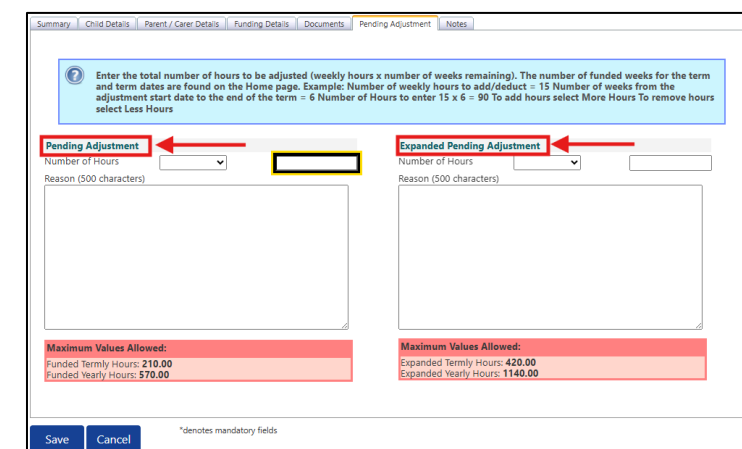
3 & 4 year olds

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

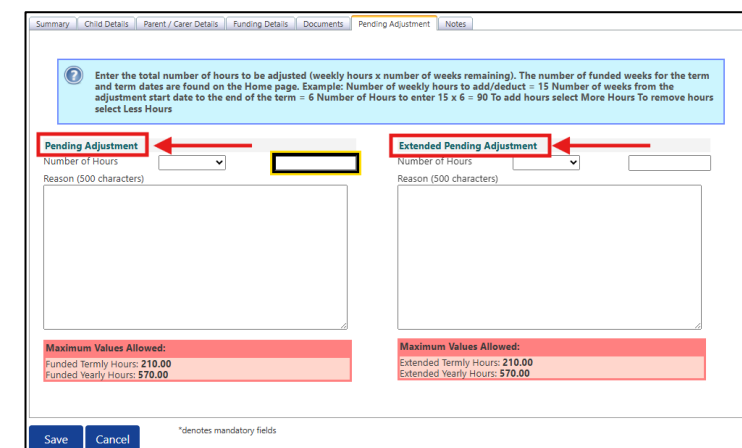
Note: Where a child splits their entitlement between two settings, the type of funding should be claimed as shown in the completed Parent/Carer/Guardian Declaration Form (PDF).



The screenshot shows the 'Expanded Pending Adjustment' form. At the top, a blue box contains instructions: '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'. Below this, the form has a title 'Expanded Pending Adjustment' with a red arrow pointing to it. It includes a 'Number of Hours' dropdown menu, a 'Reason (500 characters)' text area, and a 'Maximum Values Allowed' section showing 'Expanded Termly Hours: 210.00' and 'Expanded Yearly Hours: 1140.00'. At the bottom are 'Save' and 'Cancel' buttons and a note '*denotes mandatory fields'.



The screenshot shows two side-by-side forms. The left form is titled 'Pending Adjustment' with a red arrow pointing to it. The right form is titled 'Expanded Pending Adjustment' with a red arrow pointing to it. Both forms have a 'Number of Hours' dropdown menu, a 'Reason (500 characters)' text area, and a 'Maximum Values Allowed' section. The left form shows 'Funded Termly Hours: 210.00' and 'Funded Yearly Hours: 570.00'. The right form shows 'Expanded Termly Hours: 420.00' and 'Expanded Yearly Hours: 1140.00'. At the bottom are 'Save' and 'Cancel' buttons and a note '*denotes mandatory fields'.



The screenshot shows two side-by-side forms. The left form is titled 'Pending Adjustment' with a red arrow pointing to it. The right form is titled 'Extended Pending Adjustment' with a red arrow pointing to it. Both forms have a 'Number of Hours' dropdown menu, a 'Reason (500 characters)' text area, and a 'Maximum Values Allowed' section. The left form shows 'Funded Termly Hours: 210.00' and 'Funded Yearly Hours: 570.00'. The right form shows 'Extended Termly Hours: 210.00' and 'Extended Yearly Hours: 570.00'. At the bottom are 'Save' and 'Cancel' buttons and a note '*denotes mandatory fields'.

6.3.2 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 23, of the Requirements of Early Years Entitlements Funding 2026 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:

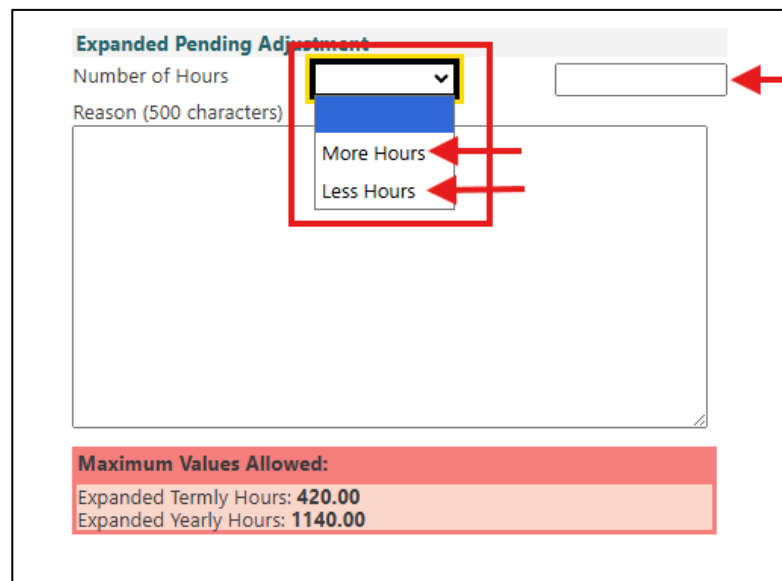
The following errors need to be fixed before the record can be saved:
Reason must be entered, as some details have been entered (Pending Adjustment Tab)

Save

Cancel

*denotes mandatory fields

Note: If the reason entered is not compliant with the permitted Adjustment as listed in Section 2.3.8 page 23 of the Requirements of Early Years Entitlements Funding 2026, the adjustment claim may be rejected. Please refer to section 6.7 Rejected Adjustment claims.



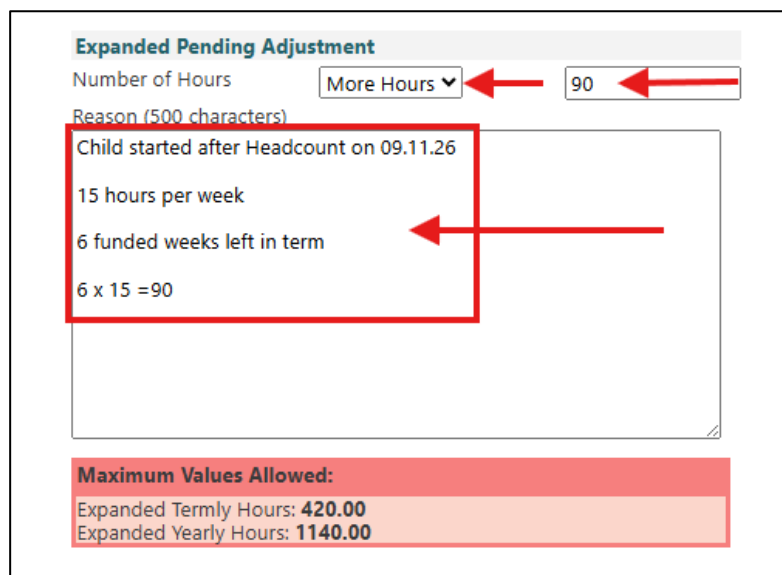
Expanded Pending Adjustment

Number of Hours: [Dropdown menu with 'More Hours' and 'Less Hours' options]

Reason (500 characters): [Text area]

Maximum Values Allowed:

Expanded Termly Hours: 420.00
Expanded Yearly Hours: 1140.00



Expanded Pending Adjustment

Number of Hours: [More Hours] 90

Reason (500 characters):

Child started after Headcount on 09.11.26

15 hours per week

6 funded weeks left in term

6 x 15 = 90

Maximum Values Allowed:

Expanded Termly Hours: 420.00
Expanded Yearly Hours: 1140.00

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 09.11.26. 15 hours per week, 6 funded weeks left in term.

6 weeks x 15 hours = 90 hours.

- ✓ Child left setting 09.10.26 due to moving house. 30 hours per week, 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 30.11.26. 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 16.11.26, eligible for 30 hours. Claiming 300 hours.

Rejected due to over claim. Funded weeks remaining in term from 16.11.26 – end of term 18.12.26 = 5 weeks. Maximum hours available to be claimed = 150.

6.4 Adding a NEW child to Adjustments

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 6.7 Rejected Adjustment claims.

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, or where a child has moved settings in Warwickshire and the previous setting has agreed to enter a corresponding adjustment:

1. Select 'Add Child' (or 'Enter EY Voucher' where the child has been issued with confirmation of 2Help Early Learning for 2 year olds funding by Warwickshire County Council).
2. Complete each tab using the same process for adding a new child to the Actual Headcount.

The screenshot shows the 'Adjustments' tab selected in the top navigation bar. Below the navigation bar, there is a sub-navigation bar with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A blue box contains instructions: '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>'. Below this, the text 'Submit Adjustments: 2026/2027 Autumn Term - 9 Months - 2 Years Old' is followed by a 'CHANGE' link. At the bottom, there are two buttons: 'Add Child' and 'Send Claim'. A red arrow points from the 'Send Claim' button to the 'Add Child' button.

This screenshot is similar to the previous one, but the 'Submit Adjustments' text now reads '2026/2027 Autumn Term - 2 Year Olds'. The buttons at the bottom are 'Add Child', 'Enter EY Voucher', and 'Send Claim'. A red arrow points from the 'Send Claim' button to the 'Enter EY Voucher' button.

This screenshot shows the 'Adjustments' tab selected in the top navigation bar. Below the navigation bar, there is a sub-navigation bar with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A blue box contains instructions: '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>'. Below this, the text 'Submit Adjustments: 2026/2027 Autumn Term - 3 & 4 Year Olds 3' is followed by a 'CHANGE' link. At the bottom, there are two buttons: 'Add Child' and 'Send Claim'. A red arrow points from the 'Send Claim' button to the 'Add Child' button.

Child Details tab:

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

- ✓ 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 the 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 by the setting.
- ✓ 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 as detailed on the Parent/Carer/Guardian Declaration Form. 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.

Parent/Carer Details tab:

Complete the required fields in the 'Parent/Carer Details' tab.

- ✓ Forename.
- ✓ Surname.
- ✓ DOB - This can be entered either by typing the date in the format DD/MM/YYYY, or by selecting the date from the calendar. This is required where an ECE check for 2Help Early Learning for 2 year olds and/or EYPP is performed.
- ✓ Email.
- ✓ Contact Number.
- ✓ NI or NASS Number – Tick the appropriate box and enter the number. This is required where an ECE check for 2Help Early Learning for 2 year olds and/or EYPP is performed.
- ✓ Tick the appropriate box(es) to give consent to Eligibility Checking for EYPP and/or Working Family Eligibility, and/or 2Help Early Learning for 2 year olds as detailed on the Parent/Carer/Guardian Declaration Form (PDF).

6.4.1 Funding Details tab

Only the following fields will be editable:

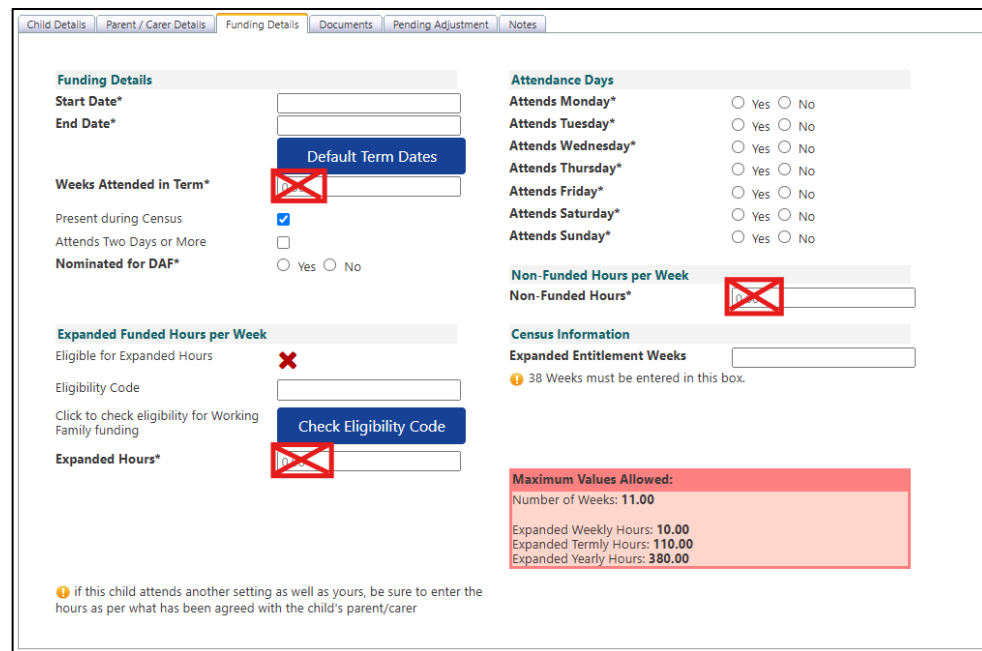
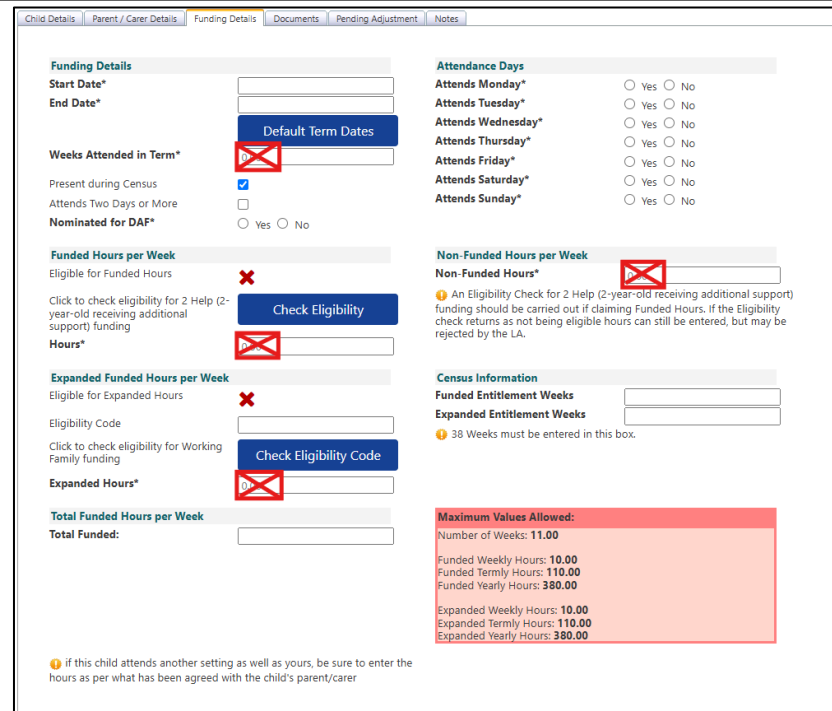
- ✓ Start Date and End Date - either by clicking on the blue 'Default Term Dates' button, or by manually entering the child's attending dates.

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.

Note: The DLA award letter must also be uploaded using the Documents tab.

- ✓ 2 year olds – Where parents have provided their Surname, DOB, and NI number, a check for 2Help Early Learning for 2 year olds 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 ECE check.
- ✓ Attendance Days – Select 'Yes' or 'No' to indicate the child's attending days.
- ✓ Census Information – Enter 38 weeks.

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

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

These details must be entered into the Pending Adjustments tab, please refer to section 6.3 Pending Adjustments tab as above.

Documents tab:

Please refer to section 4.5. Documents tab.

Notes tab:

Please refer to section 4.6. Notes tab.

The screenshot shows the 'Funding Details' tab of a software application. The form is divided into several sections:

- Funding Details:** Includes fields for Start Date, End Date, Weeks Attended in Term (marked with a red X), Present during Census (checked), Attends Two Days or More (unchecked), Nominated for DAF (radio buttons for Yes/No), Funded Hours per Week (marked with a red X), Extended Funded Hours per Week (marked with a red X), Eligibility Code (marked with a red X), Extended Hours (marked with a red X), Total Funded Hours per Week, and Total Funded.
- Attendance Days:** A list of days from Monday to Sunday, each with a radio button for Yes/No.
- Non-Funded Hours per Week:** Includes a field for Non-Funded Hours (marked with a red X).
- Census Information:** Includes fields for Funded Entitlement Weeks and Extended Entitlement Weeks.
- Maximum Values Allowed:** A red box containing calculated totals:
 - 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

A note at the bottom states: "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".

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

6.5.1 Adjustment for Disability Access Fund (DAF)

Where a claim for DAF was not made during the Actual Headcount period, 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, 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 4.5. Documents tab.
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 4.6. Notes tab.
9. Click 'Save', then 'Send Claim'.
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.

Submit Adjustments: 2026/2027 Autumn Term - 2 Year Olds CHANGE

[Add Child](#)
[Enter EY Voucher](#)
[Send Claim](#)

Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	 [REDACTED] (08-Jan-2024)	0.00	0.00	0.00	0.00	£0.00	05-Nov-2024 - 21-May-2026 Grace Period: 31-Aug-2026

Summary Child Details Parent / Carer Details **Funding Details** Documents Pending

Funding Details

Start Date* 01-Sep-2026

End Date* 18-Dec-2026

[Default Term Dates](#)

Weeks Attended in Term* 14.00

Present during Census ☐

Attends Two Days or More ☒

Nominated for DAF*  ☒ Yes ☐ No

Stretching Entitlement ☐

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

Supporting Documents

Please upload any documents which support this term.

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

Description*	File Name	
DLA award letter 	DLA award letter.docx	Upload a file
		Delete

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

Add a new note

Child eligible for DAF, DLA award letter attached 

Notes History

No Historical Notes

Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	[REDACTED] (08-Jan-2024)	0.00	0.00	0.00	0.00	£975.00	05-Nov-2024 - 21-May-2026 Grace Period: 31-Aug-2026

6.5.2 Adjustment for Early Years Pupil Premium (EYPP)

Where a claim for EYPP was not added during the Actual Headcount period, a claim can for EYPP can be made using the Adjustment process.

1. Within the 'Adjustments tab', click on the child's name.
2. This will open the child's record at the 'Pending Adjustments' tab. Unless there are also changes to be made to the child's funded hours for the term, no action is required in this tab.
3. Select the 'Parent/Carer Details' tab.
4. Complete the required fields.
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 4.5. Documents tab).
6. Select the 'Notes' tab.
7. Add a note to inform the funding office the Adjustment is for EYPP, please refer to section 4.6. Notes tab.
8. Click 'Save', then 'Send Claim'.
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.
10. Where EYPP was not 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.

Submit Adjustments: 2026/2027 Autumn Term - 2 Year Olds CHANGE

Add Child Enter EY Voucher Send Claim

Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	 (08-Jan-2024)	0.00	0.00	0.00	0.00	£0.00	05-Nov-2024 - 21-May-2026 Grace Period: 31-Aug-2026

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

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

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

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

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

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

[Switch](#)

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

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

Add a new note

Child eligible for EYPP. Parent/Carer details updated.

Notes History

No Historical Notes

6.6 Saving and submitting the Adjustment claim

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

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

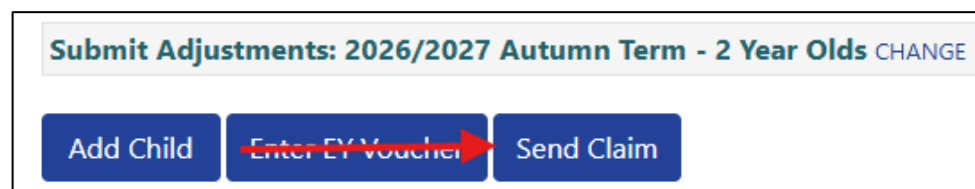
1. When satisfied that the details of the Adjustment claim are correct, or have been amended, click 'Save'.
2. This will return the screen to the 'Adjustments' tab.
3. Where a new child has been added, the Status message will read 'New, Unsubmitted Child'.

Or,

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/Pending Expanded/Pending Extended Adj Hours column.



		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
			(08-Jan-2024)	0.00	0.00	0.00	0.00	£0.00	05-Nov-2024 - 21-May-2026 Grace Period: 31-Aug-2026
		Unsubmitted Claim	(16-Feb-2024)	0.00	90.00	0.00	90.00	£835.20	29-Oct-2024 - 11-Nov-2026 Grace Period: 31-Mar-2027



		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
			(08-Jan-2024)	0.00	0.00	0.00	0.00	£0.00	05-Nov-2024 - 21-May-2026 Grace Period: 31-Aug-2026
		Awaiting LA Download	(16-Feb-2024)	0.00	90.00	0.00	90.00	£835.20	29-Oct-2024 - 11-Nov-2026 Grace Period: 31-Mar-2027

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

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.

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 5.1 Child Summary tab.

Submit Adjustments: 2026/2027 Autumn Term - 2 Year Olds CHANGE

▼ Not Paid - Total: £1810.20

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	17-Jul-2026		16-Feb-2024	90.00		£61.20	£774.00	£835.20	Started after headcount 09.11.26, 6 funded weeks remaining in term, 15 hours per week, 6 x 15 = 90
Child	17-Jul-2026		08-Jan-2024					£975.00	System generated adjustment for [DAF]

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
	(08-Jan-2024)	0.00	0.00	0.00	0.00	£975.00	05-Nov-2024 - 21-May-2026 Grace Period: 31-Aug-2026
	(16-Feb-2024)	0.00	0.00	0.00	90.00	£835.20	29-Oct-2024 - 11-Nov-2026 Grace Period: 31-Mar-2027

Submit Adjustments: 2026/2027 Autumn Term - 2 Year Olds CHANGE

▼ Paid as Adjustments - Total: £1810.20, Paid Date: 17-Jul-2026

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	17-Jul-2026		16-Feb-2024	90.00		£61.20	£774.00	£835.20	Started after headcount 09.11.26, 6 funded weeks remaining in term, 15 hours per week, 6 x 15 = 90
Child	17-Jul-2026		08-Jan-2024					£975.00	System generated adjustment for [DAF]

6.7 Rejected Adjustment claims

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

- No reason entered into the Reason box.
- It does not meet the permitted reason criteria (please refer to page 86).
- 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.

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

Notifications

These records have been edited but not yet claimed.

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

2026/2027 Autumn Term - 2 Year Olds (0 unsubmitted, 1 rejected)

Claim Rejected	[REDACTED] (19-Dec-2023)	0.00	210.00	0.00	210.00	£1806.00	07-Jan-2025 - 07-Oct-2026 Grace Period: 31-Dec-2026
---	-----------------------------	------	--------	------	--------	----------	--

How to view the reason for the rejection of the claim

1. In the 'Adjustments' tab, 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.

Summary **Adjustments** Parent / Carer Details Funding Details Documents Pending

Term Start Date 01-Sep-2026
 Term End Date 18-Dec-2026
 No of weeks attended 14.00
 Nominated for DAF No

Eligibility Start Date 07-Jan-2025
 Eligibility End Date 07-Oct-2026
 Grace Period End Date 31-Dec-2026
 Eligibility last checked 17-Jul-2026 16:26:25

Provider Total Rate £9.60

Claim Rejected
 Insufficient evidence to authorise claim.
 Please resubmit including the following information:
 Start date for the adjustment purposes, number of funded hours per week, number of funded weeks remaining in the term.

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.

Home Forms Funding Sufficiency My Details					
Summary Estimates Actuals Adjustments Eligibility Checker					
View Actuals: 2026/2027 Autumn 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
(08-Jan-2024)	0.00	0.00	£975.00		05-Nov-2024 - 21-May-2026 Grace Period: 31-Aug-2026
(16-Feb-2024)	0.00	90.00	£835.20 DF		29-Oct-2024 - 11-Nov-2026 Grace Period: 31-Mar-2027
(19-Dec-2023)	0.00	210.00	£1806.00		07-Jan-2025 - 07-Oct-2026 Grace Period: 31-Dec-2026

6.8 Unsubmitted Actual Headcount claims

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

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

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

A red exclamation mark will also be displayed next to the age range within the Actuals and/or Adjustments tabs.

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.

The amendments to the Actual claim that were not submitted will need to be undone, and where appropriate, an Adjustment claim submitted. Please see below.

Notifications
These records have been edited but not yet claimed.

 There are unsubmitted child funding records for Provider: [REDACTED]
2026/2027 Autumn Term - 3 & 4 Year Olds 3 (1 unsubmitted, 0 rejected)

Adjustments Head Count Records for 2026/2027 - Autumn Term				
2026/2027	Funding Type	Actuals (Office use only)		
		Ready To Process	Processed	Editable
Autumn Term Submission Period: 17-Jul-2026 to 04-Dec-2026	2 Year Olds	✓	✓	
2025/2026	3 & 4 Year Olds 3	✓	✓	
2024/2025	9 Months - 2 Years Old	✓		
2023/2024				
2022/2023				

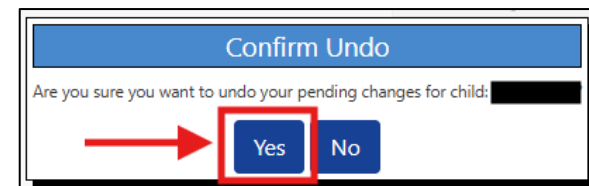
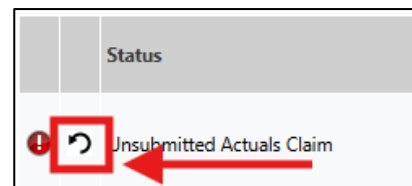
View Actuals: 2026/2027 Autumn Term - 3 & 4 Year Olds 3 CHANGE						
In grace period						
Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status	
 [REDACTED] (29-Apr-2022)	210.00	210.00	£3795.30	DF,EYPP	29-Jan-2024 - 11-Nov-2026 Grace Period: 31-Mar-2027	

Submit Adjustments: 2026/2027 Autumn Term - 3 & 4 Year Olds 3 CHANGE							
Not Paid - Total: £975.00							
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
 Unsubmitted Actuals Claim	[REDACTED] (29-Apr-2022)	0.00	0.00	210.00	210.00	£3795.30	29-Jan-2024 - 11-Nov-2026 Grace Period: 31-Mar-2027

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.

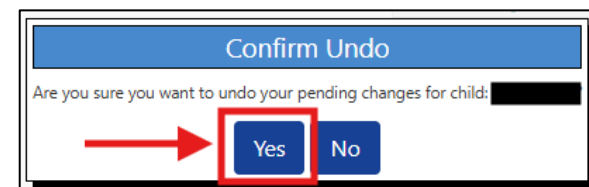
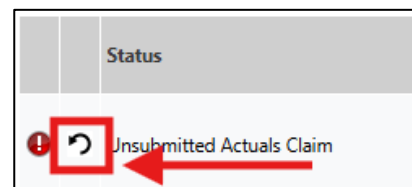
1. In the Adjustments list, click the circular back arrow next to the child's name.
2. A 'Confirm Undo' box will be displayed.
3. Click 'Yes'. This will delete the child record.
4. The child will need to be re-added as a new Adjustment claim, please refer to section 6.4 Adding a NEW child to Adjustments.



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 Actual Headcount claim following deletion of the unsubmitted edits.
5. If required, submit an Adjustment claim, please refer to section 6.2 How to adjust a claim made at Actual Headcount.



Part 7:

My Details tab

Census

Costs

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7.1 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 2026 which can be found on page 2 of the website: [Early Education Funding Entitlements – Education and Early Years providers](https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements)

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.

The screenshot shows the 'My Details' tab in the Synergy Provider Portal. The top navigation bar includes 'Home', 'Forms', 'Funding', 'Sufficiency', and 'My Details'. Below the navigation bar, there are tabs for 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A message box states: '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>'. Below the message, there is a section for 'Submit Adjustments: 2026/2027 Autumn Term - 9 Months - 2 Years Old' with a 'CHANGE' link. At the bottom, there are two buttons: 'Add Child' and 'Send Claim'.

The screenshot shows the 'My Details' tab in the Synergy Provider Portal. The top navigation bar includes 'Home', 'Forms', 'Funding', and 'My Details'. Below the navigation bar, there are tabs for 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A message box states: '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.'

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

1. Log into the provider portal, please refer to section 1.1 How to log in.
2. Select 'My Details', then 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.
3. This will open the Census for completion.

The screenshot shows the 'My Details' tab in the Synergy Provider Portal. The top navigation bar includes 'Home', 'Forms', 'Funding', 'Sufficiency', and 'My Details'. Below the navigation bar, there are tabs for 'Census' and 'Costs'. A message box states: '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.' Below the message, there is a section for 'Select Year and Term'. Under '2026/2027', there is a green arrow next to 'Autumn Term' and a red arrow pointing to it. Below this, the submission period is noted: 'Submission Period: 14-Jul-2026 to 31-Dec-2026'.

7.2 How to complete the Census

7.2.1 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 as at the end of the previous term. This is the DfE term rather than the school term. For example, a child who has their first birthday in January, would be counted under the 'Number of under 1 year olds' in the Spring Term Census 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 also non-funded children at the setting) more than the number of children entered onto the Actual Headcount that term.

Child Statistics	
Number of under 1 year olds*	
Number of 1 year olds*	
Number of 2 year olds*	
Number of 3 year olds*	
Number of 4 year olds*	

7.2.2 Establishment Characteristics

Select a 'Yes' or 'No' response 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?*	☐ Yes ☐ No
Number of weeks per year that the early years setting is open (1.0-52.0)*	

7.2.3 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 – 9 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 – 9 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	
Number of staff without a full and relevant early years qualification (excluding volunteers)	
Number of staff with a level 3 early years special educational needs coordinator qualification or SENCO national profession qualification (NPQ)	

7.2.4 Saving the Census

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

Child Statistics	
Number of under 1 year olds*	10
Number of 1 year olds*	10
Number of 2 year olds*	20
Number of 3 year olds*	20
Number of 4 year olds*	10

Establishment Characteristics	
Work in partnership with a maintained school?*	☐ Yes ☒ No
Number of weeks per year that the early years setting is open (1.0-52.0)*	38

Staff Information	
Total staff at provider who work with children aged under 5 (at least 1)	8
Number of staff with a full and relevant early years level 2 qualification	1
Number of staff with a full and relevant early years level 3 qualification and not in a managerial role	0
Number of staff with a full and relevant early years level 3 qualification and in a managerial role	3
Number of staff with qualified teacher status	0
Number of staff with early years professional status	0
Number of staff with early years teacher status	2
Number of staff without a full and relevant early years qualification (excluding volunteers)	1
Number of staff with a level 3 early years special educational needs coordinator qualification or SENCO national profession qualification (NPQ)	1

Last Save Date (not submitted)	
Save	Cancel

A green banner with the message 'Saved Census for (Academic Year and 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 Costs	
 Saved Census for 2026/2027 - Autumn Term	

7.3 My Details tab – Costs

7.3.1 Statutory context

The Warwickshire County Council's Provider Agreement, section 2.79, requires that:

- Providers publish their admissions criteria (where applicable) and any fees charged for:
 - Consumables
 - Additional hours
 - Additional services
- Information must be clear, up to date and easily accessible to parents so that they can:
 - Understand which entitlement hours are available free of charge
 - Make an informed choice of provider
- Where providers do not have a website, these costs must be made available via the Local Authority Family Information Service (FIS).

7.3.2 Who must complete the Costs section

This information is required for providers who care for **10 or more children at any one time**. Providers with less than 10 children at any one time can also complete the details; but it is not mandatory.

Providers must record details of any **chargeable extras**, where applicable, including:

- **Additional private paid for hours charge**
- **Food charge** - meals and snacks
- **Non-food consumables charges** (for example, nappies, wipes and sun cream)
- **Activities Charges** such as:
 - Trips
 - Forest school sessions
 - Optional lessons (for example, foreign language sessions)

7.3.3 Entering Costs on the Provider Portal

1. Log into the provider portal, please refer to section 1.1 How to log in.
2. Select 'My Details'.
3. Select 'Costs'.
4. Select the age range that the costs apply to, the selected range will be highlighted. Costs must be entered separately for each age range offered.
5. Select 'Add Row'. The options pictured will be displayed.

6. Using the dropdown arrow in the 'Cost Type' field, select the appropriate cost category:
 - Activities charges
 - Additional private paid hours
 - Food charges
 - Non-food consumables charges

7. Enter the 'Effective Date', the date on which the charge became effective. This can be entered either by typing the date in the format DD/MM/YYYY or use the calendar icon to select the correct date.

Effective Date*

28/04/2026 

8. Select the 'Unit Type'. Choose the appropriate Unit Type from the dropdown list:

- Ad-hoc
- Per Hour
- Per Session

Unit Type*

Per Session ▼

-- Select --

Ad-Hoc

Per Hour

Per Session

9. Enter the 'Unit Price', the price charge per unit, in line with the selected Unit Type.

Unit Price*

£ 5.00

10. Add 'Notes' (optional). Use the Notes field to provide additional information, for example:

- What the charge includes
- Whether the service is optional
- Any relevant conditions or explanations

Cost Type*	Effective Date*	Unit Type*	Unit Price*	Notes	
Activities charges ▼	28/04/2026 	Per Session ▼	£ 5.00	Forest School	Delete

11. Add additional cost types. Click 'Add Row' to record additional charges. Repeat until all applicable costs for the selected age range have been entered. Example as pictured.

Cost Type*	Effective Date*	Unit Type*	Unit Price*	Notes	
Activities charges ▼	28/04/2026	Per Session ▼	£ 5.00	Forest School	Delete
Additional private ▼	28/04/2026	Per Hour ▼	£ 7.00	Additional hours after 3p	Delete
Food charges - cl ▼	28/04/2026	Per Session ▼	£ 7.00	Per meal	Delete
Non-food consumables ▼	28/04/2026	Per Session ▼	£ 3.00	Nappies, wipes and sun	Delete
Activities charges ▼	28/04/2026	Ad-Hoc ▼	£ 1.00	Seasonal celebration	Delete

12. Save your information by clicking 'Save'. A green confirmation tick will confirm that the information has been saved and exported to the local authority.



Census Costs

Costs saved successfully.

13. Repeat the above steps for each age range that the setting offers childcare for.

Note: Important reminder - Providers must not charge for funded entitlement hours themselves.

Any charges recorded in the Costs section must relate only to optional or additional services that are outside of the funded entitlement.