Early Years
Funding for 2, 3 and 4 Year Olds

Synergy FIS Provider Portal

Online Funding Guidance

Date: August 2020

Warwickshire
County Council

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1. How to Log in

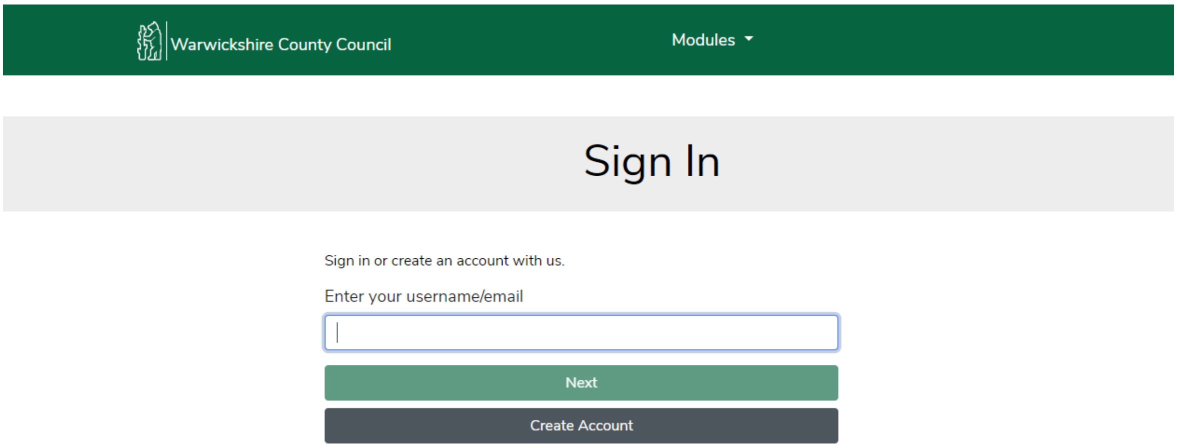
The Early Years Funding Office will set up your registration and issue you with a user name and initial password. This will be sent to you by email.

Note: We recommend that you use the username that we send you rather than your email address.

The web address for the Synergy Portal is:

https://admissions.warwickshire.gov.uk/synergy/providers

The log in page will appear:

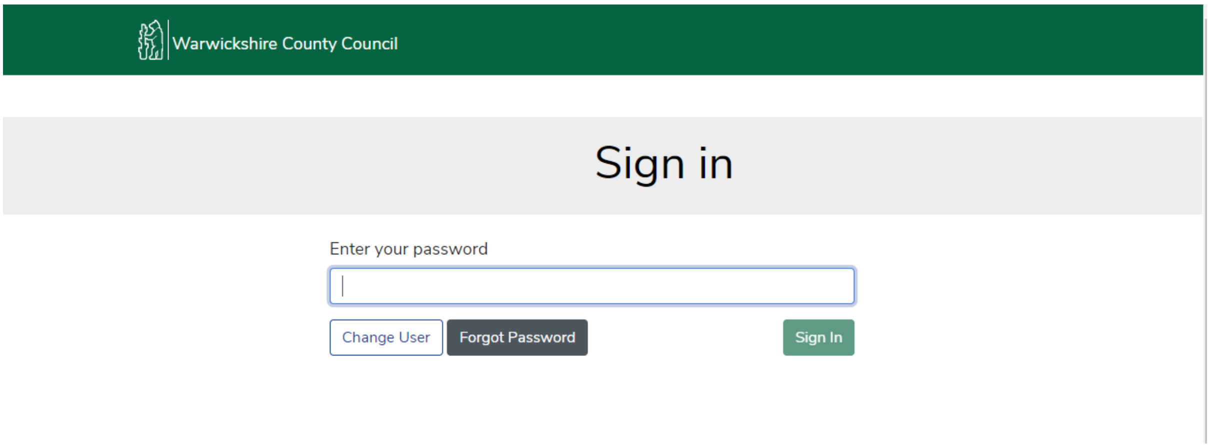

Warwickshire County Council
Modules
Sign In

Sign in or create an account with us.

Enter your username/email

Next
Create Account

Enter your username and click on the 'Next' bar


Warwickshire County Council
Sign in

Enter your password

Change User
Forgot Password
Sign In

Enter your password and click on 'Sign in'

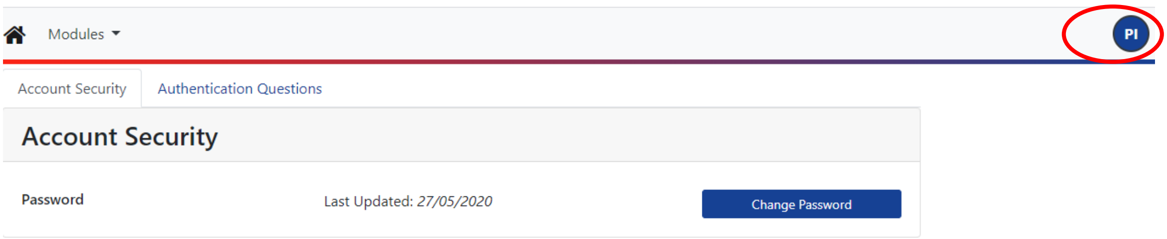
If it is the first time you have used the Provider Portal, you will need to use the Temporary Password sent to you by email by the Funding Office.

The system may prompt you but if not, you will need to change the password and authentication questions.

Password

The temporary password sent to you by email will expire within three days so this will need changing as soon as possible.

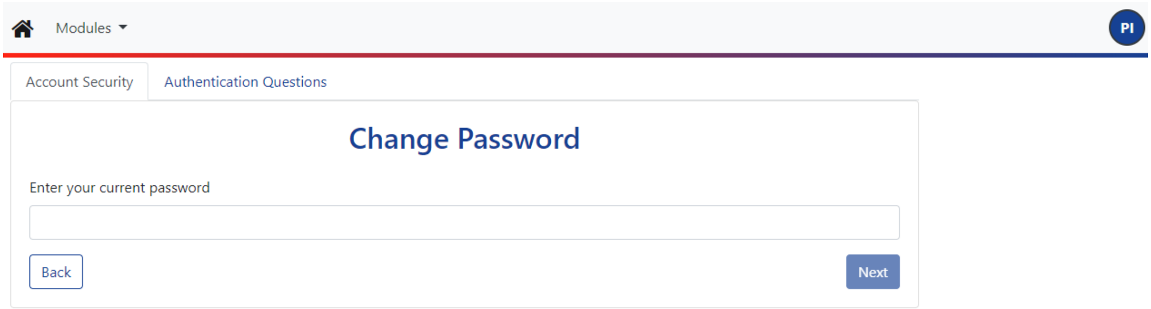
You need to click on your username on the bar, see example below and the following will appear:


Modules
PI
Account Security
Authentication Questions
Change Password

Account Security

Password Last Updated: *27/05/2020*

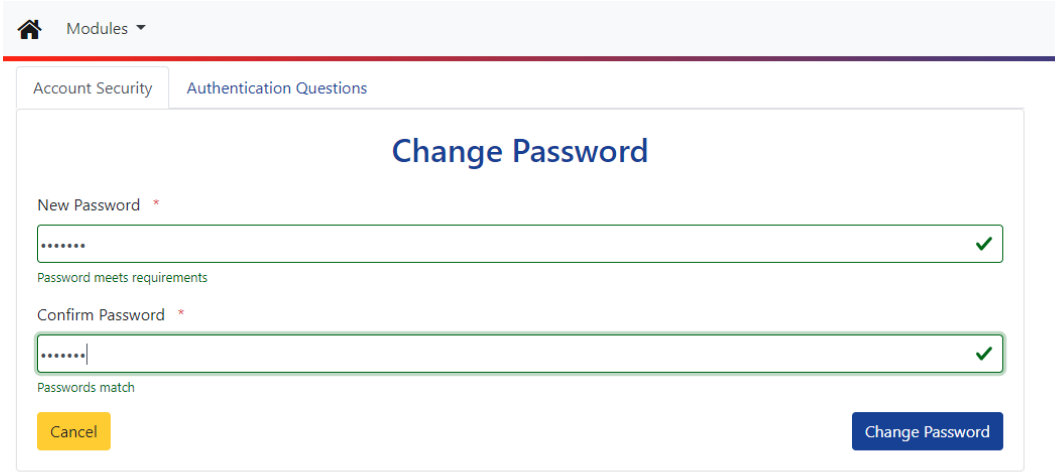
Select the ‘Change Password’ box


Modules
PI
Account Security
Authentication Questions
Back
Next

Change Password

Enter your current password

Enter the temporary password sent to you by the Funding Office by email and click on ‘Next’


Modules
Account Security
Authentication Questions
Cancel
Change Password

Change Password

New Password *

•••••••

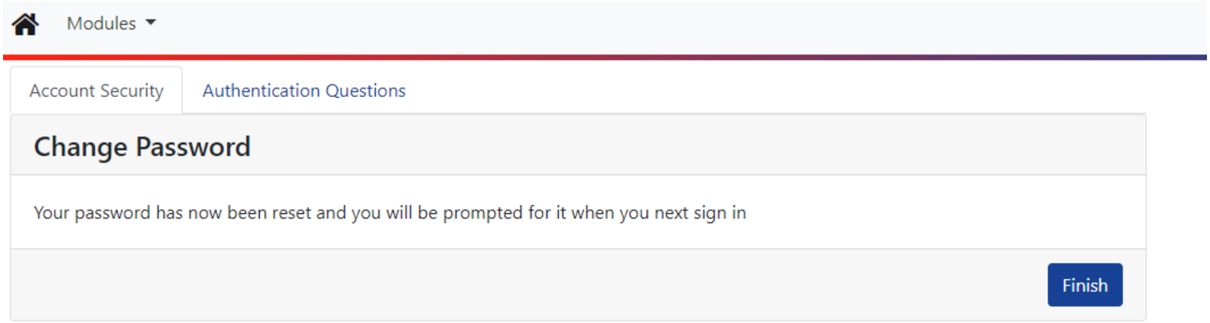
Password meets requirements

Confirm Password *

•••••••

Passwords match

Add a new password of your choice. It is a good idea to keep a note of it in a safe place.


Modules
Account Security
Authentication Questions

Change Password

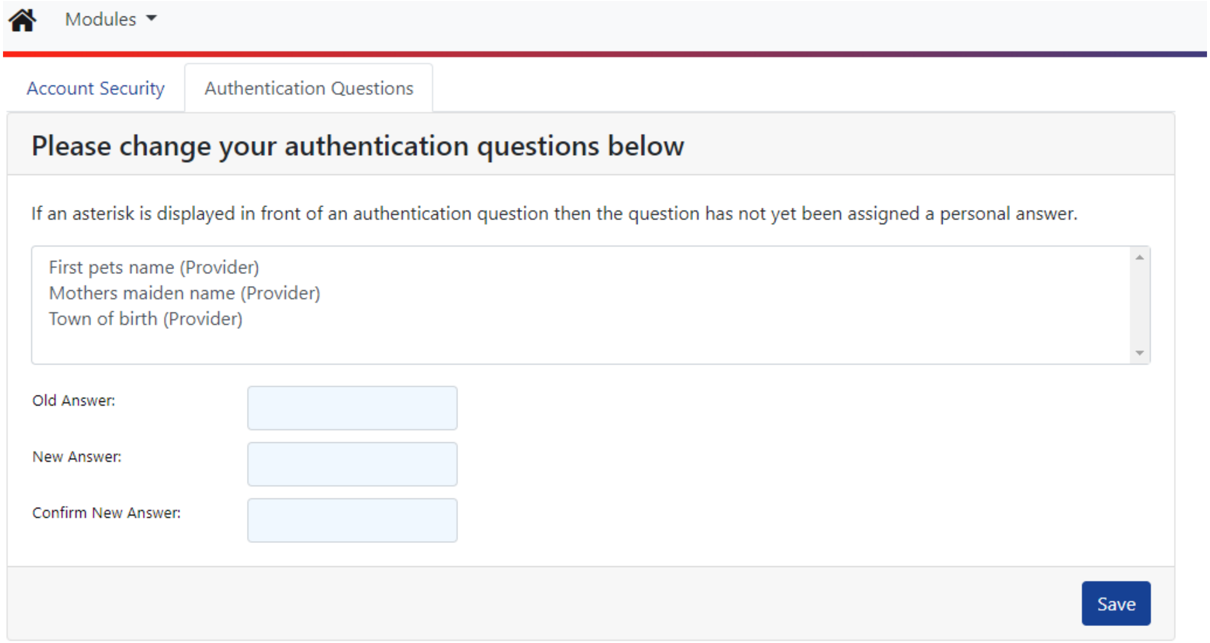
Your password has now been reset and you will be prompted for it when you next sign in

Finish

Click Finish once the new password has been verified

Authentication Questions:

You will also need to change your Authentication questions. Select the Authentication Questions tab:


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)

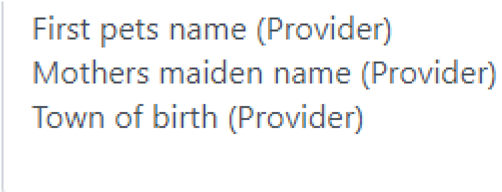
Old Answer:

New Answer:

Confirm New Answer:

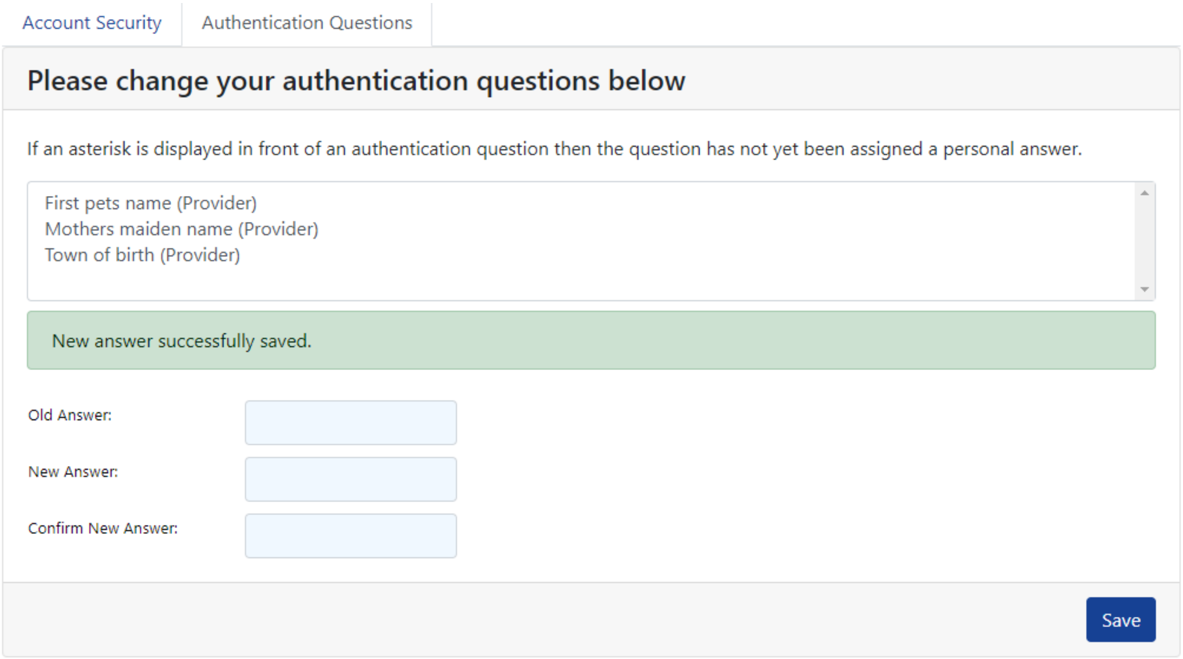
Save

Select each question in turn:


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

Use the default answers sent to you by the Funding Office in the confirmation email as the ‘Old Answer’

When the answers have been changed the following will show:


Account Security
Authentication Questions

Please change your authentication questions below

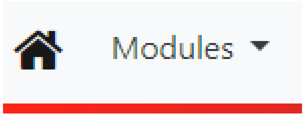
If an asterisk is displayed in front of an authentication question then the question has not yet been assigned a personal answer.

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

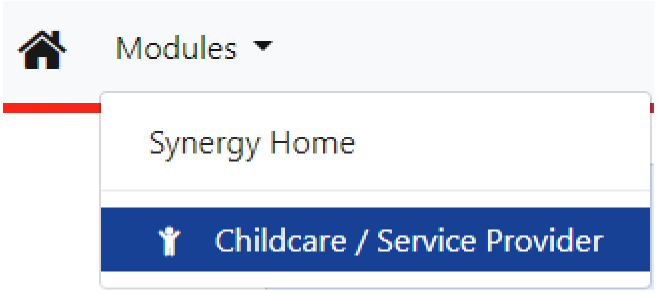
New answer successfully saved.

Old Answer:
New Answer:
Confirm New Answer:
Save

To return to the funding options select :



Then select:


Modules
Synergy Home
Childcare / Service Provider

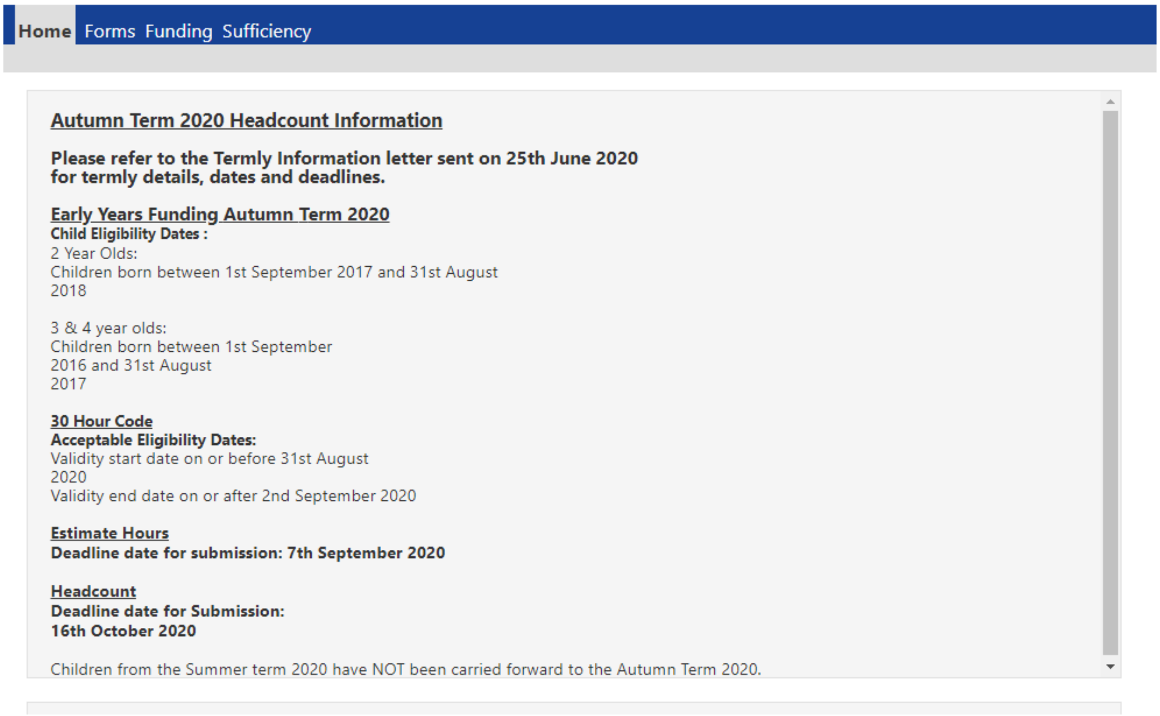
If you forget your Password, you will be able to select a token to re-set it which will be emailed to you. If you use more than one email address at your setting, make sure that you use the correct one that is in the Synergy system. If you are not sure of the email address, contact the Funding Office on 01926 742233 or email eyfunding@warwickshire.gov.uk.

If you are having problems with getting a token, the Funding Office can reset your password for you.

HOME:

When you have successfully logged in to the portal, you will start at the **Home** page. You will have 2- 4 other tabs to choose from **Forms, Funding** and for some settings, **Sufficiency and Staff.**

The Home page details the important information for the term:



Autumn Term 2020 Headcount Information

Please refer to the Termly Information letter sent on 25th June 2020 for termly details, dates and deadlines.

Early Years Funding Autumn Term 2020
Child Eligibility Dates :
2 Year Olds:
Children born between 1st September 2017 and 31st August 2018

3 & 4 year olds:
Children born between 1st September 2016 and 31st August 2017

30 Hour Code
Acceptable Eligibility Dates:
Validity start date on or before 31st August 2020
Validity end date on or after 2nd September 2020

Estimate Hours
Deadline date for submission: 7th September 2020

Headcount
Deadline date for Submission:
16th October 2020

Children from the Summer term 2020 have NOT been carried forward to the Autumn Term 2020.

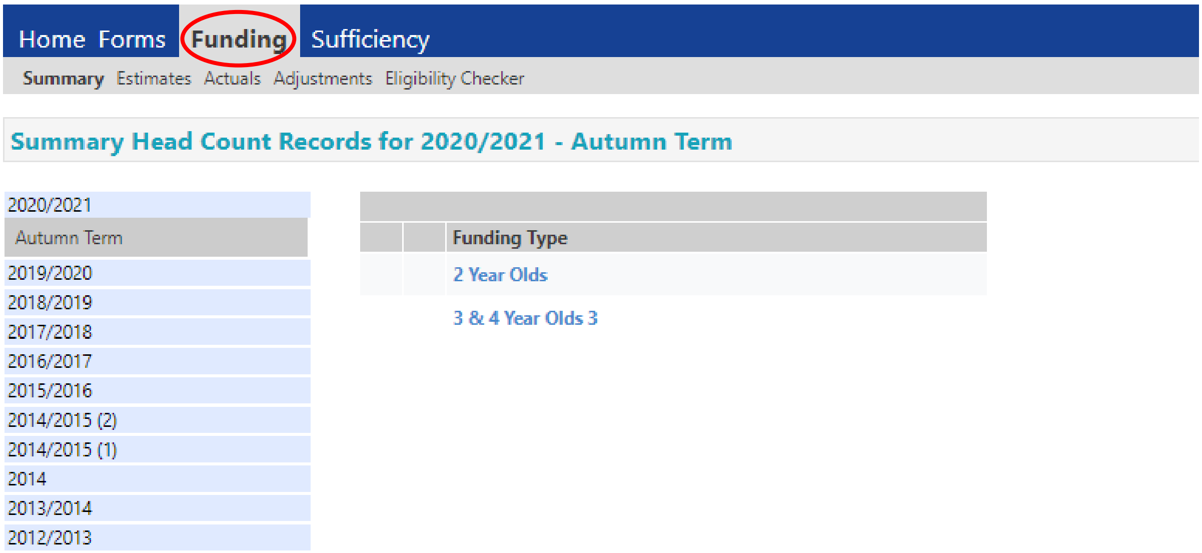
- **FORMS –** You will use the **Forms** tab to enter your Family Information Service (FIS) details and the Early Years Census in the Spring term (see page 39).
- **FUNDING –** You will use the Funding tab to enter your Estimate hours, Headcount claim and view the funding that has been paid to you.
- **SUFFICIENCY–** This will not be visible to all users (Childminders) this is used termly to enter your place numbers and vacancies
- **STAFF –** This is not part of the funding process and is not covered in this guidance, please contact the Family Information Service

2. How to Enter your Funding Claim

Example of a 3 & 4 Year Funding Claim (for 2 year funding see page 32):

- Select the **FUNDING tab**

There are additional security questions to answer to gain access to the **Funding** option. If you have recently been given access to **Funding**, you will be issued with temporary answers to the authentication questions, which must be changed to your own answers on first log in, see Authentication Questions above **page 6**.


Home
Forms
Funding
Sufficiency
Summary
Estimates
Actuals
Adjustments
Eligibility Checker
2020/2021
Autumn Term
2019/2020
2018/2019
2017/2018
2016/2017
2015/2016
2014/2015 (2)
2014/2015 (1)
2014
2013/2014
2012/2013

Summary Head Count Records for 2020/2021 - Autumn Term

Funding Type
2 Year Olds
3 & 4 Year Olds 3

You will now be able to select tabs:

- Summary
- Estimates
- Actuals
- Adjustments
- Eligibility Checker

How to check your 30 Hour Codes:

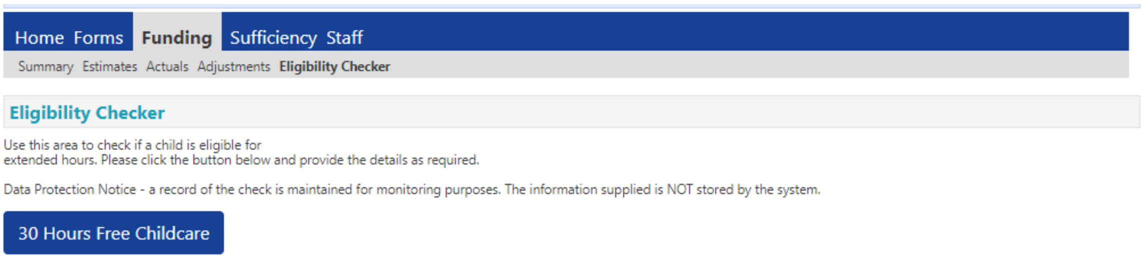
If you have 30 hour codes to validate, you need to use the Eligibility Checker tab. This is always available, including periods outside of the Headcount submission availability dates:

Eligibility Checker tab

- You will need to use the Eligibility Checker tab to check the validity dates of the 30 hour code the parents give to you
- It is also available when the Headcount submission is not open
- You should check the codes before the term starts to make sure that the code is eligible for funding for that term and that you can offer a funded place for the Extended hours

How to check the validity of the 11 digit code issued by HMRC:

- Sign into the Provider Portal in the usual way
- From the Funding menu select Eligibility Checker
- Select the **30 Hours Free Childcare** button



Eligibility Checker

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

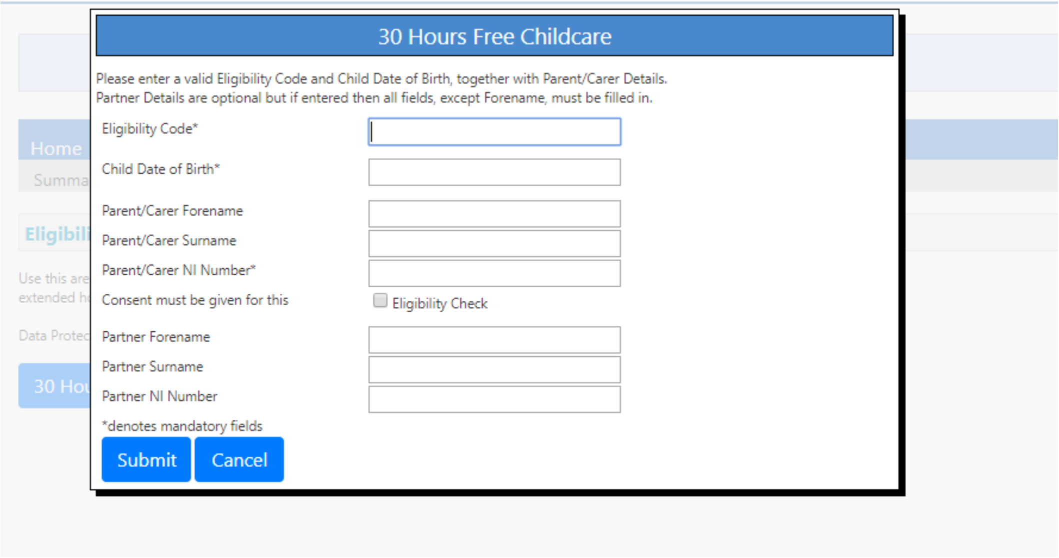
Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

The 30 Hours Free Childcare dialog will be displayed

- Enter the mandatory details * and click **Submit** to send the details to the ECS checker. **Do not enter the parent's Forename and Surname details.**

Note: This is an eligibility check on the code to make you aware of the validity dates for that code. You will then be able to decide if the code meets the date criteria for that term.

This checker is **not** linked to the 'Actual' tab where you enter the child's details. You will need to run another eligibility check when you enter the child's funding details by clicking on: 30 Hours Free Childcare in the Child Funding tab.

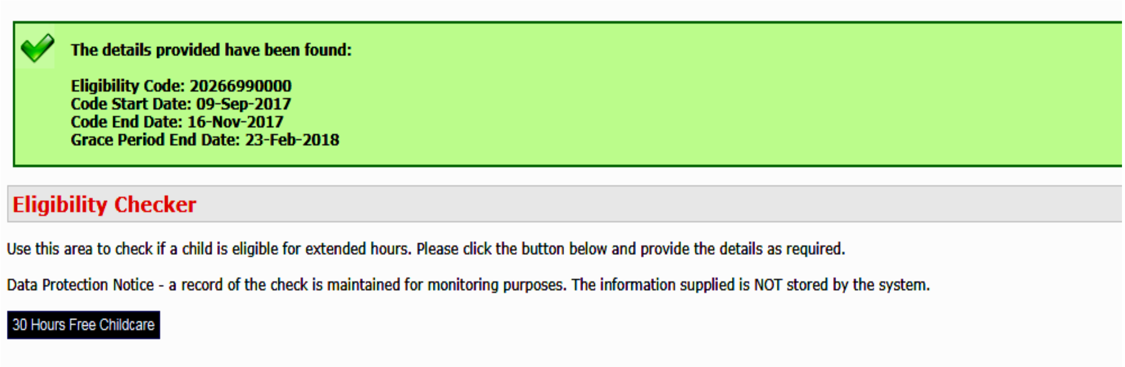


Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details.
Partner Details are optional but if entered then all fields, except Forename, must be filled in.

Eligibility Code*	
Child Date of Birth*	
Parent/Carer Forename	
Parent/Carer Surname	
Parent/Carer NI Number*	
Consent must be given for this	☐ Eligibility Check
Partner Forename	
Partner Surname	
Partner NI Number	

*denotes mandatory fields

If **found**, confirmation of the details will be displayed:



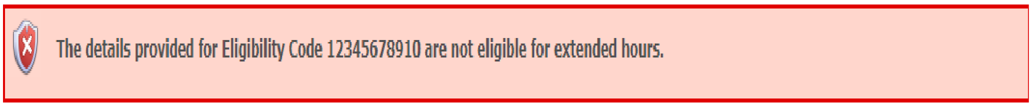
The details provided have been found:

Eligibility Code: 20266990000
Code Start Date: 09-Sep-2017
Code End Date: 16-Nov-2017
Grace Period End Date: 23-Feb-2018

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

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

If **not found**, a message will be displayed to advise you that the details provided are not eligible:

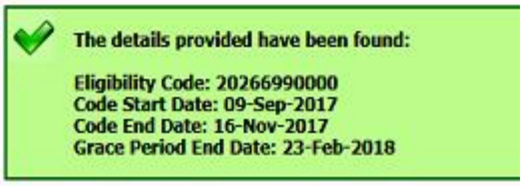


The details provided for Eligibility Code 12345678910 are not eligible for extended hours.

If the result shown is **not eligible for the extended hours**, then you will need to ask the parent to check the details they have given you for accuracy, **particularly the child's date of birth**, parent's NI number and the 30 hour code number. If there are still problems, the parent will need to contact HMRC on the Customer Interaction Centre number: **0300 123 4097.**

Validity Dates and the Grace Period

Please make a note of the Validity start and end dates to keep track of when the code is valid from and when it will need to be re-confirmed.



✓ **The details provided have been found:**

Eligibility Code: 20266990000
Code Start Date: 09-Sep-2017
Code End Date: 16-Nov-2017
Grace Period End Date: 23-Feb-2018

You are advised to remind parents when **the validity end date** expires and prompt them to re-confirm their code every 3 months.

You will need to know the Grace period end date, which is when funding will cease if the parent is no longer eligible or has not re-confirmed their code at the validity end date.

Code eligibility dates for Academic year 2020/2021

To be an eligible code for the term, you must make sure that a code has a **start** date before the end of the previous term and an **end** date after the start of the new term i.e.:

To be valid for the **Autumn term 2020**, a start date on or before 31st August 2020 and an end date on or after 2nd September 2020

To be valid for the **Spring term 2021**, a start date on or before 31st December 2020 and an end date on or after 5th January 2021

To be valid for the **Summer term 2021**, a start date on or before 31st March 2021 and an end date on or after 19th April 2021

If a code has a **start** date dated on or after:
1st September 2020 it will not be eligible for funding until January 2021
1st January 2021 it will not be eligible for funding until April 2021
1st April 2021 it will not be eligible for funding until September 2021

Warwickshire County Council does not have any discretionary funding and any request to fund a code dated outside of the DfE's criteria will be turned down, **in all circumstances**.

Exceptions to the standard criteria:

If a parent applied before the end of the previous term and the code's issue was delayed by HMRC, we can accept a temporary code starting with 11 dated up until 14th of September/April/January or a code starting with 500 with an issue after the deadline but with a start date backdated to 31st August/December/March.

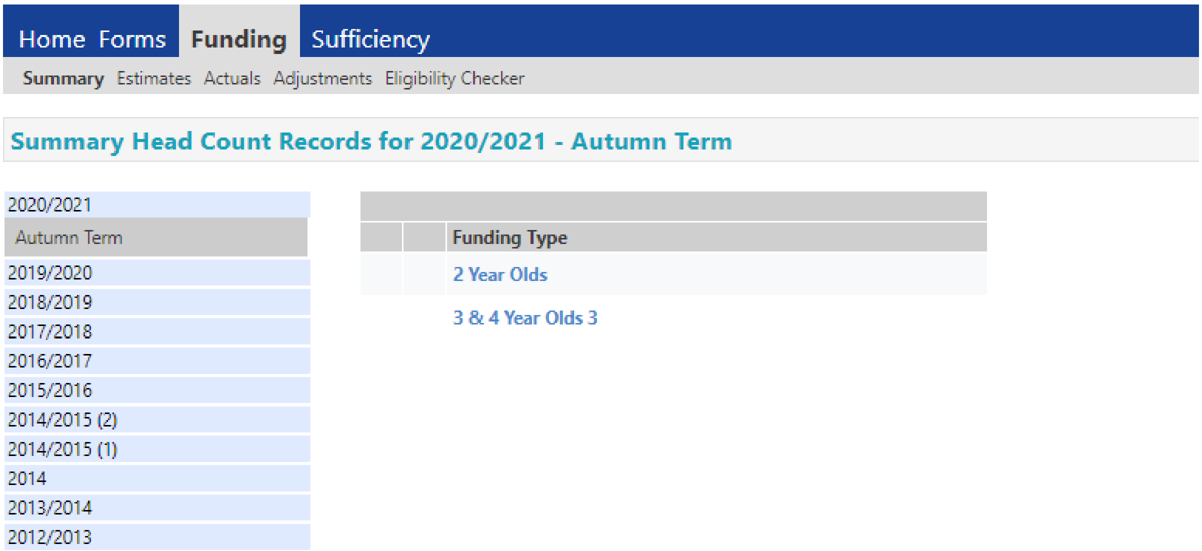
If a code is in its Grace period, a child can continue receiving 30 hour funding until the end of the Grace period. If the Grace period falls in the following term, they can only continue to receive funding with the setting they were claiming with in the previous term.

A child cannot start a new setting or a new claim for the Extended 30 hours funding if the code is in a Grace period.

Estimates Tab

You will be using this tab to enter your estimated hours so that your Interim payment can be calculated.

1. Select the Estimates tab
2. Select the correct term
3. Select the correct funding type, you will need to enter the hours for both the 3 & 4 Year Olds and 2 Year Olds (if you have them) separately


Home
Forms
Funding
Sufficiency
Summary
Estimates
Actuals
Adjustments
Eligibility Checker
2020/2021
Autumn Term
2019/2020
2018/2019
2017/2018
2016/2017
2015/2016
2014/2015 (2)
2014/2015 (1)
2014
2013/2014
2012/2013

Summary Head Count Records for 2020/2021 - Autumn Term

Funding Type
2 Year Olds
3 & 4 Year Olds 3

4. Enter the total number of weekly hours that you are expecting to be claiming for*****. This is calculated by working out how may children you are expecting multiplied by the number of hours that they are expecting to be claiming for (Universal hours and Extended hours will need to be added together).

Examples:

a. If you are expecting to have 10 children attending your setting all for 15 hours you will need to enter:
10 x 15 = **150** hours to enter as you weekly hours
(10 children claiming 30 hours (15 universal and 15 extended) = **300** hours to enter

Or

b. 10 children expected to attend of which there are **5 attending 15 hours**, **3 at 10 hours** and **2 at 6 hours,** you would enter:

5 x 15 = 75

3 x 10 = 30

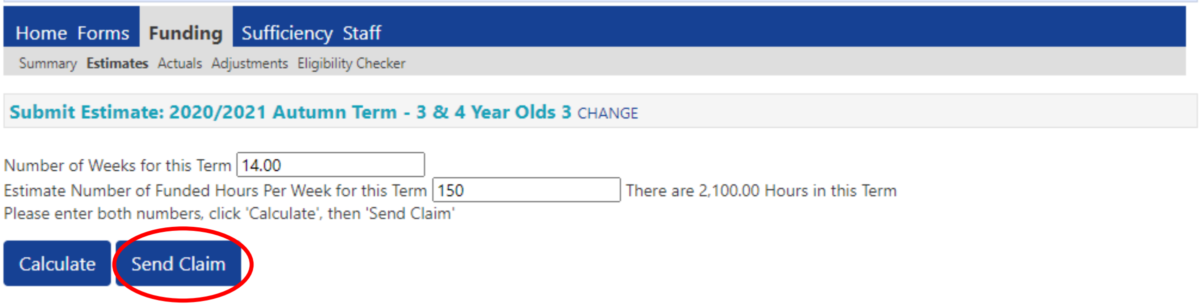
2 x 6 = 12

Total weekly hours to enter: 75 + 30 + 12 =**117**

***Maintained Nursery Class or School**
Note: If you also have a governor run (s27) setting for children that are not within your class numbers (PAN), you will need to calculate each provision separately and add the numbers to the correct setting on Synergy. The Governor run (s27) setting will have ‘SFGR’ annotated in its name.

The hours entered in the example below are for 150 weekly hours.

5. Click on Calculate

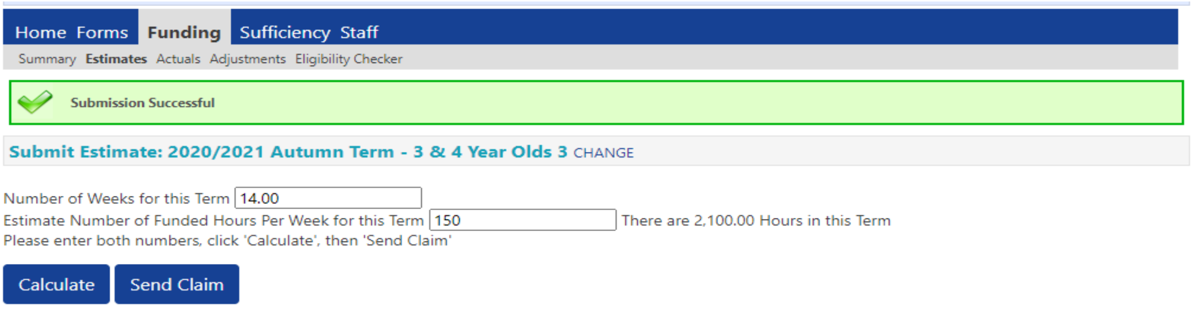

Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
CHANGE
Calculate
Send Claim

Submit Estimate: 2020/2021 Autumn Term - 3 & 4 Year Olds 3

Number of Weeks for this Term 14.00
Estimate Number of Funded Hours Per Week for this Term 150 There are 2,100.00 Hours in this Term
Please enter both numbers, click 'Calculate', then 'Send Claim'

6. Click on Send Claim as above

7. When your claim has been successfully sent, the following should appear:


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
CHANGE
Calculate
Send Claim

Submission Successful

Submit Estimate: 2020/2021 Autumn Term - 3 & 4 Year Olds 3

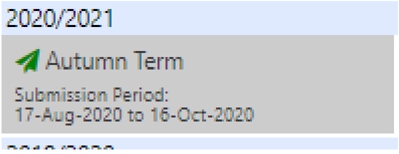
Number of Weeks for this Term 14.00
Estimate Number of Funded Hours Per Week for this Term 150 There are 2,100.00 Hours in this Term
Please enter both numbers, click 'Calculate', then 'Send Claim'

Actuals tab (Headcount)

Select the Actuals tab to enter your children for the Headcount claim, only where you have a signed Parental Declaration Form (PDF) completed for the child.

You will be notified of the dates that the Synergy portal will be ‘open’ for you to enter your Headcount submissions in the **Termly Information letter**. The start date will usually be two weeks before the beginning of term.

You will only be able to make changes to the details if a term is available, it will show a green arrow as below:

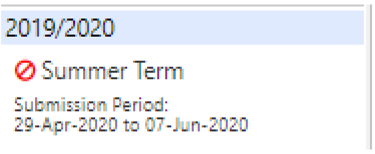


2020/2021

Autumn Term

Submission Period:
17-Aug-2020 to 16-Oct-2020

If the term is ‘closed’, the user will only have access to view their funding details and will not be able to make changes to the funding record. A closed term will have a no entry sign shown as below:

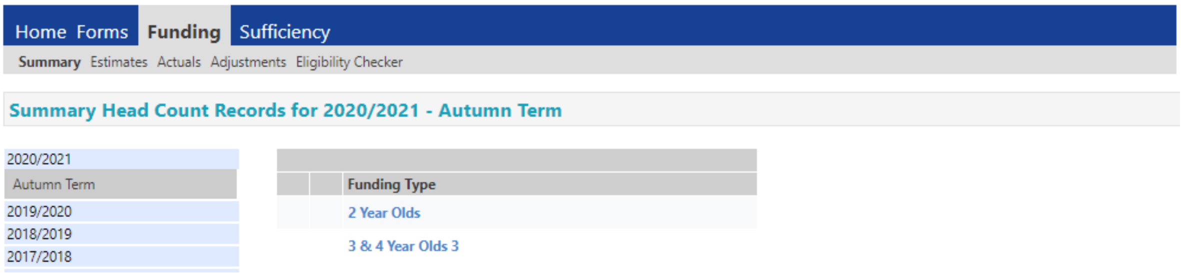


2019/2020

Summer Term

Submission Period:
29-Apr-2020 to 07-Jun-2020

- Select the correct term and funding type

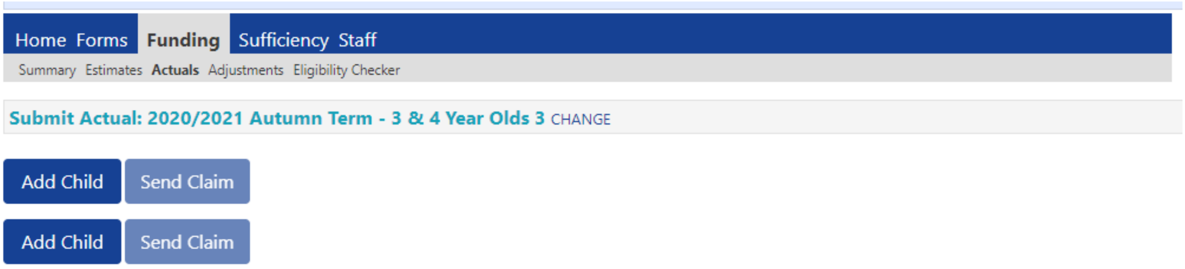

Home Forms
Funding
Sufficiency
Summary Estimates Actuals Adjustments Eligibility Checker

Summary Head Count Records for 2020/2021 - Autumn Term

2020/2021
Autumn Term
2019/2020
2018/2019
2017/2018

Funding Type
2 Year Olds
3 & 4 Year Olds 3

If it is the first time you have entered a claim or you do not have children carried forward from the previous term, the page will appear as below:


Home Forms
Funding
Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker

Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

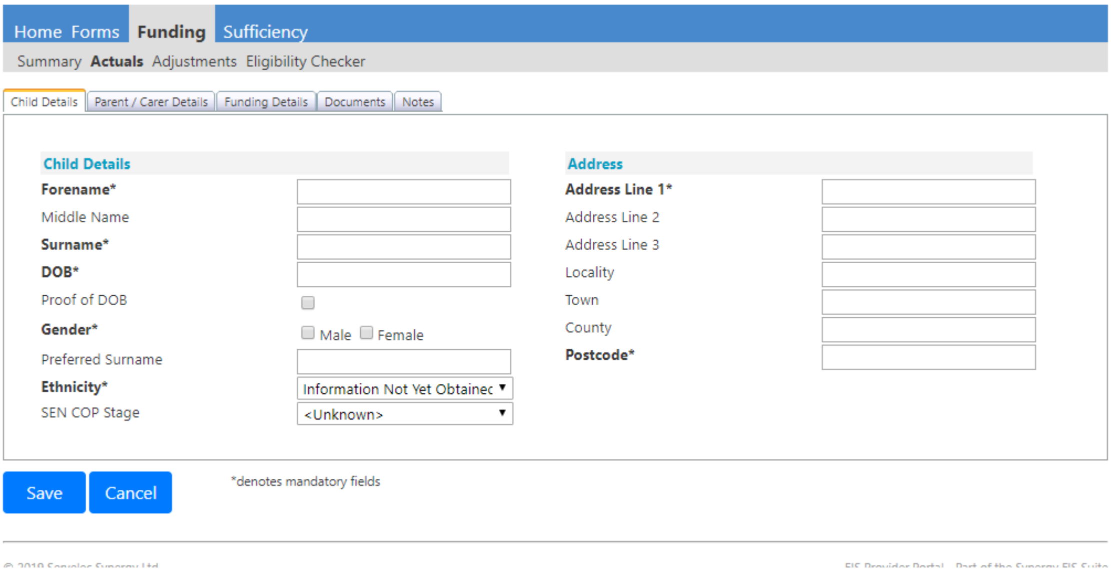
Add Child
Send Claim
Add Child
Send Claim

3. How to Add a New Child

Note: Do not click on Save until you have completed every tab as required

- Select:

The following page will appear:


Home Forms Funding Sufficiency
Summary Actuals Adjustments Eligibility Checker
Child Details | Parent / Carer Details | Funding Details | Documents | Notes
Save
Cancel

Child Details
Forename*
Middle Name
Surname*
DOB*
Proof of DOB ☐
Gender* ☐ Male ☐ Female
Preferred Surname
Ethnicity* Information Not Yet Obtainec ▾
SEN COP Stage <Unknown> ▾

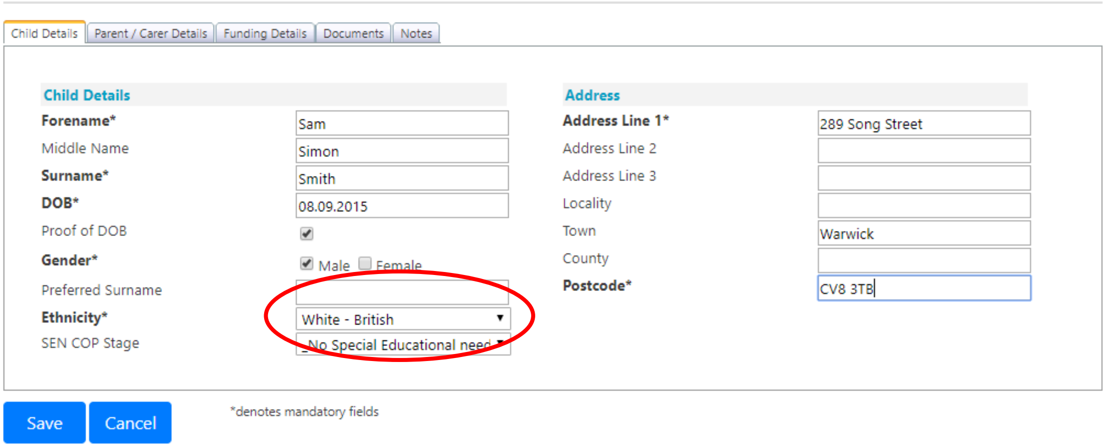
Address
Address Line 1*
Address Line 2
Address Line 3
Locality
Town
County
Postcode*

*denotes mandatory fields

- **Select Child Details tab**

  Complete all mandatory fields marked with *, using the information from the PDF. The child's name MUST be acurate and be their **legal** name as entered on their Birth Certificate. We are required to hold up to date and accurate information for children as we share the database with other Local Authority services.

  - Make sure that the correct ethnicity and SEN are selected by clicking on the drop down arrows.


Child Details | Parent / Carer Details | Funding Details | Documents | Notes
Save
Cancel

Child Details
Forename* Sam
Middle Name Simon
Surname* Smith
DOB* 08.09.2015
Proof of DOB ☑
Gender* ☑ Male ☐ Female
Preferred Surname
Ethnicity* White - British ▾
SEN COP Stage No Special Educational need ▾

Address
Address Line 1* 289 Song Street
Address Line 2
Address Line 3
Locality
Town Warwick
County
Postcode* CV8 3TB

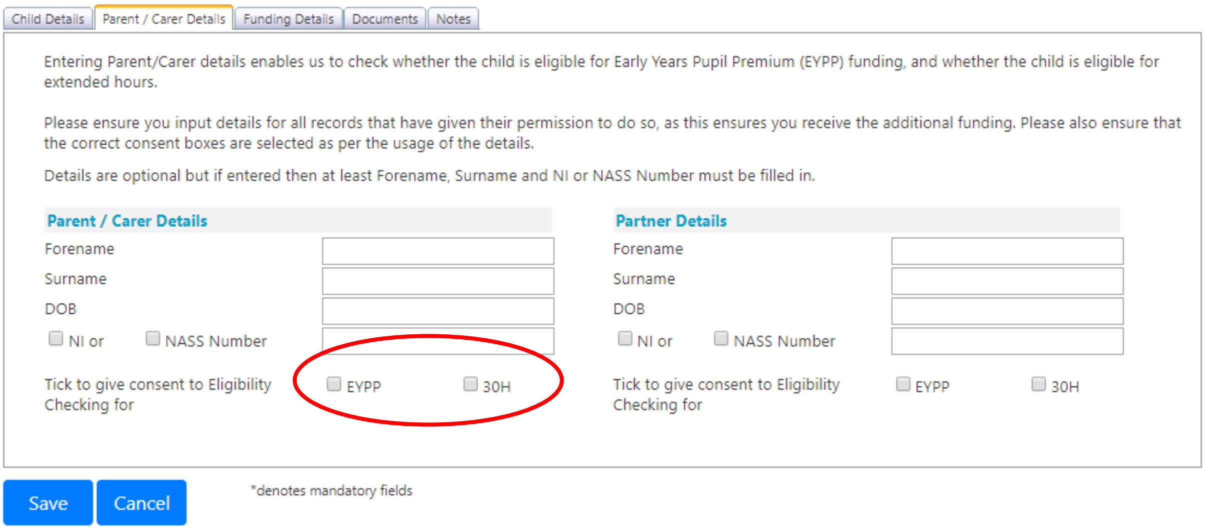
*denotes mandatory fields

Note: Do not click on 'Save' until ALL tabs have been completed.

- **Select Parent/Carer details tab**

Complete the details only if you are claiming 30 hours funding or Early Years Pupil Premium (EYPP) from the details entered on the PDF.

Before entering details here, you MUST have a signed consent on the PDF from the parent/carer, as their details will be entered into the Government's ECS checker to check for eligibility for these entitlements.



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 extended 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.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details

Forename
Surname
DOB
☐ NI or ☐ NASS Number
Tick to give consent to Eligibility Checking for ☐ EYPP ☐ 30H

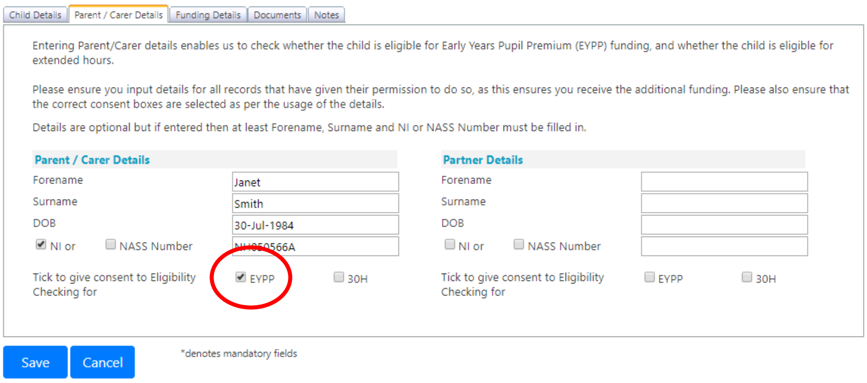
Partner Details

Forename
Surname
DOB
☐ NI or ☐ NASS Number
Tick to give consent to Eligibility Checking for ☐ EYPP ☐ 30H

*denotes mandatory fields

- Tick the correct eligibilty check consent box .

- **Select EYPP:**
- If the parent has completed the EYPP (Early Years Pupil Premium) section of the PDF, you will need to add their details from the PDF in to the Parent/Carer tab and tick the EYPP box as below:



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 extended 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.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details

Forename: Janet
Surname: Smith
DOB: 30-Jul-1984
☑ NI or ☐ NASS Number: N[illegible]50566A
Tick to give consent to Eligibility Checking for ☑ EYPP ☐ 30H

Partner Details

Forename
Surname
DOB
☐ NI or ☐ NASS Number
Tick to give consent to Eligibility Checking for ☐ EYPP ☐ 30H

*denotes mandatory fields

EYPP Early Years Pupil Premium:

EYPP will be add to a child's claim if the parent meets the eligibility criteria, shown in the EYPP section of the PDF. This will be checked using the Government's ECS check.

Eligibility Checking Service (ECS)

When you submit your Headcount claim, the parent/carer details are processed through the Government's Eligibility Checking Service (ECS) to establish if they meet the criteria. If the parent is eligible, the EYPP weighting will be added to the child's record.

For the children who have not been allocated EYPP, it will mean that we could not confirm eligibility using the ECS.

If the parent believes that they meet the eligibility criteria, you will need to ask them to provide additional supporting information to confirm this. **See EYPP eligibility criteria on the Parental Declaration Form (PDF).** You will need to send this additional information using the **Documents** facility on the provider portal (see page 18).

If the parent prefers, they can make arrangements to send the details directly to the Funding Office.

EYPP for Adopted children and Special Guardianship/ Child Arrangement Orders

For children who have been Adopted, left care through Special Guardianship or Child Arrangement Orders, their eligibility will not be recognised by the ECS check.

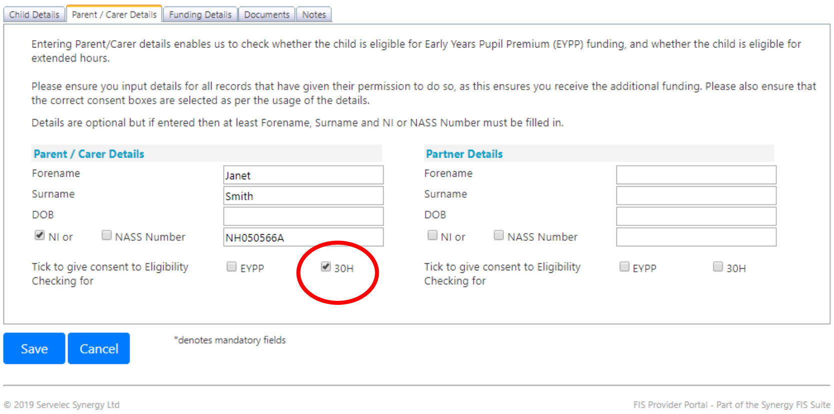
The Funding Office will need to see evidence of their Adoption Birth Certificate, Special Guardianship or Child Arrangement Orders. This should be sent to us, during the Headcount period, using the **Documents** tab.

When the Funding Office is satisfied with this supporting information, they will add the child's EYPP eligibility to their record.

EYPP will automatically be added for Warwickshire's Looked After Children (LAC). For LAC from other authorities, please send supporting information using the Documents tab.

- **Select 30H box (30 hours – Extended Funding)**

If a parent is claiming 30 hours funding, you will need to add the information from the **Extended hours - 30 hour funded childcare code** section of the PDF into the Parent/Carer Details tab and tick the 30H box as below:



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 extended 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.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details

Forename: Janet
Surname: Smith
DOB:
☑ NI or ☐ NASS Number: NH050566A
Tick to give consent to Eligibility Checking for: ☐ EYPP ☑ 30H

Partner Details

Forename:
Surname:
DOB:
☐ NI or ☐ NASS Number:
Tick to give consent to Eligibility Checking for: ☐ EYPP ☐ 30H

*denotes mandatory fields

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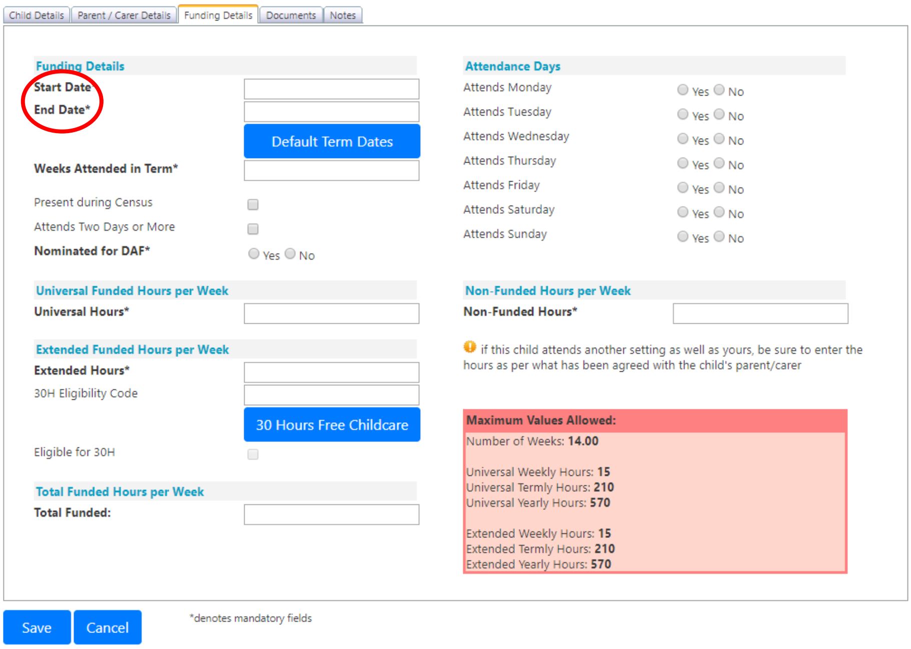
Please refer to **page 10** for the full details of the 30 hour code process.

- **Select Funding Details tab**



Child Details
Parent / Carer Details
Funding Details
Documents
Notes
Default Term Dates
30 Hours Free Childcare
Save
Cancel

Funding Details

Start Date

End Date*

Weeks Attended in Term*

Present during Census ☐

Attends Two Days or More ☐

Nominated for DAF* ○ Yes ○ No

Universal Funded Hours per Week

Universal Hours*

Extended Funded Hours per Week

Extended Hours*

30H Eligibility Code

Eligible for 30H ☐

Total Funded Hours per Week

Total Funded:

Attendance Days

Attends Monday ○ Yes ○ No

Attends Tuesday ○ Yes ○ No

Attends Wednesday ○ Yes ○ No

Attends Thursday ○ Yes ○ No

Attends Friday ○ Yes ○ No

Attends Saturday ○ Yes ○ No

Attends Sunday ○ Yes ○ No

Non-Funded Hours per Week

Non-Funded Hours*

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

Maximum Values Allowed:

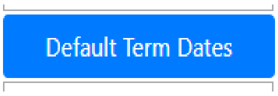
Number of Weeks: **14.00**

Universal Weekly Hours: **15**
Universal Termly Hours: **210**
Universal Yearly Hours: **570**

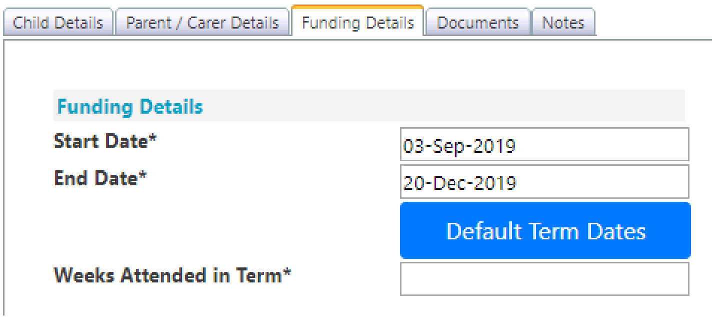
Extended Weekly Hours: **15**
Extended Termly Hours: **210**
Extended Yearly Hours: **570**

*denotes mandatory fields

- Complete all mandatory fields maked with *

- Select  and the term dates will automatically be pre-populated:

Default Term Dates



Child Details
Parent / Carer Details
Funding Details
Documents
Notes
Default Term Dates

Funding Details

Start Date* 03-Sep-2019

End Date* 20-Dec-2019

Weeks Attended in Term*

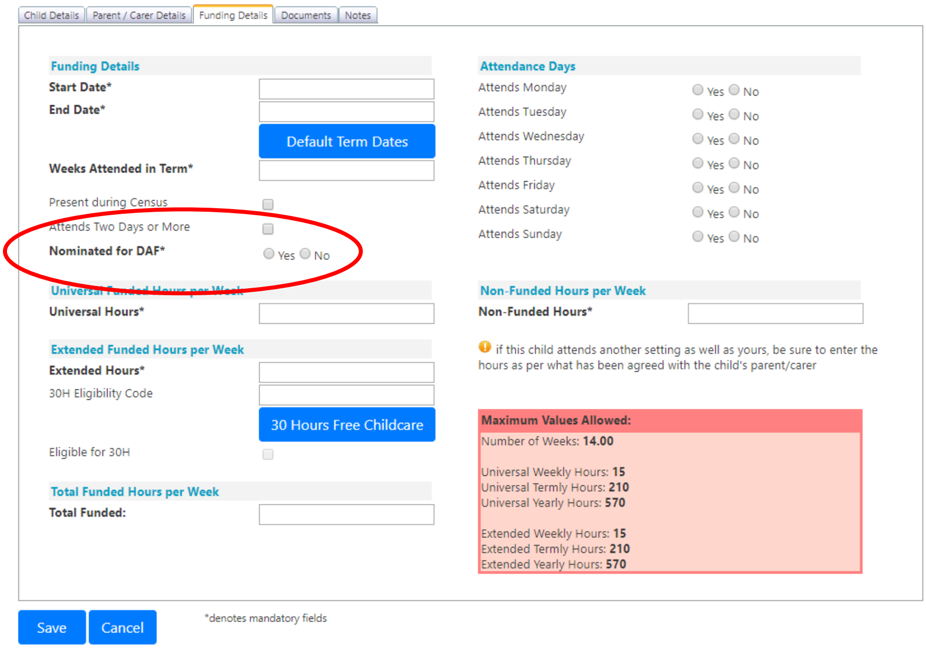
- Add the number of Weeks attended. These are the standard funded weeks, regardless of how many weeks there are in the 'School term', refer to the Termly Information Letter for full details, as follows:

- Autumn term - 14 weeks

- Spring term – 11 weeks

- Summer term – 13 weeks

- Select the correct **Nominated for DAF** (Disability Access Fund) option. Only tick 'Yes' if a child is in receipt of DLA (Disability Living Allowance) and has given you a copy of the DLA award letter.



Funding Details
Start Date*
End Date*
Weeks Attended in Term*
Present during Census ☐
Attends Two Days or More ☐
Nominated for DAF* ○ Yes ○ No

Universal Funded Hours per Week
Universal Hours*

Extended Funded Hours per Week
Extended Hours*
30H Eligibility Code
Eligible for 30H ☐

Total Funded Hours per Week
Total Funded:

Attendance Days
Attends Monday ○ Yes ○ No
Attends Tuesday ○ Yes ○ No
Attends Wednesday ○ Yes ○ No
Attends Thursday ○ Yes ○ No
Attends Friday ○ Yes ○ No
Attends Saturday ○ Yes ○ No
Attends Sunday ○ Yes ○ No

Non-Funded Hours per Week
Non-Funded Hours*

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

Maximum Values Allowed:
Number of Weeks: **14.00**

Universal Weekly Hours: **15**
Universal Termly Hours: **210**
Universal Yearly Hours: **570**

Extended Weekly Hours: **15**
Extended Termly Hours: **210**
Extended Yearly Hours: **570**

*denotes mandatory fields

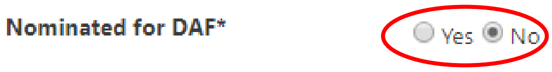
DAF (Disability Access Fund):

A child can receive DAF if they are in receipt of Disability Living Allowance (DLA) and wish to take up an early education place.

The parent/carer will need to complete the **Disability Access Fund (DAF)** section of the Parental Declaration Form (PDF) by ticking the **Yes** box and nominate the childcare provider who is to receive the one-off yearly payment of £615.

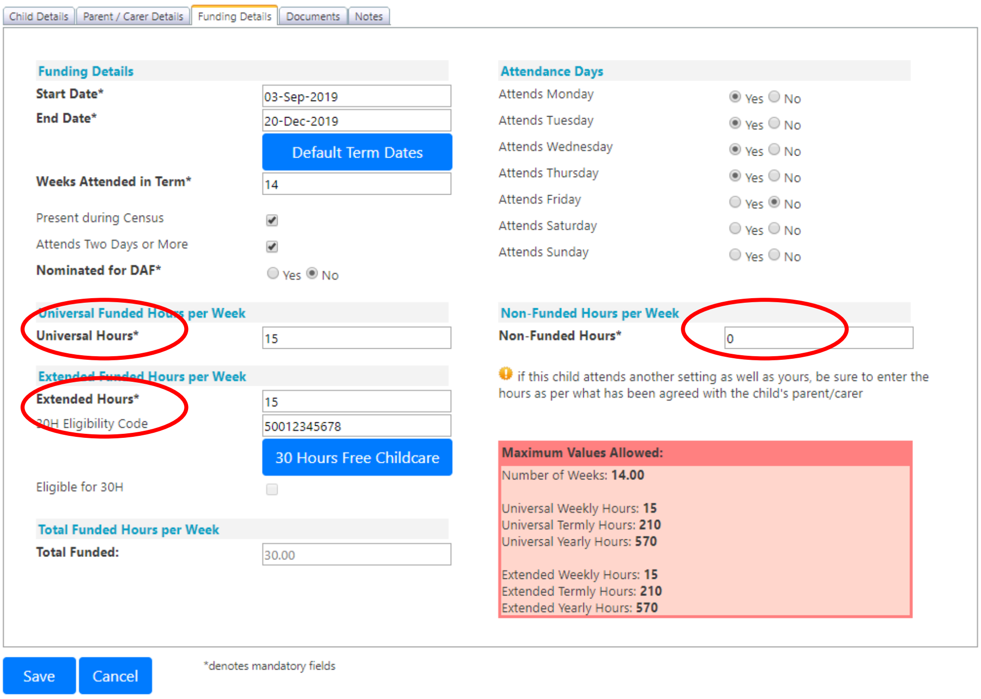
Children do not have to take up the full 570 hours of early education to receive DAF.

Only select the DAF button if the parent has completed the DAF (Disability Access Fund) section of the PDF **and can give you a copy of the DLA (Disability Living Allowance) award letter.** This letter will need to be sent to us using the **Documents** tab. The payment will not be confirmed unless this letter is seen by the Funding Office.


Nominated for DAF* ○ Yes ● No

- **Enter Funded and Non Funded hours**

Taking the details from the Funding section of the PDF, a value MUST be entered even if it is of a zero 0 value.



Funding Details

Start Date* 03-Sep-2019
End Date* 20-Dec-2019
Weeks Attended in Term* 14
Present during Census ☑
Attends Two Days or More ☑
Nominated for DAF* ○ Yes ● No

Universal Funded Hours per Week

Universal Hours* 15

Extended Funded Hours per Week

Extended Hours* 15
30H Eligibility Code 50012345678
Eligible for 30H ☐

Total Funded Hours per Week

Total Funded: 30.00

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

! 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

Maximum Values Allowed:

Number of Weeks: **14.00**

Universal Weekly Hours: **15**
Universal Termly Hours: **210**
Universal Yearly Hours: **570**

Extended Weekly Hours: **15**
Extended Termly Hours: **210**
Extended Yearly Hours: **570**

*denotes mandatory fields

- **Split Funding: Are you claiming the Universal or Extended hours?**

  If a child's funding is to be split between more than one setting, you must know what hours the other setting will be claiming for Universal and Extended hours, to avoid both settings claiming the same hours for the same entitlement. This needs to be stated on the Parental Declaration Form (PDF).

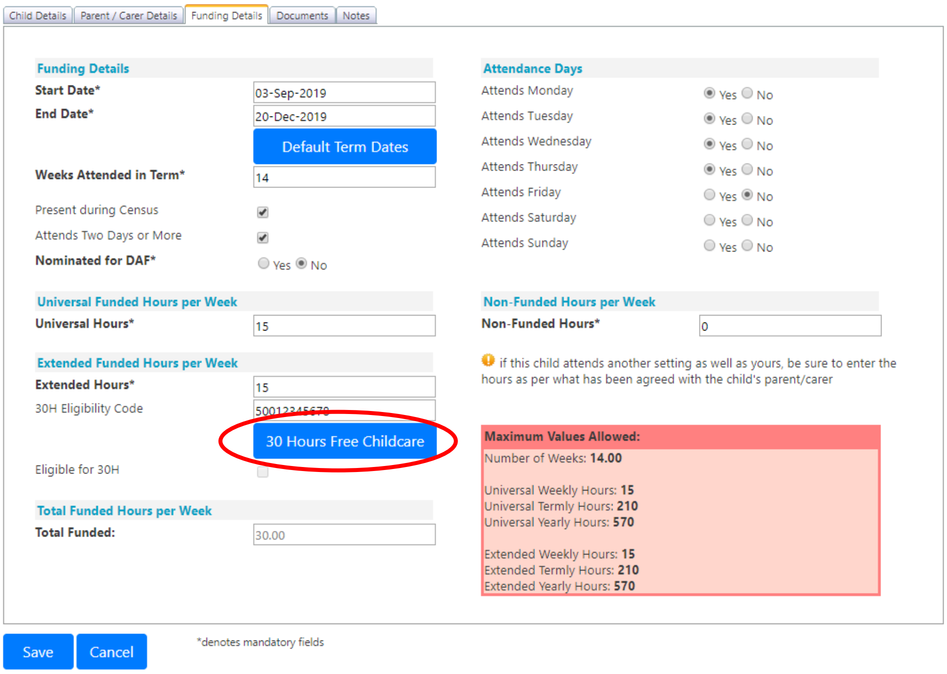
- **Stretch:**

  If you are offering the *Stretch* model, you will need to enter the number of hours per week on the portal **as if they were over 38 weeks**. e.g. if you are offering 10 funded hours over 51 weeks you will need to work out how many hours this would be if over 38 weeks. (10x51/38 =13.42 hours equivalent over 38 weeks)

  The hours should be calculated in the Funding section, in Column C, of the PDF.

  Please refer to the Stretch Guidance for further details, a copy can be found in the Guidance & Requirements of Funding.

Eligibility Check for 30 hours:



Funding Details

Start Date* 03-Sep-2019

End Date* 20-Dec-2019

Weeks Attended in Term* 14

Present during Census ☑

Attends Two Days or More ☑

Nominated for DAF* ○ Yes ● No

Universal Funded Hours per Week

Universal Hours* 15

Extended Funded Hours per Week

Extended Hours* 15

30H Eligibility Code 50012345678

Eligible for 30H ☐

Total Funded Hours per Week

Total Funded: 30.00

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

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

Maximum Values Allowed:

Number of Weeks: **14.00**

Universal Weekly Hours: **15**
Universal Termly Hours: **210**
Universal Yearly Hours: **570**

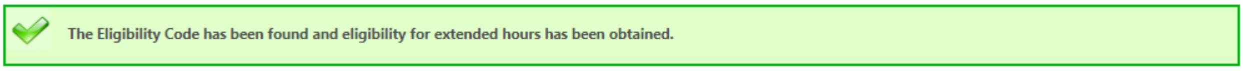
Extended Weekly Hours: **15**
Extended Termly Hours: **210**
Extended Yearly Hours: **570**

*denotes mandatory fields

If you are claiming the Extended hours, you must enter the 30 hour code number and then click on the 30 Hours Free Childcare button.

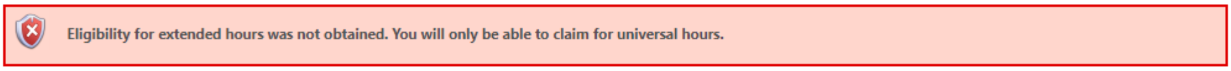
This will perform an eligibility check on the 30 hour code within the Funding Details.

If the code is eligible for funding for the term, the following will be displayed:



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

If the code has not got the correct validity dates to be eligible for funding for the term or the details entered for the code do not match with HMRC's, the following will be dislayed:



Eligibility for extended hours was not obtained. You will only be able to claim for universal hours.

If this appears, check the code in the separate Eligibility Checker to check the validity dates of the code or check that the details you have entered for the child and parent/carer details are correct, it is usually the child's date of birth that is wrong.

- **Select Documents tab**

Use the Documents facility if:

- If you have selected ‘yes’ for DAF you will need to upload the supporting Disability Living Allowance (DLA) award letter using the ‘Documents’ tab

or

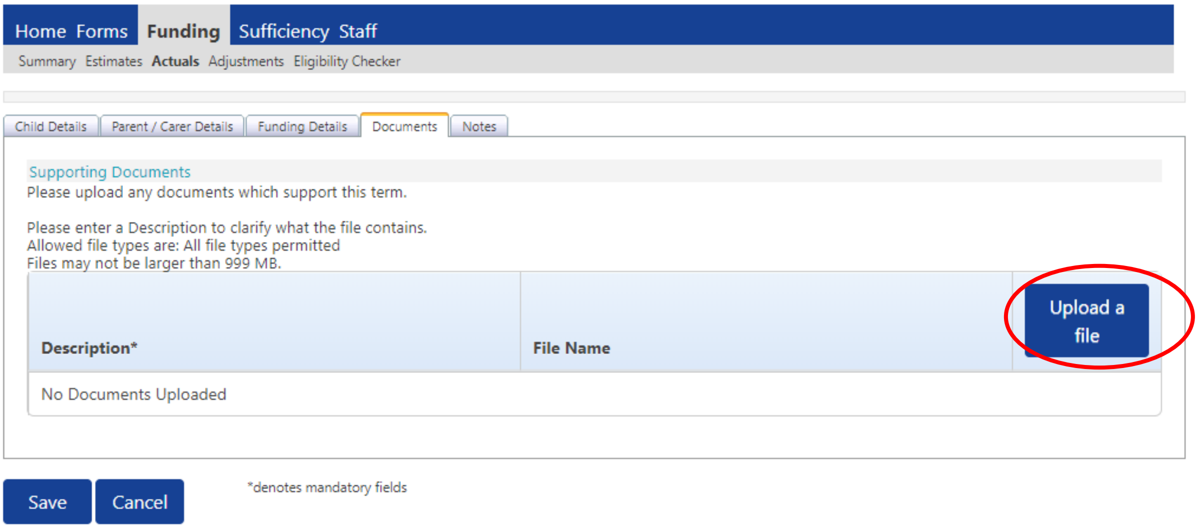
- If you have applied for EYPP for an Adopted child or a child with Special Guardianship SGO or Child Arrangement CAO, copies of the Adoption Birth Certificate or relevant Court Orders will need to sent to support the application using the ‘Documents’ tab.

The facility is only available during the Headcount period, when the portal is **open** for submissions.

You will need to add the document into a secure file on your own device to be able to attach the file into Documents.

Note: you must **not** attach any other documents or information which is not in support of the child’s funding claim i.e. for DAF, EYPP or 2 Year funding.

Click on Upload a file and select the correct document from your files.


Home
Forms
Funding
Sufficiency
Staff
Summary
Estimates
Actuals
Adjustments
Eligibility Checker
Child Details
Parent / Carer Details
Funding Details
Documents
Notes
Upload a file
Save
Cancel

Supporting Documents

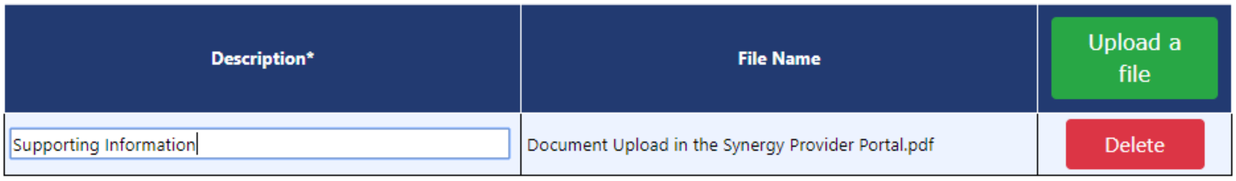
Please upload any documents which support this term.

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	Upload a file
No Documents Uploaded		

*denotes mandatory fields

Type a description of the document attached:



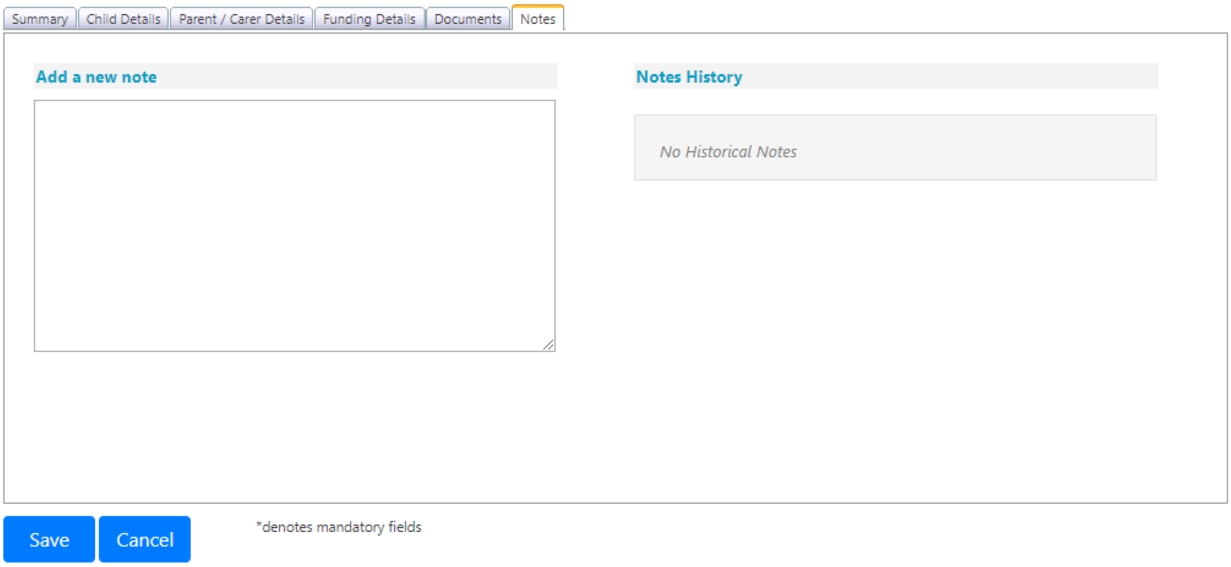
Description*	File Name	Upload a file
Supporting Information	Document Upload in the Synergy Provider Portal.pdf	Delete

Click on **'Save'**

If you want to Delete a document click on Delete and it will be removed.

- **Select Notes tab**

Select the **Notes** tab **only** to advise us if you have sent an attached document or if you need to notify us of any children who should be attending your setting for funded hours, but are not attending due to **unauthorised absence**.


Summary
Child Details
Parent / Carer Details
Funding Details
Documents
Notes
Add a new note
Notes History
No Historical Notes
Save
Cancel
*denotes mandatory fields

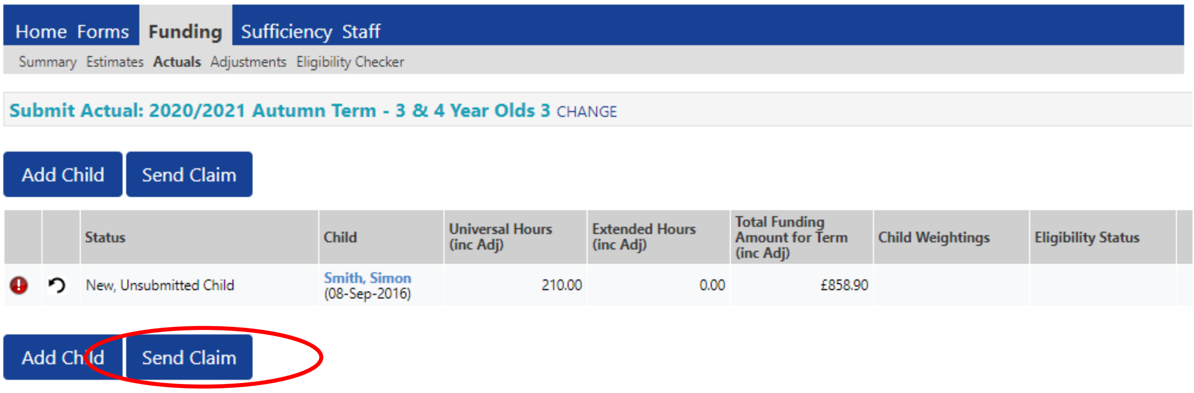
The Notes tab should **not** be used for any other information. If you need to advise us of something important, please send an email to:

eyfunding@warwickshire.gov.uk

Please note: we do not read the messages sent using this tab until after the Headcount period, when we run a report to check for details of children missing from Early Education and for details of supporting documents.

- **Select Save**

  - When all of the required tabs have been completed, click on Save. The child you have entered will show on your list as:


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
Add Child
Send Claim

Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

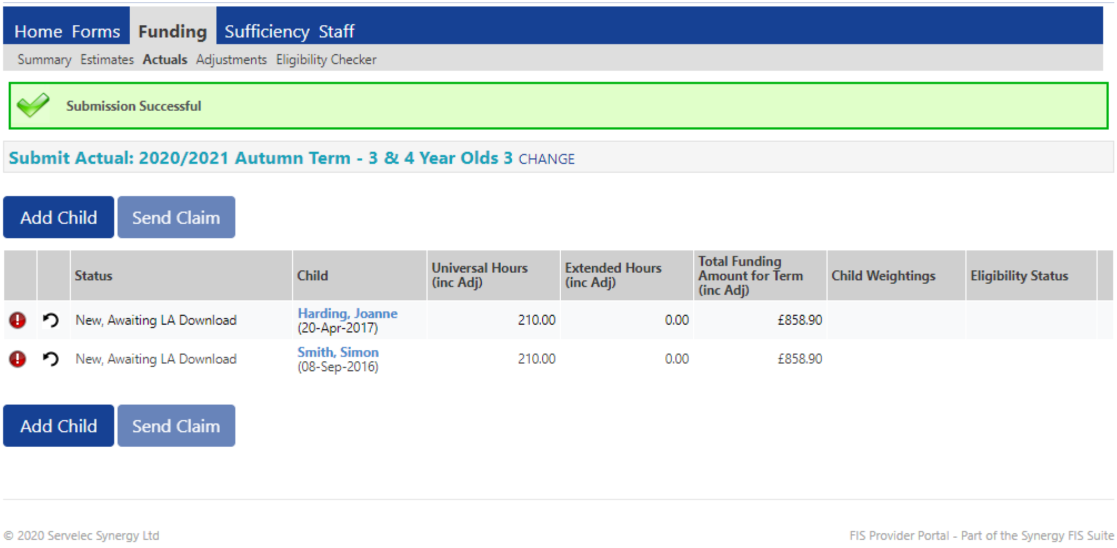
		Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!	↺	New, Unsubmitted Child	Smith, Simon (08-Sep-2016)	210.00	0.00	£858.90		

The child will be displayed as ‘New, Unsubmitted Child’

Continue adding new children as required.

- **Select Send Claim**

When all children have been added click on Send Claim. The list will look like:


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
Add Child
Send Claim

✓ Submission Successful

Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

		Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!	↺	New, Awaiting LA Download	Harding, Joanne (20-Apr-2017)	210.00	0.00	£858.90		
!	↺	New, Awaiting LA Download	Smith, Simon (08-Sep-2016)	210.00	0.00	£858.90		

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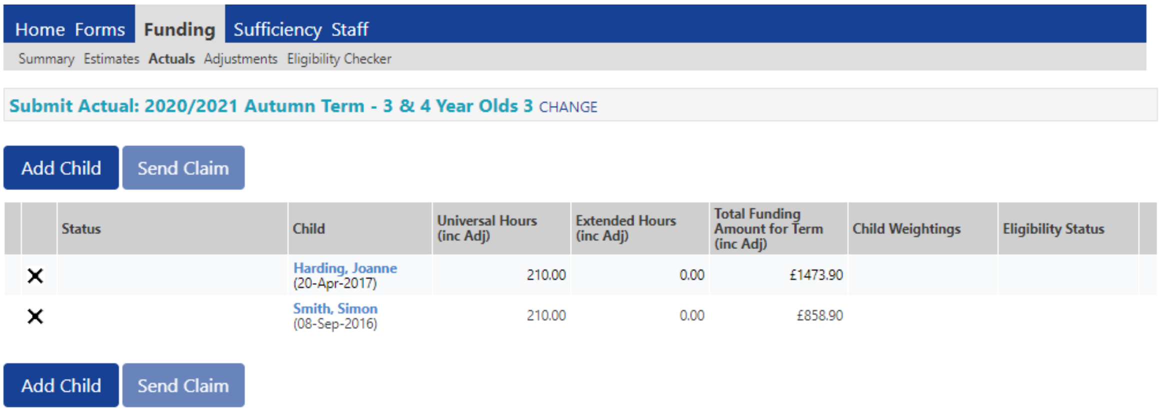
The children are now displayed as’ New, Awaiting LA Download’

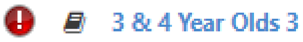
When the LA have accepted your claim the listed children will appear as:


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
Add Child
Send Claim

Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✕		Harding, Joanne (20-Apr-2017)	210.00	0.00	£1473.90		
✕		Smith, Simon (08-Sep-2016)	210.00	0.00	£858.90		

NOTE: If you make any further changes or add any more new children, **ALWAYS** remember to click on ‘Send Claim’. If not, your claim will not be received by the LA and funding will not be paid. A red exclaimation mark will be displayed.

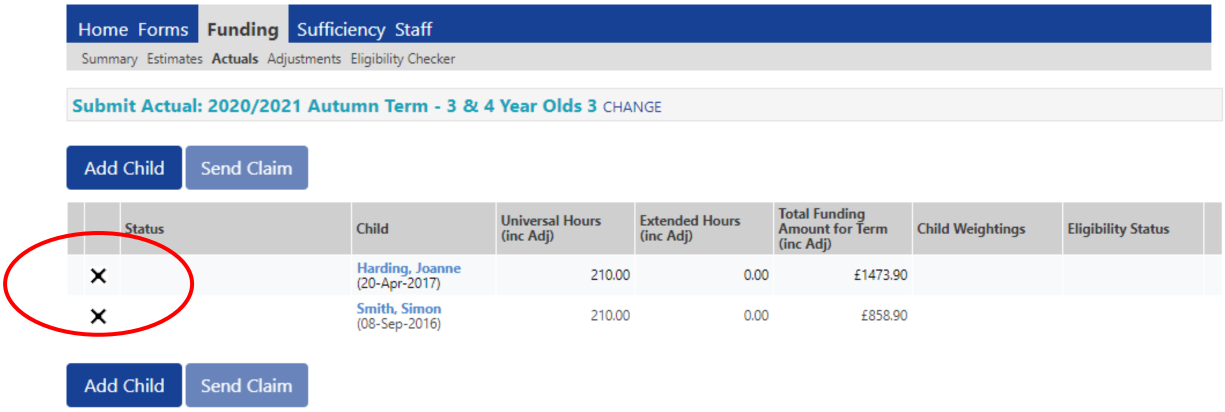


4. How to Update and Edit existing children on your Headcount

- Select **Actuals**

If you have had funding in the previous term and they have been carried forward to this term, a list will appear of all the children that are listed in our database and who are still eligible for funding for that term. Children’s details are *usually* carried forward from the previous term, however, there are exceptions i.e. children’s details may not always be carried forward from the Summer term to the Autumn term of a new academic year.

If you have children listed, it will appear as follows:



Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✕		Harding, Joanne (20-Apr-2017)	210.00	0.00	£1473.90		
✕		Smith, Simon (08-Sep-2016)	210.00	0.00	£858.90		

- You will see that there is a cross next to the child’s name. This is how the list appears before any changes are made and after changes have been accepted i.e. the ‘status quo’.

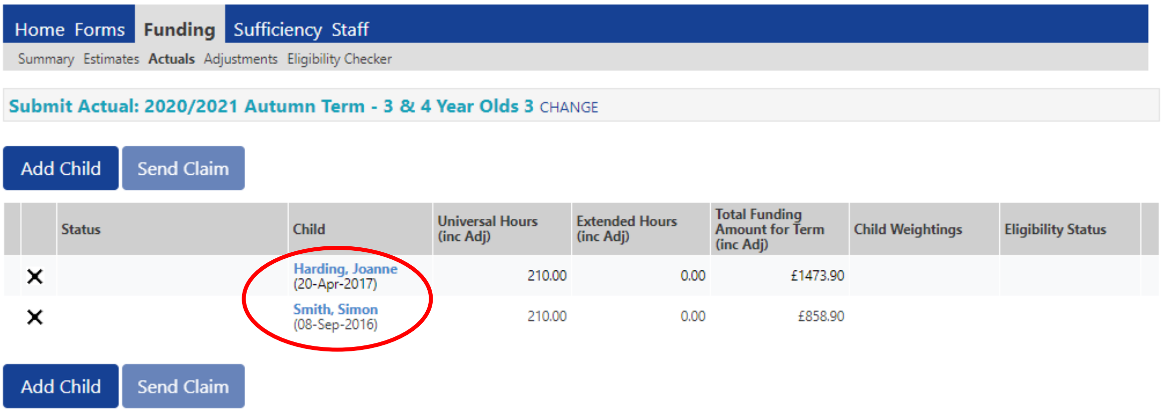
The ‘Child Details’ MUST be checked to make sure that they are correct and up to date.

We are required to hold up to date and accurate information for children as we share the database with other Local Authority services. Any changes must be made as part of the Headcount process or notified to us as soon as possible.

Please note: you must change Ethnicity and SEN to the correct values using the drop down boxes if they are incorrect:

- Check the child’s details of each child on the list carefully.

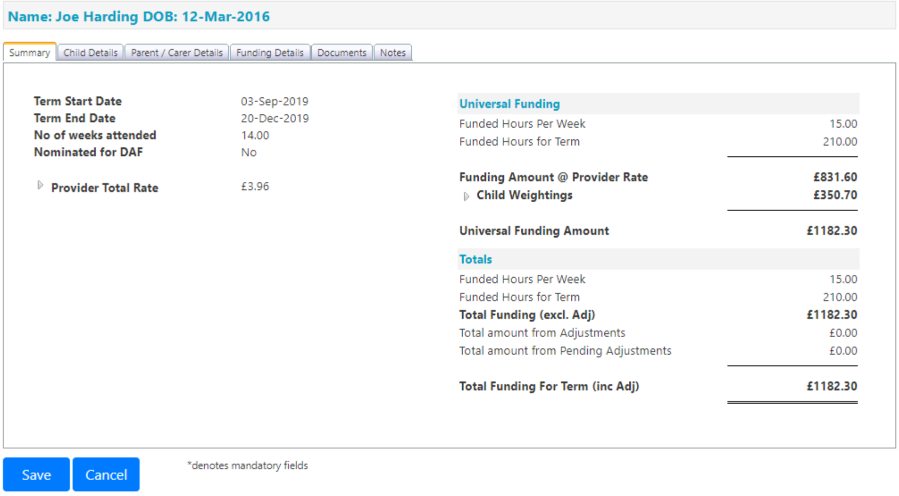
- Double click on the child's name and the child's record will appear you can now check the details carried forward from the previous term are correct or Edit as required.


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
Add Child
Send Claim

Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✕		Harding, Joanne (20-Apr-2017)	210.00	0.00	£1473.90		
✕		Smith, Simon (08-Sep-2016)	210.00	0.00	£858.90		

- A **Summary** of the child's funding will appear based on the existing information carried forward from the previous term:


Summary
Child Details
Parent / Carer Details
Funding Details
Documents
Notes
Save
Cancel

Name: Joe Harding DOB: 12-Mar-2016

Term Start Date	03-Sep-2019
Term End Date	20-Dec-2019
No of weeks attended	14.00
Nominated for DAF	No
Provider Total Rate	£3.96

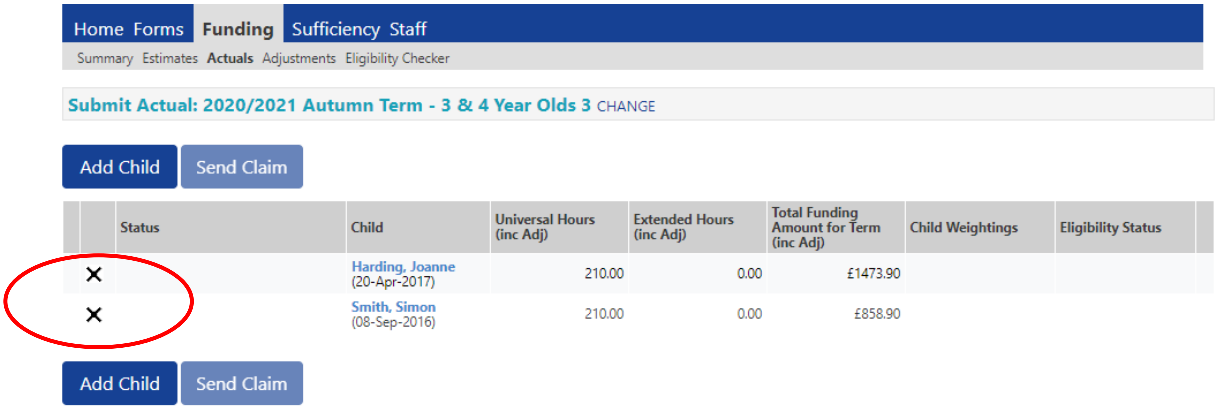
Universal Funding	
Funded Hours Per Week	15.00
Funded Hours for Term	210.00
Funding Amount @ Provider Rate	**£831.60**
Child Weightings	**£350.70**
Universal Funding Amount	**£1182.30**
Totals	
Funded Hours Per Week	15.00
Funded Hours for Term	210.00
Total Funding (excl. Adj)	**£1182.30**
Total amount from Adjustments	£0.00
Total amount from Pending Adjustments	£0.00
Total Funding For Term (inc Adj)	**£1182.30**

*denotes mandatory fields

  - Follow the How to Add a New Child process from page 16 above. Select each tab in turn and and make any changes as required.

5. How to Delete a Child

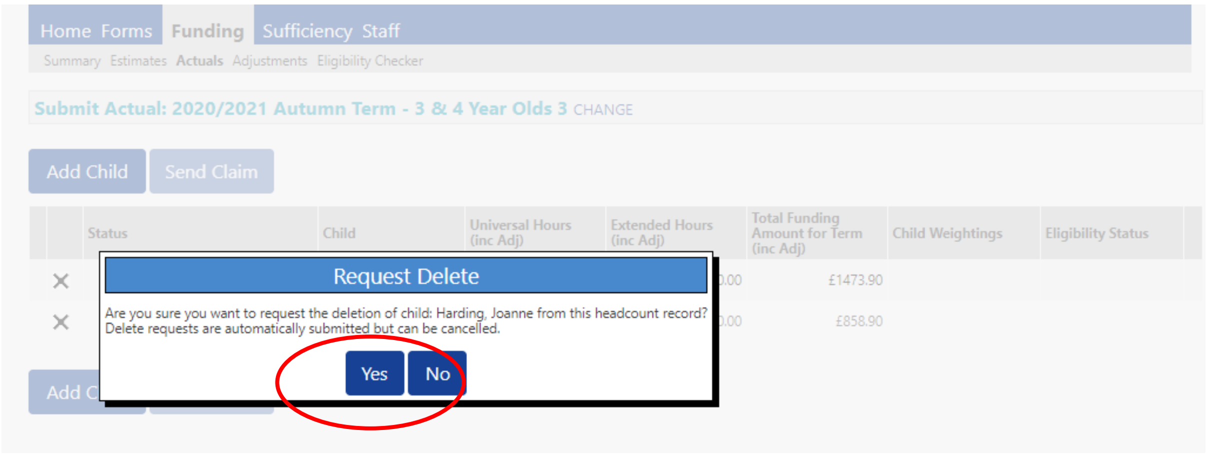
- Select ‘Actuals’, the list of children that are currently funded at your setting will appear. If you want to delete a child, click on the cross next to the child’s name as shown below:


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
Add Child
Send Claim
Add Child
Send Claim

Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

		Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	✕		Harding, Joanne (20-Apr-2017)	210.00	0.00	£1473.90		
	✕		Smith, Simon (08-Sep-2016)	210.00	0.00	£858.90		

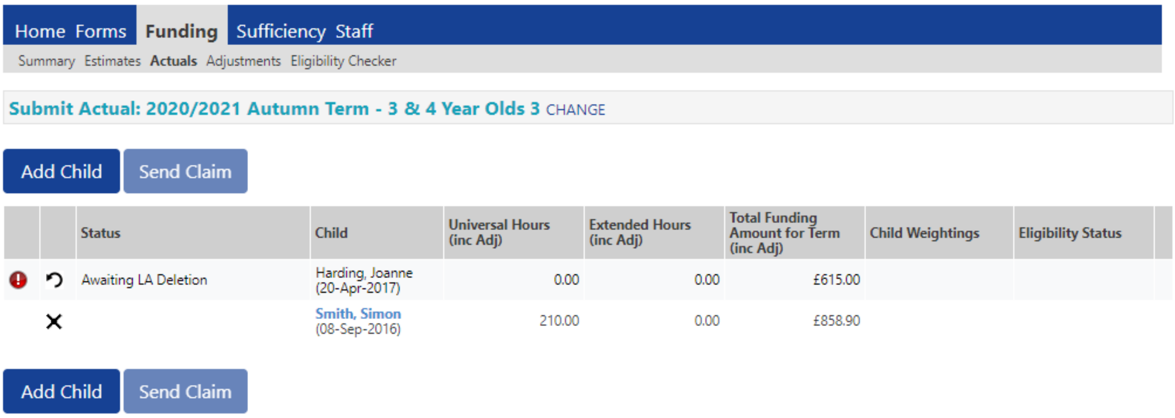
- The following will be displayed:


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE
Add Child
Send Claim
Status
Child
Universal Hours (inc Adj)
Extended Hours (inc Adj)
Total Funding Amount for Term (inc Adj)
Child Weightings
Eligibility Status
£1473.90
£858.90
Yes
No

Request Delete

Are you sure you want to request the deletion of child: Harding, Joanne from this headcount record? Delete requests are automatically submitted but can be cancelled.

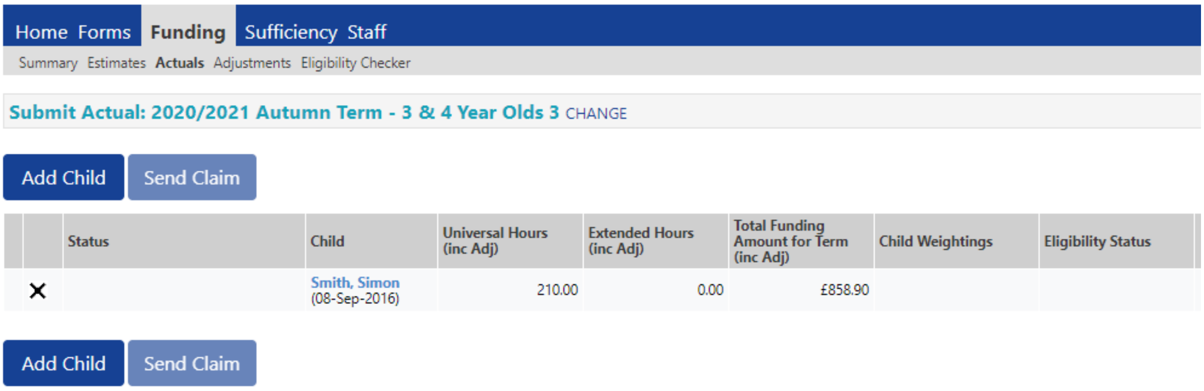
- If you wish to continue and delete the child, click on ‘Yes’ as above.
- The list of children will then appear as:


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
Add Child
Send Claim
Add Child
Send Claim

Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

		Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!	↺	Awaiting LA Deletion	Harding, Joanne (20-Apr-2017)	0.00	0.00	£615.00		
	✕		Smith, Simon (08-Sep-2016)	210.00	0.00	£858.90		

- ‘Awaiting LA Deletion’ will appear next to the child. When the Funding Office has accepted the request, the child will disappear from the list of children:


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
Add Child
Send Claim

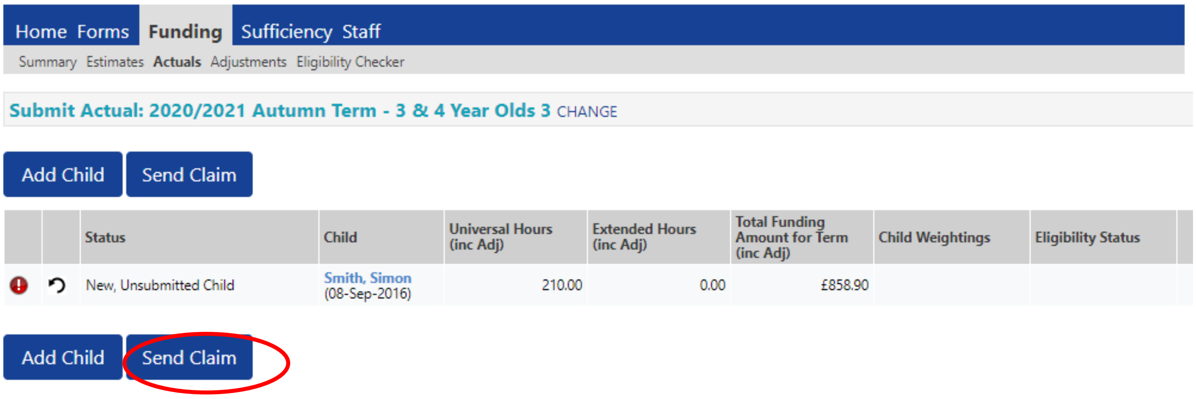
Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✕		Smith, Simon (08-Sep-2016)	210.00	0.00	£858.90		

- **Send Claim:**

When you have made the changes required to existing children and added your new children, click on **‘Send Claim’.**

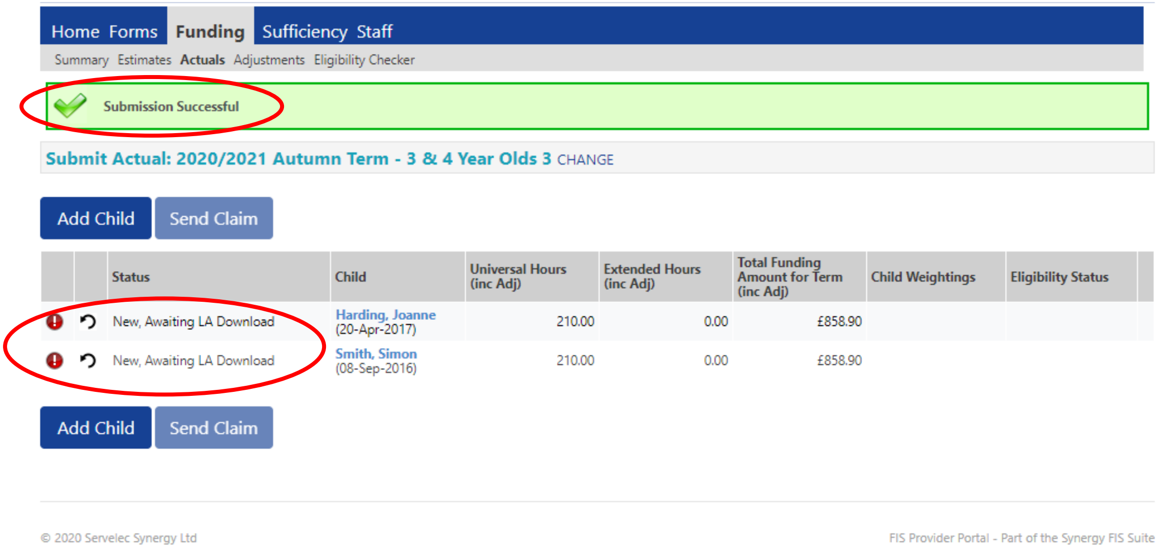
It is very important that this is not forgotten!


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
Add Child
Send Claim

Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

		Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
❗	↺	New, Unsubmitted Child	Smith, Simon (08-Sep-2016)	210.00	0.00	£858.90		

When you **have** successfully sent your claim the following will be displayed:


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
Add Child
Send Claim

Submission Successful

Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

		Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
❗	↺	New, Awaiting LA Download	Harding, Joanne (20-Apr-2017)	210.00	0.00	£858.90		
❗	↺	New, Awaiting LA Download	Smith, Simon (08-Sep-2016)	210.00	0.00	£858.90		

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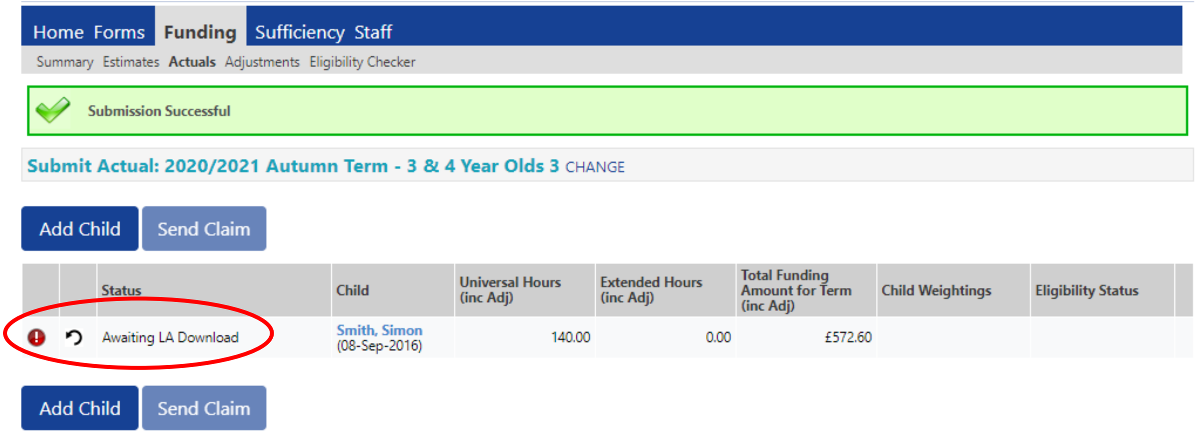
FIS Provider Portal - Part of the Synergy FIS Suite

If you have added new children

Or


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
Add Child
Send Claim

Submission Successful

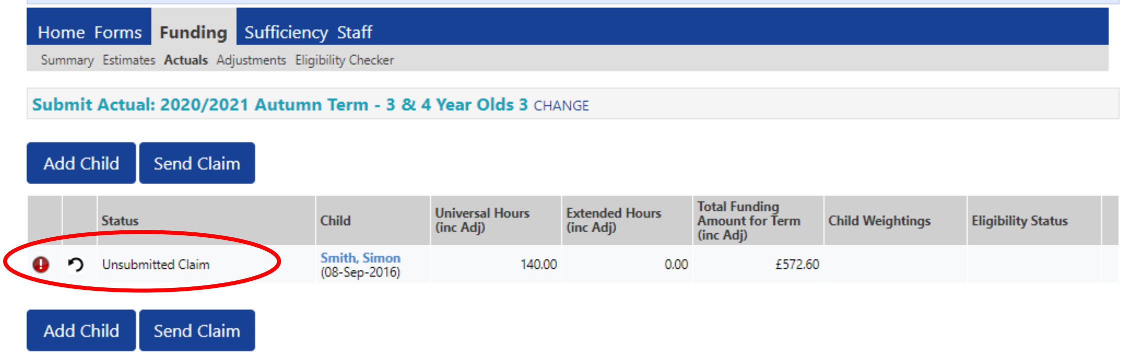
Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

		Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
❗	⟲	Awaiting LA Download	Smith, Simon (08-Sep-2016)	140.00	0.00	£572.60		

‘Awaiting LA Download’ if you have edited the details of an existing child **.**

If you **do not** Send your claim before the submission deadline date, your claim will not be processed by the Funding Office:

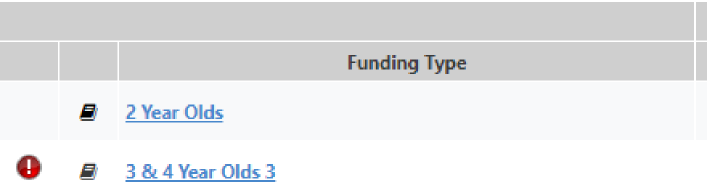
A warning will be displayed to notify you of an outstanding unsubmitted claim:


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
Add Child
Send Claim

Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

		Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
❗	⟲	Unsubmitted Claim	Smith, Simon (08-Sep-2016)	140.00	0.00	£572.60		

- This is also shown on the first page when you select ‘Actuals’:



		Funding Type
		2 Year Olds
❗		3 & 4 Year Olds 3

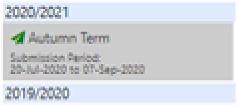
6. How to Check your Headcount Claim

It is very important that you check your Headcount claim after your Headcount has been accepted by the Funding Office.

- Check the **Actuals** list to make sure that all the children you are claiming funding for appear on the list, the additions and changes to the children's details have been recorded correctly and the hours that you are expecting to be paid for are correct.

  It is important that you make any changes in the current term as we will not be able to make an Adjustment once the term has ended.

  - Login to the Provider Portal
  - Select **Funding** Tab
  - Select **Actuals**
  - Select the required term
  - If the term is '**open**' for submissions it will show as:

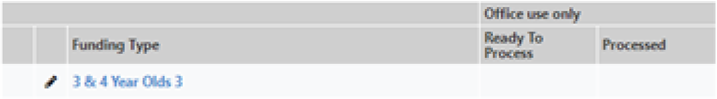


2020/2021

Autumn Term

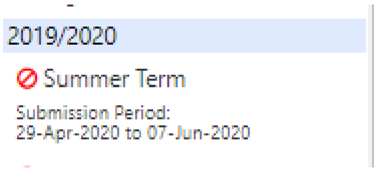
Submission Period:
20-Jul-2020 to 07-Sep-2020

2019/2020



			Office use only	
		Funding Type	Ready To Process	Processed
		3 & 4 Year Olds 3		

  - You will still be able to make any required changes, making sure that you click on **Send Claim** once any changes have been made**.**
  - If the term is '**closed'** for submissions it will show as:

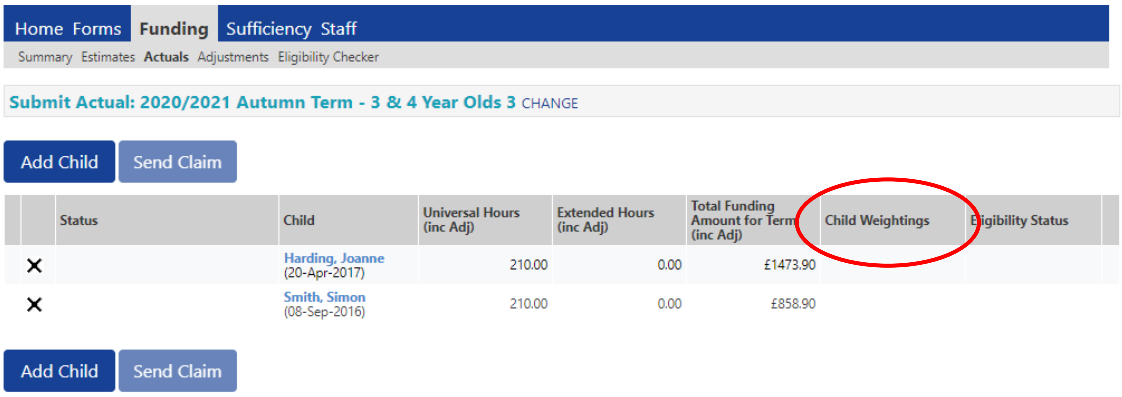


2019/2020

Summer Term

Submission Period:
29-Apr-2020 to 07-Jun-2020

  - If the term is closed, you will not be able to make any changes on portal. You will need to contact the Funding Office and they will advise you on how any changes can be made. See **Adjustments** page 44.
  - Check your list of funded children to make sure that it is complete and the hours that you are claiming for are correct.


Home
Forms
Funding
Sufficiency
Staff
Summary
Estimates
Actuals
Adjustments
Eligibility Checker
Add Child
Send Claim

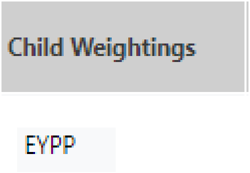
Submit Actual: 2020/2021 Autumn Term - 3 & 4 Year Olds 3 CHANGE

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
×		Harding, Joanne (20-Apr-2017)	210.00	0.00	£1473.90		
×		Smith, Simon (08-Sep-2016)	210.00	0.00	£858.90		

Add Child
Send Claim

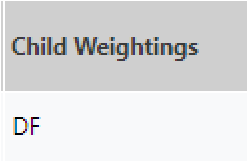
- Check the **Child Weightings** column to see if any weightings have been applied:

- If you applied for EYPP (Early Years Pupil Premium) this should show in the **Child Weightings** column. If EYPP has not been added as expected, please contact the Early Years Funding Office on 01926 742235



Child Weightings
EYPP

- If a **DF (Deprivation Factor)** weighting has been added, this means that the child's postcode falls within the 30% most deprived areas as identified by the IDACI scale.



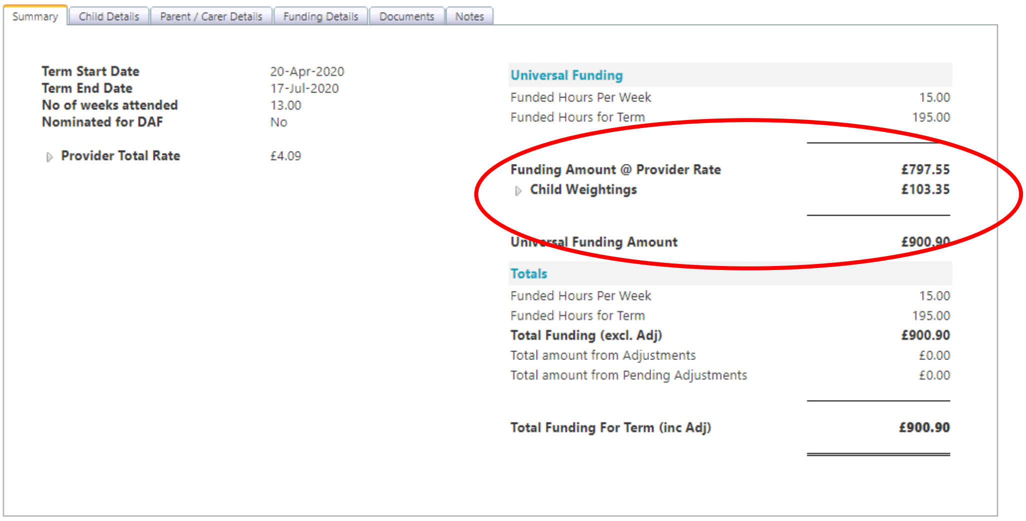
Child Weightings
DF

- From the list of children, double click on the individual child's name and you will be taken to their **Summary** tab:

- **Summary Tab**

This shows a breakdown of the hours and funding you will receive for that child.

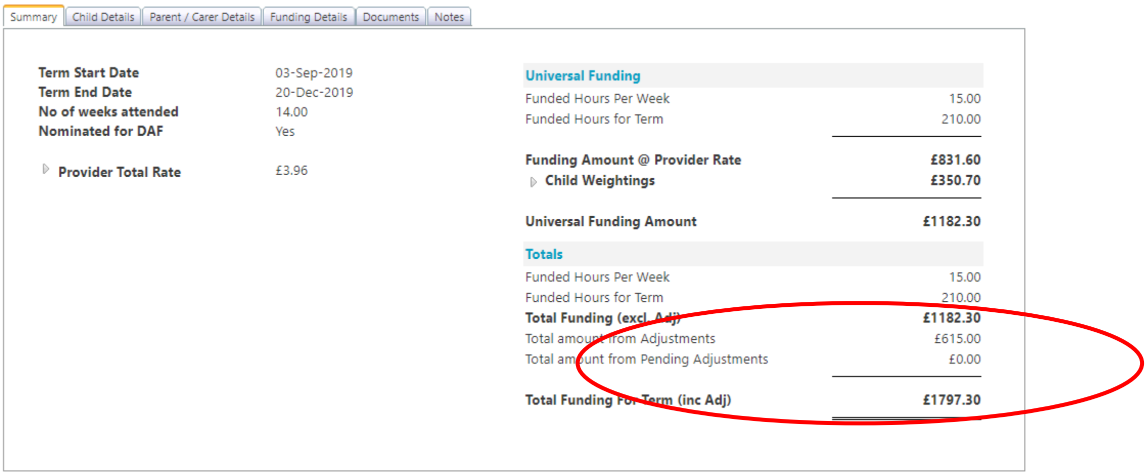
- **Child Weightings** : This relate to EYPP and or DF funding.


Summary
Child Details
Parent / Carer Details
Funding Details
Documents
Notes

Term Start Date	20-Apr-2020
Term End Date	17-Jul-2020
No of weeks attended	13.00
Nominated for DAF	No
Provider Total Rate	£4.09

Universal Funding	
Funded Hours Per Week	15.00
Funded Hours for Term	195.00
Funding Amount @ Provider Rate	**£797.55**
Child Weightings	**£103.35**
Universal Funding Amount	**£900.90**
Totals	
Funded Hours Per Week	15.00
Funded Hours for Term	195.00
Total Funding (excl. Adj)	**£900.90**
Total amount from Adjustments	£0.00
Total amount from Pending Adjustments	£0.00
Total Funding For Term (inc Adj)	**£900.90**

- If you are claiming the **Disability Access Fund (DAF)** for a child, the £615 payment will show as an Adjustment:


Summary
Child Details
Parent / Carer Details
Funding Details
Documents
Notes

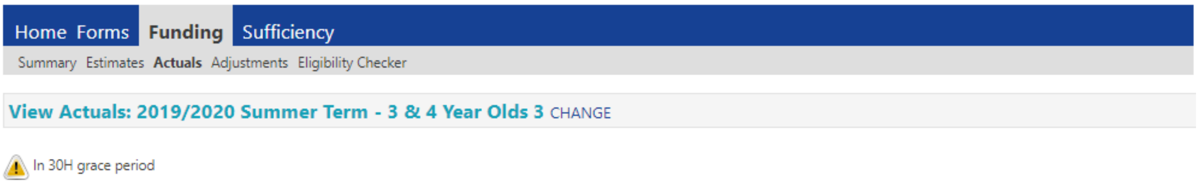
Term Start Date	03-Sep-2019
Term End Date	20-Dec-2019
No of weeks attended	14.00
Nominated for DAF	Yes
Provider Total Rate	£3.96

Universal Funding	
Funded Hours Per Week	15.00
Funded Hours for Term	210.00
Funding Amount @ Provider Rate	**£831.60**
Child Weightings	**£350.70**
Universal Funding Amount	**£1182.30**
Totals	
Funded Hours Per Week	15.00
Funded Hours for Term	210.00
Total Funding (excl. Adj)	**£1182.30**
Total amount from Adjustments	£615.00
Total amount from Pending Adjustments	£0.00
Total Funding For Term (inc Adj)	**£1797.30**

- The amount will show in **Pending Adjustments** if we have not seen the required DLA award letter via **Documents** and have not accepted the adjustment.

- **30 Hour Codes in their Grace period:**

  If a code that you have entered for a child has not been re-confirmed or our system hasn't been updated with the new dates of the code, the following warning will be displayed when you select the **Actuals** Tab:

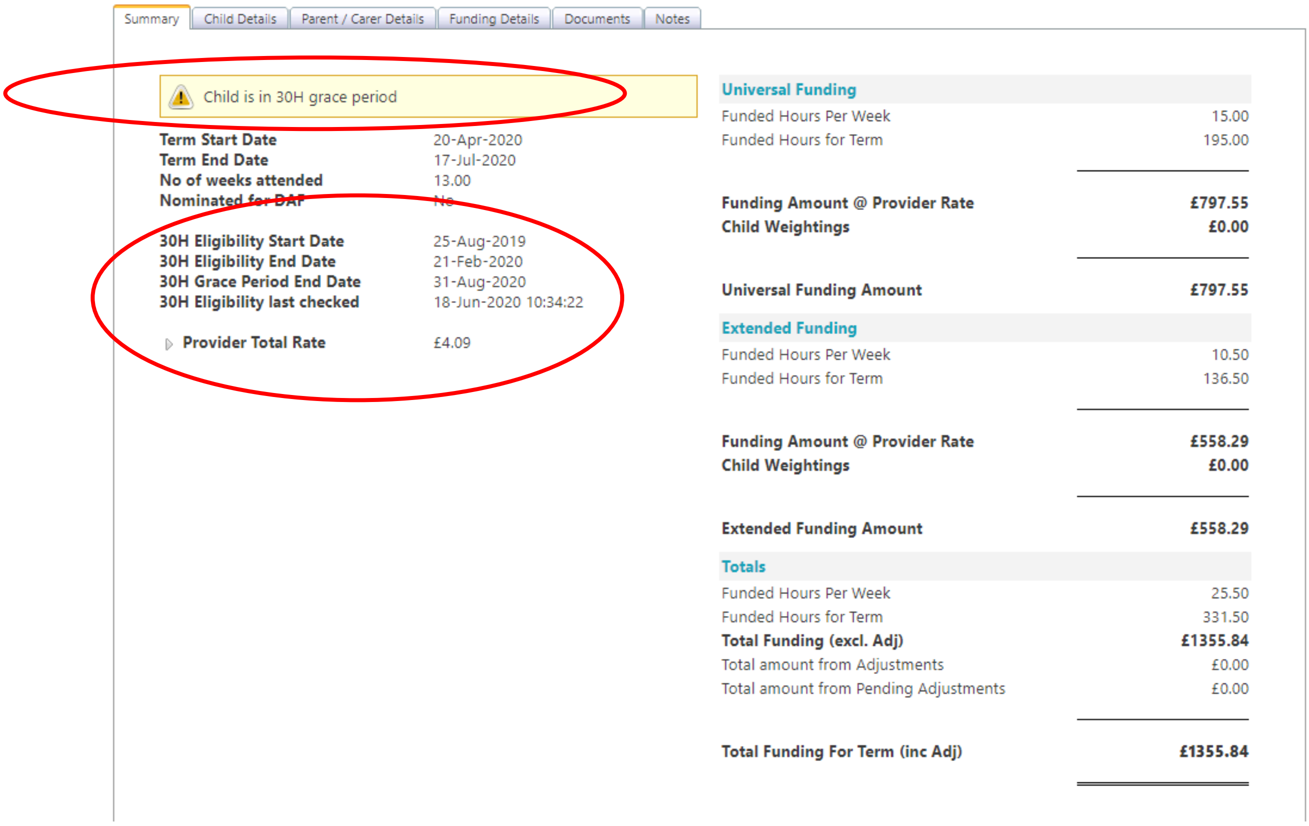

Home
Forms
Funding
Sufficiency
Summary
Estimates
Actuals
Adjustments
Eligibility Checker
CHANGE

View Actuals: 2019/2020 Summer Term - 3 & 4 Year Olds 3

⚠ In 30H grace period

This warning triangle will also be displayed next to the Child's name:

- Double click on the child's name and the Summary page will show the details of the code:



⚠ Child is in 30H grace period

Term Start Date	20-Apr-2020
Term End Date	17-Jul-2020
No of weeks attended	13.00
Nominated for DAF	No
30H Eligibility Start Date	25-Aug-2019
30H Eligibility End Date	21-Feb-2020
30H Grace Period End Date	31-Aug-2020
30H Eligibility last checked	18-Jun-2020 10:34:22
Provider Total Rate	£4.09

Universal Funding	
Funded Hours Per Week	15.00
Funded Hours for Term	195.00
Funding Amount @ Provider Rate	**£797.55**
Child Weightings	**£0.00**
Universal Funding Amount	**£797.55**
Extended Funding	
Funded Hours Per Week	10.50
Funded Hours for Term	136.50
Funding Amount @ Provider Rate	**£558.29**
Child Weightings	**£0.00**
Extended Funding Amount	**£558.29**
Totals	
Funded Hours Per Week	25.50
Funded Hours for Term	331.50
Total Funding (excl. Adj)	**£1355.84**
Total amount from Adjustments	£0.00
Total amount from Pending Adjustments	£0.00
Total Funding For Term (inc Adj)	**£1355.84**

The warning triangle will show to alert you to codes with expired validity end dates and when the grace period is due to end.

You should use this as a prompt to remind the parent to re-confirm their code so that the code is within a valid date for the start of the next term.

Summary tab

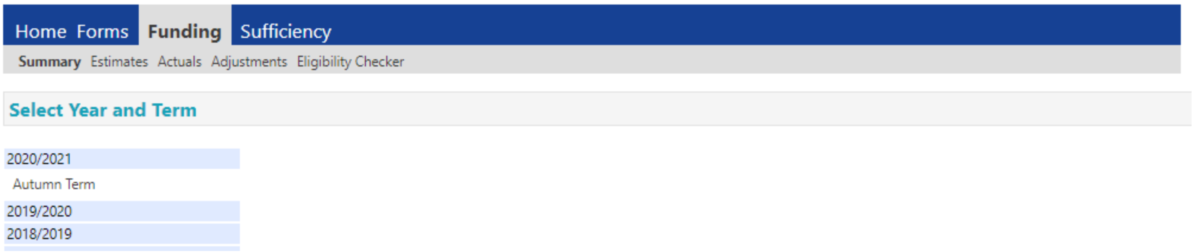
Make a diary note to view the Summary tab on a termly basis to check the funding you have been paid and how it is broken down.

This is your financial information for the funding which you can use for budgeting and for forecast planning.

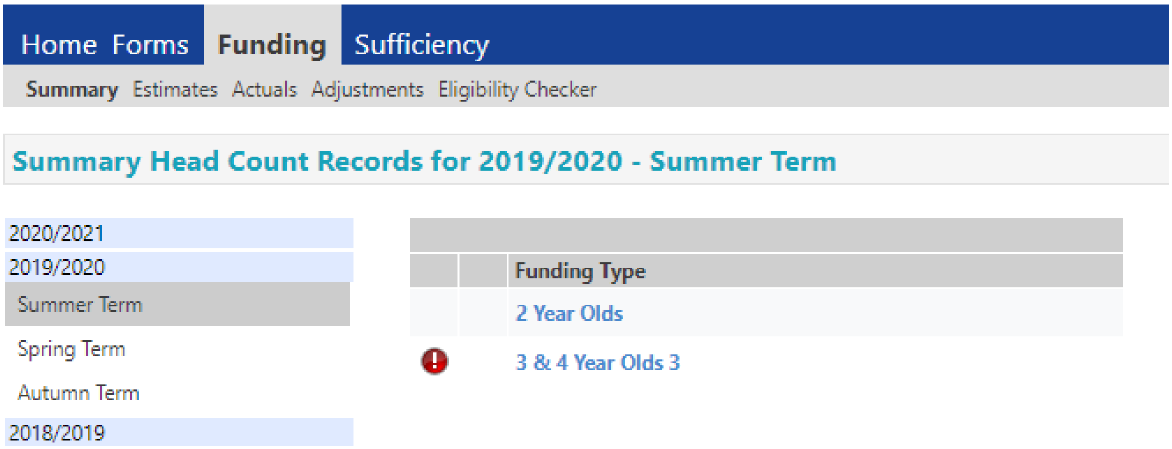
The previous year’s funding should be used as your Indicative Funding Information for the forthcoming year, it is therefore important that you are aware of these figures to help you forecast your funding.

To view the **SUMMARY:**

- Login to the Provider Portal
- Select **Funding** Tab
- Select **Summary**
- Select the required term


Home
Forms
Funding
Sufficiency
Summary
Estimates
Actuals
Adjustments
Eligibility Checker
Select Year and Term
2020/2021
Autumn Term
2019/2020
2018/2019

- Select the correct funding type

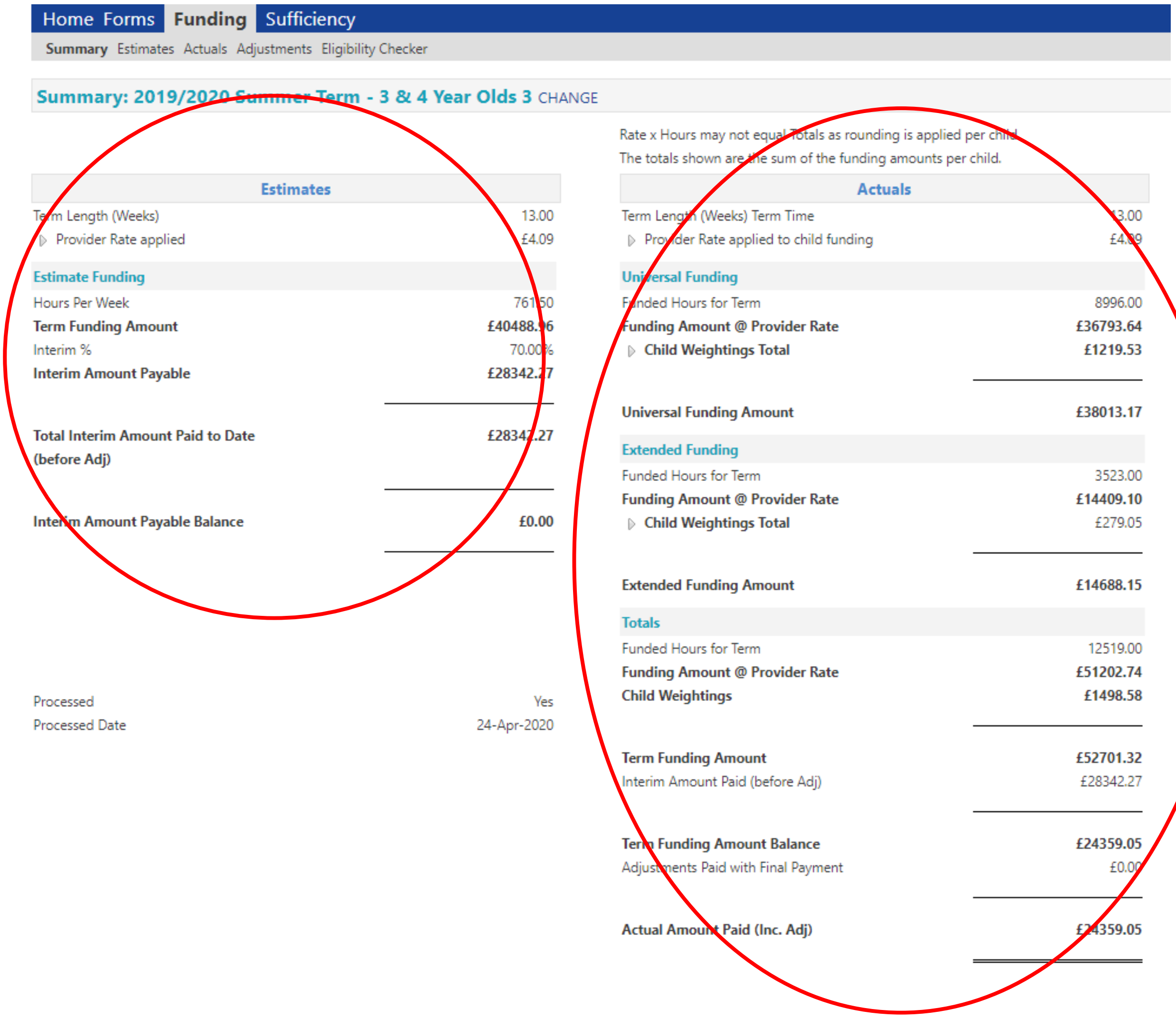

Home
Forms
Funding
Sufficiency
Summary
Estimates
Actuals
Adjustments
Eligibility Checker
2020/2021
2019/2020
Summer Term
Spring Term
Autumn Term
2018/2019

Summary Head Count Records for 2019/2020 - Summer Term

	Funding Type
	2 Year Olds
!	3 & 4 Year Olds 3

The **Summary** Page will be displayed. It shows:

- Estimates, the breakdown of how your Estimate payment was made, based on the hours submitted to us at the start of the term
- Actuals, the breakdown of the hours claimed at the Headcount into Universal Hours and Extended Hours
- Weightings paid
- Adjustments paid


Home Forms **Funding** Sufficiency
Summary Estimates Actuals Adjustments Eligibility Checker

Summary: 2019/2020 Summer Term - 3 & 4 Year Olds 3 CHANGE

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.

Estimates	
Term Length (Weeks)	13.00
▷ Provider Rate applied	£4.09
Estimate Funding	
Hours Per Week	761.50
Term Funding Amount	**£40488.96**
Interim %	70.00%
Interim Amount Payable	**£28342.27**
Total Interim Amount Paid to Date (before Adj)	**£28342.27**
Interim Amount Payable Balance	**£0.00**
Processed	Yes
Processed Date	24-Apr-2020

Actuals	
Term Length (Weeks) Term Time	13.00
▷ Provider Rate applied to child funding	£4.09
Universal Funding	
Funded Hours for Term	8996.00
Funding Amount @ Provider Rate	**£36793.64**
▷ **Child Weightings Total**	**£1219.53**
Universal Funding Amount	**£38013.17**
Extended Funding	
Funded Hours for Term	3523.00
Funding Amount @ Provider Rate	**£14409.10**
▷ **Child Weightings Total**	£279.05
Extended Funding Amount	**£14688.15**
Totals	
Funded Hours for Term	12519.00
Funding Amount @ Provider Rate	**£51202.74**
Child Weightings	**£1498.58**
Term Funding Amount	**£52701.32**
Interim Amount Paid (before Adj)	£28342.27
Term Funding Amount Balance	**£24359.05**
Adjustments Paid with Final Payment	£0.00
Actual Amount Paid (Inc. Adj)	**£24359.05**

For a breakdown of each child's funding, you will need to check the child's Summary tab, see above.

7. How to Enter a 2 Year Funding Claim

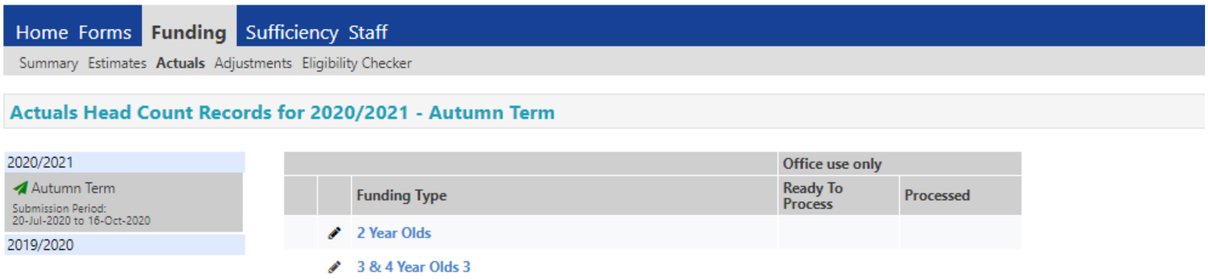
For a family to be eligible for 2 year funding they need to meet certain criteria. They need to apply for 2 year funding via the Parent Portal using the following link:

www.warwickshire.gov.uk/childcarecosts

Once the child has been confirmed as being eligible for funding they will usually be emailed with a Confirmation letter but; in some circumstances, is posted to the parent. You need to see this Confirmation Letter for 2 Year Funding (copy on page 42), before you confirm a 2 year old funded place and add the child to your funding claim. If the confirmation letter is from a different Local Authority see Section 8 below page 41.

To add a child:

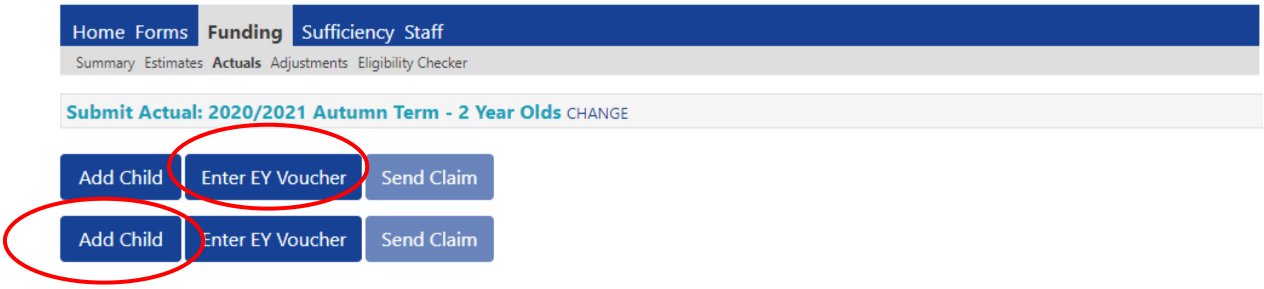
- Select the correct funding term and funding type – 2 Year Olds:


Home
Forms
Funding
Sufficiency
Staff
Summary
Estimates
Actuals
Adjustments
Eligibility Checker
2020/2021
Autumn Term
Submission Period:
20-Jul-2020 to 16-Oct-2020
2019/2020

Actuals Head Count Records for 2020/2021 - Autumn Term

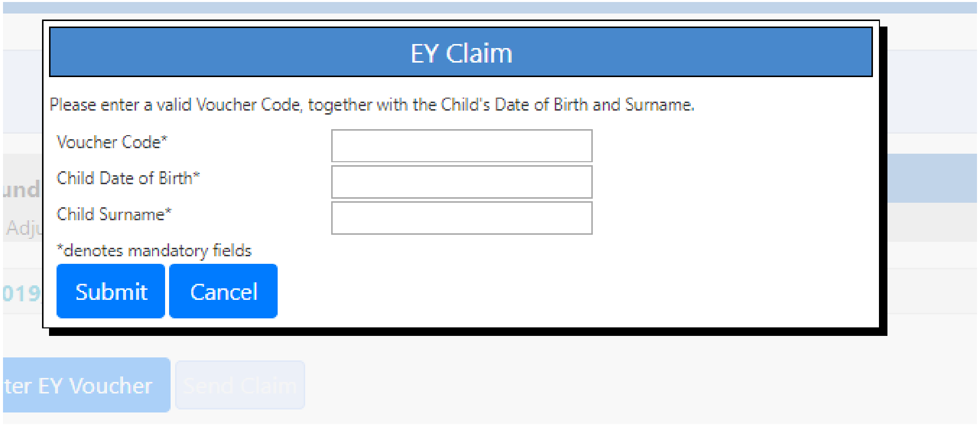
Funding Type	Office use only Ready To Process	Processed
2 Year Olds		
3 & 4 Year Olds 3		

- Select the Actuals tab, the following page will appear:


Home
Forms
Funding
Sufficiency
Staff
Summary
Estimates
Actuals
Adjustments
Eligibility Checker
Add Child
Enter EY Voucher
Send Claim
Add Child
Enter EY Voucher
Send Claim

Submit Actual: 2020/2021 Autumn Term - 2 Year Olds CHANGE

- You now have the option to **Add Child** or **Enter EY Voucher.**
- Select **Enter EY Voucher.** The confirmation letter (see page 42) contains the EY Voucher code number, which you will need to enter into the 'Enter EY Voucher' box in the Parental Declaration Form (PDF) and in the 'EY Voucher' box on the provider portal.
- Only select **Add Child** if you the child it from another local authority and you do not have a Warwickshire voucher code, see Section 8 page 41


EY Claim
Submit
Cancel
ter EY Voucher
Send Claim

Please enter a valid Voucher Code, together with the Child's Date of Birth and Surname.

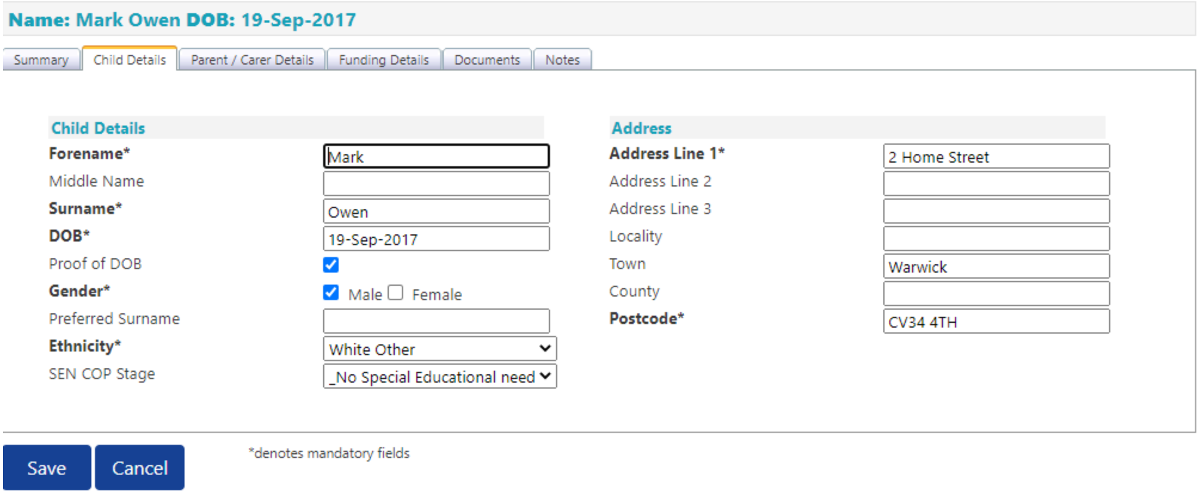
Voucher Code*

Child Date of Birth*

Child Surname*

*denotes mandatory fields

- Enter all of the mandatory fields marked with ***** and **Submit**.
- The Child Details page will open and will already be pre-populated with the child’s details, check that they are correct:


Summary
Child Details
Parent / Carer Details
Funding Details
Documents
Notes
Save
Cancel

Name: Mark Owen DOB: 19-Sep-2017

Child Details

Forename*: Mark

Middle Name:

Surname*: Owen

DOB*: 19-Sep-2017

Proof of DOB: ☑

Gender*: ☑ Male ☐ Female

Preferred Surname:

Ethnicity*: White Other

SEN COP Stage: _No Special Educational need

Address

Address Line 1*: 2 Home Street

Address Line 2:

Address Line 3:

Locality:

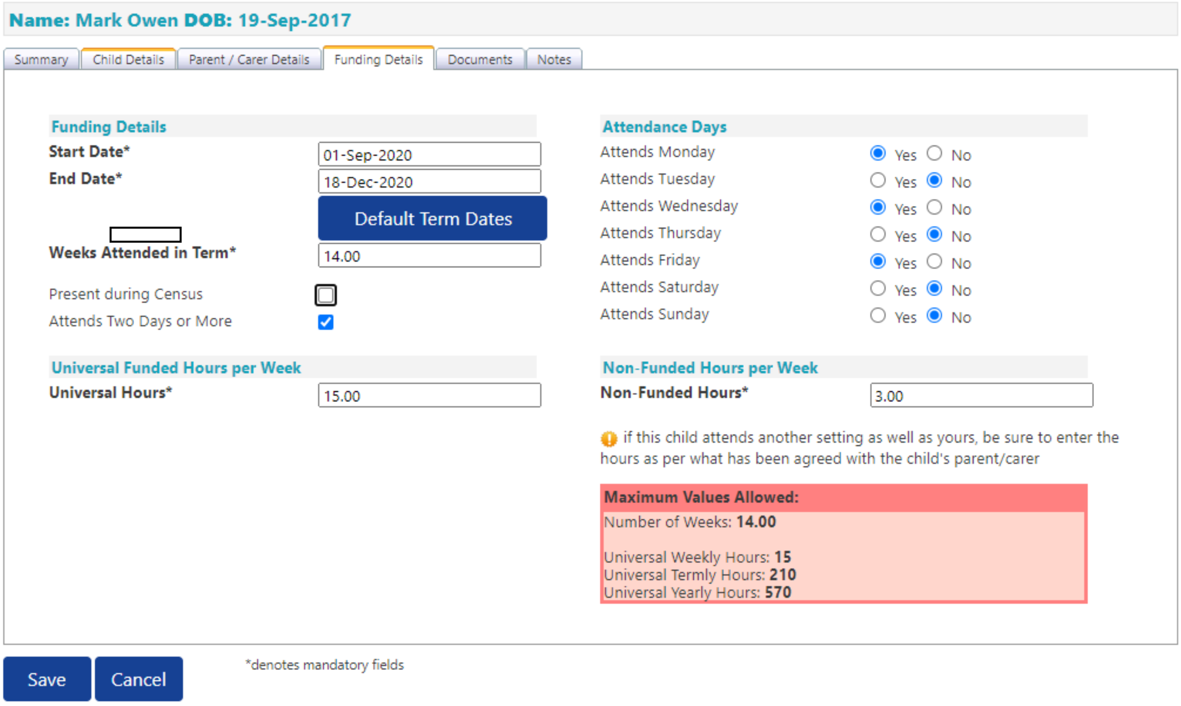
Town: Warwick

County:

Postcode*: CV34 4TH

*denotes mandatory fields

- Enter the hours you will be claiming in the Funding Details Tab and Save:


Summary
Child Details
Parent / Carer Details
Funding Details
Documents
Notes
Default Term Dates
Save
Cancel

Name: Mark Owen DOB: 19-Sep-2017

Funding Details

Start Date*	01-Sep-2020
End Date*	18-Dec-2020
Weeks Attended in Term*	14.00
Present during Census	☐
Attends Two Days or More	☑

Universal Funded Hours per Week

Universal Hours* 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* 3.00

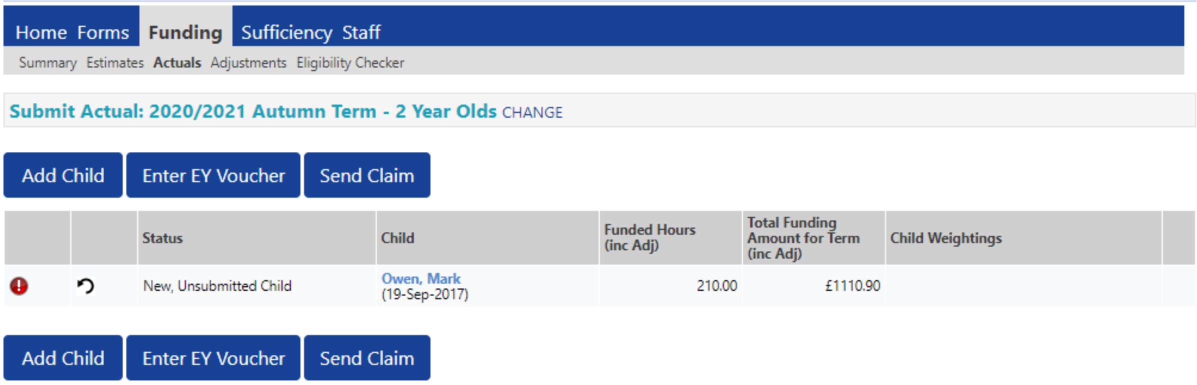
! if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:
Number of Weeks: **14.00**

Universal Weekly Hours: **15**
Universal Termly Hours: **210**
Universal Yearly Hours: **570**

*denotes mandatory fields

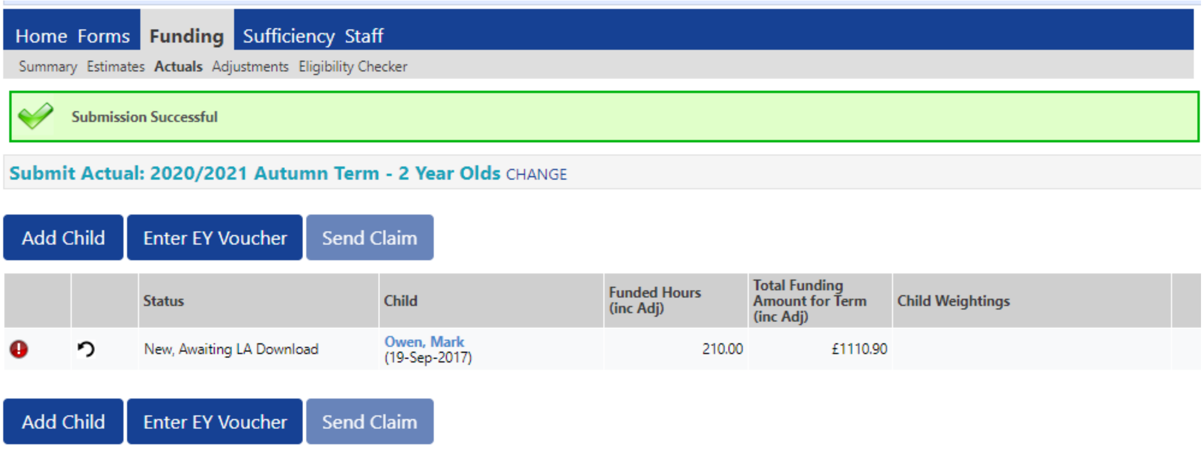
- The child will appear on your list of funded children:


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
Add Child
Enter EY Voucher
Send Claim

Submit Actual: 2020/2021 Autumn Term - 2 Year Olds CHANGE

		Status	Child	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
!	↺	New, Unsubmitted Child	Owen, Mark (19-Sep-2017)	210.00	£1110.90	

- When all children have been entered **Send Claim.** Confirmation of your submission will appear:

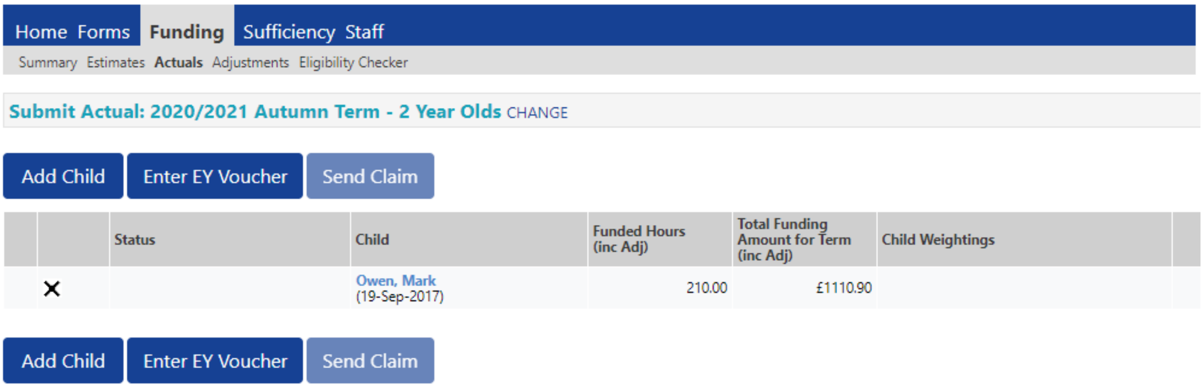

Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker
Add Child
Enter EY Voucher
Send Claim

✓ Submission Successful

Submit Actual: 2020/2021 Autumn Term - 2 Year Olds CHANGE

		Status	Child	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
!	↺	New, Awaiting LA Download	Owen, Mark (19-Sep-2017)	210.00	£1110.90	

- When the LA have accepted your claim your 2 Year Old Actuals list will show as:


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker

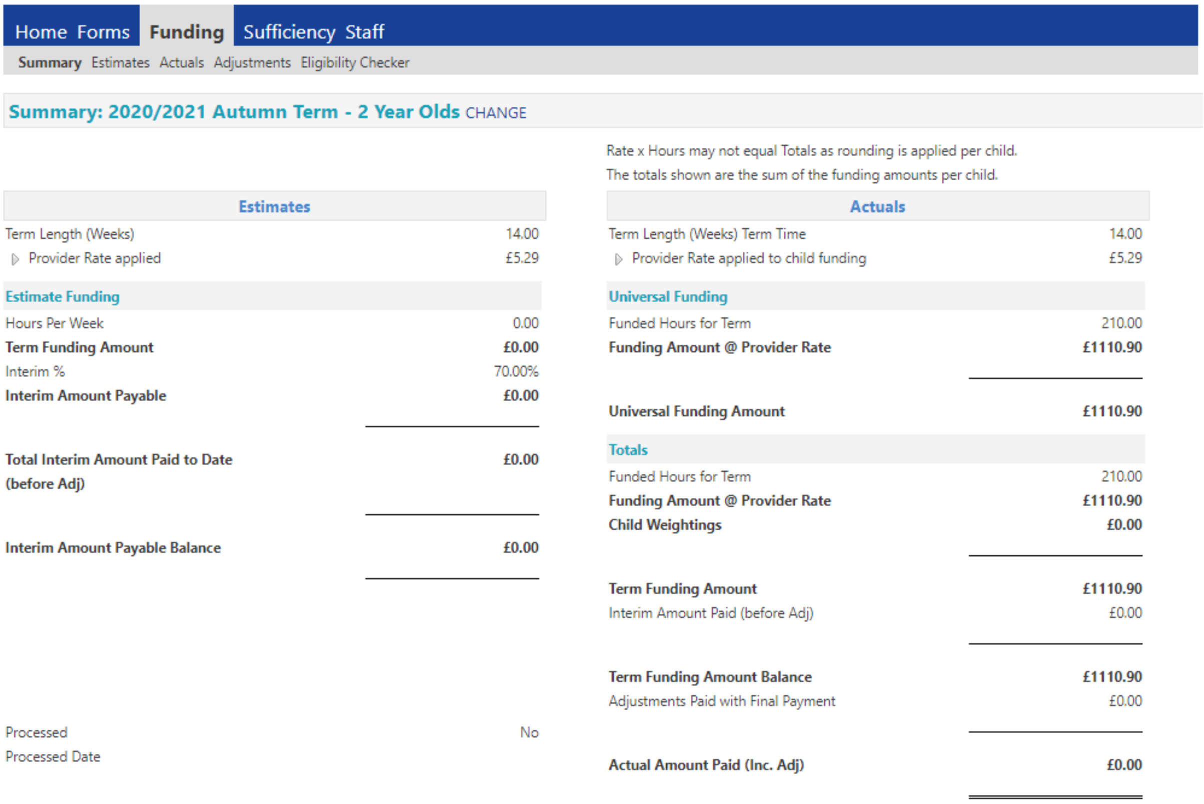
Submit Actual: 2020/2021 Autumn Term - 2 Year Olds CHANGE

Add Child
Enter EY Voucher
Send Claim

		Status	Child	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	
	✕		Owen, Mark (19-Sep-2017)	210.00	£1110.90		

Add Child
Enter EY Voucher
Send Claim

- The term’s funding breakdown can be seen by selecting **Summary** in the same way as 3 & 4 Year Funding**,** see page 35.


Home Forms Funding Sufficiency Staff
Summary Estimates Actuals Adjustments Eligibility Checker

Summary: 2020/2021 Autumn Term - 2 Year Olds CHANGE

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.

Estimates	
Term Length (Weeks)	14.00
▷ Provider Rate applied	£5.29
Estimate Funding	
Hours Per Week	0.00
Term Funding Amount	**£0.00**
Interim %	70.00%
Interim Amount Payable	**£0.00**
Total Interim Amount Paid to Date (before Adj)	**£0.00**
Interim Amount Payable Balance	**£0.00**
Processed	No
Processed Date	

Actuals	
Term Length (Weeks) Term Time	14.00
▷ Provider Rate applied to child funding	£5.29
Universal Funding	
Funded Hours for Term	210.00
Funding Amount @ Provider Rate	**£1110.90**
Universal Funding Amount	**£1110.90**
Totals	
Funded Hours for Term	210.00
Funding Amount @ Provider Rate	**£1110.90**
Child Weightings	**£0.00**
Term Funding Amount	**£1110.90**
Interim Amount Paid (before Adj)	£0.00
Term Funding Amount Balance	**£1110.90**
Adjustments Paid with Final Payment	£0.00
Actual Amount Paid (Inc. Adj)	**£0.00**

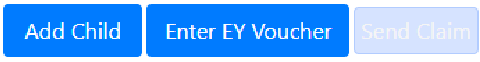
8. How to enter an Out of County Child on your 2 Year Funding Claim

If you have a letter issued by a Local Authority outside of Warwickshire, you will be able to accept that letter as proof of eligibility.

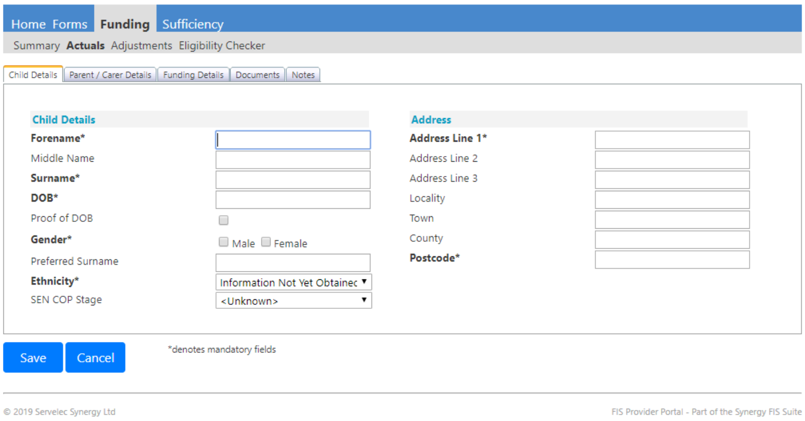
You will **not** have a valid code to enter into the EY Voucher box, you will need to add the child's details by selecting the **Add Child** box. The details are entered in a similar way as 3 & 4 year funding see How to Add a New Child page16.

A copy of the confirmation letter from the originating authority MUST be sent to the Early Years Funding Office using the **Documents** tab:

- Select Add Child


Add Child
Enter EY Voucher
Send Claim

- Select **Child Details**: Enter all mandatory details marked with *


Home Forms Funding Sufficiency
Summary Actuals Adjustments Eligibility Checker
Child Details | Parent / Carer Details | Funding Details | Documents | Notes
Save
Cancel

Child Details

Forename*	
Middle Name	
Surname*	
DOB*	
Proof of DOB	☐
Gender*	☐ Male ☐ Female
Preferred Surname	
Ethnicity*	Information Not Yet Obtainec ▾
SEN COP Stage	<Unknown> ▾

Address

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

*denotes mandatory fields

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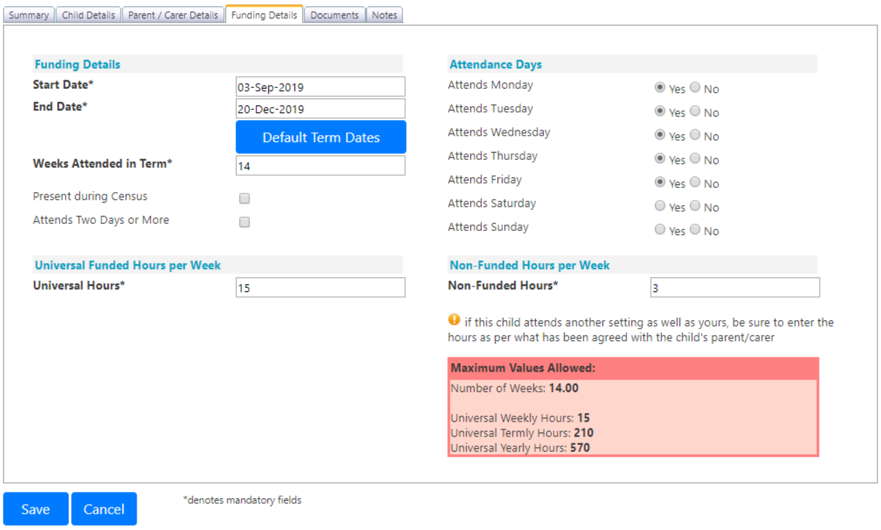
FIS Provider Portal - Part of the Synergy FIS Suite

- Select **Funding Details** :


Summary | Child Details | Parent / Carer Details | Funding Details | Documents | Notes
Default Term Dates
Save
Cancel

Funding Details

Start Date*	03-Sep-2019
End Date*	20-Dec-2019
Weeks Attended in Term*	14
Present during Census	☐
Attends Two Days or More	☐

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

Universal Funded Hours per Week

Universal Hours*: 15

Non-Funded Hours per Week

Non-Funded Hours*: 3

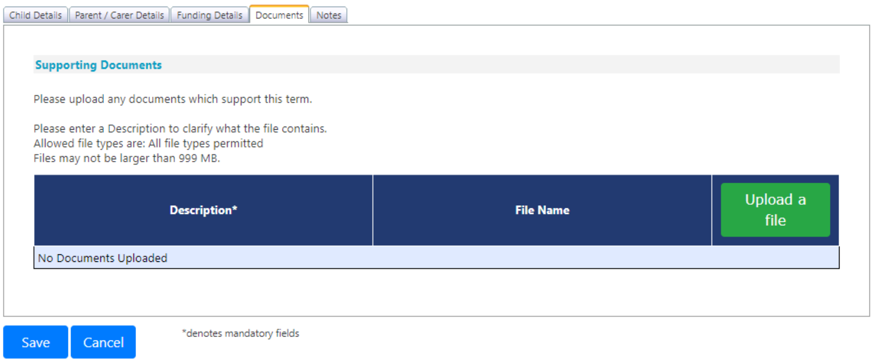
! if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:
Number of Weeks: **14.00**

Universal Weekly Hours: **15**
Universal Termly Hours: **210**
Universal Yearly Hours: **570**

*denotes mandatory fields

- Select **Document** – attach the eligibility confirmation letter from their home authority, see page 18 on how to use **Documents.**


Child Details
Parent / Carer Details
Funding Details
Documents
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	Upload a file
No Documents Uploaded		

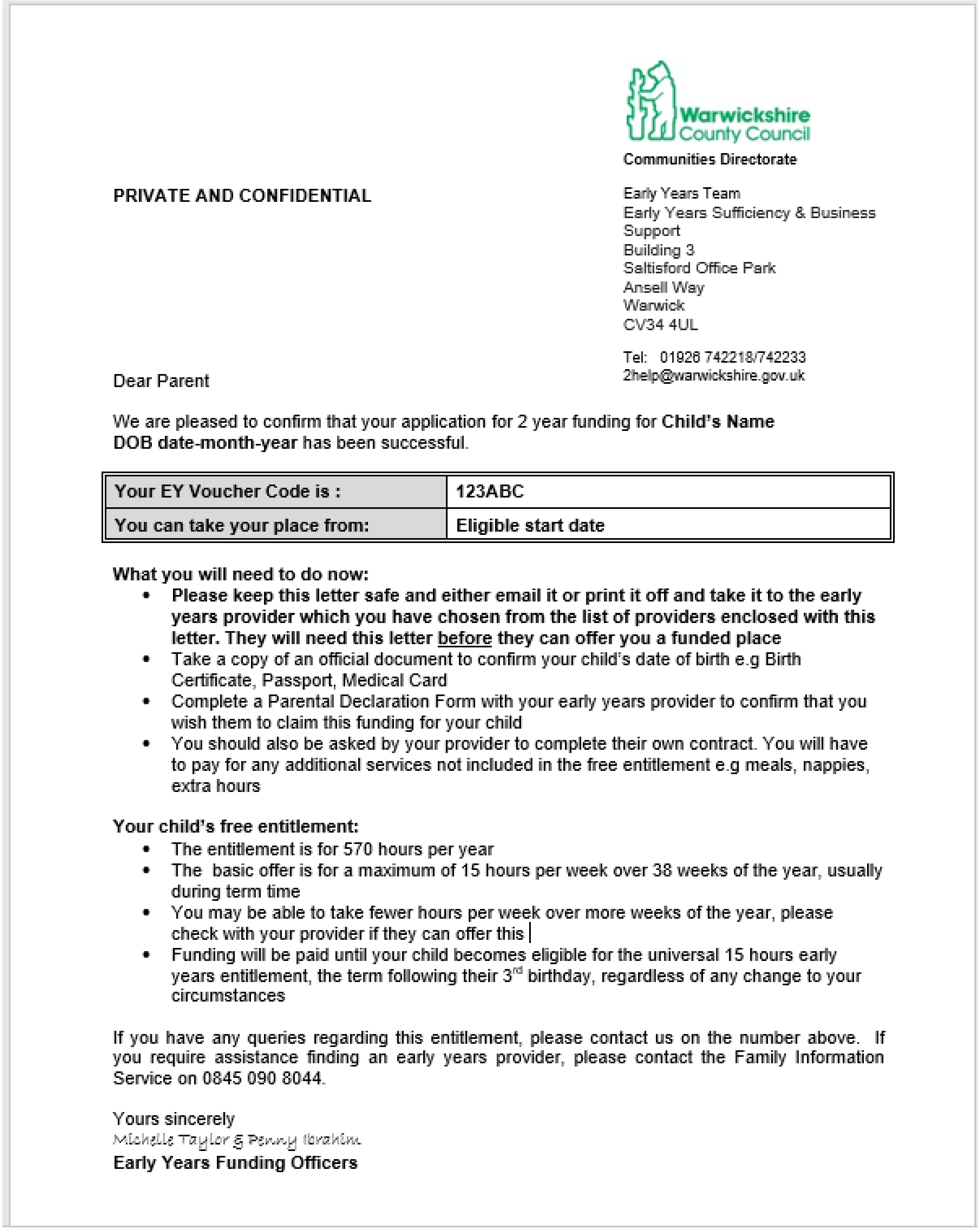
Save
Cancel

*denotes mandatory fields

- When all of the details have been entered, select **Save**

- The process will continue as before. When all children have been entered, select **Send Claim** see **page 39.**

2 Year funding Confirmation Letter Template:



Communities Directorate

Early Years Team
Early Years Sufficiency & Business Support
Building 3
Saltisford Office Park
Ansell Way
Warwick
CV34 4UL

Tel: 01926 742218/742233
2help@warwickshire.gov.uk

PRIVATE AND CONFIDENTIAL

Dear Parent

We are pleased to confirm that your application for 2 year funding for **Child's Name DOB date-month-year** has been successful.

Your EY Voucher Code is :	123ABC
You can take your place from:	**Eligible start date**

What you will need to do now:

- **Please keep this letter safe and either email it or print it off and take it to the early years provider which you have chosen from the list of providers enclosed with this letter. They will need this letter before they can offer you a funded place**
- Take a copy of an official document to confirm your child's date of birth e.g Birth Certificate, Passport, Medical Card
- Complete a Parental Declaration Form with your early years provider to confirm that you wish them to claim this funding for your child
- You should also be asked by your provider to complete their own contract. You will have to pay for any additional services not included in the free entitlement e.g meals, nappies, extra hours

Your child's free entitlement:

- The entitlement is for 570 hours per year
- The basic offer is for a maximum of 15 hours per week over 38 weeks of the year, usually during term time
- You may be able to take fewer hours per week over more weeks of the year, please check with your provider if they can offer this
- Funding will be paid until your child becomes eligible for the universal 15 hours early years entitlement, the term following their 3rd birthday, regardless of any change to your circumstances

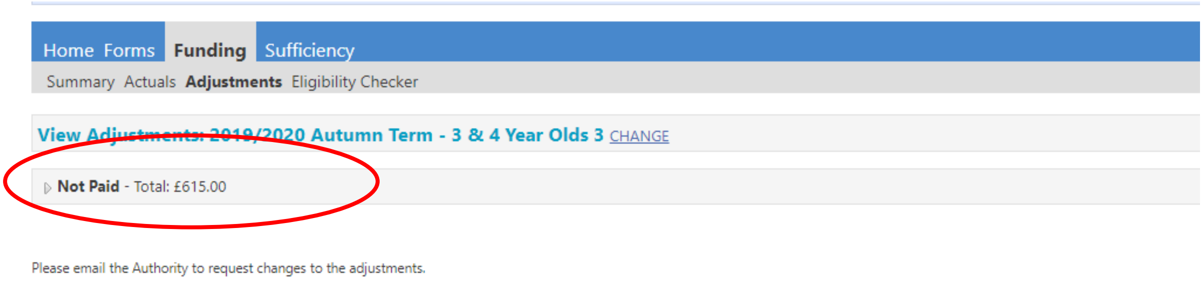
If you have any queries regarding this entitlement, please contact us on the number above. If you require assistance finding an early years provider, please contact the Family Information Service on 0845 090 8044.

Yours sincerely
Michelle Taylor & Penny Ibrahim
Early Years Funding Officers

Adjustments tab

The **Adjustments** tab is for viewing only.

This is where the Adjustments for DAF (Disability Access Fund) payments will be seen or any manual adjustments that the Funding Office have made on your behalf:



View Adjustments: 2019/2020 Autumn Term - 3 & 4 Year Olds 3

Not Paid - Total: £615.00

Please email the Authority to request changes to the adjustments.

The **Adjustment** tab is not live for you to enter your own adjustments.

How to make adjustments to your funding claim:

- Up until the submission deadline date has ended, as notified in the Termly Information Letter, you will need to make any changes to your Headcount claim, in line with the Parental Declaration Form (PDF) signed by the parents prior to Headcount Day, using the Acuals tab. Please refer to section **2. How to Update and Edit existing children on your Headcount page 25**
- When the Submission end date has passed, the Funding Office will email providers with an Adjustment Form to complete with permitted changes to your Headcount, with a return by deadline date.
- After the Adjustment Form return deadline date has passed, you will need to contact the Funding Office on 01926 742233 for Childminders 01926 742218 or email eyfunding@warwickshire.gov.uk to advise us of any further changes you would like to make.

Please refer to the **Guidance & Requirements of Funding** for details of any Late Adjustments that we may be able to agree to.

Forms tab

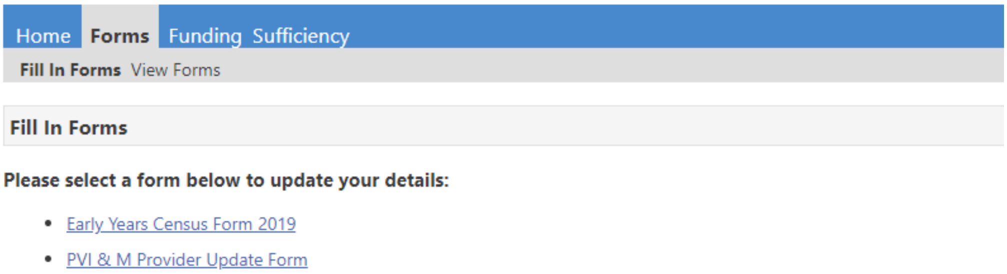
9. How to enter the Early Years CENSUS

The **Early Years Census** is completed on an annual basis in the **Spring term**. The Early Years Census **Form** will be available from the beginning of January.

The Census is a statutory requirement for the Local Authority and must be returned by the deadline set by the DfE. Therefore, it is a Requirement of Funding that the Census Form is completed by the deadline advised to providers in the Spring term Information Letter. If providers do not return a Census Form when requested, they will not receive their funding payment.

To access the **Early Years Census form**:

- Log in as previously instructed.
- Select **Forms**
- You will be shown a list of forms that are available to you



Fill In Forms

Please select a form below to update your details:

- Early Years Census Form 2019
- PVI & M Provider Update Form

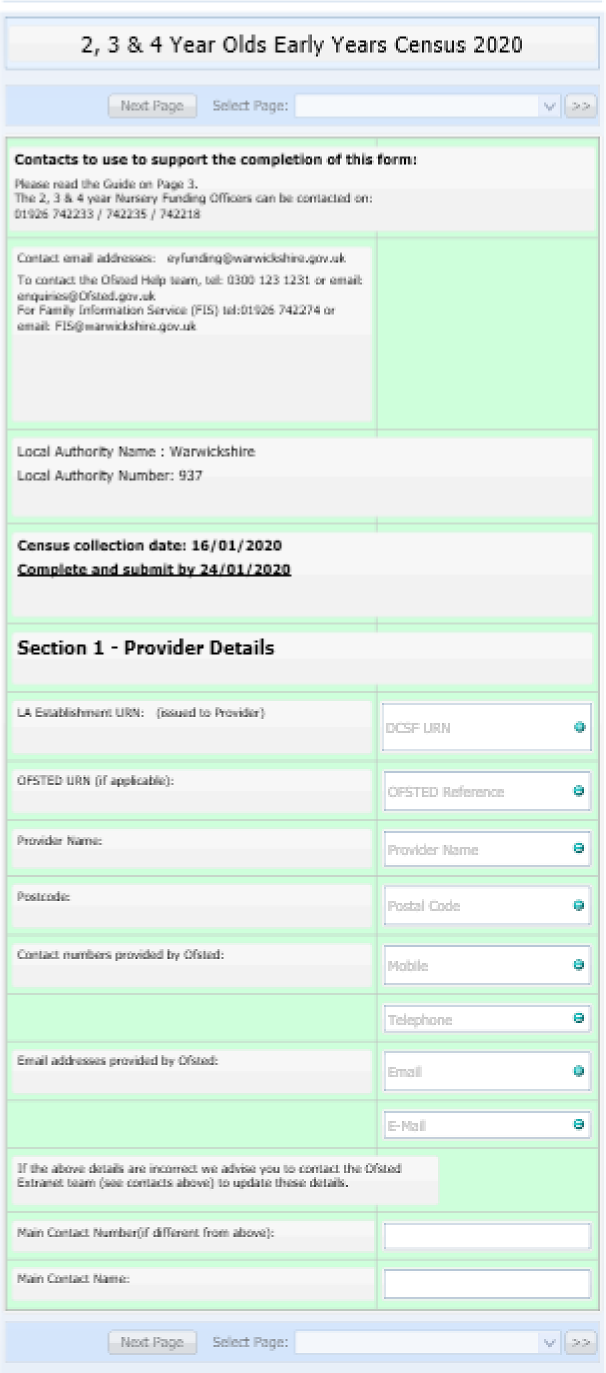
- Select the **Early Years Census Form** for the current year.

Please note: The form shown below is an example and may be different from the actual form shown on the portal in the Spring term 2021.

Section 1 – Provider Details

The Provider Details page is mainly pre-populated with the details held on your Ofsted record. If any of these details are incorrect, you will need to contact Ofsted directly as these details are sent to us by Ofsted and we are unable to change them.

- Complete the ‘blank’ boxes where applicable.



2, 3 & 4 Year Olds Early Years Census 2020

Contacts to use to support the completion of this form:

Please read the Guide on Page 3.
The 2, 3 & 4 year Nursery Funding Officers can be contacted on:
01926 742233 / 742235 / 742218

Contact email addresses: eyfunding@warwickshire.gov.uk

To contact the Ofsted Help team, tel: 0300 123 1231 or email: enquiries@Ofsted.gov.uk
For Family Information Service (FIS) tel:01926 742274 or email: FIS@warwickshire.gov.uk

Local Authority Name : Warwickshire

Local Authority Number: 937

Census collection date: 16/01/2020

Complete and submit by 24/01/2020

Section 1 - Provider Details

LA Establishment URN: (issued to Provider)

OFSTED URN (if applicable):

Provider Name:

Postcode:

Contact numbers provided by Ofsted:

Email addresses provided by Ofsted:

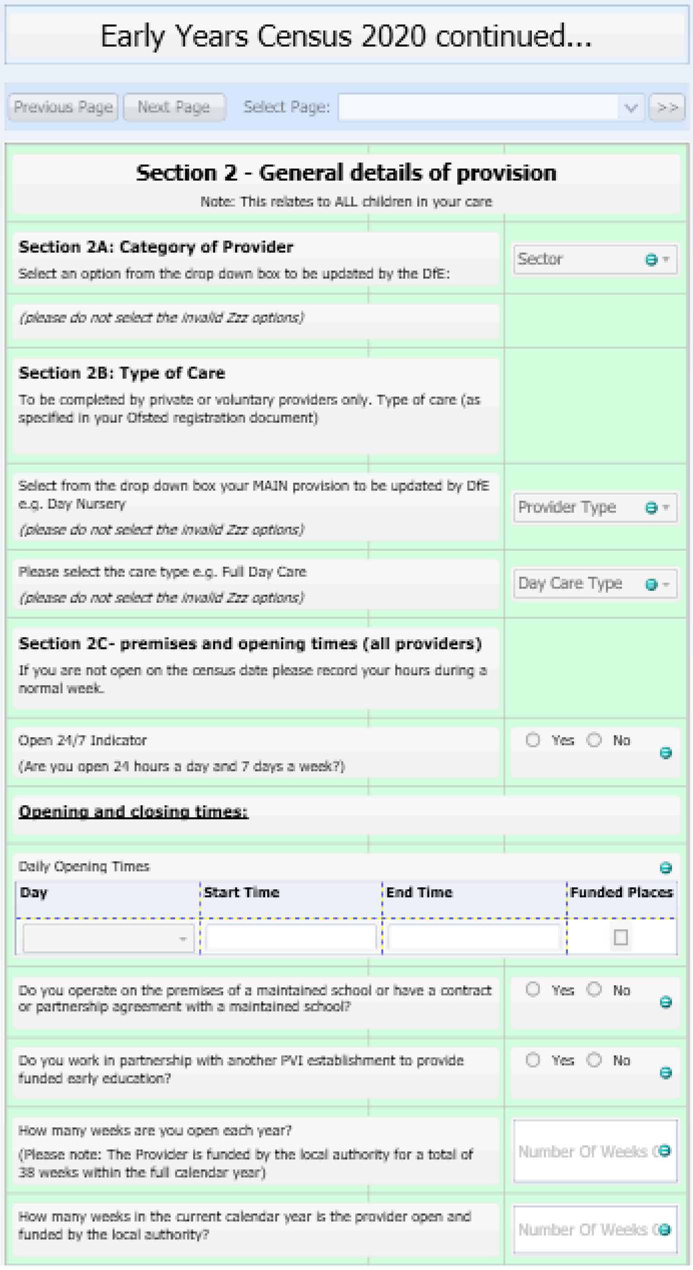
If the above details are incorrect we advise you to contact the Ofsted Extranet team (see contacts above) to update these details.

Main Contact Number(if different from above):

Main Contact Name:

Section 2 – About the Provision.

- Complete the details as requested using options from the drop down boxes. Refer to the **Guide for data collection** on the 3rd page, if you are unsure of the information to enter.



Early Years Census 2020 continued...

Section 2 - General details of provision

Note: This relates to ALL children in your care

Section 2A: Category of Provider

Select an option from the drop down box to be updated by the DfE: Sector

(please do not select the invalid Zzz options)

Section 2B: Type of Care

To be completed by private or voluntary providers only. Type of care (as specified in your Ofsted registration document)

Select from the drop down box your MAIN provision to be updated by DfE e.g. Day Nursery *(please do not select the invalid Zzz options)* Provider Type

Please select the care type e.g. Full Day Care *(please do not select the invalid Zzz options)* Day Care Type

Section 2C- premises and opening times (all providers)

If you are not open on the census date please record your hours during a normal week.

Open 24/7 Indicator (Are you open 24 hours a day and 7 days a week?) ○ Yes ○ No

Opening and closing times:

Daily Opening Times

Day	Start Time	End Time	Funded Places
			☐

Do you operate on the premises of a maintained school or have a contract or partnership agreement with a maintained school? ○ Yes ○ No

Do you work in partnership with another PVI establishment to provide funded early education? ○ Yes ○ No

How many weeks are you open each year? (Please note: The Provider is funded by the local authority for a total of 38 weeks within the full calendar year) Number Of Weeks (

How many weeks in the current calendar year is the provider open and funded by the local authority? Number Of Weeks (

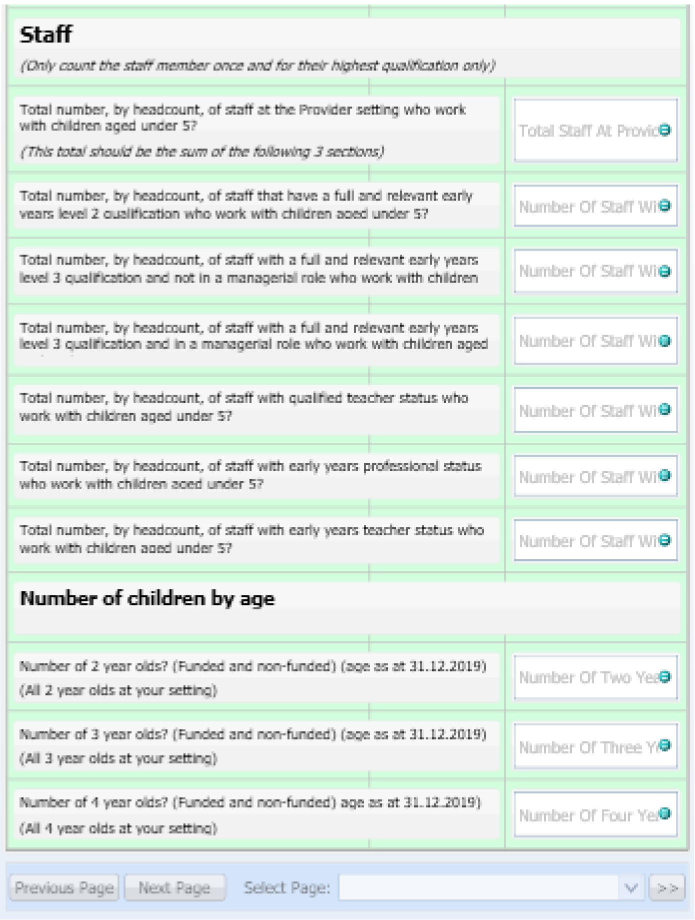
Note: When you enter the time make sure you use a colon.

Example:

Start time 8am - enter as 8:00

Fininsh time 6pm – enter as 18:00

- Section 2C - Staff Enter the correct figures from your records of staff and children in your register for the Headcount week.



Staff

(Only count the staff member once and for their highest qualification only)

Total number, by headcount, of staff at the Provider setting who work with children aged under 5?

(This total should be the sum of the following 3 sections)

Total number, by headcount, of staff that have a full and relevant early years level 2 qualification who work with children aged under 5?

Total number, by headcount, of staff with a full and relevant early years level 3 qualification and not in a managerial role who work with children

Total number, by headcount, of staff with a full and relevant early years level 3 qualification and in a managerial role who work with children aged

Total number, by headcount, of staff with qualified teacher status who work with children aged under 5?

Total number, by headcount, of staff with early years professional status who work with children aged under 5?

Total number, by headcount, of staff with early years teacher status who work with children aged under 5?

Number of children by age

Number of 2 year olds? (Funded and non-funded) (age as at 31.12.2019)

(All 2 year olds at your setting)

Number of 3 year olds? (Funded and non-funded) (age as at 31.12.2019)

(All 3 year olds at your setting)

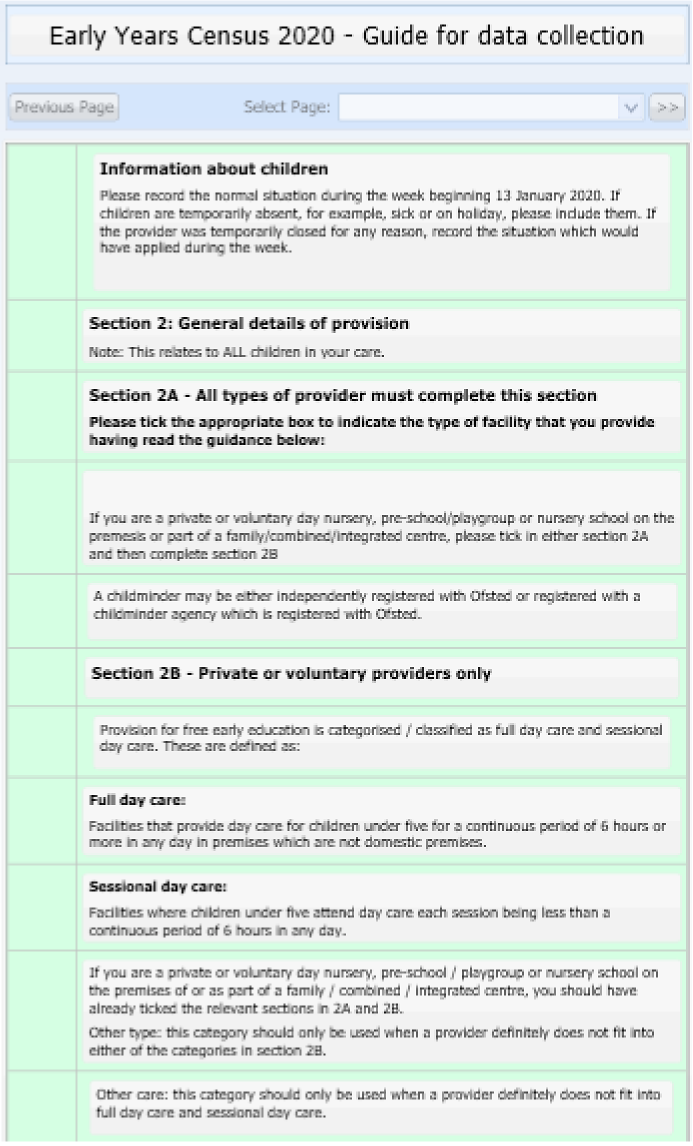
Number of 4 year olds? (Funded and non-funded) age as at 31.12.2019)

(All 4 year olds at your setting)

Total Staff At Provic
Number Of Staff Wi
Number Of Staff Wi
Number Of Staff Wi
Number Of Staff Wi
Number Of Staff Wi
Number Of Staff Wi
Number Of Two Yea
Number Of Three Y
Number Of Four Yea
Previous Page
Next Page
Select Page:
>>

Guide:

- Refer to the Guide below for help when completing the form



Early Years Census 2020 - Guide for data collection

Information about children

Please record the normal situation during the week beginning 13 January 2020. If children are temporarily absent, for example, sick or on holiday, please include them. If the provider was temporarily closed for any reason, record the situation which would have applied during the week.

Section 2: General details of provision

Note: This relates to ALL children in your care.

Section 2A - All types of provider must complete this section

Please tick the appropriate box to indicate the type of facility that you provide having read the guidance below:

If you are a private or voluntary day nursery, pre-school/playgroup or nursery school on the premesis or part of a family/combined/integrated centre, please tick in either section 2A and then complete section 2B

A childminder may be either independently registered with Ofsted or registered with a childminder agency which is registered with Ofsted.

Section 2B - Private or voluntary providers only

Provision for free early education is categorised / classified as full day care and sessional day care. These are defined as:

Full day care:

Facilities that provide day care for children under five for a continuous period of 6 hours or more in any day in premises which are not domestic premises.

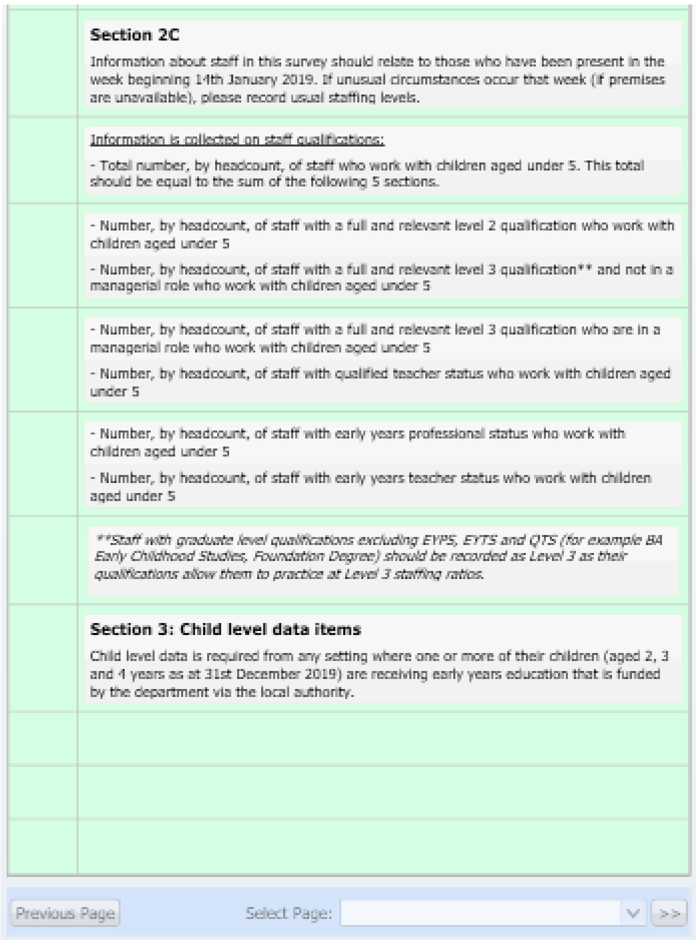
Sessional day care:

Facilities where children under five attend day care each session being less than a continuous period of 6 hours in any day.

If you are a private or voluntary day nursery, pre-school / playgroup or nursery school on the premises of or as part of a family / combined / integrated centre, you should have already ticked the relevant sections in 2A and 2B.

Other type: this category should only be used when a provider definitely does not fit into either of the categories in section 2B.

Other care: this category should only be used when a provider definitely does not fit into full day care and sessional day care.



Section 2C

Information about staff in this survey should relate to those who have been present in the week beginning 14th January 2019. If unusual circumstances occur that week (if premises are unavailable), please record usual staffing levels.

Information is collected on staff qualifications:

- Total number, by headcount, of staff who work with children aged under 5. This total should be equal to the sum of the following 5 sections.

- Number, by headcount, of staff with a full and relevant level 2 qualification who work with children aged under 5

- Number, by headcount, of staff with a full and relevant level 3 qualification** and not in a managerial role who work with children aged under 5

- Number, by headcount, of staff with a full and relevant level 3 qualification who are in a managerial role who work with children aged under 5

- Number, by headcount, of staff with qualified teacher status who work with children aged under 5

- Number, by headcount, of staff with early years professional status who work with children aged under 5

- Number, by headcount, of staff with early years teacher status who work with children aged under 5

***Staff with graduate level qualifications excluding EYPS, EYTS and QTS (for example BA Early Childhood Studies, Foundation Degree) should be recorded as Level 3 as their qualifications allow them to practice at Level 3 staffing ratios.*

Section 3: Child level data items

Child level data is required from any setting where one or more of their children (aged 2, 3 and 4 years as at 31st December 2019) are receiving early years education that is funded by the department via the local authority.

- When all details have been entered and checked, select **Submit**.

- The details are received by the Funding Office to **Accept**. If there is incompatible information on the form, the form will be **Denied**. You will be sent an automatically generated email to notify you. This will mean that you will have to complete the form again in the correct format and re-submit. Please refer to the Guide for further Information.

SUFFICIENCY tab (not available to Childminders)

By completing the Sufficiency information, you are giving us a good insight into place availability in each local area. Being able to follow the trends in sufficiency helps us to locate areas of high demand and investigate the need to create more early years places to ensure parents can access their funding entitlement.

This information must be completed termly during the Headcount period as advised in the Termly Information Letter. Your final payment may be delayed if we have not received your sufficiency information for that term.

10. How to Enter Your Sufficiency Information

The Sufficiency tab on the provider portal will be open and available for updating during the same period of time as your Headcount claim.

We would advise that you prepare your vacancy figures in advance, as the system times out after 20 minutes of inactivity.

Places Offered
These are the maximum number of funded places you would be able to offer to parents, per age range on each day of the week, morning and afternoon. For further support regarding the places you offer please contact your Business Support Officer at:
jessicaholderness@warwickshire.gov.uk

Example:
If you have one room for all age ranges you **MUST** allocate places to each of the particular age ranges to ensure places are not double counted.

For Example: if your setting caters for 40 funded children (2-5yrs), for sufficiency purposes you must identify how many children you would offer places to per age range. Do **NOT** put 40 in each age range as this will distort the actual number of places on offer.

Example – 40 places

Age	Places	Places
2 to 3	15	40
3 to 4	25	40
TOTAL	**40 ✓**	**80 X**

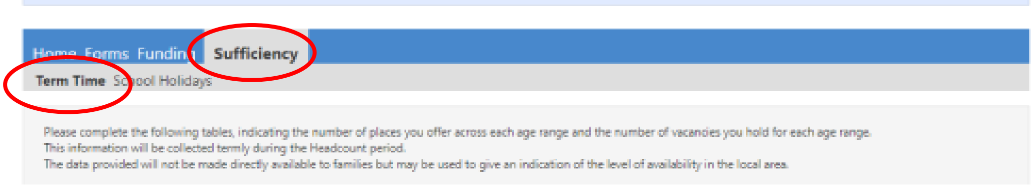
If you are closed or do not offer places on a particular day or time of day, you need to insert a zero in the relevant box. If your offered places change each day depending on the age ranges you have, you must show the changes each day.

Vacancies
You need to complete the number of vacancies you have for each age range, for each day of the week and time (morning or afternoon).

Example: You offer **20** places and your actual occupancy is **15** children. Your vacancy number to enter is 20 – 15 = **5.**

Inputting Data – Term Time
Log on to the Online Portal in the usual way.

At the top of the page you will see a tab labelled Sufficiency **– CLICK here**

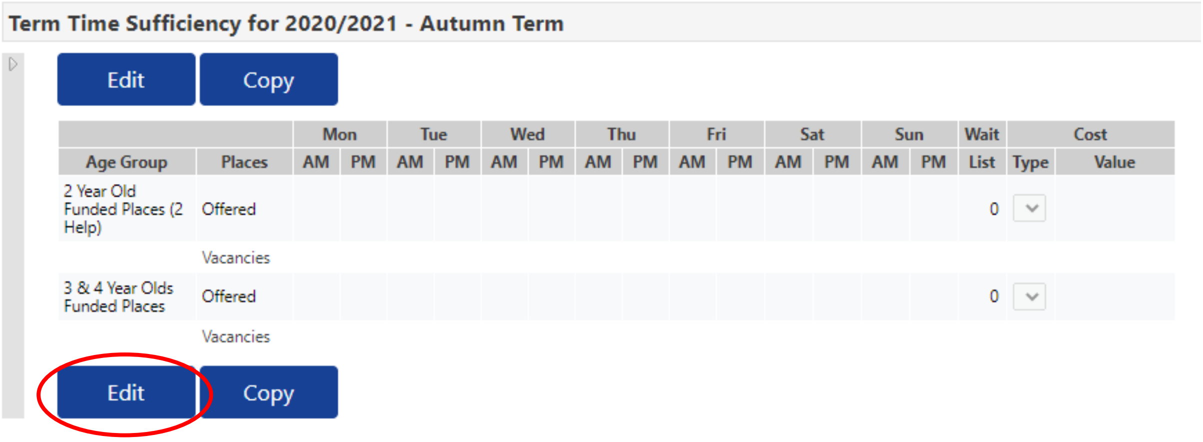


Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range.
This information will be collected termly during the Headcount period.
The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

- Click - Term Time
- Select the current term and year (if it is not showing, contact the Funding Office)
- Check the Age Group List – if there are some ages in the list that you do not offer, for example you only take 3 & 4 year olds and there is a row for 2 year olds, contact the Funding Office to amend this information for you.

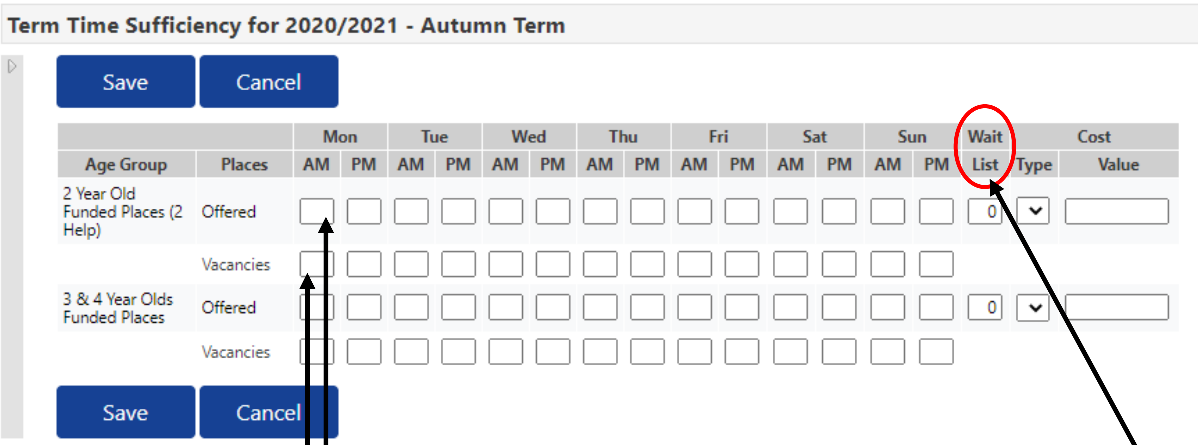
Making these changes before you start the process will save time now and in future terms.

- Click on Edit



Term Time Sufficiency for 2020/2021 - Autumn Term

		Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait	Cost	
Age Group	Places	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value
2 Year Old Funded Places (2 Help)	Offered															0		
	Vacancies																	
3 & 4 Year Olds Funded Places	Offered															0		
	Vacancies																	



Term Time Sufficiency for 2020/2021 - Autumn Term

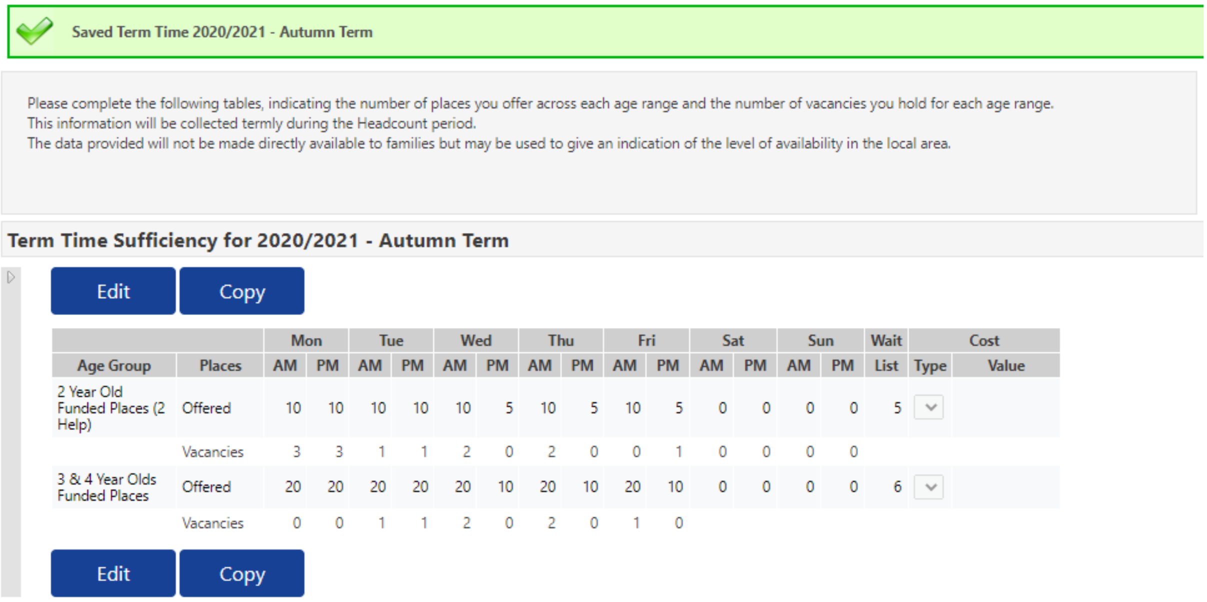
		Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait	Cost	
Age Group	Places	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value
2 Year Old Funded Places (2 Help)	Offered															0		
	Vacancies																	
3 & 4 Year Olds Funded Places	Offered															0		
	Vacancies																	

The **Wait List** box allows you to insert the number of children on your waiting list by age for the term of input. Put 0 where you do not have a waiting list

Insert the places you offer in the **OFFERED** box across each day and time. Press the **TAB** button to move across the page. Put a zero where you do not offer the places.

Insert the **Vacancies** you have per age, per day per time. Press the **TAB** button to move across the page. Put a zero where you do not offer the places.

- You **MUST** insert a value against each item even if it is zero.
- Click on **Save.**



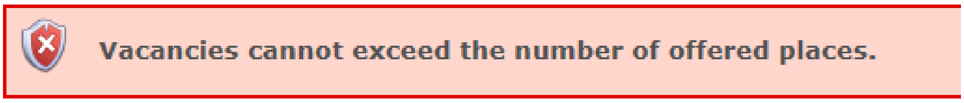
Saved Term Time 2020/2021 - Autumn Term

Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range.
This information will be collected termly during the Headcount period.
The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

Term Time Sufficiency for 2020/2021 - Autumn Term

		Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait	Cost	
Age Group	Places	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value
2 Year Old Funded Places (2 Help)	Offered	10	10	10	10	10	5	10	5	10	5	0	0	0	0	5		
	Vacancies	3	3	1	1	2	0	2	0	0	1	0	0	0	0			
3 & 4 Year Olds Funded Places	Offered	20	20	20	20	20	10	20	10	20	10	0	0	0	0	6		
	Vacancies	0	0	1	1	2	0	2	0	1	0							

- If you insert more vacancies than places offered you will not be able to **SUBMIT** and the following error message will be shown:


Vacancies cannot exceed the number of offered places.

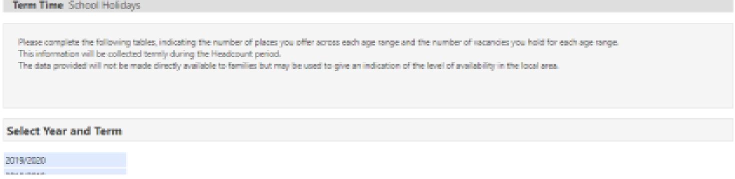
Once saved the information input will automatically be uploaded to Synergy.

Inputting Data – School Holidays

*Before completing this, please read Copying Information from Term to Term below

Check Sufficiency, Term Time and Holiday Club– choose the Year and Term

Click – School Holidays



Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range.
This information will be collected termly during the Headcount period.
The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

Select Year and Term

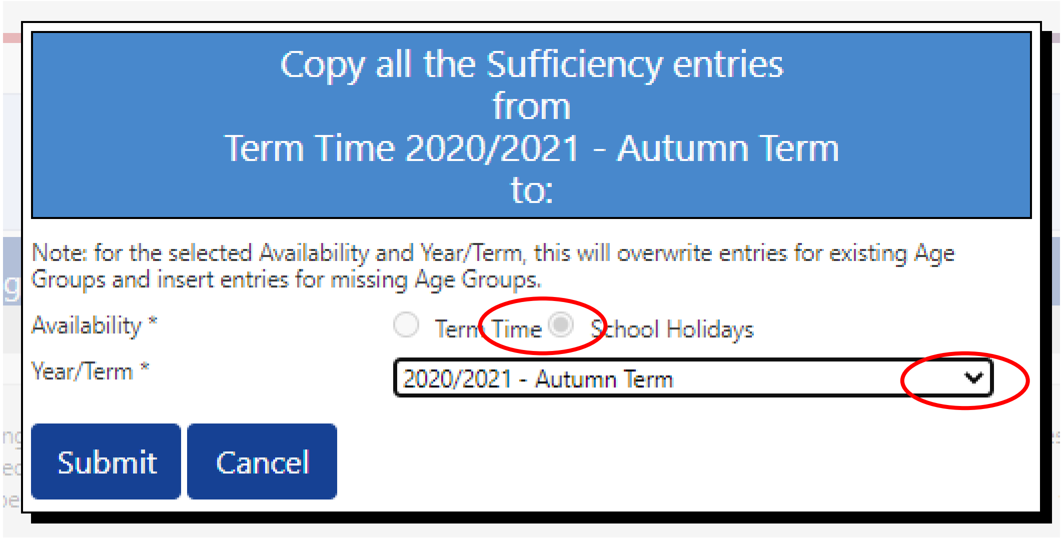
2019/2020

Enter the information in the same way as detailed above: **Inputting Data - Term Time** or you can copy the information as detailed below.

Copying Information from Term to Term*

You can copy the information from one term or school holidays to the next term and just Edit any changes.

Click – Copy this opens a window which allows you to select which term you want to copy to.


Copy all the Sufficiency entries
from
Term Time 2020/2021 - Autumn Term
to:

Note: for the selected Availability and Year/Term, this will overwrite entries for existing Age Groups and insert entries for missing Age Groups.

Availability * ○ Term Time ● School Holidays

Year/Term * 2020/2021 - Autumn Term

Select the **Year and Term using the arrow** and **Term Time** or **School Holidays**

Click Submit – the information will then be copied to the term you have selected. If you need to change anything click **Edit**, make any amendment and then **Save**.