

## **IMPORTANT INFORMATION FOR THE AUTUMN TERM 2021 EARLY YEARS FUNDING**

June 2021

Dear Early Years Provider,

### **2, 3 & 4 YEAR FUNDING - DATES FOR THE AUTUMN TERM 2021 HEADCOUNT**

The Autumn school term dates are: **2nd September 2021 to 17<sup>th</sup> December 2021**

**Headcount** date is **7<sup>th</sup> October 2021** – to claim funding, children must be attending your setting in the week commencing **4th October 2021**.

### **Children Eligible for funding in the Autumn term 2021:**

- 2 year olds born between **1<sup>st</sup> September 2018 and 31<sup>st</sup> August 2019**
- 3 & 4 year olds born between **1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2018**

**Note; Children will not be carried forward from the Summer term 2021**

### **The Important Term Dates and Deadlines:**

- **16<sup>th</sup> August 2021** - Provider Portal opens to submit Estimate hours and Headcount
- **9<sup>th</sup> September 2021** – Submission deadline for Estimate hours
- **7th October 2021** – Headcount Date
- **15th October 2021** – **Headcount Submission closing date** and for sending **DAF** and **EYPP** supporting information. You **MUST** check the portal that all details are correct and make any changes or amendments
- **1<sup>st</sup> November 2021**- **Adjustment Form emailed to providers** to enter allowed changes to funding since Headcount
- **26<sup>th</sup> November 2021** – Adjustment Form return deadline date

## Payments

The Autumn term is funded for **14 weeks**.

### Payment dates:

**15<sup>th</sup> September 2021** – 3 & 4 year funding **Interim** payment based on the Estimate numbers entered into the Provider Portal

**17<sup>th</sup> September 2021** – 2 year funding **Interim** payment based Estimate numbers entered into the Provider Portal

**17<sup>th</sup> November 2021** – 3 & 4 year funding **Actual** final payment based on the Headcount hours

**19<sup>th</sup> November 2021** - 2 year funding **Actual** final payment based on the Headcount hours

**15<sup>th</sup> December 2021** – **Adjustment** payment date

### Academic year 2021/2022 School Term dates:

Funded weeks	WCC school terms	2021/2022 Headcount Dates
Autumn Term – 14 weeks	02/09/2021 to 17/12/2021- 14.2 weeks	Autumn Term – 7 <sup>th</sup> October 2021
Spring Term – 11 weeks	04/01/2022 to 08/04/2022- 12.4 weeks	Spring Term – 20 <sup>th</sup> January 2022
Summer Term - 13 weeks	25/04/2022 to 22/07/2022- 11.4 weeks	Summer Term – 19 <sup>th</sup> May 2022

**\*Please note that the funding weeks do not match the school term weeks. To make sure that you do not lose funding, we suggest that you use 1 weeks funding from the Summer term to make up the shortfall of funding for the Spring term. You will need to decide on the week or two part weeks which are unfunded.**

### Funding Rates:

For the Financial year 2021/22 from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022, the hourly rates for the Early Years Entitlements are:

2 year funding - **£5.45 per hour**

3 & 4 year funding for Universal and Extended hours - **£4.15 per hour**

Deprivation Factor (DF) - **53p per hour**

Early Years Pupil Premium (EYPP) - **53p per hour**

Disability Access Fund (DAF) - **£615 paid annually**

## **EXTENDED ENTITLEMENT (30 hours Funding):**

You should **not** offer an Extended 30 hour place until you can confirm that that 30 hour code is eligible for funding for the Autumn term 2021.

Dates can be checked using the Eligibility Checker on the Provider Portal, preferably before the end of the previous term, 31<sup>st</sup> August 2021.

You should not wait until the Headcount submission to check if a 30 hour code is eligible for funding.

### **30 Hour Code Deadlines:**

The following codes can be accepted:

- 30 hour Code starting with 500
  - **validity start date by 31<sup>st</sup> August 2021**
  - **validity end date after 2<sup>nd</sup> September 2021**
- *Delayed codes starting with 500 - by 14<sup>th</sup> September 2021 but must have a start date by 31<sup>st</sup> August 2021*
- Temporary codes starting with 11 **code issued by 14<sup>th</sup> September 2021**

### **Codes not accepted:**

- Codes with a start date on or after **1<sup>st</sup> September 2021**
- New children to 30 hour funding with a code in a Grace period when they start their funded place
- Codes where the Grace period expired on 31<sup>st</sup> August 2021 with a validity start date after 1<sup>st</sup> September 2021

**Any alteration to these dates advised by the DfE will be notified via the Early Years Newsletter**

### **30 HOUR CODE PROCESS:**

- The parent should give you a valid code for the term, issued by HMRC, before the start of the term they want to claim for. The code must be checked for validity using the Eligibility Checker on the Synergy Provider Portal, before the start of the term they require funding for. **You must only enter the code number, parent's NI number and child's date of birth into the Eligibility Checker**
- When the code is checked, make sure that the code dates meet the criteria for the term, as above, **before** a start date for the extended funding is agreed with the parent, preferably **before** the start of term.
- For new children to funding, **validity end date** of the 30 hour code **MUST** be **after** the start of term
- The parent will need to complete the 30 Hours Funding section on the PDF, including the 11 digit eligibility code before an eligibility check can be made
- When the Extended hours are entered onto the Synergy provider portal make sure that the 30H box is ticked on the parent/carer details, the code is entered in the child details tab and click on the **'30 Hours Free Childcare'** blue tab in the child funding tab

- **You should remind parents to re-confirm their 30 hour code every 3 months and when the code is showing as being in it's grace period on the Provider Portal**

### **EYPP (Early Years Pupil Premium):**

To claim EYPP, the parent needs to complete the information required in the EYPP section of the PDF. These details should then be entered on to the Parent/Carer tab under 'Child's Details' on the provider portal. These details will be submitted together with your Headcount claim and checked for eligibility using an ECS checking system after the Headcount return has been completed. If the family's details meet the criteria, a weighting will be added next to the child's details. This can be seen on the provider portal, as EYPP in the weighting column.

EYPP will automatically be added for Warwickshire's Looked After Children (LAC). LAC from another authority will need to have supporting information added to the Document tab. If you are adding supporting information for EYPP to the Document tab, please advise the Funding Office or put a message in the Note tab.

### **DAF (Disability Access Fund):**

DAF payment of £615 is paid on an annual basis and is not transferrable. Your claim must be entered on to the provider portal, by selecting yes on the 'Nominated for DAF' yes/no button on the Child Funding record. **You must send proof of the child's eligibility by attaching a copy of the DLA award letter to the Document Upload facility on the provider portal at the same time as your Headcount is sent.** A payment will not be made until this has been seen by the Funding Office.

### **2 Year funding claims:**

Parents who have successfully applied via the online system or by application form will be issued with a confirmation email or letter. You will need to enter the EY Voucher code from this confirmation letter into the provider portal using the 'EY Voucher' blue tab. **Please make sure you have seen this confirmation letter and saved a copy, before you offer a funded place.**

If a child has been issued an eligibility code by another Local Authority, you will need to add the child as 'Add Child' and send the evidence of eligibility via the Document Upload facility on the Provider Portal, refer the FIS Synergy Guidance for more details.

**The Early Years Funding Office will not be able to approve your claim for 2 year funding until eligibility can be confirmed.**

### **ENTERING YOUR ESTIMATE\* AND HEADCOUNT HOURS:**

#### **SUBMITTING YOUR ESTIMATE HOURS:**

To send your Estimate hours using the Provider Portal, which your **Interim** payment will be 70% of the hours entered, select the FUNDING tab>select correct term and funding type(s)>select ESTIMATES tab> enter the **total number of weekly hours** you will be claiming for>select Send. For full details, refer to the Guidance issued. The **ESTIMATES** tab will be available from: **16<sup>th</sup> August 2021 to 9<sup>th</sup> September 2021**

#### **SUBMITTING YOUR HEADCOUNT CLAIM:**

The Headcount hours must be submitted using the Synergy FIS Provider Portal by selecting the FUNDING tab >Actuals > select the correct term and funding type. If you are unsure how to

enter your Headcount, please follow the Provider Portal Guidance that has been issued. The Provider Portal will be available to enter your Headcount claim from: **16<sup>th</sup> August 2021 to 15<sup>th</sup> October**

The web address for the Synergy FIS Provider Portal is:

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

### **PARENTAL DECLARATION FORMS (PDF):**

**The appropriate Parental Declaration Form Academic Year 2021/2022 must be completed for every child claiming the Early Years Funded Entitlements for 2, 3 & 4 year olds.**

The PDF is an agreement between providers and parents to commit to the number of funded hours claimed for the whole of the term. It is therefore recommended that you make sure the PDF is completed and returned to you **by the start of each term**, so that parents are fully aware of the agreement they have made with you.

The PDF **MUST** be updated on a termly basis and signed by the parent. If a parent/carer does not update a PDF for the term, then you cannot make a claim for this funding.

**The PDF also includes an agreement for the parents to sign to claim for 30 hours extended funding, EYPP and the Disability Access Fund (DAF). Parents will need to complete and sign the agreements before you add them to the Provider Portal.**

The forms must be retained at your setting for 7 years (6 years plus current year) and be available for audit purposes.

Funding will only be paid to the setting(s), where the child is in attendance during Headcount week, this will also include children who are on short term authorised absence due to sickness or on holiday.

### **ADJUSTMENTS:**

An Adjustment Form will be sent to providers by **1<sup>st</sup> November 2021** to complete with the details of any children who meet the criteria of allowed adjustments after the Headcount and returned by **26<sup>th</sup> November 2021**.

Categories where a claim may be made after the termly headcount: -

- A house move into the area for the child or parent
- If the child's primary carer changes resulting in the need to change setting
- Where a sibling moves school and the child needs to move to attend adjacent/nearby nursery provision
- Military family posted in / out of the area
- Child protection and safeguarding reasons
- Where the child has not previously taken up a place and is a new starter eligible for funding

- Family requirements change and funded hours need to be increased e.g. change in parents working patterns

If a child leaves before or starts after the Headcount date, funding will not normally be paid to you. If they are being funded by another Warwickshire provider, you will need to contact the setting(s) where the child was attending during Headcount week, directly, to agree any transfer of the proportionate amount of funding.

Parents need to be aware that they will be liable to you for the cost of any hours not covered by the funded entitlement.

**Eligible 2 year olds can start as soon as their funding has been agreed and will be paid for the number of weeks they will be attending.**

***It is the provider's responsibility to check the accuracy of their funding claim after the Headcount and before the end of each term.***

***The provider should review their claim using the Synergy portal and check that all of the children have been entered, with the correct hours and that the weightings you are expecting have been applied.***

**We will not be able to make any changes to a term's Headcount claim after that term has ended.**

### **Your information rights:**

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

The Privacy Notice for our service can be found at [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts)

If you have any queries regarding the funding process please contact the Early Years Funding Team by email at [eyfunding@warwickshire.gov.uk](mailto:eyfunding@warwickshire.gov.uk) or telephone 01926 742233 or visit our website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers>

Yours sincerely

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