



To All Stretched PVI's

Children, Young People and Education

Management Information

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1st September 2017

Dear Colleague,

Free Entitlement and Childcare Period 01/09/2017 – 31/12/2017 Autumn Final Claim

The Headcount Week is Monday 11th September to Friday 15th September 2017. If your setting is claiming funding for 38 weeks a year the maximum number of weeks that can be claimed for this term is 14. As you are providing stretched funding and this is now available for up to 52 weeks of the year Management Information no longer set the weeks for stretched offers. Please ensure that all parents/carers have completed and signed a parental declaration for this term.

The date of birth range for Terms 1 & 2 (Autumn) 2017 is below:

Term	3 Year Olds	4 Year Olds	Whole DOB Range
Autumn 2017	01/09/2013 to 31/08/2014	01/09/2012 to 31/08/2013	01/09/2012 to 31/08/2014

Synergy FIS Provider Portal

We now have a new system that is replacing the Early Years Web – it is called Synergy FIS Provider Portal. The system will be continuously open for providers to access at all times but will have set dates for the Estimate (Estimates tab) and Headcount (Actuals tab) data collections. For the Autumn 2017 Headcount the 'Actuals' tab will be open from Monday 4th September to Friday 29th September 2017. However, we would not expect any setting to submit a headcount claim before the end of headcount week unless the children have all attended their hours. Claims should not be submitted for children who are not in attendance during headcount week, unless there is a known reason (i.e. sickness or holiday). The deadline for submitting your claim is 5pm on Friday 29th September 2017. Balancing payments should be in Providers' accounts around Monday 30th October 2017.

The link for the provider portal is:

<https://kent.cloud.servelec-synergy.com/ProviderPortal/login.aspx>

As you are stretching your funding please be aware that the first thing you will need to do is enter all of the days that your setting **will not** be open in this current academic year on the Synergy FIS Provider Portal. If you no longer wish to offer the stretched funding please let Management Information know so this function can be removed from the portal. Full guidance notes for the Synergy FIS Provider Portal are available on KELSI:

<http://www.kelsi.org.uk/school-management/data-and-reporting/management-information/early-years-free-entitlement>

30 Hours of Free Childcare

If you are claiming the 30 hours of free childcare (extended entitlement) for any children you will need to ensure you have the eligibility code, parent's forename/surname, NI number and child's date of birth ready to input onto the headcount. Full information on 30 hours claims is available on KELSI.

Children Claiming at 2 Settings

As per the Provider Agreement children can access a free place at no more than two sites per day. The combined claims must not be greater than 15 hours a week for universal entitlement and 30 hours a week for the extended entitlement. Where claims are received in excess of these hours, no setting will be paid until the over claim is resolved

Stretched Funding

Providers are now able to make a stretched offer of funding to parents/carers of up to 52 weeks (to a maximum of 570 hours a year) alongside the offer of 15 funded hours over 38 weeks. Please be aware that the choice of whether to stretch the funding is up to each Provider and is not obligatory. However, in line with the Kent Provider Agreement, all Providers **must** offer 15 hours over 38 weeks as a minimum, regardless of whether they opt to include the stretched offer as part of their provision.

Providers should be aware that the funding will be capped at 570 hours a year (the maximum number of hours the Department for Education fund Local Authorities) so Management Information will deduct any overclaimed hours in the Summer 2018 term. Example of weeks/hours that could be claimed:

Total number of weeks	Total weekly hours to be claimed	Total yearly hours claimed	Total hours to be capped in Summer Term
52	11	572	2
51	11.25	573.75	3.75
50	11.5	575	5
49	11.75	575.75	5.75
48	12	576	6

EYPP

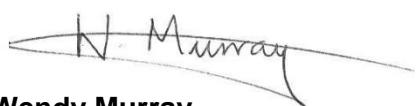
The process for Early Years Pupil Premium applications has changed. Any applications under economic criteria will now be claimed for on the headcount data collection or in the adjustments. Please ensure that you input the parent's details on the Parent/Carer details tab on the headcount. All other applications (Children in care or those that have left care) will be claimed for in the usual way. Please see KELSI for full guidance on both.

Late Joiners

We no longer have Late Joiner forms - any children that join the setting after headcount week will now be added as adjustments to the Synergy FIS Provider Portal. Once the Headcount data collection is over and the 'Actuals' tab is closed providers will be able to go into the adjustments tab and add late joiners – please find the full guidance on KELSI. The deadline for Autumn 2017 Late Joiners is Tuesday 2nd January 2018.

If you require any further information please contact Management Information on 03000 422828.

Yours sincerely



Wendy Murray
Performance and Information Manager