



To ALL Providers

Kent County Council
Management Information (CYPE)
2nd Floor, Invicta House,
Maidstone,
Kent,
ME14 1XX

Email: EYFE@kent.gov.uk
Our ref: FINAL/SUM20
Date: 24th April 2020

Dear Colleague,

Free Entitlement and Childcare Period 16/04/2020 – 31/08/2020 Summer Final Claim

The Headcount Week is next Monday 27th April to Friday 1st May 2020. If your setting is claiming funding for 38 weeks a year the maximum number of weeks that can be claimed for this term is 13. Please ensure that all parents/carers have completed and signed a parental declaration for this term.

The date of birth range for Summer 2020 term is below:

Term	3 Year Olds	4 Year Olds	Whole DOB Range
Summer 2020	01/04/2016 to 31/03/2017	01/04/2015 to 31/03/2016	01/04/2015 to 31/03/2017

Synergy FIS Provider Portal

For the Summer 2020 Headcount the 'Actuals' tab will be open from today, Friday 24th April to Tuesday 5th May 2020. **If you have submitted claims prior to Friday 24th April 2020 these will be deleted.**

Claims should **only** be submitted for continuing children who were with you during the spring terms or new children who were due to attend the setting during the summer terms 2020 **prior to the Covid-19 outbreak**. You must have a signed parental declaration or dated email, letter or text message from the parent/carer to confirm they were due to attend in the summer terms 2020.

If you are open and accepting **new** vulnerable/critical worker children, these should **not** be included in your headcount submission. These children need to be sent as adjustment claims **after headcount** and by 15th May to be included in the first payment batch. However, you should only submit an adjustment claim if the new vulnerable/critical worker children's hours are not covered by the funding you receive from your headcount submission for non-attending children.

The deadline for submitting your claim is 5pm on Tuesday 5th May 2020. Balancing payments should be in Providers' accounts week commencing Monday 1st June 2020.

The 'Actuals' tab will show details of children who claimed funding last term, however, to avoid incorrect submissions, no hours have been carried forward. You will need to add the funded hours for **all** children (both universal and, where

applicable extended hours) and check the weeks attended in the term are correct. If you need to delete any children that are no longer at the setting please click the red X next to their name, further guidance can be found on page 6 of the headcount guidance.

The link for Synergy FIS Provider Portal and the guidance notes are available on KELSI:

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

Please be aware that passwords will need to be reset every 42 days.

30 Hours of Free Childcare

In order to receive payment, you must have completed a 30 hour validation check through KELSI for **all** children you are claiming extended entitlement for. Please check your records to ensure this has been completed to avoid your payment being withheld.

You must only submit a claim for extended hours using a code that is valid for the summer terms. If the start date of the code is after 31st March 2020, it is not valid for a summer term claim. If you submit a claim and an invalid code is accepted in your headcount submission, this will **not** be processed for payment.

Full information on 30 hours claims is available on KELSI.

Please Note: You will need to re-enter parent/carer details into the portal for continuing 30 hour children due to a Synergy error. This has been reported and is being investigated.

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 15 hours a week for the extended entitlement. Where claims are received in excess of these hours, no setting will be paid until the overallocation is resolved.

Stretched Funding

If you wish to offer funding over more than 38 weeks, please advise Management Information immediately via eyfe@kent.gov.uk.

Late Joiners

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 adjustment tab will open from Wednesday 6th May 2020. The deadline to submit Summer 2020 Late Joiners is Friday 11th September 2020.

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

Yours sincerely,



Chaileigh Thorne

Senior Management Information Officer – Early Years