



Kent County Council
Management Information (CYPE)
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Kent
ME14 1XX

Email: EYFE@kent.gov.uk
Our ref: EST/SPR21
Date: 13th November 2020

Dear Colleague

Free Early Education for 3 & 4 Year Olds - Estimate Claim for Spring Terms 2021

It is now time to submit your estimate claim on the Synergy FIS Provider Portal. The portal will be available from today, Friday 13th November to Tuesday 24th November 2021. You must submit your estimate no later than **5pm on Tuesday 24th November 2021**. Please note your estimate payment will be based on 50% of the termly hours entered.

If you are unsure on who should be included in your Spring 2021 estimate due to COVID-19, Please make an educated decision based off what the parents have indicated. Remember, estimate funding will be reclaimed if your Headcount Payment does not cover the sum of money paid at estimate.

Please include any 30 hours (extended hours) estimates in your figures.

- For continuing 30 hour children you can use the Synergy Eligibility Checker to confirm if a family's code is valid for the Spring Terms before you submit a claim and continue to offer a 30 hour place for January 2021.
- You **must** continue to validate all **new** 30 hour codes through the KELSIs website - www.kent.gov.uk/30hourchecker - **Failure to validate any new code will result in payment not being made.**
- If you are unsure if a parent is eligible for the Spring Terms, please leave the hours off your estimate and wait to claim at headcount in January.

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

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

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

Headcount week will be Monday 18th January to Friday 22nd January 2021. You will receive an email regarding your Headcount by Friday 8th January 2021. Please inform us if your contact details change. The PVI calendar, along with all our Free

Early Education information is available to download from the KELSI website using the address above.

The date of birth range for the Spring Terms 2021 is below:

3 Year Olds	4 Year Olds	Whole DOB Range
01/01/2017 to 31/12/2017	01/01/2016 to 31/12/2016	01/01/2016 to 31/12/2017

I would remind you that, for audit purposes, you must have a signed record of the funded hours that parents/carers have asked you to claim for their children by each headcount week. In line with the Kent Provider Agreement, Kent County Council has produced a Parental Declaration form which providers must use and this can be downloaded from the KELSI website.

If you are not claiming funding for the Spring Terms 2021 you **do not** need to do anything.

If you require any further information or help with submitting your estimate claim, please do not hesitate to contact Management Information on 03000 421612 or email MIEarlyYears@kent.gov.uk.

Yours sincerely



Chaileigh Thorne
Senior Management Information Officer – Early Years