



To ALL Providers

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

Email: MIEarlyYears@kent.gov.uk
Our ref: FINAL/SPR21
Date: 18th January 2021

Dear Colleague,

Free Entitlement and Childcare Period 01/01/2021 – 14/04/2021 Spring Final Claim

The Headcount Week is next Monday 18th January – Friday 22nd January 2021. If your setting is claiming funding for 38 weeks a year the maximum number of weeks that can be claimed for this term is **11**. Please ensure that all parents/carers have completed and signed a parental declaration for this term.

The date of birth range for Spring 2021 term is below:

Term	3 Year Olds	4 Year Olds	Whole DOB Range
Spring 2021	01/01/2017 to 31/12/2017	01/01/2016 to 31/12/2016	01/01/2016 to 31/12/2017

Synergy FIS Provider Portal

For the Spring 2021 Headcount the 'Actuals' tab will be open from today, Monday 18th January to Wednesday 27th January 2021. **If you have submitted claims prior to Monday 18th January 2021 these will be deleted.**

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 Wednesday 27th January 2021**. Balancing payments should be in Providers' accounts week commencing Monday 22nd February 2021.

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.

As you are aware the EY Census day falls on Thursday 21st January 2021 and needs to reflect the attendance in the setting during headcount week. Please ensure that you tick the **'Present during Census'** box for all children included on your headcount claim to ensure that they are included on your Spring 2021 EY Census.

You have been sent further guidance by Management Information and The Education People on Friday 15th January 2021 detailing how to record your headcount submission and census return in light of the most recent lockdown announced by the Government on the 4th of January.

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 Spring terms. If the start date of the code is after 31st December 2020, it is not valid for a Spring 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.

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 miearlyyears@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 27th January 2021. The deadline to submit Spring 2021 Late Joiners is Friday 23rd April 2021.

Tips for Submitting on Synergy during Headcount Week

- Where possible, please use a computer rather than a smart phone.
- Try different browsers such as Google Chrome, Internet Explorer, or Firefox.
- Always access your portal via the link on the Kelsi website.
- Do not save the link and only have it open once at any one time.
- Remember that your username is your 6-digit URN.
- Add the hours for your continuing children and submit those before adding your new children, then submit again once finalised.

If you require any further information, please contact Management Information on 03000 421612.

Yours sincerely,

Chaileigh Thorne

Senior Management Information Officer – Early Years



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