



To ALL Providers

Kent County Council  
**Management Information (CYPE)**  
2<sup>nd</sup> Floor, Invicta House,  
Maidstone,  
Kent,  
ME14 1XX

Email: [EYFE@kent.gov.uk](mailto:EYFE@kent.gov.uk)  
Our ref: FINAL/SUM20  
Date: 24<sup>th</sup> April 2020

Dear Colleague,

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

The Headcount Week is next Monday 27<sup>th</sup> April to Friday 1<sup>st</sup> 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. As you have advised us you are providing stretched funding, over 48 weeks, the maximum number of weeks that can be claimed for this term is 18. 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 24<sup>th</sup> April to Tuesday 5<sup>th</sup> May 2020. **If you have submitted claims prior to Friday 24<sup>th</sup> 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 15<sup>th</sup> 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 5<sup>th</sup> May 2020. Balancing payments should be in Providers' accounts week commencing Monday 1<sup>st</sup> 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 31<sup>st</sup> 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 over claim is resolved.

### **Stretched Funding**

There are 2 choices in how to claim stretched funding:

**Option 1:** Claim the funding as non-stretched (over 38 weeks) on Synergy and stretch it yourselves with the parent.

**Option 2:** Claim the stretched funding over 48 weeks per year. This will either be your actual stretched offer, or you will claim 48 weeks but also stretch the funding outside of synergy as you offer over 48 weeks of the year.

If you will be claiming the stretched funding under option 1 please reply to this email to let us know.

If you will be claiming the stretched funding under option 2 the maximum number of hours that can be claimed for Summer is 216 (12 hours over 18 weeks). If you are

claiming the stretched funding for a child, please ensure that you input the number of stretched weeks being claimed in the 'weeks attended in term' box and tick the 'Stretching entitlement' box.

Providers should be aware that the child's 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 2020 term if the child has reached the final term in their funded year.

**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 6<sup>th</sup> May 2020. The deadline to submit Summer 2020 Late Joiners is Friday 11<sup>th</sup> 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