



To All PVI Settings

**Children, Young People and Education**

**Management Information**

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Dear Colleague

### **Free Early Education for 3 & 4 Year Olds – EYPP Applications Spring 2018**

Following the issues with processing EYPP applications in Synergy in Autumn 2017 term, and having discovered we cannot use the system for applications after headcount week, Management Information have decided we will not be using the Synergy FIS Provider Portal to collect EYPP information for EYPP applications from Spring 2018. We will continue using the online form via KELSI as we have done in the past.

Please note that funding claims for 2, 3 and 4 year olds will still be processed via Synergy.

The EYPP application link is available on the KELSI website:

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

As previously advised we no longer have a paper form for providers applying for EYPP on the parents behalf under the 'Economic' criteria, so you can use the signed parental declaration form as your application consent from the parents. If necessary a paper application form is available on KELSI for parents to complete in order for Providers to claim under the 'other' criteria.

You will still be able to add the parent/carer details to the Synergy FIS Provider Portal but will we **not** be checking eligibility based on this information, you will therefore not see the EYPP indicator against the child's weightings. You will, however, receive an email confirming eligibility and a payment schedule as you may have done in the past.

Please note you will not need to reapply for any EYPP paid for in Autumn 2017, unless the children are new to your setting.

If you require any further information or help with submitting your estimate claim please do not hesitate to contact Management Information on 03000 422828 or email [eyfe@kent.gov.uk](mailto:eyfe@kent.gov.uk).

Yours sincerely

Chaileigh Thorne  
**Management Information Officer**