



To ALL Settings

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

Email: EYFE@kent.gov.uk
Our ref: FINAL/SUM19
Date: 26th April 2019

Dear Colleague,

Free Entitlement and Childcare Period 15/04/2019 – 31/08/2019 Summer Final Claim

The Headcount Week is next Monday 29th April to Friday 3rd May 2019. 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 2019 term is below:

Term	3 Year Olds	4 Year Olds	Whole DOB Range
Summer 2019	01/04/2015 to 31/03/2016	01/04/2014 to 31/03/2015	01/04/2014 to 31/03/2016

Synergy FIS Provider Portal

For the Summer 2019 Headcount the 'Actuals' tab will be open from today, Friday 26th April to Wednesday 8th May 2019. **However, we would not expect any setting to submit a headcount claim before the end of headcount week unless the children have attended all their hours. If you have submitted claims prior to Friday 26th April 2019 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 8th May 2019. Balancing payments should be in Providers' accounts week commencing Monday 3rd June 2019.

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 8 of the headcount guidance.

Please be aware that Management Information will not accept any 3 and 4 year old adjustment claims, for the Summer Term, prior to Thursday 9th May 2019. Any 3 and 4 year old claims submitted via the adjustment tab prior this date will be deleted from the system. These claims will all need to be resubmitted as adjustments once the 'Actuals' tab has been closed.

As per the agreement with the Education People (formerly the Early Years team) please be aware that failure to submit a headcount claim by the deadline date may result in no payment being made. Management Information no longer accept late headcounts as adjustments. If you feel that you will not be able to submit your claim by Wednesday 8th May 2019 you must contact us via eyfe@kent.gov.uk.

The link for the provider portal is:

<https://kent.cloud.servelec-synergy.com/Synergy/Login.aspx>

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

Guidance notes for the Synergy FIS Provider Portal are available on KELSIS: <http://www.kelsi.org.uk/school-management/data-and-reporting/management-information/early-years-free-entitlement>

30 Hours of Free Childcare

In order to receive payment, you must have completed a 30 hour validation check through KELSIS 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.

Full information on 30 hours claims is available on KELSIS.

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 KELSIS. The deadline to submit Summer 2019 Late Joiners is Friday 6th September 2019.

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

Yours sincerely,



Wendy Murray
Performance and Information Manager
Management Information