



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/SUM24
 Date: 15th April 2024

Dear Colleague,

**Free Entitlement and Childcare Period 15th April 2024 – 31st August 2024
 Summer Actuals Claim**

Synergy FIS Provider Portal

For the summer terms 2024 funding claims the 'Actuals' tab will be open from today, Monday 15th April for **all** 2, 3 and 4 year old claims. This is earlier than usual for 3&4 year old funding claims as providers may have additional children due to the expanded working parent entitlement.

The following types of claims can currently be submitted:

Age Range	FEE Entitlement	Yearly Hours	Maximum Entitlement per Age Range
2 Year Olds	Free For Two Funding	570	A maximum of 570 for 2 year olds - only one entitlement can be claimed at any one time
2 Year Olds	Working Parent Entitlement	570	
3&4 Year Olds	Universal Entitlement	570	A maximum of 1140 for eligible 3&4 year olds
3&4 Year Olds	Working Parent Entitlement	570	

The date of birth range for summer terms 2024 is below:

Term	2 Year Olds	3 Year Olds	4 Year Olds
Summer 2024	01/04/2021 to 31/03/2022	01/04/2020 to 31/03/2021	01/04/2019 to 31/03/2020

Free For 2 Funding

For Free For Two funding (2 year old disadvantaged) claims can be submitted for children that attend your setting from 15th April. All claims submitted by **5pm on 30th April** will be paid week commencing 27th May 2024.

3&4 Universal and the Working Parent Entitlement for 2-4 year olds

The deadline for submitting your 2 year working parent entitlement and all 3 and 4 year old claims is **5pm on Tuesday 30th April 2024**.

Claims **should not** be submitted for children who are not in attendance during the designated **headcount week** (22nd to 26th April) unless there is a known reason (i.e.

sickness or holiday). Please do not submit claims for children who have not yet started with you. You must ensure that all parents/carers have completed and signed a parental declaration for this term before submitting the claim.

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 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 black X next to their name, further guidance can be found on page 8 of the Synergy guidance.

Balancing payments for the 2 year working parent entitlement and all 3 and 4 year old claims should be in providers' accounts week commencing Monday 10th June 2024.

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

<https://www.kelsi.org.uk/early-years/sufficiency-and-sustainability/free-early-education>

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

To support providers with the changes to the portal for 2 year old submissions, for both the Free For 2 funding and the new 2 year old Working Parent Entitlement, Management Information have made a short video detailing information you need to know to submit correctly for each entitlement:

<https://vimeo.com/933325994/f0de4e8806?share=copy>

The Working Parents Entitlement

To receive payment, you must have completed a Working Parents Entitlement validation check through KELSI for **all** 2, 3 and 4 year old children you are claiming the 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 the working entitlement hours using a code that is valid for the summer terms. If the start date of the code is after 31st March 2024, 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 the working entitlement is available on KELSI.

Late Joiners

The adjustment tab will open from Wednesday 1st May 2024 for providers to add any late joiner claims. The deadline to submit Summer 2024 Late Joiners is Friday 30th August 2024.

Early Years Pupil Premium

You will have recently received information about the new way that EYPP is being claimed. In signing the new parental declaration parents give consent for information to be submitted to KCC to check eligibility for Early Years Pupil Premium. **Please remember to complete the parent/carer tab and tick the EYPP box in the Synergy portal for all claims so we can complete this check.**

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

Yours sincerely,

Nathania Dench and Chaileigh Thorne

Senior Management Information Officers – Early Years