



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/AUT24
 Date: 2nd September 2024

Dear Colleague,

**Free Entitlement and Childcare Period 2nd September 2024 – 31st December 2024
 Autumn Actuals Claim**

Synergy FIS Provider Portal

For the Autumn terms 2024 funding; claims under the 'Actuals' tab will be open from today, Monday 2nd September – Tuesday 17th September 2024 for **all** 9 months + Working Entitlement, 2 Year Olds - Disadvantaged (FF2), 2 Year Olds Working Entitlement, 3&4 year-olds. Similarly to the Summer term, it is earlier than usual for 3&4 year-old funding claims as providers may have additional children due to the expanded Working Parents Entitlement.

The following types of claims can be submitted:

Age Range	FEE Entitlement	Yearly Hours	Maximum Entitlement per Age Range
9 Months +	Working Parents Entitlement	570	A maximum of 570 for eligible 9 months +
2 Year Olds	Free For Two Funding	570	A maximum of 570 for eligible 2-year-olds - only one entitlement can be claimed at any one time
2 Year Olds	Working Parents Entitlement	570	
3&4 Year Olds	Universal Entitlement	570	A maximum of 1140 for eligible - 3 & 4-year-olds
3&4 Year Olds	Working Parents Entitlement	570	

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

Term	9 Months +	2 Year Olds	3 Year Olds	4 Year Olds
Autumn 2024	01/09/2022 to 30/11/2023	01/09/2021 to 31/08/2022	01/09/2020 to 31/08/2021	01/09/2019 to 31/08/2020

Attendance and Payment Dates

Free For Two funding (2 year old disadvantaged) claims can be submitted for children who attend your setting from 2nd September 2024.

For 9 months + Working Entitlement, 2 Year Olds Entitlement, 3&4 year olds; claims **should not** be submitted for children who are not in attendance during the designated **headcount week** (9th to 13th September 2024) 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 who 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.

All accepted claims submitted by **5pm on Tuesday 17th September 2024**, will have a balancing payment made week commencing Monday 11th November 2024.

Please note:

- The 'Processed Date' within Synergy will be the date it has been accepted by Management Information and is not the date it has been paid.
- You cannot claim for a child who has accepted a primary/infant school place at a maintained school or academy, even if they are planning to start later in the academic year.

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.

The Working Parents Entitlement

To receive payment for the Working Parents Entitlement, **validation checks must be completed** through KELSI for **all** children you are claiming 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 Parents Entitlement hours using a code that is valid for the Autumn terms. If the start date of the code is after 31st August 2024, it is not valid for an Autumn 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 Parents Entitlement is available on KELSI.

Late Joiners

The adjustment tab will open from Wednesday 18th September 2024 for providers to add any late joiner claims. The deadline to submit Autumn 2024 late joiners is Friday 13th December 2024.

Early Years Pupil Premium

You would have recently received an email about EYPP update for the Autumn Term. **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 are not claiming funding for the Autumn Terms 2024 you **do not** need to do anything.

For further information, please visit the [KELSI website](#) or contact Management Information on 03000 421612.

Yours sincerely,

Nathania Dench and Chaileigh Thorne
Senior Management Information Officers – Early Years