

Dear Colleague,

### Autumn 2025 Headcount – Action Required

You can now submit your Autumn 2025 funding claims for the period 1<sup>st</sup> September – 31<sup>st</sup> December 2025 via the Synergy FIS Provider Portal. The Actuals tab is open from Monday 1<sup>st</sup> September to Tuesday 16<sup>th</sup> September 2025.

### Important – changes to claim process

Please note that there are some changes to the log on process and the claim process for 2 year olds within the Synergy portal so it is **very important** that you watch the short video here: [Provider portal video July 2025 on Vimeo](#)

Also, the DfE is moving to termly census collections so please ensure that 'Present during census' is ticked for **all** children present during headcount week.

### Maximum Funded Hours

Due to expansion of the early education and childcare entitlements, children can claim the maximum number of funded hours per entitlement as detailed below:

Age Range	FEE Entitlement	Maximum Weekly Hours	Yearly Hours	Maximum Entitlement per Age Range
9 Months +	Working Parent Entitlement	30 term time or 24 stretched	1140	A maximum of <b>1140</b> for eligible 9 months +
2 Year Olds	Free For Two Funding	15 term time or 12 stretched*	570	A maximum of <b>570</b> for eligible 2 year olds*
2 Year Olds	Working Parent Entitlement	30 term time or 24 stretched*	1140	A maximum of <b>1140</b> for eligible 2 year olds*
3&4 Year Olds	Universal Entitlement	15 term time or 12 stretched	570	A maximum of <b>1140</b> for eligible 3&4 year olds
3&4 Year Olds	Working Parent Entitlement	15 term time or 12 stretched	570	

*\* If eligible for both Free For Two Funding and the Working Parent Entitlement, the funding will be split between the entitlements to a maximum of 30 hours per week and 1140 hours per year.*

### Eligible Birth Dates:

Term	9 Months +	2 Year Olds	3 Year Olds	4 Year Olds
Autumn 2025	01/09/2023 to 30/11/2024	01/09/2022 to 31/08/2023	01/09/2021 to 31/08/2022	01/09/2020 to 31/08/2021

### Key Information:

- Headcount Week is Monday 8<sup>th</sup> September to Friday 12<sup>th</sup> September 2025. Only claim for children attending during this week (unless absent due to illness/holiday or claiming Free For Two funding).
- Do not claim for children who start after headcount week.

- Ensure parental declarations are signed before submitting a claim.
- You **must** manually enter hours for all children – no hours are carried over.
- Remove children no longer attending using the black X in the portal.
- Children submitted with zero hours will be removed.
- You cannot claim for children with accepted school Primary or Infant School places (even if they start later in the academic year).
- Double check that you have submitted your claim before the deadline.
- Be aware that the Processed Date in Synergy is when your claim is accepted, not paid.
- 'Nominated for DAF' should be set to 'No' for all children as MI do not use this box to collect DAF information.

#### **Headcount Balancing Payment Dates:**

The balancing payment will be made week commencing 27<sup>th</sup> October 2025 (for claims submitted by 5pm 16<sup>th</sup> September).

#### **Working Parents Entitlement:**

Codes must be valid for Autumn (start date must be before 31 August 2025). Validation checks must be completed via KELSI for all new children. KELSI checks are not required for continuing children whose codes have already been checked.

#### **Children eligible for Free For Two and the Working Parent Entitlement**

All two year olds claiming the working parent entitlement will be checked for eligibility for Free For Two. Please tick the Additional Support consent box and complete the Parent/Carer tab in Synergy for all children.

#### **Early Years Pupil Premium (EYPP):**

Please tick the EYPP consent box and complete the Parent/Carer tab in Synergy for all children.

#### **Late Joiners:**

Submit via the Adjustments tab from 17<sup>th</sup> September, but only once the child has started.

#### **Help & Resources:**

KELSI Early Years Funding Info: <https://www.kelsi.org.uk/early-years/sufficiency-and-sustainability/free-early-education>

You can contact Management Information via [miearlyyears@kent.gov.uk](mailto:miearlyyears@kent.gov.uk) or 03000 421612.

Kind regards,

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