



To ALL Providers

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

Email: EYFE@kent.gov.uk
Our ref: FINAL/AUT19
Date: 5th September 2019

Dear Colleague,

Free Entitlement and Childcare Period 01/09/2019 – 31/12/2019 Autumn Final Claim

The Headcount Week is next Monday 9th September to Friday 13th September 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 14. Please ensure that all parents/carers have completed and signed a parental declaration for this term.

The date of birth range for Autumn 2019 term is below:

Term	3 Year Olds	4 Year Olds	Whole DOB Range
Autumn 2019	01/09/2015 to 31/08/2016	01/09/2014 to 31/08/2015	01/09/2014 to 31/08/2016

Synergy FIS Provider Portal

For the Autumn 2019 Headcount the 'Actuals' tab will be open from today, Friday 6th September to Tuesday 17th September 2019. **If you have submitted claims prior to Friday 6th September 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 Tuesday 17th September. Balancing payments should be in Providers' accounts week commencing Monday 28th October 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.

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

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

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

30 Hours of Free Childcare

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

You must only submit a claim for extended hours using a code that is valid for the autumn terms. If the start date of the code is after 31st August 2019, 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 30 hours claims is available on KELSI.

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 KELSI.

The adjustment tab will open from Wednesday 18th September 2019. The deadline to submit Autumn 2019 Late Joiners is Friday 3rd January 2020.

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

Yours sincerely,

A handwritten signature in black ink that reads "W. Murray". The signature is written in a cursive style with a long horizontal line extending to the right.

Wendy Murray

Service Manager – Education, Early Years and Wider Early Help