



To ALL Providers

Kent County Council  
**Management Information (CYPE)**  
2<sup>nd</sup> Floor, Invicta House,  
Maidstone,  
Kent,  
ME14 1XX

Email: [MIEarlyYears@kent.gov.uk](mailto:MIEarlyYears@kent.gov.uk)  
Our ref: FINAL/SPR22  
Date: 14<sup>th</sup> September 2021

Dear Colleague,

**Free Entitlement and Childcare Period 04/01/2022 – 17/04/2022 Spring Final Claim**  
**667693 Williams, Sarah - Rutland Early Years Agency Ltd**

The Headcount Week is next Monday 17<sup>th</sup> January – Friday 21<sup>st</sup> January 2022. If your setting is claiming funding for 38 weeks a year the maximum number of weeks that can be claimed for this term is **11**. As you have advised us you are providing stretched funding, over 48 weeks, 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 Spring 2022 term is below:

Term	3 Year Olds	4 Year Olds	Whole DOB Range
Spring 2022	01/01/2018 to 31/12/2018	01/01/2017 to 31/12/2017	01/01/2017 to 31/12/2018

**Synergy FIS Provider Portal**

For the Spring 2022 Headcount the 'Actuals' tab will be open from today, Friday 14<sup>th</sup> January – Tuesday 25<sup>th</sup> January 2022. **If you have submitted claims prior to Friday 14<sup>th</sup> January 2022 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 25<sup>th</sup> January 2022**. Balancing payments should be in Providers' accounts week commencing Monday 21<sup>st</sup> January 2022.

**Funding will be held for any children who do not have valid attendance during headcount week.**

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 6 of the headcount guidance.

**Do not overwrite a leaving child's details with a new child, as this may cause delays to your headcount submission.**

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

<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 Spring terms. If the start date of the code is after 31<sup>st</sup> December 2021, it is not valid for a Spring 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 Kent 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**

There are 2 choices in how to claim stretched funding:

**Option 1:** Claim the funding as non-stretched (over 38 weeks) on Synergy and stretch it yourselves with the parent.

**Option 2:** Claim the stretched funding over 48 weeks per year. This will either be your actual stretched offer, or you will claim 48 weeks but also stretch the funding outside of synergy as you offer over 48 weeks of the year.

If you will be claiming the stretched funding under option 1 please reply to this email to let us know.

If you will be claiming the stretched funding under option 2 the maximum number of hours that can be claimed for Spring 2022 is 168 (12 hours over 14 weeks). If you are claiming the stretched funding for a child, please ensure that you input the number of stretched weeks being claimed in the 'weeks attended in term' box and tick the 'Stretching entitlement' box.

Providers should be aware that the child's funding will be capped at 570 hours a year (the maximum number of hours the Department for Education fund Local Authorities) so Management Information will deduct any overclaimed hours in the Spring 2022 term if the child has reached the final term in their funded year.

### **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 26<sup>th</sup> January 2022. The deadline to submit Spring 2021 Late Joiners is Thursday 21<sup>st</sup> April 2022.

### **Missed Headcount Appeals**

The Deadline for missed headcount appeals to be submitted to Management Information is **Friday 11<sup>th</sup> February 2022**, appeals submitted after this date, for settings who were open and offering for Spring 2022 will not be accepted and you will not receive any funding for Autumn Term.

**You must check your portal to ensure there are no errors prior to this date**

### **Parental Declaration Form**

Providers should ensure that a Parental Declaration Form for each child has been **fully completed** and/or updated for the Spring 2022 Terms, incomplete Parental Declaration forms may result in non-funding of a child at your setting.

### **Tips for Submitting on Synergy during Headcount Week**

- Where possible, please use a computer rather than a smart phone.
- Try different browsers such as Google Chrome, Internet Explorer or Firefox.
- Always access your portal via the link on the Kelsi website.
- Do not save the link and only have it open once at any one time.
- Remember that your username is your 6-digit URN.
- Add the hours for your continuing children and submit those before adding your new children, then submit again once finalised.
- Please take a screenshot of your submission as per page 22 & 35 of the Synergy guidance which can be found on KELSI

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

Yours sincerely,



**Nathania Smith**

Senior Management Information Officer – Early Years