



To all Settings

Kent County Council
Management Information (CYPE)
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ME14 1XX

Email: MIEarlyYears@kent.gov.uk
Our ref: EST/SPR24
Date: 10th November 2023

Dear Colleague,

Free Early Education for 3 & 4 Year Olds - Estimate Claim for Spring Terms

It is now time to submit your estimate claim on the Synergy FIS Provider Portal. The portal will be available from Friday 10th November – Tuesday 21st November 2023. You must submit your estimate no later than **5pm on Tuesday 21st November 2023**. Please note your estimate payment will be based on 50% of the termly hours entered.

Please include any 30 hours (extended hours) estimates in your figures.

- For continuing 30 hour children you can use the Synergy Eligibility Checker to confirm if a family's code is valid for the Spring Terms before you submit a claim and continue to offer a 30 hour place for January 2024.
- You **must** continue to validate all **new** 30 hour codes through the KELSI website - www.kent.gov.uk/30hourchecker - **Failure to validate any new code will result in payment not being made.**
- If you are unsure if a parent is eligible for the Spring Terms, please leave the hours off your estimate and wait to claim at headcount in January.

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 need to be reset every 42 days.

Headcount week will be Monday 15th January – Friday 19th January 2024. You will receive an email regarding your Headcount by Friday 12th January 2024. Please inform us if your contact details change. The PVI calendar, along with all of our Free Early Education information is available to download from the KELSI website using the address above.

The date of birth range for the Spring Terms 2024 is below:

3 Year Olds	4 Year Olds	Whole DOB Range
01/01/2020 to 31/12/2020	01/01/2019 to 31/12/2019	01/01/2019 to 31/12/2020

I would remind you that, for audit purposes, you must have a signed record of the funded hours that parents/carers have asked you to claim for their children by each headcount week. In line with the Kent Provider Agreement, Kent County Council has produced a Parental Declaration form which providers must use, this can be downloaded from the KELSI website.

We advise you take a screenshot of the green confirmation box that appears once you have submitted your estimate claim in case any problems arise after submission.

If you are not claiming funding for the Spring Terms 2024 you **do not** need to do anything.

If you require any further information or help with submitting your estimate claim, please do not hesitate to contact Management Information on 03000 421612 or email MIEarlyYears@kent.gov.uk

Yours sincerely,

Nathania Smith
Senior Management Information Officer – Early Years