



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  
Our ref: FINAL/SPR24  
Date: 12<sup>th</sup> January 2024

Dear Colleague,

**Free Entitlement and Childcare Period 02/01/2024 – 12/04/2024 Spring Actuals Claim**

The Headcount Week is next Monday 15<sup>th</sup> January – Friday 19<sup>th</sup> January 2024. 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**. Please ensure that all parents/carers have completed and signed a parental declaration for this term.

**Census Week**

Census Week is also Monday 15<sup>th</sup> January – Friday 19<sup>th</sup> January 2024, therefore any children in attendance during this week *must* have “Present During Census” ticked.

Child Details Parent / Carer Details **Funding Details** Notes

**Funding Details**

Start Date\* 01-Jan-2023

End Date\* 16-Apr-2023

Default Term Dates

Weeks Attended in Term\*

**Present during Census**

Attends Two Days or More

Nominated for DAF\*  Yes  No

Stretching Entitlement

If a child has not attended your setting during census week, you should not put them on your headcount submission and submit them via the adjustment process which opens Wednesday 24<sup>th</sup> January 2024.

The date of birth range for Spring 2024 term is below:

Term	3 Year Olds	4 Year Olds	Whole DOB Range
Spring 2024	01/01/2020 to 31/12/2020	01/01/2019 to 31/12/2019	01/01/2019 to 31/12/2020

**Synergy FIS Provider Portal**

For the Spring 2024 Headcount the 'Actuals' tab will be open from today, Friday 12<sup>th</sup> January to Tuesday 23<sup>rd</sup> January 2024. **If you have submitted claims prior to Friday 12<sup>th</sup> January 2024 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 23<sup>rd</sup> January 2024**. Balancing payments should be in Providers' accounts week commencing Monday 19<sup>th</sup> February 2024.

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 black 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 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.

#### **Important update regarding unsubmitted claims**

Due to ongoing issues with the Synergy FIS Provider Portal, settings are no-longer advised to look for a green "Submission successful" bar. Providers are advised to check the status of each child in their list.

Awaiting LA Deletion – Deleted child awaiting removal by MI.

Awaiting LA Download – Claim submitted and received by MI.

Blank – Claim received and processed by MI.

Unsubmitted claim – MI has not received your claim for this child and it will not be processed until submitted.

Your screenshot evidence should include all children on your submission.

#### **The Working Parents Entitlement (Previously 30 Hours Entitlement)**

In order to receive payment, you must have completed a Working Parents Entitlement validation check through KELSI for **all** children you are claiming the 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 the working entitlement 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 2023, 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 the working entitlement is available on KELSI.

#### **Children Claiming at dual 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 [miearlyyears@kent.gov.uk](mailto:miearlyyears@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 24<sup>th</sup> January 2024. The deadline to submit Spring 2024 Late Joiners is Thursday 18<sup>th</sup> April 2024.

### **Missed Headcount Appeals**



The Deadline for missed headcount appeals to be submitted to Management Information is Friday 9<sup>th</sup> February 2024, appeals submitted after this date, for settings who were open and offering for Spring 2024 will not be accepted and you will not receive any funding for Spring Term.

### **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, Edge 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