



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/AUT23  
Date: 8th September 2023

Dear Colleague,

**Free Entitlement and Childcare Period 01/09/2023 - 31/12/2023 Autumn Actuals Claim**

The Headcount Week is next Monday 11th September - Friday 15th September 2023. 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 2023 term is below:

Term	3 Year Olds	4 Year Olds	Whole DOB Range
Autumn 2023	01/09/2019 to 31/08/2020	01/09/2018 to 31/08/2019	01/09/2018 to 31/08/2020

**Synergy FIS Provider Portal**

For the Autumn 2023 Headcount the 'Actuals' tab will be open from today, Friday 8th September, to Tuesday 19th September 2023. **If you have submitted claims prior to Friday 8th September 2023 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 19th September 2023**. Balancing payments should be in providers' accounts in the week commencing Monday 30th October 2023.

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 who 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 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.

### **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.

### **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 the 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 2023, 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 Dual 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 the 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 20th September 2023. The deadline to submit Autumn 2023 late joiners is Thursday 11th January 2024.

### **Missed Headcount Appeals**

The deadline for missed headcount appeals to be submitted to Management Information is Friday 20th October 2023. Appeals submitted after this date (for settings who were open and offering for Autumn 2023) will not be accepted and you will not receive any funding for the Autumn Terms.

### **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 these 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 Dench**

Senior Management Information Officer - Early Years