

Dear Colleague,

**Free Entitlement and Childcare Period 14<sup>th</sup> April 2025 – 31<sup>st</sup> August 2025  
Summer Actuals Claim**

**Synergy FIS Provider Portal**

For the Summer terms 2025 funding, claims under the 'Actuals' tab will be open from today, Monday 14<sup>th</sup> April to Wednesday 7<sup>th</sup> May 2025 for **all** 9 months + Working Parents Entitlement, 2 Year Olds - Disadvantaged (FF2), 2 Year Olds Working Parents Entitlement, and 3&4 year-olds Universal and Working Parents Entitlement. The closing date has been extended by one day from the date which was previously published to make up for the bank holiday on Monday 5<sup>th</sup> May 2025.

The following types of claims can be submitted:

Age Range	FEE Entitlement	Yearly Hours	Maximum Entitlement per Age Range
9 Months +	Working Parents Entitlement	570	A maximum of <b>570</b> for eligible 9 months +
2 Year Olds	Free For Two Funding	570	A maximum of <b>570</b> for eligible 2-year-olds - only one entitlement can be claimed at any one time
2 Year Olds	Working Parents Entitlement	570	
3&4 Year Olds	Universal Entitlement	570	A maximum of <b>1140</b> for eligible 3- & 4-year-olds
3&4 Year Olds	Working Parents Entitlement	570	

The date of birth range for Summer terms 2025 is below:

Term	9 Months +	2 Year Olds	3 Year Olds	4 Year Olds
Summer 2025	01/04/2023 to 30/06/2024	01/04/2022 to 31/03/2023	01/04/2021 to 31/03/2022	01/04/2020 to 31/03/2021

**Attendance and Payment Dates**

Free For Two funding (2 year old disadvantaged) claims can be submitted for children who attend your setting from 14<sup>th</sup> April 2025.

For all entitlements except 2 year old disadvantage (FF2) claims **should not** be submitted for children who are not in attendance during the designated **headcount week** (28<sup>th</sup> April – 2<sup>nd</sup> May) unless there is a known reason (i.e. sickness or holiday). Please do not submit claims for children who have not yet started with you. You must ensure that all parents/carers have completed and signed a parental declaration for this term before submitting the claim. 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 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 9 of the Synergy Actuals/Headcount guidance.

**Please note:**

- Children submitted with zero hours will be assumed to be children who have left and will be deleted by Management Information, if not already deleted by yourselves.

Please be aware the balancing payment will be split into 2 payments which will be paid as per the funding calendar. All accepted claims submitted by **5pm on Wednesday 7<sup>th</sup> May**, will receive the first balancing payment week commencing 23<sup>rd</sup> June 2025. Please note that any negative payments owed will be deducted from this first balancing payment. The second balancing payment will be made week commencing 14<sup>th</sup> July 2025.

**Please note:**

- The 'Processed Date' within Synergy will be the date it has been accepted by Management Information and is not the date it has been paid.
- You cannot claim for a child who has accepted a primary/infant school place at a maintained school or academy for this academic year, even if they are planning to start later in the academic year.

The links for the Synergy FIS Provider Portal, the guidance notes and funding calendars are available on KELSI:

<https://www.kelsi.org.uk/early-years/sufficiency-and-sustainability/free-early-education>

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

**The Working Parents Entitlement**

To receive payment for the Working Parents Entitlement, **validation checks must be completed** through KELSI for **all** children you are claiming 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 Parents Entitlement hours using a code that is valid for the Summer terms. If the start date of the code is after 31<sup>st</sup> March 2025, it is not valid for a Summer 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 Parents Entitlement is available on KELSI.

**Late Joiners**

The adjustment tab will open from Thursday 8<sup>th</sup> May 2025 for providers to add any late joiner claims. The deadline to submit Summer 2025 late joiners is Friday 15<sup>th</sup> August 2025.

**Early Years Pupil Premium**

EYPP is now claimed through Synergy for claims with an economic basis. **Please remember to complete the parent/carer tab and tick the EYPP box in the Synergy portal for all claims so we can complete this check.**

If you are not claiming funding for the Summer Terms 2025 you **do not** need to do anything.

For further information, please visit the [KELSI website](#) or contact Management Information on 03000 421612.

Yours sincerely,

**Nathania Dench and Chaileigh Thorne**

Senior Management Information Officers – Early Years