

Submitting an Actuals Claim Via the Synergy FIS Provider Portal

Guidance for Early Years Providers



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Entitlements for Funded Hours

Age Range	FEE Entitlement	Maximum Weekly Hours	Annual Hours	Maximum Entitlement
9 Months +	Working Parent Entitlement	30 term time	1140	A maximum of 1140 for eligible 9 months +
2 Year Olds	Early Learning for 2YOs (EL2)	15 term time	570	A maximum of 570 for eligible 2 year olds*
2 Year Olds	Working Parent Entitlement	30 term time*	1140	A maximum of 1140 for eligible 2 year olds*
3&4 Year Olds	Universal Entitlement	15 term time	570	A maximum of 1140 for eligible 3&4 year olds
3&4 Year Olds	Working Parent Entitlement	15 term time	570	



Children become eligible for their respective entitlement from the start of term following their qualifying birthday.



*If eligible for both EL2 Funding and the Working Parent Entitlement, the funding will be split between the entitlements to a maximum of 30 hours per week and 1140 hours per year. (Refer to [Eligibility Scenarios](#))

Logging into the Synergy Portal

The Synergy FIS Provider Portal is your gateway to managing Free Entitlements funding claims.

Accessing the system properly is the first step to successful submission.

Access the Login Page

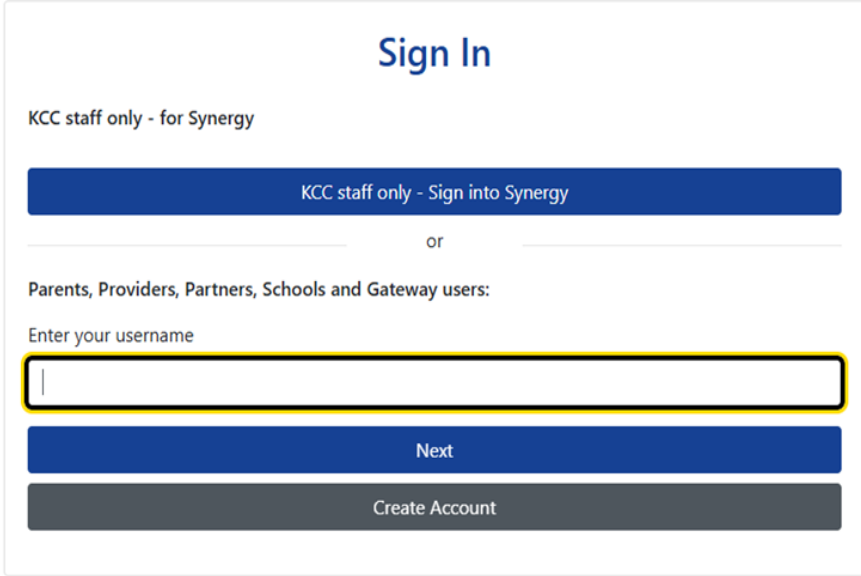
Use the link: [Sign In - Synergy](#)

Enter Credentials

Sign in using your 6-digit URN as your username, click next and then enter your password

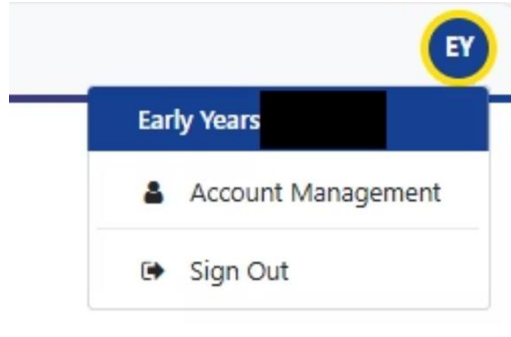
Accept Security Notice

Read the security notice carefully and click 'Accept' to proceed



The screenshot shows the 'Sign In' page of the Synergy portal. At the top, the title 'Sign In' is displayed in blue. Below it, there is a section for 'KCC staff only - for Synergy' with a blue button labeled 'KCC staff only - Sign into Synergy'. A horizontal line with the word 'or' in the center separates this from the section for 'Parents, Providers, Partners, Schools and Gateway users:'. This section includes the text 'Enter your username' above a text input field, which is highlighted with a yellow border. Below the input field is a blue button labeled 'Next', and at the bottom is a grey button labeled 'Create Account'.

Portal Access: Important Information



Upon successful login, you'll see the Home Screen with the 'EY' button in the top right corner, offering two options:

- **Account Management** - Update or change your password
- **Sign out** - Securely log out of the portal

Important notifications and messages may occasionally appear on the Home screen. Always check for these updates as they may contain vital information about funding deadlines or system changes.

Password Management

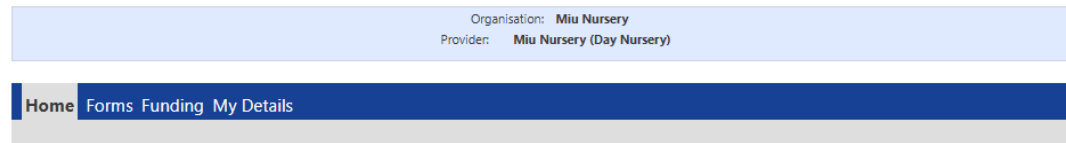
- If you've forgotten your password, select 'Forgot Password' for a one-time passcode
- For locked accounts, contact the Early Years Management Information team on 03000 421612 or miearlyyears@kent.gov.uk
- Passwords must be at least 7 characters long
- Must include at least one capital letter and one number
- Cannot be the same as your username
- Cannot reuse previous passwords



Remember to change your password regularly to maintain security. You can update your password through the 'Account Management' option after clicking the 'EY' button in the top right corner. Passwords need to be changed every 42 days.

Navigating the Home Screen

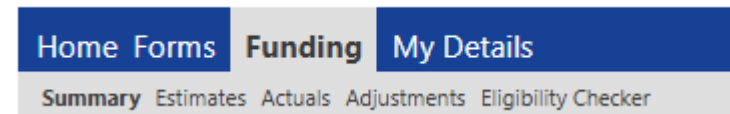
Main Navigation Tabs



The portal has four main tabs:

- **Home** - Main dashboard
- **Forms** - Access to required documentation
- **Funding** - Where you'll submit actuals claim data
- **My Details** - Where you'll submit census data

Within the **Funding** tab, you'll find five sub-tabs:



- **Summary** - Breakdown of funding
- **Estimates** - Submission within the designated timeframe
- **Actuals** - Submission during the actuals claim period
- **Adjustments** - Submission after actuals period has ended
- **Eligibility Checker** – Tool to complete on screen checks for the working parent entitlement for continuing children

Termly Census

The EY Census information must be submitted before any actuals claims can be submitted. To do this, please complete and submit the “My Details” tab in the Synergy portal. You will then be able to submit each actuals claim in the normal way.



Select the Relevant Term

Choose the correct term from the dropdown menu to ensure your claim is processed for the appropriate period

HomeFormsFundingMy Details

Census

To support the LA in their statutory duty to return the Early Years Census, please complete the following values. This information will be collected on a termly basis and will only be used to inform the LA and not be made directly available to families. Clicking Save will immediately update your details.

Select Year and Term

2026 - 2027

2025 - 2026

Summer

Submission Period: 02-Mar-2026 to 31-Aug-2026

Save

Cancel



Complete Census

Complete the three sections of the census and click ‘Save’ when you are finished.

Child Statistics

Number of under 1 year olds*

Number of 1 year olds*

Number of 2 year olds*

Number of 3 year olds*

Number of 4 year olds*

Establishment Characteristics

Work in partnership with a maintained school**

Number of weeks per year that the early years setting is open (11.0-52.0)*

Staff Information

Total staff at provider who work with children aged under 5 (at least 1)

Number of staff with a full and relevant early years level 2 qualification

Number of staff with a full and relevant early years level 2 qualification and not in a managerial role

Number of staff with a full and relevant early years level 3 qualification and in a managerial role

Number of staff with qualified teacher status

Number of staff with early years professional status

Number of staff with early years teacher status

Number of staff without a full and relevant early years qualification (excluding volunteers)

Number of staff with a level 3 early years special educational needs coordinator qualification or SENCO national professional qualification (SENQ)

Last Save Date (not submitted)

Save

Cancel



Green Banner

A green banner will confirm successful submission. If it doesn’t appear, check ‘My Details’ — a date will show next to ‘Last Save Date’ if the form was submitted.



Submit Funding Claims

Return to the ‘Funding’ Tab and ensure each funding type is submitted

Managing Existing Records

Before adding any new children to the system, you must first process your continuing claims list:

Review Existing Children

The system displays children previously claimed who still fall within the eligible date of birth range for the new term.

Remove Departing Children

For children who have left your setting or are no longer claiming funding, click the black 'X' icon next to their name.

Confirm Deletions

When prompted, click 'Yes' to confirm. A backward arrow and 'Awaiting LA Deletion' status will appear next to the child's name.

HomeFormsFundingMy Details

SummaryEstimatesActualsAdjustmentsEligibility Checker

Submit Actual: 2025 - 2026 Autumn - 3 & 4 Year OldsCHANGE

Add ChildSend Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Child, Continuing (01-Jan-2022)	0.00	0.00	£0.00		31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar-2026
X		Child, Deletion (01-Feb-2022)	0.00	0.00	£0.00		

Request Delete

Are you sure you want to request the deletion of child: Child, Deletion from this headcount record? Delete requests are automatically submitted but can be cancelled.

YesNo

	Status	Child
X		Child, Continuing (01-Jan-2022)
⚠️↶	Awaiting LA Deletion	Child, Deletion (01-Feb-2022)



Select the Relevant Term

Choose the correct term from the dropdown menu to ensure your claim is processed for the appropriate period

HomeFormsFundingMy Details

SummaryEstimatesActualsAdjustmentsEligibility Checker

Select Year and Term

2025 - 2026

Autumn

2024 - 2025

2023 - 2024

2022 - 2023

2021 - 2022



Select the Appropriate Funding

Choose the correct funding type for your claim

HomeFormsFundingMy Details

SummaryEstimatesActualsAdjustmentsEligibility Checker

Summary: 2025 - 2026 Autumn - 9 Months + Working Entitlement CHANGE

Estimates

Actuals

Rate x Hours may not equal Totals as rounding is applied per child.
The totals shown are the sum of the funding amounts per child.



Access the Actuals Tab

Click on the 'Actuals' tab to begin entering your actual claims information

HomeFormsFundingMy Details

SummaryEstimatesActualsAdjustmentsEligibility Checker

Submit Actual: 2025 - 2026 Autumn - 9 Months + Working Entitlement CHANGE

Add Child

Send Claim



2-Year-old Working Entitlement and Early Learning for 2 Year Olds (EL2 previously known as FF2) will be under All 2 Year Olds



TIP: Always double-check that you have selected the correct term and funding type. If you need to make changes, click 'CHANGE' to return to the Summary tab.

Editing a Child's Record

Clicking on the child's name will open their record, where you can amend the following information:

Child Details Tab

- Verify all information is accurate
- Complete all mandatory fields (marked with *)
- If you are supporting a child with additional needs but they do not have an Education Health and Care Plan (EHCP) in place, please record the SEN COP Stage as 'SEN Support' when submitting your claim. Otherwise leave as <Unknown>.

Child Details

Parent / Carer Details

Funding Details

Notes

Child Details

Forename*

Demo

Middle Name

Surname*

Child

DOB*

01-Jan-2024

Proof of DOB

☒

Gender*

☐ Male ☒ Female

Preferred Surname

Ethnicity*

Other Ethnic Group

SEN COP Stage

<Unknown>

Search for an Address

Primary

Postcode*

ME14 1XQ

Search

Address

Address Line 1*

Kent County Council

Address Line 2

Sessions House

Address Line 3

County Road

Locality

Town

Maidstone

County

Postcode*

ME14 1XQ

Cancel

Enter Manually

Confirm

Name Change Protocol: Do NOT update names for deed poll or adoption changes, contact Early Years Management Information Team. Overwriting names may result in missed funding

Management Information Early Years - Synergy FISO

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Updating a Child's Address

- If a child's address has changed, click the **blue 'Update Address'** button.
- In the **'Primary'** field, enter the **house name or number**.
- Then, enter the **postcode**.
- Click **'Search'** to locate and update the address.

Update Address

Address

Address Line 1*	Kent County Council
Address Line 2	Sessions House
Address Line 3	County Road
Locality	
Town	Maidstone
County	
Postcode*	ME14 1XQ

Confirming or Manually Entering an Address

- If the displayed address is correct, click **'Confirm'** to proceed.
- If the correct address does not appear but you are confident the address and postcode are accurate, click **'Enter Manually'**.
- After manually entering all lines of the address, click **'Confirm'** to save the changes.

Search for an Address

Primary	
Postcode*	ME14 1XQ

Search

Address

Address Line 1*	Kent County Council
Address Line 2	Sessions House
Address Line 3	County Road
Locality	
Town	Maidstone
County	
Postcode*	ME14 1XQ

Cancel **Enter Manually** **Confirm**

Managing Parent/Carer Details

Navigate to the Parent/Carer Details tab to verify previously entered information.

Working Parent Entitlement

This tab is **mandatory** for children eligible for Working Parent Entitlement.

Ensure that the Parental Declaration form has been completed and signed by the parent.

[Kelsi website](#)

Details Parent / Carer Details Funding Details Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details		Partner Details	
Forename	Demo	Forename	Demo
Surname	Parent 1	Surname	Parent 2
DOB	01-Jul-1990	DOB	01-Jun-1990
Email	parent1@email.com	Email	parent2@email.com
Contact Number	01234567890	Contact Number	01234567890
☒ NI or ☐ NASS Number	NN222222A	☒ NI or ☐ NASS Number	NN222222B
Tick to give consent to Eligibility Checking for ☒ EYPP ☒ Working Family Eligibility ☒ Additional Support		Tick to give consent to Eligibility Checking for ☒ EYPP ☒ Working Family Eligibility ☒ Additional Support	

[Switch](#)

Consent for Eligibility Checking:

EYPP: The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

Working Family: The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

Additional Support: The Surname, DOB and NI Number will also be required for this data to be used for an Eligibility Check.

Required Information

- Parent's full name
- NI or NASS
- Date of birth

Tick **all** consent boxes for eligibility checks:

- EYPP
- Working Family Eligibility
- Additional Support (EL2)*

*Please note: the tick box is displayed only within the 'All 2-Year-Old Funding' section

Continuing Children - Updating Funded Hours

For each continuing child, you must manually enter:

- Updated funded hours and attendance days
- Number of weeks claimed

This information must be entered in the 'Funding Details' tab for each child's record.

Also, check that the 'Attends 2 days or more' box is ticked if the child is claiming more than 10 hours of funding per week.

Home Forms Funding My Details

Summary Estimates Actuals Adjustments Eligibility Checker

Name: Continuing Child DOB: 01-Jan-2022

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

Funding Details

Start Date* 01-Sep-2025

End Date* 31-Dec-2025

Default Term Dates

Weeks Attended in Term* 14.00

Present during Census ☒

Attends Two Days or More ☒

Nominated for DAF* ☐ Yes ☒ No

Stretching Entitlement ☐

Funded Hours per Week

Hours* 15

Extended Funded Hours per Week

Eligible for Extended Hours ☒

Eligibility Code 73108259999

Click to check eligibility for Working Parent funding ☒ **Check Eligibility Code**

Extended Hours* 15

Total Funded Hours per Week

Total Funded: 30.00

Attendance Days

Attends Monday ☒ Yes ☐ No

Attends Tuesday ☒ Yes ☐ No

Attends Wednesday ☒ Yes ☐ No

Attends Thursday ☐ Yes ☒ No

Attends Friday ☐ Yes ☒ No

Attends Saturday ☐ Yes ☒ No

Attends Sunday ☐ Yes ☒ No

Non-Funded Hours per Week

Non-Funded Hours* 0.00

Census Information

Funded Entitlement Weeks 38.00

Extended Entitlement Weeks 38.00

For Term Time claims, please enter 38 weeks. For Stretched claims enter 47.5 weeks. For Independent Schools please enter yearly weeks offered.

Maximum Values Allowed:

Number of Weeks: 14.00

Funded Weekly Hours: 15.00

Funded Termly Hours: 210.00

Funded Yearly Hours: 570.00

Extended Weekly Hours: 15.00

Extended Termly Hours: 210.00

Extended Yearly Hours: 570.00

If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer



Important reminder: Synergy does NOT automatically carry forward hours or weeks from previous terms



TIP: If any record is not properly updated, the "Send Claim" button will remain greyed out, preventing submission of your entire claim.

Funding Details Tab

Key Information

- Mandatory fields are marked with an asterisk (*), including non-funded hours
- A red box will indicate the maximum weekly and termly hours that can be claimed
- The start date should reflect when the child began attending that term

The maximum weeks that can be claimed for each term are:

Autumn: 14
Spring: 11
Summer: 13

Home Forms Funding My Details

Summary Estimates Actuals Adjustments Eligibility Checker

Name: Continuing Child DOB: 01-Jan-2022

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

Funding Details

Start Date* 01-Sep-2025

End Date* 31-Dec-2025

Default Term Dates

Weeks Attended in Term* 14.00

Present during Census ☒

Attends Two Days or More ☒

Nominated for DAF* ☐ Yes ☒ No

Stretching Entitlement ☐

Funded Hours per Week

Hours* 15

Extended Funded Hours per Week

Eligible for Extended Hours ☒

Eligibility Code 73108259999

Click to check eligibility for Working Parent funding ☒

Check Eligibility Code

Extended Hours* 15

Total Funded Hours per Week

Total Funded: 30.00

Attendance Days

Attends Monday ☒ Yes ☐ No

Attends Tuesday ☒ Yes ☐ No

Attends Wednesday ☒ Yes ☐ No

Attends Thursday ☐ Yes ☒ No

Attends Friday ☐ Yes ☒ No

Attends Saturday ☐ Yes ☒ No

Attends Sunday ☐ Yes ☒ No

Non-Funded Hours per Week

Non-Funded Hours* 0.00

Census Information

Funded Entitlement Weeks 38.00

Extended Entitlement Weeks 38.00

For Term Time claims, please enter 38 weeks. For Stretched claims enter 47.5 weeks. For Independent Schools please enter yearly weeks offered.

Maximum Values Allowed:

Number of Weeks: 14.00

Funded Weekly Hours: 15.00

Funded Termly Hours: 210.00

Funded Yearly Hours: 570.00

Extended Weekly Hours: 15.00

Extended Termly Hours: 210.00

Extended Yearly Hours: 570.00

If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Please note: the 'Funding Details' tab differs depending on the type of funding that is being claimed.

3&4 year olds can all claim universal hours (funded hours in Synergy), and eligible children can claim Working Parent Entitlement hours which are listed as 'Extended Hours' in Synergy.

Early Learning for 2YOs (EL2) is entered in the 'Funded Hours' box.

Working Parent Entitlement funding for 2 Year Olds or 9 month+ children is entered in the 'Expanded Hours' box.

Early Years Pupil Premium (EYPP) – Economic Criteria

Important Process Change

The process for claiming EYPP under the economic criteria has been updated. Please follow these steps for valid claims:



Obtain Parental Consent

Ensure the Parental Declaration Form is completed and signed by the parent before entering information.

[Kelsi website](#)



Complete Parent Details

Enter parent names, National Insurance number or NASS, and parent dates of birth in the Parent/Carer Details section.



Enable Eligibility Check

Tick the consent box to enable the EYPP eligibility check to be processed.



Missing or incomplete information will result in EYPP funding not being allocated to eligible children.

Adding a New Child

The term's funding is based on census week. To submit a claim for the term, providers must be open and offer funding during the designated census week. Providers must also ensure that children are in attendance for their full hours during the designated census week of the funding period unless they are known either to be ill or on holiday. Evidence of a child being either ill or on holiday, such as an email or text from the parent, must be kept for compliance purposes. If a child does not return to the setting from being ill or on holiday, providers must contact MI so the claim can be reduced before payment is made.

To successfully add a new child, you'll need:

- Child's full legal name (as shown on birth certificate)
- Date of birth
- Home address and postcode
- Parent/carer details
- Eligibility code (if applicable)
- Number of funded hours being claimed
- Completed and signed [Parental Declaration](#)



Log In to Portal

Access the Synergy FIS Provider Portal using your credentials. Select the 'Funding' tab.

Organisation: Mia Nursery
Provider: Mia Nursery (Day Nursery)

Home Forms **Funding** My Details

Summary Estimates Actuals Adjustments Eligibility Checker

Select Year and Term

2025 - 2026

Autumn

2024 - 2025

2023 - 2024

2022 - 2023

2021 - 2022



Select Term

Choose the correct term from the dropdown menu

Home Forms **Funding** My Details

Summary Estimates Actuals Adjustments Eligibility Checker

Select Year and Term

2025 - 2026

Autumn

2024 - 2025

2023 - 2024

2022 - 2023

2021 - 2022

2020 - 2021

2019 - 2020



Select Funding

Choose the appropriate funding type for the child

Actuals Head Count Records for 2025 - 2026 - Autumn

2025 - 2026

Autumn

Submission Period: 12 Jun 2025 to 31 Aug 2025

2024 - 2025

2023 - 2024

2022 - 2023

2021 - 2022

2020 - 2021

Funding Type

3 & 4 Year Olds

9 Months + Working Entitlement

All 2 Year Olds

Selecting the Correct Entitlement

When adding a child, it is crucial to select the correct entitlement you wish to claim under. This ensures proper funding allocation and accurate reporting.

Actuals Head Count Records for 2025 - 2026 - Autumn

2025 - 2026		Office use only
Autumn		
Submission Period: 12 Jun 2025 to 31 Aug 2025		
2024 - 2025	Funding Type	Ready To Process
2023 - 2024	3 & 4 Year Olds	Processed
2022 - 2023	9 Months + Working Entitlement	
2021 - 2022	All 2 Year Olds	

3&4 year old Universal & Extended Entitlement

For all 3&4 year olds (universal up to 15 hours) and those eligible for extended hours (up to an additional 15 hours)

9 Months plus Working Parent Entitlement

For eligible children aged 9 months and older whose parents meet the working criteria (up to 30 hours)

All 2 Year Olds

Eligible 2-year-olds whose parents meet the working criteria (up to 30 hours)

Eligible 2-year-olds who qualify based on disadvantage criteria (up to 15 hours).

If eligible for both EL2 Funding and the Working Parent Entitlement, the funding will be split between the entitlements to a maximum of 30 hours per week and 1140 hours per year.



Remember to verify date of birth ranges as listed on the [Kelsi website](#), available for both Childminders and Settings. This ensures you're claiming for children who are age-eligible for their respective entitlements.

- Select 'Actuals'

Organisation: Miu Nursery
Provider: Miu Nursery (Day Nursery)

Home Forms Funding My Details

Summary Estimates Actuals Adjustments Eligibility Checker

Summary: 2025 - 2026 Autumn - 3 & 4 Year Olds CHANGE

Rate x Hours may not equal Totals as rounding is applied per child.
The totals shown are the sum of the funding amounts per child.

Estimates		Actuals	
Term Length (Weeks)	14.00	Term Length (Weeks) Term Time	14.00
▶ Provider Rate applied	£6.98	Term Length (Weeks) Stretched	16.00
		▶ Provider Rate applied to child funding	£6.98

 **Please note:** The actuals tab will differ slightly depending on which entitlement you select

 **Tip:** If you accidentally select the wrong entitlement or term, click 'Change' to go back to the list of funding types and reselect

Organisation: Miu Nursery
Provider: Miu Nursery (Day Nursery)

Home Forms Funding My Details

Summary Estimates Actuals Adjustments Eligibility Checker

Submit Actual: 2025 - 2026 Spring - All 2 Year Olds CHANGE

Actuals Head Count Records for 2025 - 2026 - Autumn

2025 - 2026
Autumn
Submission Period: 12 Jun 2025 to 31 Aug 2025

2024 - 2025
2023 - 2024
2022 - 2023
2021 - 2022

Funding Type	Office use only	
	Ready To Process	Processed
3 & 4 Year Olds		
9 Months + Working Entitlement		
All 2 Year Olds		

9 month plus Working Parent Entitlement

Organisation: Miu Nursery
Provider: Miu Nursery (Day Nursery)

Home Forms Funding My Details

Summary Estimates Actuals Adjustments Eligibility Checker

Submit Actual: 2025 - 2026 Autumn - 9 Months + Working Entitlement [CHANGE](#)

Add Child Send Claim

Add Child Send Claim

Child Details Parent / Carer Details Funding Details Notes

Child Details

Forename* Demo
Middle Name
Surname* Child
DOB* 01-Jan-2024
Proof of DOB ☒
Gender* ☐ Male ☒ Female
Preferred Surname
Ethnicity* Other Ethnic Group
SEN COP Stage <Unknown>

Search for an Address

Primary
Postcode* ME14 1XQ
[Search](#)

Address

Address Line 1* Kent County Council
Address Line 2 Sessions House
Address Line 3 County Road
Locality
Town Maidstone
County
Postcode* ME14 1XQ
[Cancel](#) [Enter Manually](#) [Confirm](#)

Select 'Add Child'

Under the 'Child Details' tab enter:

- Forename
- Surname
- DOB
- Tick proof of DOB (if seen)
- Select the child's gender
- Select child's ethnicity
- If you are supporting a child with additional needs but they do not have an Education Health and Care Plan (EHCP) in place, please record the SEN COP Stage as 'SEN Support' when submitting your claim. Otherwise leave as <Unknown>.
- Enter house name or number
- Enter child's postcode
- Click on the '**Search**' button

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Enter the child address details:

- In the '**Primary**' field, enter the **house name or number**.
- Then, enter the **postcode**.
- Click '**Search**' to locate and update the address.

If the populated address is correct, press '**Confirm**', if not press '**Enter Manually**' and input correct address.

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

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details		Partner Details	
Forename*	Demo	Forename	Demo
Surname*	Parent 1	Surname	Parent 2
DOB	01-Jul-1990	DOB	01-Jun-1990
Email	parent1@email.com	Email	parent2@email.com
Contact Number	01234567890	Contact Number	01234567890
☒ NI* or ☐ NASS Number*	NN222222A	☒ NI or ☐ NASS Number	NN222222B
Tick to give consent to Eligibility Checking for	☒ EYPP ☒ Working Family Eligibility	Tick to give consent to Eligibility Checking for	☒ EYPP ☒ Working Family Eligibility

Consent for Eligibility Checking:

EYPP: The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

Working Family: The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

Once the Child details have been completed, select the 'Parent/Carer Details' tab.

- Enter the parent / carer details
- National Insurance or NASS number
- Date of birth
- **Tick both consent boxes**



If Parent/Carer Details are not eligible, use the 'Switch' button to check eligibility on 'Partner Details'

Name: Demo Child DOB: 01-Jan-2024

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

Funding Details

Start Date* 01-Sep-2025
End Date* 31-Dec-2025
Default Term Dates

Weeks Attended in Term* 14.00

Present during Census ☒
Attends Two Days or More ☒
Nominated for DAF* ☐ Yes ☒ No
Stretching Entitlement ☐

Attendance Days

Attends Monday ☒ Yes ☐ No
Attends Tuesday ☒ Yes ☐ No
Attends Wednesday ☒ Yes ☐ No
Attends Thursday ☐ Yes ☒ No
Attends Friday ☐ Yes ☒ No
Attends Saturday ☐ Yes ☒ No
Attends Sunday ☐ Yes ☒ No

Non-Funded Hours per Week

Non-Funded Hours* 0.00

Expanded Funded Hours per Week

Eligible for Expanded Hours ☒

Eligibility Code 73108259999
Click to check eligibility for Working Parent funding **Check Eligibility Code**

Expanded Hours* 30.00

Census Information

Expanded Entitlement Weeks 38.00
For Term Time claims, please enter 38 weeks. For Stretched claims enter 47.5 weeks. For Independent Schools please enter yearly weeks offered.

Maximum Values Allowed:
 Number of Weeks: 14.00
 Expanded Weekly Hours: 30.00
 Expanded Termly Hours: 420.00
 Expanded Yearly Hours: 1140.00

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

On the 'Funding Details' tab complete the following:

- Start Date
- End Date
- Weeks attended in Term
- Leave 'Present During Census' box ticked
- Tick 'Attends Two Days or More' box if the child is accessing more than 10 hours
- 'Nominated for DAF' - select 'No'
- Type in the child's eligibility code and then press 'Check Eligibility Code' button
- Enter weekly 'Expanded Hours' the child will be claiming at your setting
- Select the days in which the child is attending your setting
- Input any hours that the parent pays for in the 'Non-Funded Hours' box if applicable

Census information: For Term Time claims, please enter 38 weeks. For independent schools that offer less than 38 weeks, please enter the actual annual weeks provided.

Press **'SAVE'**

All 2 year olds – Eligibility Scenarios

The below table is a breakdown of the maximum hours you may enter for each scenario depending on the eligibility outcome:

Entitlement Child Eligible for	Eligibility Synergy	Funded Hours	Expanded Hours
Working entitlement	Funded ✗ Expanded ✓	Nil	Up to 30 hours
Working entitlement & Early Learning for 2 Year Olds (EL2)	Funded ✓ Expanded ✓	Up to 15 hours	Up to 15 hours
Early Learning for 2 Year Olds (EL2)	Funded ✓ Expanded ✗	Up to 15 hours	Nil
Eligibility not confirmed	Funded ✗ Expanded ✗	Up to 15 hours*	Nil



* Funded hours can still be entered but may be rejected by the LA

If only a working code has been provided and a not eligible result is present, **do not enter** hours under funded unless they are EL2 eligible

All 2 year olds – Add Child with Working Entitlement

Organisation: Miu Nursery
Provider: Miu Nursery (Day Nursery)

Home Forms **Funding** My Details

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2025 - 2026 Autumn - 2 Year Olds - Working Entitlement [CHANGE](#)

Add Child Enter EY Voucher Send Claim

Add Child Enter EY Voucher Send Claim

Select **'Add Child'** for new Working Entitlement children or non-valid EY Voucher

A pop up will ask you if you wish to continue to 'Add Child' or 'Return to enter an EY Voucher', select **'Continue'**

Add Child / Enter EY Voucher Code

Are you sure you want to continue adding a new child or return to enter an EY Voucher code?

[Continue](#) [Return](#)

Under the **'Child Details'** tab enter:

Child Details Parent / Carer Details Funding Details Notes

Child Details

Forename* Demo
Middle Name
Surname* Child
DOB* 01-Jan-2024
Proof of DOB ☒
Gender* ☐ Male ☒ Female
Preferred Surname
Ethnicity* Other Ethnic Group
SEN COP Stage <Unknown>

Search for an Address

Primary
Postcode* ME14 1XQ
[Search](#)

Address

Address Line 1* Kent County Council
Address Line 2 Sessions House
Address Line 3 County Road
Locality
Town Maidstone
County
Postcode* ME14 1XQ
[Cancel](#) [Enter Manually](#) [Confirm](#)

- Forename
- Surname
- DOB
- Tick proof of DOB (if seen)
- Select the child's gender
- Select child's ethnicity
- If the child has additional needs but they do not have an Education Health and Care Plan (EHCP) in place, please record the SEN COP Stage as 'SEN Support'. Otherwise leave as <Unknown>.
- Enter house name or number
- Enter child's postcode
- Click on the **'Search'** button

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Enter the child address details:

- In the '**Primary**' field, enter the **house name or number**.
- Then, enter the **postcode**.
- Click '**Search**' to locate and update the address.

If the populated address is correct, press '**Confirm**' if not press '**Enter Manually**' and input correct address.

Once the Child details have been completed, select the 'Parent/Carer Details' tab.

- Enter the parent / carer forename and surname
- National Insurance or NASS number
- Date of birth
- **Tick all 3 consent boxes**

Details | **Parent / Carer Details** | Funding Details | Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details		Partner Details	
Forename	Demo	Forename	Demo
Surname	Parent 1	Surname	Parent 2
DOB	01-Jul-1990	DOB	01-Jun-1990
Email	parent1@email.com	Email	parent2@email.com
Contact Number	01234567890	Contact Number	01234567890
☒ NI or ☐ NASS Number	NN222222A	☒ NI or ☐ NASS Number	NN222222B
Tick to give consent to Eligibility Checking for ☒ EYPP ☒ Working Family Eligibility ☒ Additional Support		Tick to give consent to Eligibility Checking for ☒ EYPP ☒ Working Family Eligibility ☒ Additional Support	

Consent for Eligibility Checking:

PP: The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

Working Family: The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

Additional Support: The Surname, DOB and NI Number will also be required for this data to be used for an Eligibility Check.



If Parent/Carer Details are not eligible, use the 'Switch' button to check eligibility on 'Partner Details'

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

Funding Details

Start Date* 01-Sep-2025

End Date* 31-Dec-2025

Default Term Dates

Weeks Attended in Term* 14

Present during Census ☒

Attends Two Days or More ☒

Nominated for DAF* ☐ Yes ☒ No

Stretching Entitlement ☐

Funded Hours per Week

Eligible for Funded Hours 

Click to check eligibility for 2-year-old receiving additional support funding (Free for Two)

Check Eligibility

Hours* 0

Expanded Funded Hours per Week

Eligible for Expanded Hours 

Eligibility Code 73108259999

Click to check eligibility for Working Parent funding

Check Eligibility Code

Expanded Hours* 30

Total Funded Hours per Week

Total Funded: 30.00

Attendance Days

Attends Monday ☒ Yes ☐ No

Attends Tuesday ☒ Yes ☐ No

Attends Wednesday ☒ Yes ☐ No

Attends Thursday ☐ Yes ☒ No

Attends Friday ☐ Yes ☒ No

Attends Saturday ☐ Yes ☒ No

Attends Sunday ☐ Yes ☒ No

Non-Funded Hours per Week

Non-Funded Hours* 0.00

 The Additional Support Check (Free for Two) has come back as not found, Funded Hours can still be entered, but may be rejected by the LA.

Census Information

Funded Entitlement Weeks 38.00

Expanded Entitlement Weeks 38.00

 For Term Time claims, please enter 38 weeks. For Stretched claims enter 47.5 weeks. For Independent Schools please enter yearly weeks offered.

Maximum Values Allowed:

Number of Weeks: 14.00

Funded Weekly Hours: 0.00

Funded Termly Hours: 420.00

Funded Yearly Hours: 0.00

Expanded Weekly Hours: 30.00

Expanded Termly Hours: 420.00

Expanded Yearly Hours: 1140.00

 If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

On the 'Funding Details' tab complete the following:

- Start Date
- End Date
- Weeks attended in Term
- Leave 'Present During Census' box ticked
- Tick 'Attends Two Days or More' box if the child is accessing more than 10 hours
- 'Nominated for DAF' - select 'No'
 - Click 'Check Eligibility' to run the EL2 check.
 -  If eligible, enter first 15 hours in the Funded Hours box.
 -  If not eligible, enter 0 in the Hours box under

Funded Hours per Week.

- Type in the child's eligibility code and then press 'Check Eligibility Code' button
- Enter weekly 'Expanded Hours' the child will be claiming at your setting
- Select the days in which the child is attending your setting
- Input any hours that the parent pays for in the 'Non-Funded Hours' box if applicable

Census information: For Term Time claims, please enter 38 weeks. For independent schools that offer less than 38 weeks, please enter the actual annual weeks provided.

Press **'SAVE'**

All 2 year olds- EY Voucher

Organisation: Miu Nursery
Provider: Miu Nursery (Day Nursery)

Home Forms Funding My Details
Summary Estimates Actuals Adjustments Eligibility Checker

Submit Actual: 2025 - 2026 Autumn - 2 Year Olds - Free For Two CHANGE

Add Child Enter EY Voucher Send Claim
Add Child Enter EY Voucher Send Claim

For children accessing the Disadvantaged 2-year-old funding (EL2) select '**Enter EY Voucher**'

Input the character Voucher Code, Child's Date of birth, Child's Surname and then press '**Submit**'

EY Claim

Please enter a valid Voucher Code, together with the Child's Date of Birth and Surname.

Voucher Code* LWY45V
Child Date of Birth* 01-Jan-2023
Child Surname* Eligible

*denotes mandatory fields

Submit Cancel

Child Details Parent / Carer Details Funding Details Notes

Child Details

Forename* Demo
Middle Name
Surname* Child
DOB* 01-Jan-2024
Proof of DOB ☒
Gender* ☐ Male ☒ Female
Preferred Surname
Ethnicity* Other Ethnic Group
SEN COP Stage <Unknown>

Search for an Address

Primary
Postcode* ME14 1XQ
Search

Address

Address Line 1* Kent County Council
Address Line 2 Sessions House
Address Line 3 County Road
Locality
Town Maidstone
County
Postcode* ME14 1XQ
Cancel Enter Manually Confirm

Under the '**Child Details**' tab enter or check:

- Forename
- Surname
- DOB
- Tick proof of DOB (if seen)
- Child's gender
- Child's ethnicity
- If the child has additional needs but they do not have an Education Health and Care Plan (EHCP) in place, please record the SEN COP Stage as 'SEN Support'. Otherwise leave as <Unknown>.
- Enter house name or number
- Enter child's postcode
- Click on the '**Search**' button



If an error message appears when entering the EY Voucher code, recheck the details and try again. If it still does not accept the data, select the 'add child' button to continue with the claim. **Please note:** payment is not guaranteed without eligibility being confirmed.

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Enter the child address details:

- In the '**Primary**' field, enter the **house name or number**.
- Then, enter the **postcode**.
- Click '**Search**' to locate and update the address.

If the populated address is correct, press '**Confirm**' if not press '**Enter Manually**' and input correct address.

Once the Child details have been completed, select the 'Parent/Carer Details' tab.

- Enter the parent / carer forename and surname
- National Insurance or NASS number
- Date of birth
- **Tick all 3 consent boxes**

Details Parent / Carer Details Funding Details Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details		Partner Details	
Forename	Demo	Forename	Demo
Surname	Parent 1	Surname	Parent 2
DOB	01-Jul-1990	DOB	01-Jun-1990
Email	parent1@email.com	Email	parent2@email.com
Contact Number	01234567890	Contact Number	01234567890
☒ NI or ☐ NASS Number	NN222222A	☒ NI or ☐ NASS Number	NN222222B
Tick to give consent to Eligibility Checking for ☒ EYPP ☒ Working Family Eligibility ☒ Additional Support		Tick to give consent to Eligibility Checking for ☒ EYPP ☒ Working Family Eligibility ☒ Additional Support	

Consent for Eligibility Checking:

PP: The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

Working Family: The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

Additional Support: The Surname, DOB and NI Number will also be required for this data to be used for an Eligibility Check.



If Parent/Carer Details are not eligible, use the 'Switch' button to check eligibility on 'Partner Details'

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

Funding Details

Start Date* 01-Sep-2025

End Date* 31-Dec-2025

Default Term Dates

Weeks Attended in Term*

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF* ☐ Yes ☐ No

Stretching Entitlement ☐

Funded Hours per Week

Eligible for Funded Hours

Click to check eligibility for 2-year-old receiving additional support funding (Free for Two)

Hours*

Child Eligible

Expanded Funded Hours per Week

Eligible for Expanded Hours

Eligibility Code

Click to check eligibility for Working Parent funding

Check Eligibility Code

Expanded Hours*

Total Funded Hours per Week

Total Funded: 0.00

Attendance Days

Attends Monday ☐ Yes ☐ No

Attends Tuesday ☐ Yes ☐ No

Attends Wednesday ☐ Yes ☐ No

Attends Thursday ☐ Yes ☐ No

Attends Friday ☐ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours*

Child is eligible for 2-year-old receiving additional support funding. Please enter Funded Hours in line with the parental declaration form.

Census Information

Funded Entitlement Weeks

Expanded Entitlement Weeks

For Term Time claims, please enter 38 weeks. For Stretched claims enter 47.5 weeks. For Independent Schools please enter yearly weeks offered.

Maximum Values Allowed:

Number of Weeks: 14.00

Funded Weekly Hours: 10.00

Funded Termly Hours: 210.00

Funded Yearly Hours: 380.00

Expanded Weekly Hours: 0.00

Expanded Termly Hours: 0.00

Expanded Yearly Hours: 0.00

If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

Save Cancel

*denotes mandatory fields

On the 'Funding Details' tab complete the following:

- Start Date
- End Date
- Weeks attended in Term
- Leave 'Present During Census' box ticked
- Tick 'Attends Two Days or More' box if the child is accessing more than 10 hours
- 'Nominated for DAF' - select 'No'
- Under 'Funded Hours per Week' type enter the number of hours the child will be claiming at your setting
- If an EY Voucher code was used, the Check Eligibility function will not be available.
- If no EY voucher code has been used when starting the claim, press the 'child eligible' button to check for EL2 eligibility.
- Under 'Expanded Funded Hours per Week' type in 0 the 'Hours' box
- Select the days in which the child is attending your setting
- Input any hours that the parent pays for in the 'Non-Funded Hours' box if applicable

Census information: For Term Time claims, please enter 38 weeks. For independent schools that offer less than 38 weeks, please enter the actual annual weeks provided.

Press **'SAVE'**

3 & 4 year old Universal and Extended Entitlement

Select 'Add Child'

The screenshot shows the top navigation bar with 'Home', 'Forms', 'Funding', and 'My Details'. Below this is a sub-navigation bar with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A banner reads 'Submit Actual: 2025 - 2026 Autumn - 3 & 4 Year Olds' with a 'CHANGE' link. Below the banner, the 'Add Child' button is highlighted with a yellow box, and the 'Send Claim' button is visible next to it.

The screenshot shows the 'Child Details' form. The 'Child Details' tab is selected. The form contains the following fields:

- Forename***: Demo
- Middle Name**:
- Surname***: Child
- DOB***: 01-Jan-2022
- Proof of DOB**: ☒
- Gender***: ☒ Male ☐ Female
- Preferred Surname**:
- Ethnicity***: Other Mixed Background
- SEN COP Stage**: <Unknown>

On the right, there is a 'Search for an Address' section with a 'Primary' dropdown, a 'Postcode*' field containing 'ME14 1XQ', and a 'Search' button. Below this is an 'Address' section with fields for 'Address Line 1*', 'Address Line 2', 'Address Line 3', 'Locality', 'Town', 'County', and 'Postcode*'.

Under the 'Child Details' tab enter:

- Forename
- Surname
- DOB
- Tick proof of DOB (if seen)
- Select the child's gender
- Select child's ethnicity
- If the child has additional needs but they do not have an Education Health and Care Plan (EHCP) in place, please record the SEN COP Stage as 'SEN Support'. Otherwise leave as <Unknown>.
- Enter house name or number
- Enter child's postcode
- Click on the **'Search'** button

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Enter the child address details:

- In the '**Primary**' field, enter the **house name or number**.
- Then, enter the **postcode**.
- Click '**Search**' to locate and update the address.

If the populated address is correct, press '**Confirm**' if not press '**Enter Manually**' and input correct address.

Once the Child details have been completed, select the 'Parent/Carer Details' tab.

- Enter the parent / carer forename and surname
- National Insurance or NASS number
- Date of birth
- **Tick both consent boxes**

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

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details		Partner Details	
Forename	Parent 1	Forename	Parent 2
Surname	Demo	Surname	Demo
DOB	01-Jan-1990	DOB	01-Jun-1990
Email	parent1@email.com	Email	parent2@email.com
Contact Number	01234567890	Contact Number	01234567890
☒ NI or ☐ NASS Number	NN222222A	☒ NI or ☐ NASS Number	NN222222B
Tick to give consent to Eligibility Checking for	☒ EYPP ☒ Working Family Eligibility	Tick to give consent to Eligibility Checking for	☒ EYPP ☒ Working Family Eligibility

Consent for Eligibility Checking:

EYPP: The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

Working Family: The Surname and NI Number will also be required for this data to be used for an Eligibility Check.



If Parent/Carer Details are not eligible, use the 'Switch' button to check eligibility on 'Partner Details'

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

Funding Details

Start Date* 01-Sep-2025

End Date* 31-Dec-2025

Default Term Dates

Weeks Attended in Term* 14.00

Present during Census ☒

Attends Two Days or More ☒

Nominated for DAF* ☐ Yes ☒ No

Stretching Entitlement ☐

Funded Hours per Week

Hours* 15

Extended Funded Hours per Week

Eligible for Extended Hours 

Eligibility Code

Click to check eligibility for Working Parent funding **Check Eligibility Code**

Extended Hours* 0

Total Funded Hours per Week

Total Funded: 15.00

Attendance Days

Attends Monday ☒ Yes ☐ No

Attends Tuesday ☒ Yes ☐ No

Attends Wednesday ☐ Yes ☐ No

Attends Thursday ☐ Yes ☐ No

Attends Friday ☐ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours* 0.00

Census Information

Funded Entitlement Weeks 38.00

Extended Entitlement Weeks 38.00

 For Term Time claims, please enter 38 weeks. For Stretched claims enter 47.5 weeks. For Independent Schools please enter yearly weeks offered.

Maximum Values Allowed:

Number of Weeks: 14.00

Funded Weekly Hours: 15.00
Funded Termly Hours: 210.00
Funded Yearly Hours: 570.00

Extended Weekly Hours: 15.00
Extended Termly Hours: 210.00
Extended Yearly Hours: 570.00

 If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

On the 'Funding Details' tab complete the following:

- Start Date
- End Date
- Weeks attended in Term
- Leave 'Present During Census' box ticked
- Tick 'Attends Two Days or More' box if the child is accessing more than 10 hours
- 'Nominated for DAF' - select 'No'
- Under 'Funded Hours per Week' type in the number of **universal** hours being claimed at the setting in 'Hours' box

If the child is accessing the **Working Parent Entitlement** complete the 'Extended Funded Hours per week section:

- Type in the child's eligibility code and then press 'Check Eligibility Code' button
- Enter weekly 'Extended Hours' the child will be claiming at your setting
- Select the days in which the child is attending your setting
- Input any hours that the parent pays for in the 'Non-Funded Hours' box if applicable

Census information: For Term Time claims, please enter 38 weeks. For independent schools that offer less than 38 weeks, please enter the actual annual weeks provided.

Press **'SAVE'**

Working Parent Entitlement Eligibility Check Messages:



The Eligibility Code has been found and eligibility for working family hours has been obtained.

The eligibility code has been found and working entitlement hours can be submitted.



The Eligibility Code has been found, but does not cover the standard term start date (01-Sep-2024) therefore working family hours cannot be claimed this term.

This means that a claim for working entitlement hours **cannot** be submitted, as the code is not valid for the current term. Please contact the Early Years Management Information team and they will investigate further.

For 3&4 year olds, to enable you to submit the universal hours, set the extended funded hours to 0.00 whilst this is investigated (leave all other information in place).

For All 2 Year Olds, please **do not** enter hours in the funded hours, unless they are eligible for EL2.



Eligibility for working family hours was not obtained.

This means the details entered do not match an eligible record. Go back and re check the 11-digit eligibility code, parent national insurance number and child's date of birth. If you have the partner details, you can also go back to the 'Parent/ Carer Details' tab and press the 'Switch' button. This will check the other parent/carers details. To complete the additional check, go back to the funding details tab and re press the blue eligibility button.

For All 2 Year Olds, please **do not** enter hours in the funded hours, unless they are eligible for EL2.

Submitting A Claim

Once you have added all children under an entitlement, select **Send Claim**.

We recommend taking a screenshot of your claim in case an error occurs.

If a red banner appears, complete the termly census before selecting **Send Claim** again.

If claiming for more than one type of funding, please ensure all funding types are sent separately after submitting the census.

The status column indicates if the claim has been submitted and if it has been accepted for payment by the Early Years Management Information team.

HomeFormsFundingMy Details

SummaryEstimatesActualsAdjustmentsEligibility Checker

✔

Submission Successful

Submit Actual: 2026 - 2027 Autumn - 9 Months + Working Entitlement [CHANGE](#)

Add Child

Send Claim

	Status	Child	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!↺	New, Awaiting LA Download	Test, Test (01-Nov-2024)	168.00	£1878.24		22-Jul-2026 - 29-Oct-2026 Grace Period: 05-Feb-2027

Add Child

Send Claim

HomeFormsFundingMy Details

SummaryEstimatesActualsAdjustmentsEligibility Checker

✖

To support the LA in their statutory duty to return the Early Years Census, you must enter and save your Census related details before being able to submit this claim. This is performed using My Details > Census.

Submit Actual: 2026 - 2027 Autumn - 9 Months + Working Entitlement [CHANGE](#)

Add Child

Send Claim

	Status	Child	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!↺	New, Unsubmitted Child	Test, Test (01-Nov-2024)	168.00	£1878.24		22-Jul-2026 - 29-Oct-2026 Grace Period: 05-Feb-2027

Add Child

Send Claim

i

Tip: You can submit more than once whilst the portal is open. It is best to complete the continuing children's claims first; these can be submitted once reviewed. You can then add any new children and submit those once added. Complete one entitlement at a time to ensure all claims are submitted.

Status Column Index

Message	Explanation
Awaiting LA Deletion	This means an EXISTING child has now been submitted as a deletion to the Early Years Management Information team. It is waiting for the team to delete the record. Once they delete it, the child record will disappear from your screen.
New, unsubmitted claim	This means a NEW child has been entered, but not submitted, press 'Send Claim'.
New, awaiting LA download	This means a NEW child has now been submitted to the Early Years Management Information team. It is waiting for the team to start the payment process. Once they start to process it, this status description will disappear from your screen.
Awaiting LA Deletion	The child's record is awaiting a member of the MI team to delete.
Unsubmitted Claim	This means an EXISTING child has been amended, but not submitted, press 'Send Claim'.
Awaiting LA Download	This means an EXISTING child has now been submitted to the Early Years Management Information team. It is waiting for the team to start the payment process. Once they start to process it, this status description will disappear from your screen.

Contact Details

Email: miearlyyears@kent.gov.uk

Phone number: 03000 421 612

Kelsi Website: [Claiming the Free Entitlements- KELS!](#)