



**To All Non-Stretched PVI's**

**Children, Young People and Education**

**Management Information**

2nd Floor, Invicta House,  
Maidstone, Kent, ME14 1XX

Phone: 03000 422828

Fax: 03000 421512

Email: EYFE@kent.gov.uk

1<sup>st</sup> September 2017

Dear Colleague,

**Free Entitlement and Childcare Period 01/09/2017 – 31/12/2017 Autumn Final Claim**

The Headcount Week is Monday 11<sup>th</sup> September to Friday 15<sup>th</sup> September 2017. 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 Terms 1 & 2 (Autumn) 2017 is below:

<b>Term</b>	<b>3 Year Olds</b>	<b>4 Year Olds</b>	<b>Whole DOB Range</b>
Autumn 2017	01/09/2013 to 31/08/2014	01/09/2012 to 31/08/2013	01/09/2012 to 31/08/2014

**Synergy FIS Provider Portal**

We now have a new system that is replacing the Early Years Web – it is called Synergy FIS Provider Portal. The system will be continuously open for providers to access at all times but will have set dates for the Estimate (Estimates tab) and Headcount (Actuals tab) data collections. For the Autumn 2017 Headcount the 'Actuals' tab will be open from Monday 4<sup>th</sup> September to Friday 29<sup>th</sup> September 2017. However, we would not expect any setting to submit a headcount claim before the end of headcount week unless the children have all attended their hours. 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 Friday 29<sup>th</sup> September 2017. Balancing payments should be in Providers' accounts around Monday 30<sup>th</sup> October 2017.

The link for the provider portal is:

<https://kent.cloud.servelec-synergy.com/ProviderPortal/login.aspx>

Full guidance notes for the Synergy FIS Provider Portal are available on KELSIS:

<http://www.kelsi.org.uk/school-management/data-and-reporting/management-information/early-years-free-entitlement>

**30 Hours of Free Childcare**

If you are claiming the 30 hours of free childcare (extended) for any children you will need to ensure you have the eligibility code, parent's forename/surname, NI number and child's date of birth ready to input onto the headcount. Full information on 30 hours claims is available on KELSIS.

**Children Claiming at 2 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 30 hours a week for the extended entitlement. Where claims are received in excess of these hours, no setting will be paid until the over claim is resolved

**Stretched Funding**

If you wish to offer funding over more than 38 weeks please advise Management Information immediately via [eyfe@kent.gov.uk](mailto:eyfe@kent.gov.uk).

**EYPP**

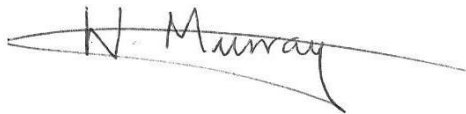
The process for Early Years Pupil Premium applications has changed. Any applications under economic criteria will now be claimed for on the headcount data collection or in the adjustments. Please ensure that you input the parents details on the Parent/Carer details tab on the headcount. All other applications (Children in care or those that have left care) will be claimed for in the usual way. Please see KELSI for full guidance on both.

**Late Joiners**

We no longer have Late Joiner forms - any children that join the setting after headcount week will now be added as adjustments to the Synergy FIS Provider Portal. 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 deadline for Autumn 2017 Late Joiners is Tuesday 2<sup>nd</sup> January 2018.

If you require any further information please contact Management Information on 03000 422828.

Yours sincerely

A handwritten signature in black ink that reads "W. Murray". The signature is written in a cursive style and is underlined with a long horizontal line.

Wendy Murray  
Performance and Information Manager