

IMPORTANT INFORMATION

Termly Information Letter for:

SPRING TERM 2021, EARLY YEARS FUNDING AND CENSUS

December 2020

Dear Early Years Provider,

2, 3 & 4 YEAR FUNDING - DATES FOR THE SPRING TERM 2021 HEADCOUNT

The Spring term is funded for **11 weeks**.

The Spring term dates are: **4th January 2021 to 1st April 2021**.

Headcount date is 21st January 2021 – to claim funding, children must be attending your setting in the week commencing **18th January 2021**.

Children Eligible for Spring term 2021:

- 2 year olds born between **1st January 2018 and 31st December 2018**
- 3 & 4 year olds born between **1st January 2016 and 31st December 2017**

The Important Term Dates and Deadlines:

- **14th December 2020** - Provider Portal opens to submit Estimate* hours and Headcount
- **11th January 2021** - Submission deadline for Estimate hours
- **18th January 2021** – Early Years Census Form available on the Provider Portal
- **21st January 2021** – Headcount Date
- **29th January 2021** – Headcount Submission Deadline for Actual hours and sending DAF and EYPP supporting information. You MUST go in and check that all details are correct and make any changes or amendments
- **29th January 2021** – Census Form completion deadline date
- **29th January 2021** – Sufficiency deadline date

Payment dates:

18th January 2021 – 3 & 4 year funding ***Interim*** payment based on the Estimate numbers entered into the Provider Portal

22nd January 2021 – 2 year funding ***Interim*** payment based Estimate numbers entered into the Provider Portal

10th March 2021 – 3 & 4 year funding ***Actual*** final payment based on the Headcount hours

12th March 2021 - 2 year funding ***Actual*** final payment based on the Headcount hours

Academic year 2020/2021 School Term dates:

Funded weeks	WCC school terms	2020/2021 Headcount Dates
Autumn Term – 14 weeks	01/09/2020 to 18/12/2020- 14.5 weeks	Autumn Term – 1st October 2020
Spring Term – 11 weeks	04/01/2021 to 01/04/2021- 12 weeks	Spring Term – 21st January 2021
Summer Term - 13 weeks	19/04/2021 to 21/07/2021- 12.5 weeks	Summer Term – 20 th May 2021

***Please note that the funding weeks do not match the school term weeks. To make sure that you do not lose funding, we suggest that you use 1 weeks funding from the Summer term to make up the shortfall of funding for the Spring term. You will need to decide on the week or two part weeks which are unfunded.**

Funding Rates:

For the Financial year 2020/21 from 1st April 2020 to 31st March 2021, the hourly rates for the Early Years Entitlements are:

2 year funding - **£5.37 per hour**

3 & 4 year funding for Universal and Extended hours - **£4.09 per hour**

Deprivation Factor (DF) - **53p per hour**

Early Years Pupil Premium (EYPP) -**53p per hour**

Disability Access Fund (DAF) - **£615 paid annually**

EXTENDED ENTITLEMENT (30 hours Funding):

30 Hour Code Deadlines:

The following codes can be accepted:

- 30 hour Code starting with 500
 - **validity start date by 31st December 2020**
 - **validity end date after 5th January 2021**

Note: codes with a delayed issue will only be accepted if they are dated by 14th January 2021 but must have a start date by 31st December 2020.

- Funded children carried forward from the Autumn term 2021
 - 30 hour code in a Grace period ending **no earlier** than **31st March 2021**
- Temporary codes starting with 11
 - **code issued by 14th January 2021**
- Codes with a start date on or after **1st January 2021** will **not** be accepted for the Spring term 2021
- New children starting 30 hours funding must have a code **within valid dates** and **not** in a Grace period.

Any alteration to these dates advised by the DfE will be notified via the Early Years Newsletter

30 HOUR CODE PROCESS:

- The parent should give you a valid code for the term, issued by HMRC, before the start of the term they want to claim for. The code must be checked for validity using the Eligibility Checker on the Synergy Provider Portal. **You must only enter the code number, parent's NI number and child's date of birth into the Eligibility Checker**
- When the code is checked, make sure that the code dates meet the criteria for the term, as above, **before** a start date for the extended funding is agreed with the parent, preferably **before** the start of term and by no later than the Headcount date
- For new children to funding, the 30 hour code **validity end date** MUST be dated **after** the start of term
- The parent will need to complete the 30 Hours Funding section on the PDF, including the 11 digit eligibility code before an eligibility check can be made
- When the Extended hours are entered onto the Synergy provider portal make sure that the 30H box is ticked on the parent/carer details, the code is entered in the child details tab and click on the **'30 Hours Free Childcare'** blue tab in the child funding tab

EYPP (Early Years Pupil Premium):

To claim EYPP, the parent needs to complete the information required in the EYPP section of the PDF. These details should then be entered on to the Parent/Carer tab under 'Child's Details' on the provider portal. These details will be submitted together with your Headcount claim and checked for eligibility using an ECS checking system after the Headcount return has been completed. If the family's details meet the criteria, a weighting will be added next to the child's details. This can be seen on the provider portal, as EYPP in the weighting column.

EYPP will automatically be added for Warwickshire's Looked After Children (LAC). LAC from another authority will need to have supporting information added to the Document tab. If you are adding supporting information for EYPP to the Document tab, please advise the Funding Office or put a message in the Note tab.

DAF (Disability Access Fund):

DAF is paid on an annual basis and is not transferrable. Your claim must be entered on to the provider portal, by selecting yes on the 'Nominated for DAF' yes/no button on the Child Funding record. You must send proof of the child's eligibility by attaching a copy of the DLA award letter to the Document Upload facility on the provider portal at the same time as your Headcount is sent. A payment will not be made until this has been seen by the Funding Office.

2 Year funding claims:

Parents who have successfully applied via the online system or by application form will be issued with a confirmation email or letter. You will need to enter the EY Voucher code from this confirmation letter into the provider portal using the 'EY Voucher' blue tab. **Please make sure you have seen this confirmation letter and saved a copy, before you offer a funded place.**

The Early Years Funding Office will not be able to approve your claim for 2 year funding until eligibility can be confirmed.

ENTERING YOUR ESTIMATE* AND HEADCOUNT HOURS:

SUBMITTING YOUR ESTIMATE HOURS:

To send your Estimate hours using the Provider Portal, which your **Interim** payment will be based on, select the FUNDING tab>select correct term and funding type(s)>select ESTIMATES tab> enter the **total number of weekly hours** you will be claiming for>select Send. For full details, refer to the Guidance issued. The **ESTIMATES** tab will be available from: **14th December 2020 to 11th January 2021.**

SUBMITTING YOUR HEADCOUNT CLAIM:

The Headcount hours must be submitted using the Synergy FIS Provider Portal by selecting the FUNDING tab >Actuals > select the correct term and funding type. If you are unsure how to enter your Headcount, please follow the Provider Portal Guidance that has been issued. The Provider Portal will be available to enter your Headcount claim **from 14th December 2020 and 29th January 2021.**

The web address for the Synergy FIS Provider Portal is:

<https://admissions.warwickshire.gov.uk/synergy/providers>

PARENTAL DECLARATION FORMS (PDF):

The appropriate Parental Declaration Form Academic Year 2020/2021 must be completed for every child claiming the Early Years Funded Entitlements for 2, 3 & 4 year olds.

The PDF is an agreement between providers and parents to commit to the number of funded hours claimed for the whole of the term. It is therefore recommended that you make sure the PDF is completed and returned to you **by the start of each term**, so that parents are fully aware of the agreement they have made with you.

The PDF **MUST** be updated on a termly basis and signed by the parent. If a parent/carer does not update a PDF for the term, then you cannot make a claim for this funding.

The PDF also includes an agreement for the parents to sign to claim for 30 hours extended funding, EYPP and the Disability Access Fund (DAF). Parents will need to complete and sign the agreements before you add them to the Provider Portal.

The forms must be retained at your setting for 7 years (6 years plus current year) and be available for audit purposes.

Funding will only be paid to the setting(s), where the child is in attendance during Headcount week, this will also include children who are on short term authorised absence due to sickness or on holiday.

ADJUSTMENTS:

If a child leaves before or starts after the Headcount date, funding will not normally be paid to you. You will need to contact the setting(s) where the child was attending during Headcount week, directly, to agree any transfer of the proportionate amount of funding.

Any exceptional circumstances for starting after Headcount day e.g. a house move from outside of the area, must be agreed with the Early Years Funding Team before a claim is made. Parents need to be aware that they will be liable to you for the cost of any hours not covered by the funded entitlement.

Eligible 2 year olds can start as soon as their funding has been agreed and will be paid for the number of weeks they will be attending.

An Adjustment Form will be sent to providers after half term to complete with any children starting after the Headcount who meet the permitted criteria.

SUFFICIENCY

The Local Authority will collect place and vacancy information from funded Early Years providers, for the **Spring term 2021**, via the Synergy Online Portal **Sufficiency** tab. This information is for internal use only.

By completing this information you are giving us a good insight into sufficiency in your local area. Being able to follow the trends in sufficiency helps us to locate areas of high demand

and investigate the need to create more early years places to ensure parents can access their funding entitlement.

This information must be completed during the Headcount period. Please make sure that you complete the information by **29th January 2021**. Your final payment may be delayed if we have not received your information for the Spring term 2021.

For help with completing the Sufficiency information, please refer to the Sufficiency Guidance document.

Early Years Census 2021

For Spring term 2021, this information will be collected using the online Synergy FIS Provider Portal by following the FORMS tab > FILL IN FORMS and selecting Census 2021 & Provider Update.

This will be available from 18th January 2021 to 29th January 2021.

The January 2021 Census is a statutory requirement for all Local Authorities to request specified data from providers concerning their childcare provision and details relating to individual children within their setting. We are responsible for reporting this information to the Department for Education (DfE). **Your final payment may be delayed if we have not received your Census return for the Spring term 2021.**

You are also required to include the information for funded 2 year olds.

Check your Headcount:

It is the provider's responsibility to check the accuracy of their funding claim after the Headcount and before the end of each term.

The provider should review their claim using the Synergy portal and check that all of the children have been entered, with the correct hours and that the weightings you are expecting have been applied.

We will not be able to make any changes to a term's Headcount claim after that term has ended.

Your information rights:

This service provides childcare funding for children attending early years placements. Our valid lawful basis for processing personal data is a legal obligation. To see how we use your personal data and what your information rights are, please read [WCC's Education and Learning privacy notice](#). It should be read in addition to the council's overall customer privacy notice at www.warwickshire.gov.uk/privacy which includes the contact details if you have a complaint about your information rights. For general enquiries, please contact Warwickshire County Council's Customer Service Centre on 01926 410410.

The Privacy Notice for our service can be found at www.warwickshire.gov.uk/childcarecosts

If you have any queries regarding the funding process please contact the Early Years Funding Team by email at eyfunding@warwickshire.gov.uk or telephone 01926 742233

Yours sincerely

Penny Ibrahim

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Early Years Funding Officer