The Provider Portal for Free Early Education and Care Funding

A guide for Private, Voluntary and Independent Providers and Local Authority Maintained Schools

Last updated April 2024

Contents

April 2024

Section 1: Accessing the Provider Portal

All claims for funding should be submitted via the [Provider Portal](). The actual web address for the Portal to paste into your web browser is

https://educationandchildcare.kirklees.gov.uk/SynergyWebsite_Live/

Logging in and changing your password

Click on 'Sign in' at the top right corner of the screen.
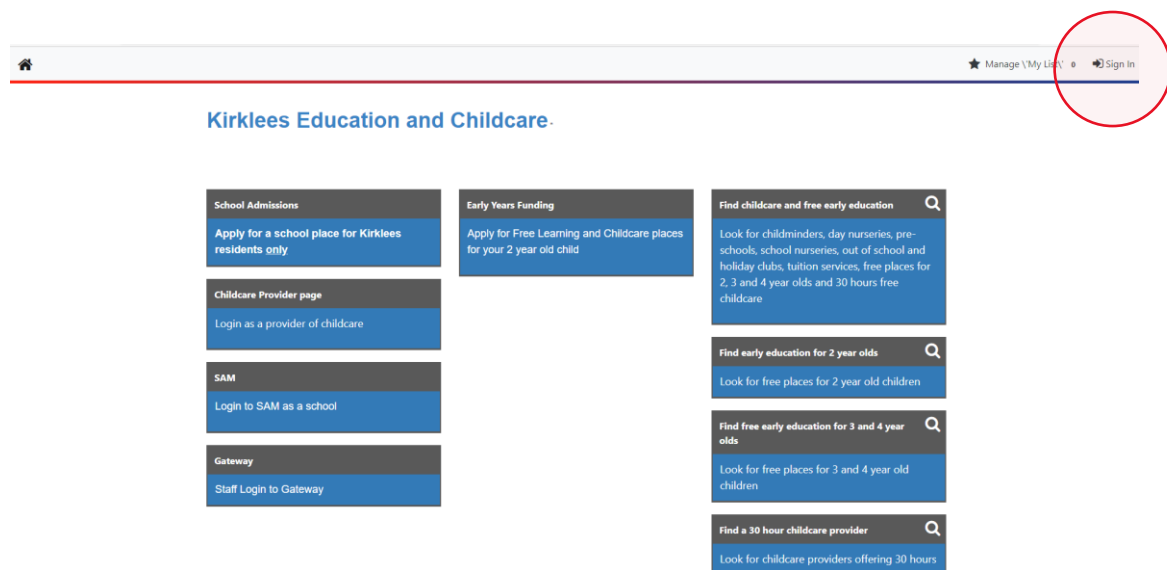
The following screens will then display for you to enter your email address or username, followed by your password. Your setting can have several different users set up to access the Portal, providing each user has their own individual email address. Please contact the FEEC team to set up new users.

Please note that if you have a Kirklees Parent Portal account and use your email address to sign into the Parent Portal, then you will not be able to sign into the Provider Portal with the same email address. You will need to sign in with your Provider Portal username instead.

Sign In

Sign in or create an account with us.

Enter your email address, or if you are a Gateway user, Childcare Provider or SAM user please enter your username.

Next

Create Member of Public Account

Please note, passwords are case sensitive; usernames are not.

Sign in

Enter your password

Change User   Forgot Password   Sign In

The following statement will then display; select 'Accept' to continue. If you do not accept, you will not be able to access the Portal.

Privacy & Security Statement

Use of Synergy is subject to the General Data Protection Regulation (GDPR) and Data Protection Act 2018 and Computer Misuse Act 1990.

Do not attempt to access Synergy unless you are entitled to do so. If you are not sure whether you should access Synergy, please contact the IT Helpdesk.

Synergy contains highly sensitive personal information which must not be accessed without a business need or disclosed to others within and external to the Council without a legal basis for doing so.

Any unauthorised disclosure of confidential information by Council staff may result in disciplinary action. They may also be prosecuted under the Data Protection Act 2018.
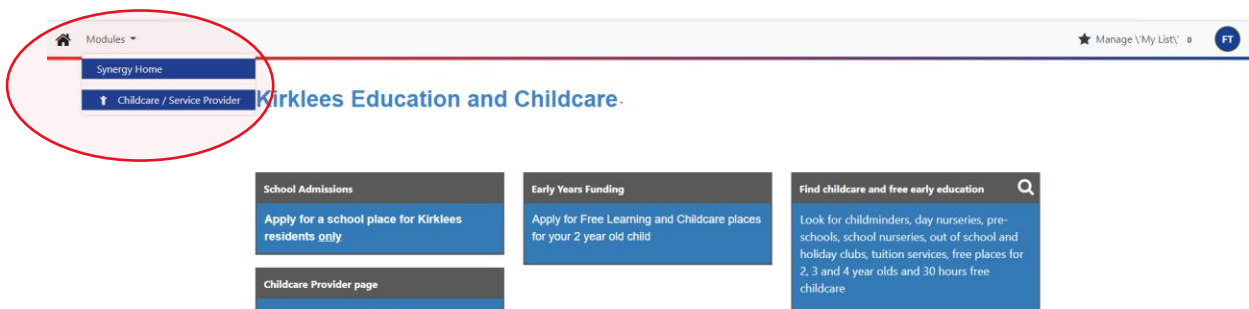
Log in accounts will be disabled if they have not been used in 90 days.

I have read and understood the terms and access conditions text above.
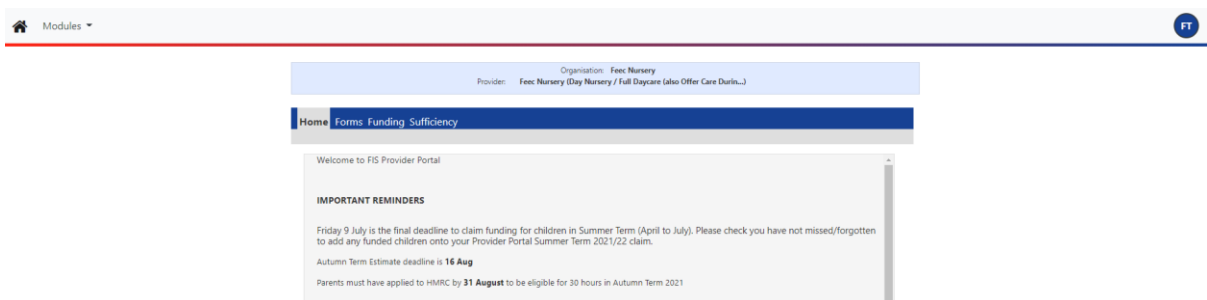
Reject   Accept

Once logged in, you will see the screen below; to access the provider Portal, click on 'Modules' in the top left corner and select 'Childcare/Service Provider from the drop-down list.

The Home page will then be displayed:

Forgotten Password

Your password can be reset from the Password Sign In page by selecting 'Forgot Password'. The following screen will display:

Forgot Password

Request a token to reset your password, which we will email to you to verify your identity.

Enter your email address, or if you are a Gateway user, Childcare Provider or SAM user please enter your username.

You must enter a username to request a token

Start Again | I have a token | Help ▾ | Request Token

Enter your username and select 'Request Token'. You will receive an email to your registered email address with a token (code) to rest your password.
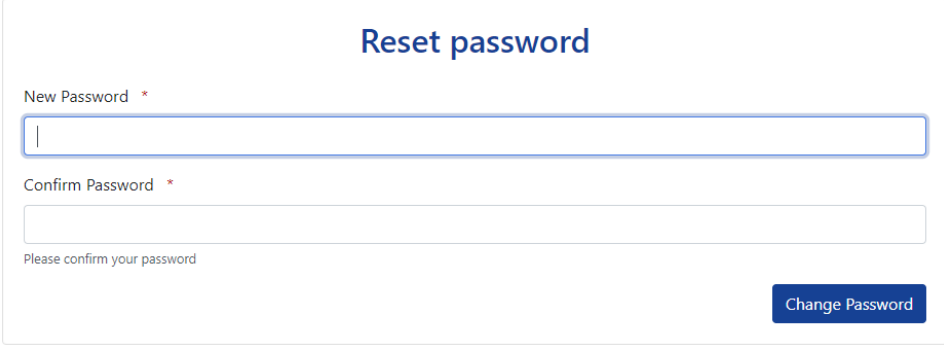
Enter Token

To reset your password, enter the token contained in the email that we sent you.

Token

15424bcb-aaf6-48b3-aee2-abc45bab3738

Start Again | Help ▾ | Reset Password

Copy and paste the token into the 'Token' field, ensuring that all characters are selected, before selecting 'Reset Password'. Enter your new password in the 'New Password' field and again in the 'Confirm Password' field before selecting 'Change Password'.

Password Standards: Passwords must be a minimum of 8 character; use at least one alphabetic character; contain a number; contain an uppercase character; cannot be the same as your username and cannot be a previously used password.

Reset password

New Password *

[   ]

Confirm Password *

[   ]

Please confirm your password

[Change Password]

Locked Account

If you attempt to login with an incorrect password three or more times, your account will lock; in this instance, please contact the FEEC team, who will unlock your account. You will then need to follow the 'Forgotten Password' instructions to reset your password.

Changing your password

Important: the Provider Portal contains personal data about children and their parents/guardians. Never write down your Login details and ensure you always log off when you have finished using the Portal. If a staff member leaves your setting and they know the login details, you **must** change the password.

Click on your Provider initials in the top right corner of the screen, this would be the 'FT' in the example shown below, and select 'Account Management' from the drop-down menu.


Select 'Change Password'.
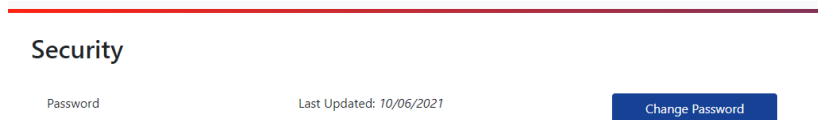
Enter your current password and select 'Next'. Enter your new password, confirm your new password and select 'Change Password'.

Section 2: Warning Messages and Reminders

Important reminders and information will be displayed on the Portal Home Screen.

1. You may see a message warning that 'There are unsubmitted child funding records for [Provider]'. This message means that you have added a new child or made an amendment to your claim but have not submitted the claim.
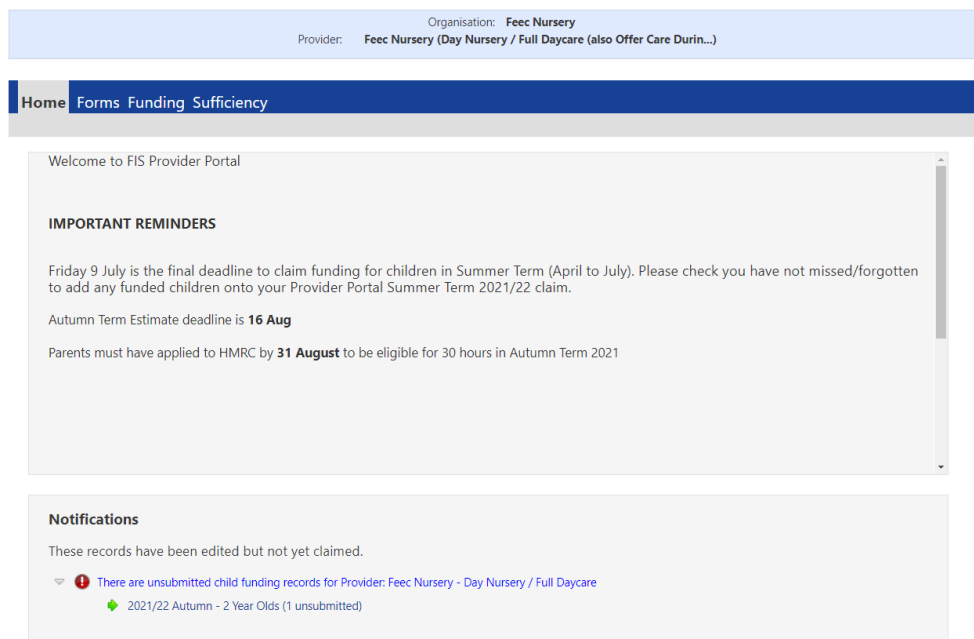
2. If the warning message relates to the current term then double click on the message and select 'Send Claim'.

3. Claims cannot be submitted if they relate to past paid terms. You can view the record by double clicking on the message; the child record which was not submitted will be depicted with

Organisation: **Feec Nursery** Change
Provider: **Feec Nursery (Day Nursery / Full Daycare)**

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2019/20 Spring - 3 & 4 Yr Old CHANGE

🚫 Not submitted

Add Child   Send Claim

		Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	↺	Add Pending, Submitted	Jones, Henry (01-Jan-2016)	180.00	0.00	£756.00		
🚫	↺	Add Pending	Potter, Harry (12-Nov-2016)	180.00	0.00	£756.00		
	↺	Add Pending, Submitted	Smith, John (01-Apr-2016)	132.00	0.00	£554.40		

Add Child   Send Claim

Section 3: Forms Library

A. Termly Funding Confirmation Forms – these are used to balance the funding claims; providers must confirm the number of children and the total funded hours they are claiming for.

B. Early Years Census – In the spring term, all providers with funded children must complete this form in January; this is a Department for Education (DfE) requirement.

C. Notification of Child leaving a Funded Place – this form must be submitted when a child leaves their funded place during a term.

D. Child starting after Census (Headcount Day) – this form is used to claim funding for children who start after Headcount Day and after the Portal has closed for submissions. This form is published after the final payment has been processed and is available until 10 working days before the end of term (the deadline date for any new starters/late claims).

E. Child increasing/decreasing hours – Use this form if a child amends the number of funded hours they are claiming during a term.

F. Application to transfer FEEC place – If a child leaves one provider but meets 'very exceptional circumstances', the new provider can claim funding immediately even if the notice period (if applicable) has not yet concluded at the previous provider. Please phone the team for advice prior to submitting this form.

G. The Kirklees Agreement (PVI and Academies) – submission of this form confirms that the Provider accepts the terms and conditions required for inclusion in the Kirklees List of Approved Early Education and Care Providers.

H. 30 Hours Free Early Education and Childcare – gathers information about how Providers offer this Extended Entitlement.

I. Contact Details Form for FEEC providers – use this form to update the contact details of the staff member who deals with FEEC claims.

J. Childcare Audit – used annually to update information about your provision.

K. Childcare Vacancy update – use this form regularly to update your childcare vacancies; it is recommended that you complete this form once a month.

L. New Bank Details Form – to provide/amend bank details for funding payments.

M. Staff Vacancy Form – used by PVI providers to submit job vacancies which will then be advertised on the Kirklees Council website free of charge.

Note – some forms are only available for submission on the Portal at certain times of the term or year to help prevent the wrong or unnecessary form being submitted.

How to access and submit Forms

1. Select 'Forms'

2. Select the relevant form you wish to open.
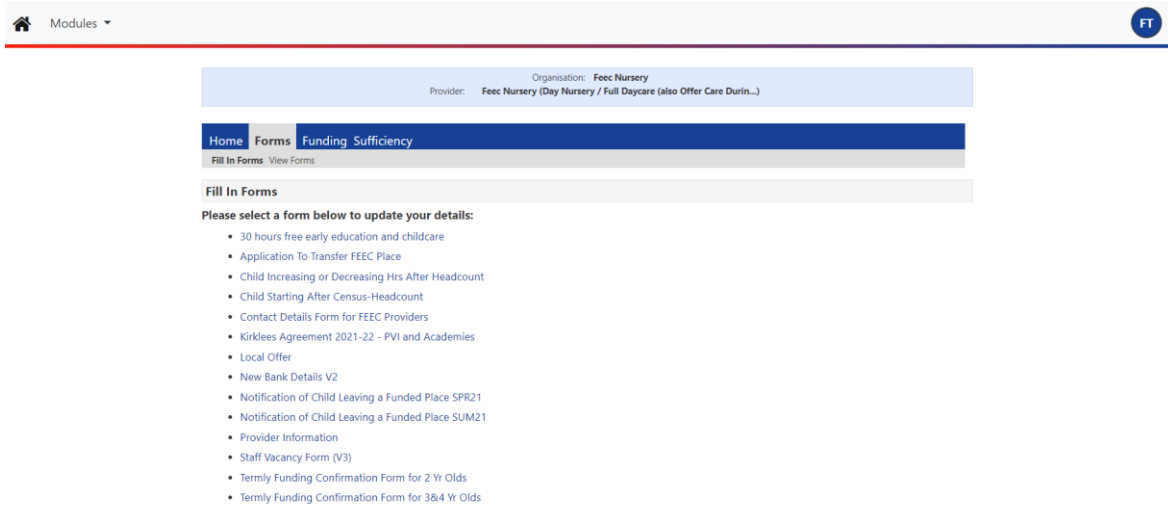
3. Please ensure you fully complete the form; some forms have multiple pages and you will need to select 'Next page'. Some forms have mandatory fields that will not allow the form to be submitted unless they are filled.

4. Once the form is fully complete, click on 'Submit Form'

5. You should see a green submission successful message.
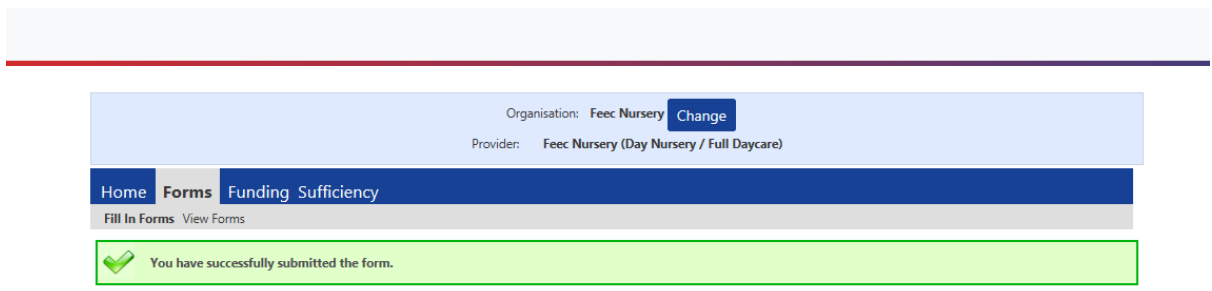
6. Submitted forms are checked regularly; if a form requires a response or decision or we have any queries, we will contact the provider as soon as possible.

7. Once your form has been processed you will receive an automatic email confirming whether your form was authorised or denied. If you do not receive
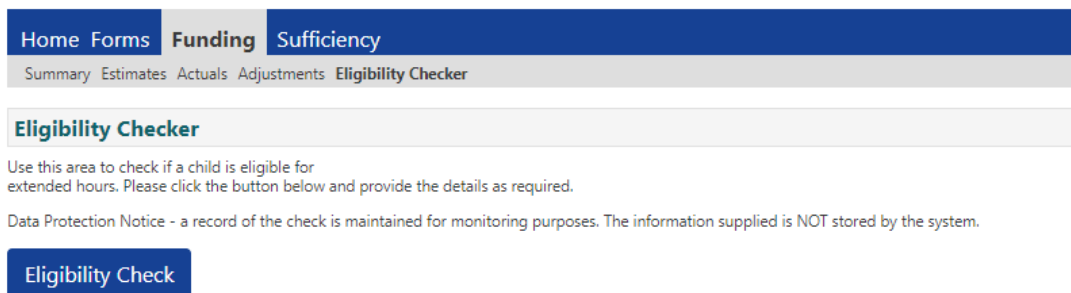
and email within 5 working days of submitting your form, please contact us to confirm we have received your form.

8. You can view previously submitted forms by selecting 'View Forms'.

Section 4: Eligibility Checker and Grace Periods (Working Parent Entitlements)
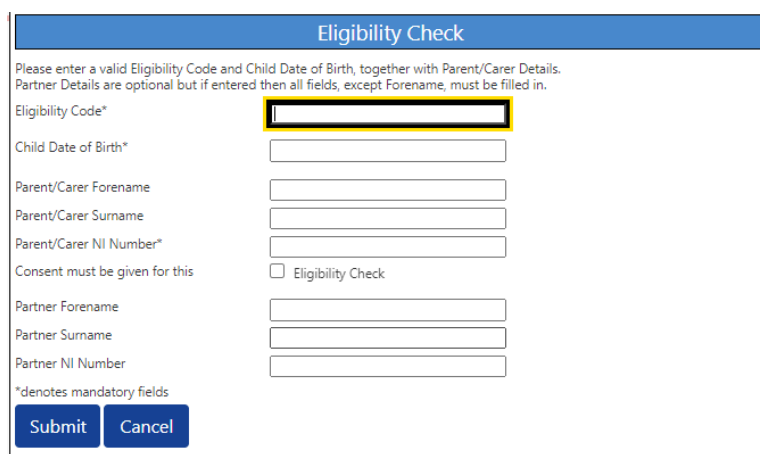
You can use the Eligibility Checker to check a child is eligible to Working Parent Extended/Expanded Entitlement before offering a place. The Eligibility Checker does not save any data and you will need to re-enter the information when you add the child to your Actual claim; you may prefer to add the child directly to your claim if the term is available and perform the Eligibility Check on the 'Funding Details' tab.

1. To perform an eligibility check, select the blue Eligibility Check button.

2. Enter the parent and child data as collected on the Parent Agreement; the second parent/partner data is optional.

3. Select the blue 'Submit' button and the Portal will check the validity of the code. If all details have been entered correctly and the code has been found, the Portal will display a response with the 'Validity Start Date', 'Validity End date' and 'Grace Period End date'. Please see section 7 on adding new children for example messages.

Grace Periods

All eligibility codes for Working Parent Entitlements are issued with a 'Grace Period End Date'. The Grace Period enables parents to retain the funding up to the end of the Grace Period in the event that they lose their eligibility to the Extended/Expanded entitlement.

1. All children currently eligible to a Working Parent Entitlement will have a 'Grace Period End Date' displayed. The Extended/Expanded hours funding will cease if the parent has not reconfirmed their eligibility with HMRC or if the parent's circumstances have changed and they are no longer eligible to Extended/Expanded hours.

2. The Council will perform at least 6 eligibility re-checks each year. We will notify providers by email after a re-check has occurred and ask you to sign in to the Portal to see which children are in the Grace Period and what date their Grace Period ends (the end of their Extended/Expanded hours).

3. Children who are in the Grace Period will be identified by the warning icon next to their name. In the example below child 'Lindsay Buckingham' is in the Grace Period as the validity end date (displayed in the 'Eligibility Status'

column) has passed – the first date is the validity start date; the second date is the validity end date.

If the parent has reconfirmed their eligibility with HMRC, the validity end date will update when either the provider or the FEEC team performs an eligibility check. To view when the last check was performed click on the child's name and then the 'Summary' tab where the 'Eligibility last checked' date will be displayed.

4. If a child has the Grace Period warning icon ⚠ then the provider should contact the parent and remind them to reconfirm their eligibility with HMRC or their child will not be able to access Extended/Expanded hours once the Grace Period has expired. If the parent is no longer eligible, they will not be able to claim Extended/Expanded hours once the Grace Period has expired.

5. Grace Period end dates are always one of the following dates; 31st March, 31st August or 31st December.

6. For term time only children, Grace Period funding will cease at the end of the school term. This could be before or after the Grace Period end date.

7. If the child is stretching, then funding for the Grace Period will continue until the end of the 'stretched term' i.e. during the school holidays.

8. Children whose Grace Period end date has already passed are not eligible for Extended/Expanded hours in the following term so will **not** have a Grace Period warning icon because their eligibility has already ended. The Extended/Expanded hours will be 0 (zero).

Re-check dates

Eligibility Re-check	Local Authority eligibility recheck date suggested by DFE	Validity End Dates	Grace Period End dates
Spring: Mid-term	11 - 18 February	1 Jan - 10 February	31 March
Summer: Start of term	24 March - 1 April	11 February - 31 March	31 August
Summer: Mid-term	27 May - 2 June	1 April - 26 May	31 August
Autumn: Start of term	24 August – 1 September	27 May - 31 August	31 December
Autumn: Mid-term	22 October - 29 October	1 September - 21 October	31 December
Spring: Start of term	24 December – 6 January	22 October -31 December	31 March

Table 1 Eligibility Re-check dates

Section 5: Funding Headcount Navigation

1. Select 'Funding'

2. Select 'Summary'

3. Select Year and Term

4. Please select the relevant funding age group by clicking on either '2 Year Olds' or '3 & 4 Year Olds'

5. You can move through 'Summary', 'Estimates', 'Actuals', 'Adjustments' and 'Sufficiency' within a term.

6. To change to a different term, select 'Change'.

7. If you have different provider types under one registration (e.g. a day nursery, out of school club and a holiday club), you can view all off these with the same username and password; select the required provider name from the drop-down menu.
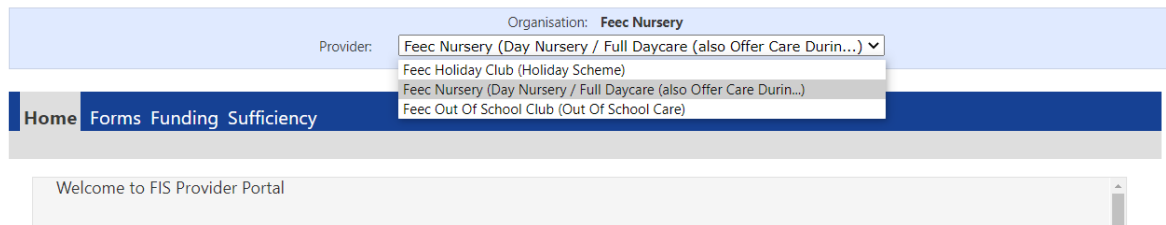
Section 6: Submitting an Estimate Claim

Please refer to the FEEC funding calendar for claim deadlines and payment dates; this can be found on our website.

Important note – Please submit an estimate figure if you wish to receive an estimate payment; submitting your 'Actual' claim will not trigger an estimate

1. Select 'Funding'

2. Select 'Estimates'

3. Select the relevant year and term

4. You can see the 'Submission Period' dates; these are the dates during which you can submit or update your estimate for that term.
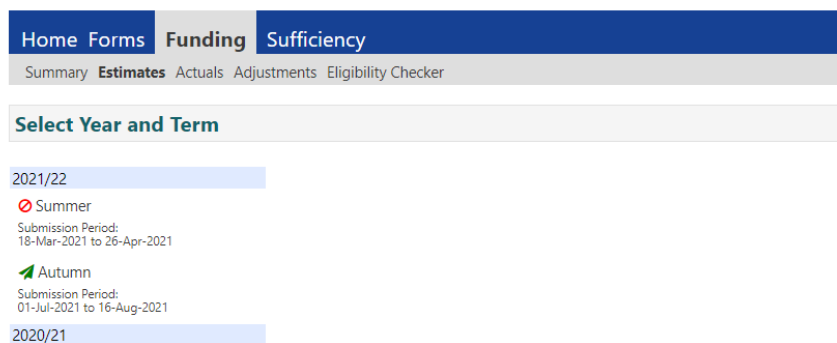
5. Click on the ✈ icon to open the term.

6. If you see the 🚫 icon it means that term has closed for submission.

7. Estimates for 2-year-olds are submitted separately to estimates for 3&4 year olds. Please select the relevant funding age group by choosing the funding type.

8. Input the number of weeks in the term as 12 in spring and summer and 14 in autumn. Independent schools who provide less than 38 weeks each year should input the exact number of funded weeks they are providing each term.

9. Input your estimated weekly hours and select 'Calculate'; the total number of hours for the term will be calculated for you.

10. When estimating for stretch children, calculate the total funded hours a child will claim in the term and divide by the number of standard weeks for the term. For example, in the summer term the total stretch claim could be 198 hours (11 hours X 18 weeks); 198 hours / 12 weeks = 16.5 hours.

11. Select 'Send Claim' and you should see a 'Submission Successful' message.

Submission Successful

Notes:

- Estimates are **not** applicable to maintained schools.

- If your estimated hours change after your original submission, you can resubmit your estimate up until the estimate deadline date.

- The estimate payment made on the first day of term is 40%.

- The second estimate payment of 40% will be paid in week 5 or 6 (depending on the term). You do not need to submit another estimate unless your estimate figure has substantially increased or decreased.

Section 7: Actual Claims including how to claim for the Extended Entitlements (Working Parent Entitlements), Early Years Pupil Premium and Disability Access Funding

Please refer to the FEEC funding calendar for claim deadlines and payment dates; this can be found on our [website](#).

1. Select 'Funding'

2. Select 'Actuals'

3. Click on the relevant year and term

4. You will see the 'Submission Period' dates; these are the dates during which you can submit your Actual claim for that term.

5. Click on the ✈ icon to open the term.

6. If you see the 🚫 icon it means that term has closed for submission.

7. Two year old claims and three & four years old claims are submitted separately. Please select the relevant funding age group by choosing the funding type.

8. Children from the previous term will be automatically carried forward to the new term unless they are now legal school age. Two year old children are automatically transferred to the three & fours year old claim when they become eligible.

Adding children to your claim (Actual Claim)

> Data quality is vital; you **must** take and use a copy of the child's identification (birth/adoption certificate, passport) to ensure the full, legal name (including any middle names) and date of birth is entered correctly.

1. Select 'Add Child', the screen will open to the 'Child Details' tab.
2. Complete the Child Details section. All fields with an Asterix * are mandatory. Enter the child's name exactly as shown on the child's ID and include all middle names.

3. The DOB format is DD/MM/YYYY or DD-MM-YYYY or use the calendar. The record will fail if you enter as 02042022.

4. Enter the child's postcode and the house number or name in the Primary address field, then select the Search button.

5. If the address is found, you can select the address from the drop-down list and the fields will then pre-populate. If the address is correct, then select 'Confirm'.

6. If the address fails to match, the red warning message will appear at the bottom of the page. Please check with the parent that they have provided the correct information. If the address is correct but will not match on the Portal, you will need to enter the address manually. Select 'Enter Manually'.

7. Complete all the relevant address fields, including 'Address Line 1', 'Town' and 'Postcode'. Then select 'Confirm'.

8. Once the address has been confirmed, you can amend it by selecting 'Update Address'. Amendments should be made if the address is wrong or if the address has changed.

9. Select the Ethnicity and SEN COP Stage; these are both mandatory fields. SEN can be one of the three following options; 'EHC plan', 'No Special Educational Need' or 'SEN Support'.

10. If claiming for Extended/Expanded Entitlement hours, the **'Parent/Carer Details'** tab must be completed. Enter the parent name and National Insurance Number and select 'Tick to give consent to Eligibility Checking for Working Family Eligibility'. The details for second parent (partner) are optional to complete. The parent date of birth is not required to check eligibility for Working Family entitlement but does need to be entered if applying for Early Years Pupil Premium (EYPP). **Please do not enter the Parent/Carer contact details (phone number and email address) as we do not have consent to collect this information.**

11. If the parent/carer has completed section 2 of the Parent Agreement, they have given consent to check eligibility for EYPP. Enter the parent name, date of birth and National Insurance or National Asylum Support Service (NASS) number. Select 'Tick to give consent to Eligibility Checking for EYPP'. If applying under the Left Care via adoption, special guardianship or care order criteria, you will need to send a copy of the order to us via the secure FEEC upload.

12. Select the **'Funding Details'** tab

13. The Term Dates are automatically populated by clicking **Default Term Dates**. You can amend the term dates for children who start after Headcount Day or for children who leave during the term. The FEEC team will amend term dates based on information submitted on 'Notification of Child Leaving a Funded Place' forms.

14. Enter number of 'Weeks attended in term'. For non-stretch children, this will be 12 weeks in spring and summer and 14 weeks in autumn. If you are claiming part of a term for leavers or late starters, then claim the exact number of weeks (including the notice period for leavers). Independent schools offering less than 38 weeks should submit the exact number of weeks they are providing each term. Weeks can be divided into days, i.e. a provider open 10 weeks 3 days would enter 10.6 weeks.

15. The 'Present During Census' box should be ticked for all children who are registered at your provision by Headcount Day. For schools, this only applies to those with children who are included in the Early Years Census (some 2-year-olds and those with a Governor Run nursery provision.

16. It is not possible to claim more than 10 funded hours per day so if a child is accessing more than 10 hours (over two days or more) then please tick this box. If you have not ticked 'Attends Two Days or More', the 'Maximum Values Allowed' table will display with maximum hours based a child attending one day i.e. a maximum of 10 hours per week.

Maximum Values Allowed:
Number of Weeks: **14.00**

Universal Weekly Hours: **10.00**
Universal Termly Hours: **140.00**
Universal Yearly Hours: **380.00**

Extended Weekly Hours: **10.00**
Extended Termly Hours: **140.00**
Extended Yearly Hours: **380.00**

17. Once you have ticked 'Attends Two Days or More', the figures in the 'Maximum Values Allowed' table will display a maximum claim of 15 universal or extended hours per week. For a 3 or 4 year old child that attends two days a week and is eligible to extended hours (30 hours), the maximum weekly claim would be 20 funded hours.

Maximum Values Allowed:
Number of Weeks: **14.00**

Universal Weekly Hours: **15.00**
Universal Termly Hours: **210.00**
Universal Yearly Hours: **570.00**

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

18. For children in receipt of Disability Living Allowance, the parent can nominate a provider to receive Disability Access Funding (DAF) which is an annual payment of £910. 'Nominated for DAF' will therefore be 'No' for most children. If selecting 'Yes', you need to send a DAF application form and evidence the child is in receipt of DLA. Please see our website for more information on how to apply.

Claiming for 3- & 4-year-olds

1. Enter the Universal Hours in **'Funded Hours per Week'** up to a maximum of 15 hours (if applicable; you may be only claiming the 'Extended Hours'). A value must be entered so if you are not claiming any Universal hours, please enter 0 (zero).

2. If the child is eligible to Extended Hours, enter the code in the 'Eligibility Code' box and select Check Eligibility Code to perform the eligibility check (parent/carer details and consent box must have been completed prior to this).
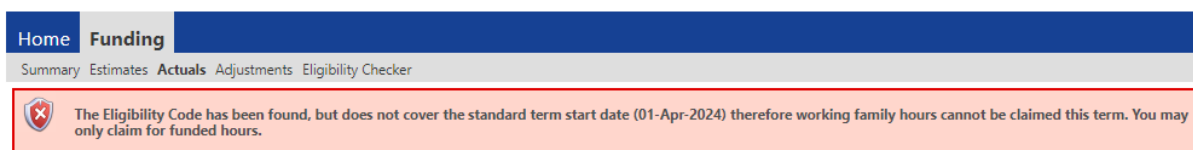
For eligible children, the following message will display:

For children not eligible in the current term, the following will display:

Although the child has an eligible code, the Extended Entitlement cannot be claimed this term. This could be because the code was issued after the HMRC deadline or the child is already in the Grace Period (the code needs reconfirming). A child needs to already be accessing the Extended Entitlement to qualify for the Grace Period.

For children who are not eligible, the following will display:

The most common reason for eligibility not being obtained is inaccurate data. If the parent is not eligible or you enter an invalid code, an inaccurate National Insurance Number or the wrong date of birth for the child you will see the above message. Check the details you have entered are correct or try entering the details of the second parent if you have them. Data accuracy is vital so please check all the information is correct with the parent prior to contacting the FEEC team.

3. If the child is eligible to Extended Hours, then enter the 'Extended Hours' per week up to a maximum of 15 hours. If a child is not accessing any of the Extended Entitlement at your provision please enter 0 (zero) as a value must be entered into this field.

4. Enter the number of 'Non-Funded hours' per week (number of hours paid for by the parent, if applicable). If no non-funded hours are accessed, please enter a 0 (zero) as a value must be entered in this field.

5. Select which days of the week the child attends under 'Attendance Days'.

6. Select Save

7. The status will change to 'New, Unsubmitted Child'.

8. Repeat this process for all new children.

9. Select Send Claim

10. Once you have submitted the claim using the Send Claim button, you will see

    a green 'Submission Successful' message and the child status will change to

'New, Awaiting LA download'. The <mark>Send Claim</mark> button will now be greyed out as there are no new records to send.

11. Unsubmitted records: If you see a red exclamation mark icon at the side of a child's name and the status is 'New, Unsubmitted Child', this means you have not yet pressed Send Claim and is a warning that the record has not been submitted to the LA. Unsubmitted records can result in funding not being paid.

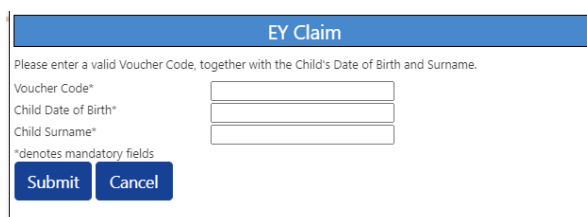12. Once we have imported the record, the child's status will be blank.

Claiming for 2 year olds

There is no Universal Entitlement for two-year old's meaning that not all two year old's are eligible to funding. Do not add children who do not have a valid code as they may not be eligible. There are two application routes:

- The 'Disadvantaged' criteria; parent/carer must apply to the LA and be issued with a 6-digit unique code. For children resident in another LA but claiming at a provider in Kirklees, please do not accept a voucher from another LA.

- The 'Working Parent' criteria; parent/carer must apply to HMRC for an 11 digit code

Claiming funding using the LA issued 'Disadvantaged' code

1. Select 'Funding', then select 'Actuals' and select the relevant two year old term

2. Select Enter EY Voucher, enter the voucher code, the child's date of birth and surname before selecting the Submit button. Please note, the date of birth must be entered in format DD/MM/YYYY or DD-MM-YYYY.

3. The code is unique and will only work if the corresponding information (child's DOB and surname) matches that on the application made by the parent. If incorrect details are added three times, the Portal will lock for a short time. If the code does not work, please contact the FEEC team.
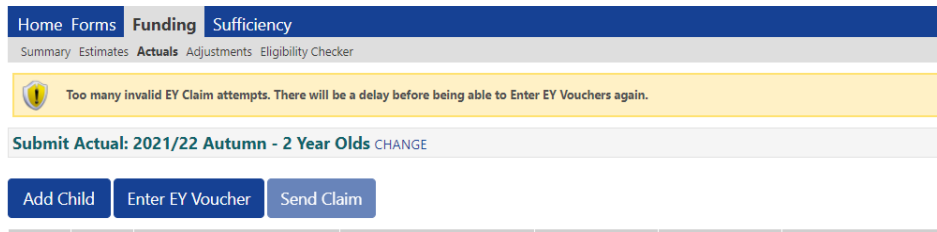
4. After submitting the EY voucher details, the screen defaults to the **'Funding Details'** tab. Please complete all the details of the funding claim. The 'Funding Type' has automatically been set to 'Disadvantaged' due to the use of the EY voucher code.

5. Select the **'Child Details'** tab where the majority of the Child Details have been pre-populated. Check that the child name matches that on the official identification of the child (birth/adoption certificate, passport) and check that the address is correct. The Ethnicity and SEN COP stage are mandatory fields and must be entered.

19. Select the **'Parent/Carer Details'** tab if the parent/carer has given you consent to enter their information for us to check the child's eligibility for EYPP. Enter the parent name, date of birth and National Insurance or National Asylum Support Service (NASS) number. Select 'Tick to give consent to Eligibility Checking for EYPP'. If applying under the Left Care via adoption, special guardianship or care order criteria, you will need to send a copy of the order to us via the secure FEEC upload.

6. When you have completed all the tabs click the <mark>Save</mark> button before pressing <mark>Send Claim</mark>.

Claiming funding using the 'Working Parent Entitlement' code

1. Select 'Funding', then select 'Actuals' and select the relevant two year old term

2. Select the <mark>Add Child</mark> button.

3. Complete the **'Child Details'** section. All fields with an Asterix * are mandatory. Enter the child's name exactly as shown on the child's ID and include all middle names.

4. To claim the Expanded Entitlement hours, the **'Parent/Carer Details'** tab must be completed. Enter the parent name and National Insurance Number and select 'Tick to give consent to Eligibility Checking for Working Family Eligibility'. The details for second parent (partner) are optional to complete. The parent date of birth is not required to check eligibility for Working Family entitlement but does need to be entered if applying for Early Years Pupil Premium (EYPP). **Please do not enter the Parent/Carer contact details (phone number and email address) as we do not have consent to collect this information.**

5. Select the '**Funding Details'** tab. To access the section to input the Expanded Hours, ensure you select the 'Working Family Funding' option under 'Funding Type'.

6. Enter the 11 digit Eligibility Code and then select Check Eligibility Code

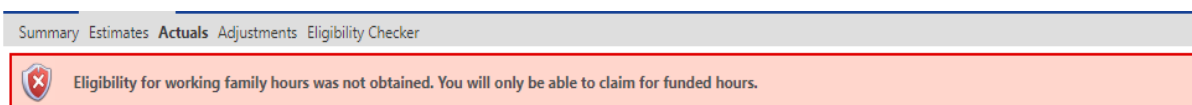For eligible children, the following message will be displayed in green

For children not eligible in the current term, the following will display:

Although the child has an eligible code, the Extended Entitlement cannot be claimed this term. This could be because the code was issued after the HMRC deadline or the child is already in the Grace Period (the code needs reconfirming). A child needs to already be accessing the Extended Entitlement to qualify for the Grace Period.

For children who are not eligible, the following will display:

The most common reason for eligibility not being obtained is inaccurate data. If the parent is not eligible or you enter an invalid code, an inaccurate National Insurance Number or the wrong date of birth for the child you will see the above message. Check the details you have entered are correct or try entering the details of the second parent if you have them. Data accuracy is vital so please check all the information is correct with the parent prior to contacting the FEEC team.

Please be aware that the message displayed above is erroneous as there are no Universal (funded) hours available to two-year-olds; they need to have a valid code under either the Disadvantaged criteria or Working Parent entitlement. This message will hopefully be updated by the Software Developer in time to reflect this.

7. Once eligibility has been confirmed, you can now complete all the details of the funding claim.
8. Select Save and then Send Claim.

Stretch Claims

To register your provider to offer stretch please contact the FEEC team on 0148422572 or email feecteam@kirklees.gov.uk

Please see our guide on the Delivery of Free Early Education and Care which can be found on our website for more detailed guidance on stretching the entitlement.

How to submit a Stretch Claim

1. Select Funding, select Actuals and then select the relevant term.

2. Complete the **'Child Details'** tab and the **'Parent/Carer details'** tab if claiming Extended/Expanded Entitlement and/or EYPP.

3. On the 'Funding Details' tab, tick the child for 'Stretching Entitlement'.

4. Enter the number of weeks in the term the child is stretching over.

Guidance on number of weeks to claim

➢ If you offer stretch over a set pattern of weeks annually, over 49 weeks for example, then claim the number of weeks you are offering stretched entitlement that term. For example, 18 weeks in summer term, 16 weeks in

autumn and 15 weeks in spring will total 49 weeks; you can vary the number of weeks per term each year as term lengths do change.

➢ Providers should not claim for more weeks than they are open so if you are closed for one full week over Christmas or over the summer holidays, for example, then do not claim for that week. Childminders should not claim for full weeks they are on holiday/leave. If you are partially closed during a week, a Bank Holiday for example, it is not necessary to reduce the number of weeks claimed.

5. Enter the number of weekly 'Funded Hours' (maximum 12 hours per week)

13. Enter the number of weekly 'Extended Hours' (3 & 4 year olds only) if applicable (maximum 12 hours per week). Enter the code in the 'Eligibility Code' box and select Check Eligibility Code to perform the eligibility check (parent/carer details and consent box must have been completed prior to this).

6. Each term has a maximum number of hours that can be claimed each term; this will be displayed in a table

Maximum Values Allowed:
Number of Weeks: **21.00**

Funded Weekly Hours: **10.00**
Funded Termly Hours: **210.00**
Funded Yearly Hours: **510.00**

Extended Weekly Hours: **10.00**
Extended Termly Hours: **210.00**
Extended Yearly Hours: **510.00**

7. If a parent requests to take a child off stretch and claim term time only, please contact the FEEC team to discuss.

Amending children

1. To amend a child's record, click on the child's name.

2. The **'Summary'** tab will open to display a breakdown of the funding for that child.

3. Select the **'Child Details'** tab to check the child's name and address are correct. Update the address if the child has moved.

4. Select the '**Funding Details**' tab to review and amend the child's funding details.

5. If the child is eligible to Extended Hours (3- & 4-year-olds only), enter the code in the 'Eligibility Code' box and select Check Eligibility Code to perform the eligibility check (parent/carer details and consent box must have been completed prior to this).

6. A message will appear confirming whether or not the child is eligible to the Extended Entitlement. If the child is eligible, then enter the 'Extended Hours' per week up to a maximum of 15 hours.

7. Select the Save button

8. The Child status will change to 'Unsubmitted Claim'. You will see there is a red exclamation mark icon at the side of the child's name; this means that you

have not pressed the Send Claim button and the record has therefore not been submitted to the LA. Unsubmitted records can result in funding not being paid.

9. To cancel amendments at the pending stage (before you have sent the claim), click on the ↩ icon next to the child's name and select 'Yes' to confirm you are sure you want to undo your pending changes.

10. Once you have completed your necessary amendments, click on Send Claim

11. After sending the claim, the green 'Submission Successful' message will
appear, and the child status will change to 'Awaiting LA Download'. The Send
Claim button will now be unavailable; the button will become available again if
you make any more amendments.

12. Once the FEEC team have imported the record, the child's status will be
blank.

13. You can continue to make amendments up until the termly deadline.

Deleting children from your claim

1. Select the icon next to the child's name to delete the child from your
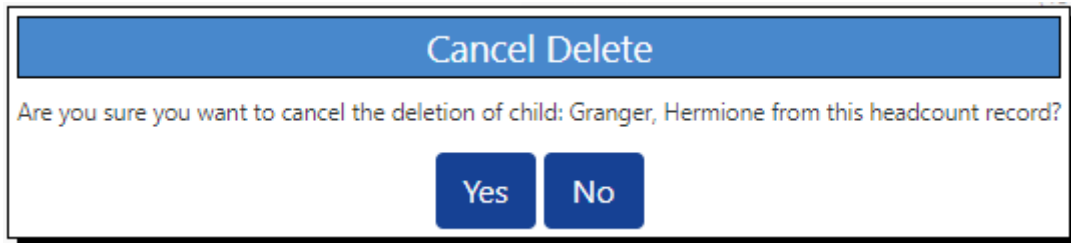funding claim.

2. Select 'Yes' to delete the child

3. The child's status will change to 'Awaiting LA Deletion' and a red exclamation mark will appear alongside to highlight the requested deletion.

4. If you have deleted a child in error, this can be cancelled by selecting the undo button ↺ next to the child's name and confirming you want to cancel the deletion.

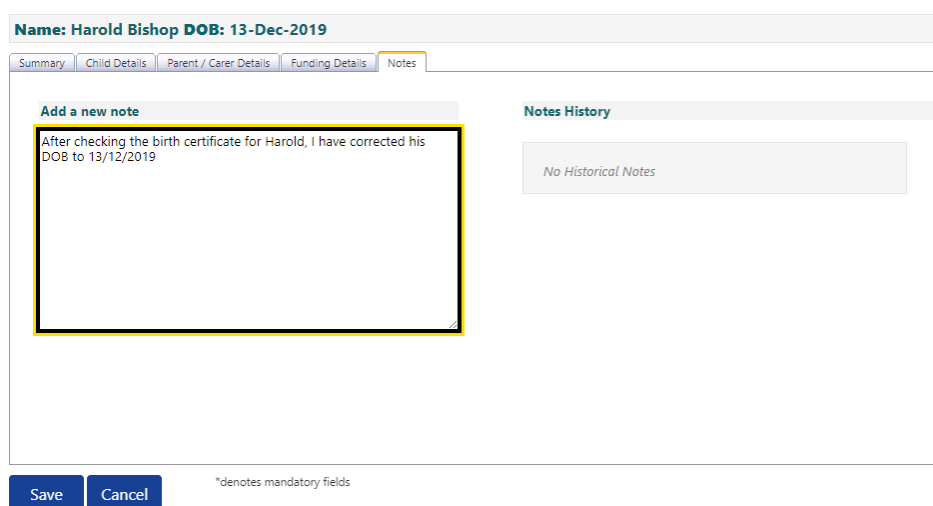5. Once the FEEC team have processed the delete the child will no longer be visible on your claim. If you later realise you have deleted a child in error you will need to add them back to your claim using the 'Add Child' button.

Adding Notes

You can enter notes when adding or editing a child's record on your claim

1. Click on the 'Notes' tab in the child record and add your notes in the 'Add a new note' field.

Notes should be added in the following circumstances:

- Children starting after Headcount date.

- If you have amended any of the child's core details e.g. name or date of birth

- Child has left Local Authority Care through adoption, special guardianship order or a child arrangements order and is therefore eligible to Early Years Pupil Premium. If this is the case, you will need to obtain a copy of the order from the parent/carer and send it to the FEEC team via the document upload facility [FEEC Upload](#).

- Children whose funding is split with another provider and therefore you are not claiming funding for the full term.

- Children leaving you during the term.

- Providers need to add Notes to the funding claim for SENDIF and SENDIF+ funding claims (see section 7 for further information).

Section 8: How to apply for SENDIF and SENDIF+

From April 2024 SENDIF and SENDIF+ for funded early years children will be

claimed through the Provider Portal.

> ➤ Select the child's record and on the **'Child Details'** tab ensure 'SEN Support'
>
> is selected for the **SEN COP Stage**.

> ➤ Enter the claim as usual on the '**Funding Details'** tab with the correct number
>
> of '**Funded Hours per Week'** and '**Non-Funded Hours per Week'**.

- Open the '**Notes**' tab and enter the relevant code to indicate which criteria the child meets, i.e. **SENDIF A**, **SENDIF B**, **SENDIF C**, **SENDIF D**

- For SENDIF+ Term time, also record **SENDIF+TT** on the '**Notes'** tab; it is vital that the non-funded hours are accurately recorded on the '**Funding Details'** tab, as these will be used for the SENDIF+ hours.

- For SENDIF+ Holiday, also record **SENDIF+H** on the notes tab and the number of hours and weeks, for example in summer term: **SENDIF+H 25 hours x 5 weeks**

- For SENDIF+ Term Time and Holiday, also record **SENDIF+TT & H (No. of hours X No. of weeks**)

- For children with an EHCP, ensure 'EHCP' is selected on the SEN COP Stage on the '**Child Details'** tab. If there is a request for SENDIF+ then follow the instructions above.

- Enter the Notes as in the example below:

April 2024

- Example; child who is SENDIF A attends 25 hours per week all year round including the school holidays

- 15 funded hours and 10 non-funded hours per week term time and 25 hours per week in the holidays

- For SENDIF, just add the code SENDIF A (funded hours and weeks will be used to calculate SENDIF)

- For SENDIF+ in the holidays, just enter the hours and weeks in the Notes (there is no need to enter the hours and weeks for term time as the non-funded hours per week and funded weeks will be used to calculate SENDIF+).

- Therefore, the notes added would be:
  - SENDIF A
  - SENDIF+ TT & H 25 hours X 5 weeks

53 | P a g e

> ➤ To view SENDIF funding at the end of the term, in child weightings you will see the SENDIF weighting code and total amount of funding which includes Base Rate Funding, SENDIF, SENDIF+, EYPP, DAF and IDACI (Deprivation weighting) if applicable.

To view the total funding for a child:

> ➤ Select the child's name and go to the 'Summary' tab, then select the small black triangle to drop down the list of weightings.

> ➤ In the example below, the child is in receipt of SENDIF. The SENDIF amount shown is based on funded hours (15 funded hours x 12 weeks = 180 x 6.96) **£1252,80**.

> ➤ This child also receives SENDIF+ funding for 10 hours per week term time only and 25 hours per week during the holidays for 5 weeks.

> ➤ The payment for SENDIF+ is included in the '**Total amount from adjustments'** figure of **£2615.20** (the child also received DAF which is included in the adjustments figure). See next page for a breakdown.

To view the adjustments for SENDIF+ (and any other adjustments) select the **Adjustments tab** and the small black triangle to drop down the list

- ➢ SENDIF+ Term time (10 non-funded hours x 12 weeks = 120 x 6.96) **£835.20**

- ➢ SENDIF+ Holiday (25 non-funded hours x 5 weeks = 125 x £6.96) **£870**

- ➢ Total SENDIF+ is **£1705.20**

April 2024

Example of which data fields to complete on the Provider Portal for SENDIF and SENDIF+

Data field to complete on the Provider Portal	SENDIF	SENDIF+ Term-time	SENDIF+ Holiday	SENDIF+ Term-time & Holiday
	SENDIF A SENDIF B SENDIF C SENDIF D	SENDIF+ TT	SENDIF+ H	SENDIF+ TT & H
SEN COP Stage	SEN Support (or EHCP)	SEN Support (or EHCP)	SEN Support (or EHCP)	SEN Support (or EHCP)
Funded Hours per Week	e.g. 15	Not used for SENDIF+ TT	Not used for SENDIF H	Not used for SENDIF TT & H
Non-Funded Hours per Week	Not used for SENDIF	e.g. 10	Not used for SENDIF+ H	e.g. 10
Notes	e.g. SENDIF A	e.g. SENDIF+ TT	e.g. SENDIF+ H 25 hours x 5 weeks	e.g. SENDIF+ TT & H 25 hours x 5 weeks
Funding calculation Based on full claim for the summer term	15 hours x 12 weeks x £6.96	10 hours x 12 weeks x £6.96	25 hours x 5 weeks x £6.96	10 hours x 12 weeks x £6.96 + 25 hours x 5 weeks x £6.96

Table 2: Example of which data fields to complete to claim SENDIF and SENDIF+ funding.

Section 9: Viewing Payment Summary and Adjustments

Please note, funding amounts are not updated until the FEEC team have imported your claim.

1. Select 'Funding'

2. Select 'Summary'

3. **Select Year and Term**

4. Select Funding Type **2 Year Olds** or **3 & 4 Yr Olds**

April 2024

Important notes:

- Funding adjustments can be positive or negative (negative adjustments are denoted by brackets)

- The payment date shown is the date the FEEC team processed the payment, not the date the payment is received by the provider

- Early Years Pupil Premium is not payable on Working Parent Entitlement over 15 hours.

- IDACI deprivation funding is paid on both Universal and Extended/Expanded hours.

5. Click on the triangle ▷ icon next to **Child Weightings Total** for further information on the total amount you have received for EYPP and IDCAI

▼ Child Weightings Total	£2746.80
1 child with Early Years Pupil Premium (£0.68)	£122.40
4 children with I D A C I 3 Band D (£0.18)	£118.80
2 children with SENDIF (£6.96)	£2505.60

6. To view the funding summary for individual children, select the '**Actuals**' tab

7. Clicking on a child's name and opening their 'Summary' tab provides full details of the funding for that specific child. To view funding weightings for that child, click on the triangle ▶ icon next to 'Child Weightings' for a further breakdown (IDACI, EYPP and SENDIF). As not all weightings are paid on all the hours a child may be entitled to, there is a breakdown between 'Funding' and 'Extended' or 'Expanded' hours.

Name: Andrew Marr DOB: 12-Oct-2019

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

Term Start Date	08-Apr-2024	**Funding**	
Term End Date	01-Sep-2024	Funded Hours Per Week	15.00
No of weeks attended	12.00	Funded Hours for Term	180.00
Nominated for DAF	Yes		
Eligibility Start Date	20-Apr-2024		
Eligibility End Date	02-May-2024	**Funding Amount @ Provider Rate**	**£909.00**
Grace Period End Date	05-Jun-2024	▼ **Child Weightings**	**£1285.20**
Eligibility last checked	19-Apr-2024 09:34:15	I D A C I 3 Band D (£0.18)	£32.40
		SENDIF (£6.96)	£1252.80
▶ Provider Total Rate	£5.05		
		Funding Amount	**£2194.20**
		Extended Funding	
		Funded Hours Per Week	15.00
		Funded Hours for Term	180.00
		Funding Amount @ Provider Rate	**£909.00**
		▼ **Child Weightings**	**£1285.20**
		I D A C I 3 Band D (£0.18)	£32.40
		SENDIF (£6.96)	£1252.80
		Extended Funding Amount	**£2194.20**
		Totals	
		Funded Hours Per Week	30.00
		Funded Hours for Term	360.00
		Total Funding (excl. Adj)	**£4388.40**
		Total amount from Adjustments	£910.00
		Total amount from Pending Adjustments	£0.00
		Total Funding For Term (inc Adj)	**£5298.40**

8. Claims must be fully imported by the FEEC team for payment information to be up to date. If the child's 'Status' is blank then the record has been imported and the information should be accurate. If the status is 'Awaiting LA Download', the please wait until the record status is blank.

Viewing Adjustments

1. Select' Funding', then select 'Adjustments'
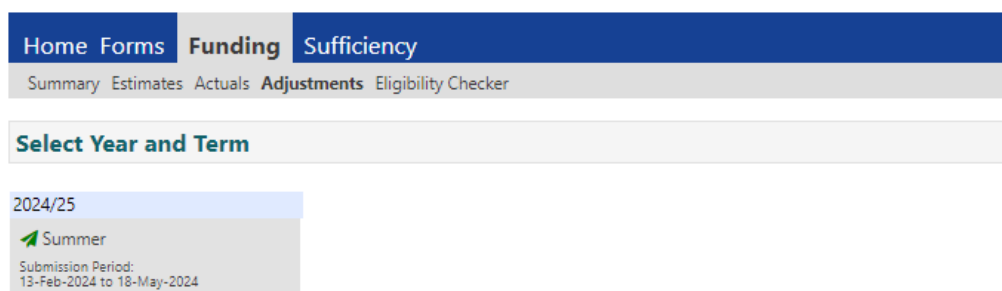
2. **Select Year and Term;** click on the ◢ icon to open the term.

3. Select Funding Type **2 Year Olds** or **3 & 4 Yr Olds**

4. Click on the triangle ▷ icon to view full details of the adjustment. Please note that adjustments can show as paid or unpaid.
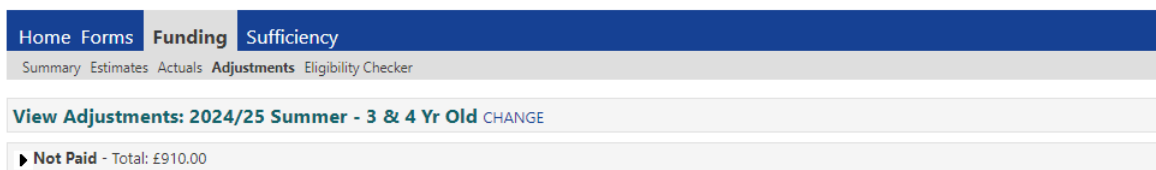
5. You will then see full details of the adjustment including the amount and reason.

	Home	Forms	**Funding**	Sufficiency						

Summary Estimates Actuals **Adjustments** Eligibility Checker

View Adjustments: 2024/25 Summer - 3 & 4 Yr Old CHANGE

▼ **Not Paid** - Total: £910.00

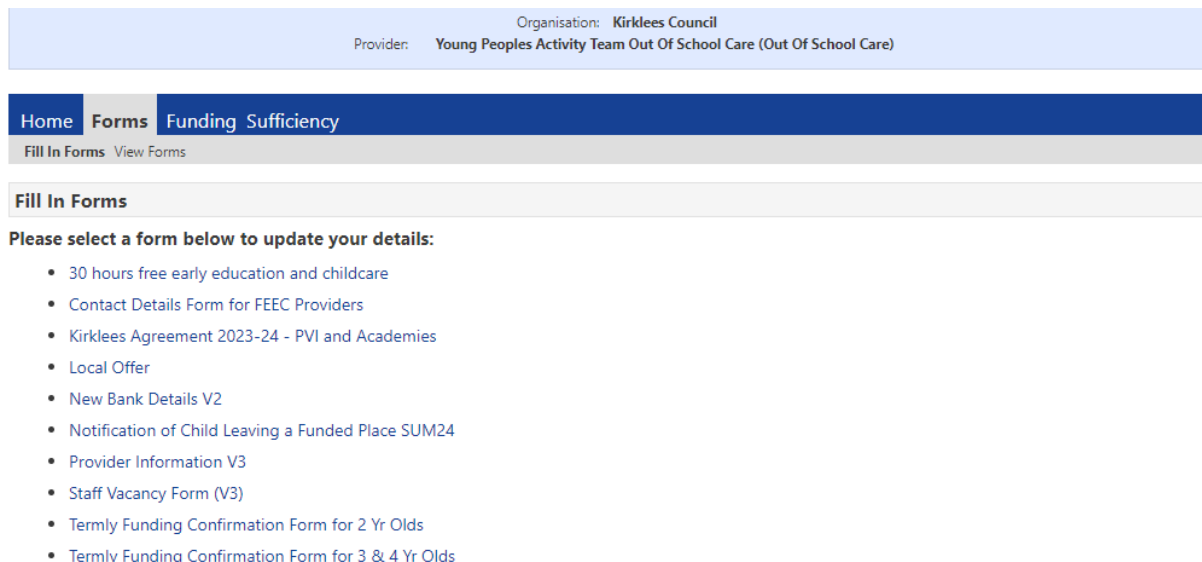| Type	Date Added	Child Name	Date of Birth	No. of Hours	Override Rate per Hour	Total Child Weighting Amount	Total Amount @ Provider Rate	Amount	Reason
Child	19-Apr-2024	Marr Andrew	12-Oct-2019					£910.00	System generated adjustment for [DAF].

6. Adjustments can be positive or negative; if you require further information about the adjustment, please contact the FEEC team.

Section 10: Termly Funding Confirmation Process

Once you have submitted your online Actual claim, it is a requirement to separately confirm your funding figures using the 'Termly Funding Confirmation Forms'. If there is a variance between the number of children and hours on your Actual claim and the number of hours and children confirmed on the confirmation form, we will contact you to establish why so that we can balance your claim ready for payment.

Please use your Registers and Parent Agreements to complete your confirmation to ensure you have not missed any children from your claim; please also check the Portal prior to the termly claim deadline to ensure you have no unsubmitted records.

1. Select **Forms**
2. Select the relevant 'Termly Funding Confirmation' Form. There is a confirmation form for two year old's and one for 3 & 4 year old's.

3. Enter the following details on the Termly Funding Confirmation Form:

Total number of funded children

Total number of funded termly hours (total weekly funded hours x number of funded weeks in the term)

Example for autumn term; 10 children accessing 15 hours each per week would be calculated as follows:

10 children x 15 hours x 14 weeks = 2100 funded hours

Please note that stretch children will be accessing more weeks so don't forget to include this in your calculation.

Section 11: Sufficiency Data Collection

For guidance on using the **'Sufficiency'** tab, please see the [guide for PVI Day Nurseries and Pre-Schools](#). If you are a childminder, please see the [guide for childminders](#)