

The Provider Portal for Free Early Education and Care Funding

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

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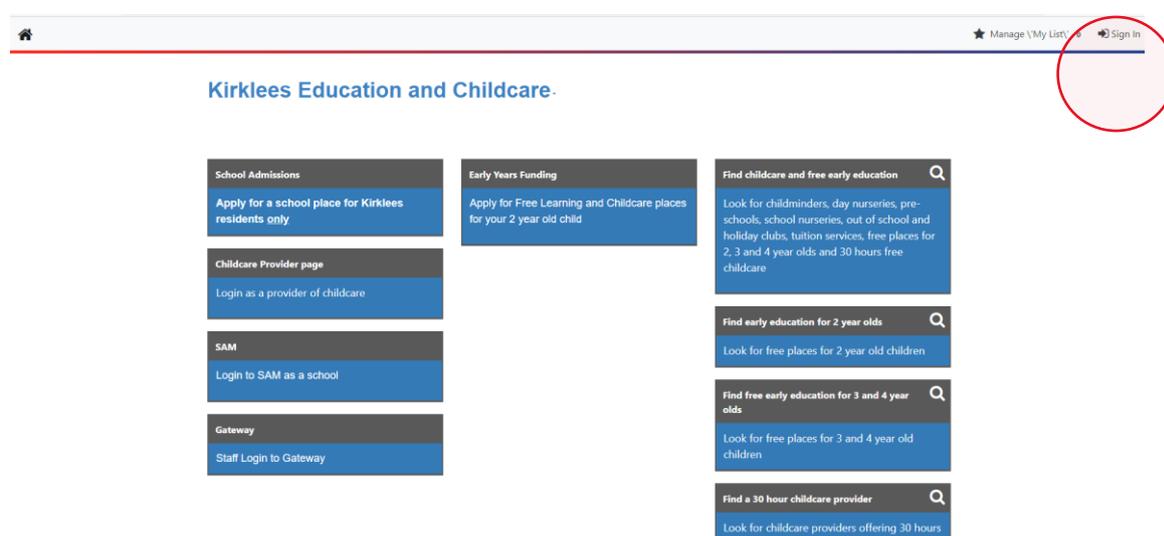
Section 1: Accessing the Provider Portal

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

Kirklees internal staff only

Kirklees Staff Only

or

Sign in or create an account with us.

Parents/Carers please use your email address (or create a Member of Public Account), or if you are a Gateway user, SAM user or Childcare Provider please enter your username

You must enter a username to continue

Next

Create Member of Public Account

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

Sign in

Enter your password

Sign In

Change User

Forgot Password

Create Member of Public Account

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:

The Homepage contains important reminders relating to the current term as well as general information about submitting claims.

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.

Parents/Carers please use your email address (or create a Member of Public Account), or if you are a Gateway user, SAM user or Childcare Provider 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

[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.

The screenshot shows a 'Reset password' form. At the top, the title 'Reset password' is centered in blue. Below the title, there are two input fields. The first is labeled 'New Password *' and has a blue border. The second is labeled 'Confirm Password *' and has a grey border. Below the second field, there is a small grey text prompt: 'Please confirm your password'. At the bottom right of the form, there is a blue button with the text 'Change Password' in white.

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'.

Security

Password

Last Updated: 10/06/2021

Change Password

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

Change Password

New Password *

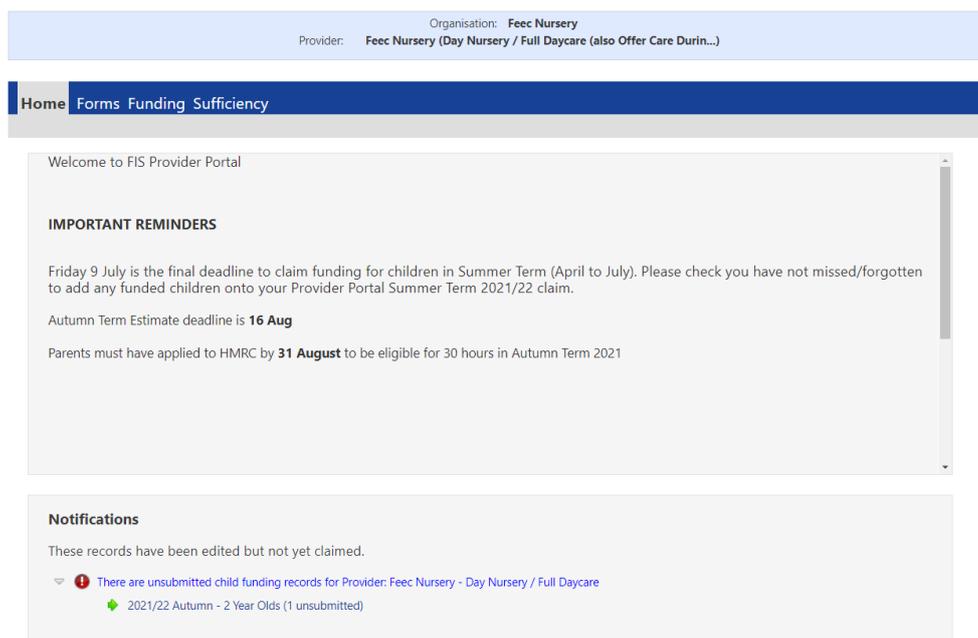
Confirm Password *

Please confirm your 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.

Organisation: **Feec Nursery**
Provider: **Feec Nursery (Day Nursery / Full Daycare (also Offer Care Durin...))**

[Home](#) [Forms](#) [Funding Sufficiency](#)

[Fill In Forms](#) [View Forms](#)

Fill In Forms

Please select a form below to update your details:

- Application To Transfer FEEC Place
- Child Increasing or Decreasing Hrs After Headcount
- Contact Details Form for FEEC Providers
- Kirkles Agreement 2025-26
- New Bank Details V2
- Notification of Child Leaving a Funded Place AUT25
- Notification of Child Leaving a Funded Place SUM25
- Provider Information V3
- Staff Vacancy Form (V3)
- Termly Funding Confirmation Form for 2 Yr Olds
- Termly Funding Confirmation Form for 3 & 4 Yr Olds
- Termly Funding Confirmation Form for 9 Months & 1Y

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.

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

[Home](#) [Forms](#) [Funding Sufficiency](#)

[Fill In Forms](#) [View Forms](#)

 You have successfully submitted the form.

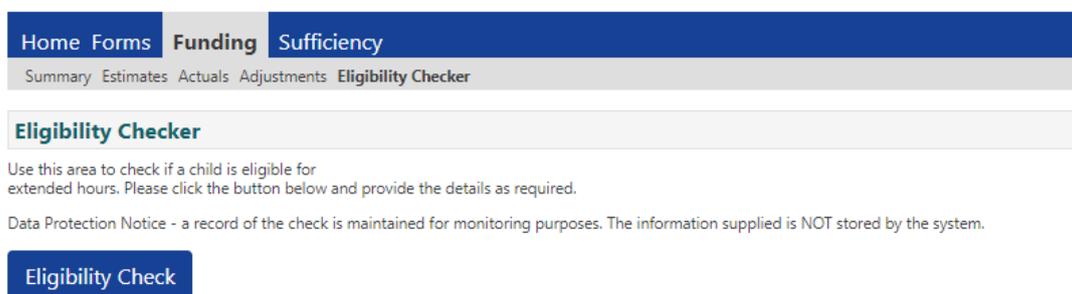
6. Submitted forms are checked regularly; if a form requires a response or decision or we have any queries, we will contact the provider as soon as possible.

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 an 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)

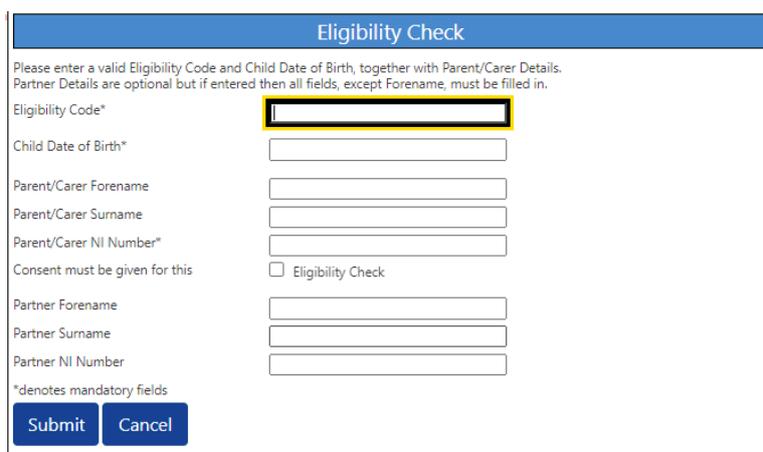
You can use the Eligibility Checker to check a child is eligible to Working Parent Extended/Expanded Entitlement before offering a place. The Eligibility Checker does not save any data and you will need to re-enter the information when you add the child to your Actual claim; you may prefer to add the 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.



The screenshot shows the top navigation bar with 'Home', 'Forms', 'Funding', and 'Sufficiency' tabs. Below it is a breadcrumb trail: 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main heading is 'Eligibility Checker'. Below the heading, there is a paragraph of instructions: 'Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.' followed by a 'Data Protection Notice' stating 'a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.' At the bottom of this section is a blue button labeled 'Eligibility Check'.

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



The screenshot shows the 'Eligibility Check' form. It has a blue header with the title 'Eligibility Check'. Below the header, there is a paragraph of instructions: 'Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Partner Details are optional but if entered then all fields, except Forename, must be filled in.' The form contains the following fields: 'Eligibility Code*' (highlighted with a yellow box), 'Child Date of Birth*', 'Parent/Carer Forename', 'Parent/Carer Surname', 'Parent/Carer NI Number*', 'Consent must be given for this' (with a checkbox for 'Eligibility Check'), 'Partner Forename', 'Partner Surname', and 'Partner NI Number'. At the bottom, there is a note '*denotes mandatory fields' and two buttons: 'Submit' and 'Cancel'.

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.

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Submit Actual: 2021/22 Autumn - 3 & 4 Yr Old CHANGE

In 30H grace period

Add Child Send Claim

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	X	Buckingham, Lindsay (25-Jan-2018)	210.00	210.00	£1860.60		01-Mar-2021 - 11-Aug-2021 Grace Period: 31-Dec-2021
	X	Fleetwood, Mick (15-Jun-2018)	210.00	0.00	£974.40	ID5	
	X	Green, Peter (15-Nov-2017)	170.00	170.00	£1553.80	ID3	01-Oct-2020 - 14-Oct-2021 Grace Period: 31-Dec-2021
	X	McVie, Christine (12-Oct-2017)	210.00	0.00	£1085.70	EYPP, ID4	
	X	McVie, John (15-Dec-2017)	170.00	0.00	£761.60	ID1	
	X	Nicks, Stevie (16-Jan-2018)	210.00	0.00	£974.40	ID4	11-Jan-2021 - 14-Apr-2021 Grace Period: 31-Aug-2021

Add Child Send Claim

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.

Name: Nigella Lawson DOB: 09-Aug-2020

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	No		
Eligibility Start Date	21-Apr-2024	Funding Amount @ Provider Rate	£909.00
Eligibility End Date	30-Apr-2024	▶ Child Weightings	£1285.20
Grace Period End Date	03-Jun-2024		
Eligibility last checked	19-Apr-2024 09:18:24		
▶ Provider Total Rate	£5.05	Funding Amount	£2194.20

- 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).

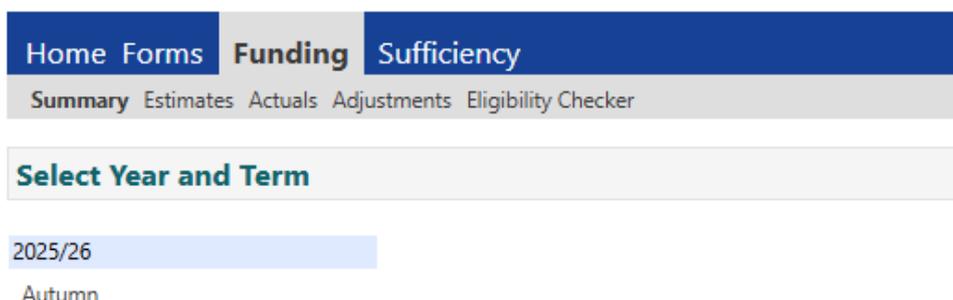
Re-check dates

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 '9 months & 1 Year Olds', '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.

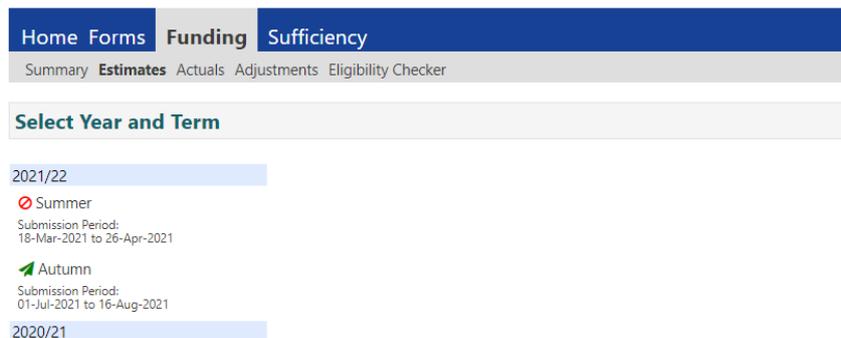


Section 6: Submitting an Estimate Claim

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 payment.

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 each age group are submitted separately. 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.

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

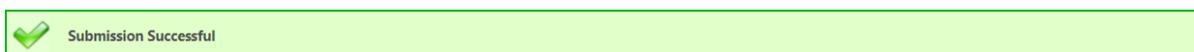
Submit Estimate: 2021/22 Autumn - 2 Year Olds [CHANGE](#)

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term There are 2,100.00 Hours in this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

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); $198 \text{ hours} / 12 \text{ weeks} = 16.5 \text{ hours}$.
11. Select 'Send Claim' and you should see a 'Submission Successful' message.



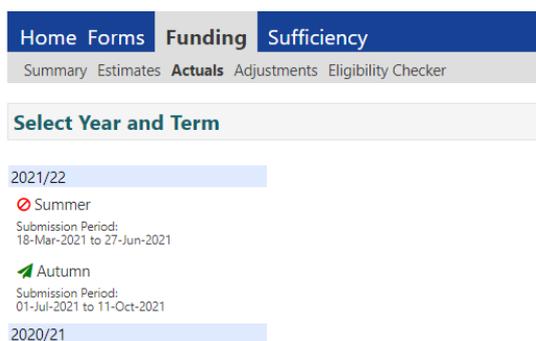
Notes:

- 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. Claims are submitted separately for each age group. Please select the relevant funding age group by choosing the funding type.

Home Forms Funding Sufficiency			
Summary Estimates Actuals Adjustments Eligibility Checker			
Actuals Head Count Records for 2025/26 - Autumn			
2025/26			Office use only
Autumn			
Submission Period: 11-Jul-2025 to 07-Oct-2025			
	Funding Type	Ready To Process	Processed
	2 Year Olds		
	3 & 4 Yr Old		
	9 Months & 1 Year Olds		

- Children from the previous term will be automatically carried forward to the new term unless they are now legal school age. Children from the 9 Months and 1 Year Old headcount will automatically carry forward to the Two Year Old Claim once they are eligible, same as two year old children are automatically transferred to the three & four 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.

- Select 'Add Child', the screen will open to the 'Child Details' tab.
- 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.

Organisation: **Feec Nursery**
Provider: **Feec Nursery (Day Nursery / Full Daycare (also Offer Care Durin...))**

Home **Forms** **Funding** **Sufficiency**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Notes

Child Details		Search for an Address	
Forename*	<input type="text"/>	Primary	<input type="text"/>
Middle Name	<input type="text"/>	Postcode*	<input type="text"/>
Surname*	<input type="text"/>		<input type="button" value="Search"/>
DOB*	<input type="text"/>	Address	
Proof of DOB	<input type="checkbox"/>	Address Line 1*	<input type="text"/>
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Address Line 2	<input type="text"/>
Preferred Surname	<input type="text"/>	Address Line 3	<input type="text"/>
Ethnicity*	Information not Obtained ▼	Locality	<input type="text"/>
SEN COP Stage*	<Unknown> ▼	Town	<input type="text"/>
		County	<input type="text"/>
		Postcode*	<input type="text"/>

*denotes mandatory fields

- The DOB format is DD/MM/YYYY or DD-MM-YYYY or use the calendar. The record will fail if you enter as 02042022.
- Enter the child's postcode and the house number or name in the Primary address field, then select the Search button.

Organisation: **Feec Nursery**
Provider: **Feec Nursery (Day Nursery / Full Daycare (also Offer Care Durin...))**

Home Forms Funding Sufficiency
Summary Estimates **Actuals** Adjustments Eligibility Checker

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

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity*

SEN COP Stage*

Search for an Address

Primary

Postcode*

Please select an item from the list ...

- Please select an item from the list ...
- Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY**
- 21 Byram Street, Huddersfield, HD1 1BY

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

*denotes mandatory fields

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'.

Organisation: **Feec Nursery**
Provider: **Feec Nursery (Day Nursery / Full Daycare (also Offer Care Durin...))**

Home Forms Funding Sufficiency
Summary Estimates **Actuals** Adjustments Eligibility Checker

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

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity*

SEN COP Stage*

Search for an Address

Primary

Postcode*

Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

*denotes mandatory fields

Organisation: **Feec Nursery**
Provider: **Feec Nursery (Day Nursery / Full Daycare (also Offer Care Durin...))**

Home Forms Funding Sufficiency
Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Notes

Child Details		Update Address	
Forename*	Jack	Address	
Middle Name		Address Line 1*	231 Snow Street
Surname*	Frost	Address Line 2	
DOB*	25-Dec-2019	Address Line 3	
Proof of DOB	<input checked="" type="checkbox"/>	Locality	
Gender*	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Town	Huddersfield
Preferred Surname		County	West Yorkshire
Ethnicity*	Any Other Ethnic Group	Postcode*	HD1 1ZZ
SEN COP Stage*	No Special Educational need		

Save **Cancel** *denotes mandatory fields

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'.

Organisation: Fec Nursery
Provider: Fec Nursery (Day Nursery / Full Daycare (also Offer Care Durin...))

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Notes

Child Details

Forename*
Middle Name
Surname*
DOB*
Proof of DOB
Gender* Male Female
Preferred Surname
Ethnicity* Information not Obtained
SEN COP Stage* <Unknown>

Search for an Address

Primary
Postcode*

Address

Address Line 1*
Address Line 2
Address Line 3
Locality
Town
County
Postcode*

No matches were found. Please check your search criteria and try again or enter address manually.

*denotes mandatory fields

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

Organisation: Fec Nursery
Provider: Fec Nursery (Day Nursery / Full Daycare (also Offer Care Durin...))

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Notes

Child Details

Forename*
Middle Name
Surname*
DOB*
Proof of DOB
Gender* Male Female
Preferred Surname
Ethnicity* Information not Obtained
SEN COP Stage* <Unknown>

Search for an Address

Primary
Postcode*

Address

Address Line 1*
Address Line 2
Address Line 3
Locality
Town
County
Postcode*

*denotes mandatory fields

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](#).

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 extended 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	<input type="text" value="Mick"/>	Forename	<input type="text"/>
Surname	<input type="text" value="Jagger"/>	Surname	<input type="text"/>
DOB	<input type="text" value="01-Feb-1946"/>	DOB	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Contact Number	<input type="text"/>	Contact Number	<input type="text"/>
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text" value="AB123456B"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility <input type="checkbox"/> Additional Support (formerly called disadvantaged)	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility <input type="checkbox"/> Additional Support (formerly called disadvantaged)

[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 (formerly called disadvantaged): The Surname, DOB and NI Number will also be required for this data to be used for an Eligibility Check.

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 term time claims, 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.

Child Details
Parent / Carer Details
Funding Details
Notes

Funding Details

Start Date*

End Date*

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

Hours*

Extended Funded Hours per Week

Eligible for Extended Hours ✘

Eligibility Code

Click to check eligibility for Working Family funding Check Eligibility Code

Extended Hours*

Total Funded Hours per Week

Total Funded:

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*

Census Information

Funded Entitlement Weeks

Extended Entitlement Weeks

📌 Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

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

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 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. Census Information Weeks - for all term time only claims (not stretch) enter 38 weeks in the 'Census Information Entitlement Weeks' fields. Enter 38 weeks if the child only attends term time, attends all year round but the claim is term time only and if the child leaves your setting during the term, starts late in a term or is only attending for one or two terms. If you are stretching funding outside the Portal system but claiming term time, enter 38 weeks.

19. For stretch children, enter the number of weeks the child stretches the funding over in a year up to a maximum of 52 weeks in the 'Census Information Entitlement Weeks' fields. Examples of 'Census Information Entitlement Weeks' for stretch children:

- 10/20 hours or less – 52 weeks
- 10.5/21 hours – 52 weeks
- 11/22 hours – 51 weeks
- 11.5/23 hours – 49.5 weeks
- 12/24 hours – 47.5 weeks

20. 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 £938. '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

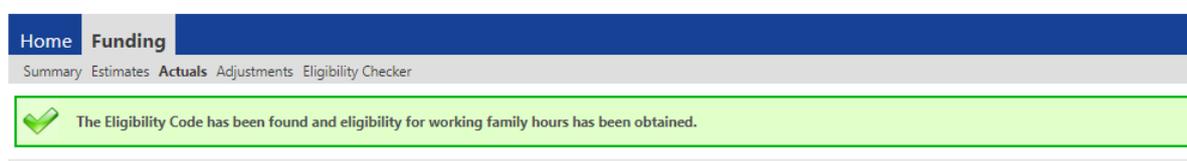
All 3- and 4-year-old children are entitled to 15 funded hours per week, referred to as Universal hours; there is no application process for these hours. Working parents may qualify for an extra 15 hours of funded childcare per week if they meet the criteria meaning their child can access 30 funded hours per week. These extra 15 hours are referred to as the Extended entitlement; parents must apply and receive a code to access these hours.

Due to an issue with parents being unable to apply for Working Family codes if they were in receipt of Tax-Free Childcare, HMRC issued temporary codes to some parents (these codes begin with 1). Once the parent receives their code beginning with 5, please enter the new code on the Portal.

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).

Funded Hours per Week	
Hours*	<input type="text" value="15"/>
Extended Funded Hours per Week	
Eligible for Extended Hours	
Eligibility Code	<input type="text" value="50069418637"/>
Click to check eligibility for Working Family funding	<input type="button" value="Check Eligibility Code"/>
Extended Hours*	<input type="text" value="15"/>
Total Funded Hours per Week	
Total Funded:	<input type="text" value="30.00"/>

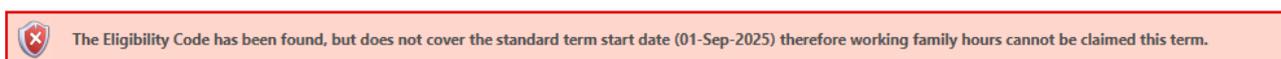
For eligible children, the following message will display:



The red cross will also become a green tick, confirming that extended hours can be claimed.

Funded Hours per Week	
Hours*	<input type="text" value="15"/>
Extended Funded Hours per Week	
Eligible for Extended Hours	
Eligibility Code	<input type="text" value="50069418637"/>
Click to check eligibility for Working Family funding	Check Eligibility Code
Extended Hours*	<input type="text" value="15"/>
Total Funded Hours per Week	
Total Funded:	<input type="text" value="30.00"/>

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.

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

Funding Details

Start Date*

End Date*

Weeks Attended in Term*

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

Funded Hours per Week

Hours*

Extended Funded Hours per Week

Eligible for Extended Hours

Eligibility Code

Click to check eligibility for Working Family funding

Extended Hours*

Total Funded Hours per Week

Total Funded:

Non-Funded Hours per Week

Non-Funded Hours*

Census Information

Funded Entitlement Weeks

Extended Entitlement Weeks

Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: **14.00**

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

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

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

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'.

Submit Actual: 2025/26 Autumn - 3 & 4 Yr Old CHANGE

Add Child **Send Claim**

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
  New, Unsubmitted Child	Martin, Ricky (17-Jul-2022)	210.00	210.00	£2259.60		16-Jun-2025 - 11-Dec-2025 Grace Period: 31-Mar-2026

Add Child **Send Claim**

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 **Send Claim** button will now be greyed out as there are no new records to send.

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
  New, Awaiting LA Download	Martin, Ricky (17-Jul-2022)	210.00	210.00	£2259.60		16-Jun-2025 - 11-Dec-2025 Grace Period: 31-Mar-2026

Add Child **Send Claim**

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.

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✘	Martin, Ricky (17-Jul-2022)	210.00	210.00	£2335.20	ID3 D	16-Jun-2025 - 11-Dec-2025 Grace Period: 31-Mar-2026

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, so it is important that you request a code from the parent/carer. All two-year-olds should have a code; this will be a 'Families in Receipt of Additional Support' (FRAS) code, a 'Working Family' code or both as it is possible to be eligible under both schemes.

- FRAS codes are 6 characters long and a mix of numbers and letters; these codes are issued by Kirklees Council. Parents/carers can apply here [Free learning and childcare for 2 year olds](#). This used to be known as the 'Disadvantaged' entitlement. For children resident in another LA but claiming at a provider in Kirklees, please do not accept a voucher from another LA.
- Working Family codes are 11 digits, will usually start with either 5 or 1 and are issued by HMRC. Parents can apply here [Best Start In Life](#)
- Due to an issue with parents being unable to apply for Working Family codes if they were in receipt of Tax-Free Childcare, HMRC issued temporary codes to some parents (these codes begin with 1). Once the parent receives their code beginning with 5, please enter the new code on the Portal.

- Where parents meet the eligibility criteria for both the FRAS entitlement and the Working Family Entitlement, the DfE statutory guidance states they must access 15 hours under the FRAS entitlement and the remaining 15 under the Working Family entitlement. This is because parents cannot lose the FRAS entitlement if their circumstances change but they can fall out of eligibility under the Working Family Entitlement. Providers should combine both types of code to claim up to 30 hours.
- To comply with the requirement that the first 15 hours are claimed under FRAS (if eligible), providers are now able to check the eligibility of a child for the FRAS entitlement (income only) on the Portal. This is not intended to replace the application process to Kirklees and we advise providers to continue to encourage parents to apply well in advance of the start of the term. If a child is eligible under LAC/DLA/CIN/ CPP criteria, you will need to enter the 6-digit code issued by Kirklees.
- If a parent loses their eligibility to the Working Family entitlement and you have gained consent via the April 2025 version of the Parent Agreement, you will be able to check if they are eligible under the FRAS criteria (income only) using the eligibility check facility on the Portal. Previous versions of the Parent Agreement did not include consent for this.
- You cannot add funded hours for a two year old child without a Working Family Entitlement code, a 6-digit FRAS code or a 'Found' result on the eligibility check in the 'Funded hours per week section on the 'Funding Details' tab. If you try to add funded hours without one of the above, the following message will display at the top of the tab:



- This is explained in more detail at the bottom of the tab:

The following errors need to be fixed before the record can be saved:
Funded Hours cannot be entered as the child is not eligible for funding (Funding Details Tab)

Claiming funding using the LA issued 'Families in Receipt of Additional Support' code

1. Select 'Funding', then select 'Actuals' and select the relevant two-year-old term
2. Select Enter EY Voucher. Enter the 6-digit 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.

A screenshot of a web form titled "EY Claim" in a blue header. Below the header, it says "Please enter a valid Voucher Code, together with the Child's Date of Birth and Surname." There are three input fields: "Voucher Code*" with the value "DF23GH" (highlighted with a yellow border), "Child Date of Birth*" with the value "01/09/2022", and "Child Surname*" with the value "Gallagher". A note below the fields says "*denotes mandatory fields". At the bottom left are two blue buttons: "Submit" and "Cancel".

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.

The screenshot shows the top navigation bar with tabs for 'Home', 'Forms', 'Funding', and 'Sufficiency'. Below the navigation bar, there is a warning message: 'Too many invalid EY Claim attempts. There will be a delay before being able to Enter EY Vouchers again.' Below the warning, there is a button labeled 'Submit Actual: 2021/22 Autumn - 2 Year Olds' with a 'CHANGE' link. At the bottom of the navigation bar, there are three buttons: 'Add Child', 'Enter EY Voucher', and 'Send Claim'.

- After submitting the EY voucher details, the screen defaults to the 'Funding Details' tab but you must view the 'Child Details' tab where the majority of the Child Details have been pre-populated. Check that the child details match those 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.

The screenshot shows the 'Child Details' form in the FIS Provider Portal. The form is divided into two main sections: 'Child Details' and 'Address'. The 'Child Details' section includes fields for Forename* (Liam), Middle Name, Surname* (Gallagher), DOB* (01-Sep-2022), Proof of DOB (checked), Gender* (Male checked, Female unchecked), Preferred Surname, Ethnicity* (Kurdish), and SEN COP Stage* (No Special Educational need). The 'Address' section includes an 'Update Address' button and fields for Address Line 1* (Kirkgate Buildings), Address Line 2 (Byram Street), Address Line 3, Locality, Town (Huddersfield), County, and Postcode* (HD1 1BY). There are 'Save' and 'Cancel' buttons at the bottom left, and a note that '*' denotes mandatory fields.

- Select the 'Parent/Carer Details' tab. If the parent/carers 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](#). The second parent details are optional.

Please do not enter the parent/carer email address or phone number.

The screenshot shows a web form titled 'Parent / Carer Details' under the 'Funding' section. The form is divided into two columns: 'Parent / Carer Details' and 'Partner Details'. Each column has input fields for Forename, Surname, DOB, Email, and Contact Number. There are also checkboxes for 'NI or NASS Number' and 'Tick to give consent to Eligibility Checking for'. The 'Parent / Carer Details' section has the following values: Forename: Shanice, Surname: Gallagher, DOB: 02-Jun-1985, Contact Number: AB123456B. The 'Partner Details' section is empty. There are three consent checkboxes: 'EYPP' (checked), 'Working Family Eligibility' (unchecked), and 'Additional Support (formerly called disadvantaged)' (unchecked). A 'Switch' button is located between the two columns. A red box highlights the 'Consent for Eligibility Checking' section, which contains the following text: '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.', and 'Additional Support (formerly called disadvantaged): The Surname, DOB and NI Number will also be required for this data to be used for an Eligibility Check.' At the bottom, there are 'Save' and 'Cancel' buttons, and a note '*denotes mandatory fields'.

5. Select the 'Funding Details' tab. You can see that 'Eligible for Funded Hours' is green ticked as a 6-digit FRAS code has been entered.

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

Funding Details

Start Date* 01-Sep-2025

End Date* 04-Jan-2026

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 (formerly called disadvantaged)

Child Eligible

Hours* 15

Expanded Funded Hours per Week

Eligible for Expanded Hours

Eligibility Code

Click to check eligibility for Working Family funding

Check Eligibility Code

Expanded 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* 4

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 38

Expanded Entitlement Weeks

Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: 14.00

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

Expanded Weekly Hours: 30.00
 Expanded Termly Hours: 420.00
 Expanded Yearly Hours: 960.00

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

6. Complete the Funding Details tab using the guidance already provided in the 'Adding children to your claim (Actual Claim) section, page 24.
7. Enter the number of funded hours (15 hours is the maximum entitlement).
8. Enter a 0 in Expanded hours if the child is only eligible under the FRAS entitlement.
9. If you need to add a note, please select the 'Notes' Tab and add anything you require the Funding Team to know about the child's funding claim.
10. Select 'Save' and 'Send Claim'

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2025/26 Autumn - 2 Year Olds CHANGE

Add Child Enter EY Voucher Send Claim

	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
 	New, Unsubmitted Child	Gallagher, Liam (01-Sep-2022)	210.00	0.00	£1579.20		

Add Child Enter EY Voucher Send Claim

Claiming funding using the 'Working Parent Entitlement' code

Due to an issue with parents being unable to apply for Working Family codes if they were in receipt of Tax-Free Childcare, HMRC issued temporary codes to some parents (these codes begin with 1). Once the parent receives their code beginning with 5, please enter the new code on the Portal.

1. Select 'Funding', then select 'Actuals' and select the relevant two-year-old term
2. Select the **Add Child** 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.**

Organisation: **Feec Nursery**
Provider: **Feec Nursery (Day Nursery / Full Daycare (also Offer Care Durin...))**

Home **Forms** **Funding** **Sufficiency**

Summary Estimates **Actuals** Adjustments Eligibility Checker

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 extended 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	<input type="text" value="Darren"/>	Forename	<input type="text"/>
Surname	<input type="text" value="Gallagher"/>	Surname	<input type="text"/>
DOB	<input type="text"/>	DOB	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Contact Number	<input type="text"/>	Contact Number	<input type="text"/>
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text" value="JL123456D"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility <input type="checkbox"/> Additional Support (formerly called disadvantaged)	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility <input type="checkbox"/> Additional Support (formerly called disadvantaged)

[↔ 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 (formerly called disadvantaged): The Surname, DOB and NI Number will also be required for this data to be used for an Eligibility Check.

*denotes mandatory fields

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

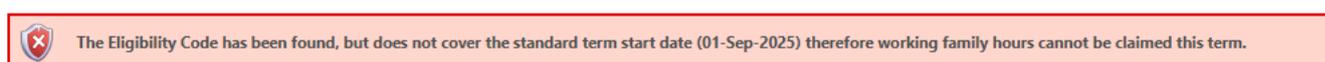
Expanded Funded Hours per Week	
Eligible for Expanded Hours	
Eligibility Code	<input type="text" value="5011966666"/>
Click to check eligibility for Working Family funding	Check Eligibility Code
Expanded Hours*	<input type="text"/>
Total Funded Hours per Week	
Total Funded:	<input type="text"/>

6. In the Expanded Funded Hours per week section, enter the 11 digit Eligibility Code first to confirm eligibility 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.

7. Once eligibility has been confirmed, you can now complete all the details of the funding claim using the guidance already provided in the 'Adding children to your claim (Actual Claim) section, page 24.

8. Enter a 0 in the Funded Hours box if the child is claiming solely under the Working Family Entitlement

9. Enter the number of Expanded hours (30 hours is the maximum entitlement)

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

Child Details
Parent / Carer Details
Funding Details
Notes

Funding Details

Start Date*

End Date*

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 (formerly called disadvantaged) Check Eligibility

Hours*

Expanded Funded Hours per Week

Eligible for Expanded Hours ✔

Eligibility Code

Click to check eligibility for Working Family funding Check Eligibility Code

Expanded Hours*

Total Funded Hours per Week

Total Funded:

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*

! An Eligibility Check for 2-year-old receiving additional support funding must be carried out if claiming Funded Hours.

Census Information

Funded Entitlement Weeks

Expanded Entitlement Weeks

! Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: **14.00**

Funded Weekly Hours: **10.00**

Funded Termly Hours: **140.00**

Funded Yearly Hours: **380.00**

Expanded Weekly Hours: **10.00**

Expanded Termly Hours: **140.00**

Expanded Yearly Hours: **380.00**

10. If you need to add a note, please select the 'Notes' Tab and add anything you require the Funding Team to know about the child's funding claim.

11. Select Save and then Send Claim.

Submit Actual: 2025/26 Autumn - 2 Year Olds CHANGE

Add Child Enter EY Voucher Send Claim

Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
New, Unsubmitted Child	Gallagher, Liam (01-Sep-2022)	210.00	0.00	£1579.20		
New, Unsubmitted Child	Gallagher, Noel (23-Aug-2023)	0.00	420.00	£3158.40		01-Jul-2024 - 17-Oct-2025 Grace Period: 31-Dec-2025

Add Child Enter EY Voucher Send Claim

Claiming under both 2 year old entitlements

A parent may be eligible under both criteria and have a code under each. If this is the case, then, as per DfE instruction, the first 15 hours should be claimed under the Additional Support entitlement and 15 expanded hours claimed under the Working Family Entitlement.

1. Please follow the guidance above for claiming with an EY voucher code (Additional Support) and then the guidance for claiming with a Working Family code. You can also check eligibility to Additional Support (income criteria only) yourself during the claim process but must have gained consent via the April 2025 version of the Parent Agreement.

Funding Details

Start Date*

End Date*

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 (formerly called disadvantaged)

Child Eligible

Hours*

Expanded Funded Hours per Week

Eligible for Expanded Hours ✔

Eligibility Code

Click to check eligibility for Working Family funding

Check Eligibility Code

Expanded Hours*

Total Funded Hours per Week

Total Funded:

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

! Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: **14.00**

Funded Weekly Hours: **15.00**

Funded Termly Hours: **210.00**

Funded Yearly Hours: **570.00**

Expanded Weekly Hours: **30.00**

Expanded Termly Hours: **420.00**

Expanded Yearly Hours: **960.00**

! 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

*denotes mandatory fields

2. As above, you can add 15 hours under each entitlement.
3. If a parent loses their eligibility to the Working Family Entitlement, if you have gained consent via the April 2025 version of the Parent Agreement, you will be able to check if they are eligible under the Additional Support (Income) criteria using the eligibility check in the 'Funded hours per week' section on the 'Funding Details' tab. The 'Additional Support' consent box on the 'Parent/Carer details' tab must be selected in order to perform this check.

Claiming for 9 Months and 1 Year Olds

Due to an issue with parents being unable to apply for Working Family codes if they were in receipt of Tax-Free Childcare, HMRC issued temporary codes to some parents (these codes begin with 1). Once the parent receives their code beginning with 5, please enter the new code on the Portal.

1. Select 'Funding', then select 'Actuals' and select the relevant 9 Months & 1 Year Olds term
2. Select the **Add Child** 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.**

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 extended 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

Forename
Surname
DOB
Email
Contact Number
 NI or NASS Number
Tick to give consent to Eligibility Checking for EYPP Working Family Eligibility

Partner Details

Forename
Surname
DOB
Email
Contact Number
 NI or NASS Number
Tick to give consent to Eligibility Checking for EYPP Working Family Eligibility

[Switch](#)

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

Expanded Funded Hours per Week

Eligible for Expanded Hours ✗

Eligibility Code

Click to check eligibility for Working Family funding [Check Eligibility Code](#)

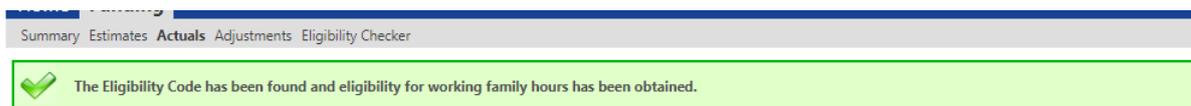
Expanded Hours*

Prior to entering the Eligibility code, there will be a red cross next to 'Eligible for Expanded Hours as an eligibility check has not yet been performed.

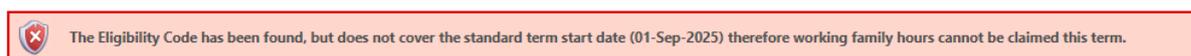
6. Enter the 11 digit Eligibility Code first to confirm eligibility and then select

[Check Eligibility Code](#)

7. 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.

- Once eligibility has been confirmed, you can now complete all the details of the funding claim using the guidance already provided in the 'Adding children to your claim (Actual Claim) section, page 24.
- Enter the number of Expanded hours (30 hours is the maximum entitlement)

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

Funding Details

Start Date* 01-Sep-2025

End Date* 04-Jan-2026

Default Term Dates

Weeks Attended in Term* 14

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Stretching Entitlement

Expanded Funded Hours per Week

Eligible for Expanded Hours

Eligibility Code 50159377382

Click to check eligibility for Working Family funding

Check Eligibility Code

Expanded Hours* 30

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* 5

Census Information

Expanded Entitlement Weeks 38

Records the Number of Weeks the Child is expected to stretch their Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: 14.00

Expanded Weekly Hours: 30.00

Expanded Termly Hours: 420.00

Expanded Yearly Hours: 960.00

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

*denotes mandatory fields

Save Cancel

- If you need to add a note, please select the 'Notes' Tab and add anything you require the Funding Team to know about the child's funding claim.
- Select **Save** and then **Send Claim**.

Submit Actual: 2025/26 Autumn - 9 Months & 1 Year Olds 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	Penny, Stella (12-Aug-2024)	420.00	£4296.60		24-Jun-2025 - 16-Nov-2025 Grace Period: 31-Mar-2026
Add Child		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'.

Name: Harold Bishop DOB: 13-Dec-2019

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

Funding Details

Start Date*

End Date*

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

Hours*

Extended Hours per Week

Extended Hours*

Eligibility Code

Check Eligibility Code

Eligible for Extended Hours

Total Funded Hours per Week

Total Funded:

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*

⚠ 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

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**

*denotes mandatory fields

Save **Cancel**

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. The maximum number of hours that can be claimed in a week on stretched entitlement is 12 or 24, depending on the entitlement type of the child.
6. For 3- & 4-year old's, the entitlement is split between Universal and Extended. If a child is only entitled to, or you are only claiming, the Universal Entitlement, enter the number of weekly 'Funded Hours' (maximum 12 hours per week). If a child is entitled to the Working Family Entitlement, or you are only claiming this, enter the number of weekly 'Extended Hours' (maximum 12 hours per week). If claiming under both, enter a value in both fields so there is even distribution of the entitlements, i.e. 12 in 'Funded Hours' and 12 in 'Extended Hours'.
7. For two year old's, if the child is eligible under the 'Working Family Entitlement', then enter the hours in the 'Expanded Hours' Field (maximum 24 hours per week). If the child is claiming under the FRAS entitlement (or is eligible to both entitlements), then enter the hours in 'Funded Hours' (maximum of 12 hours per week). If claiming under both, enter a value in both fields so there is even distribution of the entitlements, i.e. 12 in 'Funded Hours' and 12 in 'Extended Hours'.
8. For 9 Months & 1 Year Olds, enter the hours in the 'Expanded Hours' Field (maximum 24 hours per week).
9. 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

10. 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.

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Name: Nigella Lawson **DOB: 09-Aug-2020**

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	No		
▶ Provider Total Rate	£5.05	Funding Amount @ Provider Rate	£909.00
		▶ Child Weightings	£1285.20
		Funding Amount	£2194.20
		Totals	
		Funded Hours Per Week	15.00
		Funded Hours for Term	180.00
		Total Funding (excl. Adj)	£2194.20
		Total amount from Adjustments	£0.00
		Total amount from Pending Adjustments	£0.00
		Total Funding For Term (inc Adj)	£2194.20

Save
Cancel

*denotes mandatory fields

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

Name: Nigella Lawson DOB: 09-Aug-2020

Summary Child Details Parent / Carer Details Funding Details Notes

Child Details

Forename*	Nigella
Middle Name	
Surname*	Lawson
DOB*	09-Aug-2020
Proof of DOB	<input checked="" type="checkbox"/>
Gender*	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Preferred Surname	
Ethnicity*	White British
SEN COP Stage*	S E N Support

Update Address

Address

Address Line 1*	Kirkgate Buildings
Address Line 2	Byram Street
Address Line 3	
Locality	
Town	Huddersfield
County	
Postcode*	HD1 1BY

Save Cancel *denotes mandatory fields

4. Select the **'Funding Details'** tab to review and amend the child's funding details.
5. If the child is eligible to Extended or Expanded 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).

6. A message will appear confirming whether or not the child is eligible to the Working Family Entitlement. If the child is eligible, then enter the 'Extended/Expanded 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.

Submit Actual: 2024/25 Summer - 3 & 4 Yr Old [CHANGE](#)

[Add Child](#) [Send Claim](#)

	Status	Child	Funded (inc Adj)
X		Bishop, Harold (13-Dec-2019)	
X		Granger, Hermione (15-Jan-2020)	
 	Unsubmitted Claim	Lawson, Nigella (09-Aug-2020)	
X		Marr, Andrew (12-Oct-2019)	

[Add Child](#) [Send Claim](#)

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](#)

Summary Estimates **Actuals** Adjustments Eligibility Checker

 Submission Successful

Submit Actual: 2024/25 Summer - 3 & 4 Yr Old [CHANGE](#)

[Add Child](#) [Send Claim](#)

	Status	Child	Fund (inc A
X		Bishop, Harold (13-Dec-2019)	
X		Granger, Hermione (15-Jan-2020)	
 	Awaiting LA Download	Lawson, Nigella (09-Aug-2020)	
X		Marr, Andrew (12-Oct-2019)	

[Add Child](#) [Send Claim](#)

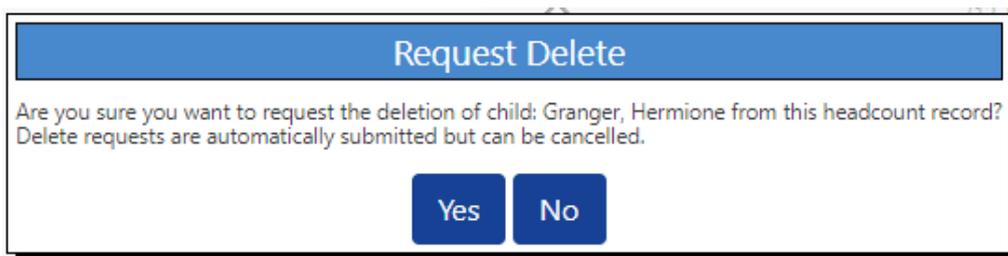
11. After sending the claim, the green 'Submission Successful' message will appear, and the child status will change to 'Awaiting LA Download'. The **Send Claim** button will now be unavailable; the button will become available again if you make any more amendments.
12. Once the FEEC team have imported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

Home Forms Funding Sufficiency							
Summary Estimates Actuals Adjustments Eligibility Checker							
Submit Actual: 2024/25 Summer - 3 & 4 Yr Old CHANGE							
Add Child		Send Claim					
	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
		Bishop, Harold (13-Dec-2019)	180.00	0.00	£1063.80	EYPP, ID3 D	
	<input type="text" value="Request Delete"/>	Granger, Hermione (15-Jan-2020)	120.00	0.00	£627.60	ID3 D	
	 Awaiting LA Download	Lawson, Nigella (09-Aug-2020)	180.00	0.00	£3479.40	ID3 D, SENDIF	
		Marr, Andrew (12-Oct-2019)	180.00	180.00	£5298.40	ID3 D, SENDIF	20-Apr-2024 - 02-May-2024 Grace Period: 05-Jun-2024
Add Child		Send Claim					

2. Select 'Yes' to delete the child



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

Add Child Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✘		Bishop, Harold (13-Dec-2019)	180.00	0.00	£1063.80	EYPP,ID3 D	
⚠ ↺	Awaiting LA Deletion	Granger, Hermione (15-Jan-2020)	0.00	0.00	£21.60	ID3 D	
⚠ ↺	Awaiting LA Download	Lawson, Nigella (09-Aug-2020)	180.00	0.00	£3479.40	ID3 D,SENDIF	
✘		Marr, Andrew (12-Oct-2019)	180.00	180.00	£5298.40	ID3 D,SENDIF	20-Apr-2024 - 02-May-2024 Grace Period: 05-Jun-2024

Add Child Send Claim

- 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.



- 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.

Name: Harold Bishop DOB: 13-Dec-2019

Summary Child Details Parent / Carer Details Funding Details Notes

Add a new note

After checking the birth certificate for Harold, I have corrected his DOB to 13/12/2019

Notes History

No Historical Notes

Save Cancel *denotes mandatory fields

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 funding claims (see section 8 for further information).

Section 8: How to apply for SENDIF (Special Educational Needs & Disability Inclusion Fund)

SENDIF for funded early years children needs to be claimed through the Provider Portal.

Children identified as needing SEN support and as eligible for SENDIF, will meet one of the criteria corresponding to each SENDIF code (please see the SENDIF Provider guidance which is routinely updated and sent to Providers by email). Providers can claim SENDIF for either a full term or for half a term.

Important: the 'Notes' and SENDIF funding will not be carried forward to the following term. Providers will need to add a note to the child each term on the portal when claiming for a continuation of SENDIF even if there are no other changes to make to the child's claim. Don't forget to select Save and Send Claim after making any amendments.

- Select the child's record and on the **'Child Details'** tab, ensure 'SEN Support' is selected for the **SEN COP Stage**.
- For children with an EHCP, ensure 'EHCP' is selected on the **SEN COP Stage**.

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

Child Details

Forename*	James
Middle Name	
Surname*	Bond
DOB*	15-Oct-2022
Proof of DOB	<input checked="" type="checkbox"/>
Gender*	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Preferred Surname	Bond
Ethnicity*	White - Scottish
SEN COP Stage*	SEN Support

Address

Update Address

Address Line 1*	29 Halifax Road
Address Line 2	
Address Line 3	
Locality	
Town	Dewsbury
County	
Postcode*	WF13 2JH

Save Cancel *denotes mandatory fields

- Enter the claim as usual on the 'Funding Details' tab with the correct number of 'Funded/Expanded/Extended Hours per Week'. The Parent/Carer details tab needs to be completed to claim Extended and Expanded hours.

Child Details
Parent / Carer Details
Funding Details
Notes

Funding Details

Start Date*

End Date*

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 (formerly called disadvantaged) Check Eligibility

Hours*

Expanded Funded Hours per Week

Eligible for Expanded Hours ✔

Eligibility Code

Click to check eligibility for Working Family funding Check Eligibility Code

Expanded Hours*

Total Funded Hours per Week

Total Funded:

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*

! An Eligibility Check for 2-year-old receiving additional support funding must be carried out if claiming Funded Hours.

Census Information

Funded Entitlement Weeks

Expanded Entitlement Weeks

! Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: **14.00**

Funded Weekly Hours: **10.00**

Funded Termly Hours: **140.00**

Funded Yearly Hours: **380.00**

Expanded Weekly Hours: **10.00**

Expanded Termly Hours: **140.00**

Expanded Yearly Hours: **380.00**

! 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



- Open the **Notes** tab and enter the relevant code to indicate which criteria the child meets. To claim for a full term, enter either **SENDIF A**, **SENDIF B**, **SENDIF C** or **SENDIF D**. To claim for half a term, enter as **SENDIF A HT**, **SENDIF B HT**, **SENDIF C HT** or **SENDIF D HT**.

- Select **Save** and then **Send Claim**.
- SENDIF will be calculated as follows: **Funded hours x funded weeks x £ SENDIF hourly rate** and paid at 100% for full term or 50% for half a term. The rate for children with an EHCP will be determined once the plan is finalised.
- To view SENDIF funding once the claim has been imported, in the child weightings column on 'Actuals' you will see the SENDIF weighting code and total amount of funding which includes Base Rate Funding, SENDIF, EYPP, DAF and IDACI (Deprivation weighting) if applicable. IDACI weightings are only paid on 3- & 4-year-old funded children.

Add Child Enter EY Voucher Send Claim

	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✗		Bond, James (15-Oct-2022)	0.00	420.00	£6700.40	SENDIF	29-May-2024 - 10-Dec-2025 Grace Period: 31-Mar-2026

- Add Child Enter EY Voucher Send Claim

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 for the full term. The SENDIF amount shown is based on the number of Expanded hours (30 Expanded hours x 14 weeks = 420 x 6.20) totalling **£2604**.

Summary		Child Details	Parent / Carer Details	Funding Details	Notes
Term Start Date	01-Sep-2025				
Term End Date	04-Jan-2026				
No of weeks attended	14.00				
Nominated for DAF	Yes				
Eligibility Start Date	29-May-2024				
Eligibility End Date	10-Dec-2025				
Grace Period End Date	31-Mar-2026				
Eligibility last checked	06-Oct-2025 12:25:10				
▶ Provider Total Rate	£7.52				
		Funding			
		Funded Hours Per Week			0.00
		Funded Hours for Term			0.00
		Funding Amount @ Provider Rate			£0.00
		Child Weightings			£0.00
		Funding Amount			£0.00
		Expanded Funding			
		Funded Hours Per Week			30.00
		Funded Hours for Term			420.00
		Funding Amount @ Provider Rate			£3158.40
		▼ Child Weightings			£2604.00
		SENDIF (£6.20)			£2604.00
		Expanded Funding Amount			£5762.40
		Totals			
		Funded Hours Per Week			30.00
		Funded Hours for Term			420.00
		Total Funding (excl. Adj)			£5762.40
		Total amount from Adjustments			£938.00
		Total amount from Pending Adjustments			£0.00
		Total Funding For Term (inc Adj)			£6700.40

In the example below, the child is in receipt of SENDIF for half a term and the funding is stretched. The SENDIF amount is shown based on the number of Funded hours (10 Funded Hours x 17 weeks = 170 hours x 3.10) totalling **£527**.

Name: Pine Apple DOB: 05-Apr-2022

Summary Child Details Parent / Carer Details Funding Details Notes

Term Start Date 01-Sep-2025
 Term End Date 04-Jan-2026
 No of weeks attended 17.00
 Nominated for DAF No
 ▶ Provider Total Rate £5.38

Funding
 Funded Hours Per Week 10.00
 Funded Hours for Term 170.00

Funding Amount @ Provider Rate £914.60
 ▼ Child Weightings **£557.60**
 I D A C I 3 Band D (£0.18) £30.60
 SENDIF HT (£3.10) £527.00

Funding Amount £1472.20

Totals
 Funded Hours Per Week 10.00
 Funded Hours for Term 170.00
Total Funding (excl. Adj) £1472.20
 Total amount from Adjustments £0.00
 Total amount from Pending Adjustments £0.00

Total Funding For Term (inc Adj) £1472.20

Section 9: Viewing Payment Summary and Adjustments

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

1. Select 'Funding'
2. Select 'Summary'
3. **Select Year and Term**

2025/26	Autumn	Funding Type
		2 Year Olds
		3 & 4 Yr Old
		9 Months & 1 Year Olds

4. Select Funding Type **9 Months & 1 Year Olds**, **2 Year Olds** or **3 & 4 Yr Olds**

Summary: 2025/26 Autumn - 3 & 4 Yr Old 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	£5.38	Term Length (Weeks) Stretched	18.00
Estimate Funding		▶ Provider Rate applied to child funding	£5.38
Hours Per Week	0.00	Funding	
Term Funding Amount	£0.00	Funded Hours for Term	760.00
Interim %	80.00%	Funding Amount @ Provider Rate	£4088.80
Interim Amount Payable	£0.00	▶ Child Weightings Total	£1882.50
<hr/>		<hr/>	
Total Interim Amount Paid to Date (before Adj)	£0.00	Funding Amount	£5971.30
<hr/>		Extended Funding	
Interim Amount Payable Balance	£0.00	Funded Hours for Term	380.00
<hr/>		Funding Amount @ Provider Rate	£2044.40
		▶ Child Weightings Total	£1091.80
		<hr/>	
Number of Payments Due	2 / 2	Extended Funding Amount	£3136.20
Next Payment Amount Due (before Adj)	£0.00	Totals	
		Funded Hours for Term	1140.00
		Funding Amount @ Provider Rate	£6133.20
		Child Weightings	£2974.30
		<hr/>	
Fully Processed	No	Term Funding Amount	£9107.50
		Interim Amount Paid (before Adj)	£0.00
		<hr/>	
		Term Funding Amount Balance	£9107.50
		Adjustments Paid with Final Payment	£0.00
		<hr/>	
		Actual Amount Paid (Inc. Adj)	£0.00
		<hr/> <hr/>	
		Processed	No
		Processed Date	

Important notes:

- 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 3- & 4-year old's only on both Universal and Extended hours.

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

Actuals	
Term Length (Weeks) Term Time	14.00
Term Length (Weeks) Stretched	18.00
▼ Provider Rate applied to child funding	£5.38
Base Rate	£5.38
Funding	
Funded Hours for Term	760.00
Funding Amount @ Provider Rate	£4088.80
▼ Child Weightings Total	£1882.50
1 child with Early Years Pupil Premium (£1.00)	£210.00
1 child with I D A C I 2 Band E (£0.11)	£23.10
2 children with I D A C I 3 Band D (£0.18)	£68.40
1 child with SENDIF (£6.20)	£1054.00
1 child with SENDIF HT (£3.10)	£527.00
<hr/>	
Funding Amount	£5971.30
Extended Funding	
Funded Hours for Term	380.00
Funding Amount @ Provider Rate	£2044.40
▼ Child Weightings Total	£1091.80
1 child with I D A C I 3 Band D (£0.18)	£37.80
1 child with SENDIF (£6.20)	£1054.00
<hr/>	
Extended Funding Amount	£3136.20
Totals	
Funded Hours for Term	1140.00
Funding Amount @ Provider Rate	£6133.20
Child Weightings	£2974.30
<hr/>	
Term Funding Amount	£9107.50
Interim Amount Paid (before Adj)	£0.00
<hr/>	

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: Mary Shelley DOB: 15-Jul-2022																																																													
<div style="display: flex; border-bottom: 1px solid #ccc;"> Summary Child Details Parent / Carer Details Funding Details Notes </div>																																																													
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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 **9 Months & 1 Year Olds**, **2 Year Olds** or **3 & 4 Yr Olds**

Adjustments Head Count Records for 2025/26 - Autumn

2025/26	
 Autumn	
Submission Period: 11-Jul-2025 to 04-Jan-2026	

	Funding Type
	2 Year Olds
	3 & 4 Yr Old
	9 Months & 1 Year Olds

4. Click on the triangle  icon to view full details of the adjustment. Please note that adjustments can show as paid or unpaid.

View Adjustments: 2025/26 Autumn - 3 & 4 Yr Old CHANGE

▶ **Not Paid** - Total: £938.00

5. You will then see full details of the adjustment including the amount and reason.

View Adjustments: 2025/26 Autumn - 3 & 4 Yr Old [CHANGE](#)

▼ **Not Paid** - Total: £938.00

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	06-Oct-2025	Shelley, Mary	15-Jul-2022					£938.00	System generated adjustment for [DAF].

- Funding adjustments can be positive or negative (negative adjustments are denoted by brackets; 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 separate confirmation form for each age group (9 months & 1 year Olds, 2-year-olds and one for 3- & 4-year old's).

Organisation: **Fec Nursery**
Provider: **Fec Nursery (Day Nursery / Full Daycare (also Offer Care Durin...))**

[Home](#) [Forms](#) [Funding Sufficiency](#)

[Fill In Forms](#) [View Forms](#)

Fill In Forms

Please select a form below to update your details:

- [Application To Transfer FEEC Place](#)
- [Child Increasing or Decreasing Hrs After Headcount](#)
- [Contact Details Form for FEEC Providers](#)
- [Kirklees Agreement 2025-26](#)
- [New Bank Details V2](#)
- [Notification of Child Leaving a Funded Place AUT25](#)
- [Notification of Child Leaving a Funded Place SUM25](#)
- [Provider Information V3](#)
- [Staff Vacancy Form \(V3\)](#)
- [Termly Funding Confirmation Form for 2 Yr Olds](#)
- [Termly Funding Confirmation Form for 3 & 4 Yr Olds](#)
- [Termly Funding Confirmation Form for 9 Months & 1Y](#)

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](#)