Section 2 - Free Early Education Funding – Estimate Submission

Estimate – Estimate numbers of funded children prior to term starting

This is completed prior to the start of a new term and based on actual children you have agreed to offer a place for and are expected to be in receipt of the funding for the forthcoming term.

<u>Please note</u> estimate submissions are **compulsory for all providers.** Providers who are not expecting children during the coming term must **submit a nil return for both age ranges (where relevant)**

- 1. Log in to the Synergy FIS Provider Portal (see Section 1)
- 2. Select the Funding tab from the top of the page

	Organisation: Tameside Test Provider: Tameside Test (Tameside Test)
Home Forms Funding Sufficients Summary stimates Actuals Adjustry	ency nents Eligibility Checker Registered Interests
Select Year and Term	
2019/20	
2019/20 Summer	
Summer	

3. Select the Estimates option to input your current estimates

	Organisation: Tameside Test Provider: Tameside Test (Tameside Test)
Horie Forms Funding	Sufficiency
Summary Estimates Actuals	Adjustments Eligibility Checker Registered Interests
Select Year and Term	
2019/20	
2018/19	
2017/18	
2016/17	
2015/16	

4. Select the current Year and Term and then click on the coming term for Funding. Please note only terms with a Green Arrow next to them are available for selection.

	Organisation: Tameside Test	
	Provider: Tameside Test (Tameside Test)	
	Home Forms Funding Sufficiency	
	Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests	
	Summary States Actuals Adjustments Englointy encoder Registered Interests	
	Select Year and Term	
1		
	2019/20	
- N	Ø Summer	
\	Submission Period:	
	11-Mar-2019 to 08-Apr-2019	
	Spring	
	Promission-ende: 01-Jan-2020 to 31-Sar-2020	
	Autumn	
(Submision Period:	
	09-May-2019 to 31-Dep-2019	
	2018/19	
	2017/18	

5. Click on 3 and 4 Year Funding

Organisation: Tameside Test Provider: Tameside Test (Tameside Test) Home Forms Funding Sufficiency Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests Estimates Head Count Records for 2019/20 - Autumn Office use only © Summer Office use only © Summer Submission Period: I.1-Mar-2019 to 88-Apr-2019 © Spring Value Funding Processed Submission Period: 3 And 4 Year Funding I.4 Year Funding Submission Period: 3 And 4 Year Funding I.4 Year Funding				
Home Forms Funding Sufficiency Summary Estimates Adjustments Eligibility Checker Registered Interests Estimates Head Count Records for 2019/20 - Autumn Office use only 2019/20 Office use only Office use only © Summer Submission Period: 11-Mar-2019 to 08-Apr-2019 Processed Spring Submission Period: 1 3 And 4 Year Funding Image: Submission Period: Submission Period: 1 3 And 4 Year Funding Image: Submission Period: Image: Submission Period:		Organisation: Tameside Test		
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests Estimates Head Count Records for 2019/20 - Autumn Office use only 2019/20 Office use only © Summer Ready To Process Processed Submission Period: 1/14mz-2019 Office use only © Spring Submission Period: 1/14mz-2020 Autumn Submission Period: 3 And 4 Year Funding Autumn		Provider: Tameside Test (Tameside Test)		
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests Estimates Head Count Records for 2019/20 - Autumn Office use only 2019/20 Office use only © Summer Ready To Process Processed Submission Period: 1/14mz-2019 Office use only © Spring Submission Period: 1/14mz-2020 Autumn Submission Period: 3 And 4 Year Funding Autumn				
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2018/10	-			

6. Input your estimated weekly funded hours and click calculate. The total number of hours for the term will then be calculated. An excel calculator is provided to help you work this out

Provider: Tameside Test (Tameside Test)
Home Forms Funding Sufficiency
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests
Submit Estimate: 2019/20 Autum - 3 And 4 Year Funding CHANGE
, <u>, , , , , , , , , , , , , , , , , , </u>
Number of Weeks for this Term 15.00000
Estimate Number of Funded Hours Per Week for this Term 60.00 There are 900.00 Hours in this Term
Please enter both numbers, click 'Calculate', then 'Send Claim'
Calculate Send Claim

7. Select Send Claim

Organisation: Tameside Test
Provider: Tameside Test (Tameside Test)
Home Forms Funding Sufficiency
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests
Submit Estimate: 2019/20 Autumn - 3 And 4 Year Funding CHANGE
Number of Weeks for this Term 15.00000 Estimate Number of Funded Hours Per Week for this Term 60.00 There are 900.00 Hours in this Term
Please enter both pumbers, elick 'Calculate', then 'Send Claim' Calculate Send Claim

- 8. The number of funded weeks is determined by the Funding Team and will change each term. Please **do not** amend the funded weeks
- 9. The following message will appear if your submission is successful

Organisation: Tameside Test Provider: Tameside Test (Tameside Test)
Home Forms Funding Sufficiency
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests
Submission Successful
Submit Estimate: 2019/20 Autumn - 3 And 4 Year Funding CHANGE
Number of Weeks for this Term 15.00000
Estimate Number of Funded Hours Per Week for this Term 60.00 There are 900.00 Hours in this Term
Please enter both numbers, click 'Calculate', then 'Send Claim'
Calculate Send Claim

- 10. Repeat the process for 2 Year Funding (if your setting is limited to offering 3 and 4 Year Funding only, this is not required)
- 11. Sign out

Please Note - If your estimated number of hours changes, you may alter your figures and resubmit the new totals until the Estimates are closed. The date for closure will be communicated by the Funding Team each term