

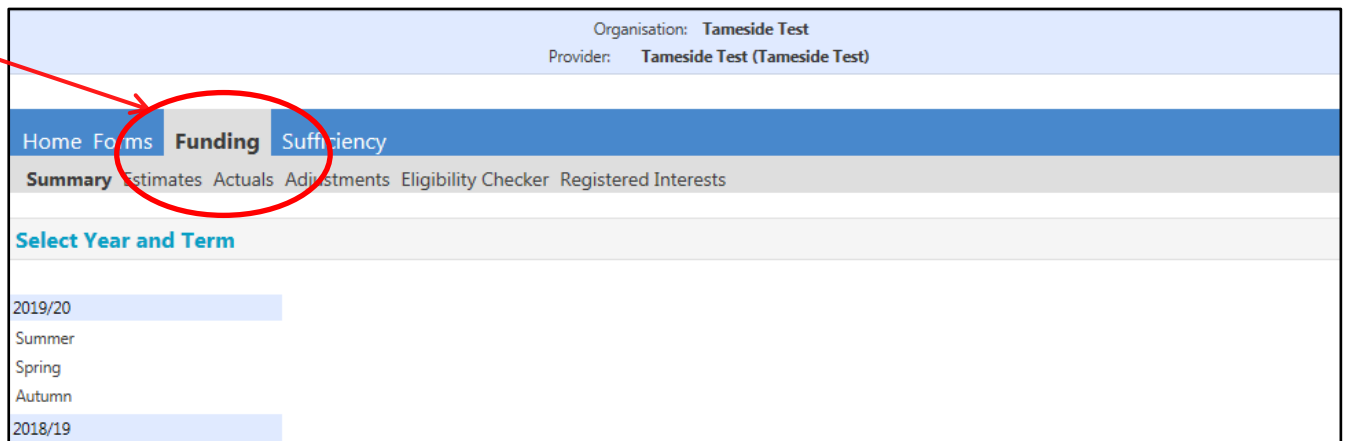
Section 2 - Free Early Education Funding – Estimate Submission

➤ 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.

Please note 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** Sufficiency

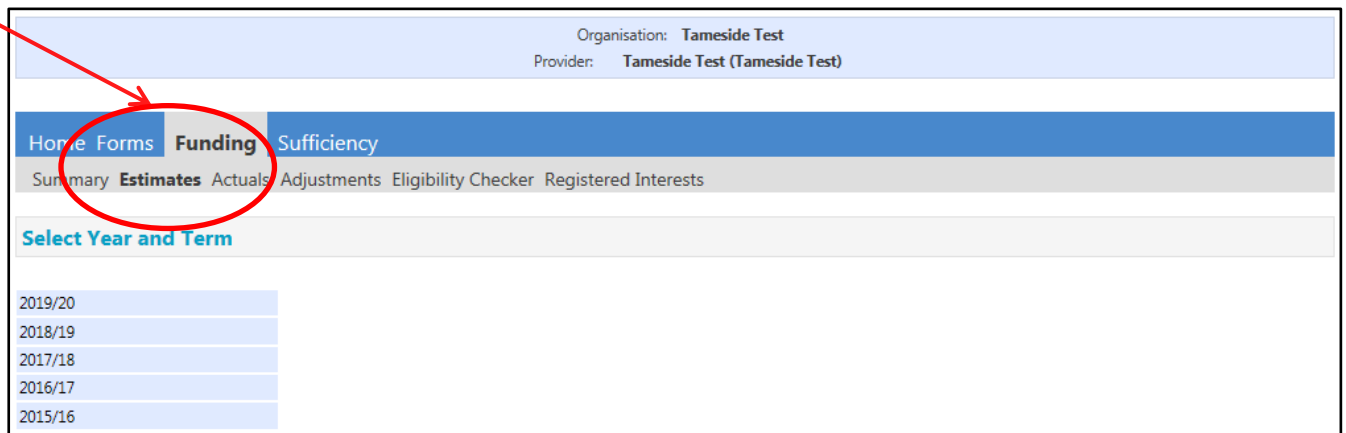
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Select Year and Term

2019/20
Summer
Spring
Autumn
2018/19

A red arrow points to the 'Funding' tab in the navigation bar, which is circled in red.

3. Select the Estimates option to input your current estimates



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Home Forms Funding **Estimates** Sufficiency

Summary **Estimates** Actuals Adjustments Eligibility Checker Registered Interests

Select Year and Term

2019/20
2018/19
2017/18
2016/17
2015/16

A red arrow points to the 'Estimates' option in the navigation bar, which is circled in red.

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.

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Home Forms **Funding** Sufficiency

Summary **Estimates** Actuals Adjustments Eligibility Checker Registered Interests

Select Year and Term

2019/20
❌ Summer
Submission Period:
11-Mar-2019 to 08-Apr-2019
❌ Spring
Submission Period:
01-Jan-2020 to 31-Mar-2020
✅ Autumn
Submission Period:
09-May-2019 to 31-Dec-2019
2018/19
2017/18

5. Click on 3 and 4 Year Funding

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Home Forms **Funding** Sufficiency

Summary **Estimates** Actuals Adjustments Eligibility Checker Registered Interests

Estimates Head Count Records for 2019/20 - Autumn

2019/20 ❌ Summer Submission Period: 11-Mar-2019 to 08-Apr-2019 ❌ Spring Submission Period: 01-Jan-2020 to 31-Mar-2020 ✅ Autumn Submission Period: 09-May-2019 to 31-Dec-2019 2018/19	Office use only		
	Funding Type	Ready To Process	Processed
	1 Year Funding		
	3 And 4 Year Funding		

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

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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

Estimate Number of Funded Hours Per Week for this Term There are 900.00 Hours in this Term

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

7. Select Send Claim

Organisation: Tameside Test
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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

Estimate Number of Funded Hours Per Week for this Term There are 900.00 Hours in this Term

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

Estimate Number of Funded Hours Per Week for this Term There are 900.00 Hours in this Term

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