

Section 6 - Free Early Education Funding Early Years Pupil Premium (EYPP)

Nurseries, schools, childminders and other childcare providers are able to claim extra funding to support children's development, learning and care through the Early Years Pupil Premium.

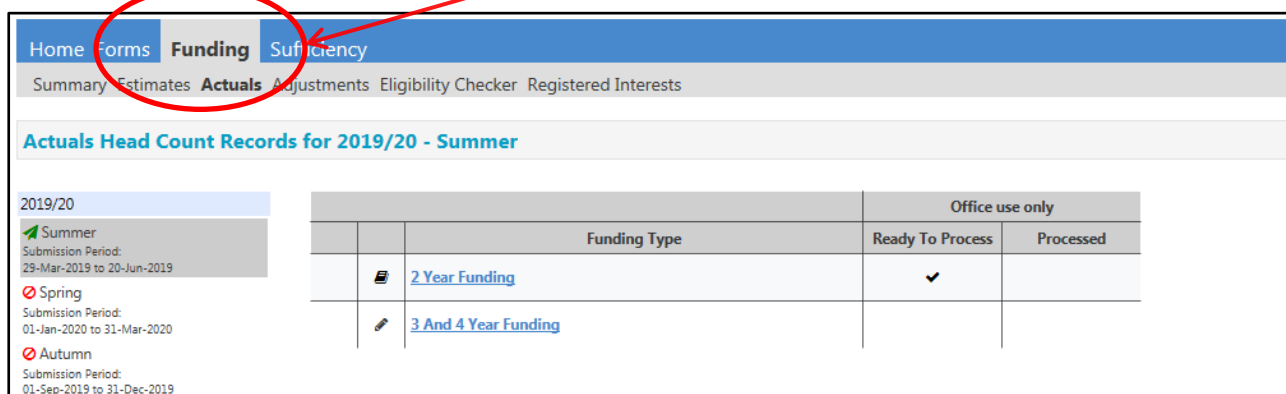
For further information, please refer to The Early Years Pupil Premium – Information Sheet which, can be located on our webpage [Free Entitlement Early Education places in Tameside](#).

A - Claiming Early Years Pupil Premium - EYPP

Please ENSURE the parent has indicated that they meet the eligibility criteria by ticking 'Yes' in Section 5 and has signed the Parent / Carer Declaration in Section 9 of the Parental Agreement and Funding Claim Form. Please do not submit claims if the parent does not meet the eligibility criteria or without the parents' permission

Any claims for EYPP **must** be completed at the same time as your headcount submission

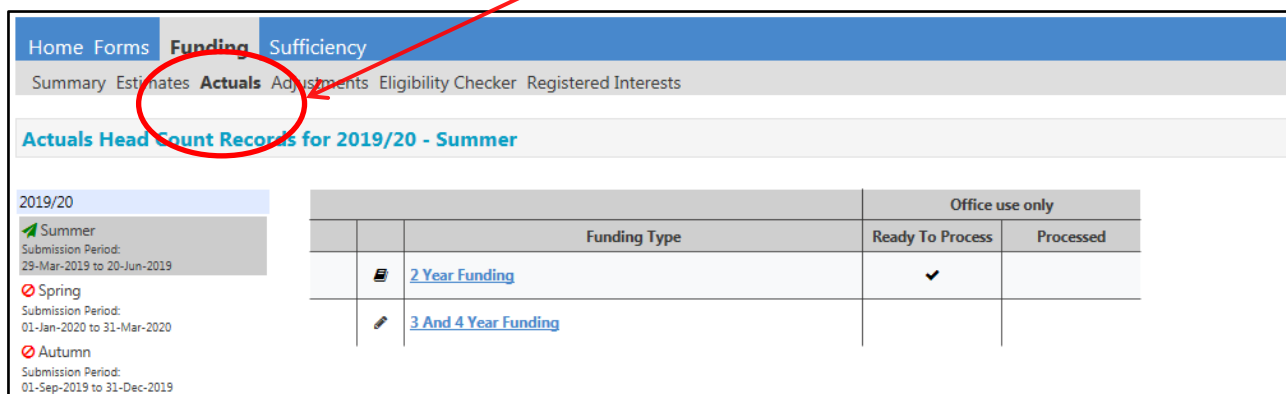
1. Log in to the Synergy FIS Provider Portal
2. Select the Funding tab from the top of the page



The screenshot shows the Synergy FIS Provider Portal interface. The navigation menu at the top includes 'Home', 'Forms', 'Funding', and 'Sufficiency'. The 'Funding' tab is highlighted with a red circle. Below the navigation menu, there are links for 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. The main content area displays 'Actuals Head Count Records for 2019/20 - Summer'. On the left, there is a list of submission periods for 2019/20: Summer (29-Mar-2019 to 20-Jun-2019), Spring (01-Jan-2020 to 31-Mar-2020), and Autumn (01-Sep-2019 to 31-Dec-2019). The Summer period is selected. To the right, there is a table with columns for 'Funding Type', 'Ready To Process', and 'Processed'. The 'Ready To Process' column has a checkmark in the row for '2 Year Funding'.

		Office use only	
	Funding Type	Ready To Process	Processed
	2 Year Funding	✓	
	3 And 4 Year Funding		

3. Select the Actuals option to input or amend current pupil details



The screenshot shows the Synergy FIS Provider Portal interface. The navigation menu at the top includes 'Home', 'Forms', 'Funding', and 'Sufficiency'. The 'Actuals' tab is highlighted with a red circle. Below the navigation menu, there are links for 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. The main content area displays 'Actuals Head Count Records for 2019/20 - Summer'. On the left, there is a list of submission periods for 2019/20: Summer (29-Mar-2019 to 20-Jun-2019), Spring (01-Jan-2020 to 31-Mar-2020), and Autumn (01-Sep-2019 to 31-Dec-2019). The Summer period is selected. To the right, there is a table with columns for 'Funding Type', 'Ready To Process', and 'Processed'. The 'Ready To Process' column has a checkmark in the row for '2 Year Funding'.

		Office use only	
	Funding Type	Ready To Process	Processed
	2 Year Funding	✓	
	3 And 4 Year Funding		

4. Select the **relevant term** for 3 and 4 Year Funding
5. Click the child's name that you wish to make the EYPP claim for

Home Forms Funding Sufficiency							
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests							
Submit Actual: 2019/20 Summer - 3 And 4 Year Funding CHANGE							
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
<input checked="" type="checkbox"/>	Unchanged	Brown, Bobbie (14-Jul-2015)	180.00	0.00	£766.80		
<input type="checkbox"/>	Edit Pending, Submitted	Brown, Charlie (20-Feb-2016)	165.00	0.00	£702.90		
<input checked="" type="checkbox"/>	Unchanged	Doolittle, Eliza (20-Jan-2015)	150.00	150.00	£1278.00		24-Mar-2019 - 24-Sep-2019 Grace Period: 01-Jan-2020

- Select the Parent / Carer Details tab and complete the section fully. The provider is responsible for collecting this information; otherwise the additional funding for EYPP can't be claimed. Only one set of Parent / Carer details are required

Home Forms Funding Sufficiency			
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests			
Name: Eliza Doolittle DOB: 20-Jan-2015			
Summary Child Details Parent / Carer Details Funding Details Documents 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.			
Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.			
Parent / Carer Details		Partner Details	
Forename	<input type="text"/>	Forename	<input type="text"/>
Surname	<input type="text"/>	Surname	<input type="text"/>
DOB	<input type="text"/>	DOB	<input type="text"/>
<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>	<input checked="" 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 type="checkbox"/> 30H	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> 30H
Save Cancel		*denotes mandatory fields	

Please note:
The NI (National Insurance Number) or NASS number (National Asylum Support Service) are validated

- Click Save
- Repeat the process for each child that may be eligible to receive EYPP
- When you have input the details for all children you are claiming EYPP for, click Send Claim– the following message will appear if your submission is successful



- The Actuals headcount screen will be updated with the child weighting once the validation has been carried out by the funding team

Home Forms		Funding	Sufficiency				
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests							
Submit Actual: 2019/20 Summer - 3 And 4 Year Funding 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
<input checked="" type="checkbox"/>	Unchanged	Brown, Bobbie (14-Jul-2015)	180.00	0.00	£766.80		
<input type="checkbox"/>	Edit Pending, Submitted	Brown, Charlie (19-Feb-2016)	165.00	0.00	£702.90		
<input checked="" type="checkbox"/>	Edit Pending	Brown, Susanna (03-Oct-2014)	180.00	0.00	£862.20	EYPP	

11. The Summary screen will show the total amount of EYPP and the rate to be paid for the term. It will also tell you how many children this relates to

Home Forms		Funding	Sufficiency		
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests					
Summary: 2019/20 Summer - 3 And 4 Year Funding CHANGE					
Estimates			Actuals		
Term Length (Weeks)	12.00000		Term Length (Weeks) Term Time	12.00000	
Provider Rate applied	£4.26		Term Length (Weeks) Stretched	19.00000	
Estimate Funding			Universal Funding		
Hours Per Week	90.00		Funded Hours for Term	1440.00	
Term Funding Amount	£4600.80		Funding Amount @ Provider Rate	£6134.40	
Interim %	75.00%		Child Weightings Total	£95.40	
Interim Amount Payable	£3450.60		1 child with Early Years Pupil Premium (£0.53)	£95.40	
Total Interim Amount Paid to Date (before Adj)	£3450.60		Universal Funding Amount	£6229.80	
Interim Amount Payable Balance	£0.00		Extended Funding		
			Funded Hours for Term	180.00	
			Funding Amount @ Provider Rate	£766.80	
			Extended Funding Amount	£766.80	

12. Sign Out

B – Provider Portal Report – EYPP Summary

For full details on how to access Provider Portal Reports, please refer to Section 13

This report shows all 3/4 year old children that you have included for EYPP checks. It provides all the results of the Electronic Checking Service (ECS) check for the term, you have selected. This will include any 'Not Found' results with a qualifier, which will require further action. Run this report once you have received your 'Submission Successful' email to enable you to identify and action any children marked as Not Found with a 'Qualifier'. See Section C below.

C - Electronic Checking Service (ECS) Qualifiers for EYPP

Result	Qualifier	Decision	What it Means
Not Found:	Final or Blank	Not eligible	The result is clear
	Pending – Keep checking	The check will be carried out again before payment is made	This occurs where it is not yet possible to give a final result, but the issue should resolve in time, normally within 4-6 weeks
	No Trace- Check Data	Reconfirm NI number, Parent DOB and Surname with Parent	The details provided do not match to a living person
	Manual Process	It is not possible to establish eligibility via the Electronic Checking Service	Parent to provide the latest 3 months of Universal Credit Statements as evidence of eligibility, so a manual decision can be made

For information only, the Funding Team will assess the Universal Credit Statements and notify you of the decision:

Why do we ask for the latest 3 months of Universal Credit Statements?

The manual assessment takes up to 3 months earning into consideration

Check 1. - When making the assessment we must start with Period 1, the **most recent** assessment period (i.e. the assessment period that ends with the last calendar month). If the earnings are below **Threshold 1** then the claimant is **eligible**. If not, to proceed to **Check 2**.

Check 2. Are assessment Period 1's earning + Assessment Periods 2's earning below **Threshold 2**? If yes, the claimant is **eligible**. If not proceed to **Check 3**.

Check 3. Are Assessment Period 1's earning + Assessment Period 2's earnings + Assessment Period 3's earnings below **Threshold 3**? If **yes**, claimant is **eligible**. If not claimant is **not eligible**.

Please note – Assessment Period 2 or 3 cannot be assessed on their own independently of Assessment Period 1. Likewise, Assessment Period 3 cannot be assessed with Assessment Period 1 unless Assessment Period 2 is also included. See table below:

Check 1 Is earned income in Period 1 less than Threshold 1?	Threshold 1 – EYPP £616.67	If Yes , Eligible If No , proceed to Check 2 (if there is a period 2)
Check 2 Is earned income in Period 1 + earned income in Period 2 less than Threshold 2?	Threshold 2 – EYPP £1233.34	If Yes , Eligible If No proceed to Check 3 (if there is a period 3)
Check 3 Is earned income in Period 1 + earned income in Period 2 + earned income in Period 3 less than Threshold 3?	Threshold 3 – EYPP £1850.00	If Yes , Eligible If No , Not Eligible

D – EYPP Troubleshooting

Please see below for a table of common error messages:

Message	
DOB must be valid (Parent / Carer Details Tab)	Please enter DOB in dd/mm/yyyy format or click in the box to select the date using the calendar
NI Number or NASS Number must be entered, as some details have been entered (Parent / Carer Details Tab)	All details must be completed if you start to complete the details in the Parent/Carer Tab
NI Number is invalid. (Parent / Carer Details Tab)	Please enter National Insurance in AA123456A format. The letters D, F, I, Q, U and V are not used at all in order to avoid confusion with other letters if badly written. The letter O is not used as the second letter of the prefix to avoid confusing it with zero
NASS Number is invalid. (Parent / Carer Details Tab)	Must be 9 digits, in the format YYMMNNNNN