

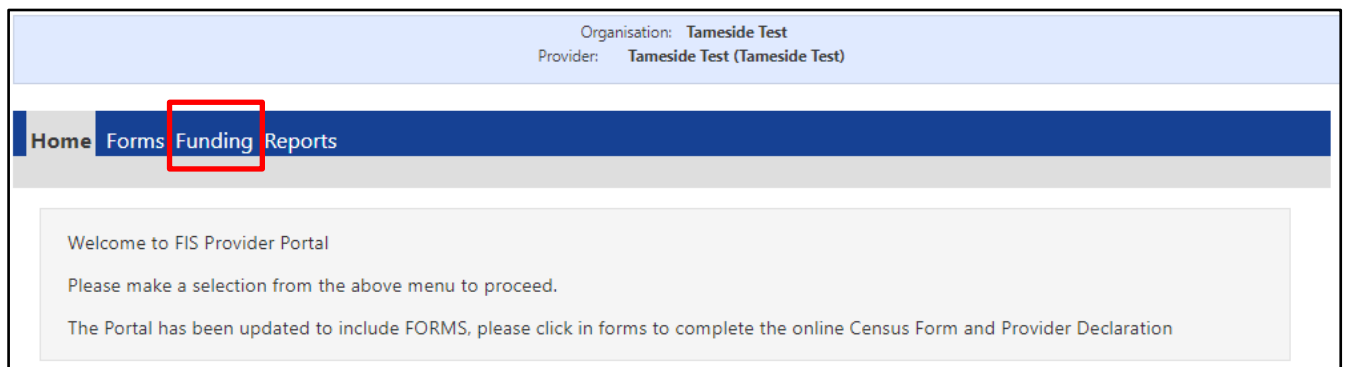
## Funding Actuals – 2 Year Funding – Adding a New Child

### ➤ Headcount – Funding Actuals - submit online claims for all funded children

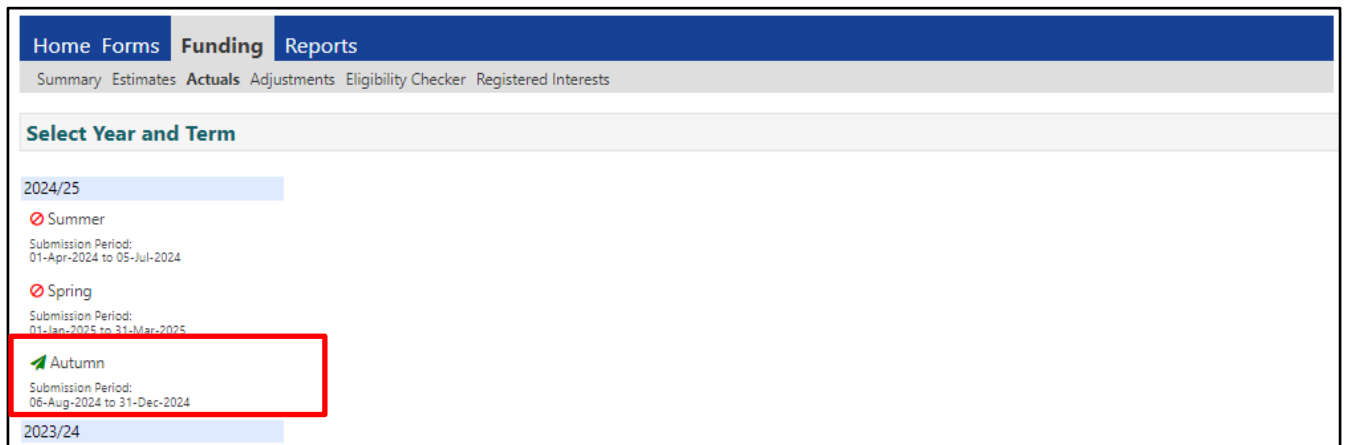
The Headcount is a count of all the funded children from a set date (e.g. headcount date) whom you intend to claim funding for at your setting. For each child you count and wish to claim for, **you must ensure you have a fully completed and signed Parental Agreement & Funding Claim form**. All funding claims must be submitted using the Provider Portal.

### NEVER overwrite existing children with new children's data

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



3. Select Actuals and then select the current term from the Year and Term box. Please note only terms with a Green Arrow next to them are available for selection:



4. Select 2 Year Funding from the list of Funding Types

Home Forms Funding Reports			
Summary Estimates <b>Actuals</b> Adjustments Eligibility Checker Registered Interests			
<b>Actuals Head Count Records for 2024/25 - Autumn</b>			
2024/25 <input checked="" type="radio"/> Summer Submission Period: 01-Apr-2024 to 05-Jul-2024 <input checked="" type="radio"/> Spring Submission Period: 01-Jan-2025 to 31-Mar-2025 <input checked="" type="radio"/> Autumn Submission Period: 06-Aug-2024 to 31-Dec-2024	Funding Type		Office use only
			Ready To Process
	2 Year Funding		
	3 And 4 Year Funding		
	9 Months - 2 Year Old Funding		

5. Click Add Child

Home Forms Funding Reports			
Summary Estimates <b>Actuals</b> Adjustments Eligibility Checker Registered Interests <span style="float: right;">Run Report</span>			
<b>Submit Actual: 2024/25 Autumn - 2 Year Funding</b> CHANGE			
<b>Add Child</b>	Send Claim		
<b>Add Child</b>	Send Claim		

6. Complete the information in each tab:

### Child Details

Any field with an asterisk \* is mandatory and must be completed. It is important that this information is recorded accurately. The child's name should be recorded exactly as it appears on the Parental Agreement and Funding Claim Form which should match the Date of Birth evidence sighted (Birth Certificate, Passport or Red Health Book).

Please ensure that the DOB check box is ticked if you have sighted DOB evidence. If you have not seen any evidence, then a funding claim should **not** be submitted.

To search for an address, enter the House Number in the Primary Box and the Postcode in the Postcode Box. Click the Search Button and the address should appear underneath, or you can select the address from the drop-down list and click 'confirm':

<b>Child Details</b>		<b>Search for an Address</b>	
Forename*	<input type="text"/>	Primary	<input type="text"/>
Middle Name	<input type="text"/>	Postcode*	SK14 1AL
Surname*	<input type="text"/>		<input type="button" value="Search"/>
DOB*	<input type="text"/>	Hyde Town Hall, Market Street, Hyde, SK14 1AL	
Proof of DOB	<input checked="" type="checkbox"/>	<b>Address</b>	
Gender*	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Address Line 1*	Hyde Town Hall
Preferred Surname	<input type="text"/>	Address Line 2	Market Street
Ethnicity*	White - British	Address Line 3	<input type="text"/>
SEN COP Stage*	No Special Educational need	Locality	<input type="text"/>
		Town	Hyde
		County	<input type="text"/>
		Postcode*	SK14 1AL
		<input type="button" value="Cancel"/>	<input type="button" value="Enter Manually"/> <input checked="" type="button" value="Confirm"/>

If the address does not appear, Click the 'Enter Manually' Button and complete the address in the usual way and click 'confirm':

### **Parent / Carer Details**

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 Expanded hours.

Please **do not** complete the Email Address or Contact Number unless asked to do so.

**EYPP** - For funded children, whose parents meet the eligibility criteria, have completed the EYPP section on the Parental Agreement and Funding Claim Form and have signed the declaration to enable you to claim, please complete the information in the Parent / Carer Details tab.

Please note the information must be completed in full including the parents DOB.

The consent for Eligibility Checking box must also be ticked:

**Name: Charlie Brown DOB: 03-Feb-2022**

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 expanded 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="George"/>	Forename	<input type="text"/>
Surname	<input type="text" value="Brown"/>	Surname	<input type="text"/>
DOB	<input type="text" value="01-Mar-1993"/>	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="JJ123456A"/>	<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 type="checkbox"/> Working Family Eligibility	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility

\*denotes mandatory fields

**Working Family Entitlement** - For funded children whose parents meet the eligibility criteria, have received a valid HMRC 11 digit Eligibility Code and have signed the declaration on the Parental Agreement and Funding Claim Form to enable you to claim, please complete the information in the Parent / Carer Details tab.

DOB for the parent is optional.

The consent for Eligibility Checking box must also be ticked

**Name: Minnie Mouse DOB: 15-Feb-2022**

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 expanded 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="Fred"/>	Forename	<input type="text"/>
Surname	<input type="text" value="Flintstone"/>	Surname	<input type="text"/>
DOB	<input type="text" value="16-Jul-1995"/>	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="PP123456A"/>	<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	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility

Save Cancel \*denotes mandatory fields

### Funding Details

Complete all the information in the funding details tab.

**Start Date** – this is the first day during the term that the child will receive Free Early Education Funding. This date will differ from child to child depending on the days that they attend and receive their funding.

**End Date** – this is the last day during the term that the child will receive funding. This date will differ from child to child depending on the days that they attend and receive their funding. Please note – the dates you record for each child will determine how much funding you will be paid. If the dates are recorded inaccurately this will affect your payment.

Please do not click the Default Term Dates button.

**Weeks Attended in Term** – please input the number of weeks the child will receive funding. This may vary from child to child depending on their funding start and end dates. This may also vary depending on the number of weeks you are open and offering funded hours during the term. Please refer to the online planners, which can be found at the following address [www.tameside.gov.uk/earlyyears/freetitlement](http://www.tameside.gov.uk/earlyyears/freetitlement)

**Present During Census – Spring Term only** - this tick box should only be used during the Annual Early Years Census, which is held in January (Spring Term). You should tick this box if the child is present on Census Day or during Census Week.

**Attends 2 Days or More** – tick this box if the child attends for funding for more than 1 day. If the child attends for more than 1 day and you don't tick this box, the system will assume the child attends for only 1 day and restrict the claim accordingly.

**Nominated for DAF** – for funded children who meet the eligibility criteria, and their parent/carer has completed Section 6 of the Parental Agreement and Funding Claim Form. Please note evidence of the Disability Living Allowance award (DLA) for the child must be provided by uploading a copy of the child's DLA award notice which covers the period you are claiming for. Please tick either Yes or No. For further information about DAF, please see the separate 'Disability Access Fund (DAF) guide' for

further guidance. Guidance on uploading documents can be found in the 'Uploading Documents' guide.

**Funding Type** – you will need to select the correct Funding Type for the child (Disadvantaged Funding or Working Family Funding). Depending on which option you select, the screen will change:

The screenshot shows the 'Funding Details' section of a form. The 'Funding Type\*' field has two radio button options: 'Disadvantaged Funding' and 'Working Family Funding'. The 'Disadvantaged Funding' option is highlighted with a red box. Other fields include 'Start Date\*', 'End Date\*', 'Weeks Attended in Term\*', 'Present during Census', 'Attends Two Days or More', and 'Nominated for DAF\*'. The 'Attendance Days' section has radio buttons for 'Attends Monday\*' through 'Attends Sunday\*'. The 'Non-Funded Hours per Week' section has a text input field for 'Non-Funded Hours\*'. A red box at the bottom right contains the text: 'Maximum Values Allowed: Number of Weeks: 12.00000'. At the bottom, there are 'Save' and 'Cancel' buttons and a note '\*denotes mandatory fields'.

**Disadvantaged Funding:**

This screenshot shows the 'Funding Details' form with 'Disadvantaged Funding' selected. The 'Start Date\*' is '01-Sep-2024' and 'End Date\*' is '31-Dec-2024'. 'Weeks Attended in Term\*' is '15'. 'Attends Two Days or More' is checked. 'Nominated for DAF\*' is 'No'. The 'Funding Type\*' is 'Disadvantaged Funding'. The 'Funded Hours per Week' section has a text input field for 'Hours\*' highlighted with a red box. The 'Attendance Days' section has radio buttons for 'Attends Monday\*' through 'Attends Sunday\*'. The 'Non-Funded Hours per Week' section has a text input field for 'Non-Funded Hours\*'. A red box at the bottom right contains the text: 'Maximum Values Allowed: Number of Weeks: 15.00000', 'Funded Weekly Hours: 15.00', 'Funded Termly Hours: 225.00', and 'Funded Yearly Hours: 570.00'. At the bottom, there are 'Save' and 'Cancel' buttons and a note '\*denotes mandatory fields'.

**Funded hours Per Week** – this is the number of funded hours the child will receive each week. This can be a maximum of 15 hours.

**Attendance Days** – please indicate which day/s the child receives their funding. Do not tick yes if the child attends your setting but does not receive funding on that day.

**Non - Funded hours Per Week** – these are the number of non-funded hours the child will attend for each week e.g. a full-time child attending 50 hours and receiving 30 hours funding will receive 20 non-funded hours

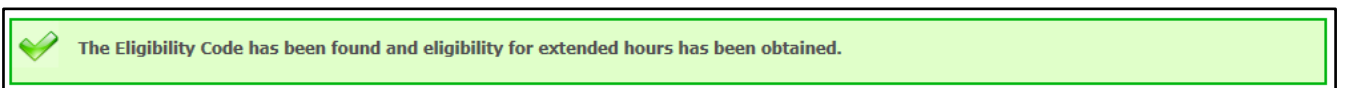
**Working Family Funding:**

The screenshot shows a web-based form for 'Funding Details'. It has tabs for 'Child Details', 'Parent / Carer Details', 'Funding Details', 'Documents', and 'Notes'. The 'Funding Details' section includes fields for 'Start Date\*' (01-Sep-2024), 'End Date\*' (31-Dec-2024), 'Weeks Attended in Term\*' (15), and 'Present during Census' (checkbox). There are radio buttons for 'Nominated for DAF\*' (Yes/No) and 'Funding Type\*' (Disadvantaged Funding/Working Family Funding). The 'Attendance Days' section has radio buttons for 'Attends Monday\*' through 'Attends Sunday\*'. The 'Expanded Funded Hours per Week' section has 'Expanded Hours\*' and 'Eligibility Code' fields, with a 'Check Eligibility Code' button. The 'Non-Funded Hours per Week' section has a 'Non-Funded Hours\*' field. A red box highlights the 'Expanded Hours\*' field and the 'Check Eligibility Code' button. Another red box highlights the 'Maximum Values Allowed' section, which lists: Number of Weeks: 15.00000, Expanded Weekly Hours: 15.00, Expanded Termly Hours: 225.00, and Expanded Yearly Hours: 570.00. At the bottom, there are 'Save' and 'Cancel' buttons and a note '\*denotes mandatory fields'.

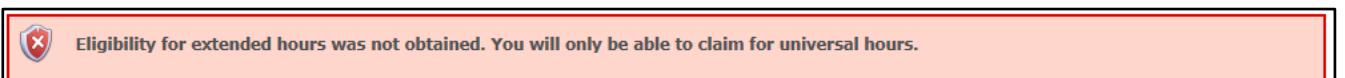
**Expanded Hours Per Week** – this is the number of funded hours the child will receive each week. This can be a maximum of 15 hours.

**Eligibility Code** - In order to claim the expanded hours for a child you should enter the HMRC 11 digit Eligibility Code, which has been supplied by the parent. You will also need to complete the Parent / Carer Details tab. Click the blue 'Check Eligibility Code' button

The following message will appear if the Eligibility Code is valid:



The following message will appear if the code is invalid:



If you receive any other message, please contact the Funding Team.

**Attendance Days** – please indicate which day/s the child receives their funding. Do not tick yes if the child attends your setting but does not receive funding on that day.

**Non- Funded hours Per Week** – these are the number of non-funded hours the child will attend for each week e.g. a full-time child attending 50 hours and receiving 30 hours funding will receive 20 non-funded hours

### Documents

This tab is used to upload documents which support the funding claim for this term. Detailed guidance on uploading documents can be found in a separate guide “Documents – How to upload a Document”

### Notes

Use the Child Notes Tab to record any useful information relevant to the child’s funding claim or to highlight any change in the personal details.

You should also record here how the child receives their funding during each week as indicated in the Funding Details Tab e.g. 3 x 5 hrs, 5 x 3 hrs, M-6, T-6, and W-3. Please keep your notes brief and do not include the child’s name in the notes. See the example below:

Name: Eliza Doolittle DOB: 20-Jan-2015

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

**Add a new note**

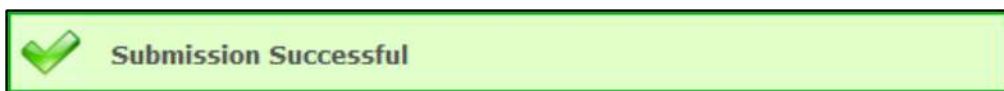
3 x 10 hrs

**Notes History**

No Historical Notes

Save Cancel \*denotes mandatory fields

7. Once you are satisfied that the record has been fully completed click Save
8. Repeat this process for each new child
9. When all children are fully input and checked select Send Claim – the following message will appear if your submission is successful:



10. Please see the table of statuses shown in the funding actuals to assist you as part of your checking process:

<b>Status</b>	<b>Meaning</b>
Status blank – funded hours for the term at 0.00	The record needs to be updated or deleted
Unsubmitted Claim	The record has been amended and saved but not submitted
Awaiting LA Download	The record has been amended, saved and submitted. It is now awaiting acceptance by the Funding Team
New, Unsubmitted Child	A new record has been added and saved but not submitted
New, Awaiting LA Download	A new record has been added, saved and submitted. It is now awaiting acceptance by the Funding Team
Status blank – Child has funded hours	The Funding Team has accepted the record ready for payment. The record can still be edited or deleted if required
Claim Rejected	The Funding Team has rejected the record. The reason for the rejection is displayed in the Child summary. The record should be amended and resubmitted Please see Section 11 – Summary and Home Screen for further details

11. You can now move onto another age range or Sign Out