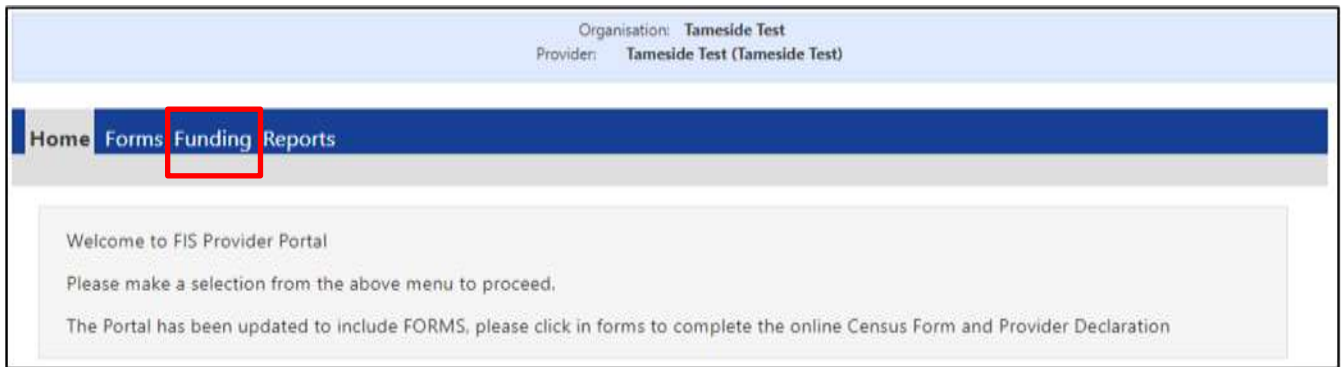


Funding Actuals – 9 Months to 2 Year Funding – Adding a New Child

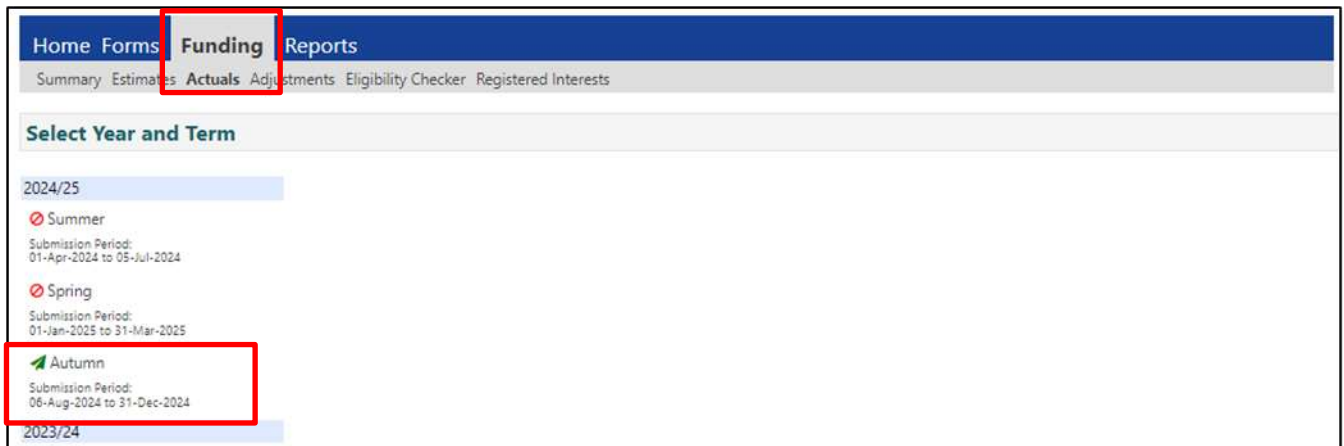
➤ **Headcount – Count of heads – submit online (Funding Actuals) claims for all funded children**

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.

1. Log in to the Synergy FIS 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 9 Months – 2 Year Funding from the list:

Home Forms Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Actuals Head Count Records for 2024/25 - Autumn

2024/25

- Summer
Submission Period: 01-Apr-2024 to 05-Jul-2024
- Spring
Submission Period: 01-Jan-2025 to 31-Mar-2025
- Autumn
Submission Period: 06-Aug-2024 to 31-Dec-2024

Funding Type	Office use only	
	Ready To Process	Processed
2 Year Funding		
3 And 4 Year Funding		
9 Months - 2 Year Old Funding		

5. Click 'Add child'

Home Forms Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests Run Report

Submit Actual: 2024/25 Autumn - 9 Months - 2 Year Old Funding CHANGE

Add Child Send Claim

Add Child 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':

Child Details		Search for an Address	
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"/>		
Proof of DOB	<input checked="" type="checkbox"/>		
Gender*	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
Preferred Surname	<input type="text"/>		
Ethnicity*	White - British		
SEN COP Stage*	No Special Educational need		
		Hyde Town Hall, Market Street, Hyde, SK14 1AL	
		Address	
		Address Line 1*	Hyde Town Hall
		Address Line 2	Market Street
		Address Line 3	
		Locality	
		Town	Hyde
		County	
		Postcode*	SK14 1AL
		<input type="button" value="Cancel"/>	<input type="button" value="Enter Manually"/> <input 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 appropriate consent for Eligibility Checking box must also be ticked:

Name: Mickey Mouse DOB: 30-Nov-2020

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	Milo	Forename	<input type="text"/>
Surname	Mouse	Surname	<input type="text"/>
DOB	24-Mar-1991	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	NN123456A	<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

Funding Details

Complete all the information in the funding details tab:

The screenshot shows a web application interface for funding details. At the top, there are navigation tabs: Home, Forms, Funding, and Reports. Below this is a sub-menu with Summary, Estimates, Actuals, Adjustments, Eligibility Checker, and Registered Interests. The main content area has tabs for Child Details, Parent / Carer Details, Funding Details (which is active), Documents, and Notes. The 'Funding Details' section includes:

- Start Date*** and **End Date***: Input fields with asterisks indicating they are mandatory.
- Default Term Dates**: A blue button.
- Weeks Attended in Term***: An input field with an asterisk.
- Present during Census**: A checkbox that is currently checked.
- Attends Two Days or More**: An unchecked checkbox.
- Nominated for DAF***: Radio buttons for 'Yes' and 'No'.
- Expanded Funded Hours per Week**: A section header.
- Expanded Hours***: An input field with an asterisk.
- Eligibility Code**: An input field.
- Check Eligibility Code**: A blue button.
- Eligible for Expanded Hours**: An unchecked checkbox.
- Attendance Days**: A section header with radio buttons for 'Yes' or 'No' for each day from Monday to Sunday.
- Non-Funded Hours per Week**: A section header.
- Non-Funded Hours***: An input field with an asterisk.
- Maximum Values Allowed**: A red-bordered box containing:
 - Number of Weeks: 15.00000
 - Expanded Weekly Hours: 10.00
 - Expanded Termly Hours: 150.00
 - Expanded Yearly Hours: 380.00

 At the bottom left are 'Save' and 'Cancel' buttons. At the bottom center is a note: '*denotes mandatory fields'.

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 <https://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.

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.

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

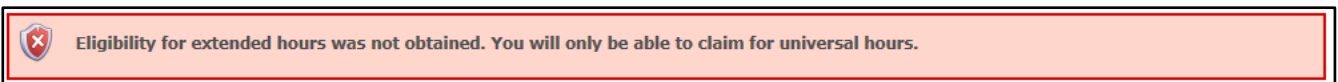
Eligibility Code - In order to claim the Expanded hours for a child you should enter the HMRC 11 digit Eligibility Code, which has been supplied by the parent. You will also need to complete the Parent / Carer Details tab.

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 e.g. to confirm a change of address

You should 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, Tu - 6, and W - 3. Please keep your notes brief and **do not** include the child's name in the notes. See the example below:

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:

Status	Meaning
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
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11. You can now move onto another age range or Sign out