Early Years Synergy Portal User Guide

April 2024

Contents

1. General Information

The Synergy FIS Provider Portal allows childcare providers to securely submit and access funding information through the internet.

The portal enables the effective collection and submission of Free Early Years Entitlement Funding claims data for 2-, 3- and 4-year-old children.

The portal:

- ✓ Provides a system that ensures Durham County Council Early Years Team needs and monitoring requirements are met.
- ✓ Provides a standardised method for data collection and maintains data integrity.
- ✓ Provides a standardised and efficient method for administering funding for all providers.

Durham County Council Early Years Team will:

- Provide user training to all providers.
- Support all providers with the usage of the system.
- Provide user access to the system.
- Undertake ad hoc audits to ensure data quality and integrity.
- Provide relevant documentation that can be accessed by users.
- Notify providers of updates/changes to the system through nominated representatives/managers.

Childcare providers will:

- Ensure accurate information about children attending the setting is submitted to the LA by the set date. Failure to do this will lead to delays in processing and therefore receipt of monies due.
- Ensure accurate data quality and integrity.
- Ensure access is granted to the right members of staff by the LA.
- Co-operate fully with the audits set out by Durham County Council.
- Ensure all staff comply with General Data Protection Regulations 2018.
- Inform all relevant staff about updates or changes to the system as notified by the LA.
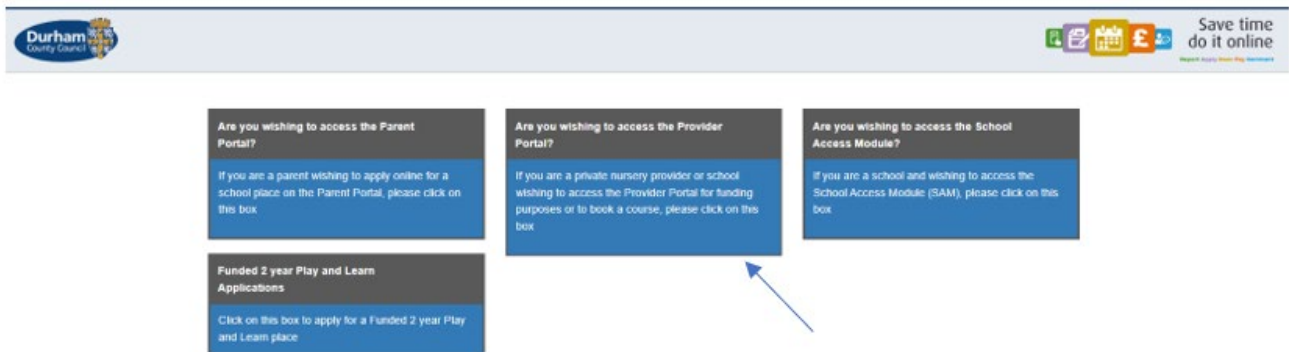
2. Accessing FIS Provider Portal

FIS Provider Portal can be accessed from the link below:

https://education.durham.gov.uk/SynergyWeb/

NB The login link is case sensitive and is best used via the Google Chrome Application, please copy and paste the link to the Google Chrome browser.

You see the screen below when you open the Synergy page.

You can see from the description in each box what you can access. For Early Years Funding and course bookings we can see that it is the middle box which will take you to the Provider Portal sign-in page.

Enter your Username and click next button.

The screen below will appear to enter password then click Sign In. Note: The password is case sensitive.

Sign in

Enter your password

Change User | Forgot Password | Sign In

If you have forgotten your password, simply click on Forgotten your password?

If you are locked out of the system or you have any other problems, please contact the Early Years Funding Team via email on EYfunding@durham.gov.uk or telephone 03000 262789.

2.1 Multiple Users

For those Provider Portal users who have access to more than one setting, then you will use your universal log in as normal, but then be met with a list of the multiple settings you have access to. The contents will appear in a drop-down list and simply select the setting you wish to access.

If you wish to move between settings, please remember to save any inputs before you log out of one setting and into another. This can be done by clicking on the change icon at the top of each tab.

This will then take you to the Contents Page of the setting you selected.
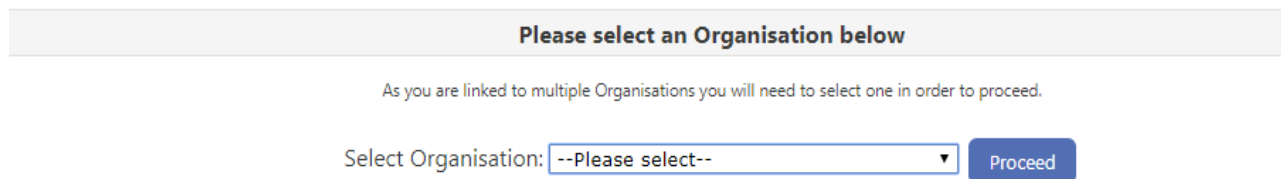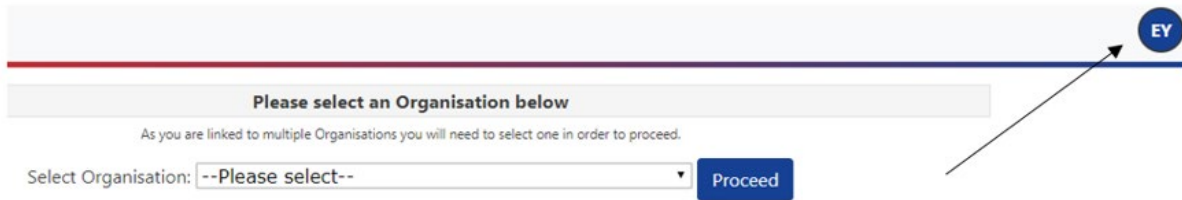
3 Home Page

Once you have logged in the following screen will be displayed. This is the Home Page and contains current important information regarding submissions plus links to our designated webpage.

Durham Provider Portal

Can you please ensure you have validated your new 9 month old to 2 year old age group working family eligibility codes, and your 2 year old working family eligibility codes on the Eligibility Checker on the Portal before the Autumn Term begins.

The Provider Portal will open for Autumn Term Estimated Hours Submissions on July 1st - this includes the new 9 month old to two year old entitlement and for Summer Term adjustments on July 3rd.

Useful Forms for Early Years Providers including Provider timetable for 2024-25 and Parent Declaration Forms

Details on how Durham County Council collects and shares information can be found in the Durham County Council Privacy Notice

Privacy Notice:

3.1 **Changing your password**.

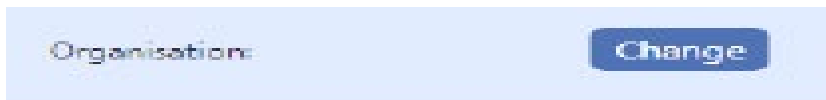If you need change your password, click on the EY circle from the top right-hand corner of the screen, then select Account Management

Please select an Organisation below

As you are linked to multiple Organisations you will need to select one in order to proceed.

Select Organisation: --Please select--   Proceed

EY

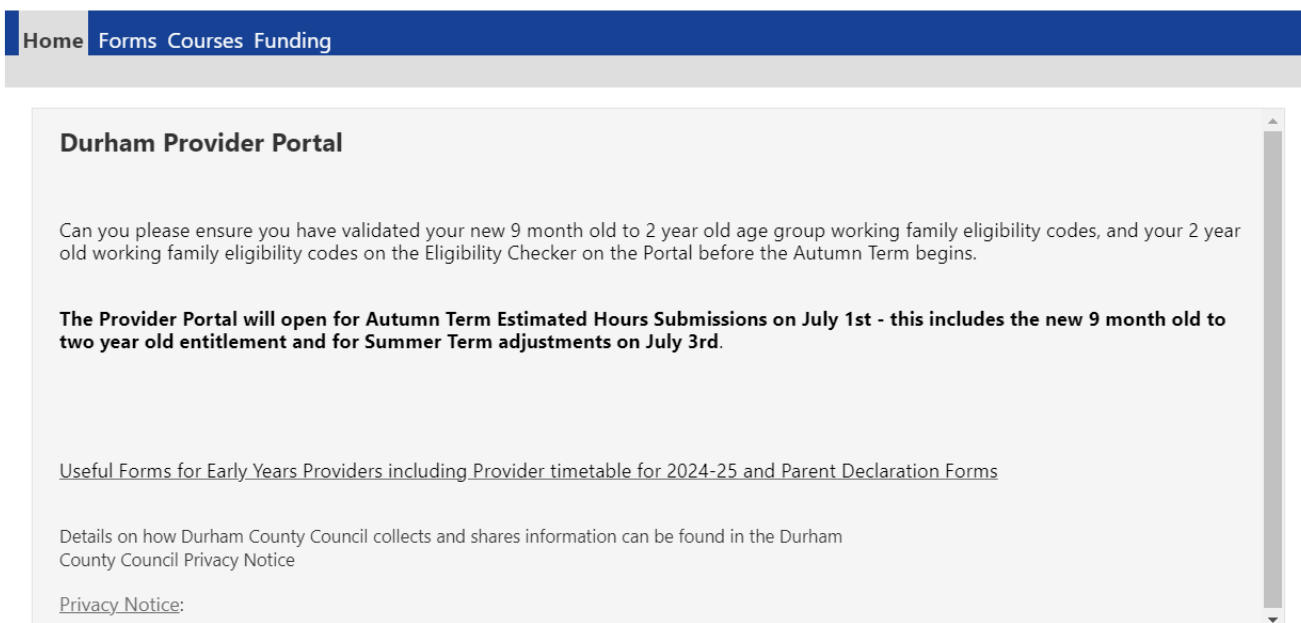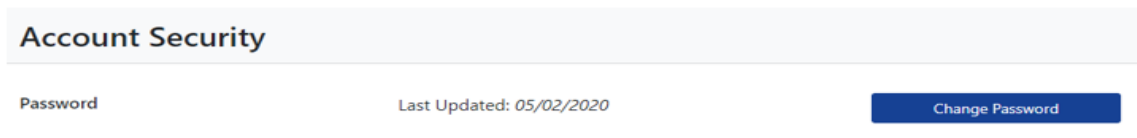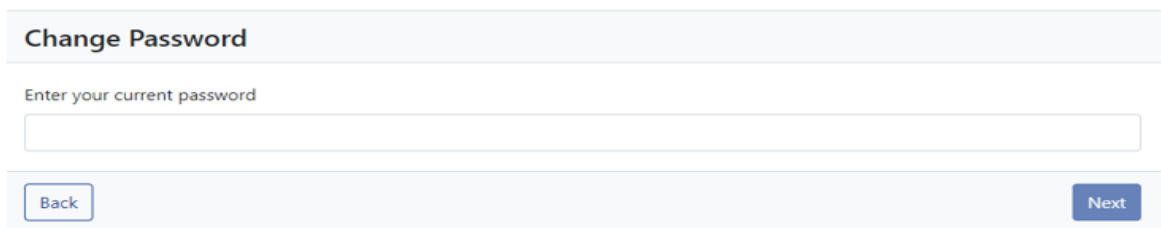👤 Account Management

➡ Sign Out

Click on Account Management

You will then see a box saying 'Change Password' click on this box.

Account Security

Password   Last Updated: 05/02/2020   Change Password

Type in your current password and press next.

Change Password

Enter your current password

Back   Next

Type in your new password. The new password will need to follow the requirements shown below:

Change Password

New Password *

[·]   **×**

Password fails requirements

Requirements:
- Alpha character ⊘
- Uppercase character ⊘
- Numeric character ⊗
- Special character ⊗
- 8 characters ⊗
- Not username ⊘

Confirm Password *

[   ]

Please confirm your password

Cancel   **Change Password**

Type your new password once more in the confirm password box and click change password.

Once changed you will see the screen below, click finish.

Change Password

Your password has now been reset and you will be prompted for it when you next sign in

Finish

4. Funding

Click on the Funding tab from the homepage, from the Funding tab you can:

- Submit estimated hours and actual funding claims (headcount)
- View your termly summary (funding breakdown)
- Review adjustments paid or pending.
-

4.1 Summary – view paid headcount.

First, you need to select the term and age group you wish to view. These are shown within the collective financial year.

Once you have selected your year & term combination, you will then be required to select the age-group detail you require.

This will take you directly to the summary tab for that term and age group.

The Summary tab for term and age group combination gives you an indication of your funding position for both estimated hours interim payments and your actual submissions.

For your estimated hours you can see how the total paid to your setting has been calculated and when payment(s) have been made depending upon your frequency of payment. This total will only be locked when your termly interim or final monthly payment has been processed.

Summary Estimates Actuals Adjustments Eligibility Checker

Summary: EY 2024/2025 Summer Term - 3/4 Year Old CHANGE

Rate x Hours may not equal Totals as rounding is applied per child.
The totals shown are the sum of the funding amounts per child.

Estimates		Actuals	
Term Length (Weeks)	13.00	Term Length (Weeks) Term Time	13.00
▶ Provider Rate applied	£5.04	▶ Provider Rate applied to child funding	£5.04
Estimate Funding		**Funding**	
Hours Per Week	1086.00	Funded Hours for Term	9165.00
Term Funding Amount	£71154.72	**Funding Amount @ Provider Rate**	£46191.60
Interim %	75.00%	▶ **Child Weightings Total**	£2254.20
Interim Amount Payable	£53366.04		
		Funding Amount	£48445.80
▶ **Total Interim Amount Paid to Date (before Adj)**	£17788.68	**Extended Funding**	
		Funded Hours for Term	2496.00
		Funding Amount @ Provider Rate	£12579.84
Interim Amount Payable Balance	£35577.36	▶ **Child Weightings Total**	£0.00
		Extended Funding Amount	£12579.84
Number of Payments Due	2 / 3	**Totals**	
Next Payment Amount Due (before Adj)	£17788.68	Funded Hours for Term	11661.00
		Funding Amount @ Provider Rate	£58771.44
		Child Weightings	£2254.20
Fully Processed	No	**Term Funding Amount**	£61025.64
		Interim Amount Paid (before Adj)	£17788.68
		Term Funding Amount Balance	£43236.96
		Adjustments Paid with Final Payment	£0.00
		Actual Amount Paid (Inc. Adj)	£0.00

Processed   No
Processed Date

For your Actuals (on the right-hand column), again the portal shows you how your current funding has been calculated based on your imported detail. Every time you submit records through the portal, and these are processed by the EY Funding Team, then these totals will change to reflect your newest submissions for that term and age group combination.

This total will only be locked once all records have been uploaded and processed and the EY Funding Team have processed this total for the balance payment at the end of the termly payment cycle.

If you want to check the summary for other age group in that term then select CHANGE and this will take you back to the summary menu and you can then select the year, term, and age group combination you require as below.
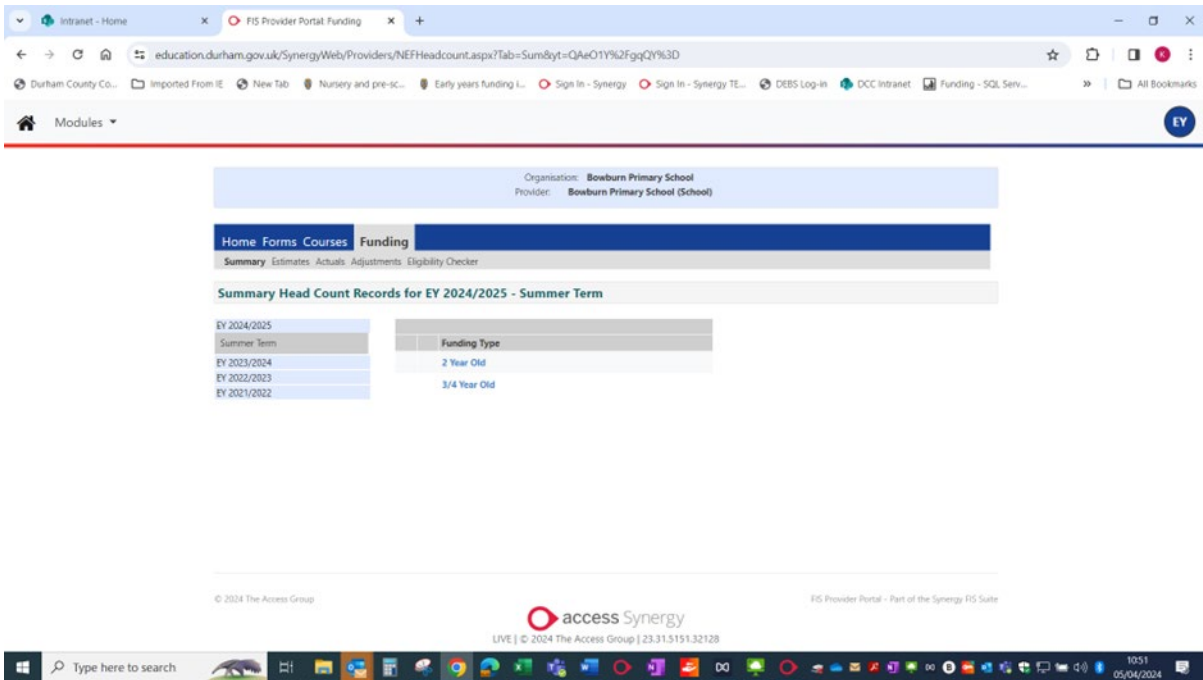
4.2 Estimates

You must submit estimates on a termly basis. This is used to calculate your advance payment for the beginning of that funding period. You have the choice of receiving a one-off termly interim or monthly interims. Please contact EYfunding@durham.gov.uk for further details of this option.

Within the funding tab select Estimates and then select the relevant term. You will be able to see which term is currently open for submissions as it will have a green icon next to the term - it will also show the relevant submission dates for that term.
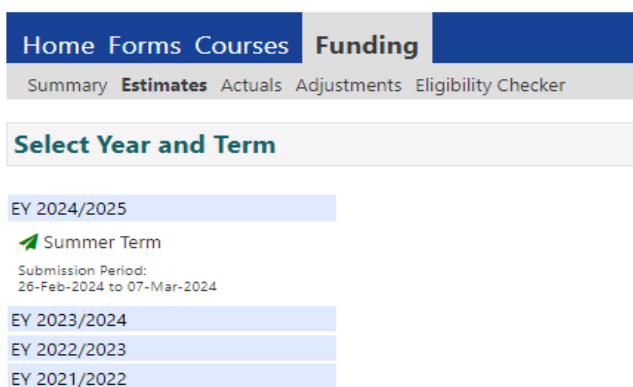
If the submission date is not yet open, or has indeed closed, then the term will have a red icon next to it . Again it will show the relevant submission dates for that term.

Once you have selected your term you then need to select the age group required. This will take you to the following screen. Please remember not to amend the default number of weeks for the term.

You need to input the number of total estimated hours per week for all your children in the relevant age group. Please do not input your termly total – it needs to be weekly hours.

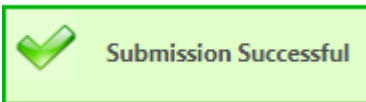Next, click on calculate. The portal will then multiply your estimated hours per week by the number of weeks in the term.

If you are happy with the total, then click the Send Claim button.

You will see a message in a green box to verify that you have submitted your claim.

You then need to repeat the process for the other age group if applicable.

Providers can submit up to and including the final deadline day which will be communicated to you. The EY Funding Team will process your final submitted hours. Therefore, you should always submit the overall total number of hours you require rather than the difference between the hours on your previous submission and current submission. The EY Funding Team will take your final estimated hours submission to be the correct total as this submission will automatically supersede all previous submissions for this age group and termly combination.

4.3 Validate 11-digit eligibility codes.

Before offering places for the expanded entitlement, you should validate the 11-digit code that is provided by the parent/carer prior to the new funding period beginning. Providers should be aware that the parents of prospective funded children need to apply for the eligibility code up to the end date of the previous funding period to be eligible in the new funding period. For further details please contact EYFunding@durham.gov.uk.

To do this, select 'Eligibility Checker' from the Funding screen.

Select the "Eligibility Check" button
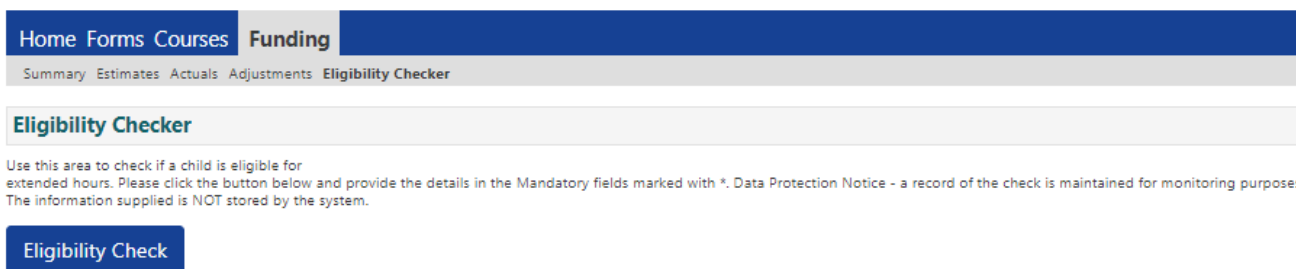
The following screen will appear:-

Eligibility Check

Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details.
Partner Details are optional but if entered then all fields, except Forename, must be filled in.

Eligibility Code*	
Child Date of Birth*	
Parent/Carer Forename	
Parent/Carer Surname	
Parent/Carer NI Number*	
Consent must be given for this	☐ Eligibility Check
Partner Forename	
Partner Surname	
Partner NI Number	

*denotes mandatory fields

[Submit] [Cancel]

Complete the mandatory fields shown using the information the parent has provided (those fields marked * are mandatory). Please ensure that you also tick the "Eligibility Check box" as this gives consent for an eligibility check to be completed. Then choose the "Submit" button.

If the code is valid, you will see the following message:

The details provided have been found:

Eligibility Code: 73112169131
Code Start Date: 31-Dec-2016
Code End Date: 01-Apr-2017
Grace Period End Date: 02-May-2017

In keeping with Data Protection legislation, the eligibility check details are not stored in the system. The information then will need to be added to the child's record in the Actuals tab.

If the code is not valid you will see the following message and you will need to ask the parent/care to check the details, they have provided. The code will only be valid if the 11-digit code is matched against the child's date of birth, and the parent/carer national insurance number or NASS number.

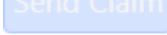The code can be checked using only the mandatory boxes too.

The details provided for Eligibility Code 12345678911 are not eligible for extended hours.
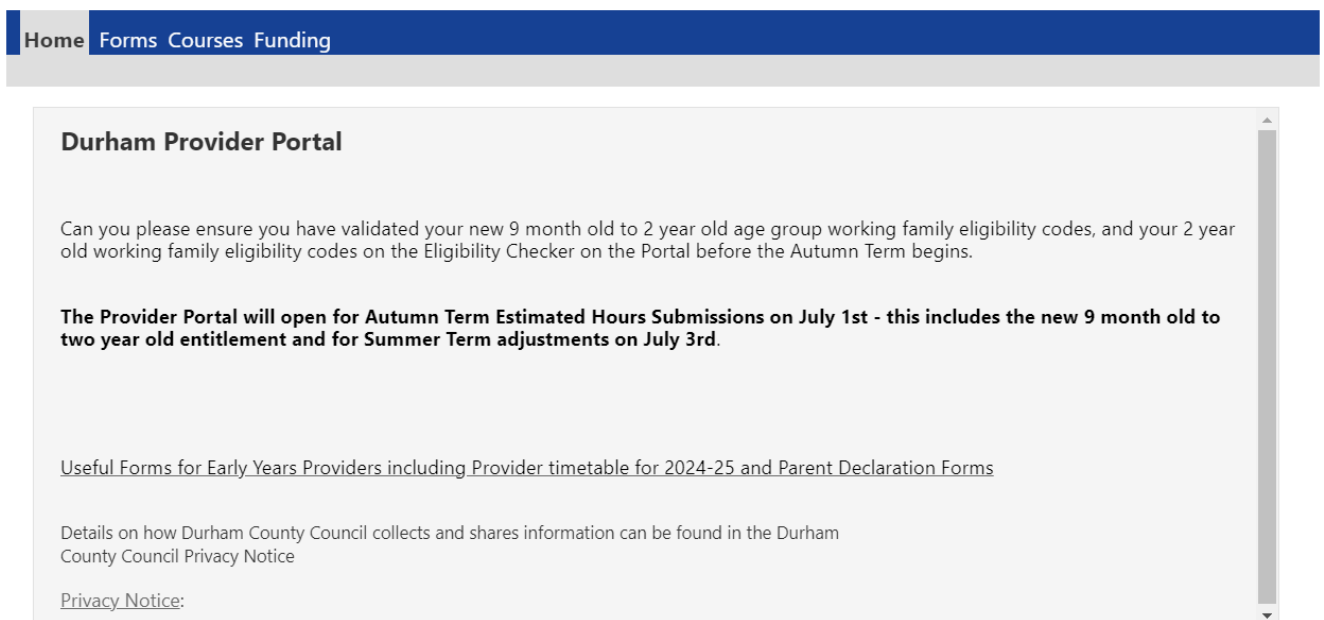
4.4 Actuals

The actuals tab will list funding headcount forms where you can submit information about the children attending your setting. This is listed on a term-by-term basis within a financial year. A green icon next to the term name will indicate that this term is open for submissions. A red icon will indicate that the deadline has passed for actual submissions, or that the term has not yet opened for submissions.

- As with the Estimates, if you have already been paid for the term, you will only have access to view the details.

- You can add child details at any point after the interim payment, once the portal has been opened, up to and including the agreed final submission date. You can access the submission dates on the Home Page of the Provider Portal (see below).

- If you have no changes to the funded children (and their funded hours), then you do not need to send in a claim as you will be paid based on your existing funded children and the hours that they were funded per week in the previous term based on the number of weeks in the current term. The icon Send Claim will remain a light blue colour if there are no changes, indicating that you do not save any new detail for this age group for this current term. If you had made changes that need to be submitted the icon would change to a dark blue colour Send Claim (see page 31 for details).

Home Forms Courses Funding

Durham Provider Portal

Can you please ensure you have validated your new 9 month old to 2 year old age group working family eligibility codes, and your 2 year old working family eligibility codes on the Eligibility Checker on the Portal before the Autumn Term begins.

The Provider Portal will open for Autumn Term Estimated Hours Submissions on July 1st - this includes the new 9 month old to two year old entitlement and for Summer Term adjustments on July 3rd.

Useful Forms for Early Years Providers including Provider timetable for 2024-25 and Parent Declaration Forms

Details on how Durham County Council collects and shares information can be found in the Durham County Council Privacy Notice

Privacy Notice:

Simply click on the link available and this will take you to the relevant detail for the current timetable – see below:

Free Entitlement – 2, 3 & 4-year-old provider payment timetable 2024-25

2024-25	Estimates	Estimate payments (75%) Termly	Estimate payments (75%) Monthly	Headcount / Balance	Adjustment Requests	Balance payments (25%)
Funding Period	Dates for input of 2,3 & 4-year olds by providers	Deadline for payments to be made to Providers	Deadline for payments to be made to Providers	Dates for input of actual data	Dates for Adjustment requests	Deadline for payments to be made to Providers
Summer Funding Period 13 weeks 195 hours (universal) or 390 hours (extended) Between 1 April to 31 August	Monday 26th February to Thursday 7th March 2024	Friday 5th April 2024	Friday 5th April Wednesday 1st May Wednesday 5th June 2024	Monday 1st April 2024 to Thursday 13th June 2024	Wednesday 3rd July 2024 to Thursday 7th November 2024	Friday 5th July 2024
Autumn Funding Period 14 weeks 210 hours (universal) or 420 hours (extended) Between 1 September to 31 December	Monday 1st July to Thursday 1st August 2024	Monday 2nd September 2024	Monday 2nd September 2024 Tuesday 1st October 2024 Friday 1st November 2024	Monday 2nd September Thursday 7th November 2024	Wednesday 11th December 2024 to Thursday 23rd January 2025	Thursday 5th December 2024
Spring Funding Period 11 weeks 165 hours (universal) or 330 hours (extended) Between 1 January to 31 March	Monday 18th November to Thursday 5th December 2024	Wednesday 18th December 2024	Wednesday 18th December 2024 Friday 17th January 2025	Monday 9th December 2024 to Thursday 23rd January 2025	Wednesday 26th February 2025 to Wednesday 26th March 2025	Thursday 27th February 2025

4.4.1 Adding children via "Add Child Button" (incl. EYPP details for funded children)

Select Funding and then click on Actuals and select the Term you would like to add children and submit a claim for.

Next, select the age group required.

Then Select the Add Child button (in this instance for a funded two year old):-

Firstly, complete the Child's details tab.

Complete the child details in full, all fields marked with * must be completed. For the Child's date of birth field, please use the Calendar to select the date of birth to ensure this is in the correct format when your submit your details to us.

- Proof of DOB – this box should be checked to confirm you have seen proof of the child's date of birth.

- To search for the address you need, enter the Postcode in the box and click search, a box will then appear for you to select the address from the drop down list, select your address.

Search for an Address

Primary	
Postcode*	DH1 5TT

Search

Please select an item from the list ...

Address

Address Line 1*	
Address Line 2	
Address Line 3	
Locality	
Town	
County	
Postcode*	

Cancel   Enter Manually

Choose the address you need from the drop down list.

Search for an Address

Primary	
Postcode*	DH1 5TT

Search

Police Headquarters, Aykley Heads Road, Aykley Heads, Durham, DH1 5T

Address

Address Line 1*	Police Headquarters
Address Line 2	Aykley Heads Road
Address Line 3	
Locality	
Town	Aykley Heads, Durham
County	
Postcode*	DH1 5TT

Cancel   Enter Manually   Confirm

- If the address you need to enter is not listed on the drop down list, you can then choose to enter the address Manually, select the Enter Manually button.

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Search for an Address

Primary

Postcode*   DH1 5TT

[Search]

Please select an item from the list ...

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

[Cancel]   [Enter Manually]

Enter the address details, fields marked with * are required.

Then select the Confirm Button.

Search for an Address

Primary

Postcode*   DH1 5TT

[Search]

Police Headquarters, Aykley Heads Road, Aykley Heads, Durham, DH1 5T ▾

Address

Address Line 1*   Police Headquarters

Address Line 2   Aykley Heads Road

Address Line 3

Locality

Town   Aykley Heads, Durham

County

Postcode*   DH1 5TT

[Cancel]   [Enter Manually] [Confirm]

This will then populate the Child details tab with the address.

- Ethnicity – this information needs to be given to the setting by parents or carers of a funded child and then added by the setting. An example of the codes to be used can be found below, the full list of codes is available in the appendices of the Parent/Carer Declaration Form via a link to the Website page. We would encourage all settings to use our Parent/Carer Declaration Form or amend their own registration document to include this detail.

Child Ethnicity codes:

Ethnicity Category	Code	Ethnicity Category	Code
White - British	WBRI	Asian or Asian British - Pakistani	APKN
White - Irish	WIRI	Asian or Asian British - Bangladeshi	ABAN
Traveller of Irish Heritage	WIRT	Asian or Asian British - Any other Asian Background	AOTH
Gypsy / Roma	WROM	Black or Black British - Caribbean	BCRB
White - Any Other White Background	WOTH	Black or Black British - African	BAFR
Mixed - White and Black Caribbean	MWBC	Black or Black British - Any Other Black background	BOTH
Mixed - White and Black African	MWBA	Chinese	CHNE
Mixed - White and Asian	MWAS	Any Other Ethnic Group	OOTH
Mixed - Any Other Mixed background	MOTH	Refused	REFU
Asian or Asian British - Indian	AIND	Information Not Yet Obtained	NOBT

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- SEN COP:-

  For all registered settings - Please do not update this section unless your funded child has an already established SEN Support Plan in place. Please do not add details of Education Health Care plans as that information is obtained through other means.

Then select the Parent Carer Details Tab

Parent/Carer Details Tab

Complete these sections marked with an asterisk as above as this is mandatory information required for your funding claim for each funded child.If the above detail is not supplied then you will not be able to save the record.

If you want to check whether a child is eligible for the Early Years Pupil Premium you also need to indicate consent for eligibility for a check to be completed as below (see page 23).

When you tick the consent for EYPP as shown above the red box above will be shown if the required information has not been completed and provided on the record.

Without all of these details we will not be able to do the necessary check for EYPP and the resulting search will come back as "not found" and you may not qualify for funding that you are entitled to.

From the detail supplied in this section, a batch check will be completed by DCC and confirmation of EYPP will be verified at this stage both for your new starters for this term, and also those children still attending who were eligible from the last term. Qualifying EYPP children are also entitled to receive a Household Support Grant, so it is vitally important that you collect as much detail for the Parent/Carer as possible and also consent for DCC to do the EYPP check.

The Parent/Carer Details Tab should also be completed in respect of those children in receipt of a working family 11-digit code. These children are eligible for a funded Working Families 30 hour place for 3-&-4-year olds, or the Working Families 2 year olds place for 15 hours ("The Expanded hours Entitlement"). In order for the eligibility code to be checked with HMRC, we require the parent or carer of the funded child to give consent for DCC to do this check. If this is not ticked then we are not able to complete the eligiblity check and you will not be funded for the Expanded Hours Entitlement even though the child may have a valid eligiblity code.

Please ensure that if you have completed the Parent/Carer detail, that consent is given to do eligibility checks for EYPP and the Working Families Expanded hours by ticking the boxes below:-

For EYPP

Tick to give consent to Eligibility Checking for	☑ EYPP ☐ Working Family Eligibility

For Expanded Entitlement

Tick to give consent to Eligibility Checking for	☐ EYPP ☑ Working Family Eligibility

Next, select the **Funding Details** tab

- Click the Default Term Dates button to automatically populate the start and end dates. These dates should not be amended if your child attends all term. If the child starts later or finishes earlier in the term please enter the Start Date and End Date.

- You also need to indicate how many funded weeks in the funding period or term you are wanting to claim per pupil. For a term time funded pupil it is 13 weeks Summer term, 14 weeks for Autumn and 11 weeks for Spring. For stretched funded children please contact the EY Funding team for further details.

- Where the child is present during the January term (Spring) and January is within the current term, tick the "Present during Census" box. It is recommended that you tick this box no matter which term a funded child starts with you as the detail will be carried forward to each new term and therefore the child will be included in the EY census that is completed during Spring term.

- Tick the attends two days or more box if the child attends for more than 10 hours per week (maximum hours allowed in one day is 10).

  To assist you with this, you will see a red box which displays the maximum hours per week you can claim for if this box is ticked or unticked as per the examples below:-

Attends Two Days or More ✔

Maximum Values Allowed:
Number of Weeks: **13.00**

Universal Weekly Hours: **15**
Universal Termly Hours: **195**
Universal Yearly Hours: **570**

Extended Weekly Hours: **15**
Extended Termly Hours: **390**
Extended Yearly Hours: **570**

Attends Two Days or More ☐

Maximum Values Allowed:
Number of Weeks: **13.00**

Universal Weekly Hours: **10**
Universal Termly Hours: **130**
Universal Yearly Hours: **380**

Extended Weekly Hours: **10**
Extended Termly Hours: **130**
Extended Yearly Hours: **380**

If the child is eligible for Disability Access Funding (DAF). e.g., receives Disability Living Allowance and the parent/career has nominated your setting to receive the funding select 'yes', otherwise select 'no'. You should have witnessed any evidence for any claims for DAF and a copy of this should be forwarded to: EYFunding@durham.gov.uk when requested.

Next, enter the number of funded hours the child is attending at your setting. You need to distinguish between disadvantaged and working family funded children if they are two year old age group (see screen below).
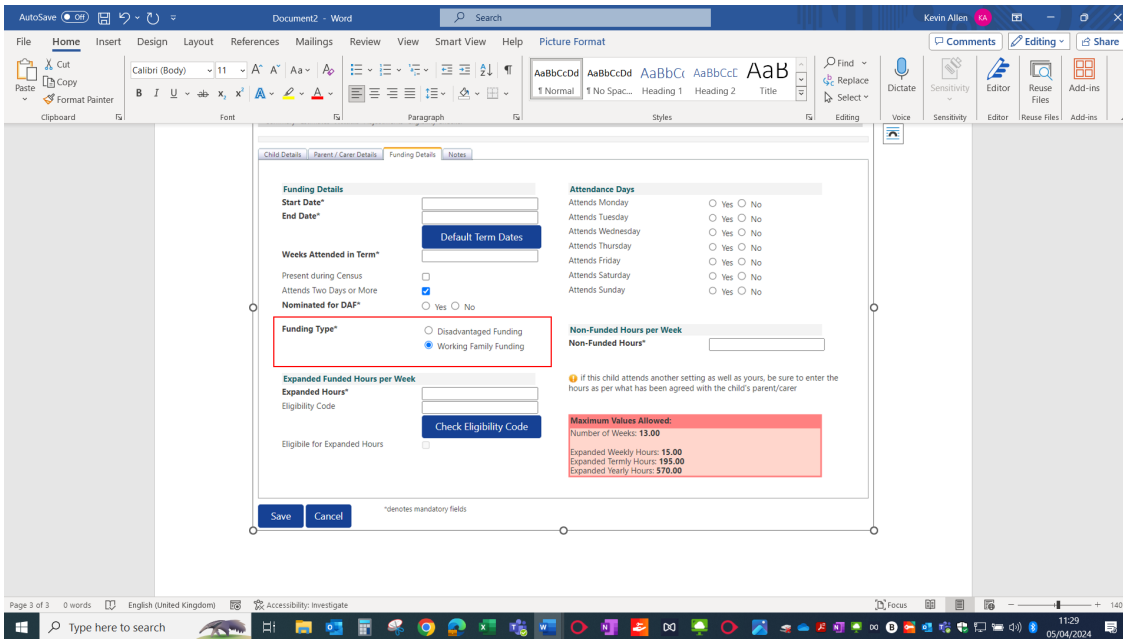
Working Family Two Year Old Route

If you are inputting through the working family route then you will need to select the radio button to indicate this selection.
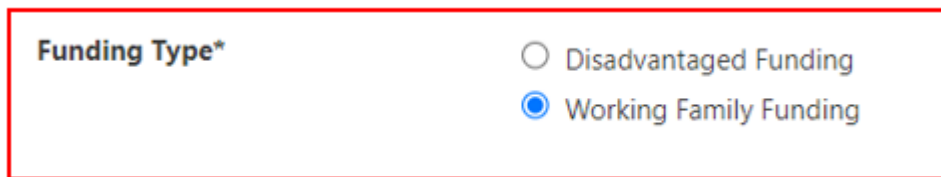
The portal will then direct you to input your expanded hours per week for this child and also their 11 digit code and then do an eligiblity check to verify the code by selecting the blue box "Check Eligibility Code".

The portal will process the eligibility check and give confirmation at the top of the screen using a green ribbon if successful, or a red ribbon if the code was not valid. If the code is not valid then we recommend re-checking the detail you have submitted.

Please be aware that this eligibility check detail is now recorded against the child's record at this point.

When the eligibility is confirmed the little box Eligible for Expanded Hours will show a tick as below.

Enter the number of non-Funded hours the child is attending at your setting (these are additional hours purchased by the Parent/Carer).

Disadvantaged Two Year Old Route

If you are inputting through the Disadvantaged two year old route then you will need to select the radio button to indicate this selection.
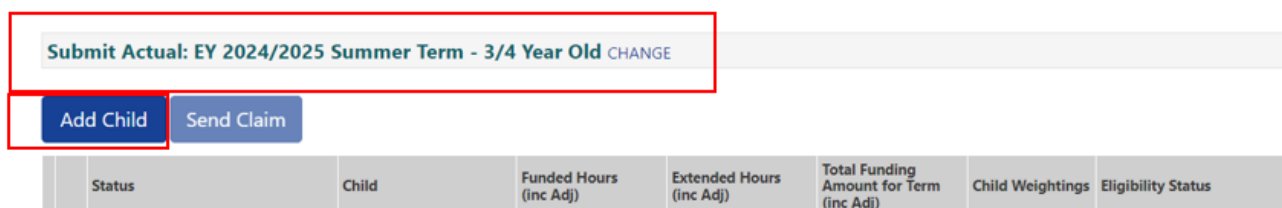

There is no requirement to do an eligibility check for this funding route as it is a Durham LA system and the parent would have already logged on to the Durham Parent Portal to receive their six-digit code. Please refer to section 4.4.2 on page 30 as this gives detail on how to create a record for a Disadvantaged two-year-old with a six-digit eligiblity code.

Simply input in your funded hours per week for this child and also their non-funded hours per week.

Three-&-Four-Year-Old Funding Route

Follow the details above (pages 17-23) for the child detail tab and the parent carer tab. Remember to choose the option for 3-&-4-year-old for the term required as below.

For the funding details tab, again follow the details as described in page 24 above for

- Present During Census
- Attends Two Days or More
- DAF Application (if applicable)

Next, you need to declare the number of funded hours you wish to claim for the child.

If they do not have a Expanded funding 11-digit code then they can only claim for a maximum 15 universal hours per week. You should complete the box called Funded Hours per week as below

Funded Hours per Week

Hours*   15.00

Enter the number of non-Funded hours the child is attending at your setting (these are additional hours purchased by the Parent/Carer).

Non-Funded Hours per Week

Non-Funded Hours*   0.00

Extended Funded Hours per Week

Extended Hours*

Eligibility Code

The portal will then direct you to input your expanded hours per week (as above) for the funded child and also their 11-digit code and then do an eligiblity check to verify the code by selecting the blue box "Check Eligibility Code".

The portal will process the eligibility check and give confirmation at the top of the screen using a green ribbon if successful, or a red ribbon if the code was not valid. If the code is not valid then we recommend re-checking the details you have submitted.

Please be aware that this eligibility check detail is now recorded against the child's record at this point.

When the eligibility is confirmed the little box Eligible for Expanded Hours will show a tick as below.

Check Eligibility Code

Eligibile for Expanded Hours   ☑

Notes Tab

A notes tab is available for your use and anything typed in here can be seen by the Early Years Funding Team. We ask that you ONLY use the Notes tab in the following instances:

- For two year old children where the parent/carer has presented an EY Voucher number, this can be entered on the EY claim section in the 2 year olds Actuals when adding your child. An EY voucher code, the Child's date of birth and Child's surname are to be entered in the relevant fields.

- Where a child is split funded, please enter the details of the other provider that the child also attends.

- Where a child joins after the first day of term and/or leaves before headcount day, please enter the start or leaving date in the notes tab.

- You can request an eligibilty check to be completed for Early Years Pupil Premium (EYPP). This can be done as long as you have completed the Parent/Carer tab with a National Insurance or National Asylum Support Service number and the Parent's date of birth.

- Where a child is eligible for EYPP for a non-economic reason in respect of Looked After Children/ Adopted Children:

  - They are looked after by a Local Authority in England or Wales or
  - They have left care in England or Wales through:-
    - An Adoption order
    - A Special guardianship order
    - A Child Arrangements order

  (PLEASE RETAIN ALL DOCUMENTATION FOR THESE CATEGORIES FOR AUDIT PURPOSES).

At this point when all tabs have been completed you should save the details of the child by clicking on the blue box

This will take you back to the page with a list of all the funded children for that age group and term combination.

- Once you have completed this for all your children select

You will then get the following message and the status of any amended or new children's records will change to
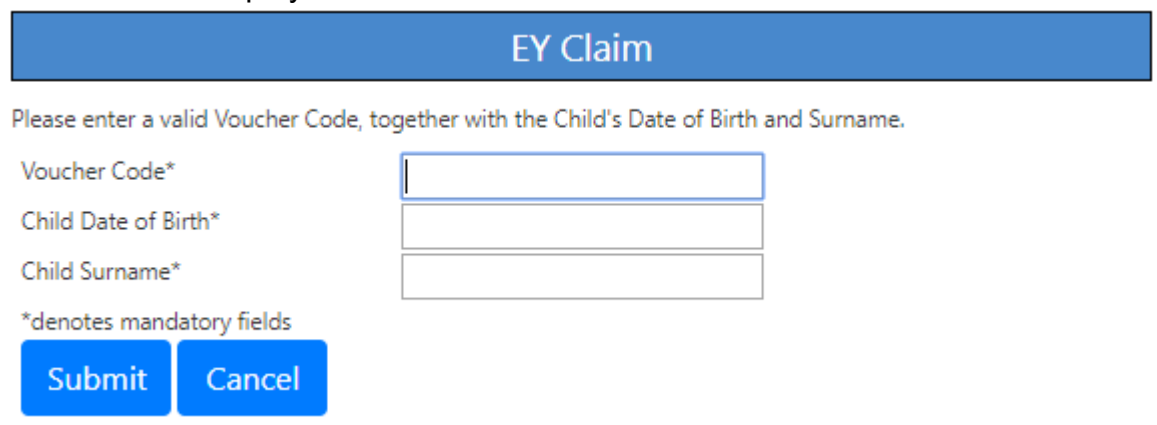

This status will change when the EY Funding Team have imported and processed the child's record.

For anything not listed above please send an email to EYFunding@durham.gov.uk

4.4.2 Adding children via "Enter EY Voucher" Button (Disadvantaged 2-year-olds only)

Where a voucher code is available (6-digit code), click the Enter EY Voucher button and the screen below will be displayed.

- Type in the voucher code, child's date of birth and surname
- Click Submit

Once this has been submitted, the Child Details screen will be displayed, the same as when you are adding a child, with any known information automatically completed as this was saved when the parent/carer made their initial application on the DCC Parent Portal. You can then complete any further information that you have along with the funding detail (as described on page 24), add the EY voucher code in the Notes tab too and then click Save.

4.4.3 Editing/deleting children from a claim

You can change any child details before the final headcount submission date, this includes addresses and attendance dates/hours. Please remember to submit your claim again if any changes have been made.

- From the Funding Tab, select Actuals - the children will be displayed as before.

- Select the child you wish to edit the detail for

- Select Edit

- Make the relevant changes/updates and click Save.

- To delete a child from the headcount, go to the icon on the left of the child's name on the summary list. A Request Delete message should show. Next, click Delete, (a

warning message will be displayed to ensure you have not clicked this in error). Finally, click <u>Yes</u>.

- Please note: if you delete a child, it will only be deleted from the current term only, but their details will remain in previous terms.

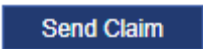### 4.4.4 Starters and Leavers Prior to Headcount Date

Where a child starts or leaves prior to the headcount date, the child's details must also be added to the system with the number of weeks attended adjusted accordingly.

A note must be added to the 'Notes' tab showing the relevant start or end date of the child so the number of weeks can be checked by the Early Years Funding team.

Where pupils start or leave after the headcount date, a Pupil Adjustment would need to be completed and submitted via the portal. When a pupil leaves after the headcount date, and an adjustment has been submitted, this child will also need to be deleted from the following terms Headcount when the Actuals open. The same would be required if a new starter is funded via an adjustment, as they would need adding to the following terms Headcount when the Actuals open. For details on how to submit adjustments please refer to section 4.6 below.

4.4.5 Submitting a claim

Once all children have been entered, they will be listed for term in the actuals tab. The child status will be listed as Add Pending prior to the claim being submitted.

To submit the claim, click the **Send Claim** button. This can be done as many times as necessary up until the final deadline date.

Once the claim has been submitted the child status will change to Add Pending Submitted and there will be a message indicating that your submission was successful.

4.5 Early Years Pupil Premium (EYPP) checking

Once you have submitted your headcount and the funding has been processed, you will be able to see which children are eligible for EYPP funding.

- Go back to your list of children by clicking on Funding and Actuals.

- In the Child Weightings column EYPP will be listed for eligible children.

Child Weightings Tab	Last ECS tab	Meaning
Blank	Blank	Child has not been checked
EYPP	Not Blank	Child has been checked and is eligible
Blank	Not Blank	Child has been checked and is not eligible
EYPP	Blank	Child has not been checked but is eligible under discretionary criteria

4.6 Adjustments

Funding adjustments should only be submitted after the headcount period is closed. Please refer to the Early Years Funding Timetable which can be accessed on the Provider Portal Home Page. Payment adjustments or funding deductions will be made against the next payment(s) due to providers. Adjustments are now completed in a similar process in which you would have submitted your actual claims (as described above in section 4.4).

4.6.1 Submitting adjustments

- Details of any late starters after you have submitted your actual headcount claim are submitted using the Pupil Adjustment tab.

- Details of any leavers after you have submitted your actual headcount are submitted using the Pupil Adjustment tab.

- Details of children changing their funded hours (both Universal hours and Extended Entitlement) after you have submitted your actual headcount claim are submitted using the Pupil Adjustment tab.

The Adjustment tab can be accessed by selecting FUNDING, then ADJUSTMENTS

Next, select the age group for the term for which you wish to make an adjustment for.

You will see a list of your existing funded children in that age group and term for whom you submitted an actual claim as below:-

ADJUSTMENTS - NEW STARTERS

If you are processing a new starter then click on the Add Child button and complete the tabs as described in adding Actual children in section 4.4.1

You need to inform the EY Funding team of the number of overall funded hours that you wish to claim for in respect of this child for the remainder of the term and NOT funded hours per week.

Please complete the child details tab and parent/carer details tab as per the detail in section 4.4.1 above.

When you have to add details on the FUNDING DETAILS tab you will only be able to enter the term dates by clicking on the Default Term Dates tab and manually amend the start date and/or end date to suit your requirements. You will not be able to add any funding information as this should be included in the Pending adjustment tab. However, you will still be required to indicate any DAF qualification, indicate whether the child attends two days or more and input the 11 digit code for Extended Entitlement hours eligibility and complete an eligibility check by clicking the 30 Free Hours Childcare blue box.

Next, choose the Pending Adjustment tab. For any new starters please enter the hours you wish to claim for the remainder of the term as per the screen below. You should differentiate between Universal hours and Extended Entitlement hours in the claim and put in a brief description to validate your adjustment request.

Home Forms Courses **Funding**

Summary Estimates Actuals **Adjustments** Eligibility Checker

Name:

Summary | Child Details | Parent / Carer Details | Funding Details | Pending Adjustment | Notes

Universal Pending Adjustment

Number of Hours   More Hours ▼   105

Reason (500 characters)

Maximum Values Allowed:
Universal Termly Hours: **165**
Universal Yearly Hours: **570**

Extended Pending Adjustment

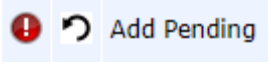Number of Hours   More Hours ▼   105

Reason (500 characters)

Maximum Values Allowed:
Extended Termly Hours: **330**
Extended Yearly Hours: **570**

Save   Cancel   *denotes mandatory fields

There is also a NOTES tab available to include any additional information (such as a request to complete a check for EYPP providing you have submitted all of the necessary detail in order for an eligibility check to be completed) in regards to your funding adjustment.
To complete the process for this child, click on the blue Save button. This will take you back to the list of children for the term and age group and you will see the child you have added

with a   ⏺ ↺ Add Pending   icon. Complete the process above for any other new starters you wish to claim for.

Once you have completed all of your adjustments click on the Send Claim button and you will get the following message to confirm your claim.

✔ **Submission Successful**
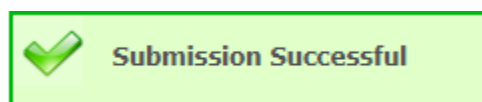
Please be aware that for any new starters that you add as an adjustment, they will need to be added as an ACTUAL too on the next term's headcount process.

ADJUSTMENTS - LEAVERS

For any existing funded children who have left (and for whom you have received funding as part of your actual headcount claim), you should follow the same process by searching for them in the adjustment tab for the term and age group combination required. As they are an

35

existing funded child in this term, then they will be present in the list of funded children (below).

You need to inform the EY Funding team of the number of funded hours that have been overfunded in respect of this child for the remainder of the term and NOT funded hours per week.

	Status	Child Name	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	Unchanged		0.00	0.00	165.00	0.00	£747.45	
	Unchanged		0.00	0.00	165.00	0.00	£660.00	
	Unchanged		0.00	0.00	165.00	0.00	£660.00	
	Unchanged		0.00	0.00	165.00	0.00	£747.45	

Please **DO NOT** click on the ☒ next to the child's name as this will remove that child from this adjustment headcount which you are processing.

Please be aware of the message from that appears when you click on the ⓘ icon at the top of the page before processing any leavers.

Please do not delete any records from this adjustment headcount detail. You should add any additional hours or reduce any funded hours by using the Pending Adjustments tab within the child's record you are updating. Please contact EYFunding@durham.gov.uk for any additional information

Next,click on the child that has left your setting. You will be directed straight to the Pending Adjustment tab.

For any leavers please enter the hours you wish to return for the remainder of the term as per the screen below.

You should differentiate between Universal hours and Extended Entitlement hours in the claim and put in a brief description to validate your adjustment request.

To complete the process for this child, click on the `Save` button. This will take you back to the list of children for the term and age group and you will see the child you have added

the adjustment for with a `⊖ ↺ Add Pending` icon. Complete the process above for any other leavers you wish to amend the hours claimed for.

Once you have completed all of your adjustments click on the `Send Claim` button and you will get the following message to confirm your claim.

CHANGE OF HOURS ATTENDED

The funded hours of a qualifying child can also be amended by submitting an adjustment.

Follow the procedure above to select the child. You will be directed straight to the Pending Adjustment tab. You then select More Hours or Less Hours and input the number of hours you wish to claim or refund along with a description to enhance your submission.

Once you have completed all of your adjustments click on the blue Send Claim button and you will get the following message to confirm your claim.
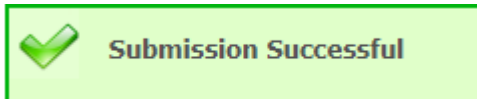
These adjustments will then be processed and either an adjustment payment will be made to you or a recovery from your next payment(s) will be made.

4.6.2 Viewing your submitted adjustments

You are able to view a summary of your submitted adjustments for each term and age group. This summary is divided into sections, with those adjustments still waiting to be processed and paid, and those that have been processed and paid as per the screen below:-

You can click on the arrow next to each status to expand the detail, this will show which child the adjustment is for and the amount.

Early Years Funding Team
Durham County Council
County Hall
Durham
DH1 5UE
Email: EYfunding@durham.gov.uk
Tel: 03000 262 789

Please ask us if you would like this document
summarised in another language or format.

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03000 262 789

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