

Dear Colleague,

**Free Early Education and Childcare - Estimate Claims for Summer Terms  
2025**

It is time to submit your estimate claims on the Synergy FIS Provider Portal. The portal will be available from Friday 7<sup>th</sup> March – Tuesday 18<sup>th</sup> March 2025. Please ensure you submit your estimate no later than **5pm on Tuesday 18<sup>th</sup> March 2025**. You will receive two estimate payments, each based on 25% of the termly hours entered.

Estimates should be calculated for the hours children will be accessing in the upcoming term and not the current term. Enter the estimated total weekly hours and the number of weeks for your setting for each entitlement that you will be offering.

You need to calculate and submit each funding type separately. If you are not expecting to have children using a particular entitlement, you do not need to submit an estimate for it. If an entitlement type is not showing in your Synergy Portal, please contact Management Information via email.

Please note that parents cannot access both Free for 2 (FF2) funding and The Working Parent Entitlement at the same time. If a parent has previously applied and/or is eligible under both entitlements, providers should claim FF2 funding for that child.

Date of birth ranges for the Summer Terms 2025:

<b>Age</b>	<b>Date of birth range</b>
3 and 4 year olds	01/04/2020 to 31/03/2022
2 year olds	01/04/2022 to 31/03/2023
9 months +	01/04/2023 to 30/06/2024

**Checking eligibility:**

You **must** continue to validate all **new** Working Parents Entitlement codes for 9 months – 4 year olds through the [KELSI website](#). For continuing children, you can use the Synergy Eligibility Checker to confirm if a family's code is valid for the Summer Terms before you submit a claim and continue to offer a Working Parents Entitlement place for April 2025.

There is no requirement to check FF2 codes but to ensure the parent has a valid code you may request to see the email from Kent County Council with the EY Voucher Code comprising of 6 numbers and letters. If a parent has given you a disadvantaged code from a different Local Authority, this will not be accepted and the parent must apply through Kent.

If you are unsure if a parent is eligible for the Summer Terms, please leave the hours off your estimate and wait to claim in April.

The link for Synergy FIS Provider Portal and the guidance notes are available on KELSI:

<http://www.kelsi.org.uk/school-management/data-and-reporting/management-information/early-years-free-entitlement>. Please be aware that Synergy passwords need to be reset every 42 days.

We advise that you take a screenshot of the green confirmation box that appears once you have submitted your estimate claim in case any problems arise after submission. Please be aware whilst the portal is open for estimates, if needed, you can amend and re-submit your submission. Please note this will overwrite your original submission.

For information regarding the Summer Terms submission windows and payment dates, please refer to the Funding Calendar on the Kelsi Website – [KELSI website](#)

If you are not claiming funding for the Summer Terms 2025 you **do not** need to do anything.

If you require any further information or help with submitting your estimate claim, please do not hesitate to contact Management Information on 03000 421612 or email [miearlyyears@kent.gov.uk](mailto:miearlyyears@kent.gov.uk)

Yours sincerely

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**Senior Management Information Officers – Early Years**