



To all Settings

Kent County Council
Management Information (CYPE)
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Email: EYFE@kent.gov.uk
Our ref: EST/SUM20
Date: 6th March 2020

Dear Colleague

**Free Early Education for 3 & 4 Year Olds - Estimate Claim for Summer Term
2020
118229 Northfleet Nursery School**

It is now time to submit your estimate claim on the Synergy FIS Provider Portal. The portal will be available from Friday 6th March – Tuesday 17th March 2020. You must submit your estimate no later than **5pm on Tuesday 17th March 2020**. Please note your estimate payment will be based on 50% of the termly hours entered.

Please include any 30 hours (extended hours) estimates in your figures.

- For continuing 30 hour 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 30 hour place for April 2020.
- You **must** continue to validate all **new** 30 hour codes through the KELSI website - www.kent.gov.uk/30hourchecker - **Failure to validate any new code will result in payment not being made.**
- If you are unsure if a parent is eligible for the Summer Terms, please leave the hours off your estimate and wait to claim at headcount 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 passwords will need to be reset every 42 days.

Headcount week will be Monday 27th April to Friday 1st May 2020. You will receive an email regarding your Headcount by Friday 24th April 2020. Please inform us if your contact details change. The PVI calendar, along with all of our Free Early Education information is available to download from the KELSI website using the address above.

The date of birth range for the Summer Terms 2020 is below:

3 Year Olds	4 Year Olds	Whole DOB Range
01/04/2016 to 31/03/2017	01/04/2015 to 31/03/2016	01/04/2015 to 31/03/2017

I would remind you that, for audit purposes, you must have a signed record of the funded hours that parents/carers have asked you to claim for their children by each headcount week. In line with the Kent Provider Agreement, Kent County Council has produced a Parental Declaration form which providers must use and this can be downloaded from the KELS website.

If you are not claiming funding for the Spring Terms 2020 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 422828 or email eyfe@kent.gov.uk.

Yours sincerely



Chaileigh Thorne
Senior Management Information Officer – Early Years