

Dear Colleague,

**Free Entitlement and Childcare Period 2nd January 2025 – 11th April 2025
Spring Actuals Claim**

Synergy FIS Provider Portal

For the Spring terms 2025 funding; claims under the 'Actuals' tab will be open from today, Thursday 2nd January – Tuesday 21st January 2025 for **all** 9 months + Working Entitlement, 2 Year Olds - Disadvantaged (FF2), 2 Year Olds Working Entitlement, and 3&4 year-olds. Similarly to the Autumn term, it is earlier than usual for 3&4 year-old funding claims as providers may have additional children due to the expanded Working Parents Entitlement.

The following types of claims can be submitted:

Age Range	FEE Entitlement	Yearly Hours	Maximum Entitlement per Age Range
9 Months +	Working Parents Entitlement	570	A maximum of 570 for eligible 9 months +
2 Year Olds	Free For Two Funding	570	A maximum of 570 for eligible 2-year-olds - only one entitlement can be claimed at any one time
2 Year Olds	Working Parents Entitlement	570	
3&4 Year Olds	Universal Entitlement	570	A maximum of 1140 for eligible 3- & 4-year-olds
3&4 Year Olds	Working Parents Entitlement	570	

The date of birth range for Spring terms 2025 is below:

Term	9 Months +	2 Year Olds	3 Year Olds	4 Year Olds
Spring 2025	01/01/2023 to 31/03/2024	01/01/2022 to 31/12/2022	01/01/2021 to 31/12/2021	01/01/2020 to 31/12/2020

Attendance and Payment Dates

Free For Two funding (2 year old disadvantaged) claims can be submitted for children who attend your setting from 2nd January 2025.

For 9 months + Working Entitlement, 2 Year Olds Entitlement, 3&4 year olds; claims **should not** be submitted for children who are not in attendance during the designated **headcount week** (13th – 17th January) unless there is a known reason (i.e. sickness or holiday). Please do not submit claims for children who have not yet started with you. You must ensure that all parents/carers have completed and signed a parental declaration for this term before submitting the claim.

The 'Actuals' tab will show details of children who claimed funding last term. However, to avoid incorrect submissions, no hours have been carried forward. You will need to add the funded hours for **all** children and check the weeks attended in the term are correct. If you need to delete any children who are no longer at the setting, please click the black **X** next to their name. Further guidance can be found on page 9 of the Synergy Actuals/Headcount guidance.

Please note:

- Children submitted with zero hours will be assumed to be children who have left and will be deleted by Management Information, if not already deleted by yourselves.

ALERT

From January 2025 the DfE have added in a new data item to collect entitlement weeks **at child level**. Based on this additional boxes will appear in Synergy when you make your headcount/actuals claims for Spring 2025 which will need to be completed before you are able to submit your claims. Please watch this short [video](#) which will explain the changes and what you will need to input depending on whether you are a term time or stretched setting.

All accepted claims submitted by **5pm on Tuesday 21st January 2025**, will receive the first balancing payment week commencing 3rd March. Please note that any negative payments owed will be deducted from this first balancing payment.

Please note:

- The 'Processed Date' within Synergy will be the date it has been accepted by Management Information and is not the date it has been paid.
- You cannot claim for a child who has accepted a primary/infant school place at a maintained school or academy, even if they are planning to start later in the academic year.

The links for the Synergy FIS Provider Portal, the guidance notes and funding calendars are available on KELSI:

<https://www.kelsi.org.uk/early-years/sufficiency-and-sustainability/free-early-education>

Please be aware that passwords will need to be reset every 42 days.

The Working Parents Entitlement

To receive payment for the Working Parents Entitlement, **validation checks must be completed** through KELSI for **all** children you are claiming for. Please check your records to ensure this has been completed to avoid your payment being withheld.

You must only submit a claim for the Working Parents Entitlement hours using a code that is valid for the Spring terms. If the start date of the code is after 31st December 2024, it is not valid for a Spring term claim. If you submit a claim and an invalid code is accepted in your headcount submission, this will **not** be processed for payment.

Full information on the Working Parents Entitlement is available on KELSI.

Late Joiners

The adjustment tab will open from Wednesday 22nd January 2025 for providers to add any late joiner claims. The deadline to submit Spring 2025 late joiners is Friday 28th March 2025.

Early Years Pupil Premium

You would have recently received an email about an EYPP update for the Autumn Term. **Please remember to complete the parent/carer tab and tick the EYPP box in the Synergy portal for all claims so we can complete this check.**

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

For further information, please visit the [KELSI website](#) or contact Management Information on 03000 421612.

Yours sincerely,

Nathania Dench and Chaileigh Thorne
Senior Management Information Officers – Early Years