

Dear Colleague,

Free Early Education and Childcare - Estimate Claims for Spring Terms 2025

It is now time to submit your estimate claims on the Synergy FIS Provider Portal. The portal will be available from Friday 15th November – Tuesday 26th November 2025. You must submit your estimate no later than **5pm on Tuesday 26th November 2025**. Please note you will receive two estimate payments, each based on 25% of the termly hours entered.

From Autumn 2024, the 2 Year Old Disadvantaged (FF2) and Working Parent Entitlement have been split out into separate tabs, under the funding type in the portal. You will need to submit a separate estimate claim for each entitlement you wish to offer, please see below:

The screenshot shows the Synergy FIS Provider Portal interface. At the top, there are navigation tabs: 'Home', 'Forms', and 'Funding' (which is selected). Below these are sub-tabs: 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main content area is titled 'Estimates Head Count Records for 2024 - 2025 - Autumn'. On the left, there is a list of academic years from 2024-2025 to 2019-2020. The 2024-2025 year is selected, showing 'Autumn' and a submission period of '21-Jun-2024 to 02-Jul-2024'. On the right, there is a table of funding types:

Funding Type
2 Year Olds - Disadvantaged (FF2)
2 Year Olds - Working Entitlement
3 & 4 Year Olds
9 Months + Working Entitlement

Estimate should be worked out for the hours children will be accessing in the following term and not the current term. You should enter the estimated total weekly hours and the number of weeks for your setting for each entitlement that you will be offering. You will need to calculate and send each funding type separately. You do not need to submit an estimate for all the entitlement types if you are not expecting to have children using that entitlement. If you wish to submit an estimate for an entitlement type that is not showing in your Synergy portal, please contact Management Information.

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 Spring Terms 2025:

Age	Date of birth range
3 and 4 year olds	01/01/2020 to 31/12/2021

2 year olds	01/01/2022 to 31/12/2022
9 months +	01/01/2023 to 31/03/2024

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 Spring Terms before you submit a claim and continue to offer a Working Parents Entitlement place for January 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 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 Spring Terms, please leave the hours off your estimate and wait to claim in January.

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.

For information regarding the Spring 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 Spring 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

Yours sincerely

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