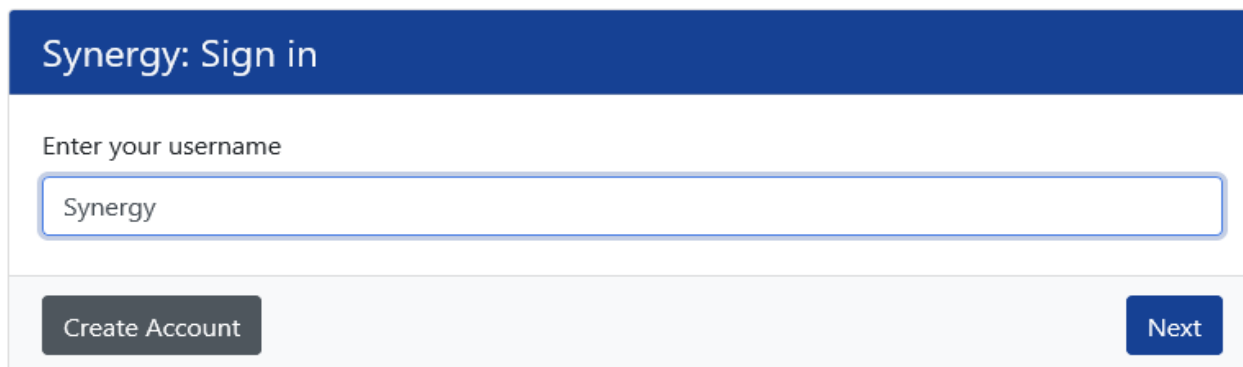


You can log on to the Portal at:

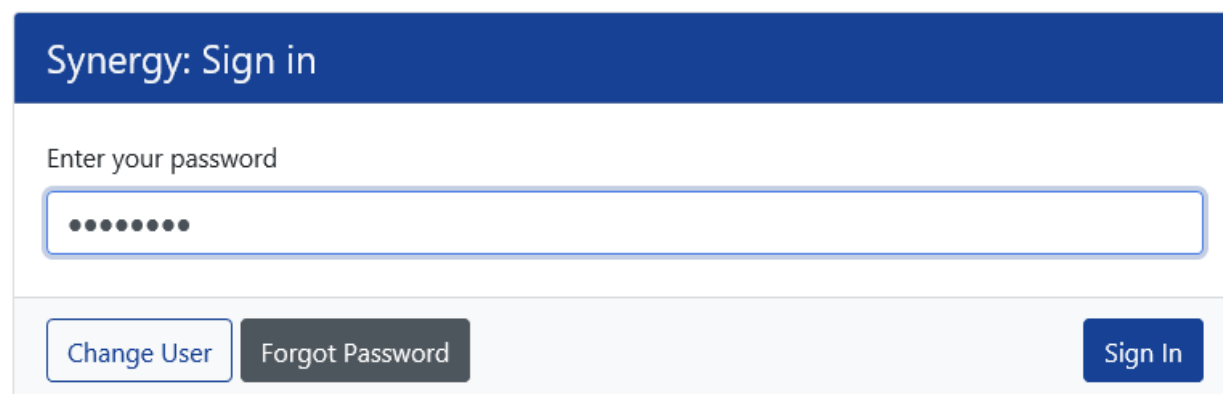
[https://childcare.bury.gov.uk/Synergy/FIS\\_Live/SynergyWeb/Login.aspx](https://childcare.bury.gov.uk/Synergy/FIS_Live/SynergyWeb/Login.aspx)



**Synergy: Sign in**

Enter your username

[Create Account](#) [Next](#)



**Synergy: Sign in**

Enter your password

[Change User](#) [Forgot Password](#) [Sign In](#)

Then enter your **funding** username and password, on your first log in your will be prompted to change your password , simply complete the old password and new password boxes and click 'Confirm' you password will need to include the following:

- Be a minimum of 8 characters in length.
- Contain at least one alphabetic character.
- Contain a number.
- Contain an uppercase character.
- Contain a special character (! \$ % ^ & \* ( ) ; : @ # ~).
- Cannot be the same as your Username.

Once you arrive at the welcome screen you will need to click 'Provider Portal' in the centre of your screen.

If you are a Bury Childcare Provider and would like to update your details please log in to the [Provider Portal](#).

You will then be taken to the 'Home' screen, click on the 'Funding' tab

The screenshot shows a navigation bar with 'Home Forms Funding' tabs. Below it are sub-tabs: 'Summary Estimates Actuals Adjustments Eligibility Checker'. A section titled 'Select Year and Term' contains a list of options: '2018 / 2019 Autumn', '2017 / 2018', '2016 / 2017', and '2016 - 2017'. An arrow points from the 'Funding' tab to this section, and another arrow points to the 'Autumn' option under '2018 / 2019'.

This will take you to the Summary page and from here you can access a summary of funding details for a term. Simply click on the funding year (newest being at the top)'Select' for the term you want to see.

You will be able to click on the funding you wish to access

The screenshot shows the 'Summary Head Count Records for 2017 / 2018 - Summer' page. On the left is a list of years and terms: '2018 / 2019', '2017 / 2018', 'Summer', 'Spring', 'Autumn', '2016 / 2017', and '2016 - 2017'. To the right is a table with a header 'Funding Type' and two rows of links: 'Bury E E C 2 Year Old Funding' and 'Bury E E C 3 And 4 Year Old Funding'. An arrow from the previous page points to the 'Autumn' option in this list.

Funding Type	
	<a href="#">Bury E E C 2 Year Old Funding</a>
	<a href="#">Bury E E C 3 And 4 Year Old Funding</a>

When you click 'Select' this will take you to the summary of that term

By clicking on the "Change" button this will take you back to the previous page.

Home Forms **Funding** Summary Estimates Actuals Adjustments Eligibility Checker

Summary: 2018 / 2019 Autumn - Bury E E C 3 And 4 Year Old Funding [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)	15.0	Term Length (Weeks) Term Time	15.0
▶ Provider Rate applied	£3.95	▶ Provider Rate applied to child funding	£3.95
<b>Estimate Funding</b>		<b>Universal Funding</b>	
Hours Per Week	0.00	Funded Hours for Term	0.00
Term Funding Amount	£0.00	Funding Amount @ Provider Rate	£0.00
Interim %	80.00%		
Interim Amount Payable	£0.00	Universal Funding Amount	£0.00
		<b>Extended Funding</b>	
Total Interim Amount Paid to Date (before Adj)	£0.00	Funded Hours for Term	112.50
		Funding Amount @ Provider Rate	£444.38
Interim Amount Payable Balance	£0.00	▶ Child Weightings Total	£20.25
		Extended Funding Amount	£464.63
		<b>Totals</b>	
Number of Payments Due	3 / 3	Funded Hours for Term	112.50
Next Payment Amount Due (before Adj)	£0.00	Funding Amount @ Provider Rate	£444.38
		Child Weightings	£20.25
		Term Funding Amount	£464.63
Fully Processed	No	Interim Amount Paid (before Adj)	£0.00
		Term Funding Amount Balance	£464.63
		Adjustments Paid with Final Payment	£0.00
		Actual Amount Paid (Inc. Adj)	£0.00
		Processed	No
		Processed Date	

The summary page show a breakdown of funding including any additional funding you have attracted (IDACI & EYPP), to view this click on the arrow next to "Child weighting total" there are two options for this one under "Universal funding" and one under "Extended funding" this will open a list displaying the number of children per weighting (Circled red above & Next Page)

From the Summary you can see details of estimates and actual and whether payment has been made or not

## Actuals

Term Length (Weeks) Term Time	15.0
▶ Provider Rate applied to child funding	£3.95

### Universal Funding

Funded Hours for Term	0.00
<b>Funding Amount @ Provider Rate</b>	<b>£0.00</b>

**Universal Funding Amount** £0.00

### Extended Funding

Funded Hours for Term	112.50
<b>Funding Amount @ Provider Rate</b>	<b>£444.38</b>

▼ <b>Child Weightings Total</b>	£20.25
1 child with IDACI Band 3 (£0.18)	£20.25

**Extended Funding Amount** £464.63

### Totals

Funded Hours for Term	112.50
<b>Funding Amount @ Provider Rate</b>	<b>£444.38</b>
<b>Child Weightings</b>	<b>£20.25</b>

**Term Funding Amount** £464.63  
Interim Amount Paid (before Adj) £0.00

**Term Funding Amount Balance** £464.63  
Adjustments Paid with Final Payment £0.00

**Actual Amount Paid (Inc. Adj)** **£0.00**

Processed No  
Processed Date

For a more detailed breakdown please click on the Actuals tab under funding this will open the headcount page and display the list of children you are claiming funding for in that' term:

Home Forms **Funding**  
 Summary Estimates **Actuals** Adjustments Eligibility Checker

Actuals Head Count Records for 2018 / 2019 - Autumn

2018 / 2019				Office use only	
Autumn			Funding Type	Ready To Process	Processed
Submission Period: 07-Jun-2018 to 31-Dec-2018			<a href="#">Bury E E C 3 And 4 Year Old Funding</a>		
2017 / 2018					
2016 / 2017					
2016 - 2017					

Under Autumn term it will tell you your **submission start and end date for the term**

Once you click on the term this will open your list of children

The child weighting column will show which children have extra funding (IDACI & EYPP)

Submit Actual: 2018 / 2019 Autumn - Bury E E C 3 And 4 Year Old Funding [CHANGE](#)

In 30H grace period

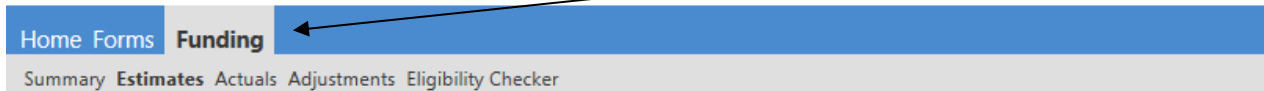
[Add Child](#) [Send Claim](#)

Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	180.00	0.00	£711.00	BAND 0	
	180.00	0.00	£711.00	BAND 0	
	180.00	0.00	£743.40	BAND 3	
	180.00	0.00	£711.00	BAND 0	
	0.00	90.00	£371.70	BAND 3	05-May-2017 - 08-Aug-2018 Grace Period: 31-Dec-2018
	180.00	0.00	£833.40	BAND 2,EYPP	

## Estimates

The estimate payment is the first payment in the term, the upfront payment based on the number of hours per week you expect to claim for in the coming term. You will then receive payment for 80% of these estimated hours.

To enter an estimate you need to select Estimates from the top menu.



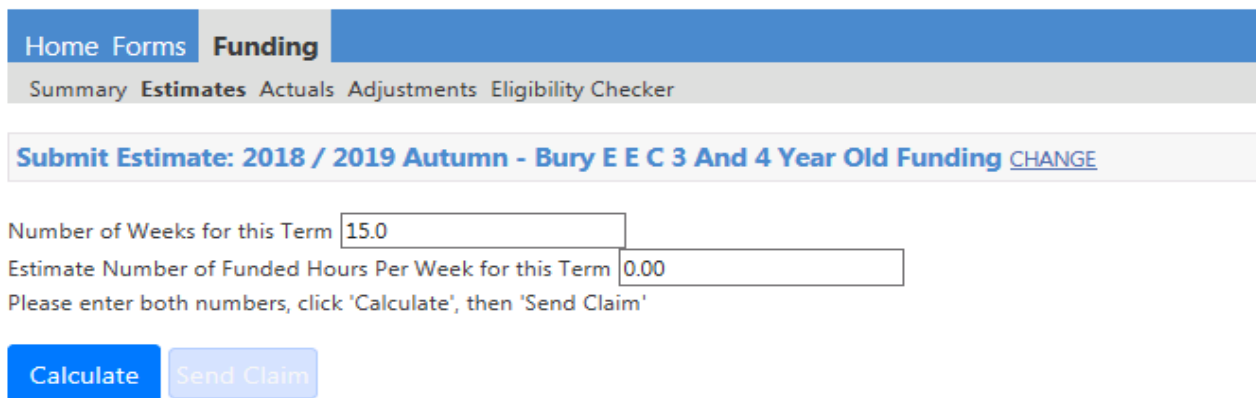
Home Forms **Funding** ←

Summary **Estimates** Actuals Adjustments Eligibility Checker

### Estimates Head Count Records for 2018 / 2019 - Autumn

2018 / 2019			Office use only	
		Funding Type	Ready To Process	Processed
Autumn Submission Period: 01-Sep-2018 to 31-Dec-2018		<a href="#">Bury E E C 3 And 4 Year Old Funding</a>		
2017 / 2018				
2016 / 2017				
2016 - 2017				

Click 'Open' and this will then allow you to enter your estimate for that term, you will need to enter an estimate for 2yr olds and a separate one for 3&4yr olds.



Home Forms **Funding**

Summary **Estimates** Actuals Adjustments Eligibility Checker

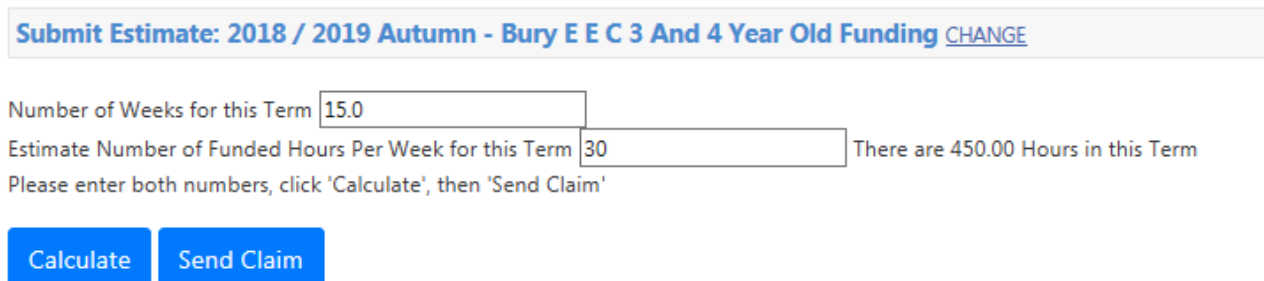
### Submit Estimate: 2018 / 2019 Autumn - Bury E E C 3 And 4 Year Old Funding [CHANGE](#)

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

You only need to enter the number of hours **per week** and then click 'Calculate', you will then see the total number of hours for the term.



Submit Estimate: 2018 / 2019 Autumn - Bury E E C 3 And 4 Year Old Funding [CHANGE](#)

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term  There are 450.00 Hours in this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

**You must click 'Send Claim'** you will get a message saying 'Submission Successful'



Submission Successful

[Submit Estimate: 2018 / 2019 Autumn - Bury E E C 3 And 4 Year Old Funding](#) [CHANGE](#)

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term

There are 450.00 Hours in this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

Calculate

Send Claim

You can change the number of hours you have estimated, even if you have already clicked 'Send Claim', up until the submission deadline (you will always be notified of the deadline dates for submissions before the start of the term, the deadline for estimates should usually be approximately 2-3 weeks into the term). Simply enter the new number and click 'Send Claim' again to resubmit.

When the deadline has been reached and we close the estimates down to process payment you will still be able to select the estimates tab however you will see a read-only page showing the number of hours you have estimated.

[View Estimates: 2017 / 2018 Summer - Bury E E C 3 And 4 Year Old Funding](#) [CHANGE](#)

Estimated Hours

12636.00

## Actuals - Entering, Amending and Deleting Children

To enter actual children's details you will need to click 'Actuals' on the top menu

Home Forms **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Select Year and Term

- 2018 / 2019
- 2017 / 2018
- 2016 / 2017
- 2016 - 2017

Select the correct Year and Term, this will open a drop down to the Terms available

Home Forms **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Select Year and Term

- 2018 / 2019
  - Autumn
    - Submission Period: 07-Jun-2018 to 31-Dec-2018
- 2017 / 2018
- 2016 / 2017
- 2016 - 2017

Click 'Select' on the current term. Again you will need to make sure that you enter the details for 2yr olds separately to 3&4yr olds.

Once you have 'opened' a term you will see a list of children who have been carried forward from the previous term.

As you can see below the "Send Claim" button is greyed out as there has been no amendments there is nothing to submit.

Home Forms **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2018 / 2019 Autumn - Bury E E C 3 And 4 Year Old Funding [CHANGE](#)

In 30H grace period


[Add Child](#) [Send Claim](#)

	Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	Unchanged		0.00	112.50	£464.63	BAND 3	05-May-2017 - 08-Aug-2018 Grace Period: 31-Dec-2018

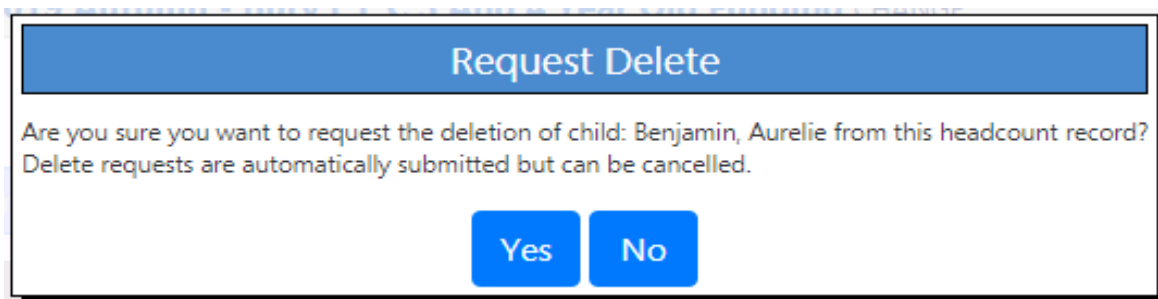
[Add Child](#) [Send Claim](#)



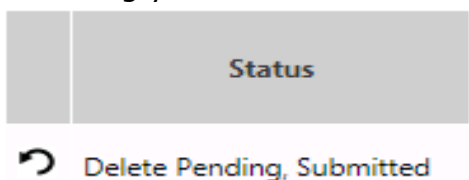
You will then need to review the list of children and update their details accordingly for the current term.


There will be times when you will need to delete a child from your headcount, for example if a child has left your setting and is no longer attending for the current term, in this case you will click  'Request Delete'.

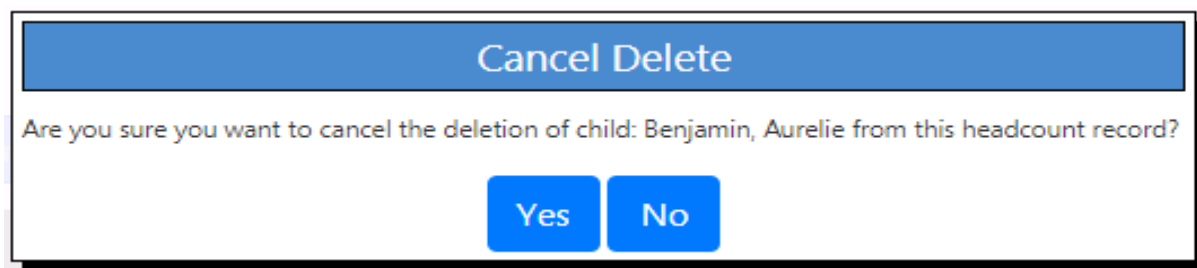
You will then get the following message:







Selecting yes the details will display.



If you wish to revert back click on the  icon and this will cancel the delete (this need to be done before any information is submitted)



-  Represents any unsubmitted records – this means you have updated your system but not clicked "Send Claim" (this information will remain unsubmitted to Early Years funding until you click send claim)
-  Request delete
-  Undo Edit
-  Any child in the 30-hour grace period will have this against their record (You can see in the weighting column the start date, end date and Grace period of a code – this means parents will need to revalidate their code)

To review and edit a child's details you will need to click on the child's name.

Summary		Child Details	Parent / Carer Details	Funding Details
<div style="border: 1px solid orange; padding: 5px; display: inline-block;">  Child is in 30H grace period         </div>				
<b>Term Start Date</b>	01-Sep-2018	<b>Universal Funding</b>		
<b>Term End Date</b>	31-Dec-2018	Funded Hours Per Week	0.00	
<b>No of weeks attended</b>	15.0	Funded Hours for Term	0.00	
<b>Nominated for DAF</b>		<b>Funding Amount @ Provider Rate</b>	<b>£0.00</b>	
		<b>Child Weightings</b>	<b>£0.00</b>	
<b>30H Eligibility Start Date</b>	05-May-2017	<b>Universal Funding Amount</b>	<b>£0.00</b>	
<b>30H Eligibility End Date</b>	08-Aug-2018	<b>Extended Funding</b>		
<b>30H Grace Period End Date</b>	31-Dec-2018	Funded Hours Per Week	7.50	
<b>30H Eligibility last checked</b>	24-May-2018 15:02:49	Funded Hours for Term	112.50	
<b>Provider Total Rate</b>	£3.95	<b>Funding Amount @ Provider Rate</b>	<b>£444.38</b>	
		<b>Child Weightings</b>	<b>£20.25</b>	
		<b>Extended Funding Amount</b>	<b>£464.63</b>	
		<b>Totals</b>		
		Funded Hours Per Week	7.50	
		Funded Hours for Term	112.50	
		<b>Total Funding (excl. Adj)</b>	<b>£464.63</b>	
		Total amount from Adjustments	£0.00	
		Total amount from Pending Adjustments	£0.00	
		<b>Total Funding For Term (inc Adj)</b>	<b>£464.63</b>	

This will open in the child's summary page, this tab provides a complete breakdown of how an individual child's funding has been calculated. It includes separate sections for Universal and Extended Funding (where taken), and where weightings are used, the amount calculated per weighting.

You will then be able to review a child's details and amend or update as necessary

If the child is in the 30 hours 'Grace Period', a warning shows in the upper left section:

Child is in 30H grace period

The child Details tab displays information about the child

Summary		Child Details	Parent / Carer Details	Funding Details
<b>Child Details</b>				
<b>Forename*</b>	<input type="text"/>	<b>Address</b>		
Middle Name	<input type="text"/>	<b>Address Line 1*</b>	<input type="text"/>	
<b>Surname*</b>	<input type="text"/>	Address Line 2	<input type="text"/>	
<b>DOB*</b>	09-Aug-2014	Address Line 3	<input type="text"/>	
Proof of DOB	<input checked="" type="checkbox"/>	Locality	<input type="text"/>	
<b>Gender*</b>	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Town	Bury	
Preferred Surname	<input type="text"/>	County	Lancashire	
<b>Ethnicity*</b>	White - British	<b>Postcode*</b>	<input type="text"/>	
<b>SEN COP Stage*</b>	No Special Educational need			
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> <div> <small>*denotes mandatory fields</small> </div> </div>				

**\*Please ensure all sections are complete, including Ethnicity and SEN\***

**Any field with a \* next to it is mandatory**

To update funding details click on 'Funding Details' tab if you click 'Default Term Dates' this will add the dates for you

**\*\*If a child is not with you the whole term, you need to amend these dates to reflect the start and end date to ensure any remaining funding can be taken at another provider\*\***

The screenshot shows a web interface with a navigation bar at the top containing 'Summary', 'Child Details', 'Parent / Carer Details', and 'Funding Details'. The 'Funding Details' tab is active. The form is divided into several sections:

- Funding Details:** Includes 'Start Date\*' (01-Sep-2018), 'End Date\*' (31-Dec-2018), 'Weeks Attended in Term\*' (15.0), 'Present during Census' (checked), 'Attends Two Days or More' (checked), and 'Nominated for DAF\*' (radio buttons for Yes/No).
- Attendance Days:** A list of days from Monday to Sunday, each with 'Yes' and 'No' radio buttons.
- Universal Funded Hours per Week:** 'Universal Hours\*' (0.00).
- Extended Funded Hours per Week:** 'Extended Hours\*' (7.50), '30H Eligibility Code' (50006962211), and 'Eligible for 30H' (checked).
- Non-Funded Hours per Week:** 'Non-Funded Hours\*' (0.00).
- Total Funded Hours per Week:** 'Total Funded:' (7.50).

A blue button labeled 'Default Term Dates' is positioned between the 'Start Date\*' and 'End Date\*' fields. A black arrow points from the text above to this button. A red box on the right side of the form lists 'Maximum Values Allowed':

- Number of Weeks: 15.0
- Universal Weekly Hours: 15
- Universal Termly Hours: 165
- Universal Yearly Hours: 570
- Extended Weekly Hours: 15
- Extended Termly Hours: 165
- Extended Yearly Hours: 570

You must now specify Universal hours per week, extended hours per week, and non-funded hours per week (any hours completed on top of their funded hours) per child. Where hours are not taken, 0 must be entered.

**In order to claim 30 hours funding the following details will need completing:**

1. Parents Ni Number under the parents tab (it is good practice to complete all parent details in order for a EYPP eligibility check to also be complete)

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details		Partner Details	
Forename		Forename	
Surname		Surname	
DOB		DOB	
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number		<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	
Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> 30H	Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> 30H

2. You must ensure the Consent tick box is ticked, you will be unable to confirm eligibility if not.

**\*\*if the consent box is not ticked we will be unable to revalidate the code when we complete code checks.\*\***

3. Enter 30 hours code under the Funding details tab, The 30h checker

30 Hours Free Childcare

'button' will appear on screen and you must click on this button to determine eligibility dates before they can be saved. If 'Found', and eligibility dates are valid, you can save with the extended hours added.

Funding Details		Attendance Days	
Start Date*	01-Sep-2018	Attends Monday	<input type="radio"/> Yes <input type="radio"/> No
End Date*	31-Dec-2018	Attends Tuesday	<input type="radio"/> Yes <input type="radio"/> No
Weeks Attended in Term*	15.0	Attends Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No
Present during Census	<input checked="" type="checkbox"/>	Attends Thursday	<input type="radio"/> Yes <input type="radio"/> No
Attends Two Days or More	<input checked="" type="checkbox"/>	Attends Friday	<input type="radio"/> Yes <input type="radio"/> No
Nominated for DAF*	<input type="radio"/> Yes <input type="radio"/> No	Attends Saturday	<input type="radio"/> Yes <input type="radio"/> No
Universal Funded Hours per Week		Attends Sunday	<input type="radio"/> Yes <input type="radio"/> No
Universal Hours*	0.00		
Extended Funded Hours per Week			
Extended Hours*	7.50		
30H Eligibility Code	50006962211		
Eligible for 30H	<input checked="" type="checkbox"/>		
Total Funded Hours per Week			
Total Funded:	7.50		

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

**Maximum Values Allowed:**

Number of Weeks: 15.0

Universal Weekly Hours: 15  
Universal Termly Hours: 165  
Universal Yearly Hours: 570

Extended Weekly Hours: 15  
Extended Termly Hours: 165  
Extended Yearly Hours: 570



The Eligibility Code has been found and eligibility for extended hours has been obtained.

If Not Found, or eligibility dates are outside the term, you can still add the child, but will only be allowed to enter the Universal hours



The Eligibility Code has been found, but does not cover the standard term start date (01-Sep-2017) therefore extended hours cannot be claimed this term. You may only claim for universal hours.



Eligibility for extended hours was not obtained. You will only be able to claim for universal hours.

When you have entered all the details you can click 'Save', if anything needs attention you will receive an error message.

The system will not allow you to save the child's details for Extended entitlement unless an eligibility check has been performed



An eligibility check must be performed before these details can be saved.

In the example below the 'Attends Two Days or More' button hasn't been ticked so the system knows that the maximum number of hours per week should be no more than 10 and has returned the appropriate error message.

Save Record Failed Due To The Errors Listed Below

Child Details
Parent / Carer Details
Funding Details

**Funding Details**

Start Date\*

End Date\*

Default Term Dates

Weeks Attended in Term\*

Present during Census

Attends Two Days or More

Nominated for DAF\*  Yes  No

**Universal Funded Hours per Week**

Universal Hours\*  \*

**Extended Funded Hours per Week**

Extended Hours\*

30H Eligibility Code

30 Hours Free Childcare

Eligible for 30H

**Total Funded Hours per Week**

Total Funded:

**Attendance Days**

Attends Monday  Yes  No

Attends Tuesday  Yes  No

Attends Wednesday  Yes  No

Attends Thursday  Yes  No

Attends Friday  Yes  No

Attends Saturday  Yes  No

Attends Sunday  Yes  No

**Non-Funded Hours per Week**

Non-Funded Hours\*

! If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

**Maximum Values Allowed:**

Number of Weeks: **15.0**

Universal Weekly Hours: **10**

Universal Termly Hours: **150**

Universal Yearly Hours: **380**

Extended Weekly Hours: **10**

Extended Termly Hours: **150**

Extended Yearly Hours: **380**

The following errors need to be fixed before the record can be saved:  
 15.00 universal hour(s) exceeds weekly maximum of 10.00 (Funding Details Tab).

Nominated for DAF (Disability Access Fund), see criteria below, if you feel a child is eligible please email early years funding.

Disability Access Fund is an additional payment for settings who provide a free Early Education & Childcare place for DAF eligible children.

3 & 4 year olds will be eligible for the DAF if they meet the following criteria:

- The child is in receipt of child disability living allowance
- The child receives free Early Education & Childcare (EEC)

Please complete parent declaration and send to [Earlyyearsfunding@bury.gov.uk](mailto:Earlyyearsfunding@bury.gov.uk) along with a copy of the DLA

Add Child

To enter a new child's details you click 'Add Child'

When you click 'Add Child' you will then have a blank form to complete like the one shown below

Child Details Parent / Carer Details Funding Details

**Child Details**

Forename\*

Middle Name

Surname\*

DOB\*

Proof of DOB

Gender\*  Male  Female

Preferred Surname

Ethnicity\* Any Other Asian Background ▼

SEN COP Stage\* <Unknown> ▼

**Address**

Address Line 1\*

Address Line 2

Address Line 3

Locality

Town

County

Postcode\*

Save Cancel \*denotes mandatory fields

If you have added a child i.e. you have entered all the child's details into blank forms online rather than them being carried forward, then after you have 'saved' that child you will see that the options look slightly different.

Add Pending

This is because the child's details have not been submitted so have not yet been imported to the system by the Early Years Team. If you delete a child at this stage they will never have been seen by the Early Years Team. If you select 'Delete' you will receive the following notification

Confirm Delete

Are you sure you want to delete child: [redacted] this headcount record?


Yes No

If you select 'Yes' then the child will be removed from your list




When you have entered all the information you can click 'Send Claim' to submit the details to the Early Years Team.

You should then receive the message 'Submission Successful', (see green banner above) if your submission is not successful for some reason you will need to check your records then resubmit, if you continue to have issues then please contact Early Years Funding.

Submission Successful

 In 30H grace period

[Add Child](#) [Send Claim](#)

			Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	 Unchanged	<a href="#">Benjamin, Aurelie</a> <small>DOB: 01-01-2014</small>	0.00	112.50	£464.63	BAND 3	05-May-2017 - 08-Aug-2018 Grace Period: 31-Dec-2018
	 Add Pending, Submitted		165.00	0.00	£651.75		

[Add Child](#) [Send Claim](#)

Even though you have submitted your claim, you can still amend or update your claim up until the deadline.

If you log on and have no amendments you will be unable to resubmit and the "Send Claim" button will be greyed out.

When the deadline has been reached and we close the 'Actuals' down to process payment you will still be able to 'Select' actual tab and view each child record but be unable to edit any information until the next term.



## EYPP – Early Years Pupil Premium

For all children who you think may be eligible for EYPP see criteria below. You need to complete the parent tab on the child records, once submitted our system is linked to ECS checker to confirm eligibility

Summary | Child Details | **Parent / Carer Details** | Funding Details

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details	Partner Details
Forename	Forename
Surname	Surname
DOB	DOB
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number
Tick to give consent to Eligibility Checking for	Tick to give consent to Eligibility Checking for
<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> 30H	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> 30H

You must ensure the Consent tick box is ticked, we will be unable to check for EYPP if this is not ticked.

If the Parents NI or DOB is missing you will be unable to tick the EYPP Consent Box and the following error message will appear:

### Consent for EYPP:

The NI or NASS Number and DOB will also be required for this data to be used for an Eligibility Check.

3 and 4 year olds in state-funded early education will attract EYPP funding if they meet at least 1 of the following criteria:

- *Their family gets 1 of the following:*
  - Income Support
  - Income-based Jobseeker's Allowance
  - income-related Employment and Support Allowance
  - support under part VI of the Immigration and Asylum Act 1999
  - the guaranteed element of State Pension Credit
  - Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
  - Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
  - Universal Credit
- *they are currently being looked after by a Local Authority in England or Wales*
- *they have left care in England or Wales through:*
  - an adoption
  - a special guardianship order
  - a child arrangement order

## Monthly Payments

If you choose this option you will receive 12 payments per year broken down as follows:

- Spring 3 payments
- Summer 5 Payments
- Autumn 4 payments

The payments you receive will still be dependant on the figures you supply for your estimate and actuals, however, unlike the current payment method, you will be able to amend your estimate until your final payment has been made.

Amending your estimate in the term will adjust the remaining payments to reflect your updated estimate amount and the system will show a breakdown of payments made and payments due.

Estimates		Actuals	
Term Length (Weeks)	15.0	Term Length (Weeks)	15.0
▸ Provider Rate applied	£3.90	▸ Provider Rate applied to child funding	£3.90
<b>Estimate Funding</b>		<b>Universal Funding</b>	
Hours Per Week	100.00	Funded Hours for Term	375.00
<b>Term Funding Amount</b>	<b>£5850.00</b>	<b>Funding Amount @ Provider Rate</b>	<b>£1462.50</b>
Interim %	80.00%	▸ <b>Child Weightings Total</b>	<b>£27.00</b>
<b>Interim Amount Payable</b>	<b>£4680.00</b>		
		<b>Universal Funding Amount</b>	<b>£1489.50</b>
<b>Total Interim Amount Paid to Date (before Adj)</b>	<b>£0.00</b>	<b>Extended Funding</b>	
		Funded Hours for Term	375.00
<b>Interim Amount Payable Balance</b>	<b>£4680.00</b>	<b>Funding Amount @ Provider Rate</b>	<b>£1462.50</b>
		▸ <b>Child Weightings Total</b>	<b>£27.00</b>
		<b>Extended Funding Amount</b>	<b>£1489.50</b>
Number of Payments Due	2 / 2	<b>Totals</b>	
<b>Next Payment Amount Due (before Adj)</b>	<b>£2340.00</b>	Funded Hours for Term	750.00
		<b>Funding Amount @ Provider Rate</b>	<b>£2925.00</b>
		<b>Child Weightings</b>	<b>£54.00</b>
Fully Processed	No	<b>Term Funding Amount</b>	<b>£2979.00</b>
		Interim Amount Paid (before Adj)	£0.00
		<b>Term Funding Amount Balance</b>	<b>£2979.00</b>
		Adjustments Paid with Final Payment	£0.00
		<b>Actual Amount Paid (Inc. Adj)</b>	<b>£0.00</b>
		Processed	No
		Processed Date	

The example above is for spring term, the number of payments due are 2 (estimates) and the final payment will be based on the actuals.

Once a payment has been made the total number of payments due will change and you can see on the interim amount paid to date has been updated with the amount paid and the date

Estimates		Actuals	
Term Length (Weeks)	15.0	Term Length (Weeks)	15.0
▷ Provider Rate applied	£3.90	▷ Provider Rate applied to child funding	£3.90
<b>Estimate Funding</b>		<b>Universal Funding</b>	
Hours Per Week	100.00	Funded Hours for Term	375.00
<b>Term Funding Amount</b>	<b>£5850.00</b>	<b>Funding Amount @ Provider Rate</b>	<b>£1462.50</b>
Interim %	80.00%	▷ <b>Child Weightings Total</b>	<b>£27.00</b>
<b>Interim Amount Payable</b>	<b>£4680.00</b>	<b>Universal Funding Amount</b>	<b>£1489.50</b>
▷ <b>Total Interim Amount Paid to Date (before Adj)</b>	<b>£2340.00</b>	<b>Extended Funding</b>	
29-Nov-2017	£2340.00	Funded Hours for Term	375.00
<b>Interim Amount Payable Balance</b>	<b>£2340.00</b>	<b>Funding Amount @ Provider Rate</b>	<b>£1462.50</b>
		▷ <b>Child Weightings Total</b>	<b>£27.00</b>
		<b>Extended Funding Amount</b>	<b>£1489.50</b>
Number of Payments Due	1 / 2	<b>Totals</b>	
<b>Next Payment Amount Due (before Adj)</b>	<b>£2340.00</b>	Funded Hours for Term	750.00
		<b>Funding Amount @ Provider Rate</b>	<b>£2925.00</b>
		<b>Child Weightings</b>	<b>£54.00</b>
Fully Processed	No	<b>Term Funding Amount</b>	<b>£2979.00</b>
		Interim Amount Paid (before Adj)	£2340.00
		<b>Term Funding Amount Balance</b>	<b>£639.00</b>
		Adjustments Paid with Final Payment	£0.00
		<b>Actual Amount Paid (Inc. Adj)</b>	<b>£0.00</b>
		Processed	No
		Processed Date	

You can amend the estimated hours at any time up until the cut off, we have amended the funded hours per week from 100 to 95, this amends payment 2 of the estimates:

Estimates		Actuals	
Term Length (Weeks)	15.0	Term Length (Weeks)	15.0
▷ Provider Rate applied	£3.90	▷ Provider Rate applied to child funding	£3.90
<b>Estimate Funding</b>		<b>Universal Funding</b>	
Hours Per Week	95.00	Funded Hours for Term	375.00
<b>Term Funding Amount</b>	<b>£5557.50</b>	<b>Funding Amount @ Provider Rate</b>	<b>£1462.50</b>
Interim %	80.00%	▷ <b>Child Weightings Total</b>	<b>£27.00</b>
<b>Interim Amount Payable</b>	<b>£4446.00</b>	<b>Universal Funding Amount</b>	<b>£1489.50</b>
▷ <b>Total Interim Amount Paid to Date (before Adj)</b>	<b>£2340.00</b>	<b>Extended Funding</b>	
<b>Interim Amount Payable Balance</b>	<b>£2106.00</b>	Funded Hours for Term	375.00
		<b>Funding Amount @ Provider Rate</b>	<b>£1462.50</b>
		▷ <b>Child Weightings Total</b>	<b>£27.00</b>
		<b>Extended Funding Amount</b>	<b>£1489.50</b>
Number of Payments Due	1 / 2	<b>Totals</b>	
<b>Next Payment Amount Due (before Adj)</b>	<b>£2106.00</b>	Funded Hours for Term	750.00
		<b>Funding Amount @ Provider Rate</b>	<b>£2925.00</b>
		<b>Child Weightings</b>	<b>£54.00</b>
Fully Processed	No	<b>Term Funding Amount</b>	<b>£2979.00</b>
		Interim Amount Paid (before Adj)	£2340.00
		<b>Term Funding Amount Balance</b>	<b>£639.00</b>
		Adjustments Paid with Final Payment	£0.00
		<b>Actual Amount Paid (Inc. Adj)</b>	<b>£0.00</b>
		Processed	No
		Processed Date	

Once the final estimate payment has been made the estimate section of the system will lock, the estimates paid will be deducted from your total funding.

Estimates		Actuals	
Term Length (Weeks)	15.0	Term Length (Weeks)	15.0
▷ Provider Rate applied	£3.90	▷ Provider Rate applied to child funding	£3.90
<b>Estimate Funding</b>		<b>Universal Funding</b>	
Hours Per Week	95.00	Funded Hours for Term	1455.00
<b>Term Funding Amount</b>	<b>£5557.50</b>	<b>Funding Amount @ Provider Rate</b>	<b>£5674.50</b>
Interim %	80.00%	▷ Child Weightings Total	£195.30
<b>Interim Amount Payable</b>	<b>£4446.00</b>	<b>Universal Funding Amount</b>	<b>£5869.80</b>
✓ <b>Total Interim Amount Paid to Date (before Adj)</b>	<b>£4446.00</b>	<b>Extended Funding</b>	
30-Nov-2017	£2106.00	Funded Hours for Term	150.00
29-Nov-2017	£2340.00	<b>Funding Amount @ Provider Rate</b>	<b>£585.00</b>
<b>Interim Amount Payable Balance</b>	<b>£0.00</b>	▷ Child Weightings Total	£0.00
		<b>Extended Funding Amount</b>	<b>£585.00</b>
		<b>Totals</b>	
Number of Payments Due	0 / 2	Funded Hours for Term	1605.00
<b>Next Payment Amount Due (before Adj)</b>	<b>£0.00</b>	<b>Funding Amount @ Provider Rate</b>	<b>£6259.50</b>
		<b>Child Weightings</b>	<b>£195.30</b>
		<b>Term Funding Amount</b>	<b>£6454.80</b>
Fully Processed	Yes	Interim Amount Paid (before Adj)	£4446.00
		<b>Term Funding Amount Balance</b>	<b>£2008.80</b>
		Adjustments Paid with Final Payment	£0.00
		<b>Actual Amount Paid (Inc. Adj)</b>	<b>£0.00</b>
		Processed	No
		Processed Date	

The total number of payments due will change to 0 and you can see on the interim amount paid to date has been updated with the amount paid and the date, the fully processed also changes to "Yes"

You can input your actuals and amend your child hours up until the final "Actual" closing date, once these have been paid the actual page will display the child weighting for both universal and extended. The amount paid and the date paid.

Actuals	
Term Length (Weeks)	15.0
▷ Provider Rate applied to child funding	£3.90
<b>Universal Funding</b>	
Funded Hours for Term	1455.00
<b>Funding Amount @ Provider Rate</b>	<b>£5674.50</b>
▼ <b>Child Weightings Total</b>	<b>£195.30</b>
2 children with IDACI (£0.12)	£46.80
2 children with IDACI (£0.15)	£67.50
2 children with IDACI (£0.18)	£81.00
<b>Universal Funding Amount</b>	<b>£5869.80</b>
<b>Extended Funding</b>	
Funded Hours for Term	150.00
<b>Funding Amount @ Provider Rate</b>	<b>£585.00</b>
▼ <b>Child Weightings Total</b>	<b>£0.00</b>
<b>Extended Funding Amount</b>	<b>£585.00</b>
<b>Totals</b>	
Funded Hours for Term	1605.00
<b>Funding Amount @ Provider Rate</b>	<b>£6259.50</b>
<b>Child Weightings</b>	<b>£195.30</b>
<b>Term Funding Amount</b>	<b>£6454.80</b>
Interim Amount Paid (before Adj)	£4446.00
<b>Term Funding Amount Balance</b>	<b>£2008.80</b>
Adjustments Paid with Final Payment	£0.00
<b>Actual Amount Paid (Inc. Adj)</b>	<b>£2008.80</b>
Processed	Yes
Processed Date	30-Nov-2017

This guide has been provided by:

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