

10.1 Accessing Funding and Actuals

Providers access funding through the **Funding** menu in the Provider Portal navigation bar.



To access funding:

- Log into Synergy Provider Portal.
- Select your provider from the **Provider** dropdown (if you have access to multiple providers).
- Click the **Funding** tab in the navigation bar.
- Select the **Year and Term** from the list on the left.



The screen displays all funding types configured for your provider:

- 2 Year Old
- 3-4 Yr Olds
- 9m To 2yo

- Click the **Actuals** tab to view and manage children in the head count.

Organisation: **Happy Go Lucky**
Provider: **Happy Go Lucky Nursery (Day Nursery)**

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Submit Actual: 2025/2026 Autumn - 2 Year Old CHANGE

[Add Child](#) [Enter EY Voucher](#) [Send Claim](#)

Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
! ↻ Awaiting LA Download	Afryea, Ishfaq (05-Jun-2023)	210.00	210.00	£3360.00	DIS,EYPP	01-Sep-2025 - 01-Mar-2026 Grace Period: 01-Jun-2026
X	Aria, Khaled (06-Jun-2023)	0.00	0.00	£0.00		02-Dec-2025 - 03-Mar-2026 Grace Period: 03-Jun-2026
X	Besaw, Ethel (01-Aug-2023)	0.00	0.00	£0.00		
X	Carina, Lizee (15-Jul-2023)	210.00	0.00	£1680.00	DIS	
X	Caro, Juri (19-May-2023)	210.00	210.00	£3150.00	DIS	01-Dec-2025 - 02-Mar-2026 Grace Period: 02-Jun-2026
X	Christmas, Paris (13-Aug-2023)	210.00	0.00	£1890.00	DIS,EYPP	
X	Emmery, Brooke (30-Jun-2023)	210.00	0.00	£1680.00	DIS	02-Dec-2025 - 03-Mar-2026 Grace Period: 03-Jun-2026
! ↻ New, Awaiting LA Download	Jacobs, Hattie (17-Jul-2023)	100.00	0.00	£700.00		02-Dec-2025 - 03-Mar-2026 Grace Period: 03-Jun-2026
! ↻ Awaiting LA Download	Potter, Harry (10-Apr-2023)	150.00	0.00	£1050.00	DIS	01-Dec-2025 - 02-Mar-2026 Grace Period: 02-Jun-2026

[Add Child](#) [Enter EY Voucher](#) [Send Claim](#)

The Actuals grid displays all children claimed for the selected Year/Term and Funding Type, showing:

- Status:** Submission status and download status
- Child:** Name and date of birth
- Funded Hours (inc Adj):** Total funded hours including adjustments
- Expanded Hours (inc Adj) or Extended Hours (inc Adj):** Depending on funding type
- Total Funding Amount for Term (inc Adj):** Calculated funding amount
- Child Weightings:** Applied weightings (e.g., DIS, EYPP)
- Eligibility Status:** Eligibility code dates and grace period information

Action Buttons:

- Add Child:** Add a new child to the head count manually
- Enter EY Voucher:** Add a child using an EY voucher code (2 Year Old funding only)
- Send Claim:** Submit all claims to the Local Authority for review

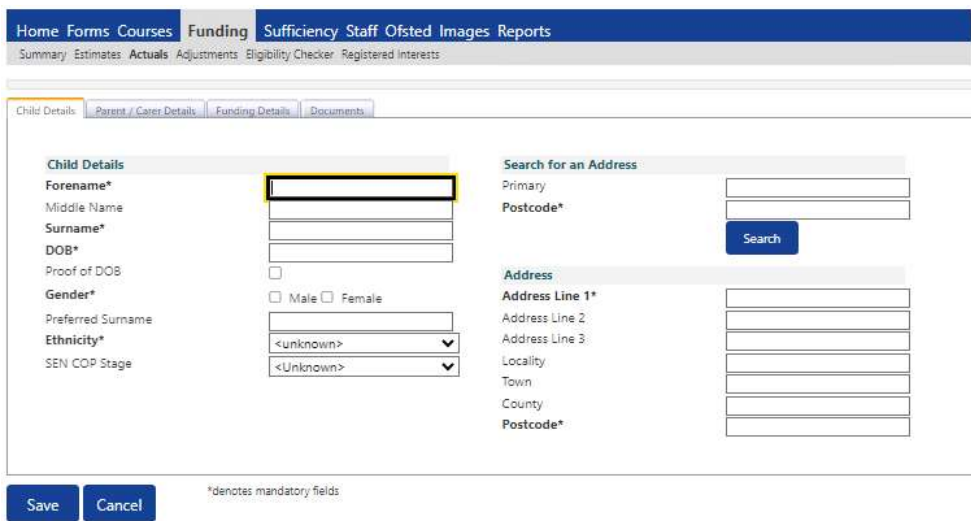
10.2 Adding Children to Head Counts

There are two methods for adding children to a funding head count:

Add Child Method

Use this method when you have all the child's details and need to enter them manually.

- Click the **Add Child** button.



- Enter the child's details in the **Child Details** tab:
 - **Forename** (mandatory)
 - **Middle Name**
 - **Surname** (mandatory)
 - **DOB** (mandatory)
 - **Proof of DOB**: Select checkbox if DOB has been verified
 - **Gender** (mandatory)
 - **Preferred Surname**
 - **Ethnicity** (mandatory)

Special Educational Needs (Optional):

If your Local Authority has enabled Special Educational Needs collection (controlled by system parameters), additional fields will be displayed:

- **SEN COP Stage**: Select from dropdown (e.g., No Special Educational need, SEN Support, EHCP)
- **SEN Special Need Primary**: Select primary special need (mandatory if COP Stage is SEN Support or EHCP)
- **SEN Special Need Secondary**: Select secondary special need (optional)

Validation: If COP Stage is set to SEN Support or EHCP, at least the Primary Special Need must be entered. You cannot save a Secondary Special Need without a Primary Special Need or select the same value for both Primary and Secondary.

Address Details:

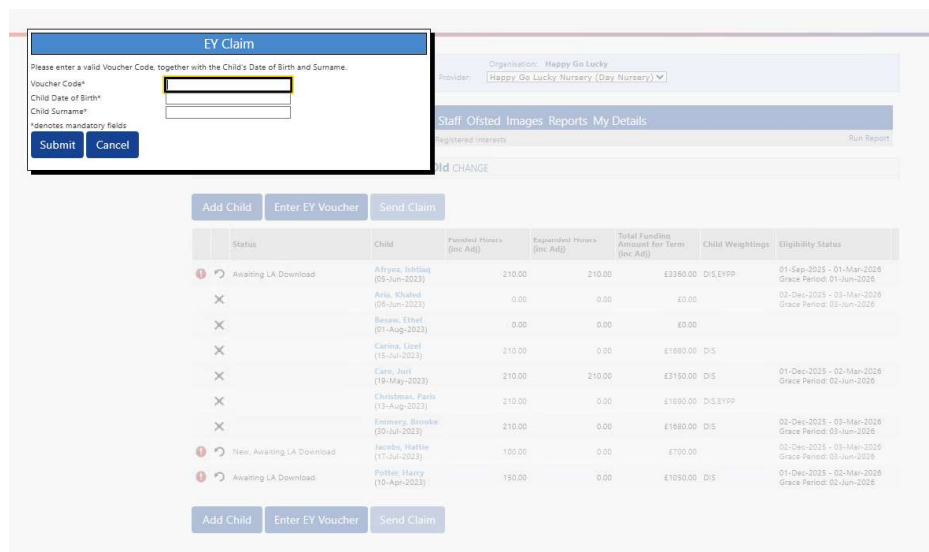
- Enter the child's postcode and click **Search**.
- Select the address from the drop-down list.
- Click **Save** to save the child details.

Note: System Parameter settings in System Manager → Options → FISO → Portal Funding allow you to define which fields are mandatory when funding information is entered.

Enter EY Voucher Method

Available for: 2 Year Old funding only

Use this method when a parent has been issued an EY voucher code for Disadvantaged entitlement. This provides a quick way to add children who are already confirmed as eligible.



The screenshot shows the 'EY Claim' dialog box overlaid on the 'Actuals' grid. The dialog box contains the following fields:

- Voucher Code*
- Child Date of Birth*
- Child Surname*

Below the fields are 'Submit' and 'Cancel' buttons. The background shows the 'Actuals' grid with columns: Status, Child, Funded Hours (inc Adj), Expended Hours (inc Adj), Total Funding Amount for Term (inc Adj), Child Weightings, and Eligibility Status. The grid contains several rows of child records with their respective funding details.

From the Actuals screen:

- Click the **Enter EY Voucher** button.

The **EY Claim** dialog is displayed.

- Enter the **Voucher Code** (mandatory).
- Enter the **Child Date of Birth** (mandatory).
- Enter the **Child Surname** (mandatory).
- Click **Submit**.

If the voucher code is valid and matches the child details:

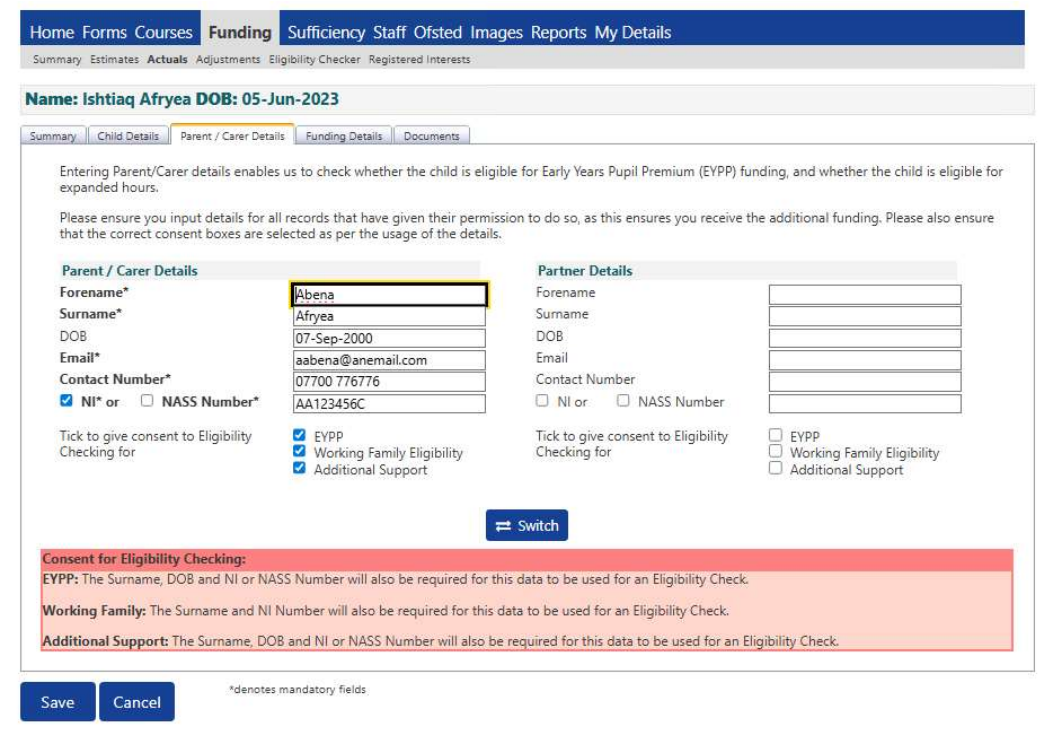
- A new child record is created automatically
- The child is added to the Actuals grid
- The child is marked as eligible for Funded hours (Disadvantaged entitlement)
- You can then complete the funding details

10.3 Entering Funding Details

Once a child has been added to the head count, complete their funding details across multiple tabs.

10.3.1 Parent/Carer Details Tab

Parent/carers details enable eligibility checks to be performed for EYPP funding and Working Family entitlement.



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Name: Ishtiaq Afryea DOB: 05-Jun-2023

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

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 expanded 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.

Parent / Carer Details		Partner Details	
Forename*	<input type="text" value="Abena"/>	Forename	<input type="text"/>
Surname*	<input type="text" value="Afryea"/>	Surname	<input type="text"/>
DOB	<input type="text" value="07-Sep-2000"/>	DOB	<input type="text"/>
Email*	<input type="text" value="aabena@anemail.com"/>	Email	<input type="text"/>
Contact Number*	<input type="text" value="07700 776776"/>	Contact Number	<input type="text"/>
<input checked="" type="checkbox"/> NI* or <input type="checkbox"/> NASS Number*	<input type="text" value="AA123456C"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility <input checked="" type="checkbox"/> Additional Support	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility <input type="checkbox"/> Additional Support

[Switch](#)

Consent for Eligibility Checking:

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

Working Family: The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

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

*denotes mandatory fields.

Parent/Carer Details:

- Forename (mandatory for eligibility checks)
- Surname (mandatory for eligibility checks)
- DOB
- Email
- Contact Number

NI / NASS:

- Select **NI** or and enter the National Insurance number (mandatory for eligibility checks), OR
- Select **NASS Number** and enter the National Asylum Support Service number

Tick to give consent to Eligibility Checking for:

The consent checkboxes displayed depend on the funding type:

- **EYPP:** Required for EYPP weighting eligibility check
- **Working Family Eligibility:** Required for Working Family entitlement (Expanded/Extended hours)
- **Additional Support:** Required for EY eligibility verification (2 Year Old funding only)

Partner Details (optional):

If applicable, enter the partner's details in the Partner Details section.

Switch Button:

The **Switch** button enables you to swap the Parent/Carer and Partner details. This is useful if you initially entered the wrong person as the main parent/carer.

Important: Switching parent/carer and partner details will invalidate any eligibility checks already carried out. If the child was already found eligible, a new check will not be required.

Information Panel:

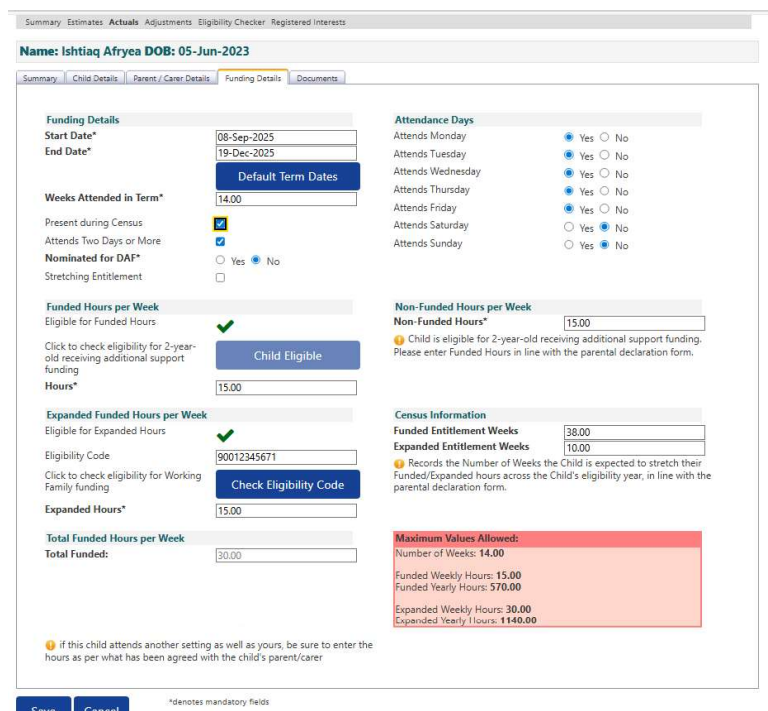
The red information panel at the bottom of the screen explains the data requirements for each type of eligibility check:

- **EYPP:** Surname, DOB, and NI or NASS Number required
- **Working Family:** Surname and NI Number required
- **Additional Support:** Surname, DOB, and NI or NASS Number required

10.3.2 Funding Details Tab

The Funding Details tab is where you enter the child's attendance information, funding hours, and perform eligibility checks.

Funding Attendance:



- **Start Date** (mandatory): Enter the funding start date
- **End Date** (mandatory): Enter the funding end date

- Click the **Default Term Dates** button to automatically populate the start and end dates with the term dates configured for this Year/Term
- **Weeks Attended in Term (mandatory)**: Enter the number of weeks the child will attend.
- **Attendance Days**: Select which days of the week the child attends using the radio buttons.

Checkboxes:

- **Present during Census**: Select if child will be present during the census week (mandatory during census periods)
- **Attends Two Days or More**: Select if child attends 2 or more days per week (affects validation limits)
- **Nominated for DAF**: Select Yes if this provider has been nominated to receive Disability Access Fund
- **Stretching Entitlement**: Select if the child is stretching their entitlement over more than 38 weeks

10.4 Entering Hours by Funding Type

From September 2025, providers enter hours directly into the relevant fields without selecting an entitlement type via radio buttons. The system determines which entitlement applies based on which eligibility indicators are present, and which fields contain hours.

10.4.1 2 Year Old Funding

2 Year Old funding has two separate entitlement types that can be claimed separately or together.

Understanding the Two Entitlements

Funded Hours (Disadvantaged Entitlement):

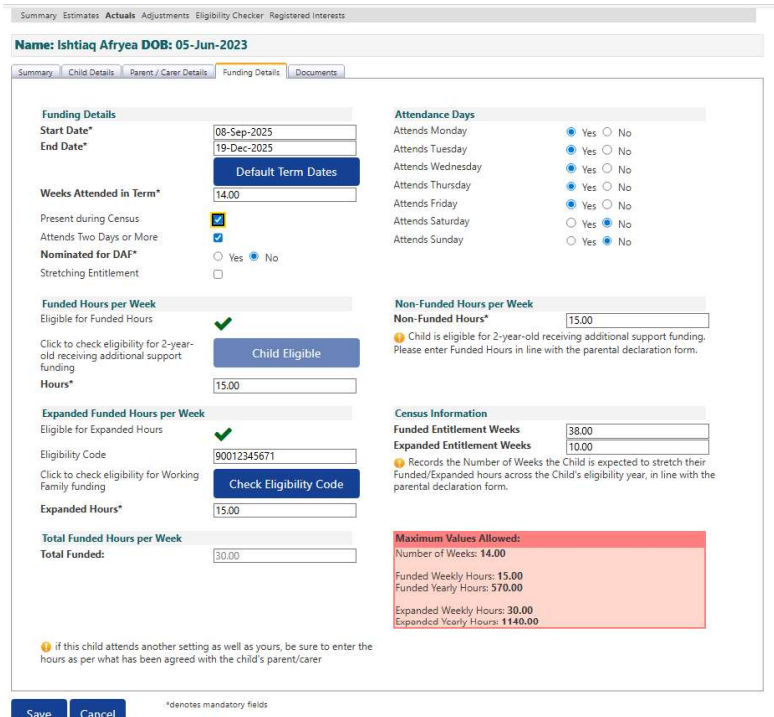
- For families receiving additional support
- Maximum 15 hours per week
- Requires EY eligibility (voucher, LAC status, EHCP, or Discretionary Entitlement)
- Managed by Local Authority in FIS/FSMB modules

Expanded Hours (Working Family Entitlement):

- For eligible working parents
- Maximum 30 hours per week (from September 2025)
- Requires Working Family eligibility code
- Can be checked in Provider Portal

Scenario 1: Funded Hours Only (Disadvantaged)

When to use: Child has EY voucher OR is Looked After OR has EHCP OR meets Discretionary criteria, but parents are not working.



Name: Ishtiaq Afryea **DOB:** 05-Jun-2023

Funding Details

Start Date* 08-Sep-2025
End Date* 19-Dec-2025
Default Term Dates

Weeks Attended in Term* 14.00

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

Funded Hours per Week

Eligible for Funded Hours

Click to check eligibility for 2-year-old receiving additional support funding **Child Eligible**

Hours* 15.00

Non-Funded Hours per Week

Non-Funded Hours* 15.00

Child is eligible for 2-year-old receiving additional support funding. Please enter Funded Hours in line with the parental declaration form.

Expanded Funded Hours per Week

Eligible for Expanded Hours

Eligibility Code 90012345671

Click to check eligibility for Working Family funding **Check Eligibility Code**

Expanded Hours* 15.00

Total Funded Hours per Week

Total Funded: 30.00

Census Information

Funded Entitlement Weeks 38.00
Expanded Entitlement Weeks 10.00

Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: 14.00
Funded Weekly Hours: 15.00
Funded Yearly Hours: 570.00
Expanded Weekly Hours: 30.00
Expanded Yearly Hours: 1140.00

*denotes mandatory fields

Save **Cancel**

Eligibility Indicators:

- Eligible for Funded Hours: Green tick ✓ (child meets Disadvantaged criteria)
- Eligible for Expanded Hours: Red X (no Working Family eligibility)

The "Check Eligibility" Button:

For 2 Year Old Funded hours, the Provider Portal automatically recognises EY eligibility that has been set up by the Local Authority in FIS Core. The button displays the current eligibility status:

- **"Check Eligibility"** (with red X): Child is not currently recognised as eligible
- **"Child Eligible"** (greyed out): Child is already recognised as eligible

Important: EY eligibility is managed through:

- EY voucher codes
- Looked After Child (LAC) status
- EHCP (Education, Health and Care Plan)
- EEF Discretionary Entitlement personal indicator

The Provider Portal recognises these eligibility indicators automatically. If a child's eligibility status is unclear, contact your Local Authority.

Hours Entry:

- **Hours:** Enter up to 15 hours per week

- **Non-Funded Hours:** Enter any additional non-funded hours (enter 0 if none)
- **Expanded Hours:** Leave at 0 (no Working Family eligibility)
- **Funded Entitlement Weeks:** Enter the number of weeks the child will stretch their funded hours (38 for term-time, up to 52 for stretched)
- **Expanded Entitlement Weeks:** Enter 0 or leave blank

What Happens When System Parameter is Enabled:

If your Local Authority has enabled the "2 Year Old Child must have EY Eligibility to claim non-zero Funded Hours" parameter, attempting to enter Funded hours without eligibility will produce an **ERROR** message that prevents saving.



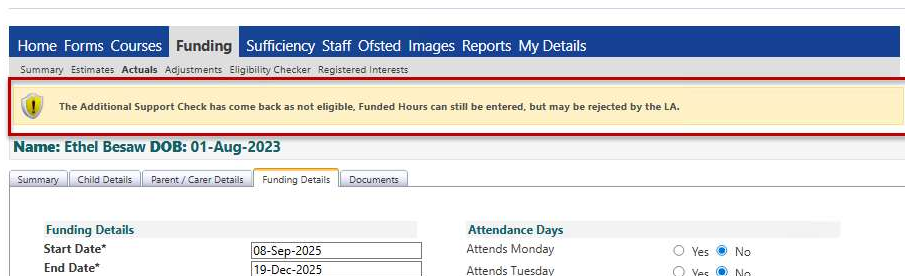
The error states: "Funded Hours cannot be entered as the child is not eligible for Funding (Funding Details Tab)"

You must either:

- Contact the LA to verify eligibility
- Wait for the LA to process the child's eligibility
- Only claim Expanded hours if the child is eligible for Working Family

What Happens When System Parameter is Disabled:

If the parameter is disabled, attempting to enter Funded hours without eligibility will produce a **WARNING** message but allows you to save.



The yellow warning states: "The Additional Support Check has come back as not eligible. Funded Hours can still be entered, but may be rejected by the LA."

You can proceed with entering hours, but the claim may be rejected during LA review.

Scenario 2: Expanded Hours Only (Working Family)

When to use: Parents are working and have a valid eligibility code, but child does not meet Disadvantaged criteria.

Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

Name: **Becky Christianne** DOB: **03-Jan-2024**

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

Funding Details

Start Date* 05-Jan-2026
End Date* 27-Mar-2026
[Default Term Dates](#)

Weeks Attended in Term* 11.00

Present during Census
Attends Two Days or More
Nominated for DAF* Yes No

Funded Hours per Week

Eligible for Funded Hours ✗

Click to check eligibility for 2-year-old receiving additional support funding [Check Eligibility](#)

Hours* 0.00

Expanded Funded Hours per Week

Eligible for Expanded Hours ✔

Eligibility Code 90012345671
Click to check eligibility for Working Family funding [Check Eligibility Code](#)

Expanded Hours* 30.00

Total Funded Hours per Week

Total Funded: 30.00

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* 5.00

! An Eligibility Check for 2-year-old receiving additional support funding should be carried out if claiming Funded Hours. If the Eligibility check returns as not being eligible hours can still be entered, but may be rejected by the LA.

Census Information

Funded Entitlement Weeks 38.00
Expanded Entitlement Weeks 12.00

! Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: 11.00
Funded Weekly Hours: 15.00
Funded Yearly Hours: 570.00
Expanded Weekly Hours: 30.00
Expanded Yearly Hours: 1140.00

! 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

Or for Spring 2026:

Organisation: **Happy Go Lucky**
Provider: Happy Go Lucky Nursery (Day Nursery)

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Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

Name: **Amelia Potter** DOB: **02-Mar-2024**

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

Funding Details

Start Date* 05-Jan-2026
End Date* 27-Mar-2026
[Default Term Dates](#)

Weeks Attended in Term* 10.00

Present during Census
Attends Two Days or More
Nominated for DAF* Yes No
Stretching Entitlement

Expanded Funded Hours per Week

Eligible for Expanded Hours ✔

Eligibility Code 90012345671
Click to check eligibility for Working Family funding [Check Eligibility Code](#)

Expanded Hours* 15.00

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* 15.00

Census Information

Expanded Entitlement Weeks 38.00

! Records the Number of Weeks the Child is expected to stretch their Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: 11.00
Expanded Weekly Hours: 30.00
Expanded Yearly Hours: 1140.00

! 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

[Save](#) [Cancel](#) *denotes mandatory fields

Eligibility Indicators:

- **Eligible for Funded Hours:** Red X (does not meet Disadvantaged criteria)
- **Eligible for Expanded Hours:** Green tick ✓ (has valid Working Family code)

Performing Working Family Eligibility Check:

If the Working Family eligibility code has not yet been checked:

- Enter the **Eligibility Code** in the Eligibility Code field.
- Click the **Check Eligibility Code** button.

The eligibility check will be carried out. If successful, the eligibility code validity dates will be confirmed and the green tick will appear next to "Eligible for Expanded Hours".

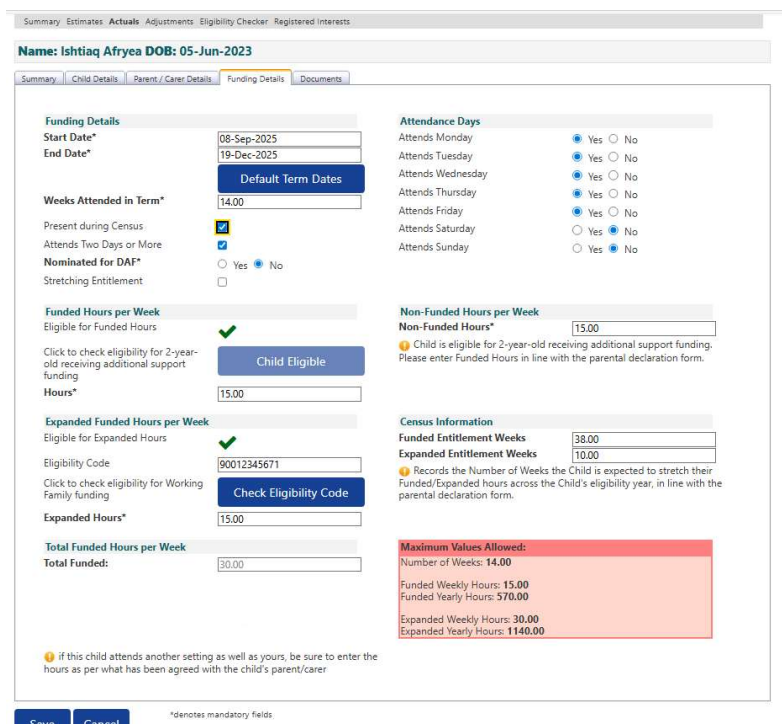
Note: Consent for Working Family must have been given on the Parent/Carer Details tab before the check can be performed.

Hours Entry:

- **Funded Hours:** Leave at 0 (no Disadvantaged eligibility)
- **Non-Funded Hours:** Enter any additional non-funded hours (enter 0 if none)
- **Expanded Hours:** Enter up to 30 hours per week
- **Funded Entitlement Weeks:** Enter 0 or leave blank
- **Expanded Entitlement Weeks:** Enter the number of weeks the child will stretch their expanded hours (38 for term-time, up to 52 for stretched)

Scenario 3: Both Entitlements (Funded First Rule)

When to use: Child meets Disadvantaged criteria AND parents are working with valid eligibility code.



Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Name: Ishtiaq Afryea DOB: 05-Jun-2023

Summary Child Details Parent / Carer Details Funding Details Documents

Funding Details

Start Date* 08-Sep-2025
End Date* 19-Dec-2025
Default Term Dates

Weeks Attended in Term* 14.00

Present during Census
Attends Two Days or More
Nominated for DAF* Yes No
Stretching Entitlement

Funded Hours per Week

Eligible for Funded Hours
Click to check eligibility for 2-year-old receiving additional support funding
Hours* 15.00

Expanded Funded Hours per Week

Eligible for Expanded Hours
Eligibility Code 90012345671
Click to check eligibility for Working Family funding
Expanded Hours* 15.00

Total Funded Hours per Week

Total Funded: 30.00

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* 15.00
Child is eligible for 2-year-old receiving additional support funding. Please enter Funded Hours in line with the parental declaration form.

Census Information

Funded Entitlement Weeks 38.00
Expanded Entitlement Weeks 10.00
Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: 14.00
Funded Weekly Hours: 15.00
Funded Yearly Hours: 570.00
Expanded Weekly Hours: 30.00
Expanded Yearly Hours: 1140.00

*denotes mandatory fields

Eligibility Indicators:

- **Eligible for Funded Hours:** Green tick ✓ (child meets Disadvantaged criteria)
- **Eligible for Expanded Hours:** Green tick ✓ (has valid Working Family code)

Government Guidance Requirement:

When a child is eligible for both entitlements, government guidance requires that you claim:

- **15 hours Funded** (Disadvantaged entitlement) first
- **Plus 15 hours Expanded** (Working Family entitlement) to reach 30 hours total

This protects continuity of provision for disadvantaged children if parental circumstances change.

Hours Entry:

- **Funded Hours:** Enter 15 hours
- **Non-Funded Hours:** Enter any additional non-funded hours (enter 0 if none)
- **Expanded Hours:** Enter up to 15 hours (to reach 30 hours maximum)
- **Funded Entitlement Weeks:** Enter the number of weeks for Funded hours
- **Expanded Entitlement Weeks:** Enter the number of weeks for Expanded hours

Total Weekly Funded Hours: Automatically calculates (Funded + Expanded).

Maximum Values Allowed

The Maximum Values Allowed box (displayed in red) shows the validation limits for the child based on:

- Number of weeks in term
- Whether child attends 2 days or more
- Whether child is stretching entitlement
- Which entitlements the child is eligible for

Example Maximum Values (2 Year Old, Term-time, 2+ days):

- Number of Weeks: 14.00
- Funded Weekly Hours: 15.00
- Funded Yearly Hours: 570.00
- Expanded Weekly Hours: 30.00
- Expanded Yearly Hours: 1140.00

If you exceed these limits, validation errors will prevent you from saving the record.

Census Information

You must record the number of weeks the child is expected to stretch their entitlement across the eligibility year, in line with the parental declaration form.

- **Funded Entitlement Weeks:** Number of weeks for Funded hours (0.0 to 52.0, to nearest 0.5 week)

- **Expanded Entitlement Weeks:** Number of weeks for Expanded hours (0.0 to 52.0, to nearest 0.5 week)

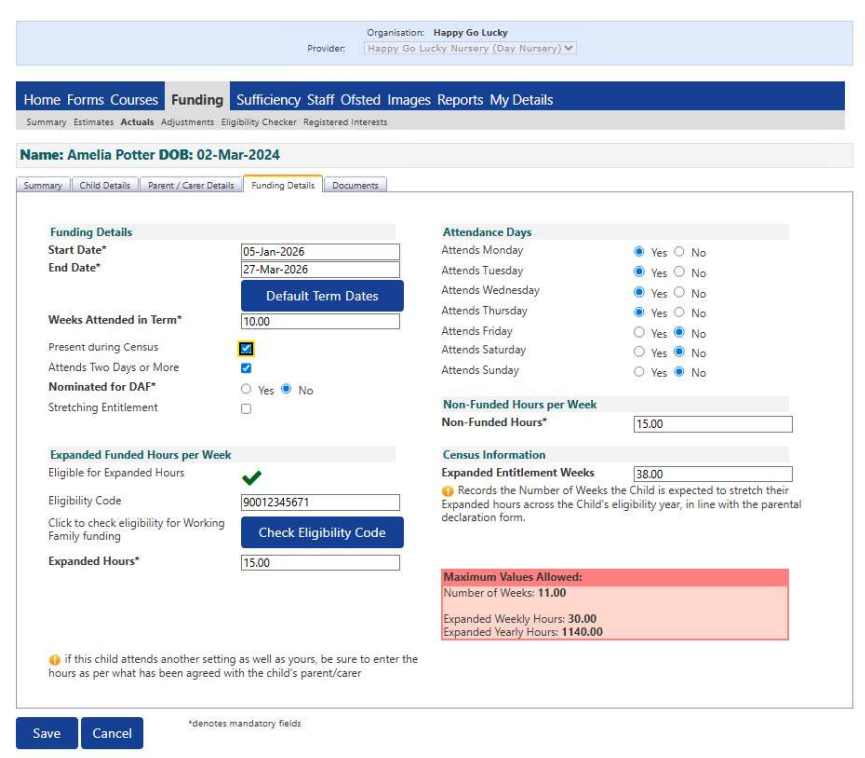
Guidance:

- **Term-time only:** Enter 38 weeks (or the number of weeks you're open in term-time)
- **Stretched offers:** Enter the actual number of weeks agreed with the parent

For detailed information about census requirements, see the EY Termly Census User Guide.

10.4.2 9 Month - 2 Year Old Funding

9 Month - 2 Year Old funding only provides Expanded hours (Working Family entitlement). The workflow is simpler as only one entitlement type is available.



Organisation: **Happy Go Lucky**
 Provider: Happy Go Lucky Nursery (Day Nursery)

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Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

Name: Amelia Potter DOB: 02-Mar-2024

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

Funding Details

Start Date* 05-Jan-2026
 End Date* 27-Mar-2026
 Default Term Dates

Weeks Attended in Term* 10.00

Present during Census
 Attends Two Days or More
 Nominated for DAF* Yes No
 Stretching Entitlement

Expanded Funded Hours per Week

Eligible for Expanded Hours
 Eligibility Code 90012345671
 Click to check eligibility for Working Family funding [Check Eligibility Code](#)
 Expanded Hours* 15.00

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* 15.00

Census Information

Expanded Entitlement Weeks 38.00
 Records the Number of Weeks the Child is expected to stretch their Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: 11.00
 Expanded Weekly Hours: 30.00
 Expanded Yearly Hours: 1140.00

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

Save Cancel *denotes mandatory fields

Key Differences:

- **No Funded Hours section** - only Expanded hours are available
- Green tick next to "Eligible for Expanded Hours" indicates Working Family eligibility
- Only **Expanded Entitlement Weeks** needs to be entered in Census Information

Hours Entry:

- **Non-Funded Hours:** Enter any additional non-funded hours (enter 0 if none)
- **Expanded Hours:** Enter up to 30 hours per week
- **Expanded Entitlement Weeks:** Enter the number of weeks (38 for term-time, up to 52 for stretched)

Maximum Values Allowed:

- Expanded Weekly Hours: 30.00
- Expanded Yearly Hours: 1140.00

10.4.3 3/4 Year Old Funding

3/4 Year Old funding provides Universal entitlement (15 hours for all children) plus Extended hours for working parents.

Workflow:

The process is similar to 2 Year Old funding, but with different field labels:

- **Funded Hours** = Universal entitlement (automatic for all 3 and 4 year olds)
- **Extended Hours** = Working Family entitlement (requires eligibility code)

Hours Entry:

- **Funded Hours:** Enter up to 15 hours per week (Universal)
- **Extended Hours:** Enter up to 15 hours per week (if eligible for Working Family)
- **Non-Funded Hours:** Enter any additional non-funded hours

Maximum Values Allowed:

- Funded Weekly Hours: 15.00
- Funded Yearly Hours: 570.00
- Extended Weekly Hours: 15.00
- Extended Yearly Hours: 570.00

Census Information:

- **Funded Entitlement Weeks:** Enter weeks for Funded hours
- **Extended Entitlement Weeks:** Enter weeks for Extended hours (if applicable)

10.5 Working Family Eligibility Checking

For Expanded hours (2 Year Old and 9 Month - 2 Year Old) or Extended hours (3/4 Year Old), you must perform a Working Family eligibility check to validate the eligibility code.

Prerequisites:

- Parent/carer surname and NI number must be entered
- Consent for Working Family checkbox must be selected
- Valid eligibility code from parent

To perform the check:

On the **Funding Details** tab:

- Enter the **Eligibility Code** provided by the parent.
- Click the **Check Eligibility Code** button.

The system contacts the eligibility checking service and validates the code. If successful:

- The eligibility code validity dates are confirmed
- The green tick appears next to "Eligible for Expanded/Extended Hours"
- You can enter Expanded/Extended hours

If the check is unsuccessful:

- The code may be invalid or expired
- The code may not cover the term dates
- Contact the parent to verify the code or request they obtain a new code

Note: If the eligibility checker is unavailable at the time of checking, you can still submit the claim. The Local Authority will perform the check during import and may contact you if issues are found.

Grace Period:

Children whose eligibility codes have expired may still be eligible during a grace period. This appears in the Eligibility Status column in the Actuals grid and allows continuity of provision while parents update their circumstances.

10.6 Validation and Saving Records

Before saving:

Ensure all mandatory fields are completed:

- Child details
- Parent/carer details (if performing eligibility checks)
- Funding attendance dates
- Hours entered (as applicable based on eligibility)
- Census Information (Entitlement Weeks)

Validation Checks:

The system validates your entries against:

- Maximum weekly and yearly hours limits
- Eligibility requirements
- Census data requirements (during census periods)

- Mandatory field completion

Common Validation Errors:

"Funded Hours cannot be entered as the child is not eligible for Funding"

- The child does not have EY eligibility
- Contact your LA for guidance

"Hours exceed maximum allowed"

- Reduce hours to within the limits shown in Maximum Values Allowed box
- Remember limits apply across ALL providers the child attends

Saving the Record:

- Click Save.

If validation is successful:

- The child's details are saved
- You return to the Actuals grid
- The child appears in the list with updated hours and amounts

If validation fails:

- Error messages are displayed
- Correct the errors and save again

Note: Saving the record does not submit it to the Local Authority. You must click **Send Claim** to submit all claims for LA review.

10.7 My Details → Census

The My Details → Census feature enables providers to submit census data directly through the Provider Portal, supporting the Local Authority's statutory duty to return the Early Years Census.

When Required:

During census periods (January for Spring term, May and October from 2026-27 onwards), you **must** complete and save census data before you can submit Actuals.

Access Requirements:

The My Details menu tab is only visible if your Local Authority has granted you "Access My Details" permission. Contact your LA if you need access.

Provider: **Happy Go Lucky Nursery (Day Nursery)**

Home Forms Courses Funding Sufficiency Staff Ofsted Images Reports **My Details**

Census

To support the LA in their statutory duty to return the Early Years Census, please complete the following values. This information will be collected on a termly basis and will only be used to inform the LA and not be made directly available to families. Clicking Save will immediately update your details.

Census for 2025/2026 - Spring

2026/2027
2025/2026

Summer
Submission Period: 01-Apr-2026 to 31-Aug-2026

Spring
Submission Period: 01-Nov-2025 to 31-Mar-2026

Autumn
Submission Period: 01-Sep-2025 to 31-Dec-2025

Child Statistics

Number of under 1 year olds (0-15)*	<input type="text" value="3"/>
Number of 1 year olds (0-50)*	<input type="text" value="6"/>
Number of 2 year olds (0-50)*	<input type="text" value="12"/>
Number of 3 year olds (0-55)*	<input type="text" value="12"/>
Number of 4 year olds (0-30)*	<input type="text" value="12"/>

Establishment Characteristics

Work in partnership with a maintained school?* Yes No

Work in partnership with a PVI provider?* Yes No

Open 24 hours per day 7 days per week?* Yes No

Number of weeks per year that the early years setting is open (1.0-52.0)*

Staff Information

Total staff at provider who work with children aged under 5 (at least 1)*	<input type="text" value="14"/>
Number of staff with a full and relevant early years level 2 qualification*	<input type="text" value="2"/>
Number of staff with a full and relevant early years level 3 qualification and not in a managerial role*	<input type="text" value="2"/>
Number of staff with a full and relevant early years level 3 qualification and in a managerial role*	<input type="text" value="1"/>
Number of staff with qualified teacher status*	<input type="text" value="3"/>
Number of staff with early years professional status*	<input type="text" value="3"/>
Number of staff with early years teacher status*	<input type="text" value="2"/>

Last Save Date 17-Nov-2025 11:34:29

Save Cancel

To enter census data:

- Click the **My Details** tab in the navigation bar.
- Select the **Year/Term** from the list on the left (the current census term is highlighted).

The census data entry form is displayed, organised into three sections:

Child Statistics:

- Number of under 1 year olds (0-15)
- Number of 1 year olds (0-50)
- Number of 2 year olds (0-50)
- Number of 3 year olds (0-55)
- Number of 4 year olds (0-30)

Establishment Characteristics:

- Work in partnership with a maintained school? (Yes/No)
- Work in partnership with a PVI provider? (Yes/No)

- Open 24 hours per day 7 days per week? (Yes/No)
- Number of weeks per year that the early years setting is open (1.0-52.0)

Staff Information:

- Total staff at provider who work with children aged under 5 (at least 1)
- Number of staff with a full and relevant early years level 2 qualification
- Number of staff with a full and relevant early years level 3 qualification and not in a managerial role
- Number of staff with a full and relevant early years level 3 qualification and in a managerial role
- Number of staff with qualified teacher status
- Number of staff with early years professional status
- Number of staff with early years teacher status

Note: Field availability and mandatory status may vary by term and Local Authority configuration.

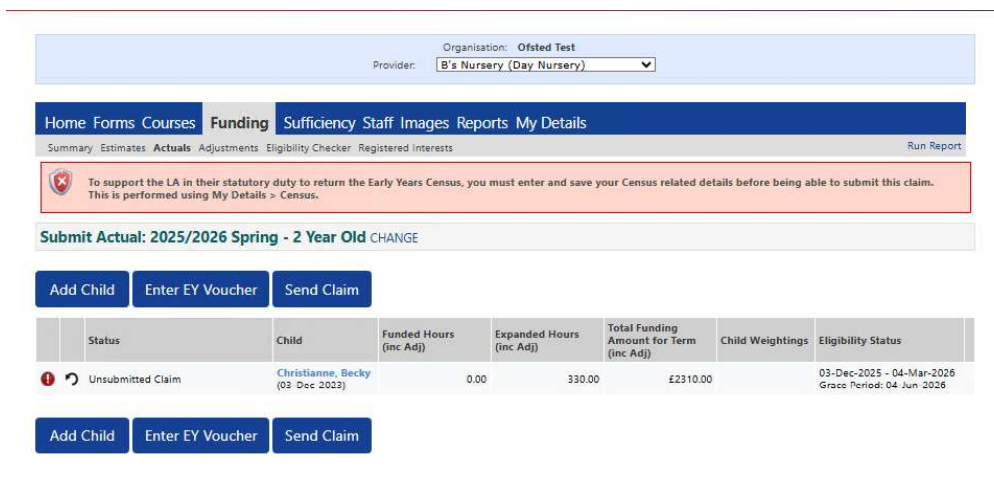
Saving Census Data:

- Complete all mandatory fields.
- Click **Save**.

The **Last Save Date** timestamp updates to show when the data was last saved. This data is immediately visible to Local Authority staff.

Census Data and Actuals Submission:

During census periods, attempting to submit Actuals without completing census data will display a validation message:



The screenshot shows a web interface for 'Ofsted Test' with 'B's Nursery (Day Nursery)' as the provider. A navigation bar includes 'Home', 'Forms', 'Courses', 'Funding', 'Sufficiency', 'Staff', 'Images', 'Reports', and 'My Details'. A red warning banner states: "To support the LA in their statutory duty to return the Early Years Census, you must enter and save your Census related details before being able to submit this claim. This is performed using My Details > Census." Below this is a 'Submit Actual: 2025/2026 Spring - 2 Year Old' section with 'Add Child', 'Enter EY Voucher', and 'Send Claim' buttons. A table displays the following data:

Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
Unsubmitted Claim	Christianne, Beckly (02 Dec 2023)	0.00	330.00	£2310.00		03-Dec-2025 - 04-Mar-2026 Grace Period: 04 Jun 2026

Below the table are 'Add Child', 'Enter EY Voucher', and 'Send Claim' buttons.

"To support the LA in their statutory duty to return the Early Years Census, you must enter and save your Census related details before being able to submit this claim. This is performed using My Details → Census."

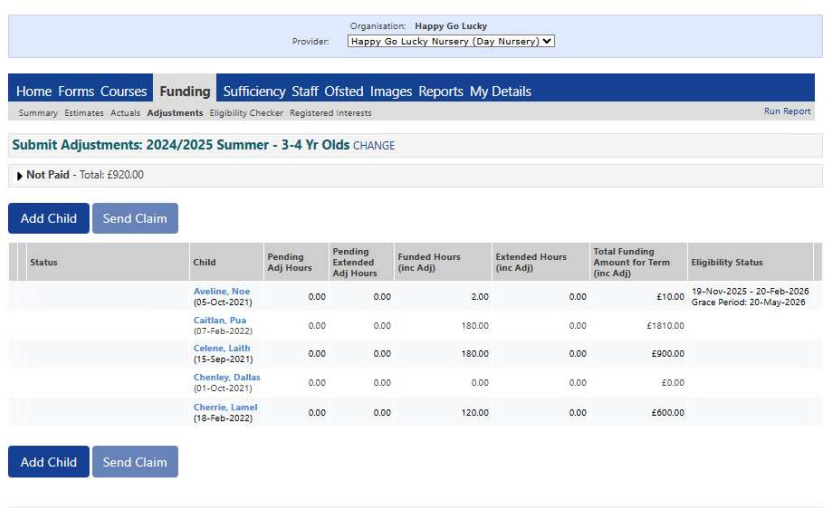
- Complete and save your census data, then return to submit your Actuals.

10.8 Adjustments

Once the Actuals submission date has passed, the Actuals screen for that term becomes read-only and shows a summary of submitted claims. Individual child records can still be viewed, but no amendments can be made to Actuals.

When to use Adjustments:

- A child's hours need to be increased or decreased after Actuals submission
- A child started after the Actuals submission deadline
- A child's circumstances changed after submission



Organisation: **Happy Go Lucky**
 Provider: **Happy Go Lucky Nursery (Day Nursery)**

Home Forms Courses **Funding** Sufficiency Staff Ofsted Images Reports My Details

Summary Estimates Actuals **Adjustments** Eligibility Checker Registered Interests Run Report

Submit Adjustments: 2024/2025 Summer - 3-4 Yr Olds CHANGE

▶ Not Paid - Total: £920.00

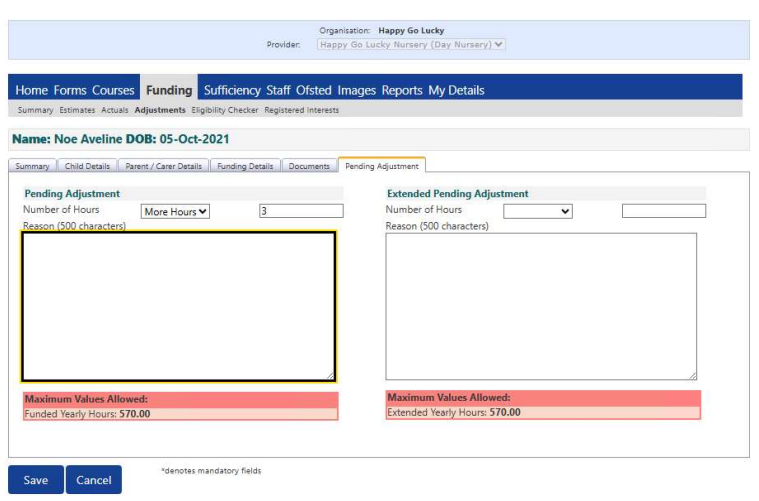
Add Child **Send Claim**

Status	Child	Pending Adj Hours	Pending Extended Adj Hours	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	Aveline, Noe (05-Oct-2021)	0.00	0.00	2.00	0.00	£10.00	19-Nov-2025 - 20-Feb-2026 Grace Period: 20-May-2026
	Caifan, Pua (07-Feb-2022)	0.00	0.00	180.00	0.00	£1810.00	
	Celene, Laith (15-Sep-2021)	0.00	0.00	180.00	0.00	£900.00	
	Chentley, Dallas (01-Oct-2021)	0.00	0.00	0.00	0.00	£0.00	
	Cherrie, Laimel (18-Feb-2022)	0.00	0.00	120.00	0.00	£600.00	

Add Child **Send Claim**

To add an adjustment:

- Select the **Adjustments** tab.
- Click the child's name to open their record, OR
- Click **Add Child** to add a new child who started after the Actuals deadline.



Organisation: **Happy Go Lucky**
 Provider: **Happy Go Lucky Nursery (Day Nursery)**

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Summary Estimates Actuals **Adjustments** Eligibility Checker Registered Interests

Name: Noe Aveline DOB: 05-Oct-2021

Summary Child Details Parent / Carer Details **Funding Details** Documents Pending Adjustment

Pending Adjustment

Number of Hours **More Hours** ▼

Reason (500 characters)

Extended Pending Adjustment

Number of Hours

Reason (500 characters)

Maximum Values Allowed:
 Funded Yearly Hours: 570.00

Maximum Values Allowed:
 Extended Yearly Hours: 570.00

Save **Cancel** *denotes mandatory fields

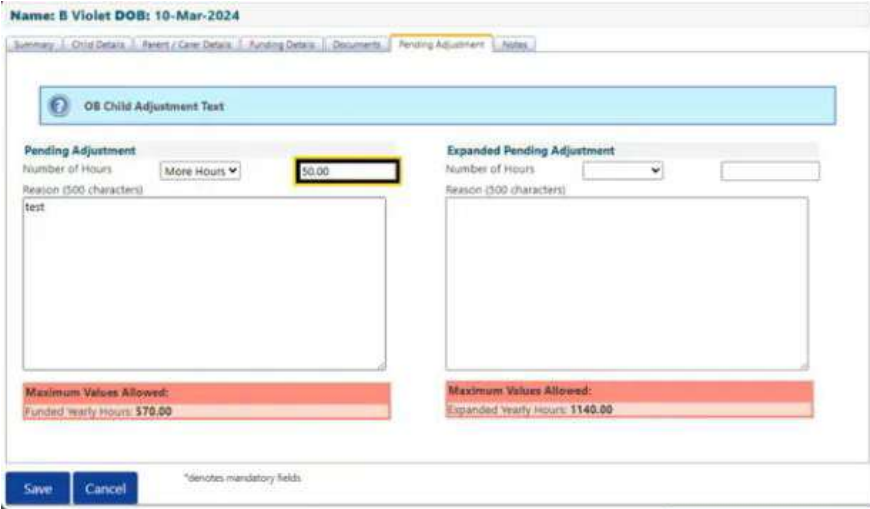
The **Pending Adjustment** tab is displayed (or **Pending Adjustment** and **Extended/Expanded Pending Adjustment** sections depending on funding type).

For 3/4 Year Old Funding:

The form shows two sections:

- **Pending Adjustment:** For Universal (Funded) hours adjustments
- **Extended Pending Adjustment:** For Extended hours adjustments

For 2 Year Old Funding:



The screenshot shows a web form titled "OB Child Adjustment Test" for a child named "B Violet" with a date of birth of "10-Mar-2024". The form has several tabs: Summary, Child Details, Refers / Care Details, Funding Details, Documents, Pending Adjustment (selected), and Notes. The "Pending Adjustment" section includes a "Number of Hours" dropdown menu set to "More Hours" and a text input field containing "50.00". Below this is a "Reason (500 characters)" text area containing the word "test". The "Expanded Pending Adjustment" section includes a "Number of Hours" dropdown menu and an empty "Reason (500 characters)" text area. At the bottom of each section, there are red boxes indicating "Maximum Values Allowed": "Funded Yearly Hours: 570.00" for the Pending Adjustment and "Expanded Yearly Hours: 1140.00" for the Expanded Pending Adjustment. The form also has "Save" and "Cancel" buttons and a note: "*denotes mandatory fields".

The form shows two sections:

- **Pending Adjustment:** For Funded hours adjustments
- **Expanded Pending Adjustment:** For Expanded hours adjustments

For 9 Month - 2 Year Old Funding:

The form shows one section:

- **Expanded Pending Adjustment:** For Expanded hours adjustments only

Entering the Adjustment:

For each section where adjustment is needed:

- **Number of Hours:** Select from dropdown:
 - **More Hours:** Add a positive adjustment
 - **Less Hours:** Add a negative adjustment
- Enter the number of hours (numbers only, no + or - required)
- **Reason** (500 characters): Enter the reason for the adjustment