



Hackney's Provider Portal

Guidance for schools and maintained nurseries on submitting data on 2, 3 and 4 year olds entitled to Free Entitlement Funding

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Version history

Version 1: 17/05/21

Version 2: 07/06/21 (Section 1.3 updated)

Section 1: General Guidance

1.1 Key Contacts / support

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Access to AnyComms	MISA team	servicedesk@hackney.gov.uk

1.2 Who is this guidance for?

The Hackney Provider Portal is used by all schools, maintained nurseries, private voluntary and independent schools and nurseries, children’s centres and childminders that provide free entitlement education for 2, 3 and 4 year olds.

Maintained schools and maintained nurseries (who also complete the statutory school census) use the Hackney Provider Portal in a different way to private voluntary and independent schools and nurseries, children’s centres and childminders (who do not complete the school census, but do use the Hackney Provider Portal to submit termly ‘estimates’, ‘actuals’ and ‘adjustments’, and annual ‘forms’, none of which are required by maintained schools and nurseries). **This guidance is specifically for maintained schools and maintained nurseries only.**

Private voluntary and independent schools and nurseries, children’s centres and childminders should see the following link for guidance:

<https://www.hackneyservicesforschools.co.uk/system/files/extranet/Synergy%20Free%20Entitlement%20Data%20Guide.pdf>

1.3 Early years funding

All children become eligible for early years funding the term after they turn 3: children are entitled to 15 hours of free entitlement funding per week (the ‘**Basic Entitlement**’). Age is the only qualification. The child remains entitled until:

- the term after they turn 5 (when they become of compulsory school age) or
- they start attending a maintained reception class

The provider (in the context of this guidance, the maintained school/academy or maintained nursery) supplies free education for the child for the hours they are entitled to; Hackney Education pay the school/nursery for those hours via Hackney Education’s Schools Finance team.

Some 2-year-olds are eligible for 15 free funded hours, if they meet the criteria set by the Department of Education.

Some 3 and 4-year-olds are eligible for an additional 15 hours a week free entitlement funding because of the parent(s) working status and household income (the ‘**Extended Entitlement**’).

Parents can apply from when their child is 2 years and 36 weeks old.

When Child turns 3	When they can get 30 hours from	Recommended time to apply
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

Parents can apply outside of these recommended dates but they might not receive their code in time. **Parents must have a valid code by the end of the month before a new term starts.**

Parents have to reconfirm their eligibility every 3 months. If parents reconfirm their eligibility outside the code’ grace period, they will have to reapply again for the extended hours entitlement and there is the possibility that their code might not be valid to use within the term.

Further details on the eligibility criteria - and how parent can apply - for all the free childcare entitlement can be found at:

<https://www.gov.uk/30-hours-free-childcare>

<https://education.hackney.gov.uk/content/fifteen-hours-free-childcare-all-3-4-year-olds?guidebook=182>

Some 3 and 4-year-olds are eligible for **Early Years Pupil Premium** because of their parents' universal credit status, or because the child requires additional support because of their SEND or Looked After status. Some 3 and 4-year-old children are eligible for a payment **Disability Access Fund** to help support their learning.

1.4 What is the Hackney Provider Portal and what is it used for

The Hackney Provider Portal allows schools and nurseries to securely check, validate and submit funding information relating to extended hours (30 hours) eligibility for three and four year olds, free entitlement for two year olds (for those schools that have funded two year olds) and the Early Years Pupil Premium.

The Hackney Provider Portal will open to schools for a designated period each term around the school census period. This 'window' will allow schools to update information on children attending the nursery provision on school census enumeration day, which can then be used to validate and confirm that term's school census return, which is subsequently used for early years funding for schools/nurseries. As a result, Hackney Education can ensure schools and nurseries are funded fully and accurately, and schools will be able to check and monitor eligibility more efficiently using the Hackney Provider Portal.

The Hackney Provider Portal remains open continuously for schools to conduct 'ad hoc' checks on eligibility, usually in advance of offering a place to a child or to check continuity of eligibility/grace periods, but will only be open for data submission in specific periods. Ad hoc checks on eligibility using the 'Eligibility checker' are not retained in the system routinely, so this does not constitute a data submission for this child.

1.5 The Hackney Provider Portal and the school census

As stated in 1.4, data submitted via the Hackney Provider Portal will be used to check and validate school census data returns by Hackney Education. Data submitted via the Hackney Provider Portal does not replace any data submitted via the school census; the school census requirements are unchanged, and schools and nurseries should continue to submit all data in accordance with the statutory school census requirements.

1.6 What data needs to be submitted by schools/nurseries via Hackney Provider Portal

On a termly basis, the 'window' in the Hackney Portal will open for a designated period, and data on the following children needs to be submitted using the Hackney Provider Portal. **The data should relate to all children meeting the criteria below on roll on census day of that term:**

- Two year olds eligible and claiming (up to) 15 hours free entitlement funding
- Three and four year olds eligible and claiming (up to) 15 hours extended entitlement funding
- Three and four year olds who, with permission, the school wishes to conduct an Early Years Pupil Premium eligibility check on

Schools and nurseries will receive notification each term of when the Hackney Provider Portal is open and data on the children meeting the above criteria can be entered. Data from the previous term will be visible, so schools and nurseries will have to confirm children are still on roll, amend to reflect any change in circumstances or attendance, remove any children that have left and add any new starters meeting the above criteria. When the 'window' in the Hackney Provider Portal is closed, schools will not be able to update/submit data, but will still be able to do ad hoc eligibility checks.

Data on the following children does not need to be submitted via the Hackney Provider Portal:

- Two year olds attending the school/nursery who are not eligible for and claiming free entitlement funding
- Three and four year olds eligible for the basic **15 hours entitlement only** and who the school/nursery does not wish to conduct an Early Years Pupil Premium eligibility check on (these children will still be funded for their basic entitlement, but as age is the only criteria for this funding, these children are submitted and funded via the school census and require no eligibility validation using the Hackney Provider Portal)

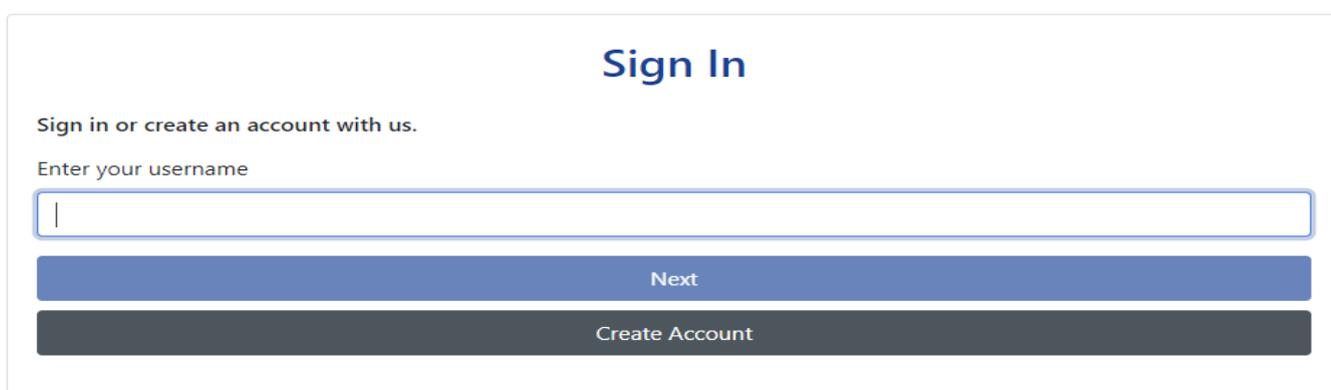
Section 2: Introduction to the Hackney Provider Portal

2.1 Accessing the Hackney Provider Portal

To log in, open up browser window and type the following in the address bar to take you to the Hackney Provider Portal:

<https://portal.learningtrust.co.uk/Synergy/Login.aspx?ReturnUrl=https%3A%2F%2Fportal.learningtrust.co.uk%2FSynergy%2FProviders%2F>

Before you log in, it is a good idea to save this page to your favourite sites, so go to “Favourites” on the top menu of Internet Explorer for example, and select “Add to Favourites”. The next time you want to log in, open your browser and select Hackney Provider Portal without having to type the whole address in again. The login screen will simply ask you to enter your user name and password. When you open the link, please enter your “User Name” as shown below. Click on Next.



The screenshot shows a login page titled "Sign In". Below the title is the instruction "Sign in or create an account with us." followed by the prompt "Enter your username". There is a text input field with a vertical cursor. Below the input field are two buttons: a blue "Next" button and a dark grey "Create Account" button.

Enter your ‘Password’ as shown below. Click ‘Sign In’.



The screenshot shows a login page titled "Sign in". Below the title is the prompt "Enter your password". There is a text input field with a vertical cursor. Below the input field are three buttons: a light blue "Change User" button, a dark grey "Forgot Password" button, and a blue "Sign In" button.

If you cannot remember your password, you can reset this by clicking on the ‘Forgot Password’ tab. Please follow the instructions and you will receive an email with instructions as to how to reset your password. If you have locked your ‘password’, please email Chris Marriott or Jodie Busby via email jodie.busby@hackney.gov.uk, christopher.marriott@hackney.gov.uk and they will reset this for you.

2.2 Navigating through the portal

2.2.1 Home Screen

Once you have logged in, the 'Home Screen' will be displayed. In the top right-hand corner, you will see a blue button (1). If you click on the button, it will give you two options:

- "Account Management" if you wish to change the password;
- "Sign Out"

You will see three tabs towards the top left of the screen: 'Home', 'Forms' and 'Funding' and a notification box below.

Please ignore the "Forms" tabs as this tab is not relevant to schools and maintained nurseries. .

The 'Notifications' box(2) shows various notifications and messages from time to time, potentially including information about unsubmitted pupils records or 30 hours entitlement grace period running out. As a default you will see dates for the 'estimates', 'actuals' and 'adjustment' periods used by private, voluntary and independent nurseries. As outlined in section 1.2, schools and maintained nurseries do not need to submit data in the same way as private, voluntary and independent nurseries, therefore the 'estimates' and 'adjustments' information and tabs can be ignored.

The dates listed here for 'Actuals' reflect the period the Hackney Provider Portal is open for maintained schools and nurseries to submit the data outlined in section 1.6; this is the date period the 'window' is open in the Hackney Provider Portal for schools to submit their data.

Organisation: Noelia's Nursery
Provider: Noelia's Nursery (LA Day Nursery)

Home Forms Funding

Welcome to HackneyProvider Portal

Please make a selection from the above menu to proceed
For Funding Submissions,the portal window will be open for the following dates:

Spring Term
Estimates
01/01/2021-28/02/2021
Actuals
08/02/2021-31/03/2021
Adjustments
08/02/2021-31/03/2021

Notifications

These records have been edited but not yet claimed.

There are unsubmitted child funding records for Provider: Noelia's Nursery - Local Authority Day Nursery

21-22 Summer Term - 2 Year Old Funding (1 unsubmitted)

2.2.2 Funding Screen

If you click on the funding tab, you will see a range of sub-tabs. Again, please ignore the 'Estimates' and 'Adjustments' and 'Registered Interests' tabs as those tabs are not relevant to schools and maintained nurseries.

The 'Actuals' tab will be needed to submit data on two, three and four year olds; the 'Eligibility Checker' tab allows you to conduct an ad hoc 30 hours eligibility check at any point. These are the two areas schools and maintained nurseries need to access.

Organisation: **Noelia's Nursery**
Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms Funding

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

Summary Head Count Records for 21-22 - Summer Term

21-22
Summer Term

Funding Type
2 Year Old Funding
3 & 4 Year Old

The Hackney Provider Portal splits data submission into: '2 year old funding' and '3 & 4 year old' as the free entitlement funding is different for each age grouping. In order to navigate to the '2 year old funding' and the '3 & 4 year old' areas you will need to.

- Click 'Actuals' tab(1) to navigate into the page
- Click the 'Term' tab(2) to select the correct term
- Click 'Funding Type' tab (3) to select the correct funding age group

Organisation: **Noelia's Nursery**
 Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms **Funding** 1

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

Actuals Head Count Records for 21-22 - Summer Term

21-22

Summer Term

Submission Period:
01-Apr-2021 to 31-May-2021

	Funding Type	Office use only	
		Ready To Process	Processed
2	2 Year Old Funding		
	3 & 4 Year Old		3

Note: at present, the majority of maintained schools in Hackney do not have any two year olds entitled to and claiming free entitlement funding, therefore, for these schools, no data will need to be submitted under the '2 year old funding' section. The Hackney Provider Portal will continue to make both sections available to all schools and nurseries, so schools will always have the option should two year old children with free entitlement funding begin to attend the school.

You can change between between 2 years old Funding and 3 & 4 Year old screen by clicking on the blue 'CHANGE' tab.

Home Forms **Funding**

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

Submit Actual: 21-22 Summer Term - 3 & 4 Year Old CHANGE

Add Child

Send Claim

Section 3 - Submitting new starters & continuing pupils

3.1.1 Two year old funding - how do parents apply

Please note that all new two year old applications must be made by the parents using the **Hackney Parent Portal**. This can be accessed via the Hackney Education website:

<https://education.hackney.gov.uk/free>.

We encourage schools to support parents with this process. Please see the guidance on how to submit an application here:

<https://education.hackney.gov.uk/content/2-year-old-childcare-application-process>

The Synergy Parent Portal will send parents a short email confirming eligibility including a six digit code made up of letters and numbers: schools will need to obtain this from the family in order to add this to the Hackney Provider Portal.

3.1.2 Adding two year olds who are eligible for (up to) 15 hours free entitlement funding to the Hackney Provider Portal

Navigate to the two year old funding area:

- Click 'Actuals' tab(1) to navigate into the page
- Click the 'Term' tab(2) to select the correct term
- Click 'Funding Type' tab(3) and select '2 year old funding'

The screenshot shows the Hackney Provider Portal interface. At the top, it displays 'Organisation: Noelia's Nursery' and 'Provider: Noelia's Nursery (LA Day Nursery)'. Below this is a navigation bar with 'Home' and 'Forms' tabs. The 'Forms' tab is active, and a sub-menu is open showing 'Funding' (1), 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. The 'Actuals' tab is selected, and the page title is 'Actuals Head Count Records for 21-22 - Summer Term'. On the left, there is a '21-22' section with a 'Summer Term' status and a 'Submission Period: 01-Apr-2021 to 31-May-2021'. Below this is a '2' button. In the center, there is a table with columns for 'Funding Type', 'Ready To Process', and 'Processed'. The 'Funding Type' column has two rows: '2 Year Old Funding' (3) and '3 & 4 Year Old'. The '2 Year Old Funding' row has a red exclamation mark icon. On the right, there is a '3' button.

		Office use only	
		Ready To Process	Processed
!	2 Year Old Funding		
	3 & 4 Year Old		

Once you are on the 2 years old screen you will be presented with three tabs: 'Add Child', 'Enter EY Voucher' and 'Send Claim'.

- Click 'Add Child' tab(1) to add a two year old child
- Click the 'Enter EY Voucher' tab(2) to validate a two years old EY voucher and added into pupil's record
- Click 'Send Claim' tab(3) to submit and record a pupil in the system



In order to add a new pupil into the system select 'Add a Child' tab(1).

Four tabs will appear in your screen, 'Child details'(1), 'Parent/Carer Details'(2), 'Funding Details'(3) and 'Notes'(4). 'Parent/carer details' are optional for two year old funding claims so do not need to be completed. The same applies to 'Notes'.

Organisation: **Noelia's Nursery**
 Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms Funding

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

Child Details

Parent / Carer Details

Funding Details

Notes

1

2

3

4

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity*

SEN COP Stage*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save

Cancel

*denotes mandatory fields

Click the ' **Child Details** ' tab(1) to pupil's details

- Please ensure the 'Child's details' are correct
- Ensure the forename and surname are spelt correctly, and match the names held on your school Management Information System. Check the date of birth. Add the gender, ethnicity and SEND status (these fields are mandatory so must be completed). Provide the full address including postcode.
- Mandatory fields are marked by an asterisk (*), including non-funded hours.

Click the ' **Funding Details** ' tab(3) to add pupils funded hours entitlement information. The following screen will show. Mandatory fields are marked by an asterisk (*), including non-funded hours.

Organisation: **Noelia's Nursery**
 Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms
Funding

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Child Details
Parent / Carer Details
Funding Details
Notes

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Universal Funded Hours per Week

Universal Hours*

Please note:
 The Funding Details start and end dates are set for the academic period, as defined by the Department for Education. The start date is the date the Child started in that term. This may not be the first day of term, however, it must be during Headcount Week. Please be aware that if an inputting error is made, the term dates will return to the default, so please ensure these dates are correct before submitting your information.

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/carer

Maximum Values Allowed:

Number of Weeks: **13.00**

Universal Weekly Hours: **10**

Universal Termly Hours: **130**

Universal Yearly Hours: **380**

Save
Cancel
*denotes mandatory fields

- Click on the **‘Default Term Dates’** blue button and the dates for the academic period, as defined by the Department for Education, will populate. If the child started at your school after the default start date, please amend this. The end date does not need to be changed. Please do not type the dates, as this will cause an error.
- **‘Weeks Attended in Term’** should be the same as the maximum value allowed in the red box on the bottom right, so 13 in the case above, unless the start date has been amended as above, in which the weeks will also need to be updated to account for any ‘missed weeks’ at the start of the term. .
- If the child attends your setting for more than 1 day a week, or if they also attend another setting, tick the **‘Attends Two Days or More’** box.
- Tick **‘Present during census’**
- Enter the amount of hours the child is claiming funding at your setting in the **‘Universal Funded Hours per Week’** box. You must always add hours to this box if you are claiming funding. For a two year old, this will be between 0 and 15. If the maximum value in the red box (bottom right) is less than 15, please add this value.
- **‘Attendance days’** can be left blank.
- Complete the **‘Non-Funded Hours’** per week box if there are additional hours the child attends at your setting that the parent pays for. If the parent does not pay for any additional hours, please ignore this field, as zero hours will already be displayed.
- Press the SAVE button.

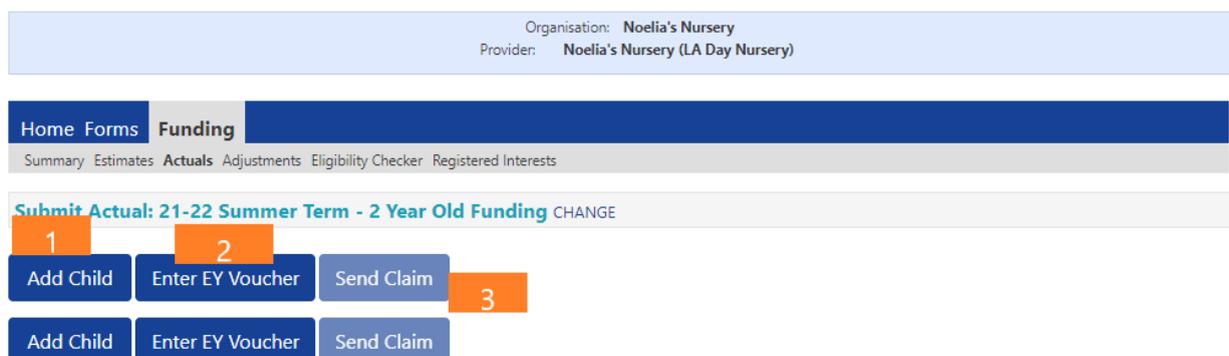
- Select **‘Send Claim’** in the two year old funding area to submit the child to Hackney Education

Please note that depending on the time of the academic term that you record this pupil into the system the ‘Universal Founded Hours per Week’ and the ‘Extended Founded hour’ tabs will reflect

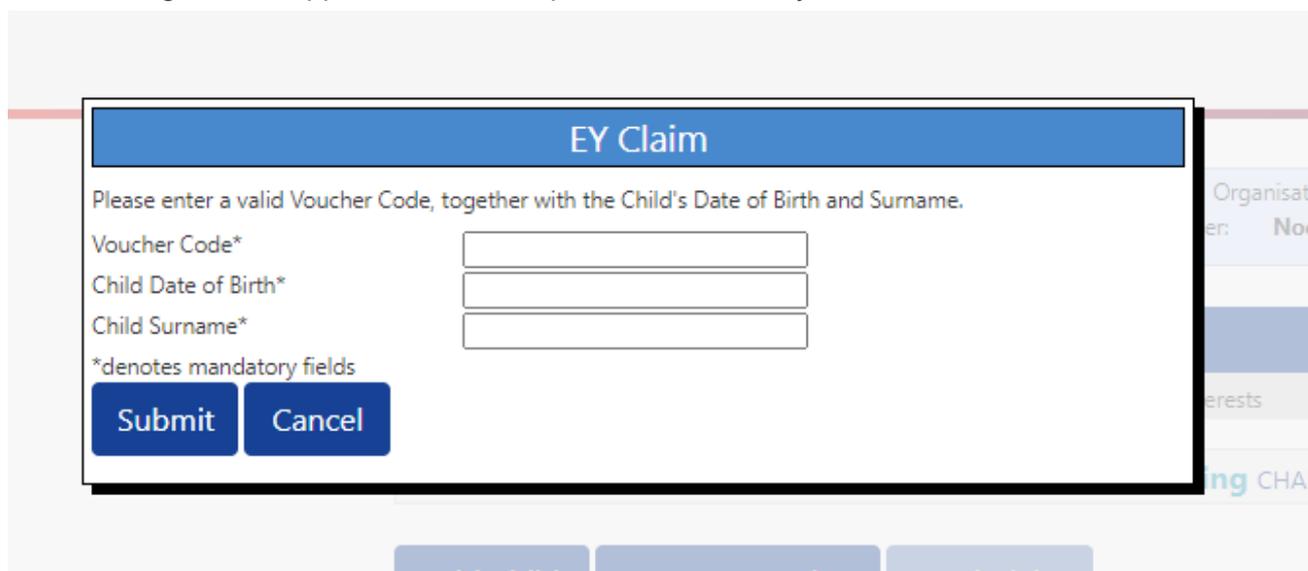
that. The above red box will indicate the maximum values that you are allowed to enter on the 'Universal Founded Hours per Week' and the 'Extended Founded hour' tabs

Select **'Enter EY Voucher'** tab (2) to add the EY voucher code to the pupil's record.

If the pupil had already a valid code. Pupil's details will be populated into the tabs therefore you won't need to add pupil's details.



The following box will appear. Please complete the mandatory fields and submit.



After submitting the EY Claim and if the information is accurate the following screen will appear. All the pupil's details have already been populated by the system . Click the save button if the pupil's details are accurate if not amend accordingly.

Home Forms
Funding

[Summary](#)
[Estimates](#)
Actuals
[Adjustments](#)
[Eligibility Checker](#)
[Registered Interests](#)

Name: Max Maxwell DOB: 01-Jan-2018

Summary

Child Details

Parent / Carer Details

Funding Details

Notes

Term Start Date	01-Apr-2021		
Term End Date	31-Aug-2021	Universal Funding	
No of weeks attended	0.00	Funded Hours Per Week	
		Funded Hours for Term	
▶ Provider Total Rate	£6.48		Funding Amount @ Provider Rate
			Child Weightings
			Universal Funding Amount
		Totals	
		Funded Hours Per Week	
		Funded Hours for Term	
		Total Funding (excl. Adj)	
		Total amount from Adjustments	
		Total amount from Pending Adjustments	
			Total Funding For Term (inc Adj)
			Total Funding For Term (inc Adj)

Save

Cancel

*denotes mandatory fields

If the information is not accurate you won't be able to record the pupil's code. At the bottom of the page, error messages will be displayed.

Home Forms Funding

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

 **Save Record Failed Due To The Errors Listed Below**

Name: Max Maxwell DOB: 01-Jan-2018

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

Child Details

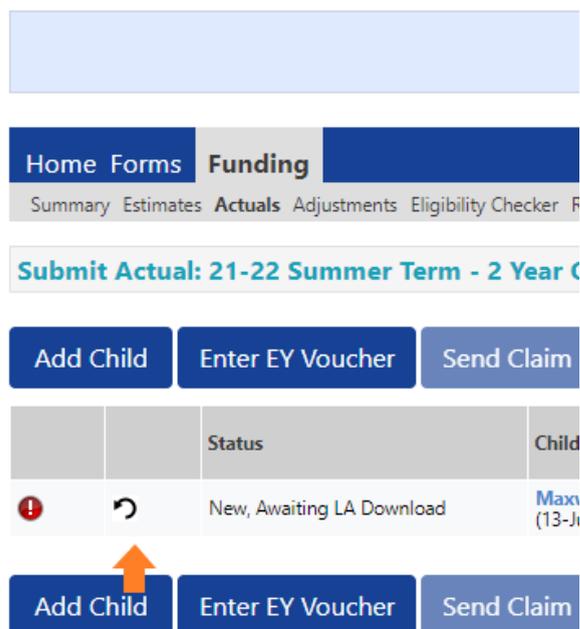
Forename*	Max
Middle Name	
Surname*	Maxwell
DOB*	01-Jan-2019
Proof of DOB	<input checked="" type="checkbox"/>
Gender*	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Preferred Surname	
Ethnicity*	Asian / Black
SEN COP Stage*	No Special Educational r

The following errors need to be fixed before the record can be saved:
DOB entered is outside the range eligible to receive funding (Child Details Tab)

*denotes mandatory fields

3.1.3 Continuing pupils (two year olds)

A list of children claimed by your school last term, that are still in the eligible date of birth range for the new term, will appear under the 'Actuals' tab. You must work through this list before adding any new children to the system (this section has been added after 3.1.1 in this guidance as, for May 2021, there will be no children visible in the system from the previous term).



Please check if any of the children have either left your school, or are no longer claiming the funding with you. If they need to be deleted, click on the black symbol.



The following message will appear. If the child is no longer claiming with you and you meant to delete them, click on the 'Yes' button.

3.2 Three and four year old extended funded hours entitlement (30 hour eligibility)

3.2 Adding new pupils to confirm Extended funded Hours Entitlement

Navigate to the 3 & 4 year old funding area:

- Click 'Actuals' tab to navigate into the page
- Click the 'Term' tab to select the correct term
- Click 'Funding Type' tab and select '3 & 4 year olds'

The screenshot shows the Hackney Provider Portal interface. At the top, it displays 'Organisation: Noelia's Nursery' and 'Provider: Noelia's Nursery (LA Day Nursery)'. Below this is a navigation bar with 'Home', 'Forms', and 'Funding' tabs. The 'Funding' tab is highlighted with an orange box containing the number '1'. Underneath the navigation bar, there are links for 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. The 'Actuals' link is highlighted. Below this is a section titled 'Actuals Head Count Records for 21-22 - Summer Term'. On the left, there is a dropdown menu for '21-22' with 'Summer Term' selected, and a box with the number '2'. To the right is a table with columns for 'Funding Type', 'Office use only', 'Ready To Process', and 'Processed'. The 'Funding Type' column has two rows: '2 Year Old Funding' (with a red warning icon) and '3 & 4 Year Old'. The '3 & 4 Year Old' row is highlighted with an orange box containing the number '3'.

Once you are in the 3 and 4 years old area, two tabs will appear, 'Add Pupils' and 'Send Claim'.

- Select to 'Add Child' tab to add pupils
- Select 'Send Claim' to save the pupils in the system

Note: the 'Eligibility Status' will notify you about pupils' 30 hours entitlement status'

Organisation: **Noelia's Nursery**
 Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms Funding

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

Submit Actual: 21-22 Summer Term - 3 & 4 Year Old CHANGE

Add Child **Send Claim**

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
 	New, Awaiting LA Download	Hurst, Hunter (14-Apr-2017)	100.00	100.00	£960.00		31-Dec-2020 - 21-Mar-2021 Grace Period: 03-Apr-2021

Add Child **Send Claim** 

Once you have clicked on the 'Add Child' tab the following screen will appear. The only tabs that schools will need to complete are 'Child Details'(1), Parent/Carer Details'(2) and 'Funding Details'(3) tabs. 'Notes'(4) tab is optional to complete.

Organisation: **Noelia's Nursery**
 Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms Funding

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

Child Details Parent / Carer Details Funding Details Notes

1 **2** **3** **4**

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity*

SEN COP Stage*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save **Cancel** *denotes mandatory fields

Select the 'Child Details' Tab and complete it accordingly. Please make sure all mandatory fields marked by an asterisk (*) are completed

Organisation: **Noelia's Nursery**
 Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms Funding

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

Child Details Parent / Carer Details **Funding Details** Notes

Child Details		Address	
Forename*	<input type="text"/>	Address Line 1*	<input type="text"/>
Middle Name	<input type="text"/>	Address Line 2	<input type="text"/>
Surname*	<input type="text"/>	Address Line 3	<input type="text"/>
DOB*	<input type="text"/>	Locality	<input type="text"/>
Proof of DOB	<input type="checkbox"/>	Town	<input type="text"/>
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	County	<input type="text"/>
Preferred Surname	<input type="text"/>	Postcode*	<input type="text"/>
Ethnicity*	Information Not Yet Obtainec <input type="button" value="v"/>		
SEN COP Stage*	<Unknown> <input type="button" value="v"/>		

*denotes mandatory fields

Select the '**Parent/Carer Details**' Tab. Completion of this tab is mandatory for children who are eligible for the extended hours. The Parental Declaration form must be completed and signed by the parent before completing this section. Enter the Parent names and National Insurance number. Tick the consent box for checking eligibility for the 30 hours and tick the consent box for checking eligibility or the Early Year Pupil Premium box.

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Child Details **Parent / Carer Details** Funding Details Notes

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

*denotes mandatory fields

Select the **'Funding Details'** Tab and the following screen will show. Mandatory fields are marked by an asterisk (*), including non-funded hours.

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Child Details
Parent / Carer Details
Funding Details
Notes

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/carer

Maximum Values Allowed:

Number of Weeks: **13.00**

Universal Weekly Hours: **10**

Universal Termly Hours: **120**

Universal Yearly Hours: **380**

Extended Weekly Hours: **10**

Extended Termly Hours: **120**

Extended Yearly Hours: **380**

Save
Cancel

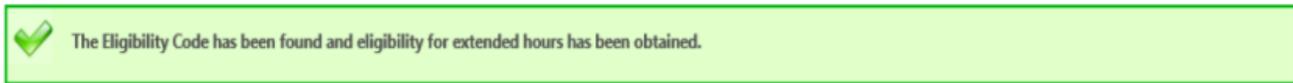
*denotes mandatory fields

- Click on the **'Default Term Dates'** blue button and the dates for the academic period, as defined by the Department for Education, will populate. If the child started at your school after the default start date, please amend this. The end date does not need to be changed. Please do not type the dates, as this will cause an error.
- **'Weeks Attended in Term'** should be the same as the maximum value allowed in the red box on the bottom right, so 13 in the case above, unless the start date has been amended as above, in which the weeks will also need to be updated to account for any 'missed weeks' at the start of the term.
- Please tick the **'Present during Census'** box.
- Please tick the **'Attends Two Days or More'**
- **'Attendance days'** can be left blank.
- Enter the amount of hours the child is claiming funding at your setting in the **'Universal Funded Hours per Week'** box. You must always add hours to this box, if you are claiming funding. This value is the basic entitlement, and is between 0 and 15 (and will be 15 for most children)

- Complete the '**Non-Funded Hours per Week**' box if there are hours the child attends at your setting that the parent pays for. If the parent does not pay for any additional hours, please ignore this field, as zero hours will already be displayed.
- Enter the extended hours the child is claiming at your setting in the '**Extended Funding Hours per Week**' box. This value is the extended entitlement, and is between 0 and 15 (and will be 15 for most children)
- Complete the '**30H Eligibility Code**' field with the 11-digit DERN code given to the parent from HMRC.
- Click on the Blue button called "30 Hours Free Childcare". This checks the code is eligible for funding in the current term. A message will appear at the top of the screen, please see below for messages. This must be clicked on, or you will not be able to proceed if you are claiming extended hours.
- Press the SAVE button.

Please note that depending on the time of the academic term that you record this pupil into the system the 'Universal Founded Hours per Week' and the 'Extended Founded hour' tabs will reflect that. The above red box will indicate the maximum values that you are allowed to enter on the 'Universal Founded Hours per Week' and the 'Extended Founded hour' tabs

You should receive a message saying that the eligibility for the 30 hours has been confirmed at the top and the "Eligible for 30H box" will now be ticked on the Funding Details Tab.



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

However, you may receive one of the following two error messages which will need to be resolved before you can submit your claim.

1) A red message stating the eligibility code has been found, but does not cover the standard term start date:



 The Eligibility Code has been found, but does not cover the standard term start date (01-Apr-2019) therefore extended hours cannot be claimed this term. You may only claim for universal hours.

2) A red message stating eligibility for extended hours was not obtained:



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

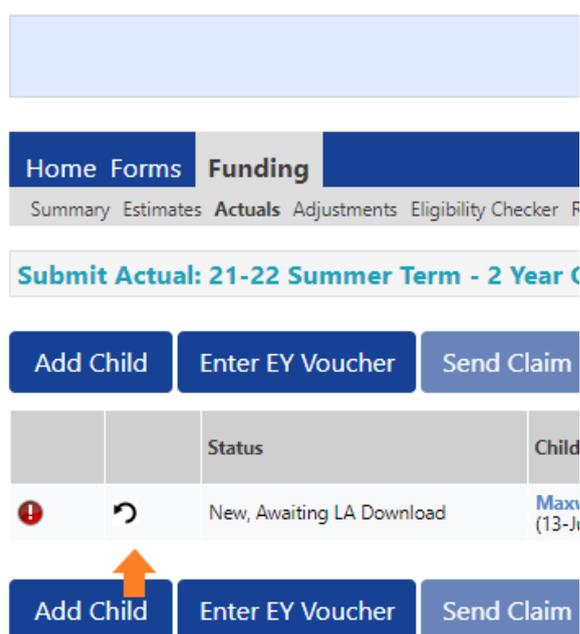
This means that the information submitted is not correct. Please confirm with the parent that the information entered into Synergy matches that supplied to HMRC when the parent applied for the extended entitlement (the code, child's date of birth and the parent's National Insurance number). When checked, add the details and resubmit your claim or contact Management Information if all information is correct and they will investigate further. To enable you to submit the universal hours,

set the extended funded hours to 0.00 whilst this is investigated (leave all other information in place).

3.2.2 Continuing Pupils (3 & 4 year olds)

A list of children claimed by your school last term, that are still in the eligible date of birth range for the new term, will appear under the 'Actuals' tab. You must work through this list before adding any new children to the system (this section has been added after 3.2.1 in this guidance as, for May 2021, there will be no children visible in the system from the previous term).

Please check if any of the children have either left your school, or are no longer claiming the funding with you. If they need to be deleted, click on the black symbol.



The following message will appear. If the child is no longer claiming with you and you meant to delete them, click on the 'Yes' button.



Section 4 - Early Year Pupil Premium(EYPP) Eligibility check

The system will allow you to carry out (EYPP) eligibility checks for those pupils who are recorded in the system claiming the 15 Extended funded hours (30 hours code). If you wish to conduct a EYPP eligibility check for those three and four year olds eligible for the basic 15 hours entitlement only, you will need to add them into the portal.

4.1 Pupil who are only claiming the 15 funded universal entitlement

Follow the same process as it is described in section 3.2 of the guidance regarding how to add 3 and four years old in the system.

While completing the 'Funding Details' tab, please

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Child Details Parent / Carer Details Funding Details Notes

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/carer

Maximum Values Allowed:

Number of Weeks: **13.00**

Universal Weekly Hours: **10**

Universal Termly Hours: **120**

Universal Yearly Hours: **380**

Extended Weekly Hours: **10**

Extended Termly Hours: **120**

Extended Yearly Hours: **380**

Save
Cancel

*denotes mandatory fields

- Enter the amount of hours the child is claiming funding at your setting in the **‘Universal Funded Hours per Week’** box. You must always add hours to this box, if you are claiming funding. This value is the basic entitlement, and is between 0 and 15 (and will be 15 for most children)
- Complete the **‘Non-Funded Hours per Week’** box if there are hours the child attends at your setting that the parent pays for. If the parent does not pay for any additional hours, please ignore this field, as zero hours will already be displayed.
- **‘Extended Funding Hours per Week’** box. Enter 0 for this value and don’t tick the ‘Eligible for 30H’ box.

Please note that depending on the time of the academic term that you record this pupil into the system the ‘Universal Founded Hours per Week’ and the ‘Extended Founded hour’ tabs will reflect that. The above red box will indicate the maximum values that you are allowed to enter on the ‘Universal Founded Hours per Week’ and the ‘Extended Founded hour’ tabs

Section 5 - Ad hoc validation

5.1 Two year old code validation

You can check the validity of the 2 Years Old code before you add a child to the Hackney Provider Portal during the data collection window. This means, prior to confirming a place at the school/nursery, you can ensure that the child is eligible for the 2 years old funding entitlement.

Navigate to the two year old funding area:

- Click **‘Actuals’** tab(1) to navigate into the page
- Click the **‘Term’** tab(2) to select the correct term
- Click **‘Funding Type’** tab(3) and select ‘2 year old funding’

The screenshot shows the Hackney Provider Portal interface. At the top, it displays 'Organisation: Noelia's Nursery' and 'Provider: Noelia's Nursery (LA Day Nursery)'. Below this is a navigation bar with tabs: 'Home', 'Forms', 'Funding', 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. The 'Actuals' tab is highlighted with an orange box labeled '1'. Below the navigation bar, there is a section titled 'Actuals Head Count Records for 21-22 - Summer Term'. On the left, there is a dropdown menu for '21-22' with 'Summer Term' selected, and a submission period of '01-Apr-2021 to 31-May-2021'. Below this dropdown is an orange box labeled '2'. To the right of the dropdown is a table with columns for 'Funding Type', 'Office use only', 'Ready To Process', and 'Processed'. The 'Funding Type' column has two rows: '2 Year Old Funding' (with a red warning icon and an orange box labeled '3') and '3 & 4 Year Old'.

Select 'Enter EY Voucher' tab (2)

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Provider: Noelia's Nursery (LA Day Nursery)

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Submit Actual: 21-22 Summer Term - 2 Year Old Funding CHANGE

1 Add Child 2 Enter EY Voucher 3 Send Claim

Add Child Enter EY Voucher Send Claim

The following box will appear. Please complete the mandatory fields and submit.

EY Claim

Please enter a valid Voucher Code, together with the Child's Date of Birth and Surname.

Voucher Code*

Child Date of Birth*

Child Surname*

*denotes mandatory fields

Submit Cancel

If the code is invalid the following message will appear.

EY Claim

Please enter a valid Voucher Code, together with the Child's Date of Birth and Surname.

Voucher Code*

Child Date of Birth*

Child Surname*

*denotes mandatory fields

Submit Cancel

5.2 Extended entitlement (30 hour code) validation

You can check the validity of the 30 hours code before you add a child to the Hackney Provider Portal during the data collection window. This means, prior to confirming a place at the school/nursery, you can ensure that the child is eligible for the extended entitlement hours.

- Select **'Eligibility Checker'** tab (1) to navigate to the correct screen
- Select **'30 Hours Free Childcare'** tab(2) to run an Ad Hoc Eligibility check

The screenshot shows the top navigation bar with 'Home', 'Forms', and 'Funding' tabs. Under 'Funding', there are sub-tabs: 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. The 'Eligibility Checker' tab is highlighted with an orange box containing the number '1'. Below this, the 'Eligibility Checker' section is visible, with a sub-tab '30 Hours Free Childcare' highlighted with an orange box containing the number '2'. The page header indicates 'Organisation: Noelia's Nursery' and 'Provider: Noelia's Nursery (LA Day Nursery)'. A data protection notice is also present.

Complete the mandatory fields (eligibility code, child date of birth and parent/carer NI number) and click submit.

The screenshot shows the '30 Hours Free Childcare' form. The title bar is blue with the text '30 Hours Free Childcare'. Below the title bar, there is a instruction: 'Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Partner Details are optional but if entered then all fields, except Forename, must be filled in.' The form contains the following fields: 'Eligibility Code*' (mandatory), 'Child Date of Birth*' (mandatory), 'Parent/Carer Forename', 'Parent/Carer Surname', 'Parent/Carer NI Number*' (mandatory), 'Consent must be given for this' (checkbox for 'Eligibility Check'), 'Partner Forename', 'Partner Surname', and 'Partner NI Number'. A note at the bottom left states '*denotes mandatory fields'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

If the pupil is entitled the following message will appear.

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The details provided have been found:
Eligibility Code: 73112208018
Code Start Date: 31-Dec-2020
Code End Date: 21-Mar-2021
Grace Period End Date: 08-Apr-2021

Eligibility Checker

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

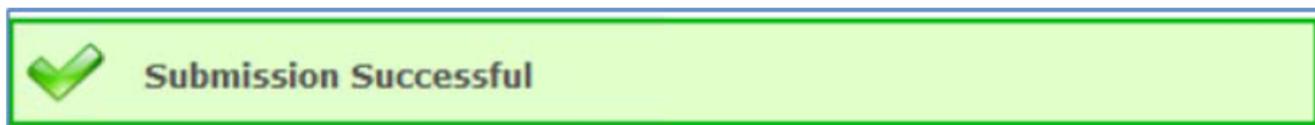
Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

30 Hours Free Childcare

Section 6 - Dos and Don'ts

DO....

Press the ' Send Claim' button after you have added or updated any details in the portal and ensure that you receive the following message:



Delete pupils who are not longer entitled to funded hours or have left the school otherwise they will remain in the portal

Ensure that the address fields are correctly completed

Make sure that you tick the DOB proof box if you have verified and recorded the child's date of birth. Record pupils' 2 years old eligibility code in the 'Notes' tab as the code is not recorded in the pupils' details and you might want to refer back to the code for future eligibility checks.

DON'T....

Forget to input the child's ethnicity

Forget to ask for parental consent to check the EYPP and the 30 hours code