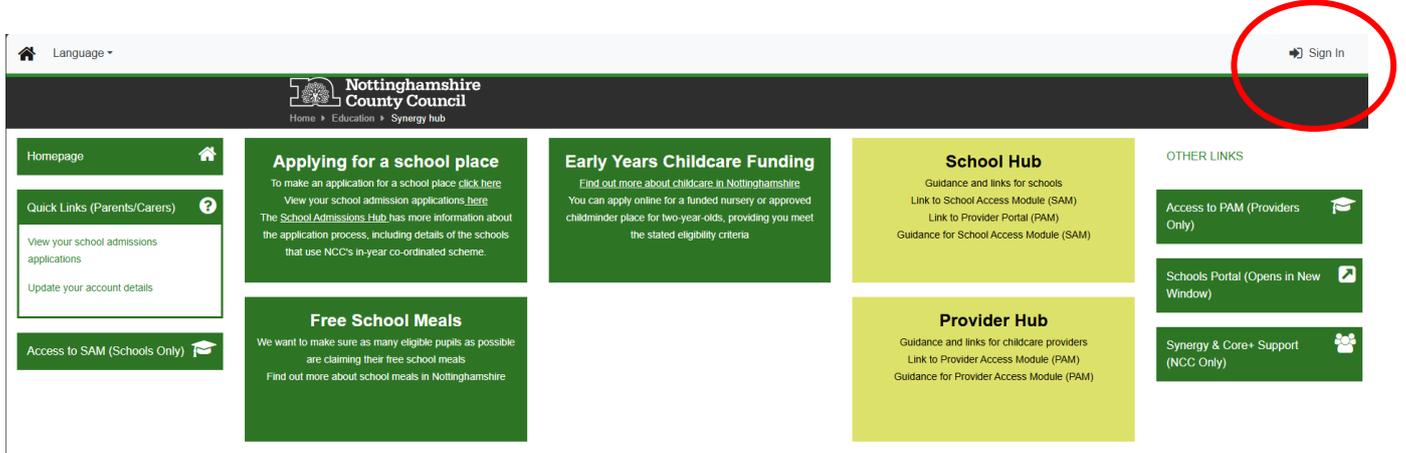


Early Childhood Services – Synergy Headcount Instructions

1. Login using this link:

<https://notts.cloud.servelec-synergy.com/SynergyWeb/>

Sign in top right.



2. You will need to enter your username (not your email address) and password which has been sent to you in a separate email, if this is the first time you have used Synergy you will need to change the password immediately.

Sign In

Sign in or create an account with us. Apologies for recent performance issues with the site.

Enter your username (this is the email address you used to register your account). If you don't receive an email please ensure you check your email 'Junk' folder.

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

3. Accept the Synergy Code of Confidentiality/Conditions of use

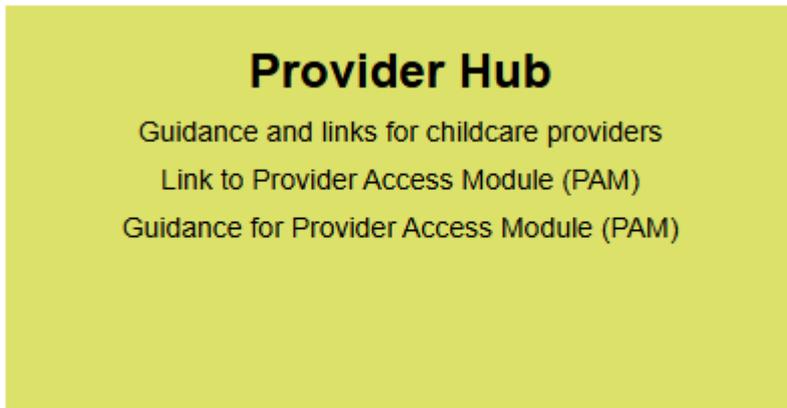
Synergy Code of Confidentiality / Conditions of Use

Synergy is the council's education system and manages all processes linked to education and schools this includes admissions, exclusions, free school meals and the provision of early year's provision.

I have read and understood the above conditions and fully accept them and understand the consequences if I do not adhere to them.

[Reject \(and leave Synergy\)](#) [Accept \(and open Synergy\)](#)

4. Click on the Provider Hub tile.



This will take you to the Provider Hub home page.

Click on the PAM tile (in Links) to access the home page screen:

LINKS



Provider Access Module (PAM)

[Click here](#) to access PAM, this is where you can [submit headcounts](#) and update your provider details.

Home page/Home Tab

Organisation: **XXX Notts Test Headcount Provider**
Provider: **XXX Notts Test Headcount Provider (Wraparound Care - Funded)**

Home Forms Funding Sufficiency Reports Run Report

Welcome to the Nottinghamshire Early Years Provider Portal
Please make a selection from the above menu to proceed

Headcount Instructions

- Click on the Funding tab – select 2025-2026 Autumn and one of the funding types 2 Year Old (new), 3yr/4yr Old Funding, or 9 Mths To 2YO (new)

The screenshot shows a navigation bar with tabs: Home, Forms, Funding (selected), and Sufficiency Reports. Below the tabs are sub-tabs: Summary, Estimates, Actuals, Adjustments, and Eligibility Checker. The main content area is titled 'Summary Head Count Records for 2025 to 2026 - Autumn'. It features a list of years from 2025 to 2026 down to 2017 to 2018, with '2025 to 2026' selected. To the right, a table lists 'Funding Type' options: '2 Year Old (new)', '3yr/4yr Old Funding', and '9 Mths To 2yo (new)'. The '2 Year Old (new)' option is currently selected.

Detailed instructions to follow for each of the funding tabs – follow the order in these instructions:

- Funding Summary (p3&8)
- Funding Actuals – add individual children – several screens per child (p4-6)
- Funding Estimates (p6-7)
- **NEW!!** Changes to 2-Year-Old Funding Details Tab (p9)
- Notes about Working Families codes including error messages (p10)
- Eligibility Checker (p10)
- Funding Adjustments (p11-12)
- Running Reports (p13-14)
- Sufficiency Instructions (p15-16)

Funding Summary Tab

This screen shows a summary of your estimate and actual hours and payments – more on this later.

The screenshot displays the 'Summary: 2025 to 2026 Autumn - 9 Mths To 2yo (new) CHANGE' screen. It features a navigation bar with tabs: Home, Forms, Funding (selected), and Sufficiency Reports. Below the tabs are sub-tabs: Summary, Estimates, Actuals, Adjustments, and Eligibility Checker, along with a 'Run Report' button. The main content area is split into two columns: 'Estimates' and 'Actuals'. The 'Estimates' column shows 'Term Length (Weeks)' as 14.00, 'Provider Rate applied' as £10.38, 'Hours Per Term' as 420.00, 'Term Funding Amount' as £4359.60, 'Interim %' as 80.00%, and 'Interim Amount Payable' as £3487.68. The 'Actuals' column shows 'Term Length (Weeks) Term Time' as 14.00, 'Provider Rate applied to child funding' as £10.38, 'Funded Hours for Term' as 420.00, and 'Funding Amount @ Provider Rate' as £4359.60. Both columns show 'Expanded Funding Amount' as £4359.60. The 'Totals' section shows 'Funded Hours for Term' as 420.00, 'Funding Amount @ Provider Rate' as £4359.60, and 'Child Weightings' as £0.00. The 'Term Funding Amount' is £4359.60, and 'Interim Amount Paid (before Adj)' is £0.00. The 'Term Funding Amount Balance' is £4359.60, and 'Adjustments Paid with Final Payment' is £0.00. The 'Actual Amount Paid (Inc. Adj)' is £0.00. The 'Number of Payments Due' is 3 / 3, and the 'Next Payment Amount Due (before Adj)' is £1162.56. The 'Fully Processed' status is 'No'.

Funding Actuals Tab

You can add hours to existing children or add new children using this screen.

Home Forms Funding Sufficiency Reports						
Summary Estimates Actuals Adjustments Eligibility Checker						Run Report
Submit Actual: 2025 to 2026 Autumn - 9 Mths To 2yo (new) CHANGE						
Add Child		Send Claim				
Status	Child	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status	
New, Awaiting LA Download	Kent, Roy (01-Apr-2024)	420.00	£4359.60		27-Dec-2024 - 07-Oct-2025 Grace Period: 31-Dec-2025	

- Click on an existing child to populate any missing details including hours or select Add Child to add a new child.

Amend or Add Child to Actuals - Enter data under each tab in turn:

Child details

Home Forms Funding Sufficiency Reports	
Summary Estimates Actuals Adjustments Eligibility Checker	
<div style="display: flex; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Child Details Parent / Carer Details Funding Details Documents </div>	
<p>Child Details</p> <p>Forename* <input type="text" value="Roy"/></p> <p>Middle Name <input type="text"/></p> <p>Surname* <input type="text" value="Kent"/></p> <p>DOB* <input type="text" value="01-Apr-2024"/></p> <p>Proof of DOB <input checked="" type="checkbox"/></p> <p>Gender* <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Preferred Surname <input type="text"/></p> <p>Ethnicity* <input type="text" value="White - British"/></p> <p>SEN COP Stage <input type="text" value="<Unknown>"/></p>	<p style="text-align: center; margin-bottom: 10px;">Update Address</p> <p>Address</p> <p>Address Line 1* <input type="text" value="2 Stanhome Drive"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>Locality <input type="text"/></p> <p>Town <input type="text" value="West Bridgford, Nottingham"/></p> <p>County <input type="text"/></p> <p>Postcode* <input type="text" value="NG2 7FF"/></p>
<p>Save Cancel</p>	<p>*denotes mandatory fields</p>

Parent/Carer Details including consent to check for EYPP/Working Families

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

Forename*

Surname*

DOB*

Email

Contact Number

NI* or NASS Number*

Tick to give consent to Eligibility Checking for EYPP Working Family Eligibility

Partner Details

Forename

Surname

DOB

Email

Contact Number

NI or NASS Number

Tick to give consent to Eligibility Checking for EYPP Working Family Eligibility

[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.

Funding Details – Complete all boxes and remember to click default term dates box to populate start/finish dates, click Check Eligibility Code to run code check.

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

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

Don't worry about filling in attendance days – these are not needed – unless you want to.

Maximum Values Allowed:

Number of Weeks: **14.00**

Expanded Weekly Hours: **30.00**

Expanded Termly Hours: **420.00**

Expanded Yearly Hours: **1140.00**

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

Expanded Funded Hours per Week

Eligible for Expanded Hours

Eligibility Code

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

Expanded Hours*

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*

Census Information

Expanded Entitlement Weeks

For Early Years Census purposes please enter 38 weeks in these boxes (this will have no impact on actual funding)

Click the Default Term dates button to put the standard dates against the child.

Maximum weeks attended is 11 in spring, 13 in summer, 14 in autumn.

Ensure that "Attends Two Days or more" has been ticked to claim more than 10 hours per week

Funded or Expanded Entitlement Weeks must be entered as 38, this is the number of funded weeks per year, the number of weeks entered will not impact the amount of funding you receive.

Any missing or incorrect information will produce warning messages in the bottom left corner.

Use the **documents tab** to upload additional evidence (2YO Supported/Disadvantaged funding letter issued by another Local Authority, or DLA letter and Parent Declaration form if applying for DAF).

Further information can be added on the **notes tab** if needed.

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Supporting Documents
Please upload any documents which support this term.
Please enter a Description to clarify what the file contains.
Allowed file types are: All file types permitted
Files may not be larger than 10 MB.

Description*	File Name

Upload a file

Save

When complete click Save

Send Claim

Click when you have successfully added all of your children

Funding Estimates – PVI providers only

- When you have completed entering all of your children’s details click on the Report button top right of the Actuals screen to get the total number of hours entered. **This will be your Estimate figure.**

Organisation: XXX Notts Test Headcount Provider
Provider: XXX Notts Test Headcount Provider (Wraparound Care - Funded)

Home Forms Funding Sufficiency Reports

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

Submit Actual: 2025 to 2026 Autumn - 9 Mths To 2yo (new) CHANGE

Add Child Send Claim

Status	Child	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
New, Awaiting LA Download	Kent, Roy (01-Apr-2024)	420.00	£4359.60		27-Dec-2024 - 07-Oct-2025 Grace Period: 31-Dec-2025

Add Child Send Claim

Run Report

Report: Estimates Total Hours

Format: Portable Document Format (Pdf)

Open Report after creation **run report** **cancel**

Run the report

Home Forms Funding Sufficiency Reports				
History				
History				
Provider Headcount				
Description	Run Date	Run By	Last Downloaded	
Estimates Total Hours	03/02/2023 14:45:14	NOTTINGHAM\UserName		Download
Estimates Total Hours	03/02/2023 14:25:50	NOTTINGHAM\UserName	03/02/2023 14:33:36	Download

The report will go into your report tab under History and into your computer's download folder when you click download

Total number of hours to be added in to the Estimates tab by Funding Type		
Provider	Funding Type	Total Hours
XXX Notts Test Headcount Provider	3yr/4yr Old Funding	288.75

Input this number in the Estimates tab

Funding Estimates Tab – PVI Providers only

8. Enter the total number of funded hours from your downloaded report here:

Home Forms	Funding	Sufficiency Reports
Summary	Estimates	Actuals Adjustments Eligibility Checker
Submit Estimate: 2025 to 2026 Autumn - 9 Mths To 2yo (new) CHANGE		

Estimate Number of Funded Hours for this Term

Please enter a number, then 'Send Claim'

[Send Claim](#)

[Send Claim](#)

Ensure you click [Send Claim](#) on both the Actuals and Estimates tabs when you have entered your children and your total funded hours.

 Submission Successful

Then, repeat the same process for the other funding age groups

Return to the Funding **Summary** Screen –

When you have submitted, children will have the message “Awaiting LA Download” next to their name.

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

	Status	Child	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
 	New, Awaiting LA Download	Kent, Roy (01-Apr-2024)	420.00	£4359.60		27-Dec-2024 - 07-Oct-2025 Grace Period: 31-Dec-2025

Once this message has cleared the hours you have entered will be reflected on the summary screen with the calculated funding £ amount.

Note for schools and academies: although schools get paid the same rates as PVI providers, the mechanisms for making payments are different for schools and academies. Funding is paid directly to school budgets with adjustments at the end of the year. Schools with funding queries should contact NCC Schools Finance. The panel below may not be that useful to schools as it may not correspond with payments made by Schools Finance.

[Home Forms](#) [Funding](#) [Sufficiency Reports](#) [Run Report](#)

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

Summary: 2025 to 2026 Autumn - 9 Mths To 2yo (new) 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	
Term Length (Weeks)	14.00
▶ Provider Rate applied	£10.38
Estimate Funding	
Hours Per Term	420.00
Term Funding Amount	£4359.60
Interim %	80.00%
Interim Amount Payable	£3487.68
<hr/>	
Total Interim Amount Paid to Date (before Adj)	£0.00
<hr/>	
Interim Amount Payable Balance	£3487.68
<hr/>	
Number of Payments Due	3 / 3
Next Payment Amount Due (before Adj)	£1162.56
<hr/>	
Fully Processed	No

Actuals	
Term Length (Weeks) Term Time	14.00
▶ Provider Rate applied to child funding	£10.38
Expanded Funding	
Funded Hours for Term	420.00
Funding Amount @ Provider Rate	£4359.60
<hr/>	
Expanded Funding Amount	£4359.60
<hr/>	
Totals	
Funded Hours for Term	420.00
Funding Amount @ Provider Rate	£4359.60
Child Weightings	£0.00
<hr/>	
Term Funding Amount	£4359.60
Interim Amount Paid (before Adj)	£0.00
<hr/>	
Term Funding Amount Balance	£4359.60
Adjustments Paid with Final Payment	£0.00
<hr/>	
Actual Amount Paid (Inc. Adj)	£0.00

Changes to 2-Year-Old Funding Details tab

<p>Claiming 2 YO Supported/Disadvantaged Funded Hours</p> <p>When adding new children a red X will show against the eligibility, please ignore this.</p> <p>You do not need to run an Eligibility Check for this funding type (we will contact you if there is a query regarding eligibility).</p> <p>Enter the hours per week to be claimed (maximum of 15 for this funding type).</p> <p>Claiming Working Families Expanded Funded Hours</p> <p>Until a successful eligibility check has been run the red X will show and you will not be able to claim hours.</p> <p>This will be replaced by a green ✓ when the check has been completed.</p> <p>You will then be able to enter the hours per week to be claimed (maximum of 30).</p> <p>If children have entitlement for both 2YO funding types, you can claim a maximum of 30 hours (15 funded, and 15 expanded).</p>	<p>Child Details Parent / Carer Details Funding Details Documents Notes</p> <p>Funding Details</p> <p>Start Date* 01-Sep-2025</p> <p>End Date* 31-Dec-2025</p> <p>Default Term Dates</p> <p>Weeks Attended in Term* 14</p> <p>Present during Census <input checked="" type="checkbox"/></p> <p>Attends Two Days or More <input checked="" type="checkbox"/></p> <p>Nominated for DAF* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Funded Hours per Week</p> <p>Eligible for Funded Hours X</p> <p>Click to check eligibility for 2-year-old receiving additional support funding</p> <p>Check Eligibility</p> <p>Hours*</p> <p>Expanded Funded Hours per Week</p> <p>Eligible for Expanded Hours X</p> <p>Eligibility Code</p> <p>Click to check eligibility for Working Family funding</p> <p>Check Eligibility Code</p> <p>Expanded Hours*</p> <p>Total Funded Hours per Week</p> <p>Total Funded:</p>
---	---

Eligibility Status of Working Families codes and associated error messages

A message will appear when a Working Families code is checked as part of the headcount process and the list of children in Actuals will indicate the eligibility status:

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

9 Month – 2 Year	Child is entitled to 30 expanded hours
2 Year Funding	Child is entitled to 30 expanded hours
3&4 Year Funding	Child is entitled to 30 hours (15 funded, 15 extended)

 ECS Check returned the following error: NINO is invalid
Please review your entered values and try again.

The National Insurance number has been entered in the incorrect format on the Parent/Carer details tab. Correct format is AA123456A (the final letter must be A, B, C, or D)

 Eligibility for working family hours was not obtained.

The check has not returned a result, this can mean one of two things:

The information used to run the check (Child's DOB, Parent's NI number, or the code) has been entered incorrectly, please double check these, and check with the parents if necessary.

Or

The code completely expired before the start of the previous term, if it is before the termly deadline (August 31st, December 31st, March 31st), then parents may still be able to reconfirm eligibility.

 The Eligibility Code has been found, but does not cover the standard term start date (01-Sep-2025) therefore working family hours cannot be claimed this term.

The code is not (currently) valid for this term.

If it is before the termly deadline (August 31st, December 31st, March 31st), then parents will need to reconfirm eligibility by the deadline to be able to claim these hours.

If it is after the deadline, then the code is not valid, and the expanded/extended hours cannot be claimed.

What funding can be claimed without a valid Working Families code?	
9 month - 2 Year	No funding can be claimed
2 Year Funding	Only Supported/Disadvantaged funding can be claimed (if the child is eligible)
3&4 Year Funding	Only the 15 Universal funded hours can be claimed

Eligibility Checker

You can use the **Eligibility Checker** tab to check a child's Working Families code at any time. However, this is a one-off check and **does not get stored anywhere**. To claim for a child's hours, the check needs to be performed in the open headcount task even if you have already checked it using the Eligibility Checker. **This check is not made against a child's record, or the dates for the current term, please check that the child's DOB, and the eligibility dates returned are valid for the term that you want to claim for.** To run a check, you need to have **Eligibility Code, Child's date of birth & Parent/Carer NI number as a minimum**.

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

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.

Eligibility Check

Funding Adjustments Tab – PVI providers only

Home Funding Sufficiency Reports

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

Submit Adjustments: 2022 to 2023 Spring - 3yr/4yr Old Funding CHANGE

► Paid as Adjustments - Total: £900.00, Paid Date: 26-Jan-2023

Add Child Send Claim

Status	Child	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	Collywobble, Stan (01-Jun-2019)	0.00	0.00	132.00	0.00	£1497.96	
	Crabapple, Isabel (01-Feb-2019)	0.00	0.00	124.00	0.00	£561.72	
	Reeves, Vic (27-Nov-2018)	0.00	0.00	150.00	150.00	£1359.00	22-Nov-2022 - 20-Feb-2023 Grace Period: 31-Aug-2023

Add Child Send Claim

Process for adding a new child is same as for actual task – use the Add Child button.

You can also amend an existing child by clicking on the child's name in the list. You can:

- Run a Working Families check, or
- Change the DAF status, or
- Amend their current hours by claiming additional hours or reducing their hours in the **Pending Adjustment** screen.

Name: Stan Collywobble DOB: 01-Jun-2019

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

Universal Pending Adjustment

Number of Hours **More Hours** 15

Reason (500 characters)
Stan has been doing one additional session per week for the second half term

Extended Pending Adjustment

Number of Hours [dropdown]

Reason (500 characters)

Maximum Values Allowed:
Universal Termly Hours: 165.00
Universal Yearly Hours: 570.00

Maximum Values Allowed:
Extended Termly Hours: 165.00
Extended Yearly Hours: 570.00

Save Cancel *denotes mandatory fields

Claiming additional hours for an existing child.

Select **More Hours** from the drop-down menu. Enter the total number of additional hours per term to be claimed.

In the case of Stan – he has already claimed 12 hrs x 11 wks = **132 hours** in total.

Now he is doing an extra 3 hrs x 5 wks in the remaining half of term = total **15** hours, so you need to record the hours you want to add to the original total. When you have completed the adjustment Stan's new hours will show as 147 in the child list (p10 below).

You need to enter a comment in the **Reason** box or it won't allow you to save.

Note: The system won't allow extended hours claim to be made without a valid code (redirects to Parent/Carer screen).

Name: Vic Reeves DOB: 27-Nov-2018

Summary | Child Details | Parent / Carer Details | Funding Details | Documents | Pending Adjustment | Notes

Universal Pending Adjustment

Number of Hours: (Less Hours selected)

Reason (500 characters):
Vic left at half term

Maximum Values Allowed:
Universal Termly Hours: 165.00
Universal Yearly Hours: 570.00

Extended Pending Adjustment

Number of Hours: (Less Hours selected)

Reason (500 characters):
Vic left at half term

Maximum Values Allowed:
Extended Termly Hours: 165.00
Extended Yearly Hours: 570.00

Reducing hours claimed for existing child.

Select "Less Hours" from drop-down, enter total number of hours per term to be reduced.

Start and End dates can be edited on the Funding Details tab, but not the Weeks Attended for term.

Funding Details

Start Date*:

End Date*:

In the case of Vic – he originally claimed 15 hrs x 10 wks = 150 hours in total.

Vic's provider wants to reduce his hours by 65 in total across the whole term so they enter this. When the adjustment has been completed, Vic's new hours will show as 85 in the adjustment child list.

Adjustments are then shown on headcount screen – send claim when completed

Submit Adjustments: 2022 to 2023 Spring - 3yr/4yr Old Funding CHANGE

► Paid as Adjustments - Total: £900.00, Paid Date: 26-Jan-2023

Add Child | Send Claim

New number of hours across the whole term showing here

Status	Child	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
Unsubmitted Claim	Collywobble, Stan (01-Jun-2019)	15.00	0.00	147.00	0.00	£1565.91	
	Crabapple, Isabel (01-Feb-2019)	0.00	0.00	124.00	0.00	£561.72	
Unsubmitted Claim	Reeves, Vic (27-Nov-2018)	-65.00	-65.00	85.00	85.00	£770.10	22-Nov-2022 - 20-Feb-2023 Grace Period: 31-Aug-2023

Add Child | Send Claim

You need to enter a comment in the Reason box or it won't allow you to save.

Click **Send Claim** when done.

Running Reports

There are currently 4 reports providers can run by clicking the Run Report feature when you are in one of the termly headcounts, top right of the funding screens:

Organisation: XXX Notts Test Headcount Provider
 Provider: XXX Notts Test Headcount Provider (Wraparound Care - Funded)

Home Forms Courses **Funding** Sufficiency Reports

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

Submit Actual: 2024 to 2025 Summer - 3yr/4yr Old Funding CHANGE

Add Child Send Claim

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✘	Test, Test (18-Jul-2019)	0.00	0.00	£0.00		26-Aug-2022 - 11-Jun-2023 Grace Period: 31-Dec-2023

The data returned will relate to the termly headcount you are in. If you want to run a report for a previous term, you need to go into that term and correct age group and run the report from that screen. Tick the Open Report after creation check box.

Run Report

Report: Audit of Expanded entitlement codes

Format: Portable Document Format (Pdf)

Open Report after creation run report cancel

Run Report

Report: Estimates Total Hours

Format: Portable Document Format (Pdf)

Open Report after creation run report cancel

Run Report

Report: Funding Statement

Format: Portable Document Format (Pdf)

Open Report after creation run report cancel

Run Report

Report: EYPP Eligible

Format: Portable Document Format (Pdf)

Open Report after creation run report cancel

There are 4 reports currently listed:

- i. Audit of Expanded entitlement codes – runs expanded hours codes – you can see when codes are running out or in grace period using a Red/Amber/Green alert system.

Provider/School Name										
Term	Funding Type	Surname	Forename	DOB	NCY	Gender	Eligibility Code	Eligibility Start	Eligibility End	Grace Period End
Summer 2024 to 2025	3yr/4yr Old Funding	Child names listed here		05/05/2020	Nursery second year	F	Expanded hours codes listed here	4/03/2023	30/04/2024	31/08/2024
Summer 2024 to 2025	3yr/4yr Old Funding			20/05/2020	Nursery second year	F		5/08/2023	31/08/2024	31/08/2024
Summer 2024 to 2025	3yr/4yr Old Funding			01/04/2020	Nursery second year	F		3/07/2023	30/04/2024	31/08/2024
Summer 2024 to 2025	3yr/4yr Old Funding			06/10/2020	Nursery first year	F		2/12/2023	30/04/2024	31/08/2024
Summer 2024 to 2025	3yr/4yr Old Funding			18/09/2019	Nursery second year	F		5/07/2022	14/05/2024	31/08/2024
Summer 2024 to 2025	3yr/4yr Old Funding			11/03/2021	Nursery first year	M		2/01/2024	18/05/2024	31/08/2024
Summer 2024 to 2025	3yr/4yr Old Funding			23/12/2020	Nursery first year	F		3/11/2023	21/05/2024	31/08/2024
Summer 2024 to 2025	3yr/4yr Old Funding			04/02/2020	Nursery second year	M		6/12/2023	08/08/2024	31/12/2024

- ii. Estimates Total Hours – for PVI providers to enter Estimate figures

Total number of hours to be added in to the Estimates tab by Funding Type		
Provider	Funding Type	Total Hours
XXX Notts Test Headcount Provider	3yr/4yr Old Funding	288.75

iii. Funding Statement – shows no. hours per week and weeks attended.

Setting Name												
Spring 2022 to 2023												
3yr/4yr Old Funding												
Vendor No 123456												
Surname	Forename	DOB	Gender	No. of weeks	Hours per week	Hours Per Term	Hourly Rate	Total				
Children listed here..				11.0	X	15.00	=	165.00	X	£4.53	=	£747.45
				11.0	X	30.00	=	330.00	X	£4.53	=	£1494.90
				11.0	X	15.00	=	165.00	X	£4.53	=	£747.45
				11.0	X	30.00	=	330.00	X	£4.53	=	£1494.90

iv. EYPP eligible report – lists eligible children including funding allocated. Children in Reception classes in schools do not receive EYPP so will not be listed in this report unless they have deferred.

										
Current Eligible EYPP Children										
Provider/School Name										
Summer 2024										
Forename	Surname	DOB	Gender	EYPP Criteria	EYPP Start Date	Hours Claimed	Weeks Claimed	Universal Rate	Total	
Child names listed here		09/09/2020	F	Possible reason listed here, however, all children on this list are eligible for EYPP even if no reason is listed.		15	13	£0.73	£142.35	
		16/02/2021	F			15	13	£0.73	£142.35	
		07/03/2020	M			15	13	£0.73	£142.35	
		19/04/2020	F			15	13	£0.73	£142.35	
		29/04/2020	M			15	13	£0.73	£142.35	
		25/01/2021	F			15	13	£0.73	£142.35	
		26/08/2020	M			15	13	£0.73	£142.35	
		21/05/2020	F		15	13	£0.73	£142.35		

Reports will go into your report tab under History and into your computer’s download folder when you click download.

Home Forms Funding Sufficiency Reports				
History				
History NOTTINGHAM\UserName				
Provide: NOTTINGHAM\UserName				
Description	Run Date	Run By	Last Downloaded	
Estimates Total Hours	03/02/2023 14:45:14	NOTTINGHAM\Sally.Ephgrave		Download
Estimates Total Hours	03/02/2023 14:25:50	NOTTINGHAM\Sally.Ephgrave	03/02/2023 14:33:36	Download

Further reports will be added over time.

Sufficiency Instructions

Click on the **Sufficiency** menu item and select the previous term (e.g. **Summer 2025-2026**)

Home Forms Courses Funding **Sufficiency** Reports

Term Time School Holidays

To support the LA in their statutory duty to ensure sufficient early years and childcare places, please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected on a termly basis and will only be used to inform the LA. The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

Term Time Sufficiency for 2024 to 2025 - Spring

2025 to 2026
 2024 to 2025
 Summer
 Submission Period: 08 May 2024 to 24 Jul 2024
 Spring
 Submission Period: 01 Jan 2025 to 28 Feb 2025
 Autumn
 Submission Period: 02 Sep 2024 to 19 Nov 2024
 2023 to 2024
 2022 to 2023
 2021 to 2022
 2020 to 2021
 2019 to 2020
 2018 to 2019
 2017 to 2018

Copy

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost	
		AM	PM		Type	Val												
Age group 3-4 years old	Offered	30	30	30	30	30	30	30	30	30	30	0	0	0	0	0	Free	
	Vacancies	2	2	2	2	2	2	2	2	2	2	0	0	0	0			
Wraparound Care (Breakfast/after school)	Offered	60	90	60	90	60	90	60	90	60	90	0	0	0	0	10	Per session	
	Vacancies	10	0	8	0	5	0	8	0	14	0	0	0	0	0			

Copy

Click on the **Copy** button. This box will appear....

Copy all the Sufficiency entries from Term Time 2024 to 2025 - Spring to:

Note: for the selected Availability and Year/Term, this will overwrite entries for existing Age Groups and insert entries for missing Age Groups.

Availability * Term Time School Holidays

Year/Term *

Submit Cancel

Select **2025 to 2026 - Summer**, then select the **Term Time** availability circle.

Copy all the Sufficiency entries from Term Time 2024 to 2025 - Spring to:

Note: for the selected Availability and Year/Term, this will overwrite entries for existing Age Groups and insert entries for missing Age Groups.

Availability * Term Time School Holidays

Year/Term *

Submit Cancel

-Then **Submit**.

-A green tick will appear at the top of the screen to show the data has copied.

Copied to Term Time 2025 to 2026 - Summer

To support the LA in their statutory duty to ensure sufficient early years and childcare places, please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected on a termly basis and will only be used to inform the LA. The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

Term Time Sufficiency for 2024 to 2025 - Spring

Copy

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost	
		AM	PM	Type	Value													
Age group 3-4 years old	Offered	30	30	30	30	30	30	30	30	30	30	0	0	0	0	0	Free	£0.00
	Vacancies	2	2	2	2	2	2	2	2	2	2	0	0	0	0			
Wraparound Care (Breakfast/after school)	Offered	60	90	60	90	60	90	60	90	60	90	0	0	0	0	10	Per session	£8.00
	Vacancies	10	0	8	0	5	0	8	0	14	0	0	0	0	0			

Copy

Then select the small white triangle, in the long blue rectangle to the left of the screen.

Now select the current term (e.g. Autumn 2025 – 2026)

- Term Time Sufficiency for
- 2025 to 2026
Summer
Submission Period: 17 Mar 2025 to 31 May 2025
 - 2024 to 2025
Summer
Submission Period: 08 May 2024 to 24 Jul 2024
 - Spring
Submission Period: 01 Jan 2025 to 28 Feb 2025
 - Autumn
Submission Period: 02 Sep 2024 to 19 Nov 2024
 - 2023 to 2024
 - 2022 to 2023
 - 2021 to 2022
 - 2020 to 2021
 - 2019 to 2020
 - 2018 to 2019
 - 2017 to 2018

Click on the "Edit" button.

Term Time Sufficiency for 2025 to 2026 - Summer

Edit Copy

You can now overtype any numbers that you entered last term to update your sufficiency numbers for this term.

The 'offered' line is not likely to change from term to term unless:

- You entered the wrong data last term
- You have expanded or reduced the number of places offered due to staffing capacity
- You have expanded the number of places due to receiving funding from us.

It is the 'vacancies' line that is likely to need amendments due to children starting and leaving.

Put zeros in for Saturday and Sunday if you are only open for 5 days a week

Term Time Sufficiency for 2025 to 2026 - Summer

Save Cancel

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost	
		AM	PM		Type	Value												
Age group 3-4 years old	Offered	30	30	30	30	30	30	30	30	30	30	0	0	0	0	0	Free	0.00
	Vacancies	2	2	2	2	2	2	2	2	2	2	0	0	0	0	0		
Wraparound Care (Breakfast/after school)	Offered	60	90	60	90	60	90	60	90	60	90	0	0	0	0	10	Per session	8.00
	Vacancies	10	0	8	0	5	0	8	0	14	0	0	0	0	0	0		

Save Cancel

Places **Offered** means the maximum amount of children you can have for that age group.

Vacancies are worked out by taking away how many children are currently attending from your maximum places offered number.
E.G- 30 places offered. 28 Children currently attending. There are 2 vacancies.

If you have previously grouped all your childcare places under the "Age group 3-4 year old" age band, please could you separate your places offered and vacancies out across the standard age groups you offer places to i.e. 0-1, aged 2, 3-4 years.

-Now click on "Save".

-A green tick box will appear if the information has been saved.

Home Forms Courses Funding Sufficiency Reports

Term time School Holidays

Saved Term Time 2025 to 2026 - Summer

To support the LA in their statutory duty to ensure sufficient early years and childcare each age range and the number of vacancies you hold for each age range. This information will be collected on a termly basis and will only be used to inform the... The data provided will not be made directly available to families but may be used to g

Term Time Sufficiency for 2025 to 2026 - Summer

If you are unsure or need further support on this task, drop us an email on eypp@nottsc.gov.uk and we will get back in touch with you.

-You can repeat all the steps above again under the "School Holidays" section if you are open all year round.

