

Synergy Guidance: Education Portal for Providers

Providers guidance January 2026

Document Identity

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Document History

Initials	Version	Date	Comment
RU	1.0	26/01/2023	Initial guidance
VS	2.0	29/03/2023	Revised guidance and formatting
VS	3.0	16/06/2023	Revised
VS	4.0	18/06/2025	Updates on the expansion of Early Education entitlements
SM	5.0	08/01/2026	Revised guidance and formatting; includes updates to the census data collection

SUMMARY OF GUIDE

This guidance is to assist Early Years Providers, including childminders, with Early Years funding, including the following:

- Logging into the portal
- Checking a code for funding
- Entering child/parent funding details & viewing details and summary of payment
- Adjusting the funding details & viewing details of adjustment payment

GLOSSARY

- **Actual:** The initial headcount task completed for each term.
- **Adjustment:** Any subsequent headcount tasks completed within the same term.
- **DAF (Disability Access Funding):** Funding designed to help children with disabilities access early education.
- **Expanded Entitlement:** Up to 30 hours of funded early education for children under 2 and 2-year-olds, subject to confirmed eligibility through the HMRC online application process.
- **EYPP (Early Years Pupil Premium):** Additional funding provided to support eligible children in early education.
- **Extended Entitlement:** An additional 15 hours of funded early education for 3- and 4-year-olds, subject to confirmed eligibility through the HMRC online application process.
- **FRAS (Families Receiving Additional Support):** Refers to families identified as requiring extra assistance.
- **Grace Period:** The period during which the Council continues to fund a child's place under the working family entitlement after the parents no longer meet the eligibility criteria (please refer to the Local Provider Agreement section 6 for further information)
- **Headcount Task:** The online submission completed by the Provider via the Provider Portal to claim early education funding.
- **Provider:** A private, voluntary, or independent OFSTED-registered individual or organization that meets the conditions for registration as a provider of early education funded places with the Council.
- **Stretched Offer:** The annual funding entitlement distributed across more than 38 weeks of the year.
- **Universal / Funded Entitlement:** The initial 15 hours of funded early education for 3- and 4-year-olds, and the FRAS entitlement for eligible 2-year-olds.

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PROCESS FOR PAYMENTS

The Synergy system will have 3 periods as detailed below:

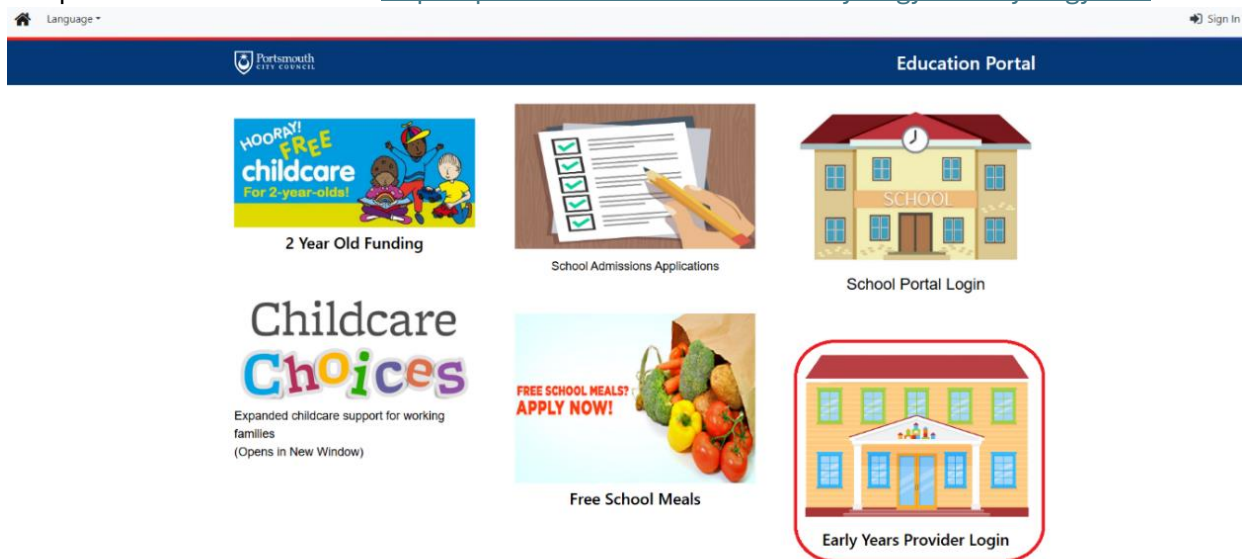
1. **Actual Period:** where child level data is required, forecasting who will be accessing at your Early Years Setting next term and the number of hours that they are attending. This will open at the end of the previous term.
2. **Adjustment Period 1:** opens at the beginning of the new term so you can confirm the data submitted in the Actual period and advise the Early Years funding team if there are any changes to the expected attendance, this may include children starting or leaving the setting or an increase/decrease in funded hours.
3. **Adjustment Period 2:** opens at the end of the term so you can advise the Early Years funding team if there were any changes or amendments during the term.

Below is a visual guide showing a typical year and how the periods of funding will fall

Spring Term			Summer Term					Autumn Term			
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Spring 1 st Adjustment Period		Spring 2 nd Adjustment Period									
		Summer Actual Period									
			Summer 1 st Adjustment Period			Summer 2 nd Adjustment Period					
						Autumn Actual Period					
								Autumn 1 st Adjustment Period			Autumn 2 nd Adjustment Period
											Spring Actual Period

LOGGING INTO THE EDUCATION PORTAL

The portal can be found here: <https://portsmouth.cloud.servelec-synergy.com/SynergyWeb>

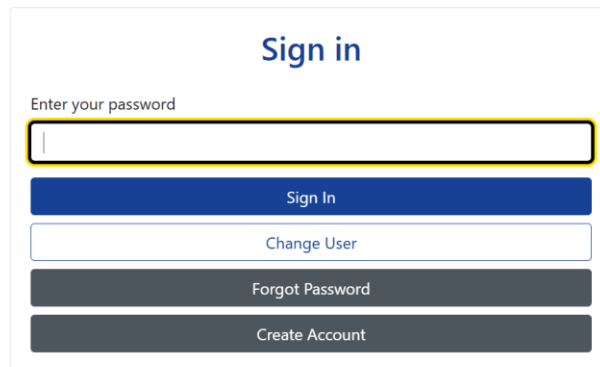


- Select the **Early Years Provider Login** section

You will be taken to the provider login screen.

- Enter the email address registered for Synergy and click **Next**

The screenshot shows the "Sign In" page. At the top is a blue header with the Portsmouth City Council logo and the text "Education Portal". Below the header is a white box with the title "Sign In" and the text "Sign in or create an account with these account providers." Below this is a blue button labeled "Sign in with Windows". Below the button is the text "or". Below the text is a red rounded rectangle containing the text "To sign in enter your username or email address below." and "If you have forgotten your password, enter your email address click next and select Forgot Password button." Below the text is a white input field. Below the input field is a blue button labeled "Next". Below the button is a grey button labeled "Create Account". At the bottom right is a red circular icon with a white play button and the text "access Synergy".



The image shows a 'Sign in' form. At the top, the text 'Sign in' is displayed in blue. Below it, the label 'Enter your password' is followed by a password input field. This input field is highlighted with a yellow border. Below the input field are four buttons: 'Sign In' (blue), 'Change User' (white with blue border), 'Forgot Password' (dark grey), and 'Create Account' (dark grey).

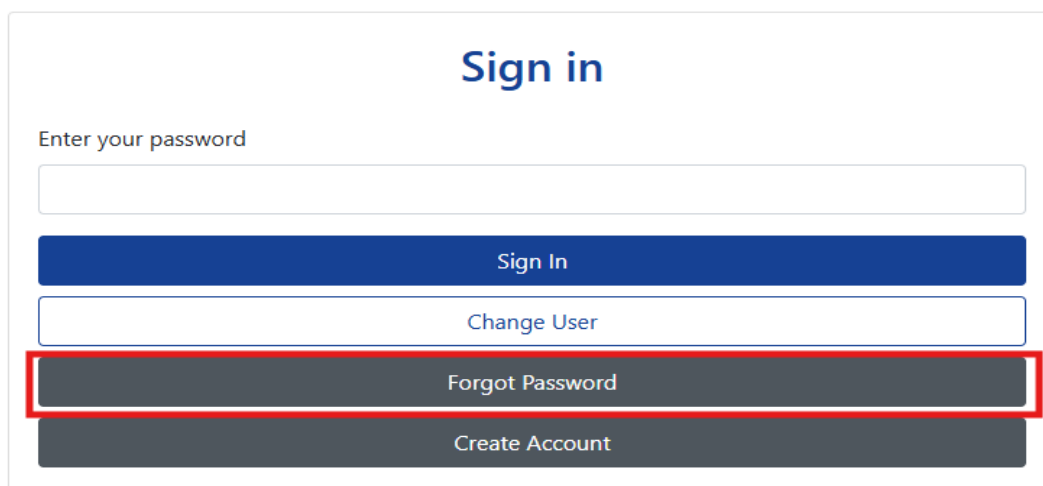
- Enter your password and click **Sign In**.

FORGOTTEN YOUR PASSWORD?

If you have forgotten your password, click **Forgot Password**. A token will be emailed to your registered email address that will enable you to change your password. If you do not receive a token, or you cannot recall which email address is registered, please email:

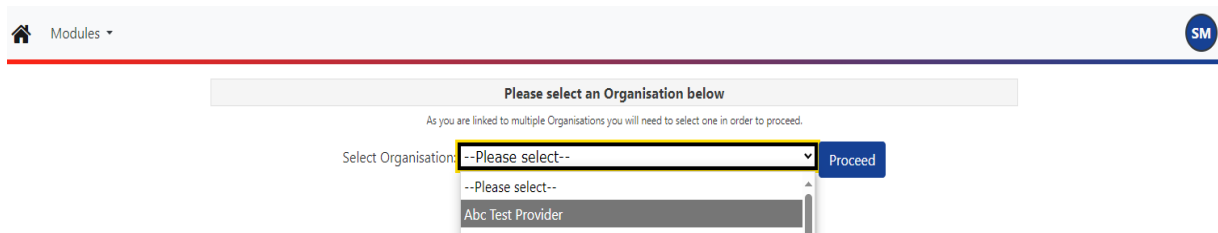
SynergySupport@portsmouthcc.gov.uk

If you do not have a Synergy account, please get in touch with the Early Years team on 023 9284 1974 who will be able to assist you. **Under no circumstances should you select Create Account - this is for parents only.**



The image shows the same 'Sign in' form as above. In this version, the 'Forgot Password' button is highlighted with a red border. The other elements, including the 'Sign in' title, password input field, 'Sign In' button, 'Change User' button, and 'Create Account' button, remain the same.

If your account is set up so you can enter funding for multiple early years providers, you will be able to select your provider from a drop-down list like this:

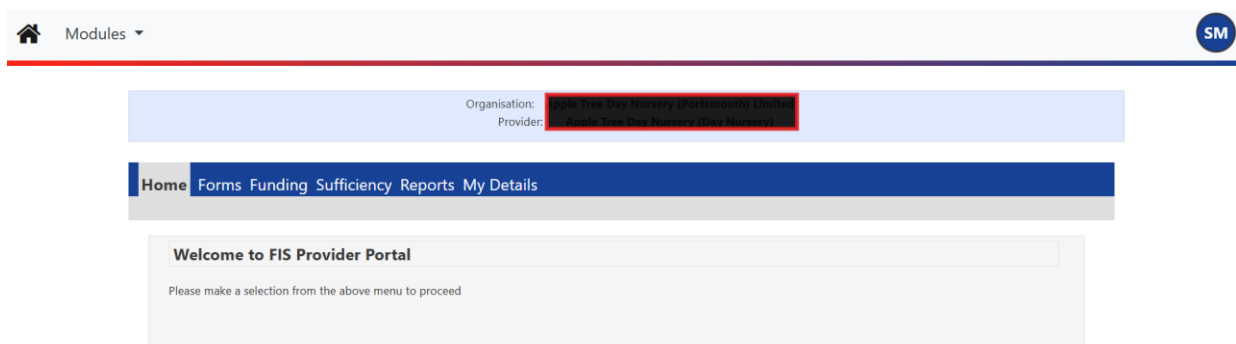


The screenshot shows the FIS Provider Portal login interface. At the top, there is a navigation bar with a home icon, 'Modules' with a dropdown arrow, and a user profile icon labeled 'SM'. Below this, a grey box prompts the user to 'Please select an Organisation below' with a sub-note: 'As you are linked to multiple Organisations you will need to select one in order to proceed.' The main area contains a 'Select Organisation' label, a dropdown menu currently showing '--Please select--', and a 'Proceed' button. The dropdown menu is open, showing options: '--Please select--', 'Abc Test Provider', and another partially visible option.

*Please note if this is the case you will need to log out and log back in to select a different provider.

- Select the provider you wish to enter data for and click **Proceed**.

Once logged in, if you have no actions pending your home screen will look like this:



The screenshot shows the FIS Provider Portal home screen after login. The top navigation bar is the same as the previous screen. Below it, a light blue box displays the logged-in 'Organisation' and 'Provider' names, which are redacted with black boxes. A dark blue navigation bar contains the following links: 'Home' (highlighted), 'Forms', 'Funding', 'Sufficiency', 'Reports', and 'My Details'. Below the navigation bar, a grey box contains the text 'Welcome to FIS Provider Portal' and 'Please make a selection from the above menu to proceed'.

MY DETAILS

The provider portal has been enhanced to support the Local Authority (LA) in meeting its statutory obligation to submit the **Early Years Census**. The Department for Education (DfE) has revised its data collection process, moving from an annual submission to a termly schedule. This information will only be used to inform the LA and DfE and not made directly available to families.

Providers **MUST** complete the 'My Details' section prior to clicking on SEND on the **Actual** headcount task. The system will not allow you to send your actual claim until the 'My Details' section has been completed and saved.

IMPORTANT INFORMATION: As the Actual headcount is opened well in advance of the termly Census/Adjustment 1 headcount week, providers must check that the information on the 'My Details' page is accurate once Adjustment 1 becomes available. Any required amendments must be made and the record resaved.

- Once logged in click on the **My Details tab**
- Select the appropriate year/term i.e. 2025/26, Spring

Home Modules ▾

Organisation: [Redacted]
Provider: [Redacted]

Home Forms Funding Sufficiency 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.

Select Year and Term

2025/26

Spring
Submission Period: 03-Nov-2025 to 31-Mar-2026

Autumn
Submission Period: 30-Jun-2025 to 31-Dec-2025

A data collection page will open with the headings: Child Statistics, Establishment Characteristics and Staff Information. Complete all sections accurately.

Home Forms Funding Sufficiency 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 2025/26 - Spring

2025/26

Spring
Submission Period: 03-Nov-2025 to 31-Mar-2026

Autumn
Submission Period: 30-Jun-2025 to 31-Dec-2025

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

Last Save Date (not submitted)

Save Cancel

Child Statistics

In this section you need to check the date of birth of each child to ensure they are counted in the correct group.

- Record the number of children registered to be attending during census week and ensure you include those children who are funded and those who are not funded.
- Enter zero if you have no children in any age range.

Age Groups for This Collection (Spring 2026)

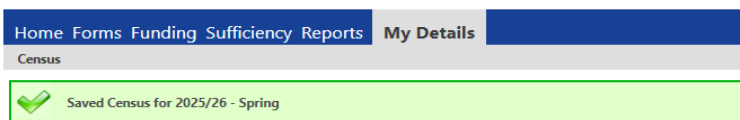
- Under 1 year old: Born between 01 January 2025 and 31 March 2025
- 1 year old: Born between 01 January 2024 and 31 December 2024
- 2 years old: Born between 01 January 2023 and 31 December 2023
- 3 years old: Born between 01 January 2022 and 31 December 2022
- 4 years old: Born between 01 January 2021 and 31 December 2021

Staffing information

Definitions of 'full and relevant' qualifications can be found using the early years qualifications finder [Check an early years qualification - GOV.UK](#)

- Record staff who were present during census week.
- If something unusual happened (e.g., the premises were closed), enter your usual staffing levels.
- Enter zero for any items that don't apply—leave no blanks.
- Only record the highest level of qualification for each staff member, double counting must not occur.

Once all details have been completed accurately click  to update your details. The following confirmation will appear.

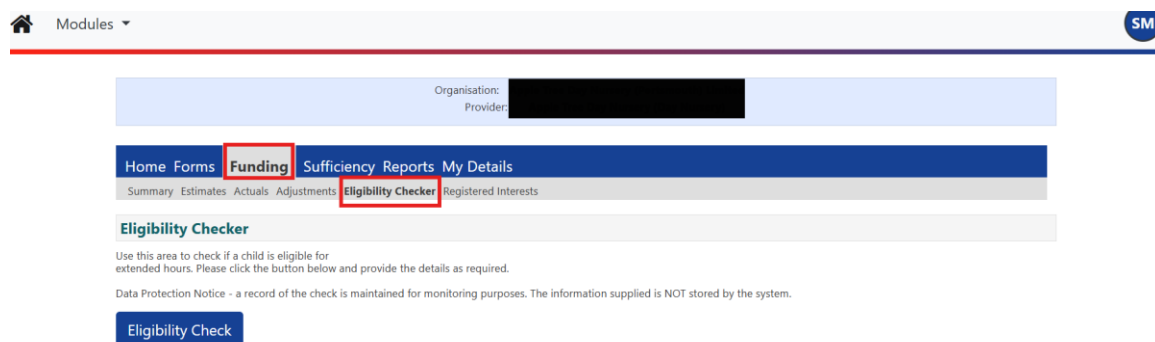


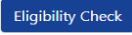
RUNNING AN ELIGIBILITY CHECK FOR WORKING FAMILIES

The eligibility checker can be used at any time; you don't have to wait for a headcount task to be available to check a child's eligibility.

If you are claiming **Working Family** hours on the headcount, use the eligibility checker **BEFORE** adding the child.

- Once logged in click on the funding tab.
- Click on '**Eligibility Checker**'



- Click on the blue '**Eligibility Check**' button 
- Enter the **Eligibility Code**
- Enter the **Child Date of Birth**
- Enter the **Parent/Carer NI number**
- Tick the **Eligibility Check** tick box
- Click **Submit** to confirm the code is correct.

The Fields with an asterisk are mandatory

If the result is returned as **found** the code start and end dates and grace period end dates will show.

Where a code is eligible (found) you can continue to add the child details

Eligibility Checker

If the result returned is **not eligible** for this period, the following notification will appear.

Where a code is found not eligible you will need to (1) inform the parent (2) verify all details provided and entered onto the system are accurate.

GRACE PERIOD (For Working Family Entitlement Only)

Parents accessing the working family entitlement will enter a **grace period** if they miss the reconfirmation deadline (usually every three months) or if their circumstances change (for example, a drop in income or unemployment).

The grace period allows parents to keep their funded place for a set time even if they become ineligible. Its purpose is to provide continuity for the child and give parents time to regain employment or increase working hours to meet eligibility criteria. During this period, the council will continue to fund the place until the grace period ends.

You can view the grace period flags and eligibility status in the headcount screens.

Home Forms Funding Sufficiency Reports My Details						
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests						
View Actuals: 2025/26 Spring - 2 Year Old (NEW) CHANGE						
In grace period						
Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status	
(01-Nov-2023)	0.00	286.00	£2542.54		27-Dec-2024 - 21-Dec-2025 Grace Period: 31-Mar-2026	

Important: Children cannot start a new working family entitlement place at a provider while in the grace period. This applies in the following situations:

- The parent enters the grace period before the child has started a place.
- The parent enters the grace period while the child is in a place and seeks to move the child to a different provider.

STRETCHING ENTITLEMENT

Stretching early education funding entitlement means spreading a child's annual funded hours (570 or 1,140 hours) across more weeks—typically up to 51 weeks—by taking fewer hours per week (for example, 11 hours instead of 15). This approach provides more consistent childcare throughout the year, including some holiday periods, rather than limiting funding to the standard 38 term-time weeks. Stretching is an **optional choice** for both providers and parents. It helps to annualise costs and distribute funding more evenly across the year.

How it works:

To calculate stretched hours, divide the total annual entitlement by the number of weeks the provision is open. For example: $570 \text{ hours} \div 50 \text{ weeks} = 11.4 \text{ hours per week}$. The provider will only submit claims for the agreed number of weeks (e.g., 50 weeks) over the year.

MESSAGES YOU MAY SEE ON THE EDUCATION PORTAL

Below are examples of messages you may see as you work on the headcount tasks, others you may see as you read through the guide.



The eligibility Code is in the grace period



Click on this symbol to request the child record be deleted from the headcount

		New, Unsubmitted Child
		Unsubmitted Claim
		New, Awaiting LA Download
		Awaiting LA Download
		Claim Rejected

You have entered the child's details but not yet sent your claim.

Not yet submitted to the LA

New adjustment, sent to the LA and waiting for them to process.

You have sent your claim to the LA and are waiting for them to process.

Claim was rejected by the LA

ENTERING FUNDING DETAILS (ACTUAL HEADCOUNT TASK)

- Once logged into the portal click on the **Funding** tab

Organisation: [REDACTED]
Provider: [REDACTED]

Home Forms **Funding** Sufficiency Reports My Details

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Select Year and Term

2025/26
2024/25
2023/24
2022/23

- Click on **Actuals**

This is the section you will use to forecast children/hours. You can add new children who have joined your setting, update details of children who are continuing or update the details of children no longer at your setting.

Organisation: [REDACTED]
Provider: [REDACTED]

Home Forms **Funding** Sufficiency Reports My Details

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

Select Year and Term

2025/26
2024/25
2023/24
2022/23

- Select the year and term that you want to enter data in for (for the purpose of this guide it will be 2025/2026 and Spring).
The **funding types** are split between age ranges for 9 Month - 2 Year Old, 2 Year Old and 3 & 4 Year Old.
- Select the **funding type** you wish to review (for the purpose of this guide it will be 2 Year Old)

***Please note that the screens for the different age ranges will look slightly different.**

Home Forms **Funding** Sufficiency Reports My Details

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

Actuals Head Count Records for 2025/26 - Spring

2025/26

☐ Summer
Submission Period:
24-Feb-2025 to 28-Feb-2025

☒ **Spring**
Submission Period:
03-Mar-2025 to 04-Jul-2025

☐ Autumn
Submission Period:
30-Jun-2025 to 04-Jul-2025

2024/25
2023/24
2022/23

Funding Type	Office use only	
	Ready To Process	Processed
☒ 2 Year Old (NEW)		
☒ 3 & 4 Year Old (NEW)		
☒ 9 Month - 2yo (NEW)		

You can change funding types at any point by clicking on **change** at the top of the main section

Submit Actual: 2025/26 Spring - 2 Year Old (NEW) **CHANGE**

DELETING A CHILD RECORD FROM THE ACTUAL HEADCOUNT

Prior to adding new children to your Actual headcount, firstly, please check if any of the current children on the list have either left your setting or are no longer claiming the funding with you.

To delete:

Click on the black **X** to request removal from the list.

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
		Tester, Child B (14-Jan-2023)	0.00	286.00	£2542.54		27-Dec-2024 - 21-Dec-2025 Grace Period: 31-Mar-2026
		Tester, Child B (14-Jan-2023)	130.00	0.00	£1155.70		

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.

Request Delete

Are you sure you want to request the deletion of child: Tester, Child B from this headcount record?
Delete requests are automatically submitted but can be cancelled.

The backward black arrow and '**Awaiting LA Deletion**' will now show next to the relevant child's name.

Add Child Enter EY Voucher Send Claim							
	Status	Child					
	 Awaiting LA Deletion	Tester, Child B (14-Jan-2023)					

A red circle with an exclamation mark will also appear, indicating that the record is Awaiting Deletion. While in this status, the record cannot be edited unless the delete request is cancelled.

If you have requested a deletion in error, then click on the backward arrow to **Cancel Delete** and click **Yes** on the pop-up box to confirm deletion

Cancel Delete

Are you sure you want to cancel the deletion of child: Tester, Child B from this headcount record?

UPDATING A CHILD'S DETAILS

- Click on the child's name to open their record

Submit Actual: 2025/26 Spring - 2 Year Old (NEW) CHANGE

In grace period

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
X		0.00	286.00	£2542.54		27-Dec-2024 - 21-Dec-2025 Grace Period: 31-Mar-2026
X		130.00	0.00	£1155.70		
X		0.00	286.00	£2542.54		10-Jun-2024 - 18-Dec-2025 Grace Period: 31-Mar-2026
X		143.00	0.00	£1414.27	EYPP	

After selecting the child, the record will open to the summary page of their information with additional tabs for: **Child Details**, **Parent/Carer Details**, **Funding Details**, **Documents**.

- Click on the relevant tab to make updates.

To ensure data is entered correctly on each tab follow the instructions for adding a new child.

Summary Child Details Parent/Carer Details Funding Details Documents

Child is in grace period

Term Start Date	01-Jan-2026
Term End Date	31-Mar-2026
No of weeks attended	13.00
Nominated for DAP	No
Eligibility Start Date	27-Dec-2024
Eligibility End Date	21-Dec-2025
Grace Period End Date	31-Mar-2026
Eligibility last checked	08-Sep-2025 11:54:10
Provider Total Rate	£8.89

Funding	
Funded Hours Per Week	0.00
Funded Hours for Term	0.00
Funding Amount @ Provider Rate	£0.00
Child Weightings	£0.00
Funding Amount	£0.00
Expanded Funding	
Funded Hours Per Week	22.00
Funded Hours for Term	286.00
Funding Amount @ Provider Rate	£2542.54
Child Weightings	£0.00
Expanded Funding Amount	£2542.54

DO NOT CLICK SAVE
UNTIL ALL THE
RELEVANT TABS HAVE
BEEN COMPLETED

- Click save once all details have been updated. You will then be taken back to the headcount screen.

ADDING A NEW CHILD RECORD

Before adding a new child record, ensure that all information is accurate, including the child's date of birth, address, and correct spelling of names. If a child is transferring from another setting or funding is being shared with another setting, confirm that funding claims comply with the specified guidelines and do not exceed the funding entitlement

- On the headcount screen click the **Add Child** button

Add Child Enter EY Voucher Send Claim

If you are claiming for a 2 year old child the following pop-up box will appear.

Add Child / Enter EY Voucher Code

For all 2 Year Old eligible for the disadvantaged funding, with a 6 digit EY voucher code, please use Enter EY Voucher button. Click Return and enter 6 digit EY voucher code. If you use Add Child your claim may be rejected. For 2 Year Old eligible for the disadvantaged funding but with a code issued outside of Portsmouth please contact the funding team before adding the child to the headcount.

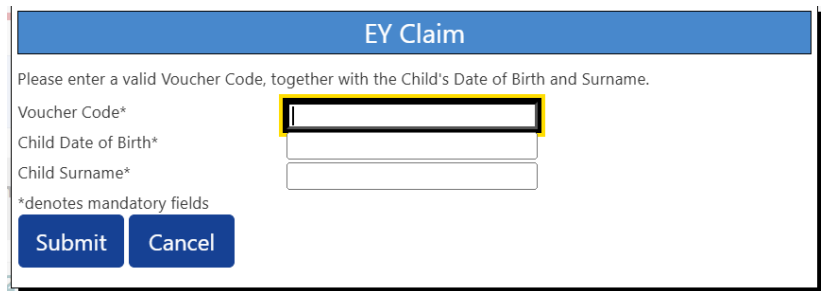
Continue Return

Disadvantaged/FRAS claims

If you are adding a Disadvantaged/FRAS claim and the parent has provided you with a 6 digit EY voucher code issued by Portsmouth LA: then you should click the '**RETURN**' button, then select

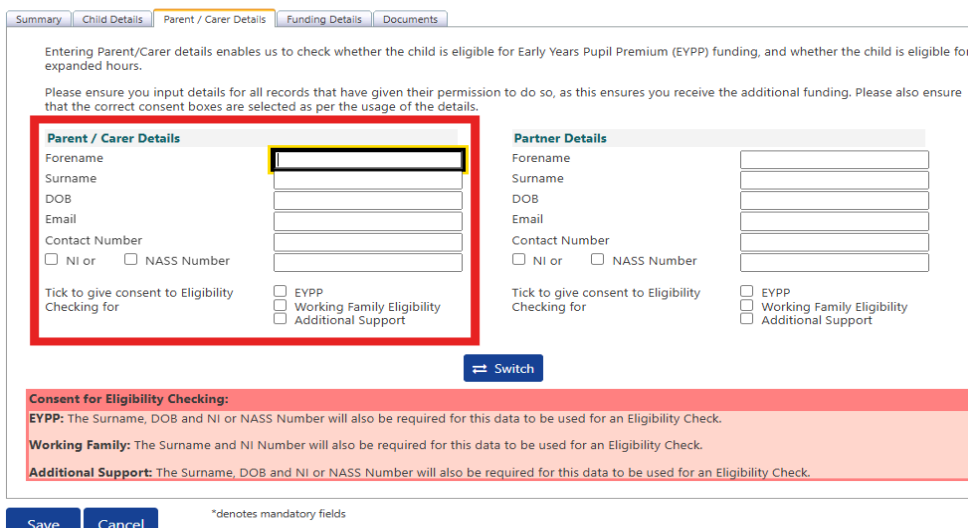
Enter EY Voucher

- Enter details in the mandatory fields (*) and click on **Submit**



The existing child record will then show.

- Click on the **Child details** tab and verify all details are correct. **Do not click save.**
- Click on the **Parent/Carer Details** tab and ensure the parent's name, DOB, contact details
- National Insurance (NI) or NASS number are entered correctly and the NI or NASS box is ticked
- Tick the box for **Additional Support** and EYPP (if applicable). Please note that the Parent/carers details **must** be added, and boxes ticked for all children nominated for EYPP, eligible for Additional Support and Working Families, for consent to carry out checks. You can view the children that have already been awarded EYPP on your summary/actual pages. **Do not click save**



- Click on the **Funding Details** tab

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

Funding Details

Start Date* 01-Jan-2026

End Date* 31-Mar-2026

Default Term Dates

Weeks Attended in Term*

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

Child Eligible

Hours*

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*

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

Click to check eligibility for Working Family funding

Check Eligibility Code

Expanded Hours*

Census Information

Funded Entitlement Weeks

Expanded Entitlement Weeks

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: 10.00

Funded Termly Hours: 110.00

Funded Yearly Hours: 380.00

Expanded Weekly Hours: 10.00

Expanded Termly Hours: 110.00

Expanded Yearly Hours: 380.00

Total Funded Hours per Week

Total Funded: 0.00

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

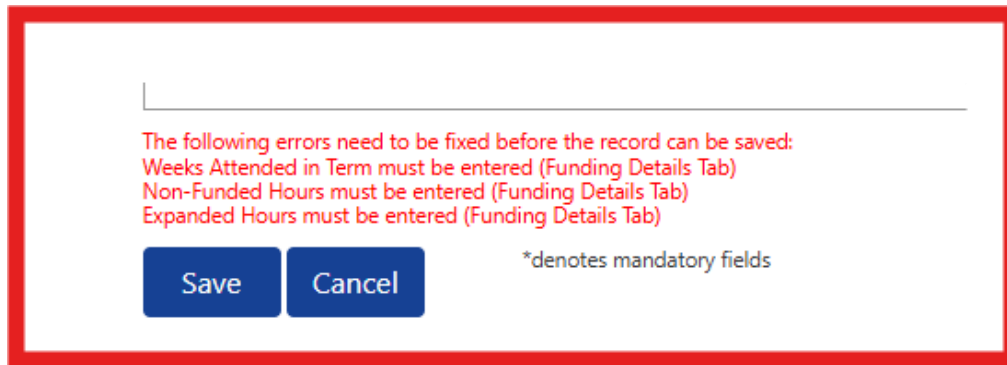
Enter details as follows:

- Clicking on the **Default Term Dates** button it will automatically complete the start date and end date of the child's attendance for the entire term. Alternatively, if the child starts funded hours later or leaves earlier than the set term dates then you will be able to overtype either the start or end dates
- Enter the **Weeks Attended in Term**, either term time or stretched i.e. Spring 11 weeks (term time), 13 weeks (stretched).
Please refer to the [important dates and deadlines](#) sheet for further information
- Ensure the **Present during Census Week** tick box is ticked
- Tick the **Attends Two Days or More** tick box if the child is attending more than 1 day i.e. accessing more than 10 hours
- Select Yes/No in the **Nominated for DAF** section. If you select yes, you **MUST** upload evidence in the form of a copy of the DLA award letter (this can be done via the Documents tab)
- Tick the **Stretching Entitlement** tick box if child is accessing a stretched place (see page 10 Stretching Entitlement).
- Enter the **Funded Hours per Week** i.e. 15.00 (Term Time)
- Enter the Expanded hours per week. Enter 0 if no Expanded hours are being accessed
- Enter **Attendance Days**
- Enter the **Non-Funded Hours per Week**. Enter 0 if no additional hours are being accessed.
- Enter the **annual** number of weeks funding is being accessed over in the **Funded Entitlement Weeks** section i.e. 38 (term time), 51 (Stretched)
- Click on **Documents** tab and upload any required documents i.e. Copy of DLA letter as evidence for DAF

- **Only click save once all the relevant tabs have been completed**

The child record will then be included on your headcount. If you wish to remove the child record from your headcount then select **Cancel**.

When saving you will be instructed whether you have missed any mandatory fields and where to find them - once all issues have been resolved click save



The following errors need to be fixed before the record can be saved:
Weeks Attended in Term must be entered (Funding Details Tab)
Non-Funded Hours must be entered (Funding Details Tab)
Expanded Hours must be entered (Funding Details Tab)

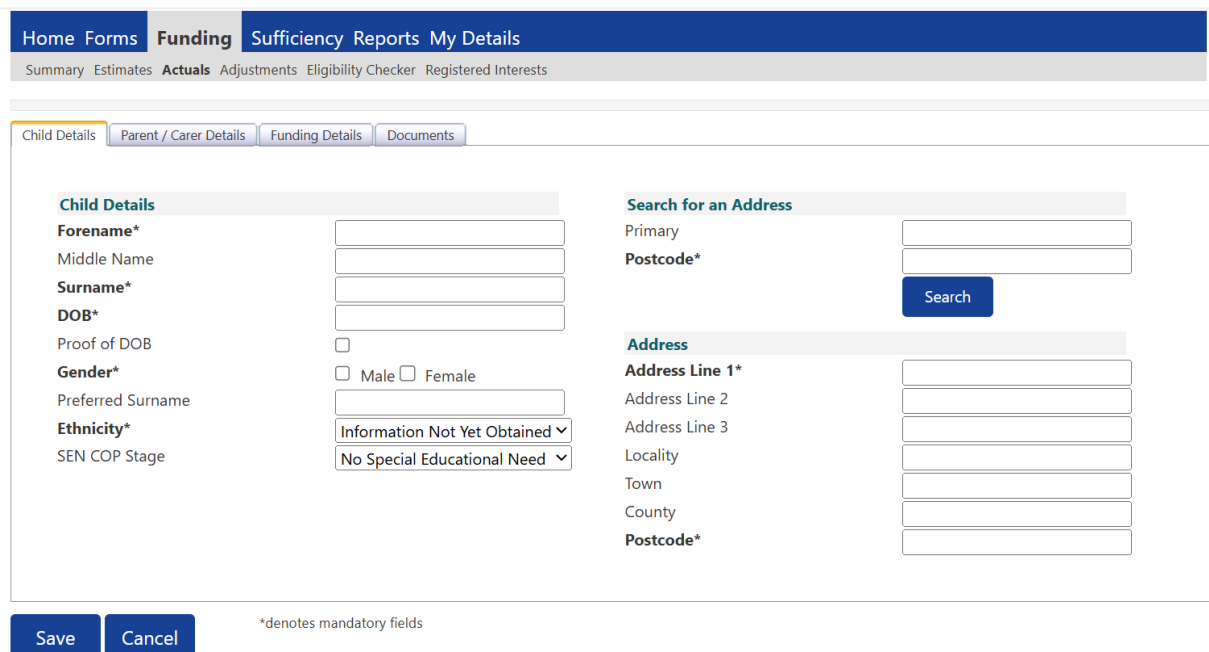
Save **Cancel** *denotes mandatory fields

For Working Families claims

If you are claiming **Working Family** hours on the headcount, use the eligibility checker **BEFORE** adding the child.

To add a new working family child to your setting, click on '**Add Child**' then select **Continue**

- On the **Child Details** window enter data. The Fields with an asterisk are mandatory and the system will provide a list of missing fields if you try and save before they are completed.



Home Forms **Funding** Sufficiency Reports My Details

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

Child Details Parent / Carer Details Funding Details Documents

Child Details

Forename*
Middle Name
Surname*
DOB*
Proof of DOB ☐
Gender* ☐ Male ☐ Female
Preferred Surname
Ethnicity*
SEN COP Stage

Search for an Address

Primary
Postcode*
Search

Address

Address Line 1*
Address Line 2
Address Line 3
Locality
Town
County
Postcode*

Save **Cancel** *denotes mandatory fields

The Fields with an asterisk are mandatory

Please note there is a search function for when entering an address.

- Enter a postcode and click **Search**.

The screenshot shows the 'Child Details' form with the 'Search for an Address' section. The 'Postcode*' field is populated with 'PO1 1BG' and the 'Search' button is highlighted with a red box. The 'Child Details' section on the left includes fields for Forename* (Jack), Middle Name, Surname* (Frost), DOB*, Gender* (Male selected), Preferred Surname, Ethnicity* (Information Not Yet Obtained), and SEN COP Stage (No Special Educational Need). The 'Address' section on the right has fields for Address Line 1*, Address Line 2, Address Line 3, Locality, Town, County, and Postcode*.

- If the software returns a valid address, select the correct address and click on **Confirm**

The screenshot shows the 'Child Details' form with the 'Search for an Address' section. The 'Address' section is highlighted with a red box, showing a list of addresses including '103 Commercial Road' and 'Portsmouth'. The 'Confirm' button is highlighted. The 'Child Details' section on the left is the same as in the previous screenshot. The 'Address' section on the right has fields for Address Line 1*, Address Line 2, Address Line 3, Locality, Town, County, and Postcode*.

- If the software cannot find an address, you can click to **Enter Manually**, but you must ensure the address is accurate. **Do not click save**
- Click on the **Parent/Carer Details** tab and ensure the parent's name, DOB, contact details National Insurance (NI) or NASS number are entered correctly, and the NI or NASS box is ticked
- Tick the box for **Working Family Eligibility** and EYPP (if applicable) to give consent for eligibility checks to be run. **Do not click save.**
- Click on the **Funding Details** tab and enter data

Summary

Child Details

Parent / Carer Details

Funding Details

Documents

Funding Details

Start Date*

01-Jan-2026

End Date*

31-Mar-2026

Default Term Dates

Weeks Attended in Term*

13.00

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

Check Eligibility

Hours*

0.00

Expanded Hours per Week

Eligible for Expanded Hours

✓

Eligibility Code

50157904322

Click to check eligibility for Working Family funding

Check Eligibility Code

Expanded Hours*

20.00

Total Funded Hours per Week

Total Funded:

20.00

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*

0.00

ⓘ 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

0.00

Expanded Entitlement Weeks

51.00

ⓘ 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: 13.00

Funded Weekly Hours: 13.50

Funded Termly Hours: 169.00

Funded Yearly Hours: 570.00

Expanded Weekly Hours: 27.00

Expanded Termly Hours: 338.00

Expanded Yearly Hours: 1140.00

- By clicking on the **Default Term Dates** button, it will automatically complete the start date and end date of the child's attendance for the entire term. Alternatively, if the child starts funded hours later or leaves earlier than the set term dates then you will be able to overtype either the start or end dates
- Enter the **Weeks Attended in Term**, either term time or stretched i.e. Spring 11 weeks (term time) 13 weeks (stretched)
Please refer to the important dates and deadlines sheet for further information
- Ensure the **Present during Census Week** tick box is ticked
- Tick the **Attends Two Days or More** tick box if the child is attending more than 1 day i.e. accessing more than 10 hours
- Select Yes/No in the **Nominated for DAF** section. If you select yes, you **MUST** upload evidence in the form of a copy of the DLA award letter
- Tick the **Stretching Entitlement** tick box if child is accessing a stretched place.
- Enter the **Funded Hours per Week**. Enter 0 if no Funded (Disadvantaged/FRAS) hours are being accessed
- Enter the **Expanded hours** per week i.e. 30 hours term time
- Enter **Attendance Days**
- Enter the **Non-Funded Hours per Week**. Enter 0 if no additional hours are being accessed.
- Enter the **annual** number of weeks funding is being accessed over in the **Expanded Entitlement Weeks** section i.e. 38 (term time), 51 (Stretched).
- Click on **Documents** tab and upload any required documents i.e. Copy of DLA letter as evidence for DAF

Only click save once all the relevant tabs have been completed.

Once data has been entered for all children **Send** the claim to the LA to process.

 In grace period

[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 Weig
	 Unsubmitted Claim		0.00	242.00	£2151.38	
	 Unsubmitted Claim		0.00	330.00	£2933.70	
	 Unsubmitted Claim		0.00	176.00	£1564.64	

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

When you send your claim, it will show the submission was successful. The status of the claim will change as Portsmouth Early Years team process your claim.

 Submission Successful

Submit Actual: 2025/26 Spring - 2 Year Old (NEW) [CHANGE](#)

 In grace period

[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 V
	 Awaiting LA Download		0.00	242.00	£2151.38	
	 Awaiting LA Download		0.00	330.00	£2933.70	
	 Awaiting LA Download		0.00	176.00	£1564.64	

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

UNSUBMITTED CLAIMS

On your home page, when you log in it will tell you if you have any unsubmitted claims.

Home Forms Funding Sufficiency Reports My Details

Welcome to FIS Provider Portal
Please make a selection from the above menu to proceed

Notifications
These records have been edited but not yet claimed.

 There are unsubmitted child funding records for Provider: [REDACTED]
 2025/26 Spring - 2 Year Old (NEW) (1 unsubmitted, 0 rejected)

- Click on the link to take you to the headcount screen where the unsubmitted record is.

	Status
 	Unsubmitted Claim

- Check that the claim is accurate or amend if required then click on **SEND**

IF YOUR CLAIM IS REJECTED

Notification of any rejected claims will display on the home page when you log in.

Home Forms Funding Sufficiency Reports My Details

Welcome to FIS Provider Portal
Please make a selection from the above menu to proceed

Notifications
These records have been edited but not yet claimed.

 There are rejected child funding records for Provider: [REDACTED]
 2025/26 Spring - 2 Year Old (NEW) (0 unsubmitted, 1 rejected)

- Click on the link to take you to the headcount record. The status will say **Actuals Claim Rejected**.

Add Child		Enter EY Voucher		Send Claim	
	Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	
			0.00		
	Actuals Claim Rejected		0.00		
			0.00		

Add Child		Enter EY Voucher		Send Claim	
-----------	--	------------------	--	------------	--

- To see why the claim has been rejected click on the child's name to open the record
- Click on the Summary tab.

Notes from the LA will show here

Summary

Child Details

Parent / Carer Details

Funding Details

Documents

Pending Adjustment

 Child is in grace period

Term Start Date

01-Jan-2026

Term End Date

31-Mar-2026

No of weeks attended

11.00

Nominated for DAF

No

Eligibility Start Date

23-Nov-2025

Eligibility End Date

25-Dec-2025

Grace Period End Date

25-Jan-2026

Eligibility last checked

21-Nov-2025 13:53:37

Provider Total Rate

£8.89

Claim Rejected

Weekly Hours exceeded. Review Parent Declaration. Funding may be shared. Make required adjustments

Funding

Funded Hours Per Week

0.00

Funded Hours for Term

0.00

Funding Amount @ Provider Rate

£0.00

Child Weightings

£0.00

Funding Amount

£0.00

Expanded Funding

Funded Hours Per Week

30.00

Funded Hours for Term

330.00

Funding Amount @ Provider Rate

£2933.70

Child Weightings

£0.00

Expanded Funding Amount

£2933.70

Totals

Funded Hours Per Week

30.00

Funded Hours for Term

330.00

Total Funding (excl. Adj)

£2933.70

Total amount from Adjustments

£0.00

Total amount from Pending Adjustments

£0.00

Total Funding For Term (inc Adj)

£2933.70

Close

*denotes mandatory fields

Review the information and make any required amendments then resubmit.

Once the payment is being processed the status and the status column will disappear and payment information for each child will be displayed, breaking it down into Funded/Universal Hours, Extended/Expanded Hours and Total Funding

View Actuals: 2025/26 Spring - 2 Year Old (NEW) [CHANGE](#)

 In grace period

	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
		0.00	242.00	£2151.38	
		0.00	330.00	£2933.70	
		0.00	176.00	£1564.64	

PAYMENT SUMMARY FOR ACTUAL HEADCOUNT

To view payment information for the Actual claim, click on the **Summary** tab:

Home **Forms** **Funding** **Sufficiency Reports** **My Details**
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Summary: 2025/26 Spring - 2 Year Old (NEW) [CHANGE](#)

Estimates	
Term Length (Weeks)	11.00
► Provider Rate applied	£8.89
Estimate Funding	
Hours Per Term	0.00
Term Funding Amount	£0.00
Interim %	100.00%
Interim Amount Payable	£0.00
Total Interim Amount Paid to Date (before Adj)	£0.00
Interim Amount Payable Balance	£0.00

Processed Yes
 Processed Date 21-Nov-2025

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.

Actuals	
Term Length (Weeks) Term Time	11.00
Term Length (Weeks) Stretched	13.00
► Provider Rate applied to child funding	£8.89
Funding	
Funded Hours for Term	0.00
Funding Amount @ Provider Rate	£0.00
Funding Amount	£0.00
Expanded Funding	
Funded Hours for Term	748.00
Funding Amount @ Provider Rate	£6649.72
Expanded Funding Amount	£6649.72
Totals	
Funded Hours for Term	748.00
Funding Amount @ Provider Rate	£6649.72
Child Weightings	£0.00
Term Funding Amount	£6649.72
Interim Amount Paid (before Adj)	£0.00
Term Funding Amount Balance	£6649.72
Adjustments Paid with Final Payment	£0.00
Actual Amount Paid (Inc. Adj)	£6649.72

Processed Yes
 Processed Date 24-Nov-2025

CLAIMING DISABILITY ACCESS FUNDING (DAF)

To claim DAF ensure the 'Nominated for DAF' section is set to 'Yes' on the 'Funding Details' tab

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

If nominated for DAF evidence in the form of a copy of the DLA award letter **MUST** be uploaded via the documents tab

UPLOADING DOCUMENTS

To upload documents such as evidence for DAF

- Click on the **Documents** tab of the child record
- Click on **Upload a file**
- Find the document and double click to upload
- Enter Description, i.e., DLA award letter for DAF
- Click **Save**

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 5 MB.

Description*	File Name
No Documents Uploaded	

Upload a file

Save **Cancel** *denotes mandatory fields

To view children who have been nominated for DAF click on the Adjustments tab then click on the arrow against **Not Paid**

Home Forms **Funding** Sufficiency Reports My Details
Summary Estimates Actuals **Adjustments** Eligibility Checker Registered Interests

Submit Adjustments: 2025/26 Spring - 2 Year Old (NEW) CHANGE

Not Paid - Total: £938.00

The child name, the amount and reason will show on the next screen

Type	Date Added	Child Name	Date of Birth	No. of Hours	Override Rate per Hour	Total Child Weighting Amount	Total Amount @ Provider Rate	Amount	Reason
Child	24-Nov-2025							£938.00	System generated adjustment for [DAF].

Once payment has been authorised and is being processed **Not Paid** will then show as **Paid as Adjustments**, with the total amount and date.

Paid as Adjustments - Total: £938.00, Paid Date: 24-Nov-2025

ADJUSTMENT HEADCOUNT TASK

Once the new term has started and the adjustment task is available, the adjustment tab in the funding section will activate allowing you to make the adjustments required.

- Click on **Funding** then the **Adjustment** tab

The screenshot shows the top navigation bar with tabs: Home, Forms, Funding, Sufficiency, Reports, and My Details. Below this is a sub-navigation bar with links: Summary, Estimates, Actuals, Adjustments, Eligibility Checker, and Registered Interests. The 'Adjustments' tab is highlighted with a red box. Below the navigation bar, the page title is 'Adjustments Head Count Records for 2025/26 - Spring'. On the left, there is a sidebar for the 2025/26 term with three options: Summer (disabled), Spring (selected and highlighted with a red box), and Autumn (disabled). The main area contains a table with the following data:

		Actuals (Office use only)		
	Funding Type	Ready To Process	Processed	Editable
	2 Year Old (NEW)	✓	✓	
	3 & 4 Year Old (NEW)			✓
	9 Month - 2yo (NEW)			✓

- Select the term and age range you wish to submit a claim for

This screenshot is similar to the previous one, but with additional red boxes highlighting the 'Spring' term in the sidebar and the '2 Year Old (NEW)' funding type in the table. The table data remains the same as in the previous screenshot.

If adding a new child, complete the Child details, Parent / Carer Details screens as normal. The funding details screen will only allow you to enter the following details:

- the start and end date of the funding (the default term dates will populate the dates for you, either to accept or edit)
- whether the child was present during census
- whether the child attends more than one day and their days of attendance
- whether the child is nominated for Disability Access Funding. Please note you will need to upload evidence of Disability Living Allowance to allow EY team to verify eligibility for DAF.
- Attendance Days
- Funded entitlement weeks for the census returns
- Expanded entitlement weeks for the census returns

Summary

Child Details

Parent / Carer Details

Funding Details

Documents

Pending Adjustment

Funding Details

Start Date*

01-Jan-2026

End Date*

31-Mar-2026

Default Term Dates

Weeks Attended in Term*

11.00

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

Check Eligibility

Hours*

0.00

Expanded Funded Hours per Week

Eligible for Expanded Hours

✓

Eligibility Code

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*

0.00

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

38.00

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 Termly Hours: 165.00

Funded Yearly Hours: 570.00

Expanded Weekly Hours: 30.00

Expanded Termly Hours: 330.00

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/carers

Save

Cancel

*denotes mandatory fields

If making changes to an existing child record, when clicking on the child record in the headcount screen you will be taken straight to the **Pending Adjustment** tab.

Summary

Child Details

Parent / Carer Details

Funding Details

Documents

Pending Adjustment

Pending Adjustment

Number of Hours

Reason (500 characters)

Maximum Values Allowed:

Funded Termly Hours: 165.00

Funded Yearly Hours: 570.00

Expanded Pending Adjustment

Number of Hours

Reason (500 characters)

Maximum Values Allowed:

Expanded Termly Hours: 330.00

Expanded Yearly Hours: 1140.00

Save

Cancel

*denotes mandatory fields

TYO - complete the **Pending Adjustment** section for FRAS/Disadvantaged and the **Expanded Pending Adjustment** section for the Working Family hours

3&4YO - complete the **Pending Adjustment** section for the Universal (first 15 hours) and the **Extended Pending Adjustment** for the Working Family (second 15 hours)

- From the drop-down menu select **More Hours** if you are claiming for a new child or if a child is accessing additional hours for the term. If a child is leaving or has reduced their hours, then select **Less Hours**
- Enter the **TOTAL** hours you are claiming or refunding for the **TERM** i.e. 165 hrs, not the weekly 15hrs.

Example 1

New child joining 2 weeks into the term accessing a term time place. Claiming 9 weeks x 15 hours = Total 135 Hours

Select **More Hours** and enter **135 hours** in the blank box

Example 2

Child leaving after 7 weeks (original claim for 11 weeks x 15 hours = 165). Refund 4 weeks x 15 hours = Total 60 Hours

Select **Less Hours** and enter **60 hours** in the blank box

Include a detailed explanation of the change for the Early Years funding team. Ensure the entries are made in the correct funding sections.

Examples may be:

- New starter to claim 11 weeks x 15hrs from 05/01/2026
- Started on 19/01/2026 to claim 9 weeks x 15hrs
- Started 19/01/2026 to claim 7.5hrs x 9 wks. Shared funding
- Increasing hours from 16 to 30hrs per week from 02/02/2026 (7wks x 14 hours = 98)
- Did not start this term
- Left setting at the end of last term
- Child leaving 06/02/2026 to claim 4 weeks' notice (notice given 09/01/2026)

If the child is leaving the early years provision, go to the funding details tab and change the End Date.

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

Funding Details

Start Date* 01-Jan-2026

End Date* 06-Feb-2026

Default Term Dates

- Press Save once completed.

Once you have made all the changes you need to click on **Send Claim**

Changes submitted to the Early Years funding team will be reviewed regularly. Once processed you will be able to view them on the portal by clicking on Funding, then Adjustments

- Click on the arrow next to 'Paid as Adjustments'. The detail expands to show a breakdown by child, of all adjustments.

[Home](#)
[Forms](#)
[Funding](#)
[Sufficiency](#)
[Reports](#)
[My Details](#)

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

Submit Adjustments: 2025/26 Spring - 2 Year Old (NEW)
[CHANGE](#)

▼ Paid as Adjustments - Total: £1809.22, Paid Date: 24-Nov-2025

Type	Date Added	Child Name	Date of Birth	No. of Hours	Override Rate per Hour	Total Child Weighting Amount	Total Amount @ Provider Rate	Amount	Reason
Child	24-Nov-2025							£938.00	System generated adjustment for [DAF].
Child	24-Nov-2025			98.00		£0.00	£871.22	£871.22	Increasing hours from 16 to 30hrs per week from 02/02/2026 (7wks x 14 hours = 98)

⚠ In grace period

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

	Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
			0.00	0.00	0.00	242.00	£2151.38	11-Jul-2025 - 10-Jan-2026 Grace Period: 31-Mar-2026
⚠			0.00	0.00	0.00	330.00	£2933.70	23-Nov-2025 - 25-Dec-2025 Grace Period: 25-Jan-2026
			0.00	0.00	0.00	274.00	£3373.86	02-Jul-2024 - 08-Jan-2026 Grace Period: 31-Mar-2026

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

Important: If the overall Adjustment for all age ranges in Adjustment period 1 is a negative figure (meaning you owe funding back) we will not process the refund at this point, and it will sit in 'Not Paid' until Adjustment 2. If you still owe Portsmouth Council money after adjustment 2, we will offset the amount against the following terms Actual payment. However, if you are not due a payment for the following term, we will raise an AR invoice and send an invoice to you.

A breakdown of funds is available to you at each stage confirming the funds processed to provide clear records for your finances and to help you understand the breakdown of payments made to you at each stage.

CONTACTS FOR QUERIES:

Funding queries please contact EYFunding@portsmouthcc.gov.uk as normal.
 Login issues please contact SynergySupport@portsmouthcc.gov.uk

EXAMPLE OF A 2 YEAR OLD FUNDING ELIGIBILITY LETTER FOR PARENTS:



Mr Test Test
33 Allaway Avenue
Portsmouth
PO6 3PR

Education

Floor 2 Core 6
Civic Offices
Guildhall Square
Portsmouth
PO1 2EA
Phone: [023 9284 1974](tel:02392841974)
Date: 22 March 2023

Dear Mr Test

This is confirmation that your child, **John John, 01-Mar-2021**, is eligible for two-year-old funding. This starts the term after your child turns two years old. |

Please note that the earliest date from which your child can take up a funded place is the term **after** your child turns 2.

For example, if your child turns 2 on the 8th September, they will be eligible for funding from the Spring term starting the 1st January.

If you are awarded the funding after your child has turned two and is age eligible your start date will be the date of this letter.

Child turns two	Earliest date can start from
D.O.B between 1 April to 31 August	1 st September
D.O.B between 1 September to 31 December	1 st January
D.O.B between 1 January to 31 March	1 st April

If you only use your 15 funded hours there should be no extra charges, ask your chosen childcare provider about their funded hours only offer. Please keep this message and code UCPI3D safe as you will need to show it to your chosen childcare provider

- You are entitled to 15 hours of free childcare term time (up to 38 weeks, a total of 570 hours per year)
- Some providers will allow you to 'stretch' the hours up to 52 weeks, using less hours per week
- Once you qualify for two-year-old funding you can keep the funding even if your circumstances change, i.e., you start work

What next?

Visit portsmouth.gov.uk/childcare to search for childcare provision, or contact the Early Education Funding Team on [023 9284 1974](tel:02392841974) or email 2yroldfunding@portsmouthcc.gov.uk if you would like more help?

www.portsmouth.gov.uk