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**Funding
Provider Portal
Guidance
January 2019**

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Funding Formula 2018/19

For full details see Provider Agreement September 2018

Eligible Two-Year Olds

The hourly rate for funded two-year olds is £5.20.

Three and Four-Year Olds – Universal and Extended Entitlements

The formula is made up of a base rate plus deprivation funding (ACORN) plus a quality supplement.

The base rate accounts for 90% of the hourly funding rate, deprivation funding and the quality supplement are each 5% of the funding available.

The hourly base rate for all providers is £3.85.

The Acorn score is a deprivation indicator that is taken from CACI's geodemographic classification system and uses various demographic characteristics to provide an overall deprivation score for each setting. The Acorn score is reviewed and updated annually.

The Acorn rate is £0.00565 multiplied by the providers Acorn score to give an hourly Acorn funding rate.

The providers Acorn score is calculated by using the average Acorn score of the postcode of each child on the January *census** prior to the funding year. If the setting did not have any children on the January *census**, then if the setting had an Acorn score the previous year that will be used or if a new provider the average of all settings will be used.

The quality supplement is based on the qualification of the level of staff leading the provision.

Staff Funding Band	Hourly Weighting
A Single level 3 led provider	£0.00
B Multiple level 3 provider	£0.07
C Single EYP led provider	£0.11
D Multiple EYP led provider	£0.18
E Single teacher led provider	£0.30
F Multiple teacher led provider	£0.31

To receive funding at any particular level, at least 50% of the funded child hours must be delivered by a person with the respective level of qualification, in the relevant ratio.

For example, if a provider had an EYP who was with the 3 & 4 year old funded child for 30 hours a week, (all children access 15 hours of funded entitlement each week), in order for the provider to be funded at band C the maximum number of children would be 52 (26 children in the morning and 26 children in the afternoon at a staffing ratio of 1:13).

All children funded must have equal access to the EYP. If the 50% level is not reached then the provider will be funded at the banding rate below, i.e. the setting would be funded at band B and not band C. There can be no differentiation of bandings for different rooms within a provision, the banding rate is for the provision as a whole.

*See glossary on page 21

In order to receive funding at band rate F providers must have an annual average of over 52 children per term and employ 2 full time teachers in the nursery.

Early Years Pupil Premium (EYPP*)

*EYPP** will be paid to all providers at £0.53 per hour per eligible child. *EYPP** will be paid up to a maximum of 15 hours even where a child is accessing up to 30 funded hours.

For PVI providers, it is intended that *EYPP** will be paid for eligible children for each term as part of the final payment. For maintained providers, termly budget information will be provided.

Disability Access Funding (DAF*)

The providers of three and four-year olds eligible for the *DAF** will be entitled to receive a one-off payment of £615 per year. The *DAF** is not based on an hourly rate and is an additional entitlement.

Inclusion Fund

Providers may *submit** applications up to the value as stated below. The application form must be fully costed with evidence of costs e.g. the cost of a course or piece of equipment, including VAT where applicable

- the maximum award per single child to £500 in a rolling twelve-month period.
- the maximum award for a group of children to £1,000 in a rolling twelve-month period.

This money will be paid directly to settings. This will usually be a one-off payment although there may be occasions where repeat applications are appropriate on an annual basis.

What is the on-line *Provider Portal**?


The on-line *provider portal** allows you to *submit** information with regards to your setting /s and children electronically to the Local Authority. This guide is specifically written to explain the funding section and should be read in conjunction with the Provider Agreement and the calendar of key dates.

Before you can access

We will send you a “Provider Portal Privacy Agreement” form which we need you to sign and return. This document advises on your responsibility with regards to keeping your data and password safe as well as recommending a password policy being put in place for when there are changes in users of the password.

How do I access the on-line Portal?

You can access the *portal** by clicking into the weblink below or copying and pasting this into your internet browser. We would recommend that you save this as a

“favourite” which is usually indicated by a star  .

How to log into the *Portal**

<https://lcsa.gateshead.gov.uk/Synergy/Live/Synergyweb/providers/Default.aspx>

Once we have received your signed agreement “Provider Portal Privacy Agreement” we will supply you with a user name and a temporary password.

Please remember to use capitals and special characters where required as the system is case sensitive.

Enter user name and password and select Sign In

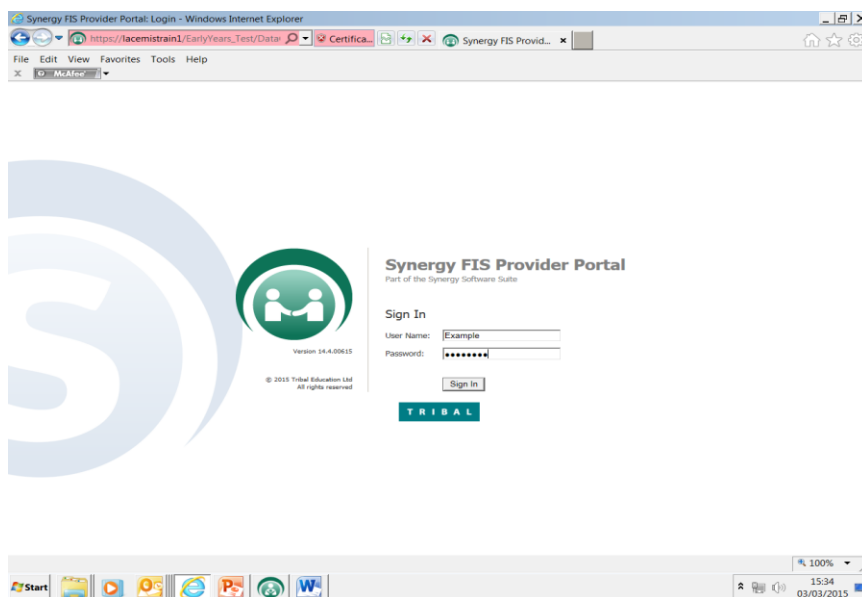


Figure 1

Your first login

You will be required to complete the following login details to change your password to something more memorable which for security and audit reasons is known only to you, not Early Years & Childcare Service. Remember to store this information securely.

Once you have entered this info, select Confirm Password.

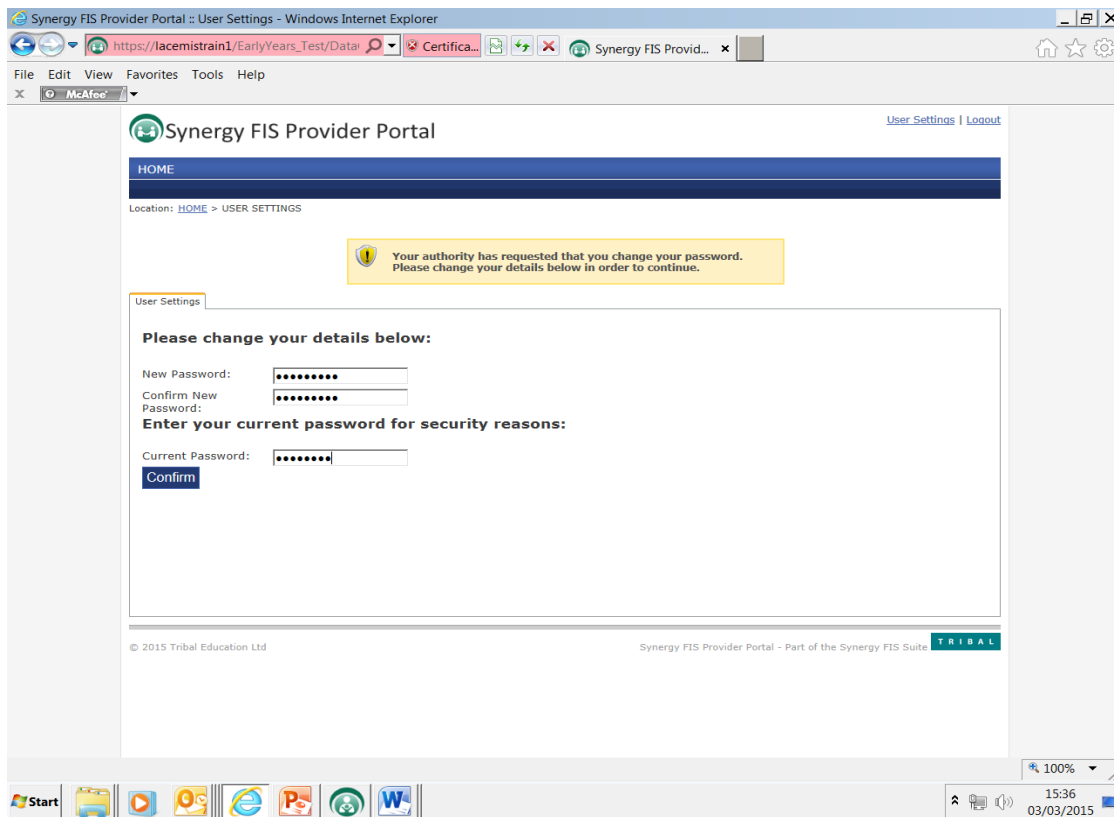


Figure 2

NOTE:

If you find you have problems logging into the system please contact one of the following:

Lorraine Hurst 0191 4335121, lorrainehurst@gateshead.gov.uk

Julie Robertshaw 0191 4335128 julierobertshaw@gateshead.gov.uk

Jan Batchelor 0191 4335108, janbatchelor@gateshead.gov.uk

Welcome to the *portal**

The following screen will be displayed:

Organisation: **Gateshead Council**

Home Forms Courses Funding Staff Ofsted

Welcome to FIS Provider Portal

Please make a selection from the above menu to proceed. By submitting any information via this portal you are agreeing that; 1. You have read, understood and agreed to the terms set out in the Provider Agreement - September 2018 2. Parents have consented to the sharing of their personal information with the local authority, to enable accurate records management. 3. Parents are fully aware of how their information is used by the local authority, including the sharing of applicable information with the Department for Education's Eligibility Checking System for EYPP and 30 hour funding.

Notifications

There are unsubmitted child funding records for provider: Gateshead Family Information Service - Swimming

Figure 3

There are several *tabs** depending on your registration's requirements.

Select Funding *Tab**, see below:

Organisation: **Gateshead Council**
Provider: **Gateshead Family Information Service (Swimming)**

Home Forms Courses **Funding** Staff Ofsted

Summary Estimates Actuals Adjustments Eligibility Checker

Select Year and Term

2018/19
Summer
Spring
Autumn
2017/18
2016/17

Figure 4

Organisation: **Gateshead Council**
Provider: **Gateshead Family Information Service (Swimming)**

Home Forms Courses **Funding** Staff Ofsted

Summary Estimates Actuals Adjustments Eligibility Checker

Summary Head Count Records for 2018/19 - Spring

	Funding Type
2018/19 Summer Spring Autumn	2 Year Funding
2017/18 2016/17	3/4 Year Funding

Figure 5

Funding - Your funding officer* will have provided you with a calendar of key dates please refer to this regularly to avoid missing deadlines.

This table shows how the payments are split

	Summer					Autumn				Spring		
	April %	May %	June %	July %	Aug %	Sept %	Oct %	Nov %	Dec %	Jan %	Feb %	Mar %
Group* Providers	70 Est	0	0	30 Actual/ Final	0	70 Est	0	0	30 Actual/ Final	70 Est	0	30 Actual/ Final
Childminders	23 Est	23 Est	23 Est	30 Actual/ Final	0	23 Est	23 Est	23 Est	30 Actual/ Final	35 Est	35 Est	30 Actual/ Final

Within the Funding *tab** there are 5 more *tabs**; Summary, *Estimates**, Actuals, Adjustments & Eligibility Checker. The Summary *tab** allows you to select a term and view any funding details

Summary		Estimates		Actuals	
Summary: 2018/19 Spring - 3/4 Year Funding CHANGE					
Rate x Hours may not equal Totals as rounding is applied per child. The totals shown are the sum of the funding amounts per child.					
Term Length (Weeks)	11.00000	Term Length (Weeks) Term Time	11.00000	Term Length (Weeks) Stretched	11.00000
▷ Provider Rate applied	£3.84853	▷ Provider Rate applied to child funding	£3.84853		
Estimate Funding		Universal Funding		Extended Funding	
Hours Per Term	0.00	Funded Hours for Term	0.00	Funded Hours for Term	0.00
Term Funding Amount	£0.00	Funding Amount @ Provider Rate	£0.00	Funding Amount @ Provider Rate	£0.00
Interim %	70.00%	Universal Funding Amount	£0.00	Extended Funding Amount	£0.00
Interim Amount Payable	£0.00				
Total Interim Amount Paid to Date (before Adj)	£0.00	Totals			
Interim Amount Payable Balance	£0.00	Funded Hours for Term	0.00	Funding Amount @ Provider Rate	£0.00
		Child Weightings	£0.00	Term Funding Amount	£0.00
Number of Payments Due	2 / 2	Interim Amount Paid (before Adj)	£0.00	Interim Amount Paid (before Adj)	£0.00
Next Payment Amount Due (before Adj)	£0.00	Term Funding Amount Balance	£0.00	Adjustments Paid with Final Payment	£0.00
Fully Processed	No				

Figure 6

The Provider rates can be expanded to show a breakdown of how your hourly rate is calculated, to do this select the arrow

Estimates	
Term Length (Weeks)	12.00000
▼ Provider Rate applied	£4.16000
Base Rate	£3.85000
Acorn 23.69	£0.31000
Estimate Funding	
Hours Per Term	0.00

Figure 7

Childminders who are paid “monthly” can see a breakdown of interim payments by selecting the arrow “Total Interim Amount Paid to Date” within the summary page:

▼ Total Interim Amount Paid to Date (before Adj)	£26.94
25-Apr-2018	£8.98
25-Apr-2018	£8.98
25-Apr-2018	£8.98
Interim Amount Payable Balance	£0.00

Figure 8

Estimates calculation

Weekly funded hours per child x funded weeks in term (see calendar)

Estimates* – Group Providers*

Use this *tab** to input your *estimated** hours for the term as required by your *funding officer**. Please remember to check you are *submitting** for the correct funding type. 2 year old funding and 3/4 year old funding are calculated separately. It is also important to remember when *estimating** for the 3/4 year olds to include *estimated** hours for those claiming extended entitlement. Once you are happy with the number of hours, select Send Claim. You are paid 70% of this *estimate*e* (interim payment/s), any remaining funding is paid following *headcount* submission**.

Enter hours

Organisation: Gateshead Council
Provider: Gateshead Family Information Service (Swimming)

Home Forms Courses **Funding** Staff Ofsted

Summary **Estimates** Actuals Adjustments Eligibility Checker

Submit Estimate: 2018/19 Spring - 3/4 Year Funding [CHANGE](#)

Estimate Number of Funded Hours for this Term
Please enter a number, then 'Send Claim'

[Send Claim](#)

Figure 9

You will receive a *Submission** Successful message once your claim has been sent

Estimates* – Childminders Only

Childminders' *estimates** payments are split. The Summer and Autumn term are split into 3 *estimate** payments, e.g. if you *estimate** 300 hours for summer term you will receive 3 payments of 100 hours each. Spring term *estimate** will be split into 2 payments. Please see issued timetable for more information with regards to payment dates.

2 year old funding and 3/4 year old funding are calculated separately. It is also important to remember when estimating for the 3/4 year olds to include *estimated** hours for those claiming extended entitlement. Once you are happy with the number of hours, select Send Claim.

The screenshot shows a web interface for Gateshead Council. At the top, it identifies the Organisation as 'Gateshead Council' and the Provider as 'Gateshead Family Information Service (Swimming)'. Below this is a navigation menu with 'Home', 'Forms', 'Courses', 'Funding', and 'Staff Ofsted'. Under 'Funding', there are sub-links for 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A green banner with a checkmark icon displays the message 'Submission Successful'. Below this is a link for 'Submit Estimate: 2018/19 Spring - 3/4 Year Funding' with a 'CHANGE' link. A form field is labeled 'Estimate Number of Funded Hours for this Term' with the value '200' entered. Below the field is the instruction 'Please enter a number, then 'Send Claim''. A blue button labeled 'Send Claim' is positioned below the form.

Figure 10

If the hours change after you have *submitted** the original *estimate**, e.g. you have a new starter or a child leaves, you are able to change your *estimated** hours until the date advised in your funding calendar. You will need to resubmit the *estimate** if you have changed these hours.

Split (monthly) payments account for 70% payment of the *estimated** hours you have *submitted** for the term.

Actuals

Choose the appropriate *headcount** (Year term / fund) you wish to update or view

*See glossary on page 21

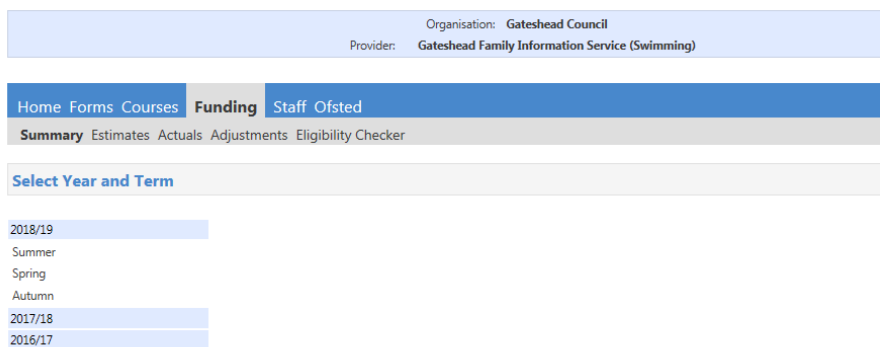


Figure 11

Please note, if you are already viewing other *tabs** within the fund / year/term you require you will be automatically able to select the actuals *tab**. If you have been in another funding year/term and wish to alter your selection, you can do this by choosing the change option.

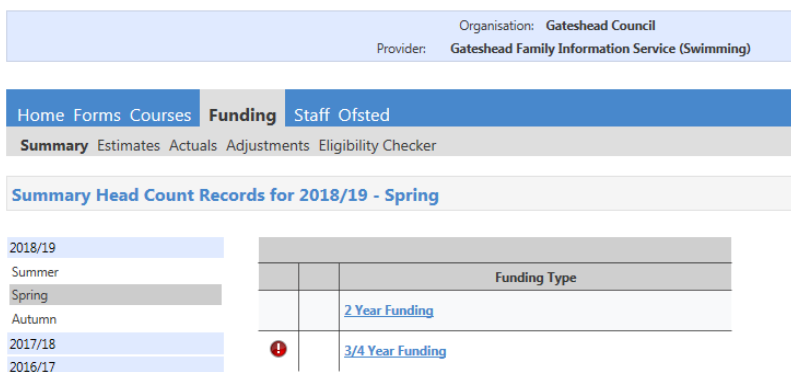


Figure 12

Once you are in the required fund / year/term it should look like this:

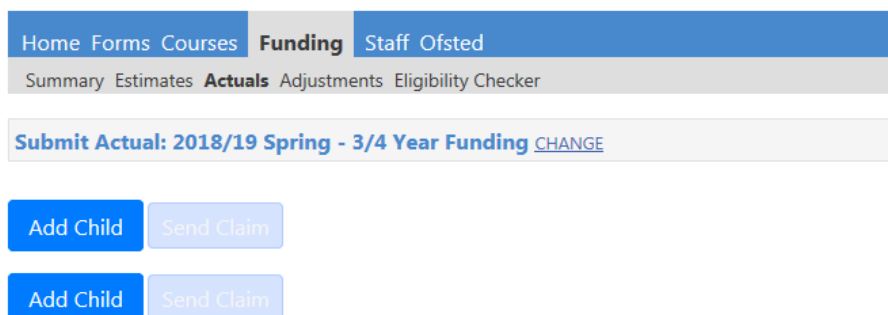


Figure 13

*See glossary on page 21

However, you may already have some children's details showing if any have been carried forward from the previous term.

The page is designed with 2 rows of Add Child and Send Claim, this is to allow you easier navigation when working with large lists of children as one remains at the start of the list and the other at the end.

Organisation: Gateshead Council
Provider: Gateshead Family Information Service (Swimming)

Home Forms Courses **Funding** Staff Ofsted

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2018/19 Spring - 3/4 Year Funding CHANGE

Not submitted

Add Child Send Claim

	Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
ⓘ ↻	Add Pending	Pattar, Beatriz (24-Nov-2014)	50.00	0.00	£192.43		

Add Child Send Claim

Figure 14

To add a child to a *headcount**

You use this *tab** to *submit** children's *headcount** details. We use these details to pay the remaining 30% of the *estimate** payment, plus or minus any difference.

To add children to the *headcount** Select Open on the required term

Select Add Child

There are 4 *tabs** Child Details, Funding Details, Parent/Carer Details & Notes

Child Details:

Insert information, the minimum requirement is for the *fields** with a * as well as Proof of DOB and middle name should the child have one. Please remember to use the child's legal name, not a shortened version, this helps us to prevent *duplicate** records in the system.

Figure 15

Parent/carer details

Please complete this *tab** for children 30Hr funding and those to be checked for *EYPP** eligibility. where you have had permission from the parent/ carer to share this information.

You are required to tick to give the Local Authority consent to run *EYPP** and 30H checks

Figure 16

Next complete the Funding Details *tab**, you must specify start and end dates if the child has been there for less than the entire term.

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

Funding Details

Start Date* 01-Jan-2019

End Date* 31-Mar-2019

Default Term Dates

Weeks Attended in Term* 10.00000

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Stretching Entitlement

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

Universal Funded Hours per Week

Universal Hours* 5.00

Extended Funded Hours per Week

Extended Hours* 0.00

30H Eligibility Code

30 Hours Free Childcare

Eligible for 30H

Total Funded Hours per Week

Total Funded: 5.00

Non-Funded Hours per Week

Non-Funded Hours* 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

Maximum Values Allowed:

Number of Weeks: **11.00000**

Universal Weekly Hours: **15**

Universal Termly Hours: **165**

Universal Yearly Hours: **570**

Extended Weekly Hours: **15**

Extended Termly Hours: **165**

Extended Yearly Hours: **570**

Figure 17

The red box to the bottom right shows the maximum values allowed.

Weeks attended should reflect actual attendance, therefore if a child has *stretched** their hours please state over how many weeks.

Disability Access Fund (*DAF**) –it is mandatory to record if the parent/carer has identified (in their parent declaration form) that the child is entitled to *DAF** and is nominating your setting to be the recipient of the fund. Remember you must have seen evidence of the child's DLA.

It is essential that you select the *Stretching** Entitlement option if the child is accessing hours over more than the standard number of weeks.

For children claiming extended funding (30hours) enter the 11-digit 30H voucher code then select the 30 Hours Free Childcare button

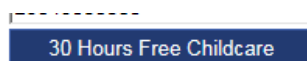


Figure 18

If valid, a tick box will appear in the Eligible for 30H box

The total Funded Hours per week will *self-populate**.

For *census** reasons please record the attendance days and any non-funded hours

You must save the information at this point

Default Term Dates
 Weeks Attended in Term* 10.000000
 Present during Census
 Attends Two Days or More
 Nominated for DAF* Yes No
 Stretching Entitlement

Attendance
 Attends Thursday* Yes No
 Attends Friday* Yes No
 Attends Saturday* Yes No
 Attends Sunday* Yes No

Universal Funded Hours per Week
 Universal Hours* 5.00
Extended Funded Hours per Week
 Extended Hours* 0.00
 30H Eligibility Code **30 Hours Free Childcare**
 Eligible for 30H

Non-Funded Hours per Week
 Non-Funded Hours* 0.00

Maximum Values Allowed:
 Number of Weeks: 11.00000
 Universal Weekly Hours: 15
 Universal Termly Hours: 165
 Universal Yearly Hours: 570
 Extended Weekly Hours: 15
 Extended Termly Hours: 165
 Extended Yearly Hours: 570

Save Cancel *denotes mandatory fields

Figure 19

Please note 2 year funding the Funding Details *tab** looks different as there is no option for extended entitlement.

The information will then show in a table as shown below:

Home Forms Courses **Funding** Staff Ofsted
 Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2018/19 Spring - 3/4 Year Funding [CHANGE](#)

Not submitted

Add Child Send Claim

		Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
		Add Pending	Potter, Beatrix (24-Nov-2014)	50.00	0.00	£192.43		

Add Child Send Claim

Figure 20

There is an additional key down the left hand side with a symbol to notify of those that have yet to be *submitted**. The *Child Weightings** Column will show any *EYPP** and the *Eligibility Status* will show the associated dates for the extended hours.

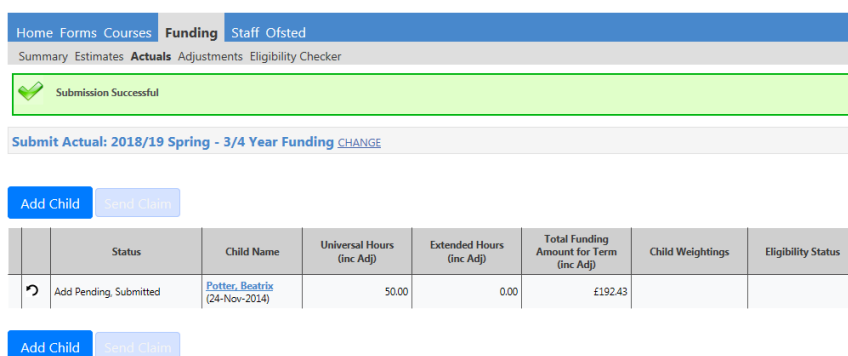
To edit a child when a record has not been *submitted**, select the child's name from the list and make any changes, remember to save.

*See glossary on page 21

Remember where a child has been carried forward from previous term you must edit the child's record to include weeks and hours claimed for current term as well as parent / carer details.

To edit a child once it has been *submitted**, providing it has not yet been imported by your *funding officer**, select the child's name, save and re-send claim. You will know it has not yet been imported if the records status is Pending.

If the record has been imported by your *funding officer** you will not be able to edit, and you may receive an error in this instance please contact your *funding officer**.



Home Forms Courses **Funding** Staff Ofsted

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submission Successful

Submit Actual: 2018/19 Spring - 3/4 Year Funding [CHANGE](#)

Add Child Send Claim

	Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
↻	Add Pending Submitted	Potter, Beatris (24-Nov-2014)	50.00	0.00	£192.43		

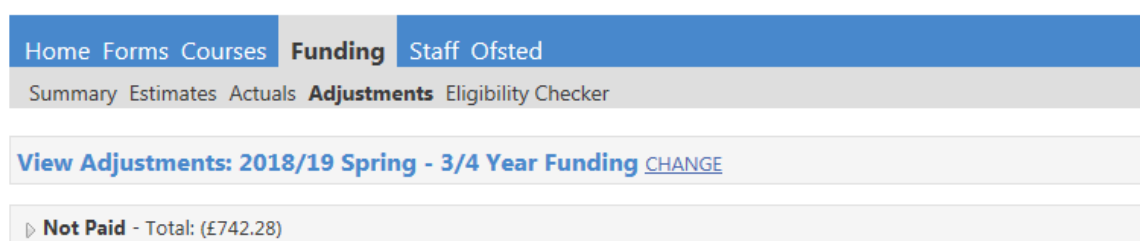
Add Child Send Claim

Figure 21

Adjustments

Adjustment payments are made when a provider has been over or under paid or for funds linking directly to a specific fund, for example all *DAF** payments are paid as adjustments

Inclusion Fund will also be paid as an adjustment.



Home Forms Courses **Funding** Staff Ofsted

Summary Estimates Actuals **Adjustments** Eligibility Checker

View Adjustments: 2018/19 Spring - 3/4 Year Funding [CHANGE](#)

▶ **Not Paid** - Total: (£742.28)

[Please email the Authority to request changes to the adjustments.](#)

Figure 22

Where adjustments are showing as “Not Paid” the payment will be made in the following payment transaction.

You can see further details by selecting the arrow to the left of the Not Paid

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
Provider	05-Dec-2018							(£695.48)	System carried negative final value from Autumn 2018/19
Provider	05-Dec-2018							(£46.80)	System carried negative final value from Autumn 2018/19

Figure 23

Eligibility Checker *Tab**

Home	Forms	Courses	Funding	Staff Ofsted
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.

[30 Hours Free Childcare](#)

Figure 24

You can check the validity of voucher codes in this *tab**. This *tab** is not linked to a specific term and therefore does not populate any *headcount**. It can be used when a parent presents their code to you prior to taking up the extended entitlement.

Select the 30 Hours Free Childcare button and complete the mandatory information indicated by a *

Figure 25

You must include a tick to show you have been given consent by the parent / carer to perform this check.

When you *submit** these details, you will be notified whether or not they are valid.

If they are valid you will be able to see the Code start and end dates and also the Grace period end date. We recommend you keep a record of these details.

Figure 26

Full details of the eligible child will need to be added in the actuals *tab** (see page 11)

Note – from September 2018 foster carers may be eligible for a 30 Hr funded place. The process is currently being agreed by the local authority and we will update you as soon as possible.

Audits – Extended Hours

The Local Authority has a duty to audit 30 hour codes at 6 points throughout the year. You will be notified via e-mail when these have taken place and advised to check your *headcounts** as these will reflect any changes to 30 Hour eligibility dates. You will need to speak to parents/carers regarding their child's hours should their eligibility change. A child cannot begin their take up in a grace period. The grace period begins the day after the code end date. If a child is in a grace period at the beginning of term and have attended the previous term, they are able to continue

*See glossary on page 21

their attendance until the grace period end date. Parents should be encouraged to revalidate before the code end date.

Early Years Pupil Premium (EYPP*)

If the appropriate information is supplied, i.e. parents info, the *EYPP** eligibility checks are performed by *funding officers** for those who may qualify for additional funding based on economic criteria. If you believe a child may be eligible for *EYPP** because of Looked After Criteria please e-mail details to your *funding officer**.

If a child is eligible for *EYPP** they are given a child *weighting** which an amount of funding per hour and is shown in the *Actuals tab**.

Once a child has been checked and is found to be eligible you can see the amount in the child weightings column

Figure 27

note: x hours may not equal 1 hour as rounding is applied per child.
The totals shown are the sum of the funding amounts per child.

Estimates		Actuals	
Term Length (Weeks)	11.00000	Term Length (Weeks) Term Time	11.00000
↳ Provider Rate applied	£3.84853	Term Length (Weeks) Stretched	11.00000
Estimate Funding		↳ Provider Rate applied to child funding	£3.84853
Hours Per Term	0.00	Universal Funding	
Term Funding Amount	£0.00	Funded Hours for Term	0.00
Interim %	70.00%	Funding Amount @ Provider Rate	£0.00
Interim Amount Payable	£0.00	Universal Funding Amount	
Total Interim Amount Paid to Date (before Adj)	£0.00	£0.00	
Interim Amount Payable Balance	£0.00	Extended Funding	
		Funded Hours for Term	0.00
		Funding Amount @ Provider Rate	£0.00
		Extended Funding Amount	
		£0.00	
		Totals	
Number of Payments Due	2 / 2	Funded Hours for Term	0.00
Next Payment Amount Due (before Adj)	£0.00	Funding Amount @ Provider Rate	£0.00
		Child Weightings	£0.00
Fully Processed	No	Term Funding Amount	
		£0.00	
		Interim Amount Paid (before Adj)	
		£0.00	
		Term Funding Amount Balance	
		£0.00	
		Adjustments Paid with Final Payment	
		£0.00	
		Actual Amount Paid (inc. Adj)	
		£0.00	

Figure 28

*See glossary on page 21

Synergy FIS Provider Portal Welcome **Gateshead FIS 3 (Gateshead FIS)**
[User Settings](#) | [Sign Out](#)

Organisation: **Gateshead Council** [Open New Tab](#) [?](#)
 Provider: **Gateshead Family Information Service (Childminders)**

HOME FORMS COURSES FUNDING SUFFICIENCY STAFF OFSTED

Summary Estimates **Actuals** Adjustments Eligibility Checker

Name: Jack Jackson **DOB:** 14-Feb-2014

Summary [Child Details](#) [Parent / Carer Details](#) [Funding Details](#) [Notes](#)

Term Start Date	01-Jan-2019	Universal Funding	
Term End Date	31-Mar-2019	Funded Hours Per Week	11.00
No of weeks attended	11.00000	Funded Hours for Term	121.00
Nominated for DAF	Yes		
Provider Total Rate	£3.84853	Funding Amount @ Provider Rate	£465.67
		▼ Child Weightings	£63.68
		EYPP (£0.52631)	£63.68
		Universal Funding Amount	£529.35
		Totals	
		Funded Hours Per Week	11.00
		Funded Hours for Term	121.00
		Total Funding (excl. Adj)	£529.35
		Total amount from Adjustments	£615.00
		Total amount from Pending Adjustments	£0.00
		Total Funding For Term (inc Adj)	£1144.35

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

Figure 29

Appendix 1.

Glossary

Census	Annual return of information to central government. Census date 17th January 2019.
Child Weighting	Additional hourly rate of funding amount allocated to child individually. E.g. Early Years Pupil Premium
DAF	Disability Access Fund. £615 per child, per annum for 3 and 4 year funded children with Disability Living Allowance allocated to one provider of the parent/ carers choice.
Duplicate records	More than one record for the same child can result in inaccurate payments being made.
Termly Estimates	The number of hours you expect for funded attendance over a term.
EYPP	Early Years Pupil Premium, a top up funding amount calculated by the hour for children who qualify under Looked After or Economic criteria (family's financial circumstance)
Fields	Data that has several parts, known as a record, can be divided into fields. Examples of fields: name, gender, DOB
Funding Officer	Each Early Years Funding provider is allocated a named Funding Officer from the Early Years and Childcare Service at Gateshead Council.
Group Providers	Childcare providers who are not childminders are known as group providers e.g. Day Nurseries, Pre-schools
Headcount	Headcount is the list of children in the actuals tab
Provider Portal	Secure on-line service used by childcare providers to; send information to and receive information from Gateshead Council's Early Years and Childcare Service
Self-Populate	The information is automatically inserted by the database because of information already held.
Stretch/ stretched	When terms are expanded to include school holidays they are known as stretched. Providers can choose to offer stretched places for up to 51 weeks a year. The weekly maximum entitlement for those accessing stretched hours reduces from 15 hours to 11 per fund or from 30 to 22 when the child is entitled to 30 Hour Extended Entitlement.
Submission / Submitted	When information is sent to the Early Years and Childcare Service. Data can be prepared and saved on the provider's computer but can not be seen to be processed by Early Years until it has been submitted.
Tab	Section or area of the system