

Synergy Web Provider Portal – for Early Years Funding

How to claim 2YO Families Receiving Additional Support only

From the term following a child's 2nd birthday, families requiring additional support can apply to North Yorkshire Council to receive a 6-digit code to access up to 15 hours per week, 2YO FRAS funding (FRAS).

Before adding a child to your headcount you **must** have seen an eligibility letter from North Yorkshire confirming the child's 6-digit code. Information on the eligibility criteria for 2YO FRAS funding and how to apply are on our website here: [Education and childcare for families of 2-year-olds receiving additional support | North Yorkshire Council](#)

Step 1

Select 'Funding', 'Actuals', then the correct financial year and the term you are inputting the claim for. Finally select '2 Yr Old Funding' as this is the claim being made.

Home Forms **Funding** Sufficiency Staff Ofsted

Summary Estimates **Actuals** Adjustments Eligibility Checker

Actuals Head Count Records for 2025/26 Financial Year - Au

2025/26 Financial Year	
2024/25 Financial Year	
2023/24 Financial Year	
2022/23 Financial Year	
2021/22 Financial Year	
2020/21 Financial Year	
2019/20 Financial Year	

Funding Type

- 2 Yr Old Funding**
- 3 & 4 Yr Old
- Under 2's Funding

If a child has already accessed early years funding with your setting in a previous term, their name will appear on screen, see below.

Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X	Example, Example (30-Aug-2023)	0.00	0.00	£0.00	DEP C	

To input the existing child's headcount claim, click on their name, shown in blue text to move to the next screen and skip to Step 2 to input their claim.

If a child is new to claiming funding with you, their name will not appear. Instead, you will need to click either onto 'Add child' or 'Enter EY Voucher' to input their headcount claim.

Add Child Enter EY Voucher Send Claim

If you have the 6-digit code the parent has from North Yorkshire Council, click into the green box and complete all three fields shown here, then press 'Submit'. This can be used to automatically input some of the child's information on the next screen for you.

EY Claim

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

Voucher Code*

Child Date of Birth*

Child Surname*

*denotes mandatory fields

Submit **Cancel**

If you do not have the 6-digit code available **or** when added the child details are not automatically added for you, instead click the 'Add child' button, as detailed on page 1. This message will then appear on screen, click 'Continue'

Step 2 -Child Details screen

You will now see either of the following screens:

For children you have already claimed funding for your screen will show:

For children you have not previously claimed for your screen will show:

You will begin to input your headcount claim in the same way for whichever version of the screen appears by clicking onto the 'Child details' screen highlighted. You will then see this – if the child has already claimed funding with you, their address details are already shown.

Complete all sections. If address details are shown already, check they are still correct by reviewing parental agreement.

To add or amend an address type in the child's postcode as not the box indicated and click 'search'.

If the address is found, a drop-down menu will appear, you select the correct address and then at bottom right of screen click 'Confirm'

If the address is not found, then click 'Enter manually' at bottom of screen to type in the address shown on the parental agreement.

Enter Manually

Click 'Confirm' to add address details to your headcount claim.

Step 3 -Parent/Carer screen

Click into Parent/Carer details screen

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

Using details from your parent agreement, complete the screen below. If you only have details for one parent, boxes in red **must** be completed. If you have details for both parents, add second parent information into green boxes too.

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

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details	Partner Details
Forename*	Forename
Surname*	Surname
DOB*	DOB
Email	Email
Contact Number	Contact Number
☒ NI* or ☐ NASS Number*	☐ NI or ☐ NASS Number
☐ EYPP ☒ Working Family Eligibility ☒ Additional Support	☐ EYPP ☐ Working Family Eligibility ☐ Additional Support

Tick to give consent to Eligibility Checking for

Switch

Ensure you have also ticked the 'EYPP' and 'Additional Support' consent boxes shown **only**. **You must tick the 'Additional Support' funding box when claiming 2YO FRAS funding.**

Step 4

Funding Details

Click default term dates, input the number of funded weeks payable for the term, tick present during census and tick attends two days or more if accessing more than 10 hours funding per week. If the child is nominated for Disability Access Funding (DAF) tick yes.

If you have advised North Yorkshire, you are offering stretched funding you will see the Stretching Entitlement box. **You must tick this for all children who are accessing a stretched offer.**

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

Stretching Entitlement ☐

Move onto the 'Funded Hours' section shown below. Add the total number of weekly funded FRAS hours **only** you are claiming (up the maximum available of 15 hours per week) into the *Hours box. Click 'Check Eligibility' making sure you have ticked on the 'parent/carer' screen the consent for 'Additional Support'.

Funded Hours per Week

Eligible for Funded Hours

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

Hours*



[Check Eligibility](#)

By clicking 'Check Eligibility' if the parent/carer details are found and their eligibility for 2YO FRAS funding is confirmed, you will also see banner at top of screen and green tick in Funded Hours per week section:

 The Additional Support Check has come back as found and eligibility for Funded Hours has been obtained.

Funded Hours per Week

Eligible for Funded Hours

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

Hours*



[Check Eligibility](#)

If the check **does not** return an eligible record, you will see this message appear instead

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

Please note that without an eligible result **you can still submit your claim for 'Additional Support' funded hours**. However we ask that before doing so, you do firstly re-check the parent and child details added, in case of error.

Once checked if all details are correct and the check is still not confirmed and the red cross still shows, please enter the child's total weekly funded (FRAS) hours to be claimed, as shown below.

Funded Hours per Week

Eligible for Funded Hours

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

Hours*



[Check Eligibility](#)

Once the child's total weekly FRAS funded hours are added, move onto the 'Expanded Hours per week' section to claim the child's 2YO Working Family funded hours **only**.

Expanded Funded Hours per Week

Eligible for Expanded Hours ✗

Eligibility Code

Click to check eligibility for Working Family funding Check Eligibility Code

Expanded Hours* 0

Total Funded Hours per Week

Total Funded:

Step 5

On the right-hand side of the screen now indicate which days to the week the child attends for. If the parent is paying for any additional hours not covered by funding enter them in the 'Non-Funded Hours' box, enter '0' if not applicable.

The census information box for 'Funded Entitlement' weeks should always be 38, irrespective of how many weeks per year you are open or how many weeks funded weeks you offer, if stretched. The 'Expanded Entitlement' weeks should be '0' as you are not claiming any 'Working Family' funded 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*

! 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

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.

Finally click 'Save' at bottom left of screen to save headcount claim added for this child.

Save Cancel

Steps 1-5 can then be repeated by you until all children you are claiming 2YO FRAS funding only have been added to headcount, ready to submit.

Step 6

Once you are ready to send your headcount claim or claims for processing, click 'send claim'.

Add Child Send Claim

If any children do not have funded hours added for them, this warning message will appear.

Zero Actual Hours Warning

There are one or more records on this claim with zero hours. Click Continue to send the claim, or Return to make changes.

Continue Return

Please review all child details, to ensure all have funded hours added as necessary. You should click on 'Return' to amend any claim where funded hours are missing but required for a child – remembering to save any changes made. You should delete all children claiming zero hours.

Once all children have funded hours added if you click 'Send' you will then see that your submission has been successful, with this message at the top of your screen.



Additional information

How to delete a child from headcount

Return to the headcount summary screen where all child names are shown.

	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Example, Example (30-Aug-2023)	210.00	0.00	£1541.40	DEP C	

Click on the 'X' shown to the left of the child's name. A 'Request Delete' message will appear. To delete the child from your headcount, click 'yes'



You will now see in the 'status' column that this has been requested and 'Awaiting LA Deletion'. No further action is now required by you.

	Awaiting LA Deletion	Example, Example (30-Aug-2023)	0.00	0.00	£8.40	DEP C	
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However, if you do need to re-add the child to your claim before the deleted record is processed, click the arrow shown in green. A 'Cancel Delete' message will appear, to re-add the child click 'yes'.

If the deletion has already been processed by the Funding Team then this step will not be possible and you will need to input again the child's headcount claim following Steps 1-6.

To amend a child headcount claim already submitted

	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Example, Example (30-Aug-2023)	210.00	0.00	£1541.40	DEP C	

Click onto the child's name in blue to open the headcount claim you wish to amend. Follow steps 1-6 as advised to make any necessary changes, remembering to 'save' and press 'send' to re-submit the revised claim for processing.

Providers can delete and amend headcount claims at any point after they have been submitted, right up until headcount deadline date for the term.