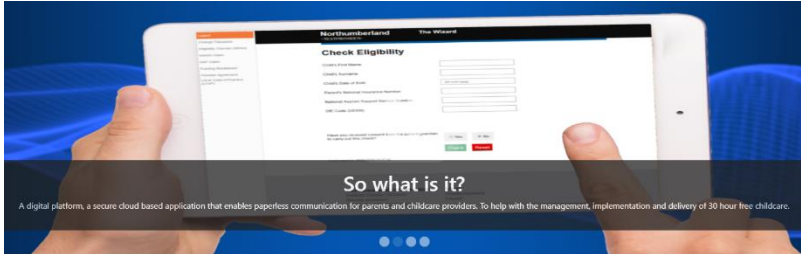


How to submit your Advance Termly Payment Claim

[The Wizard - Early Years Solution \(peterborough.gov.uk\)](http://peterborough.gov.uk)

This guide will take you through the steps to submit your advance termly estimates to enable the Local Authority to start making payments to you before headcount, you do this in the Wizard system.



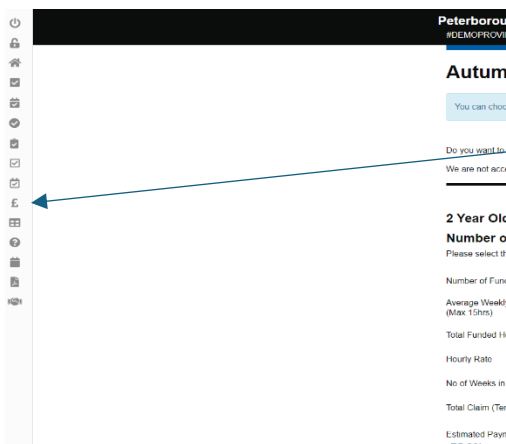
Welcome. Please log in.

9999999

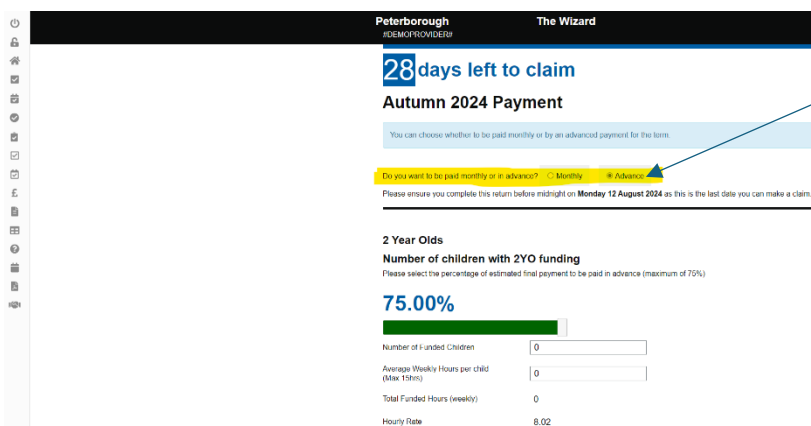
Hannah Oliviero

Login

1. Login using the web address above. You need your Provider reference (establishment number); user name (usually firstname.surname) and your password. If you need help or to reset your password email nurseryeducationfunding@peterborough.gov.uk



2. On the left-hand menu select Payment Claim (£).



3. This brings you to the claim page. First, please select whether you want monthly or advance payments.

Advance payment is where you can receive up to 75% of your estimated term funding up front in one payment and the remaining amount at the end of term following headcount.

Monthly payment breaks the estimated term funding into a maximum of 4 payments at 25% of the value of your estimate.

28 days left to claim

Autumn 2024 Payment

You can choose whether to be paid monthly or by an advanced payment for the term.

Do you want to be paid monthly or in advance? Monthly Advance

Please ensure you complete this return before midnight on **Monday 12 August 2024** as this is the last date you can make a claim.

2 Year Olds

Number of children with 2YO funding

Please select the percentage of estimated final payment to be paid in advance (maximum of 75%)

75.00%

Number of Funded Children	<input type="text" value="0"/>
Average Weekly Hours per child (Max 15hrs)	<input type="text" value="0"/>
Total Funded Hours (weekly)	0
Hourly Rate	8.02

4. Please note the deadline for claim. If you miss this then you **will not be paid on the first pay date in your Key Dates section** and you will not receive a payment until after headcount.

If you have selected advance payments you can vary the percentage of the first payment up to a maximum of 75% of the value of your estimate using the green slider.

The advance figures are in **term time equivalent**, so please make sure you claim this way. If a child is stretching with you using their whole entitlement, you would simply enter the term time equivalent as 15hrs (or 30 hours for children 9 months and older with a valid working parent entitlement code).

If a child is stretching with you but doing less than their full entitlement, you would work out the term time equivalent by multiplying the number of hours per week by your setting's open weeks per year. Then dividing that by 38 term time weeks.

E.g. Child is attending 9 hours per week stretched at a setting open 48 weeks per year- $9 \times 48 = 432$ hrs

$432 / 38$ term time weeks = 11.37 hours per week (11 hrs 22 minutes) term time equivalent.

For more information on the stretched offer, please refer to the guide 'Understanding the stretched offer' in the online library [here](#)

2 Year Olds

Number of children with 2YO funding

Please select the percentage of estimated final payment to be paid in advance (maximum of 75%)

75.00%

Number of Funded Children	<input type="text" value="5"/>
Average Weekly Hours per child (Max. 15hrs)	<input type="text" value="15"/>
Total Funded Hours (weekly)	75
Hourly Rate	8.02
No of Weeks in Term	14
Total Claim (Term)	£8,421.00
Estimated Payment	£6,315.75
75.0%	

5. The first section is number of children with Early Learning for 2-Year-Old funding. Make sure you have seen a valid code for this (on a letter or email from the issuing Local Authority to the parent). You do not need to validate this code, but you will need to enter it later in the term at headcount.

Enter the number of children with an Early Learning for 2-Year-Old code here.

Average Weekly Hours per child (max 15 hours) - This an average. For example - three children doing 15hrs and one child doing 8hrs20mns (8.33hrs) average $(15 \times 3) + (8.33) = 53.33$ divided by 4 children = 13.33

Hourly rate and no. weeks in term are pre-populated and term time equivalent.

2 Year Old Working Families

2 Year Old Working Families (15hrs)

Number of Funded Children	<input type="text" value="0"/>
Average Weekly Hours per child (Max. 15hrs)	<input type="text" value="0"/>
Total Funded Hours (weekly)	0
Hourly Rate	8.02
No of Weeks in Term	14
Total Claim (Term)	£0.00
Estimated Payment	£0.00
25.0%	

6. The next section is for 2-Year-olds with a Working Parent Entitlement code (11 digits) claiming a maximum of 30 hours per week. Please ensure you have checked these using the Wizard Eligibility checker and that the code appears in your Working Families Entitlement Summary as valid for the term you wish to claim.

Please complete this section for any 2 YOs you have with a valid WPE code with number of children and average weekly hours as before.

3-4 Year Olds

Number of children with 15hrs funding

Number of Funded Children	<input type="text" value="0"/>
Average Weekly Hours per child (Max 15hrs)	<input type="text" value="0"/>
Total Funded Hours (weekly)	0
Hourly Rate	5.41
No of Weeks in Term	14
Total Claim (Term)	£0.00
Estimated Payment 25.0%	£0.00

7. The next section is for 3 and 4 years olds claiming only Universal Entitlement (15 hours per week, no code required and eligible for children the term after their 3rd birthday)

Please complete this section with number of children and average weekly hours as before.

3-4 Year Olds

Number of children with 30hrs funding

Number of Funded Children	<input type="text" value="0"/>
Average Weekly Hours per child (Max 30hrs)	<input type="text" value="0"/>
Total Funded Hours (weekly)	0
Hourly Rate	5.41
No of Weeks in Term	14
Total Claim (Term)	£0.00
Estimated Payment 25.0%	£0.00

8. The next section is for 3 and 4 years olds claiming a maximum of 30 hours per week with a valid Working Parent Entitlement code. Please ensure you have checked these using the Wizard Eligibility checker and that the code appears in your Working Families Entitlement Summary as valid for the term you wish to claim.

Please complete this section with number of children and average weekly hours as before.

Flexibility

3-4 Year Old Flexibility

Number of Funded Children	<input type="text" value="0"/>
Average Weekly Hours per child (Max.30hrs)	<input type="text" value="0"/>
Total Funded Hours (weekly)	0
Hourly Rate	0.49
No of Weeks in Term	14
Total Claim (Term)	£0.00
Estimated Payment 25.0%	£0.00

9. This section is only for providers who meet the eligibility for the flexibility supplement and is only for funded 3 & 4 YO's (Universal and 30 hours)

- The provider operates under a single registration for a minimum of 50 weeks per year (not including bank holidays) and is open continuously for more than seven hours per day

Or

- The provider operates for less than 50 weeks but more than 40 weeks per year and is open for a minimum of ten hours per day.

In addition to meeting these criteria children must regularly be attending the provider each week the provider declares itself open and at the very beginning and end of each day. They must also be able to access continually through the day during opening hours, with no closure at lunch. The Provider should also actively promote the stretch entitlement to families accessing the provision.

Under 2 Year Olds

Number of children with Under 2 funding

Number of Funded Children	<input type="text" value="0"/>
Average Weekly Hours per child (Max. 15hrs)	<input type="text" value="0"/>
Total Funded Hours (weekly)	0
Hourly Rate	10.96
No of Weeks in Term	14
Total Claim (Term)	£0.00
Estimated Payment 25.0%	£0.00

10. This section is for Working Parent Under 2 YO funding (from 9mths). This is for children the term after they turn 9mths old where the parent has a valid Working Parent Entitlement code that you have validated in the Wizard checker and is ticked as valid in your working parent entitlement summary for the relevant term. This funding stream is a maximum of 30 hours of funding per week.

Please complete this section for any under 2 YO's you have with a valid WPE code with number of children and average weekly hours as before.

If any of the sections are not relevant to you because you either have no funded children in that category or your setting does not offer funding to this age group, please leave blank.

How we will pay you

You will receive this claim in 4 payments **every month** as follows:

2 Year Olds

£2,105.25

2 Year Old Working Families

£0.00

3-4 Year Olds

£8,520.75

Flexibility

£514.50

Under 2 Year Olds

£4,986.80

NOTE final payment amounts will be calculated by the local authority and may differ from this guide.

I AGREE that the information I have entered is an accurate estimate and complete to the best of my knowledge.

Yes No

If you selected **Monthly payments**:

The summary at the bottom will give you the breakdown per funding stream that you will receive each month.

Once you are happy with your figures you confirm the accurate estimate and submit. **Once submitted you will not be able to edit.**

How we will pay you

You will receive this claim in 4 payments **in advance** as follows:

2 Year Olds

£6,315.75

2 Year Old Working Families

£0.00

3-4 Year Olds

£25,562.25

Flexibility

£1,543.50

Under 2 Year Olds

£14,960.40

NOTE final payment amounts will be calculated by the local authority and may differ from this guide.

I AGREE that the information I have entered is an accurate estimate and complete to the best of my knowledge.

Yes No

If you selected **Advance Payment**:

The summary at the bottom will give you the breakdown of your advance payment.

The '4 payments' refers to the different funding streams, this will be in one payment broken down on your remittance.

Once you are happy with your figures you confirm the accurate estimate and submit. **Once submitted you will not be able to edit.**

Important note: If you do not click on the green submit button your claim will not be saved and you will not receive the funding payment.

A simple check to ensure you have pressed the submit button is to go back into the Pay Claim and check the figures are showing as saved and the message displays 'You have completed a payment claim for (future term) as shown below. You are not able to change this claim'