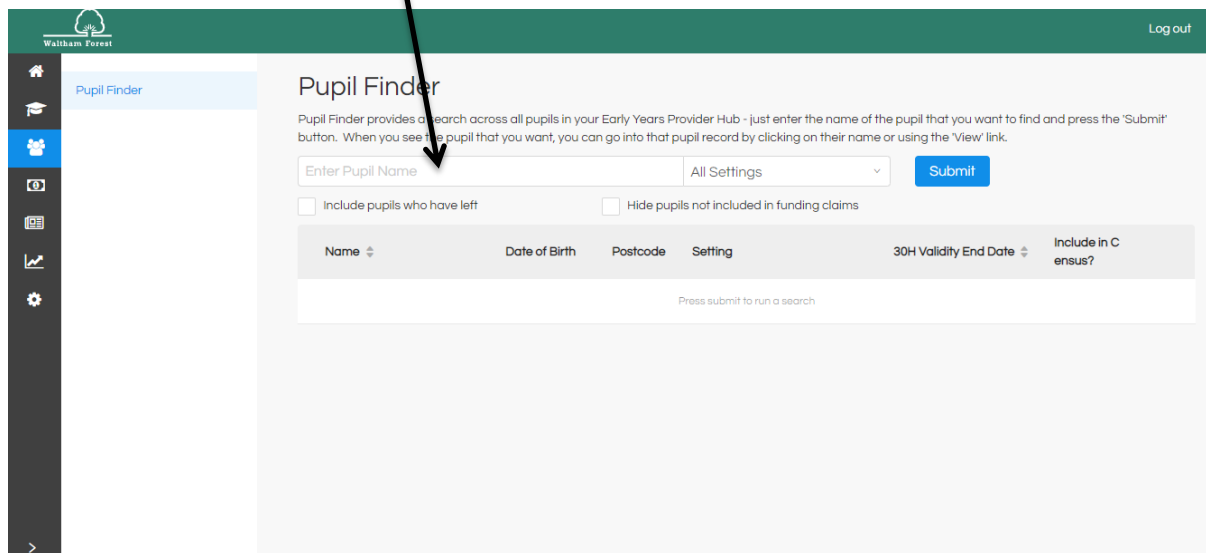


Adding Unique Reference numbers to the EY Provider Hub Pupil Register

All Unique Reference Number for **DAF, SENIF, or 2YO Eligibility**, should be recorded on the applicable child's record on the EY Provider Hub Pupil Register.

To add a unique reference number to the EY Provider Hub Pupil Register, providers should locate the child record by entering the child's name "Pupil Finder" on the front page of the Pupil Register.



The screenshot shows the 'Pupil Finder' search interface. A black arrow points to the 'Enter Pupil Name' input field. The interface includes a sidebar with navigation icons, a search bar, and a table of results. The table has columns for Name, Date of Birth, Postcode, Setting, 30H Validity End Date, and Include in Census?.

Pupil Finder

Pupil Finder provides a search across all pupils in your Early Years Provider Hub - just enter the name of the pupil that you want to find and press the 'Submit' button. When you see the pupil that you want, you can go into that pupil record by clicking on their name or using the 'View' link.

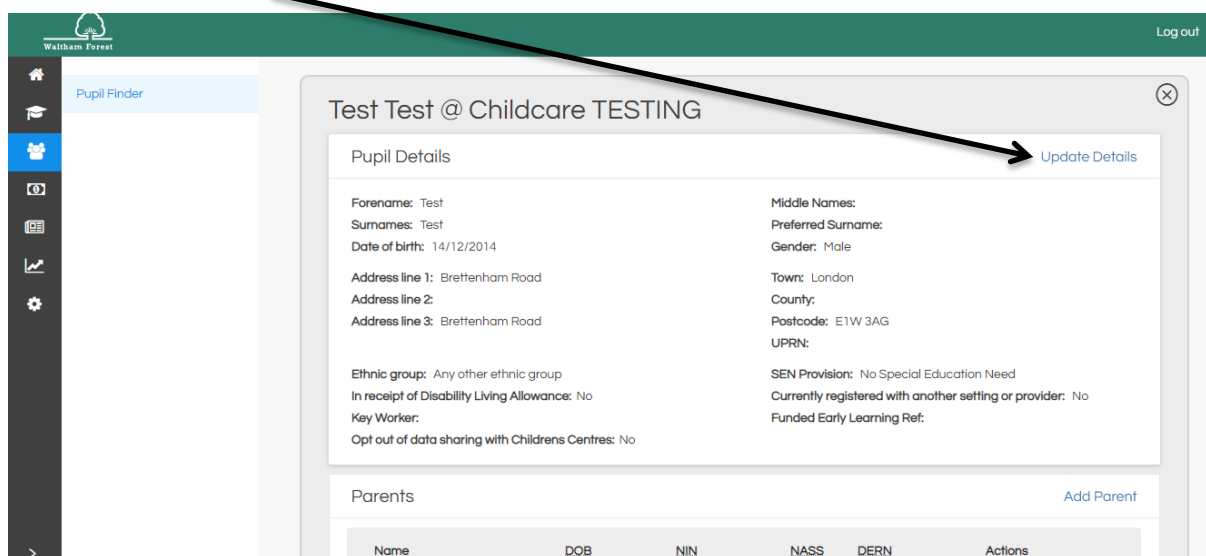
Enter Pupil Name All Settings

☐ Include pupils who have left ☐ Hide pupils not included in funding claims

Name	Date of Birth	Postcode	Setting	30H Validity End Date	Include in Census?
Press submit to run a search					

Once you've located the appropriate record, click on the child's name to enter the record.

Next, click on "update details" in the "Pupil Details section to enter "edit mode".



The screenshot shows the 'Pupil Details' form for a child named 'Test Test @ Childcare TESTING'. A black arrow points to the 'Update Details' button. The form includes fields for Forename, Surname, Date of birth, Address line 1, Address line 2, Address line 3, Middle Names, Preferred Surname, Gender, Town, County, Postcode, UPRN, Ethnic group, In receipt of Disability Living Allowance, Key Worker, Opt out of data sharing with Childrens Centres, SEN Provision, Currently registered with another setting or provider, and Funded Early Learning Ref. Below the form is a 'Parents' section with a table of parent details.

Test Test @ Childcare TESTING

Pupil Details

Forename: Test Middle Names:
Surname: Test Preferred Surname:
Date of birth: 14/12/2014 Gender: Male
Address line 1: Brettenham Road Town: London
Address line 2: County:
Address line 3: Brettenham Road Postcode: E1W 3AG
UPRN:
Ethnic group: Any other ethnic group SEN Provision: No Special Education Need
In receipt of Disability Living Allowance: No Currently registered with another setting or provider: No
Key Worker: Funded Early Learning Ref:
Opt out of data sharing with Childrens Centres: No

Parents

Name	DOB	NIN	NASS	DERN	Actions
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Adding Unique Reference numbers to the EY Provider Hub Pupil Register

All unique reference numbers are to be entered in the “**Funded Early Learning Ref**” field.

If you have more than one reference code for a particular child, please ensure you separate the code with a comma and space. (as seen in the diagram below)

The screenshot shows the 'Pupil Finder' form in the Waltham Forest system. The form includes several fields for pupil information:

- Address line 3:** Text input field containing 'Brettenham Road'.
- Postcode:** Text input field containing 'E1W 3AG'.
- UPRN:** Text input field.
- Ethnic group:** Dropdown menu with 'Any other ethnic group' selected.
- SEN Provision:** Dropdown menu with 'No Special Education Need' selected.
- In receipt of Disability Living Allowance?** Dropdown menu with 'No' selected.
- Key Worker:** Text input field.
- Funded Early Learning Ref:** Text input field containing 'SENIFXXXXXX, LBWFDFAFXXXX, LBWF2014XXXX'. An arrow points to this field from the text above.
- Currently registered with another setting or provider:** Dropdown menu with 'No' selected.
- Opt out of data sharing with Childrens Centres:** Dropdown menu with 'No' selected.

An arrow points from the 'Update' button at the bottom right of the form to the text below the screenshot.

To save the codes to the child record click “update”