

## CHANGES/UPDATING FUNDING CLAIMS SECTION OF CHILD RECORDS ON THE EY PROVIDER HUB PUPIL REGISTER

Before making any changes to the Funding Claims section of a child's record, providers must first add a leaving date to end the existing funding claims snapshot by clicking "edit" in the Registration section of the child record.

The screenshot shows the 'Funding Claims' section of the Waltham Forest Pupil Register. The left sidebar contains a 'Pupil Finder' link and a vertical menu with icons for home, pupil, settings, and reports. The main content area has a green header with 'Waltham Forest' and a 'Log out' link. Below the header, there are sections for 'Funding Claims', 'Funding Claims - Supplements', 'Registrations', and 'ECS Checks'. The 'Registrations' section contains a table with columns: Admission date, Leaving date, Leaving notes, and Actions. The table has one row with the date '06/12/2017' and 'N/A' in the leaving date column. In the 'Actions' column, there are two links: 'Edit' (blue) and 'Remove' (red). An arrow points from the text above to the 'Edit' link.

Admission date	Leaving date	Leaving notes	Actions
06/12/2017	N/A		<a href="#">Edit</a> <a href="#">Remove</a>

Once inside the existing Registration, add a leaving date and click "update"..

The screenshot shows the 'Test 1 Test - Edit Pupil Admission Details' form. The form has a title bar with a close button. Below the title, there is a text area for 'Leaving Reason'. The form contains two date pickers: 'Admission Date' (with the value '06-12-2017') and 'Leaving Date' (with the placeholder 'Select date'). An arrow points from the text above to the 'Leaving Date' field. At the bottom right of the form, there is a blue 'Update' button. An arrow points from the text above to the 'Update' button.

Test 1 Test - Edit Pupil Admission Details

Please provide details of when the pupil joined. If the pupil leaves, please add the leaving date and any leaving notes.

• Admission Date: 06-12-2017

Leaving Date: Select date

Leaving Reason:

Update

## CHANGES/UPDATING FUNDING CLAIMS SECTION OF CHILD RECORDS ON THE EY PROVIDER HUB PUPIL REGISTER

This will take you back to the main child record where providers can add a new registration by clicking “Add registration”

The screenshot shows the 'Funding Claims' section of the Waltham Forest Pupil Register. The page has a green header with the Waltham Forest logo and a 'Log out' link. A left sidebar contains navigation icons. The main content area is titled 'Funding Claims' and includes a sub-header 'Update Funding Claims'. Below this is a text box explaining that details are used to calculate the hourly funding rate. A section titled 'Include pupil in Funding Claims: No' is followed by a 'Funding Claims - Supplements' section with an 'Update Supplements' link. The 'Registrations' section contains an 'Add Registration' link, which is highlighted by an arrow from the text above. Below this is a table with columns: Admission date, Leaving date, Leaving notes, and Actions. The table contains one row with the date 06/12/2017 and N/A in the leaving date column, and 'Edit' and 'Remove' links in the actions column. At the bottom is an 'ECS Checks' section with a table header: Date of Check, Type of Check, Eligibility Response, and Checked by.

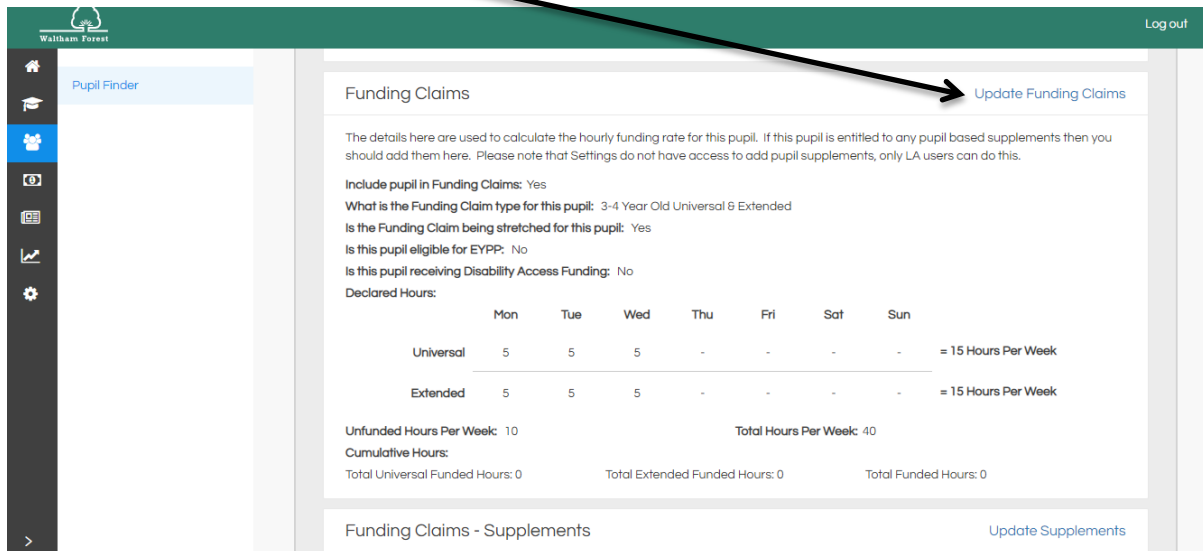
A new registration window will open where providers can add a new admission date (First date the change in the funding claims will be effective from) and click “add”.

The screenshot shows a modal window titled 'Test 1 Test - Add Pupil Admission Details'. The window has a close button in the top right corner. Below the title is a sub-header 'On this page you can add the admission details for a pupil.' The form contains three fields: 'Admission Date:' with a red asterisk, 'Leaving Date:', and 'Leaving Reason:'. The 'Admission Date' and 'Leaving Date' fields are date pickers with 'Select date' text. The 'Leaving Reason' field is a large text area. An 'Add' button is located at the bottom right of the form. Two arrows from the text above point to the 'Admission Date' field and the 'Add' button.

This will take you back to the main child record.

## CHANGES/UPDATING FUNDING CLAIMS SECTION OF CHILD RECORDS ON THE EY PROVIDER HUB PUPIL REGISTER

Providers can then make the necessary update/changes in the funding claims section (Eg. Changing claims type from a funded 2YO to Universal 3&4YO, changes in attendance patterns etc.) by clicking “update funding claims”



Waltham Forest

Log out

Pupil Finder

### Funding Claims

The details here are used to calculate the hourly funding rate for this pupil. If this pupil is entitled to any pupil based supplements then you should add them here. Please note that Settings do not have access to add pupil supplements, only LA users can do this.

Include pupil in Funding Claims: Yes

What is the Funding Claim type for this pupil: 3-4 Year Old Universal & Extended

Is the Funding Claim being stretched for this pupil: Yes

Is this pupil eligible for EYPP: No

Is this pupil receiving Disability Access Funding: No

Declared Hours:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Universal	5	5	5	-	-	-	-	= 15 Hours Per Week
Extended	5	5	5	-	-	-	-	= 15 Hours Per Week

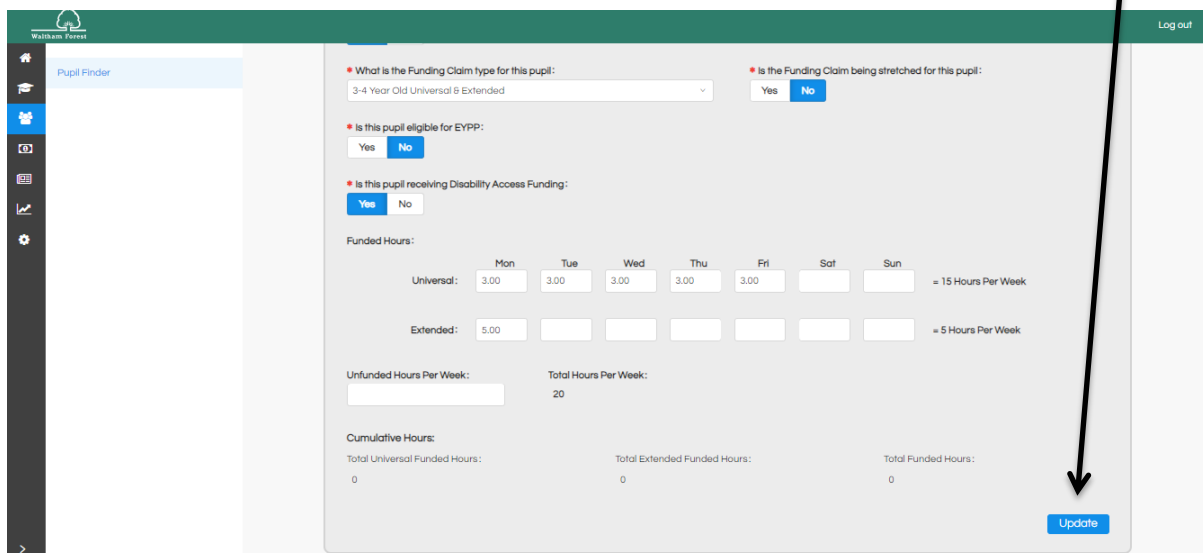
Unfunded Hours Per Week: 10      Total Hours Per Week: 40

Cumulative Hours:

Total Universal Funded Hours: 0      Total Extended Funded Hours: 0      Total Funded Hours: 0

Funding Claims - Supplements      Update Supplements

Once inside the funding claims section you can edit the information as needed and click “update”



Waltham Forest

Log out

Pupil Finder

What is the Funding Claim type for this pupil: 3-4 Year Old Universal & Extended

Is the Funding Claim being stretched for this pupil: Yes No

Is this pupil eligible for EYPP: Yes No

Is this pupil receiving Disability Access Funding: Yes No

Funded Hours:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Universal:	3.00	3.00	3.00	3.00	3.00			= 15 Hours Per Week
Extended:	5.00							= 5 Hours Per Week

Unfunded Hours Per Week:      Total Hours Per Week: 20

Cumulative Hours:

Total Universal Funded Hours: 0      Total Extended Funded Hours: 0      Total Funded Hours: 0

Update