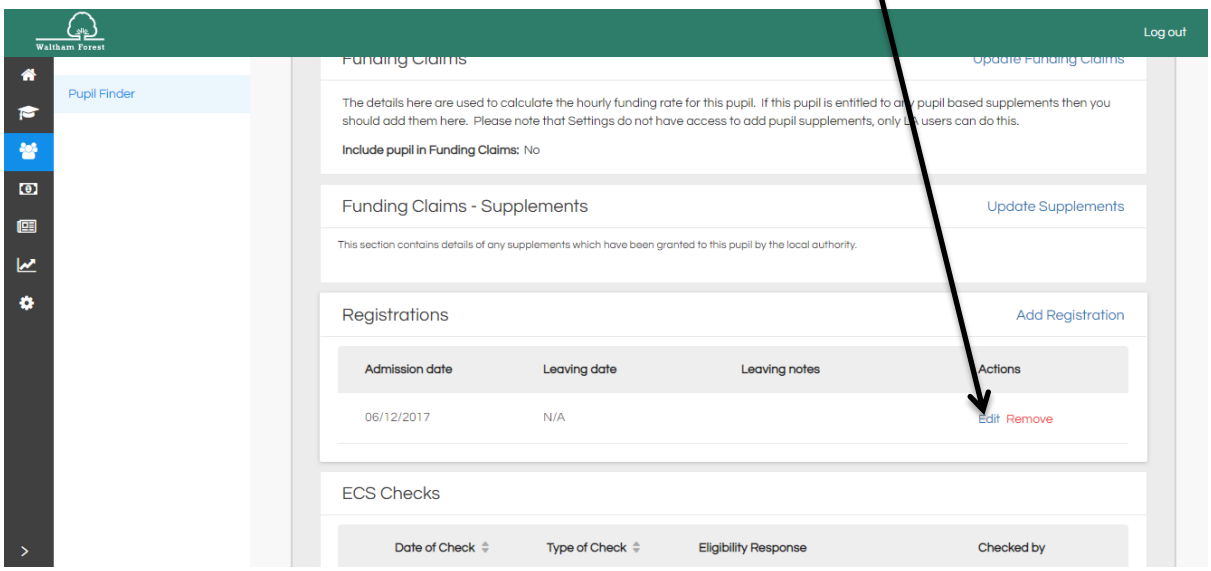
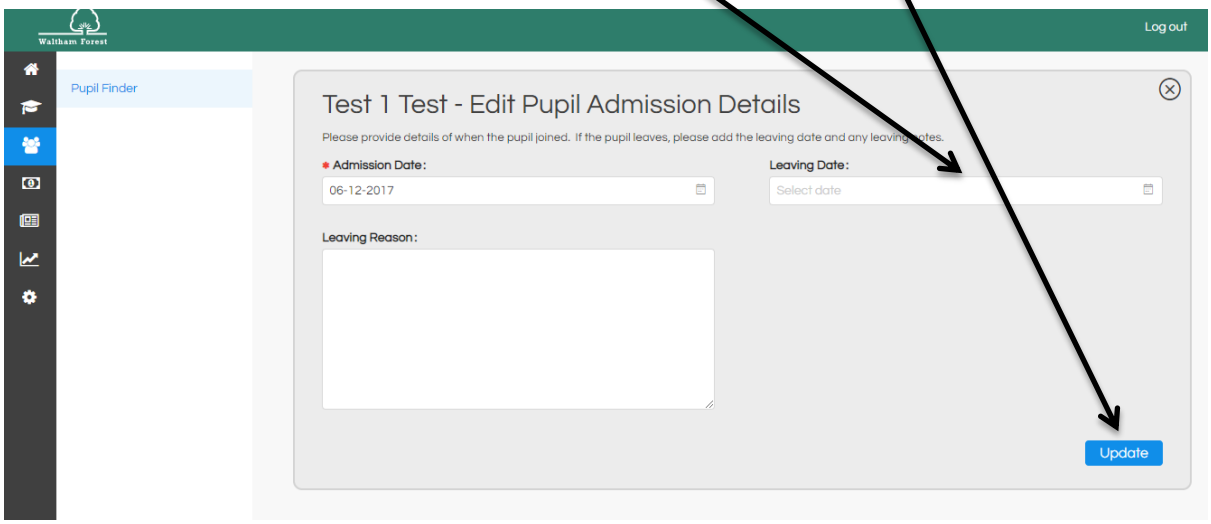
CHANGES/UPDATING FUNDING CLAIMS SECTION OF CHILD RECORDS ON THE EY PROVIDER HUB PUPIL REGISTER

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.

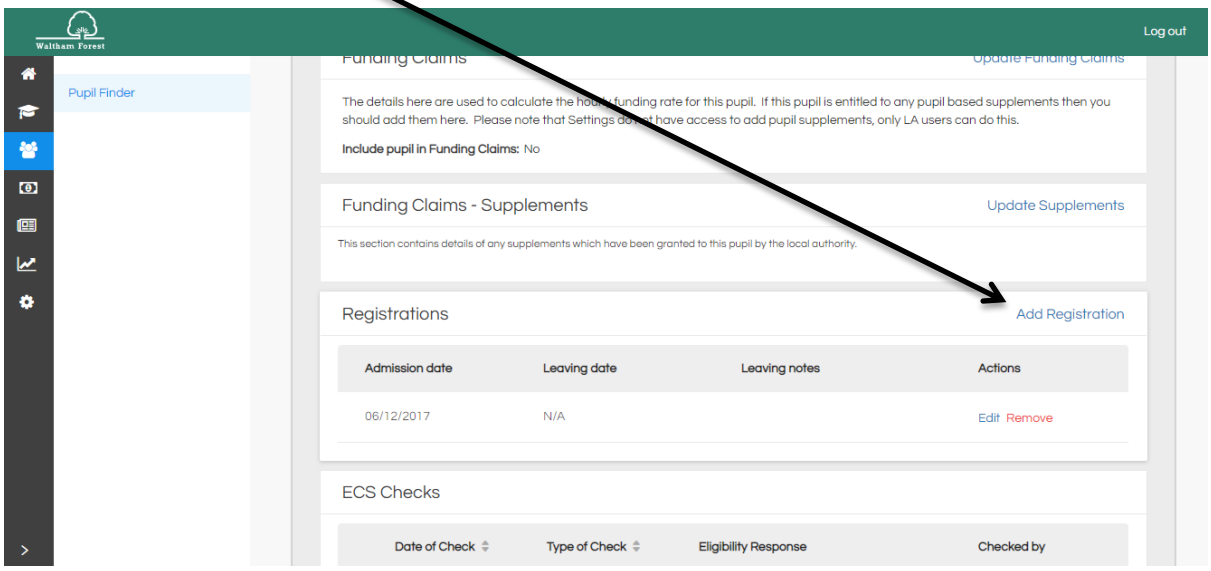


Once inside the existing Registration, add a leaving date and click "update"..

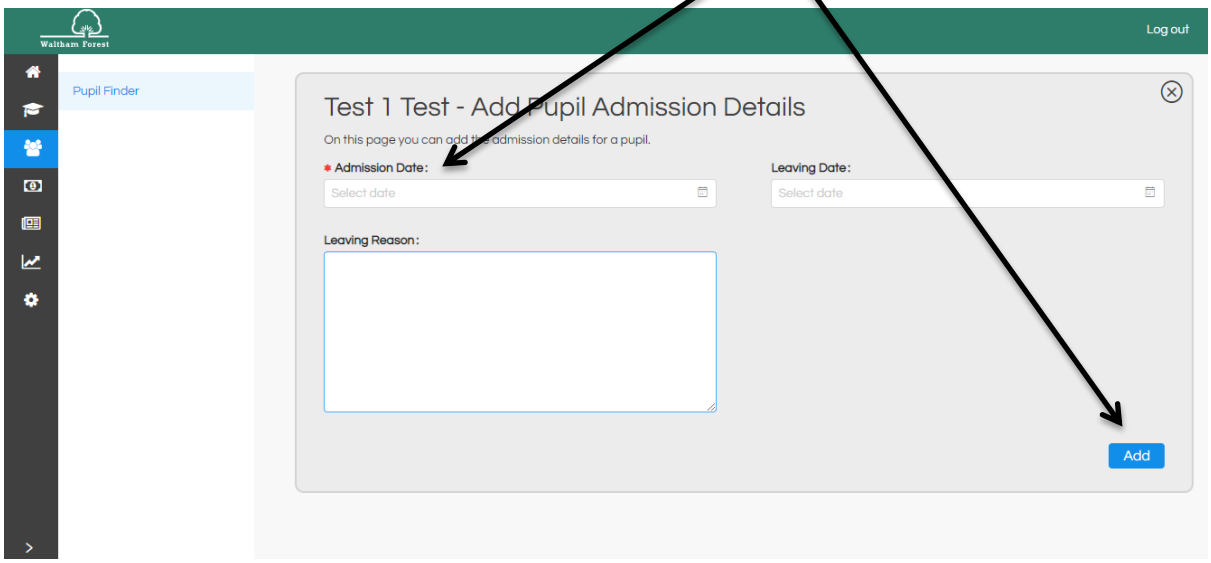


CHANGES/UPDATING FUNDING CLAIMS SECTION OF CHILD RECORDS ON THE EY PROVIDER HUB PUPIL REGISTER

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



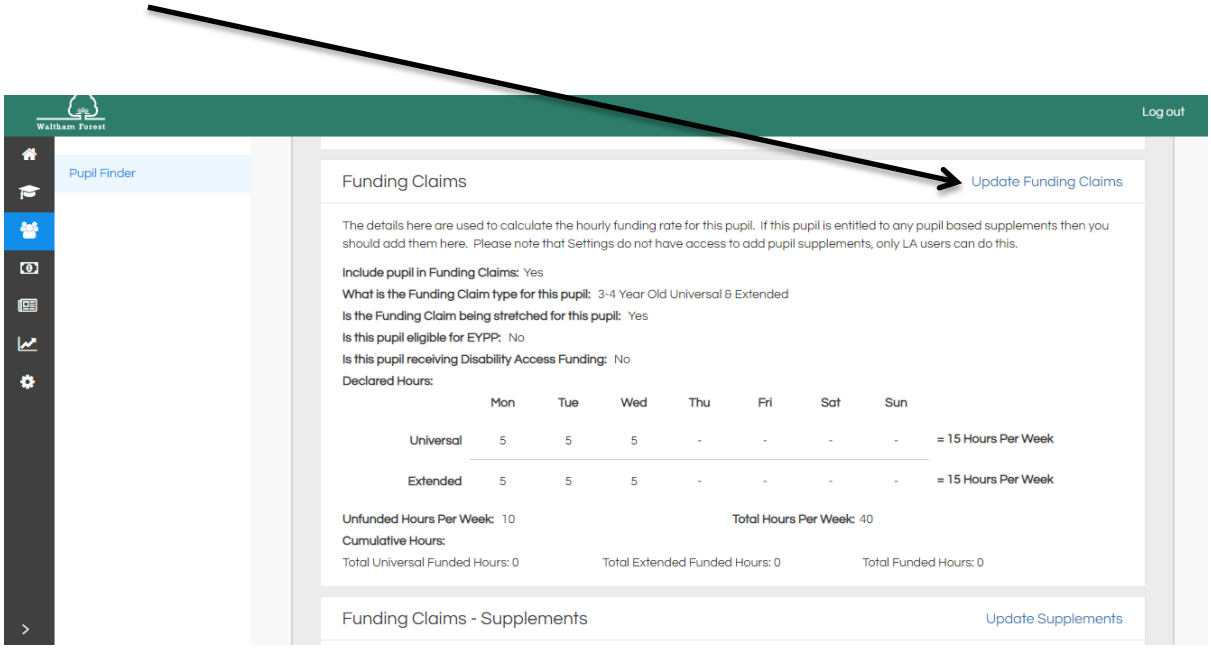
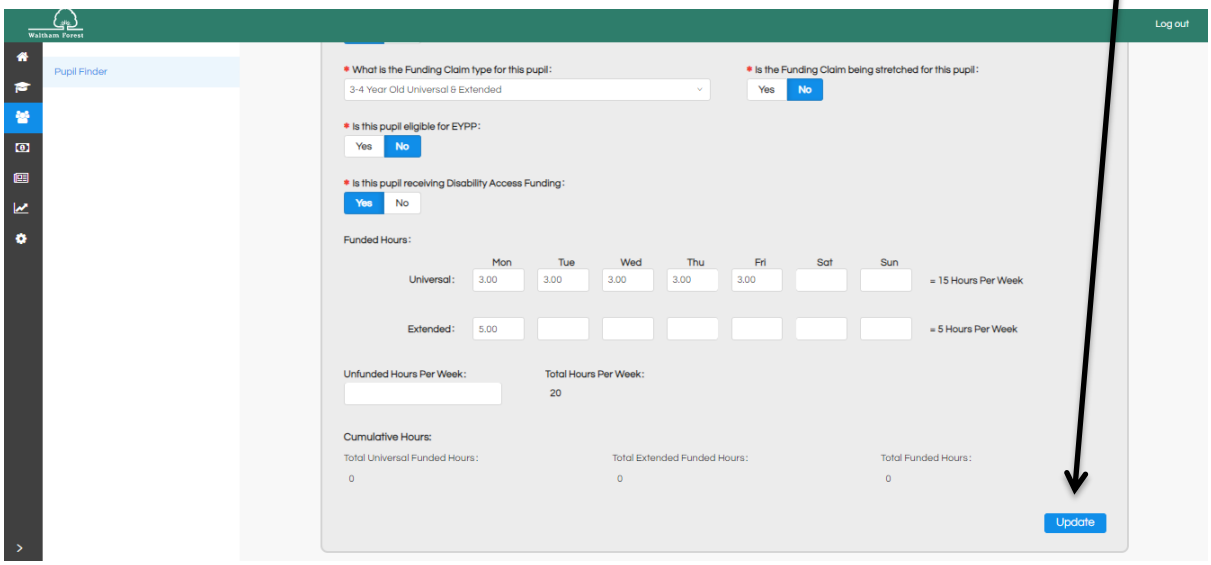
A new registration window will open where providers can add a new admission date (First date the change in the funding claims will be effective from) and click “add”.



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"



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