

# **Waltham Forest Early Years Provider Portal**

User guide for Childcare Directory and 2,3,4 year old FEEE funding submissions

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## Introduction

The Early Years Provider Portal has been developed for easy and secure way to submit information to Waltham Forest Early Years and Childcare Team.

This user document contains information and step by step guidance on how to access the Early Years Provider Portal, submit information of your childcare service to the public facing childcare directory and how to submit your headcount returns to claim your Free Early Education Entitlement (FEEE) payments for 2, 3 and 4 year olds.

## Logging into the **Provider Portal**

The Early Years Provider Portal can be found at the following link:

<https://live.cloud.servelec-synergy.com/WalthamForest/SynergyWeb/>

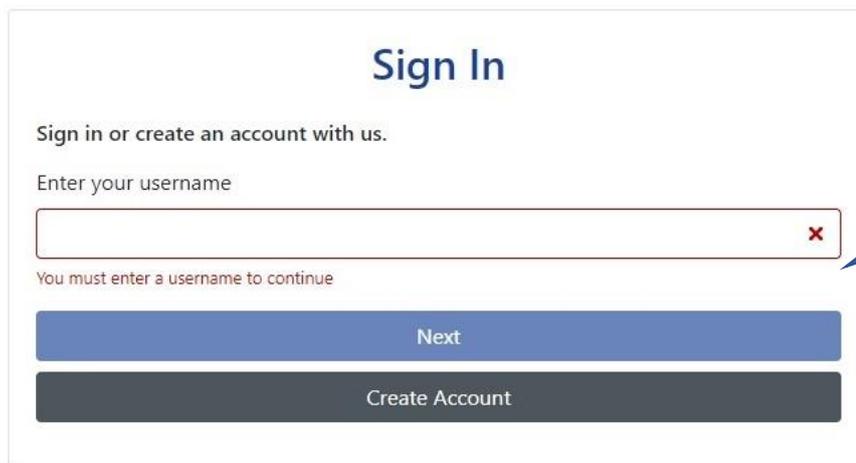
We recommend that you save the link on your internet browser.

### First time users of the **Provider Portal**

We have collected the information from providers of the users who should be added to the new system. Therefore, your user accounts have now already been created on the system.

To login to the Provider Portal for the very first time, please use your email address as your username and use the “Forgot Password” option.

Please note that an email address can only be used **once** in the system. If an email address has been assigned to a user, it cannot be allocated to another user.



Type in your User Name (Your email address) and then click the “Next” button.

You will then see the following screen.



Click on the “Forgot Password”

## Forgotten your Password?

If you do not remember your password or if it is your first time logging in to the Provider Portal, please click on the “Forgotten your Password” link on the login screen.



**Sign in**

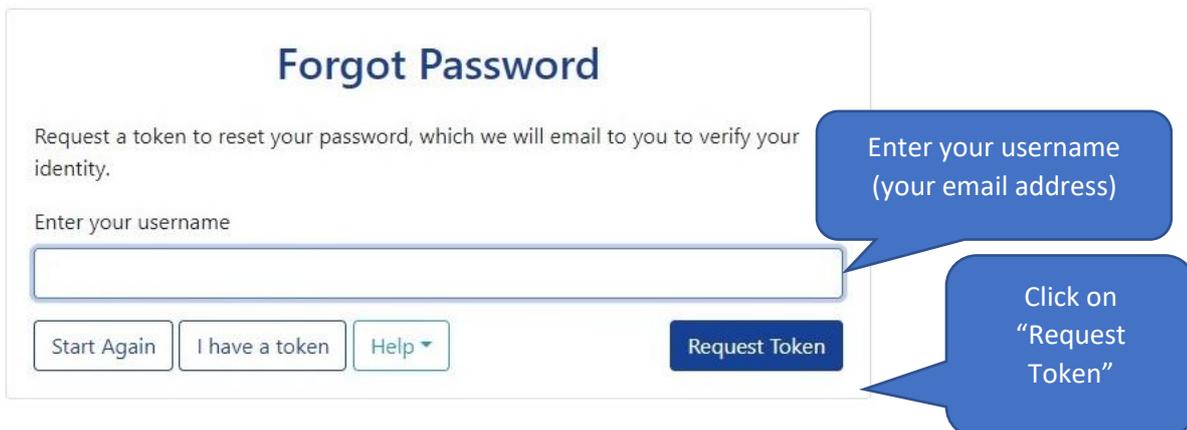
Enter your password

.....

Change User **Forgot Password** Sign In

Click on “Forgot Password”

Once you click on the “Forgot Password” button, you will see the screen below. Follow the instructions to change your password – enter your username and click on the “Request Token” button.



**Forgot Password**

Request a token to reset your password, which we will email to you to verify your identity.

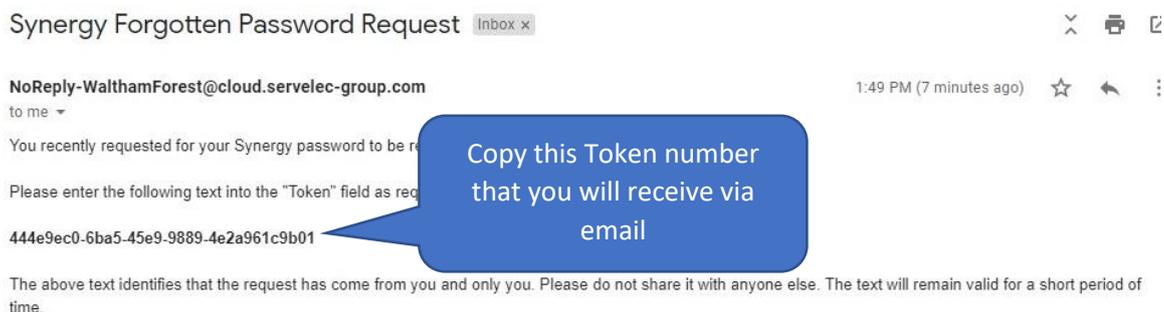
Enter your username

Start Again I have a token Help **Request Token**

Enter your username (your email address)

Click on “Request Token”

Once you have clicked on “Request Token”, an email with further instructions will be sent to the user. Please wait few minutes to receive it. Please also check your spam folder for the email if necessary. The email will contain a token number.



Please copy and paste the token number in the “Token” field and then click on “Reset Password”.

### Enter Token

To reset your password, enter the token contained in the email

Token

Paste the Token that was sent to your email and click on "Reset Password" button

### Reset password

New Password \*

✓

Password meets requirements

Confirm Password \*

✓

Passwords match

Enter your new chosen password following the password requirements (see section 2.3)

Click "Change password."

### Password Requirements

Please note the following password requirements when creating a new password:

- Alpha character
- Uppercase character
- Numeric character
- 8 characters
- Must not re-use last 3 passwords

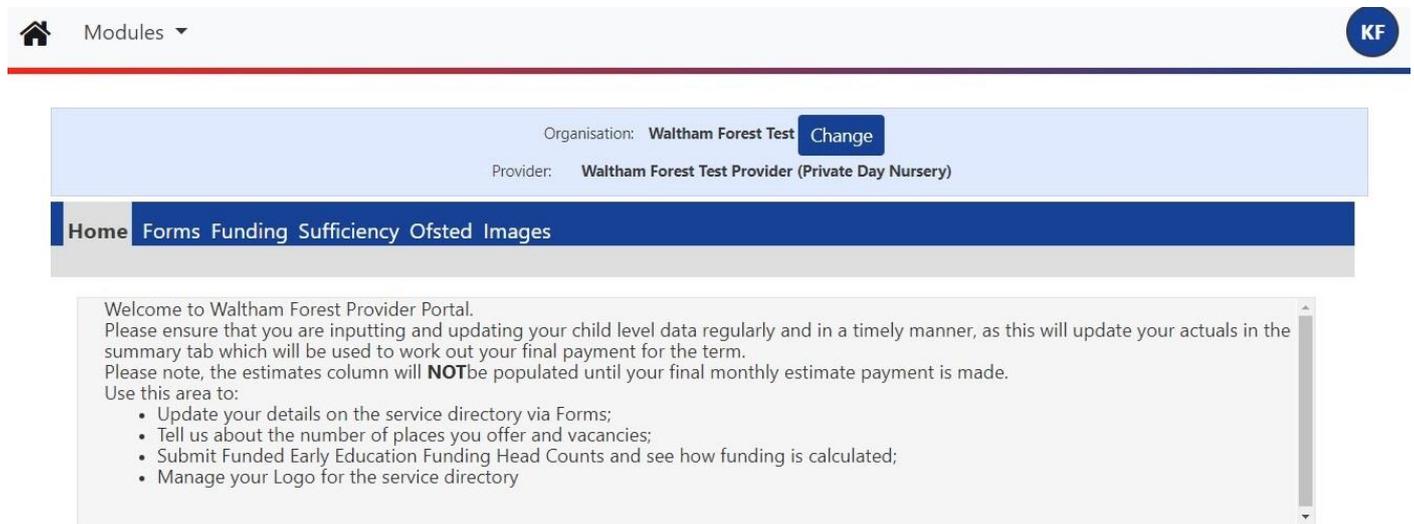
### Sign in the Provider Portal

Following going through the "Forgot Password" process, you will now need to sign in using your new password.

If you did not receive an email when clicking on the "Forgot Password" button, please contact us at [childcare@walthamforest.gov.uk](mailto:childcare@walthamforest.gov.uk) stating your Ofsted registration number, your first name and surname and your email address.

## Sections of the Provider Portal

In order to navigate around the Provider Portal, you will need to click on the headings which are located on the tool bars.



Organisation: **Waltham Forest Test** [Change](#)

Provider: **Waltham Forest Test Provider (Private Day Nursery)**

**Home** Forms Funding Sufficiency Ofsted Images

Welcome to Waltham Forest Provider Portal.  
Please ensure that you are inputting and updating your child level data regularly and in a timely manner, as this will update your actuals in the summary tab which will be used to work out your final payment for the term.  
Please note, the estimates column will **NOT** be populated until your final monthly estimate payment is made.  
Use this area to:

- Update your details on the service directory via Forms;
- Tell us about the number of places you offer and vacancies;
- Submit Funded Early Education Funding Head Counts and see how funding is calculated;
- Manage your Logo for the service directory

### Home tab

On the “**Home**” tab you will see important announcements and messages from the Early Years & Childcare Team such as a notifications to complete a Census Form or information about headcount returns deadlines.

### Forms tab

The forms tab is where you are asked to fill in important information such as Census Data or update your setting’s details for the parent facing Childcare Directory. We may periodically request data from providers throughout the year using the forms section.

### Funding tab

The funding tab is where you will complete all your headcount forms. Under the Funding heading there is a second tool bar with subheadings as below:

- Summary – overview of your funding details for the term
- Estimates – submit your Estimate hours that you expect to claim in the new term
- Actuals – complete your Headcount returns
- Adjustments – complete an adjustment claim for any new starters in your setting
- Eligibility Checker – validate 30 hours eligibility codes. This is a “One off” validator and does not store the results in the system.

## Sufficiency **tab**

To support the LA in their statutory duty to ensure sufficient early years and childcare places, sufficiency information is collected asking you to indicate the number of places you offer across each age range and the number of vacancies you hold for each age range. This data will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

## Ofsted tab

Information that Ofsted holds about your childcare setting – such as your Registration Details, Status History, Inspection details, Welfare Notices, Opening Times, Age Groups.

## Images

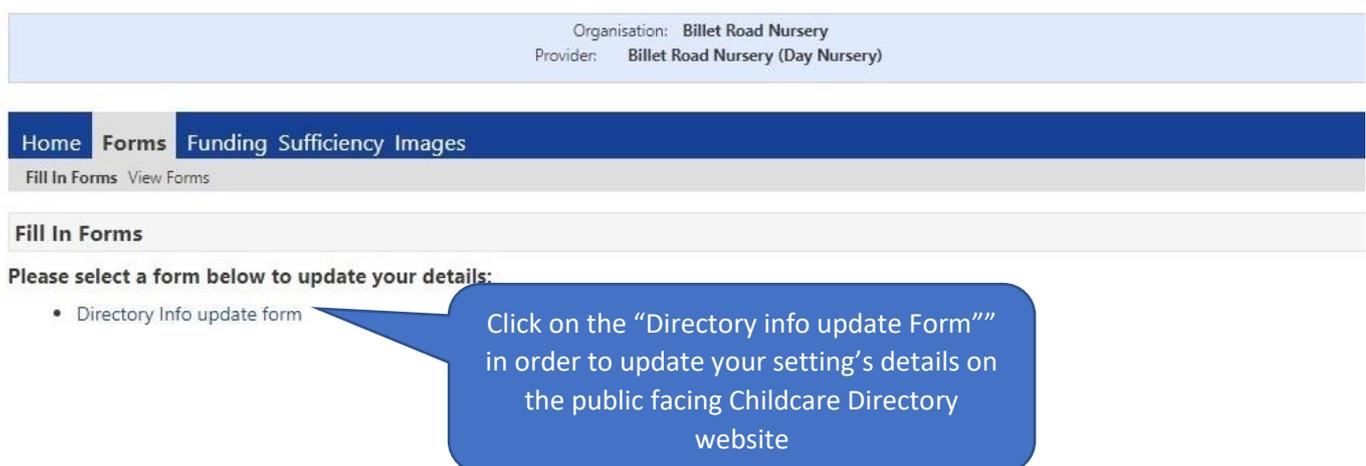
In this section, you can upload photos or logos that represent your childcare setting. This will be displayed on your public facing childcare record for advertising purposes.

## Updating Your **Childcare Setting Directory Record via Forms**

We advertise your childcare setting for free online on the Childcare Directory. Therefore, it is important that we have the most up to date information about your setting.

### Update Your Service Details

To update your setting's details, please click on the "Directory Info Update Form" under the Forms tab.



Organisation: **Billet Road Nursery**  
Provider: **Billet Road Nursery (Day Nursery)**

Home **Forms** Funding Sufficiency Images

Fill In Forms View Forms

**Fill In Forms**

Please select a form below to update your details:

- Directory Info update form

Click on the "Directory info update Form" in order to update your setting's details on the public facing Childcare Directory website

Once you click on the "Directory Info Update Form", a separate window will appear where you can enter information about your childcare setting. Please use this opportunity to advertise your setting to prospective families.

## Directory info update form

Next Page

Select page: Title



Use this form to update the information on your Directory record. Please note this information will be front facing to parents.

Add a link to your website for families to access further information about your business

Please give a brief description of your childcare service. The service description is the part where you can sell the unique aspects of your settings.

Provider name

Billet Road Nursery

Provider website (if applicable)

Social Media links (facebook, Instagram etc. if applicable)

Description	Type	Link
-------------	------	------

Insert item

If your Childcare Business has any social media pages, add the links here for the public to easily find you on social network sites. From "Type" toolbar, you can choose which social media site you are referring to (Facebook, Instagram, Twitter)

It important to keep your childcare availability up to date. Families and professionals access this information to find out about your childcare vacancies. In addition, the Early Years Childcare Team use it to broker families to childcare settings

Fill in the number of places that are currently filled in the specific age group

Childcare availability

Age Group	No. Registered For	No. of Places Available	No. Currently Caring For	Vacancies	Wrap Around
2 Year Old: ▾	35		25	10	<input type="checkbox"/>
3 And 4 Ye ▾	40			5	<input type="checkbox"/>
5 Years Olk ▾					<input checked="" type="checkbox"/>

Leave the "No. Registered For", "No. of Places Available" and then No. "Currently Caring For" BLANK

From the drop down list choose an age group (e.g. 2 year olds)

Tick here if you offer wrap around care (breakfast and after school clubs)

Add information about your childcare service cost. Please select the options and fill in the fields that are appropriate to your setting.

Tick below as appropriate

Cost per day

Cost per hour

Cost per session

Cost per week

Next Page Select page: Title >>

Click on "Next Page" to see the additional questions and end of the form.

## Directory info Update Form

Previous Page

If you are a childminder or an out of school provider doing any school pick ups and drops offs, choose the name(s) of the school(s) from the drop down menu and click on AM for drop off and PM for a pick up as appropriate

Schools for Pick-Up / Drop-Off

School	AM	PM
Ainslie Wood Primary Sch ▾	<input type="checkbox"/>	<input type="checkbox"/>
Barclay Primary School ▾	<input type="checkbox"/>	<input type="checkbox"/>

Add more options by clicking on the blue arrow box

Facilities Available (If you provide facilities not included on the list please email childcare@walthamforest.gov.uk)

Facility	Notes
Wheelchair Access ▾	
▾	

If you have any additional facilities (outdoor play area) add these by choosing them from the drop down menu. If you have a facility that you would like to advertise that is not on the menu, please contact us.

Languages Spoken

Click on the drop down menu to choose a language. You can add as many as you like by clicking on the blue arrow below

Language

<unknown>

Do You Offer Tax Free Childcare?

Tick "Yes" if you offer setting offers Tax Free Childcare

Yes No

Previous Page

Select page: Title

Submit Form

Once completed, click on "Submit Form"

### Status of your submitted Forms

Once you have submitted your completed Directory Update Form, you will get a green tick confirming successful form submission.

Organisation: Billet Road Nursery  
Provider: Billet Road Nursery (Day Nursery)

Home Forms Funding Sufficiency Images

Fill In Forms View Forms

 You have successfully submitted the form.

Fill In Forms

Please select a form below to update your details:

- Directory Info update form

Once you have submitted your completed Directory Update Form, you will get a green tick confirming successful submission.

You can view the status of any submitted Forms via the Provider Portal by clicking on "Forms" and then "View Forms"

Organisation: Billet Road Nursery  
Provider: Billet Road Nursery (Day Nursery)

Home Forms Funding Sufficiency Images

Fill In Forms View Forms

View Forms

Select a form below to view:

- Directory Info update form (16/04/2021 16:37:24 - Pending)

Click on "Forms"

Click on "View Forms"

List of all forms you have filled and their status. The form will show "Pending" until it is approved by Early Years Team. Once approved the info will show on the public website.

## How to complete your Headcount Forms

You must have a signed [Parental Declaration Form](#) in place for all children that you are making a claim for, along with proof of the child's date of birth, for example, copy of their birth certificate or passport, which must be kept on file.

All registered FEEE providers will receive an email from [FEEEprovision@walthamforest.gov.uk](mailto:FEEEprovision@walthamforest.gov.uk) to advise when the Provider Portal is open for headcount and supplementary claims.

Please note that you will not be able to make a headcount or supplementary claim until the Provider portal is open for submissions.

### Funding Tab overview

The **Funding** tab is where you will complete all your headcount claims.

Click on the 'Funding' tab on the main menu to enter the Funding section of the Provider Portal.

Under the 'Funding' heading there is a second tool bar with subheadings for 'Summary', 'Estimates', 'Actuals', 'Adjustments' and 'Eligibility Checker'. We will provide more details of each heading in these Guidance Notes for:

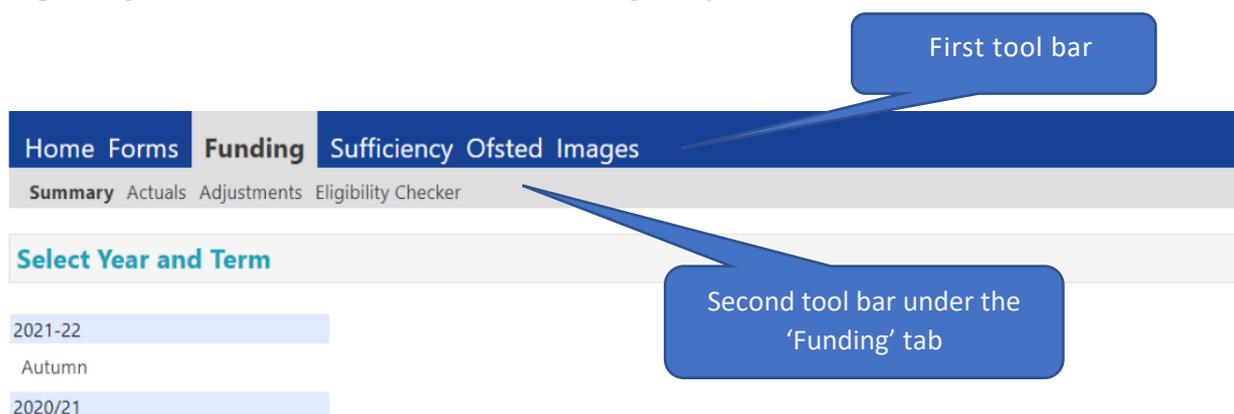
**Summary** – here you can view at a glance, your funding for the term, including your rate per hour, Interim Amount, Adjustments.

**Estimates** – submit your estimate hours that you expect to claim in the new term.

**Actuals** – complete and submit the headcount claim

**Adjustments** – complete an adjustment claim for new starters or leavers to your setting

**Eligibility Checker** – validate 30 hours eligibility codes



Once you have clicked on the 'Funding' tab, choose one of the 5 sub headings from the second toolbar if you are want to view the 'Summary', 'Estimates', 'Actuals', 'Adjustments' or 'Eligibility Checker'.

Next, select the academic year you wish to view from the left hand column and then the term within that financial year. Once selected, you will see the 'funding types' available to you, as below which you will be able to click on to view.

Home Forms **Funding** Sufficiency Ofsted Images

Summary Actuals Adjustments Eligibility Checker

**Summary Head Count Records for 2020/21 - Summer**

2021-22	
2020/21	
Summer	Funding Type 2 Year Old
Spring	3 & 4 Year Old
Autumn	

**Note:** For Estimates, Actuals and Adjustments, the submission dates will be shown and if the headcount is "open" you will see a green icon (as below for Sumer 2020-21 term) and the Funding Type will have a pencil icon next to it. If there is a red 'no entry' icon, this means the headcount is closed and can only be viewed.

Home Forms **Funding** Sufficiency Ofsted Images

Summary **Actuals** Adjustments Eligibility Checker

**Actuals Head Count Records for 2020/21 - Autumn**

2021-22		Office use only	
2020/21		Ready To Process	Processed
 Summer Submission Period: 31-Mar-2021 to 30-Jun-2021	Funding Type		
	 2 Year Old		
 Spring Submission Period: 04-Jan-2021 to 22-Mar-2021	 3 & 4 Year Old		
 Autumn Submission Period: 01-Sep-2020 to 31-Dec-2020			

## SUMMARY TAB

In the 'Summary' tab, you are able to view the term length, I.e. number of funded weeks and your provider rate along with the Universal and Extended hours for the term, worked out as a monetary value, any child weighting, for example, EYPP and if the claim has been processed and the date claim was processed.

Please note: Initially, the funding element will not be active to allow us time to ensure the child level data inputted is correct so that accurate calculation of the funding can be reflected on the

summary page. We will look to roll this feature out from **Autumn 2021 term** when the hourly rates will be added to Provider's Portal.

Home Forms **Funding** Sufficiency Ofsted Images

Summary Actuals Adjustments Eligibility Checker

**Summary: 2020/21 Spring - 3 & 4 Year Old** CHANGE

Rate x Hours may not equal Totals as rounding is applied per child.

The totals shown are the sum of the funding amounts per child.

Actuals	
Term Length (Weeks) Term Time	11.60
Term Length (Weeks) Stretched	12.80
▷ Provider Rate applied to child funding	£5.00
Universal Funding	
Funded Hours for Term	639.00
<b>Funding Amount @ Provider Rate</b>	<b>£3195.00</b>
▷ Child Weightings Total	£251.22
<b>Universal Funding Amount</b>	<b>£3446.22</b>
Extended Funding	
Funded Hours for Term	339.00
<b>Funding Amount @ Provider Rate</b>	<b>£1695.00</b>
▷ Child Weightings Total	£179.67
<b>Extended Funding Amount</b>	<b>£1874.67</b>
Totals	
Funded Hours for Term	978.00
<b>Funding Amount @ Provider Rate</b>	<b>£4890.00</b>
<b>Child Weightings</b>	<b>£430.89</b>
<b>Term Funding Amount</b>	<b>£5320.89</b>
Interim Amount Paid (before Adj)	£0.00
<b>Term Funding Amount Balance</b>	<b>£5320.89</b>
Adjustments Paid with Final Payment	£0.00
<b>Actual Amount Paid (Inc. Adj)</b>	<b>£5320.89</b>

You can view here if the claim has been processed and the date the claim has been processed.  
NOTE: This isn't the date you have been paid

Processed Yes

## ESTIMATES TAB

Estimates can only be submitted if you have received an email inviting you to do so. Click on the Estimates tab and select the relevant academic year, term and funding type, if you are asked to do so.

The estimate number of funded hours for coming term will already be completed, based on either the actuals claimed in the previous term (if you made a claim) or the indicative budgeted hours as per the Schools Forum Report. Where we hold neither sets of data, this field will be blank and you will be invited to send your estimated hours to us for review.

Enter or update the number of hours, as per invite email and click 'Send claim'. You will then see a green banner with the notification 'submission successful'.

## ACTUALS TAB

Click on the 'Actuals' tab and select the term and age range you wish to view the children listed at your setting or want to enter a new child in that terms claim.

Home Forms **Funding** Sufficiency Ofsted Images

Summary **Actuals** Adjustments Eligibility Checker

### Actuals Head Count Records for 2020/21 - Summer

2021-22			
2020/21			
Summer			
Submission Period: 31-Mar-2021 to 30-Jun-2021			
Spring			
Submission Period: 04-Jan-2021 to 22-Mar-2021			
Autumn			
Submission Period: 01-Sep-2020 to 31-Dec-2020			

		Office use only	
	Funding Type	Ready To Process	Processed
	2 Year Old		
	3 & 4 Year Old		

Home Forms **Funding** Sufficiency Ofsted Images

Summary **Actuals** Adjustments Eligibility Checker

### Submit Actual: 2020/21 Summer - 3 & 4 Year Old CHANGE

In 30H grace period

Add Child Send Claim

Click 'Change' to swap between the age ranges

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	Unsubmitted Claim	Millen, Victoria (13-Mar-2017)	183.00	0.00	£0.00	EYPP	
		Panda, Pink (26-Jul-2017)	0.00	0.00	£0.00	EYPP	31-Dec-2020 - 09-Apr-2021 Grace Period: 17-Jul-2021
		Smith, Will (09-Mar-2017)	0.00	0.00	£0.00	EYPP	31-Dec-2020 - 09-Apr-2021 Grace Period: 17-Jul-2021
	Unsubmitted Claim	Willson, Rose (31-Mar-2018)	183.00	0.00	£0.00		31-Aug-2021 - 08-Dec-2021 Grace Period: 17-Mar-2022

Add Child Send Claim

The screen above shows the Summer 2020/21 term for 3&4year old funding, but if you require 2 year old funding click on the word 'CHANGE', which will take you back to the list of Provider Headcount Records, where you can select the relevant term and age range.

You will then be shown a pre-populated list of children that have been carried forward from the previous term headcount who are eligible for the current term.

**PLEASE NOTE:** For Summer 2021, the provider's portal has been prepopulated with children's data taken from your January 2021 Census return. You will need to add all FEEE funded children that started in your setting after census week.

From this screen you will be able to manage your headcount claim as you will need to:

- 'Edit' actual attendance hours and weeks for your existing child records (where they have not been at your setting for the full term).
- 'Add' new child records to your headcount submission.
- 'Delete' any child records that are no longer required. i.e. where the child has left your setting.

**Please note:** any field that has an \* against it means that it is a mandatory field and **must** be completed for you to submit your headcount.

Each time you 'Edit', 'Add' or 'Delete' the details of a child record it will be saved in the Provider Portal and you will be able to revisit and make further changes at any time **before the end of the current headcount submission period.**

Please note that even if you have already submitted your headcount you can still re-submit your claim as many times as required, for example, if you miss a child off your first submission, you can re-submit whilst the headcount submission period is open. The submission periods will be open for the duration of the term as follows:

- **Summer term: 1<sup>st</sup> April to 31<sup>st</sup> August**
- **Autumn term: 1<sup>st</sup> September to 31<sup>st</sup> December**
- **Spring term: 1<sup>st</sup> January to 31<sup>st</sup> March**

However, we will strongly encourage all settings to keep their current terms claim up to date as and when any child joins, leaves or changes the hours at your setting, to minimize any claw backs and balancing payments at the end of the term.

### **To 'Add' and 'Edit' a 3 – 4 year old child's record**

To add a new child record, click on 'Add Child' button when you are in the relevant term in the 'Actuals' tab. Please ensure that all mandatory fields, which are marked by a \*, are completed before submission of a new child's record.

Submit Actual: 2020/21 Summer - 3 & 4 Year Old CHANGE

 In 30H grace period

**Add Child** **Send Claim**

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	 Awaiting LA Download	Millen, Victoria (13-Mar-2017)	183.00	0.00	£0.00	EYPP	
		Panda, Pink (26-Jul-2017)	0.00	0.00	£0.00	EYPP	31-Dec-2020 - 09-Apr-2021 Grace Period: 17-Jul-2021
	 New, Unsubmitted Child	Simpson, Lisa (01-Feb-2017)	116.00	0.00	£0.00		
		Smith, Will (09-Mar-2017)	0.00	0.00	£0.00	EYPP	31-Dec-2020 - 09-Apr-2021 Grace Period: 17-Jul-2021
	 Awaiting LA Download	Willson, Rose (31-Mar-2018)	183.00	0.00	£0.00		31-Aug-2021 - 08-Dec-2021 Grace Period: 17-Mar-2022

**Add Child** **Send Claim**

To add a new child record, click on 'Add Child' button

### Child Details Tab

Once you click on the 'Add Child' icon, the following screen will appear, which opens the 'Child Details' tab. Here you will need to complete all the fields for the child's legal name.

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

**Child Details**

**Forename\***

Middle Name

**Surname\***

**DOB\***

Proof of DOB

**Gender\***  Male  Female

Preferred Surname

**Ethnicity\***

**SEN COP Stage\***

**Address**

**Address Line 1\***

Address Line 2

Address Line 3

Locality

Town

County

**Postcode\***

**Save** **Cancel**

\*denotes mandatory fields

Complete the child's date of birth by using the calendar that will pop up when you click on the date of birth field. Tick 'Proof of DOB' as you are required to keep on file, a copy of the date of birth evidence that you have seen (eg. birth certificate or passport).

Tick either the 'Male' or 'Female' for the child's gender.

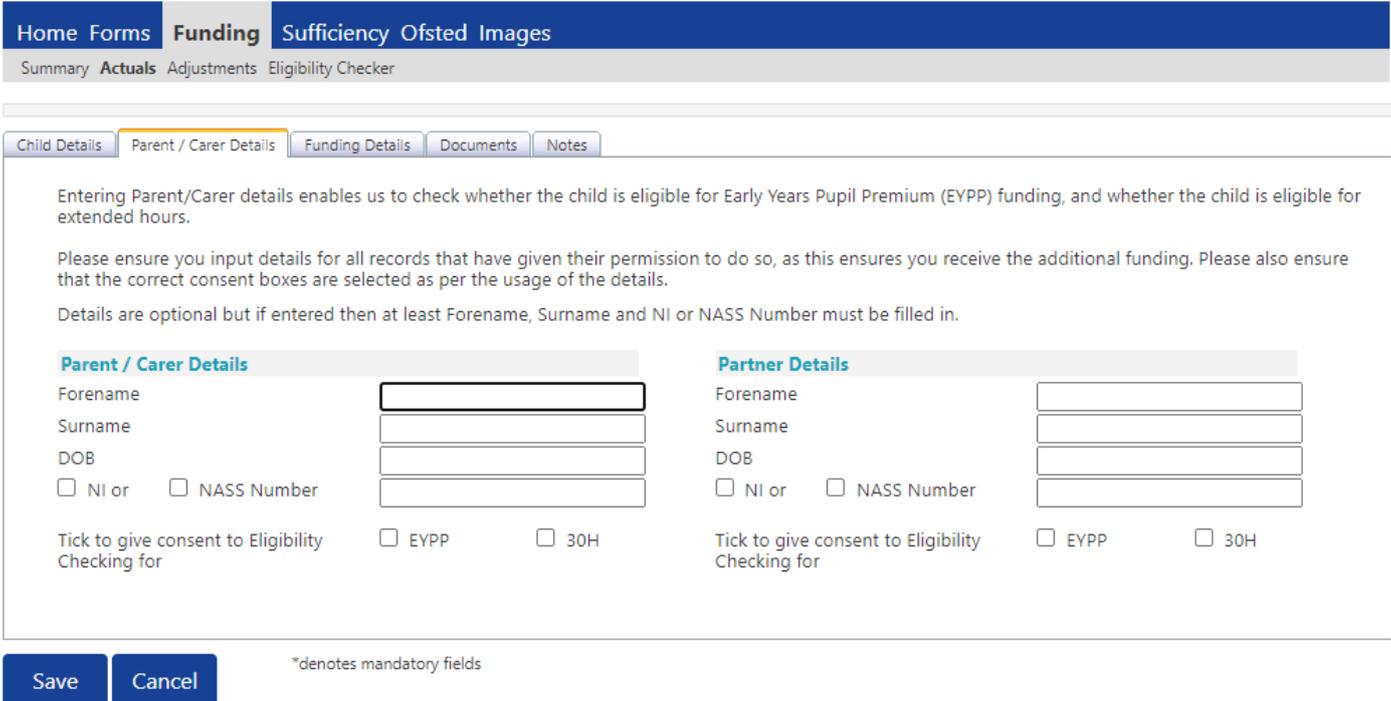
Complete the Preferred Surname box if the child has a preferred surname.

Choose the correct Ethnicity and SEN COP Stage codes from the drop-down selection when you click on the downward arrow.

Complete the fields for the child's full postal address including the correct postcode.

## Parent / Carer Details Tab

If you are making a claim for the Extended Hours, you first need to complete the Parent/Carer Details tab as follows:



Home Forms **Funding** Sufficiency Ofsted Images

Summary **Actuals** Adjustments Eligibility Checker

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 extended 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.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

<b>Parent / Carer Details</b>		<b>Partner Details</b>	
Forename	<input type="text"/>	Forename	<input type="text"/>
Surname	<input type="text"/>	Surname	<input type="text"/>
DOB	<input type="text"/>	DOB	<input type="text"/>
<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> 30H	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> 30H

Save Cancel \*denotes mandatory fields

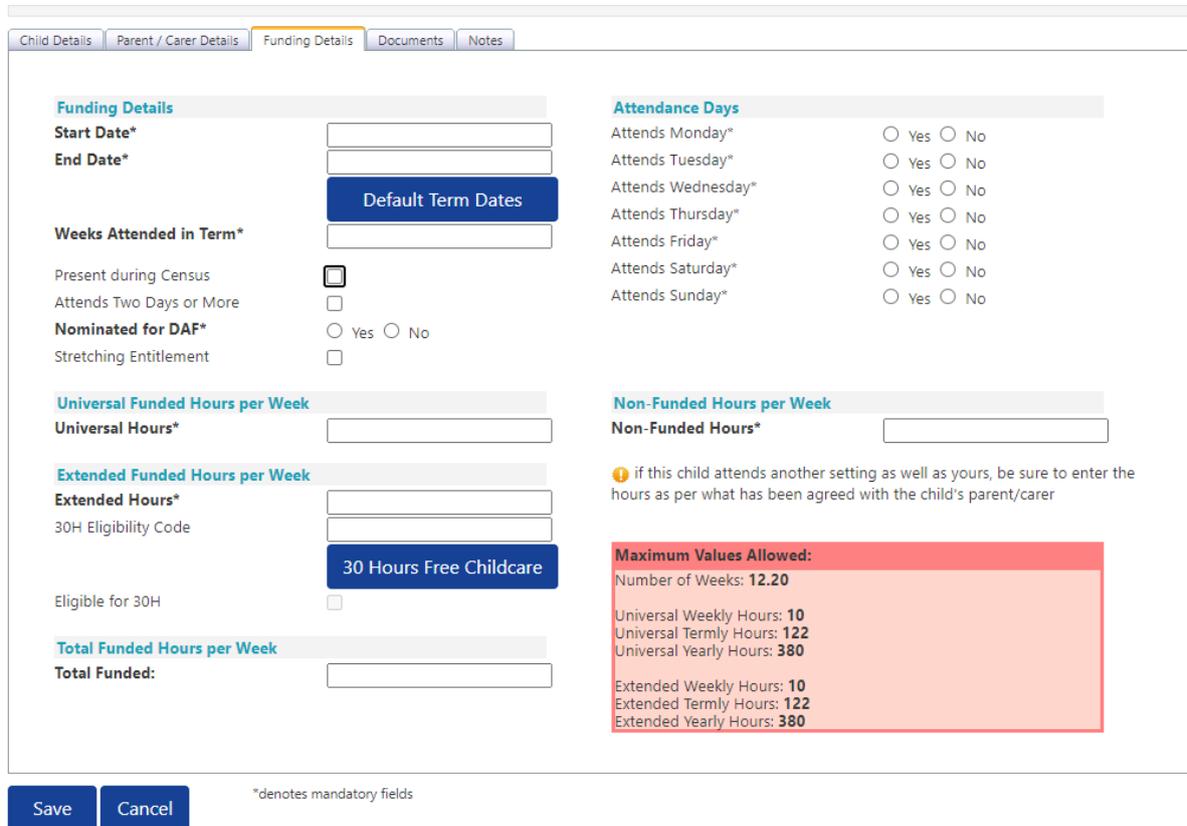
Complete the fields for Forename, Surname and Date of Birth.. Please ensure you input details for all parents/carers that have given their permission to do so, as this ensures you receive additional funding if the child is eligible for Early Years Pupil Premium (EYPP) funding.

Entering Parent/Carer details enables us to check whether the child is eligible for EYPP funding, and whether the child is eligible for extended hours (30 hours funding). Therefore, we strongly recommend that you tick both the EYPP box and 30H box, where parents have consented and provided their details. Ideally, we would recommend you obtain the names, DOB and National Insurance (NI) or National Asylum Support Service (NASS) number for both parents.

Tick NI or NASS number as appropriate based on which of the two numbers the parent has provided.

## Funding Details Tab

Once all fields on the 'Parent/Carer Details' tab have been completed then go to the 'Funding Details' tab, where you will see the following screen:



The screenshot shows the 'Funding Details' tab with the following sections:

- Funding Details:** Start Date\*, End Date\*, Weeks Attended in Term\*, Present during Census, Attends Two Days or More, Nominated for DAF\*, Stretching Entitlement.
- Attendance Days:** Attends Monday\* through Attends Sunday\* (Yes/No radio buttons).
- Universal Funded Hours per Week:** Universal Hours\*.
- Extended Funded Hours per Week:** Extended Hours\*, 30H Eligibility Code, Eligible for 30H.
- Non-Funded Hours per Week:** Non-Funded Hours\*.
- Maximum Values Allowed:** Number of Weeks: 12.20, Universal Weekly Hours: 10, Universal Termly Hours: 122, Universal Yearly Hours: 380, Extended Weekly Hours: 10, Extended Termly Hours: 122, Extended Yearly Hours: 380.

Buttons: Save, Cancel. \*denotes mandatory fields.

This is where you need to input the hours and weeks that you wish to claim for in line with the signed Parental Declaration.

Ensure that you tick the 'Present During Census' box for all children that you are making a claim for.

If your term dates match FEEE term dates (our Local Authorities calendar), then click on the 'Default Term Dates' icon as the dates will then be automatically populated with the standard FEE term dates. However, if they differ, you will need to manually input the dates using the calendar that appears when you click in the box.

**Please note** if you are claiming the notice period for a child who is leaving the setting, ensure that the Term Start Date and Term End Date are amended to reflect the actual attendance period that you are claiming for.

'Weeks Attended in Term' will already be completed with the maximum number of weeks in the term. If the child is attending less weeks then this **must** be amended. Please use the LBWF calculator to work out the number of weeks for a child that was attending less weeks in the term. The calculator can be found on [The Hub](#).

## Calculator to work out our number of weeks in Summer 2021 term

Date Range (must be between 01/04/2021 and 31/08/2021)

Start date:

01/05/2021

End date:

31/05/2021

Enter child's actual start date

Enter child's leaving date

### Funded days:

For Term Time Only Providers 19

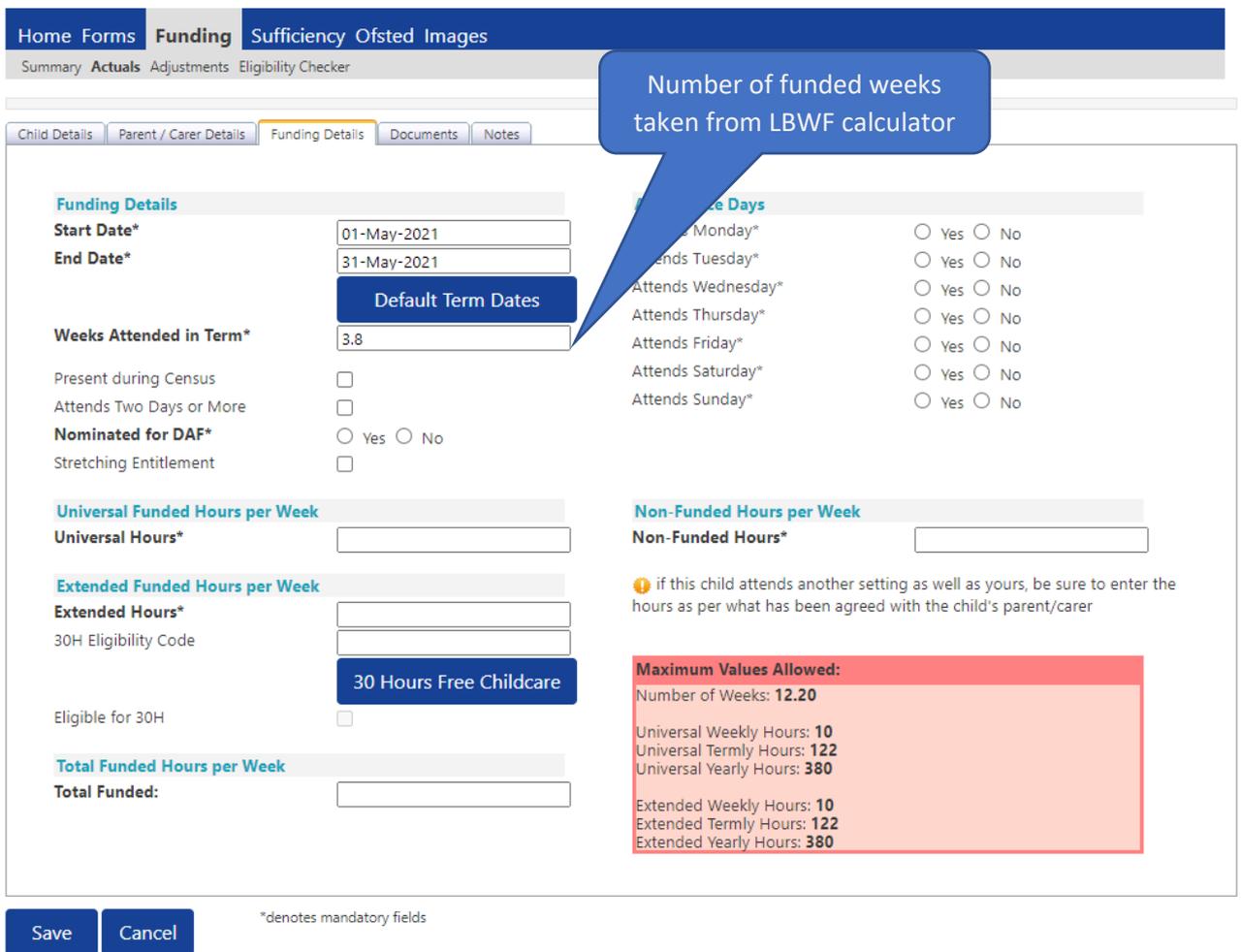
For Full Year Providers 21

### Funded weeks:

For Term Time Only Providers 3.8

For Full Year Providers 4.2

The number of funded weeks to be added to child's funding claim on the Provider Portal



The screenshot shows the 'Funding Details' section of a provider portal. It includes fields for 'Start Date\*' (01-May-2021), 'End Date\*' (31-May-2021), and 'Weeks Attended in Term\*' (3.8). There are also sections for 'Universal Funded Hours per Week', 'Extended Funded Hours per Week', and 'Total Funded Hours per Week'. A 'Default Term Dates' button is visible. On the right, there are 'Attends' checkboxes for days of the week. A callout points to the 'Weeks Attended in Term\*' field, stating 'Number of funded weeks taken from LBWF calculator'. At the bottom, there are 'Save' and 'Cancel' buttons and a note '\*denotes mandatory fields'.

Tick 'Attends Two Days or More' box if the child attends two days or more, if they only attend for 1 day then leave this box blank. Please note that if this box is not ticked when the child does attend two days or more, it will not allow you to input more than the maximum of 10 hours per day.

Please select Yes or No for 'Nominated for DAF' to reflect the parent's authority for you to claim DAF as per Parental Declaration. You can only tick 'Yes' if you have received an email from Local Authority confirming eligibility. In order to check this, you are required to upload the copy of the child's DLA (Disability Living Allowance) letter to validate a DAF claim to the Documents tab.

Tick 'Stretched Entitlement' if the child claims the funding all year round (51 weeks per year). Otherwise, leave it blank. If left blank, the child eligible hours per week will be based on 38 weeks per year.

Input the number of 'Funded Hours per Week' that are to be claimed as per the Parental declaration. Ensure that you **do not** exceed the termly maximum hours. Also, you must not leave the number of funded weeks as 0.00 in both universal and extended section as we will action this as a deleted child. If you are claiming any Extended hours, you need to input the number of Extended hours along with the 30 hour Eligibility Code.

Once you have input the eligibility code, click the blue 30 Hours Free Childcare button which will check the eligibility code. **Please note**, you will have to have completed the Parent/Carer Details tab first in order to validate the code. If the child is eligible for 30 Hours free childcare, you will receive a message 'The Eligibility Code has been found and eligibility for extended hours has been obtained' at the top of the screen.

Input the number of 'Non-Funded Hours per Week' which are the additional hours that the parent is paying for.

If you have not already completed the Parent/Carer Details tab and you are applying for EYPP, then proceed to click on the 'Parent/Carer Details' tab to complete.

## Documents Tab

The 'Documents' tab allows you to upload any documents to support child's claim. We recommend you save all parental declarations as well as any documents like the Disability Living Allowance letter for each child in this section.

Home Forms **Funding** Sufficiency Ofsted Images

Summary **Actuals** Adjustments Eligibility Checker

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

**Supporting Documents**  
Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.  
Allowed file types are: All file types permitted  
Files may not be larger than 15 MB.

Description*	File Name	Upload a file
No Documents Uploaded		

Save Cancel \*denotes mandatory fields

### Notes Tab

The 'Notes' tab is where you can add any information relating to the child's claim if you wish. New notes will show on the left hand side of the screen and this is a free text type box and previous notes will be shown on the right hand side.

Ensure that you have included the Adoption/Special Guardianship Order details for any child you want to claim EYPP for and any 2 year old eligibility reference number.

Home Forms **Funding** Sufficiency Ofsted Images

Summary **Actuals** Adjustments Eligibility Checker

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

**Add a new note**

**Notes History**

Save Cancel \*denotes mandatory fields

Repeat this process for every child you wish to claim funding for who are present or planned present during the headcount week.

Where existing children's records already exists in the system (from the previous term), their record will be shown with the status of 'Unchanged'. You must still 'Edit' all records where a status of 'Unchanged' is showing in order to submit a headcount claim for these children's records.

Once you have finished adding or editing records for 2 year olds and 3-4 year olds, click the 'Send Claim' button.

## How to undo a Delete Pending Request

If you have requested for a child to be deleted in error, this can be undone before the headcount submission closure date has passed. To undo a delete pending request on your headcount, click on the undo icon for the relevant child

Organisation: **Waltham Forest Test**  
 Provider: **Waltham Forest Test Provider (Private Day Nursery)**

Home Forms **Funding** Sufficiency Ofsted Images

Summary **Actuals** Adjustments Eligibility Checker

Submit Actual: 2020/21 Summer - 3 & 4 Year Old CHANGE

 In 30H grace period

**Add Child** **Send Claim**

Click undo icon

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	 Awaiting LA Download	<a href="#">Millen, Victoria</a> (13-Mar-2017)	183.00	0.00	£0.00	EYPP	
	 Awaiting LA Deletion	<a href="#">Panda, Pink</a> (26-Jul-2017)	0.00	0.00	£0.00	EYPP	31-Dec-2020 - 09-Apr-2021 Grace Period: 17-Jul-2021
	 New, Unsubmitted Child	<a href="#">Simpson, Lisa</a> (01-Feb-2017)	116.00	0.00	£0.00		
		<a href="#">Smith, Will</a> (09-Mar-2017)	0.00	0.00	£0.00	EYPP	31-Dec-2020 - 09-Apr-2021 Grace Period: 17-Jul-2021
	 Awaiting LA Download	<a href="#">Willson, Rose</a> (31-Mar-2018)	183.00	0.00	£0.00		31-Aug-2021 - 08-Dec-2021 Grace Period: 17-Mar-2022

**Add Child** **Send Claim**

After clicking the 'Request Undo' option you will be asked to confirm your request by clicking on 'Yes'

**Cancel Delete**

Are you sure you want to cancel the deletion of child: Panda, Pink from this headcount record?

**Yes** **No**

You will then be returned to the list of children on your headcount, where you can see that the status of the child has now returned to 'unchanged'.

You will need to 'edit' the child record and input the hours/weeks of attendance that you are claiming for.

## Submitting your headcount claim

You are ready to submit your headcount return once you have:

- Requested the removal of any child records which are not required for this term
- Reviewed existing attendance hours/weeks for all existing child records where appropriate
- Added new child records and attendance hours/weeks
- Completed all the relevant information, for an EYPP check to be actioned, where applicable.

To submit your headcount return, click the 'Send Claim' button on the 'Actuals' tab. This could either be at the top or bottom of your list (if the list of children you are claiming for is very long).

Organisation: **Waltham Forest Test**  
 Provider: **Waltham Forest Test Provider (Private Day Nursery)**

Home Forms **Funding** Sufficiency Ofsted Images

Summary **Actuals** Adjustments Eligibility Checker

Submit Actual: 2020/21 Summer - 3 & 4 Year Old CHANGE

 In 30H grace period

**Add Child** **Send Claim**

Only click 'Send Claim' once you are confident the claim is fully completed and accurate

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	Foden, Katre (31-Mar-2018)	0.00	0.00	£0.00		31-Aug-2021 - 08-Dec-2021 Grace Period: 17-Mar-2022
  Awaiting LA Download	Millen, Victoria (13-Mar-2017)	183.00	0.00	£0.00	EYPP	
 	Panda, Pink (26-Jul-2017)	0.00	0.00	£0.00	EYPP	31-Dec-2020 - 09-Apr-2021 Grace Period: 17-Jul-2021
  New, Unsubmitted Child	Simpson, Lisa (01-Feb-2017)	116.00	0.00	£0.00		
 	Smith, Will (09-Mar-2017)	0.00	0.00	£0.00	EYPP	31-Dec-2020 - 09-Apr-2021 Grace Period: 17-Jul-2021

**Add Child** **Send Claim**

You will then see the Submission Successful message at the top of the screen as follows:

'Submission Successful' message

Waltham Forest Test  
 Provider: Waltham Forest Test Provider (Private Day Nursery)

Home Forms **Funding** Sufficiency Ofsted Images

Summary **Actuals** Adjustments Eligibility Checker

 Submission Successful

Submit Actual: 2020/21 Summer - 3 & 4 Year Old CHANGE

 In 30H grace period

**Add Child** **Send Claim**

Once you have submitted your claim, view the current headcount to ensure that all children listed show one of the following in the 'Status' column:

- Add Pending, Submitted
- Delete Pending, Submitted
- Edit Pending, Submitted

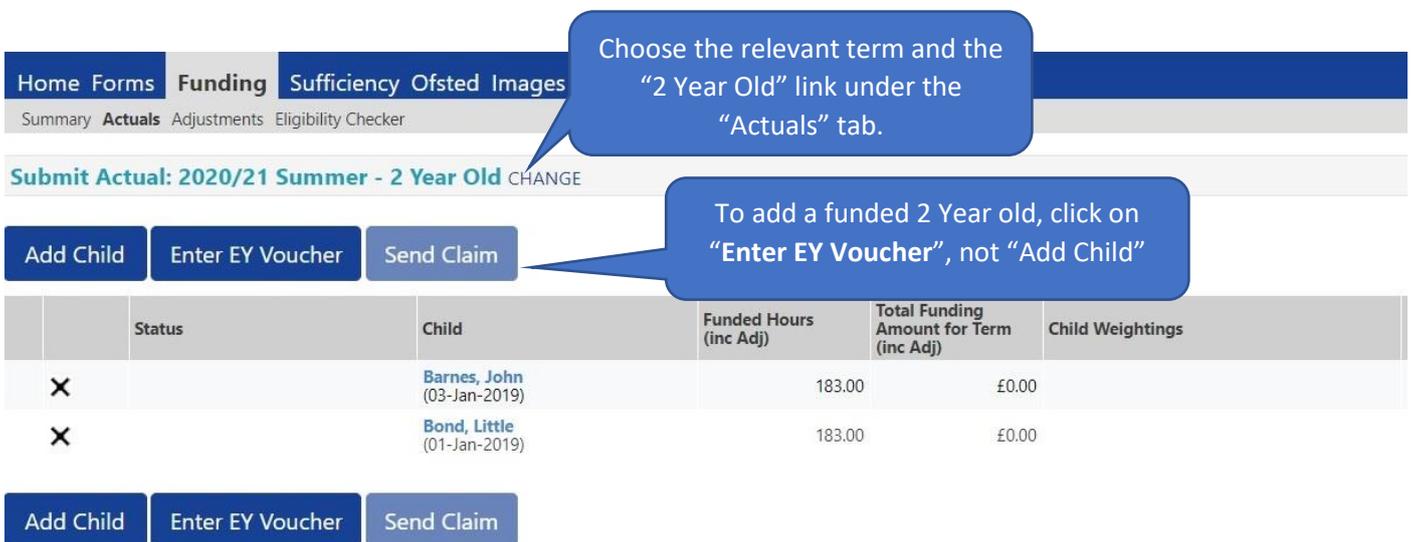
Please note;

- If the Status does not show the word 'Submitted' against each child record, this means that you have not submitted the record and you will need to go back into the record and edit the hours/weeks and then click the 'Send Claim' button again.
- We recommend that once you have submitted your headcount claim you can take a screen print of your headcount claim, showing the 'submission successful' message along with printing your actual headcount claim.
- You can submit your headcount claim at any point during the headcount submission period. If you realise that you have missed a child off, or made a mistake on a child's hours/weeks missed EYPP information or if circumstances change, you can simply re-edit the relevant child records as many times as necessary. However, you must then click the 'Send Claim' button **before the end of the headcount submission period**.

### Add a record for a 2 year old

To create a new 2 year old child's record, select the relevant term on the **Actuals** tab and choose the link that says "2 Year Old".

To add an eligible 2 year old child, please click on "**Enter Voucher Code**". **Do not click on "Add Child"** as that section will not allow you to retrieve the funding code from the system. Therefore, you would not be able to add the 2 Year Old Eligibility code to the child's record.



The screenshot shows a navigation menu with 'Home', 'Forms', 'Funding', 'Sufficiency', 'Ofsted', and 'Images'. The 'Funding' tab is active, showing sub-links for 'Summary', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A callout points to the 'Actuals' tab, stating: "Choose the relevant term and the '2 Year Old' link under the 'Actuals' tab." Below this, a header reads "Submit Actual: 2020/21 Summer - 2 Year Old" with a "CHANGE" link. Three buttons are visible: "Add Child", "Enter EY Voucher", and "Send Claim". A callout points to the "Enter EY Voucher" button, stating: "To add a funded 2 Year old, click on 'Enter EY Voucher', not 'Add Child'". Below the buttons is a table with the following data:

	Status	Child	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
✗		Barnes, John (03-Jan-2019)	183.00	£0.00	
✗		Bond, Little (01-Jan-2019)	183.00	£0.00	

At the bottom of the screenshot, the same three buttons ("Add Child", "Enter EY Voucher", "Send Claim") are shown again.

Once you have clicked on the "Enter EY Voucher" button, the following box will appear:

### 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

Add the 2 YO Eligibility code, child's date of birth and surname.

**IMPORTANT!** In this section, you can only add 2 year old eligibility codes that parent/carers have applied for and received from the new system. You cannot add any historic "Golden Ticket" or manually generated eligibility codes here. Please refer to section 6 of this user guide on how to add historic codes to the system if necessary. All historic codes will be phased out and replaced with the new codes. These are simple 6 digit codes – e.g. AV8GLN. When you enter the correct Voucher Code, the system matches it with the parent facing child's record.

Once you have entered the Voucher Code, Childs Date of Birth and Child Surname, click on "submit". This will bring you to the following screen, which opens at the Summary Tab:

Home Forms
**Funding**
Sufficiency Ofsted Images

Summary
Actuals
Adjustments
Eligibility Checker

**Name: John Barnes** **DOB: 03-Jan-2019**

Summary

Child Details

Parent / Carer Details

**Funding Details**

Documents

Notes

<b>Term Start Date</b>	05-Apr-2021	<b>Universal Funding</b>	
<b>Term End Date</b>	31-Aug-2021	Funded Hours Per Week	15.00
<b>No of weeks attended</b>	12.20	Funded Hours for Term	183.00
<b>Provider Total Rate</b>	£0.00		
		<b>Funding Amount @ Provider Rate</b>	<b>£0.00</b>
		<b>Child Weightings</b>	<b>£0.00</b>
		<b>Universal Funding Amount</b>	<b>£0.00</b>
		<b>Totals</b>	
		Funded Hours Per Week	15.00
		Funded Hours for Term	183.00
		<b>Total Funding (excl. Adj)</b>	<b>£0.00</b>
		Total amount from Adjustments	£0.00
		Total amount from Pending Adjustments	£0.00
		<b>Total Funding For Term (inc Adj)</b>	<b>£0.00</b>

\*denotes mandatory fields

Click on the Child Details Tab where the record will have been completed for you with the Child Name, DOB, Gender and Address

Name: John Barnes DOB: 03-Jan-2019

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

Child Details		Address	
Forename*	John	Address Line 1*	Test House
Middle Name		Address Line 2	
Surname*	Barnes	Address Line 3	
DOB*	03-Jan-2019	Locality	
Proof of DOB	<input checked="" type="checkbox"/>	Town	
Gender*	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	County	
Preferred Surname		Postcode*	TW3 3EB
Ethnicity*	White European		
SEN COP Stage*	SEN Support		

Save Cancel

\*denotes mandatory fields

You will need to:

- Tick 'Proof of DOB' as you are required to keep on file a copy of the date of birth evidence that you have seen
- Choose the correct Ethnicity and SEN COP Stage codes from the drop down selection when you click on the arrow

Now click on the Parent/Carer Details Tab as follows:

Organisation: **Waltham Forest Test**  
 Provider: **Waltham Forest Test Provider (Private Day Nursery)**

Name: John Barnes DOB: 03-Jan-2019

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

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details		Partner Details	
Forename	Sam	Forename	
Surname	C-J	Surname	
DOB	01-Jan-1987	DOB	
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	NN625374A	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	

Save Cancel

\*denotes mandatory fields

- Complete the fields for Forename, Surname and Date of Birth
- Tick NI or NASS Number as appropriate and enter the information

Now click on the Funding Details Tab.

This is where you need to input the hours and weeks that you wish to claim for in line with the signed Parental Declaration.

Ensure that you tick the 'Present During Census' box for all children that you are making a claim for.

If your term dates match FEE term dates (borough calendar), then click on the 'Default Term Dates' as the dates will then be populated with the standard FEE term dates. However, if they differ, you will need to manually input the dates using the calendar that appears when you click in the box.

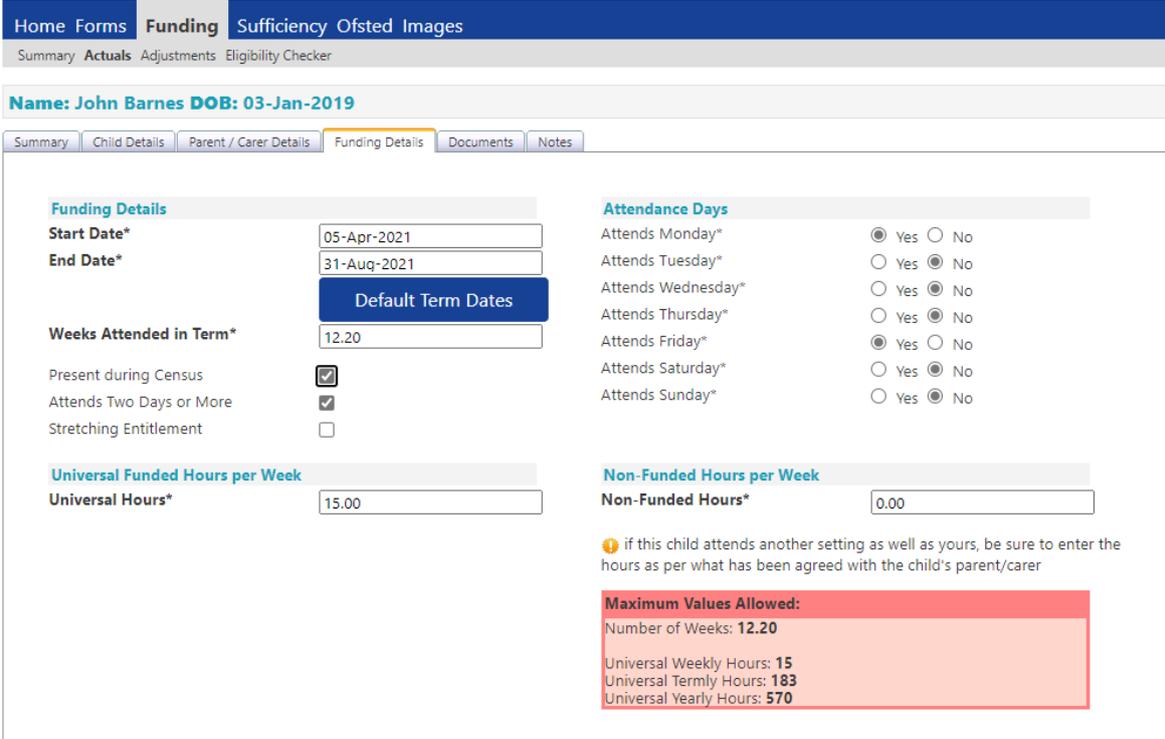
Please note if you are claiming the notice period for a child who is leaving the setting, ensure that the Term Start Date and Term End Date are amended to reflect the actual attendance period that you are claiming for.

'Weeks Attended in Term' will already be completed with the maximum number of weeks in the term. If the child is attending less weeks then this must be amended. Please use the LBWF calculator to work out the number of weeks for a child that was attending less weeks in the term. The calculator can be found here: <https://thehub-beta.walthamforest.gov.uk/early-years-financial-regulations>

Tick 'Attends Two Days or More' box if the child attends two days or more, if they only attend for 1 day, then leave this blank. Please note that if this box is not ticked when the child does attend two days or more, it will not allow you to input more than the maximum of 10 hours per day.

Input the number of 'Funded Hours per Week' that are to be claimed as per the Parental declaration. Ensure that you **do not** exceed the termly maximum hours

Input the number of 'Non-Funded Hours per Week' which are the additional hours that the parent is paying for.



Home Forms **Funding** Sufficiency Ofsted Images

Summary Actuals Adjustments Eligibility Checker

Name: John Barnes DOB: 03-Jan-2019

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

**Funding Details**

Start Date\* 05-Apr-2021

End Date\* 31-Aug-2021

Default Term Dates

Weeks Attended in Term\* 12.20

Present during Census

Attends Two Days or More

Stretching Entitlement

**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

**Universal Funded Hours per Week**

Universal Hours\* 15.00

**Non-Funded Hours per Week**

Non-Funded Hours\* 0.00

ⓘ if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

**Maximum Values Allowed:**

Number of Weeks: **12.20**

Universal Weekly Hours: **15**

Universal Termly Hours: **183**

Universal Yearly Hours: **570**

Save Cancel \*denotes mandatory fields

The 'Documents' tab would allow you to upload any documents to support child's claim.

Name: John Barnes DOB: 03-Jan-2019

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

Supporting Documents

Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.

Allowed file types are: All file types permitted

Files may not be larger than 15 MB.

Description*	File Name	Upload a file
No Documents Uploaded		

Save Cancel

\*denotes mandatory fields

Repeat this process for every child you wish to claim funding for who are present or planned present during the headcount week.

Once you have finished adding or editing records for 2 year olds, click the ‘**Send Claim**’ button.

## Validating 30 hours codes

In order to add a child who is eligible for the 30 hours FEEE funding, you first need to validate the 11 digit eligibility code.

For a code to be valid you must ensure that:

- It is the term after the child’s 3<sup>rd</sup> birthday.
- The Validity Start Date is before the first day of the term you wish to claim funding for.
- The Grace Period end date has not passed

In instances where the 30 hours code is issued (validity start date) after the Term Start Date, the extended hours cannot be claimed for until the start of the next term.

For a single, one time only 30 hours code validation, please use the “**Eligibility Checker**” tab. You are advised to validate the 30 hours code for each child you want to claim the extended hours for. Please make sure to validate the code before offering families the 30 hours childcare place.

Organisation: **Waltham Forest Test** [Change](#)

Provider: **Waltham Forest Test Provider (Private Day Nursery)**

**Home Forms Funding Sufficiency Ofsted Images**

Summary Actuals Adjustments **Eligibility Checker**

**Eligibility Checker**

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

**30 Hours Free Childcare Validator**

Click on "Eligibility Checker"

Click on "30 Hours Funded Childcare"

Once you have clicked on the "30 Hours Free Childcare Validator" button, you will see the following screen.

**30 Hours Free Childcare**

Postcode and Child Date of Birth, together with Parent/Carer Details. If a Postcode is entered then all fields, except Forename, must be filled in.

Parent consent must be obtained and ticked before the validation

Once completed click "Submit"

Consent must be given for this  Eligibility Check

Make sure fields marked with an \* are filled and correct. If there is a typo in the code, NI number or child's date of birth, you will not be able obtain the validity dates.

You will then see either found (valid) or not found (not valid) check results.

Valid 30 hours code validation result page

 The details provided for Eligibility Code 50012345678 are not eligible for extended hours.

If the 30 hours code is valid and the data is inserted correctly, you will see the Code Start, End Date and Grace Period End Date. Please make a note of these dates as they will not be stored in the system in the "One off" validation area.

Eligibility Checker

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

30 Hours Free Childcare Validator

### Not valid 30 hours code validation result page

Organisation: **Waltham Forest Test** [Change](#)  
 Provider: **Waltham Forest Test Provider (Private Day Nursery)**

 The details provided for Eligibility Code 50012345678 are not eligible for extended hours.

If you receive a not eligible result, please check that the data (code, NI number, child's DOB) is correct. This data needs to match exactly with the HMRC database, otherwise you will not be able to see the validity dates.

Eligibility Checker

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

30 Hours Free Childcare Validator

### Eligible 2 Year Olds – historic codes

Parent/carers will need to apply for the 2 Year Old Funding via the Parent. Please refer to the guidance document "**Early Years Parent Portal for 2 YO Eligibility Checks User Guide**" for instructions. However, since the new parent portal has just been launched, it will take some time until families come to you with the new 6 digits codes issued by the Parent Portal that you can add to your headcount returns via the "Add Voucher" area (please refer to the section "5.1. Add a record for a 2 year old").

Please add any historic codes starting with "LBWF" in the "Notes section" and upload any relevant documents such as the Golden Ticket or Eligibility confirmation letters (also from other Local Authorities) to the "Documents" section.

Organisation: **Waltham Forest Test** [Change](#)  
 Provider: **Waltham Forest Test Provider (Private Day Nursery)**

Home Forms **Funding** Sufficiency Ofsted Images  
 Summary **Actuals** Adjustments Eligibility Checker

Name: **Katre Foden** DOB: **31-Mar-2018**

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

**Add a new note**

**Notes History**

No Historical Notes

Click on "Notes"

If a child has an old manually generated 2 year old code starting with "LBWF", please add it here. These codes will be eventually replaced by the 6 digits codes generated by the Parent Portal.

If you have an eligibility letter (with a code starting with LBWF) that has not been issued by the new Parent Portal or an eligibility letter from another borough, please upload it under the "Documents" section.

Organisation: **Waltham Forest Test** [Change](#)  
 Provider: **Waltham Forest Test Provider (Private Day Nursery)**

Home Forms **Funding** Sufficiency Ofsted Images  
 Summary **Actuals** Adjustments Eligibility Checker

Name: **Katre Foden** DOB: **31-Mar-2018**

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

**Supporting Documents**  
 Please upload any documents which support this term.  
 Please enter a Description to clarify what the file contains.  
 Allowed file types are: All file types permitted  
 Files may not be larger than 15 MB.

Description*	File Name	Upload a file
No Documents Uploaded		

Save Cancel \*denotes mandatory fields

If you have an eligibility letter (with a code starting with LBWF) that has not been issued by the new Parent Portal, please upload here.

## Early Years Pupil Premium (EYPP) for 3 & 4 year old children

To apply for the EYPP, you will need to enter details on the Parent/Carer Tab when inputting your headcount data.

### EYPP Economic Criteria **Eligibility Check**

The Parent/Carer Details section will give the eligibility results for the economic criteria. You can review the eligibility criteria for EYPP on our [Free early education and childcare for three and four year olds](#) webpage.

Organisation: **Waltham Forest Test** [Change](#)  
 Provider: **Waltham Forest Test Provider (Private Day Nursery)**

Home Forms **Funding** Sufficiency Ofst  
 Summary Actuals Adjustments Eligibility Checker

**Name: Katre Foden DOB: 20-Mar-2018**

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 extended 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.  
 Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details		Partner Details	
Forename	<input type="text" value="Marc"/>	Forename	<input type="text"/>
Surname	<input type="text" value="Girouard"/>	Surname	<input type="text"/>
DOB	<input type="text" value="20-Jun-1969"/>	DOB	<input type="text"/>
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text" value="NN246879A"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> 30H	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> 30H

[Save](#) [Cancel](#) \*denotes mandatory

Go to the Parent/Carer Details tab under the "Funding" section

Click "Save"

Make sure the "EYPP" box is ticked

You must complete all the fields for at least one parent as they are mandatory to carry out the check.

Tick the NI (National Insurance Number) or NASS (National Asylum Seeker Service number) as appropriate. The NI number is in the format of 2 letters, 6 numbers, 2 letter. NASS is a 9 digit number, in the format "010234567" where the first four digits should be in the format YYYYMM.

The NI/NASS number, parent date of birth and parent surname are used to match the details with the DWP database. Please make sure these details are correct, otherwise you might receive a false check result.

### EYPP Non-Financial criteria

If a 3 and 4 year old who is claiming the Free Early Education hours meets the non-financial criteria further evidence is needed to confirm the child's eligibility for EYPP.

You can claim EYPP for children who are either:

- adopted;
- have Special Guardianship Order or child arrangement order;
- Looked After by the Local Authority.

Please upload any non-financial criteria evidence (e.g. Adoption Order) under the "Documents" section.



Click on "Documents" Tab to upload evidence of non-financial criteria

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Add a brief description that child meets non-financial criteria to prompt staff in the EY team to review the documents and confirm the eligibility

Click "Upload a file" to upload non-financial criteria (e.g. SGO)

Click "Save"

Home Forms Funding Sufficiency Of

Summary Actuals Adjustments Eligibility Checker

Name: Katre Foden DOB: 31-Mar-2018

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Supporting Documents

Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.  
Allowed file types are: All file types permitted  
Files may not be larger than 15 MB.

Description*	File Name
No Documents Uploaded	

Upload a file

Save Cancel \*denotes mandatory fields