

Waltham Forest Early Years Provider Portal

User guide for Childcare Directory and under 2, 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 under 2, 2, 3 and 4 year olds.

Logging in

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

Please contact childcare@walthamforest.gov.uk to have your provider portal account created.

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.

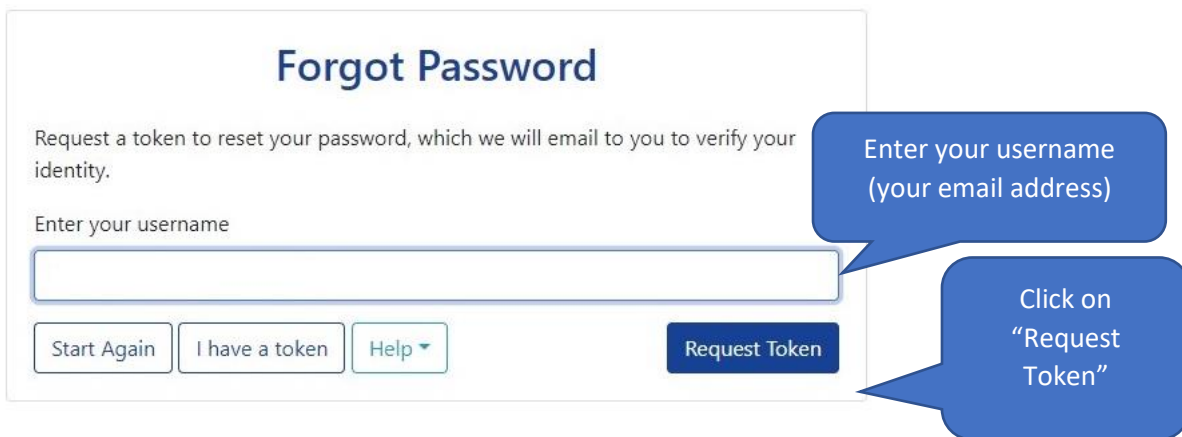
PLEASE NOTE - The “Create Account” functionality/Button is for Parents creating an account on the parent portal and not to be used by providers creating accounts for their provider portal.

Forgotten your Password?

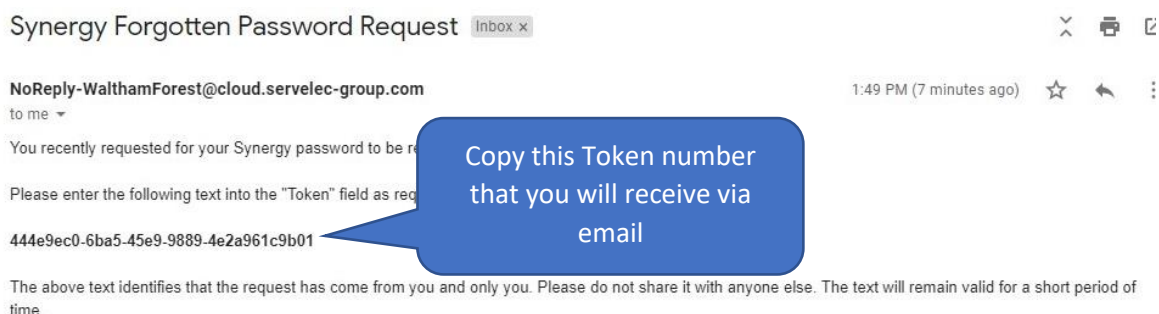
If you do not remember your password please click on the “Forgotten your Password” link on the login screen



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.



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 code that was sent to your 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

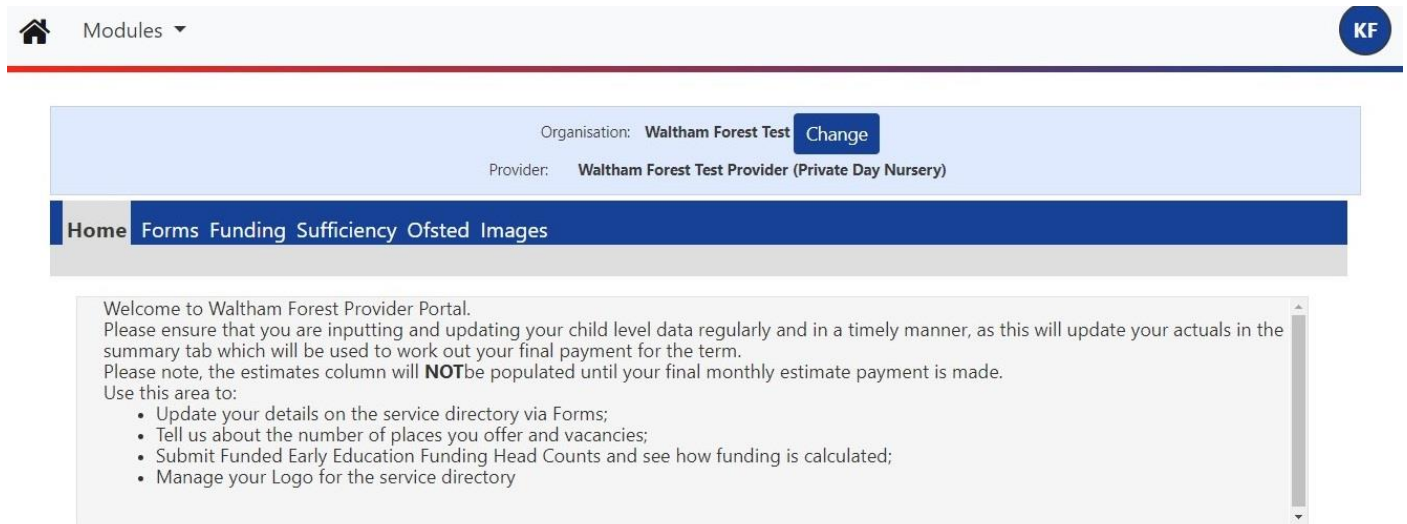
Sign in

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 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)**

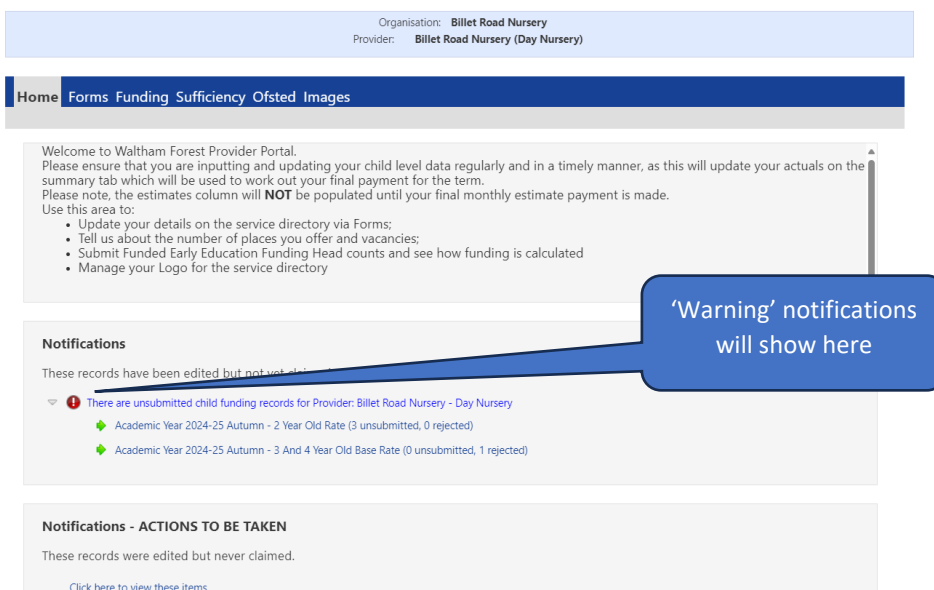
Home Forms Funding Sufficiency Ofsted Images

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 Notifications regarding your headcount claims, such as there are unsubmitted claims, like the notification below. You will need to resolve all warning notifications, for example, submit your claim before the current headcount period closes, otherwise you may not be paid for your headcount claim.



Organisation: **Billet Road Nursery**
Provider: **Billet Road Nursery (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 on 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

Notifications

These records have been edited but not yet claimed.

- ⚠ There are unsubmitted child funding records for Provider: Billet Road Nursery - Day Nursery
 - 📌 Academic Year 2024-25 Autumn - 2 Year Old Rate (3 unsubmitted, 0 rejected)
 - 📌 Academic Year 2024-25 Autumn - 3 And 4 Year Old Base Rate (0 unsubmitted, 1 rejected)

Notifications - ACTIONS TO BE TAKEN

These records were edited but never claimed.

[Click here to view these items](#)

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
- Actuals – complete your Headcount returns
- Adjustments – this tab will not be active as we use actual submissions for your monthly payments
- Eligibility Checker – validate working family 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 LBWF 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.

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 market 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

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	15	25	10	<input type="checkbox"/>
3 And 4 Ye ▾	40	5	35	5	<input type="checkbox"/>
5 Years Olc ▾					<input checked="" type="checkbox"/>

Insert item

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

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

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

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

45

Cost per hour

Cost per session

Cost per week

225

Next Page Select page: Title ▾ >>

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

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

Directory info Update Form

Previous Page Select page: Title >>

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 ▾	
<input type="button" value="Insert item"/>	

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 your setting offers Tax Free Childcare

Yes No

Previous Page Select page: Title >>

Once completed, click on "Submit Form"

Please note the number of vacancies appear as a total across all age groups on providers directory records, but the Childcare team use the individual age group numbers in their brokerage support to parents

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.

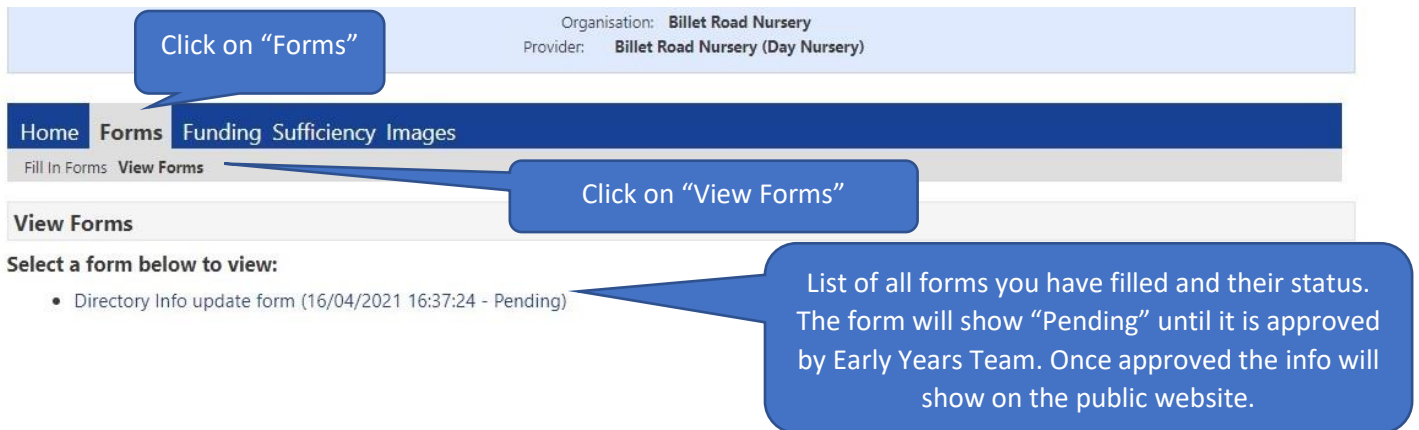
Fill In Forms

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 digital [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.

If you do not have a signed Parental Declaration Form in place, you do not have consent from the parent to make a claim, therefore, you are unable to make a claim for that child.

All registered FEEE providers will receive an email from FEEeprovision@walthamforest.gov.uk to advise when the Provider Portal is open for termly headcount.

Please note that you will not be able to make a headcount 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', '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 the term length (i.e. number of funded weeks), your rate per hour along with the Universal and Extended hours for the term, worked out as a monetary value, any child's weightings (EYPP, DISADV supplement for 2yo) and the total term funding amount.

Actuals – complete and submit the headcount claim

Adjustments – this tab will not be active as we use actual submissions for your monthly payments

Eligibility Checker – validate working family eligibility codes

First tool bar

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

Home Forms **Funding** Sufficiency Images

Summary Actuals Adjustments Eligibility Checker

Select Year and Term

Academic Year 2024-25
 Autumn

Academic Year 2023-24
 Academic Year 2022-23
 Academic Year 2021-22
 Academic Year 2020-21

Second tool bar under the 'Funding' tab

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

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

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

Home Forms **Funding** Sufficiency Images

Summary Actuals Adjustments Eligibility Checker

Summary Head Count Records for Academic Year 2024-25 - Autumn

Academic Year 2024-25	
Autumn	Funding Type
Academic Year 2023-24	2 Year Old Rate
Academic Year 2022-23	3 And 4 Year Old Base Rate
Academic Year 2021-22	9 Month - 2 Year Old
Academic Year 2020-21	

Note: For Actuals, the submission dates will be shown and if the headcount is "open" you will see a green icon (as below for Summer 2023-24 and Autumn 2024-25 terms) 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 Images

Summary **Actuals** Adjustments Eligibility Checker

Actuals Head Count Records for Academic Year 2024-25 - Autumn

Academic Year 2024-25	Office use only	
	Ready To Process	Processed
Autumn Submission Period: 01-Jul-2024 to 31-Dec-2024		
Academic Year 2023-24 Summer Submission Period: 01-Mar-2024 to 31-Aug-2024	2 Year Old Rate 3 And 4 Year Old Base Rate 9 Month - 2 Year Old	
Spring Submission Period: 27-Nov-2023 to 31-Mar-2024		
Autumn Submission Period: 03-Jul-2023 to 31-Dec-2023		
Academic Year 2022-23		
Academic Year 2021-22		

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, DISADV supplement for 2yo and the total term funding amount.

Click on the drop-down arrow to expand your hourly rate. The overall hourly rate is the combined hourly rates for base rate and deprivation supplement

Total Universal/Funded hours for term for 3&4yo and 2 year old under benefit related criteria

Total Extended/Expanded hours for 3&4yo and 2 year old under working family criteria

Summary: Academic Year 2019 - 2020 Summer - 3	
Rate x Hours may not equal Total Funding is applied per child. The totals shown are the sum of the funding amounts per child.	
Actuals	
Term Length (Weeks) Term Time	12.40
Term Length (Weeks) Stretched	21.80
▼ Provider Rate applied to child funding	£5.17
Base Rate	£5.14
Deprivation supplement Billet Rd Day Nursery	£0.03
Funding	
Funded Hours for Term	186.00
Funding Amount @ Provider Rate	£961.62
Funding Amount	£961.62
Extended Funding	
Funded Hours for Term	0.00
Funding Amount @ Provider Rate	£0.00
Extended Funding Amount	£0.00
Totals	
Funded Hours for Term	186.00
Funding Amount @ Provider Rate	£961.62
Child Weightings	£0.00
Term Funding Amount	£961.62
Interim Amount Paid (before Adj)	£0.00
Term Funding Amount Balance	£961.62
Adjustments Paid with Final Payment	£0.00
Actual Amount Paid (Inc. Adj)	£0.00

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.

Actuals Head Count Records for Academic Year 2024-25 - Autumn

Academic Year 2024-25				Office use only
Autumn				
Submission Period: 01-Jul-2024 to 31-Dec-2024				
Academic Year 2023-24				
Academic Year 2022-23				
Academic Year 2021-22				
Academic Year 2020-21				
		Funding Type	Ready To Process	Processed
		 2 Year Old Rate		
		 3 And 4 Year Old Base Rate		
		 9 Month - 2 Year Old		

Submit Actual: Academic Year 2024-25 Autumn - 3 And 4 Year Old Base Rate CHANGE

Add Child Send Claim

Click 'Change' to swap between the age ranges

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	✘	Ali, Adam (08-Nov-2020)	216.00	0.00	£1164.24		
	✘	Hobbs, Oliver (12-Sep-2020)	216.00	0.00	£1164.24		

Add Child Send Claim

The screen above shows the Autumn 2024/25 term for 3&4year old funding, but if you require 2 year old or 9 Month – 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.

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: 1st April to 31st August**
- **Autumn term: 1st September to 31st December**
- **Spring term: 1st January to 31st 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.

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

Home Forms Funding Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

Submit Actual: Academic Year 2024-25 Autumn - 3 And 4 Year Old Base Rate CHANGE

Add Child
Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✘		Ali, Adam <small>(08-Nov-2020)</small>	216.00	0.00	£1164.24		
! ↻	New, Awaiting LA Download	Foden, Ryan <small>(11-Sep-2020)</small>	216.00	0.00	£1164.24		
✘		Hobbs, Oliver <small>(12-Sep-2020)</small>	216.00	0.00	£1164.24		
! ↻	New, Unsubmitted Child	Peters, Melissa <small>(26-Dec-2020)</small>	134.20	0.00	£723.34		

Add Child
Send Claim

© 2024 The Access Group FIS Provider Portal - Part of the Synergy FIS Suite

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.

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

Home Forms
Funding
Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

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*

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

*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 (e.g. 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.

You will need to confirm the address in order to proceed to the next tab

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*

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

*denotes mandatory fields

Click 'confirm' to proceed to the next tab

Please ensure that all mandatory fields, which are marked by a *, are completed before submission of a new child's record. If you do not complete all the * fields, you will not be able to move onto another tab. You will see a red * against the missing field(s) as shown below

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

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

Save Record Failed Due To The Errors Listed Below

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*

The following errors need to be fixed before the record can be saved:
 DOB must be entered (Child Details Tab)

Notification that there is missing information

If you are making a claim for the working family entitlement (under 2, 2 and 3&4 year old) and/or EYPP, you first need to complete the Parent/Carer Details tab as follows:

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

Home Forms
Funding
Sufficiency 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 30 hours free childcare (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.

Parent / Carer Details	Partner Details
Forename <input style="width: 90%;" type="text"/>	Forename <input style="width: 90%;" type="text"/>
Surname <input style="width: 90%;" type="text"/>	Surname <input style="width: 90%;" type="text"/>
DOB <input style="width: 90%;" type="text"/>	DOB <input style="width: 90%;" type="text"/>
Email <input style="width: 90%;" type="text"/>	Email <input style="width: 90%;" type="text"/>
Contact Number <input style="width: 90%;" type="text"/>	Contact Number <input style="width: 90%;" type="text"/>
<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number <input style="width: 90%;" type="text"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number <input style="width: 90%;" type="text"/>
Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility	Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility

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 working family entitlement for under 2, 2 year old and extended hours (30 hours funding) for 3&4 year old. Therefore, we strongly recommend that you tick both the EYPP box and Working Family Eligibility, where parents have consented and provided their details.

For working family code validations, the parent details used to apply for the eligibility code must be entered into the left hand "Parent / Carer Details" section.

Name: Karim Fakira DOB: 17-Nov-2021

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 expanded 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.

Parent / Carer Details

Forename

Surname

DOB

Email

Contact Number

NI or NASS Number

Tick to give consent to Eligibility Checking for EYPP Working Family Eligibility

Partner Details

Forename

Surname

DOB

Email

Contact Number

NI or NASS Number

Tick to give consent to Eligibility Checking for EYPP Working Family Eligibility

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:

Funding Details Start Date* <input type="text"/> End Date* <input type="text"/> <input type="button" value="Default Term Dates"/> Weeks Attended in Term* <input type="text"/> Present during Census <input type="checkbox"/> Attends Two Days or More <input type="checkbox"/> Nominated for DAF* <input type="radio"/> Yes <input type="radio"/> No Stretching Entitlement <input type="checkbox"/> Funded Hours per Week Hours* <input type="text"/> Extended Funded Hours per Week Extended Hours* <input type="text"/> Eligibility Code <input type="text"/> <input type="button" value="Check Eligibility Code"/> Eligible for Extended Hours <input type="checkbox"/> Total Funded Hours per Week Total Funded: <input type="text"/>		Attendance Days Attends Monday* <input type="radio"/> Yes <input type="radio"/> No Attends Tuesday* <input type="radio"/> Yes <input type="radio"/> No Attends Wednesday* <input type="radio"/> Yes <input type="radio"/> No Attends Thursday* <input type="radio"/> Yes <input type="radio"/> No Attends Friday* <input type="radio"/> Yes <input type="radio"/> No Attends Saturday* <input type="radio"/> Yes <input type="radio"/> No Attends Sunday* <input type="radio"/> Yes <input type="radio"/> No Non-Funded Hours per Week Non-Funded Hours* <input type="text"/> ⓘ 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/carer <div style="border: 1px solid red; padding: 5px;"> Maximum Values Allowed: Number of Weeks: 14.40 Funded Weekly Hours: 10.00 Funded Termly Hours: 144.00 Funded Yearly Hours: 380.00 Extended Weekly Hours: 10.00 Extended Termly Hours: 144.00 Extended Yearly Hours: 380.00 </div>
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*denotes mandatory fields

This is where you need to input the hours and weeks that you wish to claim for in line with the child's attendance.

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' is the manual field and should 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 number of weeks in Autumn 2024 term

Calculator to work out number of weeks in Autumn 2024 term

Term dates for term time providers
(between 02/09/24 and 19/12/24)

Term dates for full year providers
(between 01/09/24 and 31/12/24)

Date of Birth Range (must be between 01/09/2020 and 31/08/2022)

Start date:

End date:

Funded days:

For Term Time Only Providers	49
For Full Year Providers	61

Funded weeks:

For Term Time Only Providers	9.8
For Full Year Providers	12.2

Enter child's actual start date

Enter child's leaving date

Number of funded weeks taken from LBWF calculator

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

Funding Details

Start Date*
 End Date*

Weeks Attended in Term*

Present during Census
 Attends Two Days or More
 Nominated for DAF* Yes No
 Stretching Entitlement

Funded Hours per Week

Hours*

Extended Funded Hours per Week

Extended Hours*
 Eligibility Code

Eligible for Extended Hours

Total Funded Hours per Week


Total Funded:

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

Non-Funded Hours per Week

Non-Funded Hours*

 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/carer

Maximum Values Allowed:

Number of Weeks: **14.40**
 Funded Weekly Hours: **10.00**
 Funded Termly Hours: **144.00**
 Funded Yearly Hours: **380.00**
 Extended Weekly Hours: **10.00**
 Extended Termly Hours: **144.00**
 Extended Yearly Hours: **380.00**

*denotes mandatory fields

Ensure that you tick the 'Present During Census' box for all children that were present during Census week and you are making a claim for.

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 (52 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. Ensure that you **do not** exceed the termly maximum hours. Also, you must not leave the number of funded hours 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.

The combined Funded/Universal and Extended hours will then show in the Total Funded Hours per Week. They are calculated by system automatically.


Once you have input the eligibility code, click the blue 'Check Eligibility Code' button which will validate 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.



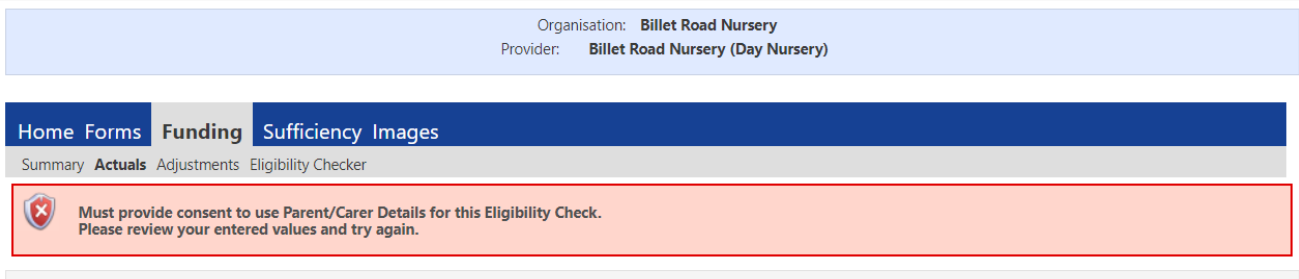
Organisation: **Billet Road Nursery**
Provider: **Billet Road Nursery (Day Nursery)**

Home Forms **Funding** Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

 The Eligibility Code has been found and eligibility for working family hours has been obtained.


If you forget to tick the consent box to eligibility checking on parent/carer's tab, you will receive the following error message



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

Home Forms **Funding** Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

 Must provide consent to use Parent/Carer Details for this Eligibility Check.
Please review your entered values and try again.

Complete the Attendance Days by clicking the Yes or No radial button as appropriate against each day of the week.

Input the number of 'Non-Funded Hours per Week' which are the additional hours that the parent is paying for. If the child does not take any additional hours, add zero to Non-Funded hours field, as it is a mandatory field.

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.

Once all fields on the 'Funding Details' tab have been completed, click on 'Save' at the bottom left. Their record will be shown as 'New, Unsubmitted Child'.

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

Home Forms Funding Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

Submit Actual: Academic Year 2024-25 Autumn - 3 And 4 Year Old Base Rate CHANGE

Add Child Send Claim

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X	Ali, Adam (08-Nov-2020)	216.00	0.00	£1164.24		
! ↻ New, Awaiting LA Download	Foden, Ryan (11-Sep-2020)	216.00	0.00	£1164.24		
X	Hobbs, Oliver (12-Sep-2020)	216.00	0.00	£1164.24		
! ↻ New, Unsubmitted Child	Peters, Melissa (26-Dec-2020)	134.20	0.00	£723.34		

Add Child Send Claim

Record shown as 'New, Unsubmitted Child for a new child being added to the headcount'

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Where the children’s records have been updated in the system, their record will be shown with the status of ‘Unsubmitted Child’. You must submit a headcount claim for these children’s records by clicking on ‘Send Claim’ button.

Documents Tab

The ‘Documents’ tab allows you to upload any documents to support child’s claim. You can use this tab to upload a child’s Disability Living Allowance letter in order to claim child’s DAF funding.

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

Home Forms Funding Sufficiency 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 5 MB.

Description*	File Name	Upload a file
No Documents Uploaded		


Save Cancel *denotes mandatory fields

Click on ‘Upload a file’ button to upload your document

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 for children claiming funding under disadvantaged eligibility criteria.



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

Home Forms **Funding** Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

Name: **Man Spider** DOB: **23-Aug-2022**

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

Add a new note

Notes History

No Historical Notes

Free type any child relevant notes in here

Previous notes will show here

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 term.

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

To 'Delete' a child's record

You must ensure that you delete all children that no longer attend your setting (i.e. children carried forward from the previous term), as failure to do so will result in clawbacks.

To delete child's record, click on the X against the child's record that you wish to delete.

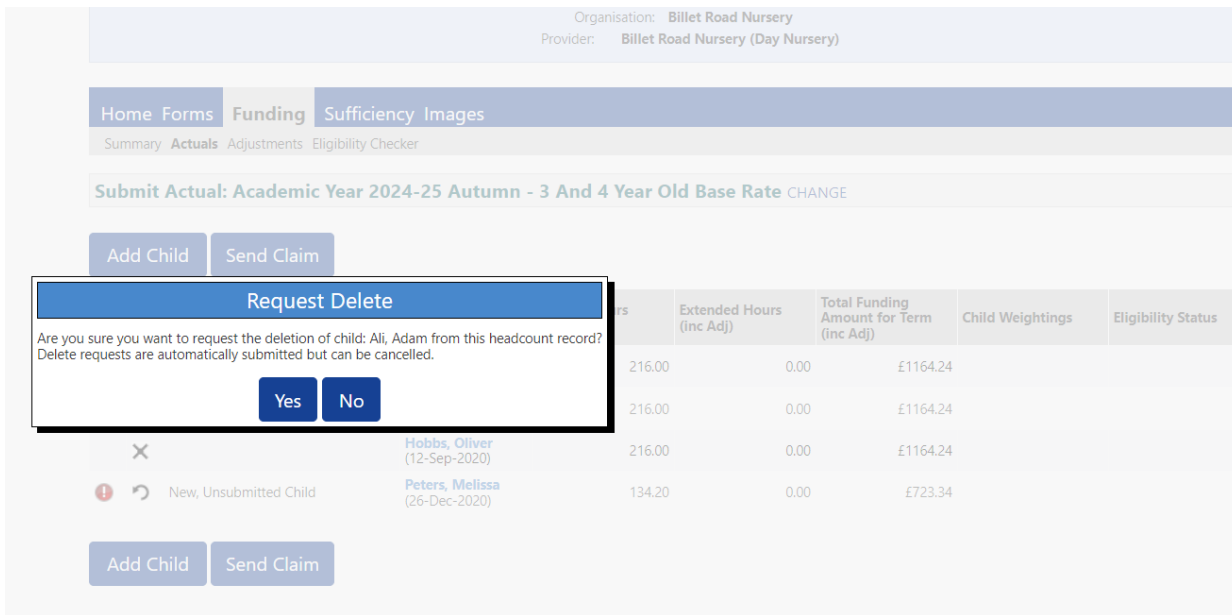
Add Child Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Ali, Adam (08-Nov-2020)	216.00	0.00	£1164.24		
!	New, Awaiting LA Download	Foden, Ryan (11-Sep-2020)	216.00	0.00	£1164.24		
X		Hobbs, Oliver (12-Sep-2020)	216.00	0.00	£1164.24		
!	New, Unsubmitted Child	Peters, Melissa (26-Dec-2020)	134.20	0.00	£723.34		

Add Child Send Claim

Click on X to request a delete

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



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

Home Forms Funding Sufficiency Images

Summary Actuals Adjustments Eligibility Checker

Submit Actual: Academic Year 2024-25 Autumn - 3 And 4 Year Old Base Rate CHANGE

Add Child Send Claim

Request Delete

Are you sure you want to request the deletion of child: Ali, Adam from this headcount record? Delete requests are automatically submitted but can be cancelled.

Yes No

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Ali, Adam (08-Nov-2020)	216.00	0.00	£1164.24		
!	New, Awaiting LA Download	Foden, Ryan (11-Sep-2020)	216.00	0.00	£1164.24		
X		Hobbs, Oliver (12-Sep-2020)	216.00	0.00	£1164.24		
!	New, Unsubmitted Child	Peters, Melissa (26-Dec-2020)	134.20	0.00	£723.34		

Add Child Send Claim

The status of your record where a Request Delete has been confirmed will then change to 'Awaiting LA Deletion', so you can easily identify which records will be removed when your headcount is processed.

When you request the deletion of a child's record, this is submitted to the Early Years and Childcare Team, who will remove the child(ren) from your headcount when processing the claims at the back end of system.

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

Home Forms **Funding** Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

Submit Actual: Academic Year 2024-25 Autumn - 3 And 4 Year Old Base Rate CHANGE

Add Child Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!	↺	Awaiting LA Deletion		0.00	0.00	£0.00	
!	↺	New, Awaiting LA Download		216.00	0.00	£1164.24	
X		Hobbs, Oliver (12-Sep-2020)	216.00	0.00	£1164.24		
!	↺	New, Unsubmitted Child		134.20	0.00	£723.34	

Add Child Send Claim

Click undo icon

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

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

Home Forms **Funding** Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

Submit Actual: Academic Year 2024-25 Autumn - 3 And 4 Year Old Base Rate CHANGE

Add Child Send Claim

Cancel Delete

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

Yes No

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Hobbs, Oliver (12-Sep-2020)	216.00	0.00	£1164.24		
!	↺	New, Unsubmitted Child		134.20	0.00	£723.34	

Add Child Send Claim

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 'unsubmitted'.

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

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

Submit Actual: Academic Year 2024-25 Autumn - 3 And 4 Year Old Base Rate

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

Add Child Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✗		Ali, Adam (08-Nov-2020)	216.00	0.00	£1164.24		
! ↻	New, Awaiting LA Download	Foden, Ryan (11-Sep-2020)	216.00	0.00	£1164.24		
✗		Hobbs, Oliver (12-Sep-2020)	216.00	0.00	£1164.24		
! ↻	New, Unsubmitted Child	Peters, Melissa (26-Dec-2020)	134.20	0.00	£723.34		

Add Child Send Claim

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

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

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

 **Submission Successful**

Submit Actual: Academic Year 2024-25 Autumn - 3 And 4 Year Old Base Rate CHANGE

'Submission Successful' message

Add Child Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✗		Ali, Adam (08-Nov-2020)	216.00	0.00	£1164.24		
! ↻	New, Awaiting LA Download	Foden, Ryan (11-Sep-2020)	216.00	0.00	£1164.24		
✗		Hobbs, Oliver (12-Sep-2020)	216.00	0.00	£1164.24		
! ↻	New, Awaiting LA Download	Peters, Melissa (26-Dec-2020)	134.20	0.00	£723.34		

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:

- New, Awaiting LA download
- Awaiting LA download
- Awaiting LA deletion
- Status column is blank if the claims have been already processed by LA

Please note;

- If the Status does not show any of the above, 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 under vulnerable and disadvantaged/benefits related criteria

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".

The 2 year olds can take up their FEEE entitlement from the term after they turn 2 under two separate criteria.

- Vulnerable and disadvantaged/benefits related
- Children from working families

To add an eligible 2 year old child under vulnerable and disadvantaged/benefits related criteria, 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. The funding code is six alpha numerical characters long and should be provided by the parent on completion of parental declaration form.

Home Forms Funding Sufficiency Images

Summary Actuals Adjustments Eligibility Checker

Choose the relevant term and the "2 Year Old" link under the "Actuals" tab.

Submit Actual: Academic Year 2024-25 Autumn - 2 Year Old Rate CHANGE

Add Child Enter EY Voucher Send Claim

	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term	Child Weightings	Eligibility Status
!	New, Unsubmitted Child	Smith, Rosy (26-Jul-2022)		0.00			
!	New, Unsubmitted Child	Spider, Man (23-Aug-2022)					

To add a funded 2 Year old, click on "Enter EY Voucher", not "Add Child"

Add Child Enter EY Voucher Send Claim

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 Parent's portal. These are simple 6 alpha-numerical characters codes – e.g. AV8GLN. When you enter the correct Voucher Code, the system matches it with the parent facing child's record. You cannot add any working family codes here.

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:

Name: **Layla Kusa** **DOB: 06-Apr-2022**

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

Term Start Date	01-Sep-2024	Funding	
Term End Date	31-Dec-2024	Funded Hours Per Week	
No of weeks attended		Funded Hours for Term	0.00
Nominated for DAF			
Provider Total Rate	£8.10	Funding Amount @ Provider Rate	£0.00
		Child Supplements	£0.00
		Funding Amount	£0.00
		Totals	
		Funded Hours Per Week	0.00
		Funded Hours for Term	0.00
		Total Funding (excl. Adj)	£0.00
		Total amount from Adjustments	£0.00
		Total amount from Pending Adjustments	£0.00
		Total Funding For Term (inc Adj)	£0.00

Save Cancel

*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. You will need to confirm the address in order to proceed to the next tab.

Name: **Layla Kusa** **DOB: 06-Apr-2022**

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

Child Details		Address	
Forename*	<input type="text" value="Layla"/>	Address Line 1*	<input type="text" value="313 Higham Hill Joint Service C"/>
Middle Name	<input type="text"/>	Address Line 2	<input type="text"/>
Surname*	<input type="text" value="Kusa"/>	Address Line 3	<input type="text"/>
DOB*	<input type="text" value="06-Apr-2022"/>	Locality	<input type="text"/>
Proof of DOB	<input type="checkbox"/>	Town	<input type="text" value="Walthamstow, London"/>
Gender*	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	County	<input type="text"/>
Preferred Surname	<input type="text"/>	Postcode*	<input type="text" value="E17 5PX"/>
Ethnicity*	<input type="text" value="<unknown>"/>		
SEN COP Stage*	<input type="text" value="<Unknown>"/>		

Update Address

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

Please ensure that all mandatory fields, which are marked by a *, are completed before submission of a new child's record. If you do not complete all the * fields, you will not be able to move onto another tab. You will see a red * against the missing field(s).

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

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

Home Forms Funding Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

Name: Layla Kusa DOB: 06-Apr-2022

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 expanded 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.

<p>Parent / Carer Details</p> <p>Forename <input type="text" value="Linda"/></p> <p>Surname <input type="text" value="Kusa"/></p> <p>DOB <input type="text" value="01-Jan-1989"/></p> <p>Email <input type="text"/></p> <p>Contact Number <input type="text"/></p> <p><input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number <input type="text" value="AB123456C"/></p> <p>Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility</p>	<p>Partner Details</p> <p>Forename <input type="text"/></p> <p>Surname <input type="text"/></p> <p>DOB <input type="text"/></p> <p>Email <input type="text"/></p> <p>Contact Number <input type="text"/></p> <p><input type="checkbox"/> NI or <input type="checkbox"/> NASS Number <input type="text"/></p> <p>Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

*denotes mandatory fields

- Complete the fields for Forename, Surname and Date of Birth
- Complete the fields for Email and Contact Number
- 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 child's attendance in your setting.

Ensure that you tick the 'Present During Census' box for all children that were present during Census week and 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' is the manual field and should 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-provider-portal>

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.

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 (52 weeks per year). Otherwise, leave it blank. If left blank, the child eligible hours per week will be based on 38 weeks per year.

Select the funding type 'Disadvantaged Funding', as you claim the funding under benefit related/disadvantaged criteria. Please ensure that you select the correct funding type, so we can apply the enhancement supplement to hourly rate for benefit related/disadvantaged claim.

Input the number of 'Funded Hours per Week' that are to be claimed in line with the child's attendance in your setting.

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. If the child does not take any additional hours, add zero to Non-Funded hours field, as it is a mandatory field.

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.

Name: Layla Kusa DOB: 06-Apr-2022

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

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Stretching Entitlement

Funding Type* Disadvantaged Funding Working Family Funding

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

Funded Hours per Week

Hours*

Non-Funded Hours per Week

Non-Funded Hours*

ⓘ 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/carer

Maximum Values Allowed:

Number of Weeks: **14.40**

Funded Weekly Hours: **15.00**

Funded Termly Hours: **216.00**

Funded Yearly Hours: **570.00**

Ensure you select the correct funding Type when making claim under disadvantaged/benefit related criteria

*denotes mandatory fields

The 'Documents' tab would allow you to upload any documents to support child's claim. If you have an eligibility letter from another borough, please upload it under the "Documents" section.

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

Name: Layla Kusa DOB: 06-Apr-2022

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 5 MB.

Description*	File Name	Upload a file
No Documents Uploaded		

Click on 'Upload a file' button to upload your document

Save Cancel

*denotes mandatory fields

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 for children claiming funding under disadvantaged criteria.

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

Home Forms **Funding** Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

Name: Layla Kusa DOB: 06-Apr-2022

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

Add a new note

AB123C

Notes History

No Historical Notes

Free type any child relevant notes in here

Previous notes will show here

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 Save and **‘Send Claim’** button.

Add a record for a 2 year old under working family criteria

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”.

The 2 year olds can take up their FEEE entitlement from the term after they turn 2 under two separate criteria.

- Vulnerable and disadvantaged/benefits related
- Children from working families

To add an eligible 2 year old child under working family criteria please click on **“Add Child”** button when you are in the relevant term in the ‘Actuals’ tab.

Submit Actual: Academic Year 2024-25 Autumn - 2 Year Old Rate [CHANGE](#)

[Add Child](#) [Enter EY Voucher](#) [Send Claim](#)

	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!	New, Unsubmitted Child	Smith, Rosy (26-Jul-2022)	0.00	0.00	£0.00		
!	New, Unsubmitted Child	Spider, Man (23-Aug-2022)	216.00	0.00	£1749.60		

[Add Child](#) [Enter EY Voucher](#) [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.

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

Home Forms **Funding** Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

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*

Search for an Address

Primary

Postcode*

[Search](#)

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 (e.g. 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.

You will need to confirm the address in order to proceed to the next tab

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

Home
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Summary
Actuals
Adjustments
Eligibility Checker

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*

Search for an Address

Primary

Postcode*

313 Higham Hill Joint Service Centre Billet Road, Walthamstow, London, E

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

*denotes mandatory fields

Click 'confirm' to proceed to the next tab

Please ensure that all mandatory fields, which are marked by a *, are completed before submission of a new child's record. If you do not complete all the * fields, you will not be able to move onto another tab. You will see a red * against the missing field(s) as shown below

Home Forms **Funding** Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

Save Record Failed Due To The Errors Listed Below

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*

Update Address

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

The following errors need to be fixed before the record can be saved:
 Ethnicity: Value cannot be '<unknown>' (Child Details Tab)

Notification that there is missing information

Parent/Carer Details Tab

If you are making a claim for the working family entitlement (under 2, 2 and 3&4 year old) and/or EYPP, you first need to complete the Parent/Carer Details tab as follows:

Home Forms **Funding** Sufficiency 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 30 hours free childcare (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.

Parent / Carer Details

Forename

Surname

DOB

Email

Contact Number

NI or NASS Number

Tick to give consent to Eligibility Checking for EYPP Working Family Eligibility

Partner Details

Forename

Surname

DOB

Email

Contact Number

NI or NASS Number

Tick to give consent to Eligibility Checking for EYPP Working Family Eligibility

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 working family entitlement 2 year old funding. Therefore, we strongly recommend that you tick both the EYPP box and Working Family Eligibility, 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:

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

Home
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Sufficiency Images

Summary
Actuals
Adjustments
Eligibility Checker

Child Details
Parent / Carer Details
Funding Details
Documents
Notes

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Stretching Entitlement

Funded Hours per Week

Hours*

Extended Funder Hours per Week

Extended Hours*

Eligibility Code

Check Eligibility Code

Eligible for Extended Hours

Total Funder Hours per Week

Total Funder:

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

Non-Funded Hours per Week

Non-Funded Hours*

ⓘ 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/carer

Maximum Values Allowed:

Number of Weeks: **14.40**

Funded Weekly Hours: **10.00**

Funded Termly Hours: **144.00**

Funded Yearly Hours: **380.00**

Extended Weekly Hours: **10.00**

Extended Termly Hours: **144.00**

Extended Yearly Hours: **380.00**

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 child's attendance in your setting.

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' is the manual field and should 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](#).

Ensure that you tick the 'Present During Census' box for all children that were present during Census week and you are making a claim for.

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.

Select the funding type 'Working Family Funding', as you claim the funding under working family criteria.

Please note, the funded hours under working family's entitlement are called 'Expanded hours'. Input the number of 'Expanded Hours per Week' that are to be claimed for in line with the child's attendance in your setting.

Ensure that you **do not** exceed the termly maximum hours.

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

Home Forms Funding Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

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

Funding Details

Start Date*
End Date*
Default Term Dates

Weeks Attended in Term*

Present during Census
Attends Two Days or More
Nominated for DAF* Yes No
Stretching Entitlement

Funding Type* Disadvantaged Funding
 Working Family Funding

Expanded Funded Hours per Week

Expanded Hours*
Eligibility Code
Check Eligibility Code

Eligible for Expanded Hours

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

Non-Funded Hours per Week

Non-Funded Hours*

Maximum Value

Number of Weeks: 14.40
Expanded Weekly Hours: 15.00
Expanded Termly Hours: 216.00
Expanded Yearly Hours: 570.00

Ensure you select the correct funding Type when making claim under working family criteria

Once you have input the eligibility code (the funding code is 11 digits long and should be provided by the parent on completion of parental declaration form), click the blue 'Check Eligibility Code' button which will validate 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 2 year old free childcare under working family criteria, 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.

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

Home Forms Funding Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

The Eligibility Code has been found and eligibility for working family hours has been obtained.

If you forget to tick the consent box to eligibility checking on parent/carer's tab, you will receive the following error message

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

Home Forms **Funding** Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker



Must provide consent to use Parent/Carer Details for this Eligibility Check.
 Please review your entered values and try again.

Complete the Attendance Days by clicking the Yes or No radial button as appropriate against each day of the week.

Input the number of 'Non-Funded Hours per Week' which are the additional hours that the parent is paying for. If the child does not take any additional hours, add zero to Non-Funded hours field, as it is a mandatory field.

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. You can use this tab to upload child's Disability Living Allowance letter in order to claim child's DAF funding.

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

Home Forms **Funding** Sufficiency 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 5 MB.

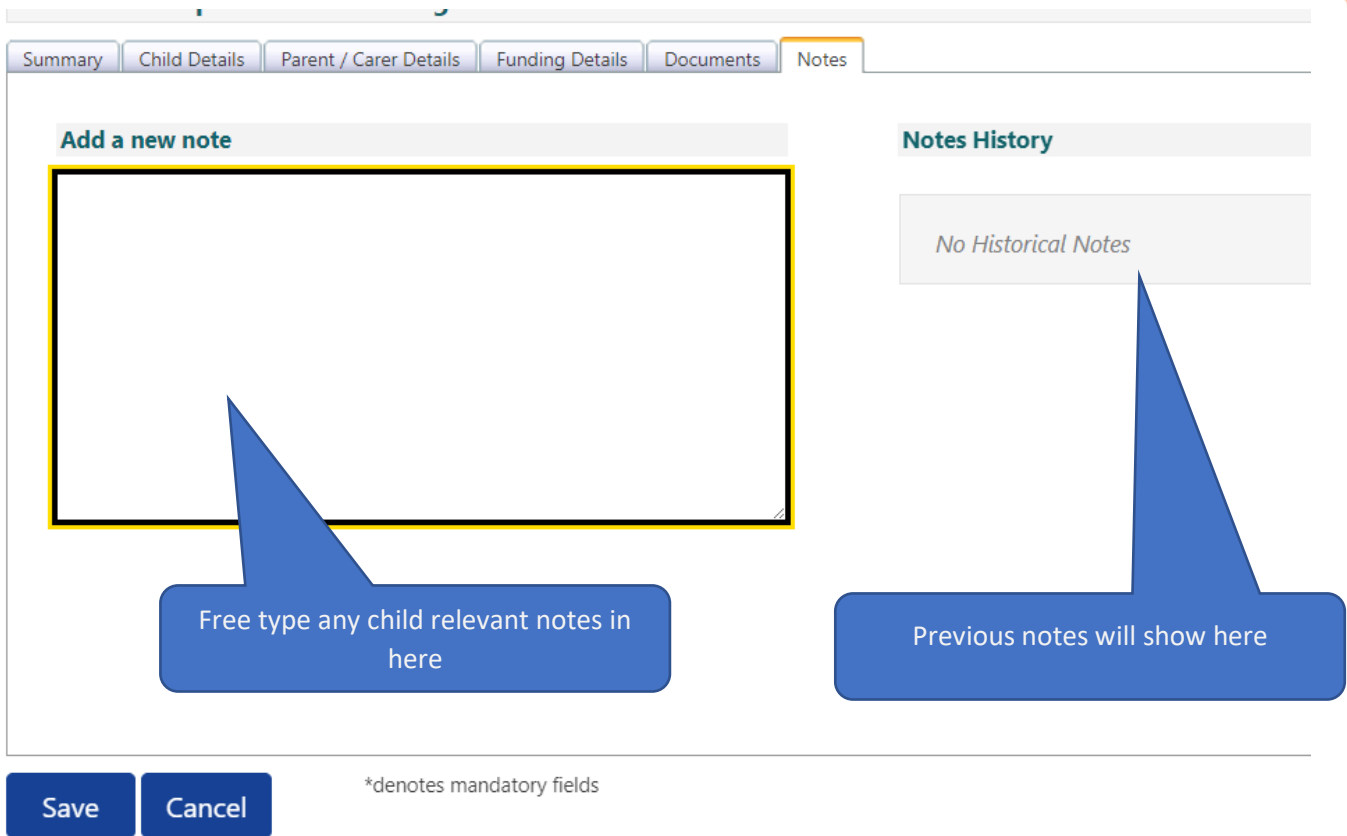
Description*	File Name	Upload a file
No Documents Uploaded		

Save Cancel *denotes mandatory fields

Click on 'Upload a file' button to upload your document

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.



Summary Child Details Parent / Carer Details Funding Details Documents Notes

Add a new note

Free type any child relevant notes in here

Notes History

No Historical Notes

Previous notes will show here

Save Cancel *denotes mandatory fields

Once you have finished adding or editing records for 2 year olds, click the 'Send Claim' button

Add a record for 9 months - 2 year old under working family criteria

Please follow the instructions on how to add the 2 year old child under working family criteria for adding children to 9 months-2 year old claims.

9 months-2 year old children can claim the funding under working family criteria only. Therefore, you do not need to select the funding type on the Funding Details tab (see below). Enter child's Expanded hours and Eligibility code to ensure that child is eligible for the funding.

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Stretching Entitlement

Expanded Funded Hours per Week

Expanded Hours*

Eligibility Code

Check Eligibility Code

Eligible for Expanded Hours

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

Non-Funded Hours per Week

Non-Funded Hours*

ⓘ 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/carer

Maximum Values Allowed:

Number of Weeks: **14.40**

Expanded Weekly Hours: **10.00**

Expanded Termly Hours: **144.00**

Expanded Yearly Hours: **380.00**

Save Cancel

*denotes mandatory fields

Validating Working Family Codes

In order to add a child who is eligible for the working family FEEE funding (under 2, 2yo and 30 hours for 3&4 year old), 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 9 months old birthday.
- It is the term after the child's 2nd birthday.
- It is the term after the child's 3rd 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 working family code is issued (validity start date) after the Term Start Date, the expanded/extended hours cannot be claimed for until the start of the next term.

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

Click on "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 "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

Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Partner Details are optional but if entered then all fields, except Forename, must be filled in.

Eligibility Code*

Child Date of Birth*

Parent/Carer Forename

Parent/Carer Surname

Parent/Carer NI Number*

Consent must be given for this Eligibility Check

Partner Forename

Partner Surname

Partner NI Number

*denotes mandatory fields

Parent consent must be obtained and ticked before the validation

Once completed click "Submit"


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

Home Forms Funding Images

Summary Actuals Adjustments **Eligibility Checker**

 The details provided have been found:

Eligibility Code: 50086-**47817**

Code Start Date: 14-Dec-2023

Code End Date: 07-Oct-2024

Grace Period End Date: 31-Dec-2024

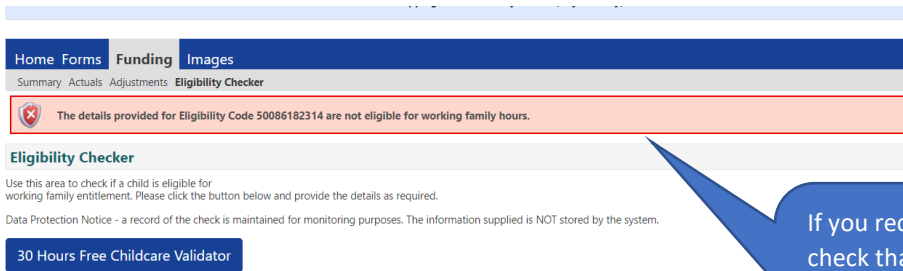
Eligibility Checker

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

Data Protection Notice - a record of the check is maintained for monitoring purposes.

If the working family 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.

Not valid 30 hours code validation result page



Home Forms Funding Images

Summary Actuals Adjustments Eligibility Checker

The details provided for Eligibility Code 50086182314 are not eligible for working family hours.

Eligibility Checker

Use this area to check if a child is eligible for working family entitlement. 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

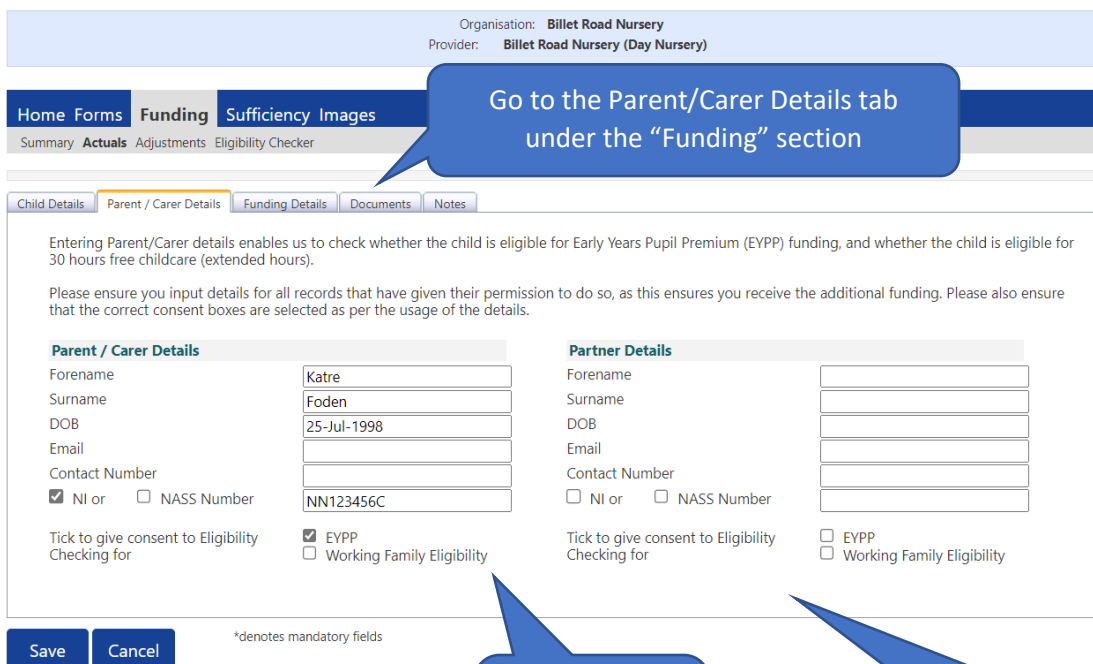
If you receive a not eligible result, please check that the data (code, NI number, child's DOB) is correct. This data needs to match exactly with the HMRC database, otherwise you will not be able to see the validity dates.

Early Years Pupil Premium (EYPP) for under 2, 2 and 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: Billet Road Nursery
Provider: Billet Road Nursery (Day Nursery)

Home Forms Funding Sufficiency 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 30 hours free childcare (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.

Parent / Carer Details		Partner Details	
Forename	<input type="text" value="Katre"/>	Forename	<input type="text"/>
Surname	<input type="text" value="Foden"/>	Surname	<input type="text"/>
DOB	<input type="text" value="25-Jul-1998"/>	DOB	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Contact Number	<input type="text"/>	Contact Number	<input type="text"/>
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text" value="NN123456C"/>	<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 type="checkbox"/> Working Family Eligibility	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility

Save Cancel *denotes mandatory fields

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, 1 letter. NASS is a 9 digit number, in the format "010234567" where the first four digits should be in the format YYMM.

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.

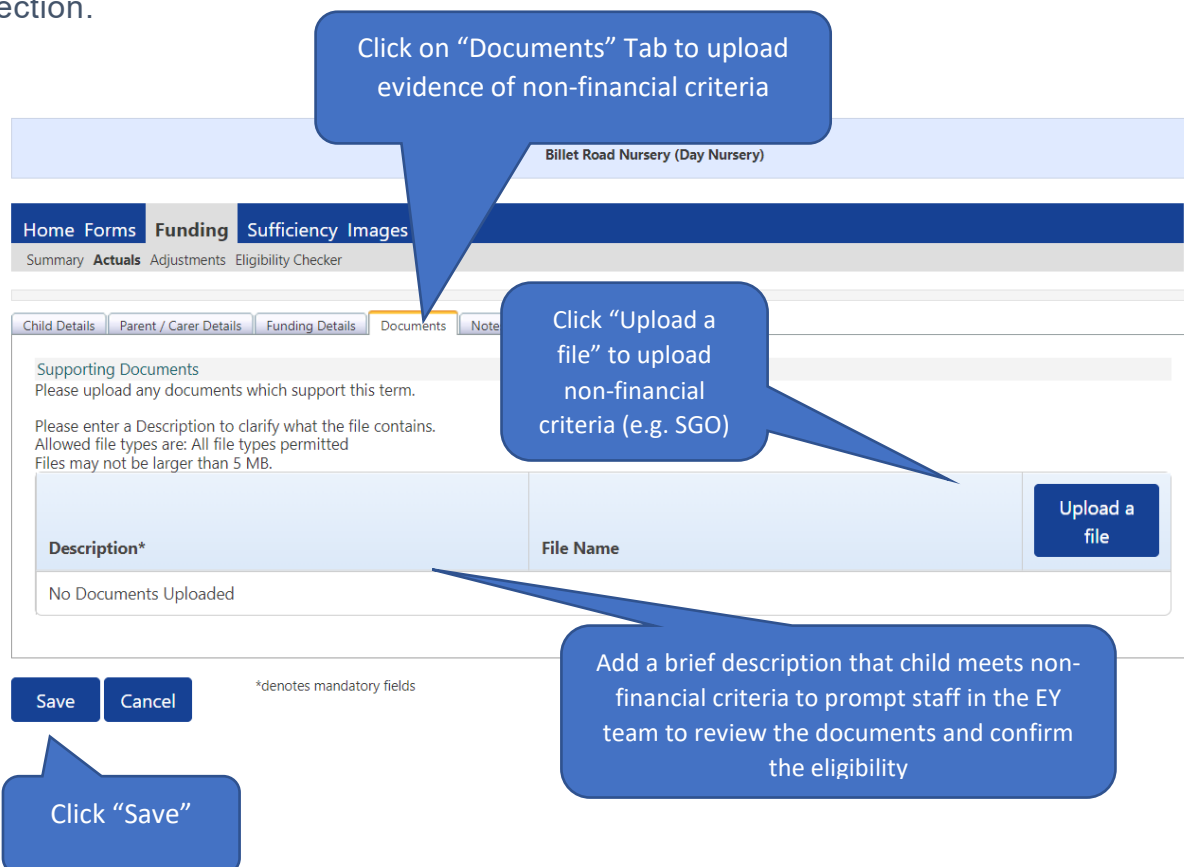
EYPP Non-Financial criteria

If an under 2, 2 and 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.



The screenshot shows the 'Billet Road Nursery (Day Nursery)' page with tabs for Home, Forms, Funding, Sufficiency, and Images. The 'Funding' tab is active, showing sub-tabs for Summary, Actuals, Adjustments, Eligibility Checker, Child Details, Parent / Carer Details, Funding Details, Documents, and Notes. The 'Documents' tab is selected, displaying a 'Supporting Documents' section. This section includes instructions: '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 5 MB.' Below this is a table with columns for 'Description*' and 'File Name', and an 'Upload a file' button. At the bottom, there are 'Save' and 'Cancel' buttons, and a note '*denotes mandatory fields'.

Callout boxes provide the following instructions:

- Click on "Documents" Tab to upload evidence of non-financial criteria
- Click "Upload a file" to upload non-financial criteria (e.g. SGO)
- 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 "Save"

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

Home Forms **Funding** Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

Submit Actual: Academic Year 2024-25 Autumn - 3 And 4 Year Old Base Rate CHANGE

Add Child Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!	Awaiting LA Download	Ali, Adam (08-Nov-2020)	216.00	0.00	£1164.24		
!	Claim Rejected	Foden, Ryan (11-Sep-2020)	216.00	0.00	£1164.24		
X		Hobbs, Oliver (12-Sep-2020)	216.00	0.00	£1311.12	EYPP	
!	New, Awaiting LA Download	Karita, Maria (28-Sep-2020)	195.00	0.00	£1051.05		
X		Peters, Melissa (26-Dec-2020)	0.00	0.00	£0.00		

If the child is EYPP eligible it will be shown here

Add Child Send Claim

You can check the total EYPP funding for the term on Summary tab on child's record.

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

Home Forms **Funding** Sufficiency Images

Summary **Actuals** Adjustments Eligibility Checker

Name: Oliver Hobbs DOB: 12-Sep-2020

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Term Start Date	01-Sep-2024	Funding	
Term End Date	31-Dec-2024	Funded Hours Per Week	15.00
No of weeks attended	14.40	Funded Hours for Term	216.00
Nominated for DAF	No		
Provider Total Rate	£5.39	Funding Amount @ Provider Rate	£1164.24
		Child Supplements	£146.88
		EYPP (£0.68)	£146.88
		Total Funding	£1311.12
		Funded Hours Per Week	15.00
		Funded Hours for Term	216.00
		Total Funding (excl. Adj)	£1311.12
		Total amount from Adjustments	£0.00
		Total amount from Pending Adjustments	£0.00
		Total Funding For Term (inc Adj)	£1311.12

Expand the Child Supplements to see the EYPP rate

Save Cancel

*denotes mandatory fields