Provider Portal – Adding a new child to a headcount

STEP 1:
Select "Funding" tab and then select "Actuals"

STEP 2:
Find the required term / funding type for the headcount you would like to complete and click on "Select" from the relevant row.

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Summary Head Count Records for 2024/25 - EEF Autumn

2024/25
EEF Autumn
2023/24
2022/23
2021/22
2020/21
2019/20
2018/19

	Funding Type
	2 Year Olds
	3&4 Year Olds
	9 Month - 2 Year Old

STEP 3:
A child can be added to the headcount if their details are not currently showing. To start adding a new child click on the "Add Child" button.

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Submit Actual: 2024/25 EEF Autumn - 9 Month - 2 Year Old CHANGE

Add Child   Send Claim

Add Child   Send Claim

STEP 4:
The first set of information to enter relates to the details of the child. Mandatory fields are shown in bold text and have an * at the end. It is a statutory requirement to check a child's date of birth before making a claim for funding.
Please tick the "Proof of DOB" to confirm that you have seen the original birth certificate and a copy is held by the setting.

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

Child Details

Forename*	
Middle Name	
Surname*	
DOB*	
Proof of DOB	☐
Gender*	☐ Male ☐ Female
Preferred Surname	
Ethnicity	<unknown> ⌄
SEN COP Stage	<Unknown> ⌄

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

STEP 5:
Click on the "Parent/Carer Details" tab to add the information required to complete an Early Years Pupil Premium (EYPP) check or to add an eligibility code. The parent date of birth is mandatory for an EYPP check.

You must obtain consent from the parent/carer. Failure to tick the consent box will result in no eligibility code check or EYPP check being carried out.

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

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

Save   Cancel   *denotes mandatory fields

STEP 6: Click on the "Funding Details" tab.

Click on the "Default Term Dates" button to populate the "Term Start Date" and "Term End Date" fields.

Enter the number of weeks that the child is attending during the term. Further information on the number of weeks in a term can be found on the EEF webpages.

STEP 7: Select the "Present During Census" checkbox if you know they are present at headcount. Select the "Attends Two Days or More" checkbox as appropriate. If you don't select this box and enter more than 10 hours you will get an error message to select this box.
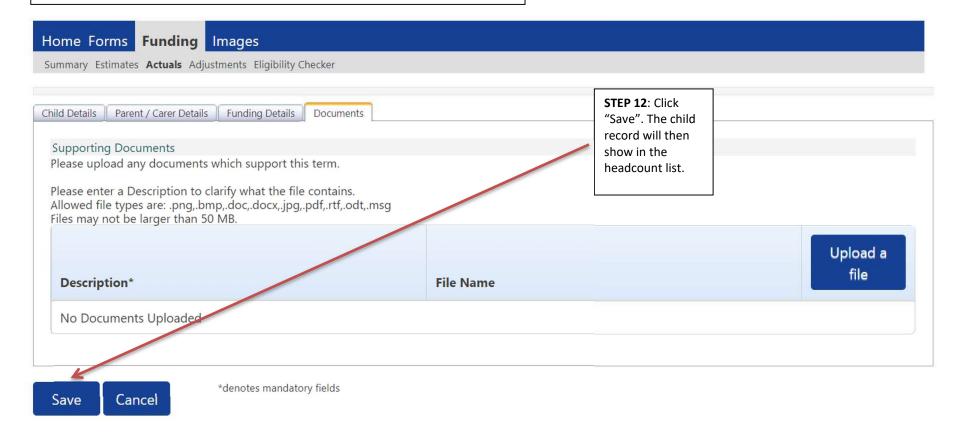
Select Yes or No for the "Nominated for DAF" field (this is the Disability Access Fund). Please send relevant paperwork as per the DAF guidance on the EEF webpages.

If a child is going to stretch their funding please ensure the Stretching Entitlement box is checked.

STEP 8: Enter a valid eligibility code and click "Check Eligibility Code" which should result in a green tick at the top of the page.

If you don't get a green tick you will need to contact the Parent/Carer to check the eligibility code, parent NI number and child's DOB.

Enter the funded hours in the "Expanded Hours" box.

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

Funding Details

		Attendance Days	
Start Date*		Attends Monday	○ Yes ○ No
End Date*		Attends Tuesday	○ Yes ○ No
	Default Term Dates	Attends Wednesday	○ Yes ○ No
Weeks Attended in Term*		Attends Thursday	○ Yes ○ No
		Attends Friday	○ Yes ○ No
Present during Census	☐	Attends Saturday	○ Yes ○ No
Attends Two Days or More	☐	Attends Sunday	○ Yes ○ No
Nominated for DAF*	○ Yes ○ No		
Stretching Entitlement	☐	**Non-Funded Hours per Week**	
		Non-Funded Hours*	

Expanded Funded Hours per Week

Census Information

Expanded Hours*		Expanded Entitlement Weeks	
Eligibility Code		

ⓘ Records the Number of Weeks the Child is expected to stretch their Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Check Eligibility Code

Eligible for Expanded Hours ☐

Maximum Values Allowed:
Number of Weeks: **12.00**

Expanded Weekly Hours: **10.00**
Expanded Termly Hours: **120.00**
Expanded Yearly Hours: **380.00**

STEP 9: Enter "Non Funded Hours" in this box for any hours the family are paying for.

STEP 10: Enter "Expanded Entitlement Weeks" which is the number of weeks you would claim over one year e.g. 38 weeks if term time only.

ⓘ 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

Save **Cancel** *denotes mandatory fields

STEP 11: If you intend to claim DAF for a child please click in Documents section and upload the child's current Disability Living Allowance award letter and current Parental Declaration Form to show that the Parent/Carer has nominated you for DAF.

You can skip this step if you don't intend to claim DAF for the child.

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Summary Estimates **Actuals** Adjustments Eligibility Checker

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

STEP 12: Click "Save". The child record will then show in the headcount list.

Supporting Documents
Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.
Allowed file types are: .png,.bmp,.doc,.docx,.jpg,.pdf,.rtf,.odt,.msg
Files may not be larger than 50 MB.

Description*	File Name	Upload a file
No Documents Uploaded		

Save   Cancel   *denotes mandatory fields

NEXT STEPS: When the child details have been added the "Send Claim" button will be available.

When the send claim button is clicked only the records that have been changed since the previous submission will be passed to SMBC.

When the details have been submitted the status of the records that have been submitted will change to "New, Awaiting LA Download". The status will disappear once the claim has been authorised by the FIS Team.