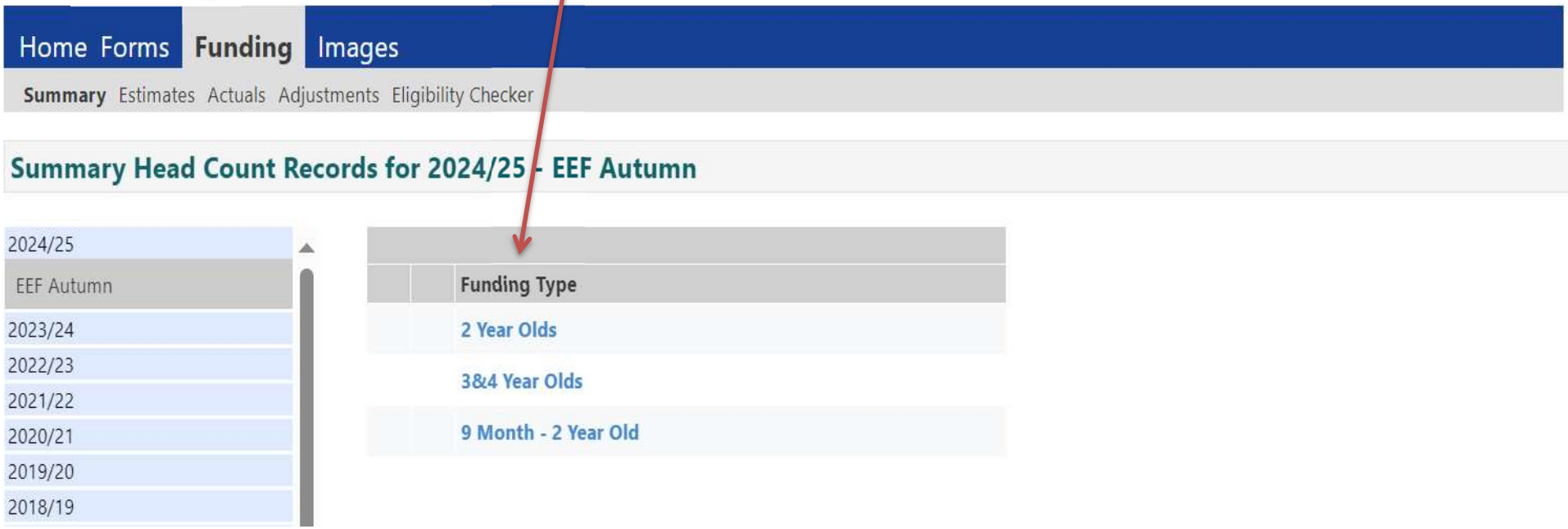
Provider Portal – Adding a new child to a headcount

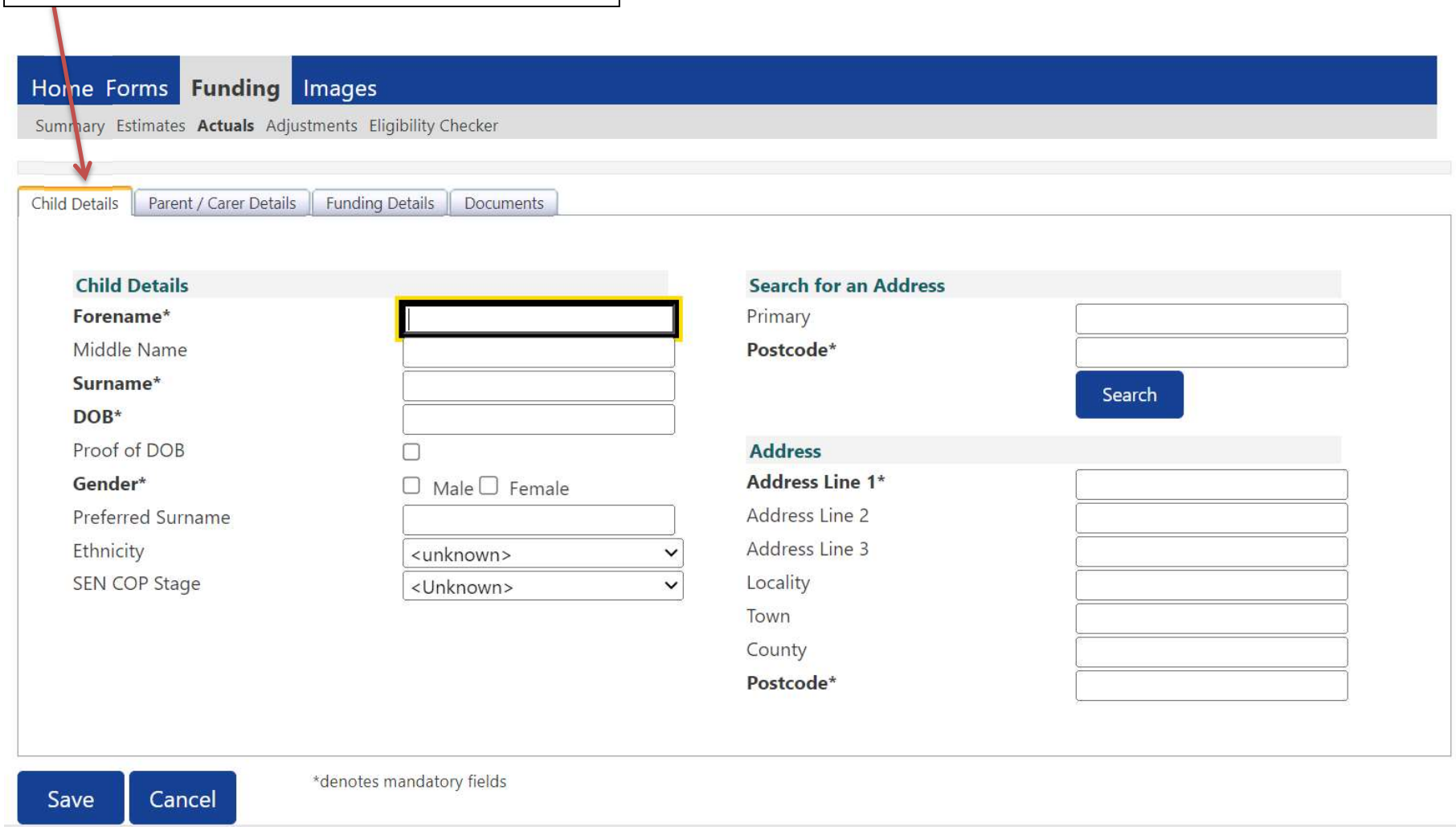
STEP 1:
Select "Funding" tab and then select "Actuals"

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



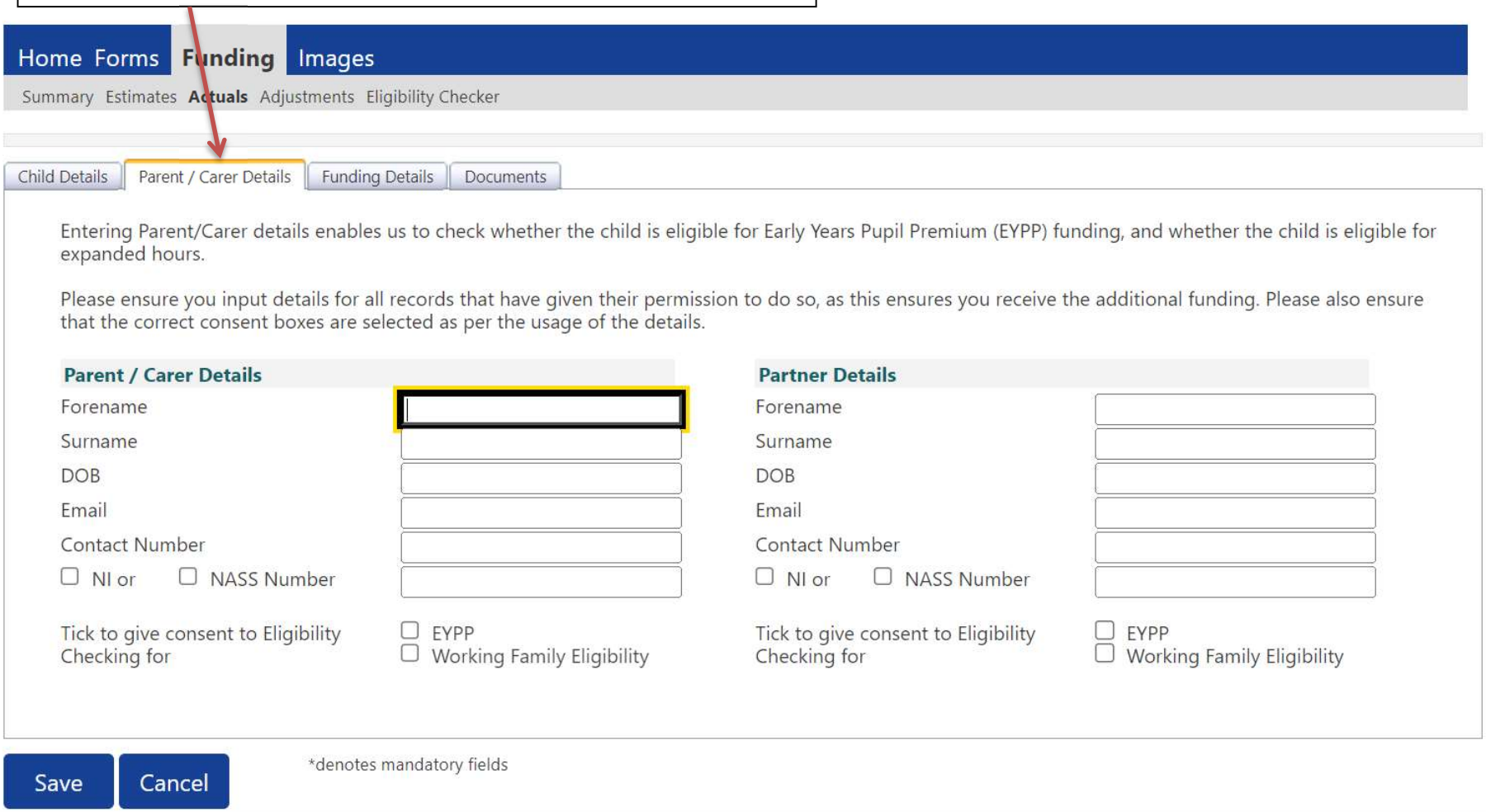
STEP 3:
A child can be added to the headcount if their details are not currently showing. To start adding a new child click on the "Add Child" button.

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.



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.



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

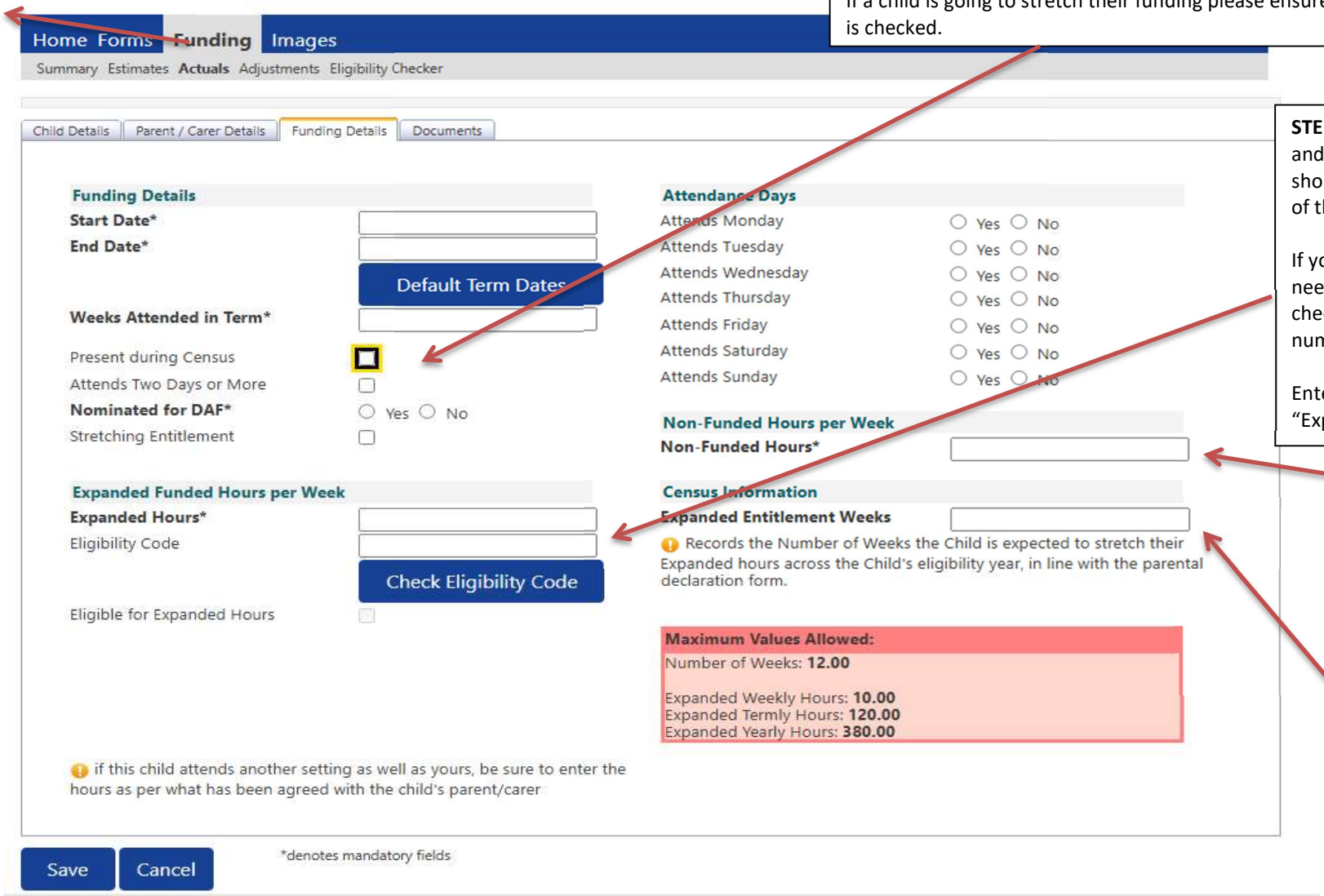
Click on the "Default Term Dates" button to populate the "Term Start Date" and "Term End Date" fields.

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.

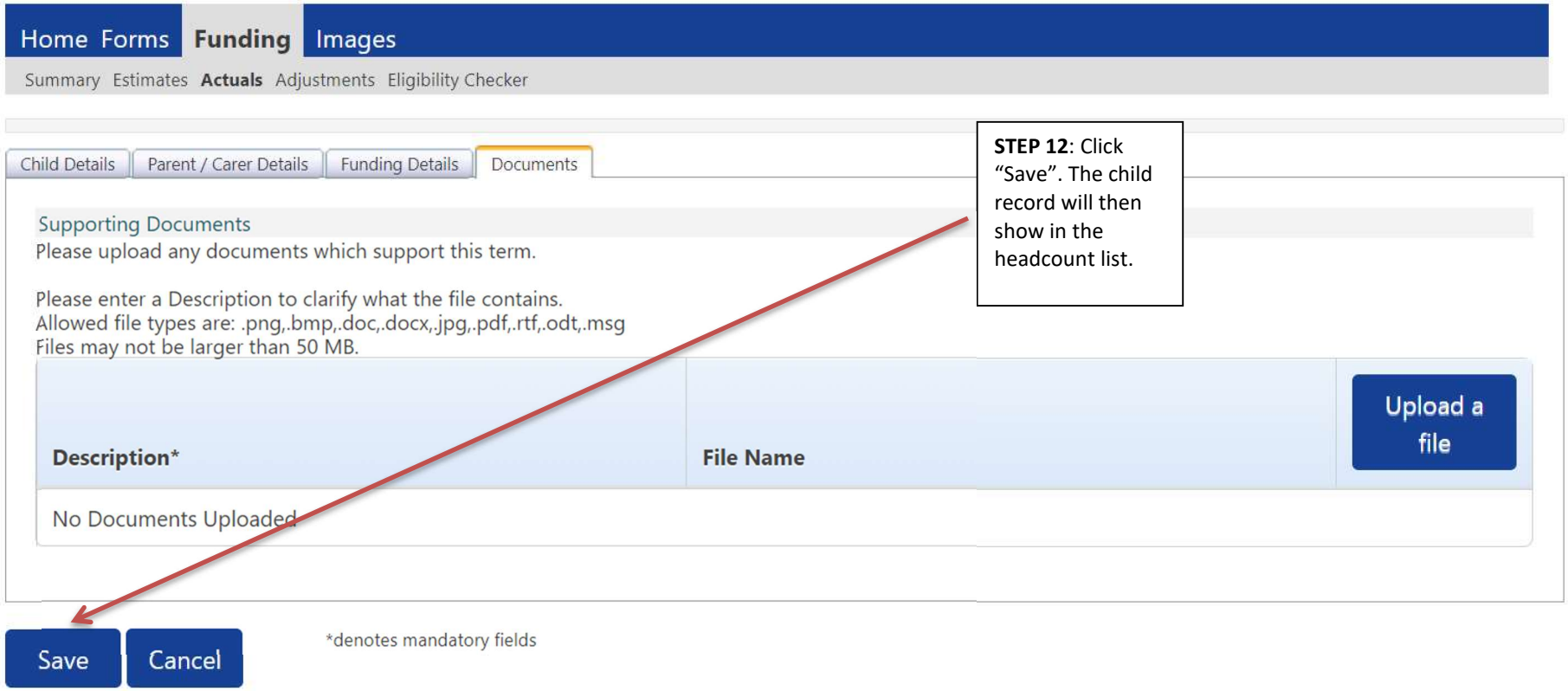
Enter the funded hours in the "Expanded Hours" box.

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.

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.



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

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.