

Actual headcount claims existing children

This document provides step-by-step instructions on how to submit an actual headcount claim for existing children at the provision.

To receive funding, providers will have to submit an actual headcount claim every funding period.

See the funding calendar for funding periods and dates the portal is open for data submissions.

It is important to note that if no actual headcount claim is submitted; no funding can be paid.

Providers should not submit actuals if they do not have any funded children on roll within the funding period. Any children that have left the setting must be deleted from the actuals for the funding period.

All children submitted in the previous period (that still meet the date of birth criteria for funding) are automatically carried forward to the current funding period.

Each funding period providers **must**:

- Check all funded children's details carefully and update any information that has changed for existing children. Check the number of weeks in the funding period and add funded hours to be claimed per week.
- Delete any children that are no longer accessing funded hours at the provision – please visit our separate guidance for deleting children from headcounts if you are unsure how to do this.

Claims can be sent at any point the portal is open. It is strongly recommended to allow ample time to input data before the portal closes allowing for resolution of any queries arising.

Providers do not have to complete all the data in one visit, it can be saved and added to later. Providers can alter and re-submit data on actuals whilst the portal is open, and the system will override claims with the latest entry submitted.

STEP 1: REFER TO THE FE1 FORM

Parents/carers must complete an FE1 form to claim funded hours. Eligibility codes must be checked and verified before a childcare placement is agreed. Providers should use information on the FE1 form to input data on the portal.

STEP 2: SIGN IN TO THE PORTAL

Link to the [Derbyshire Provider Portal](#)

Enter your username and click **Next**.

Username and passwords are case sensitive.

Enter your password and click **Sign In**.

Each time you Sign Into the provider portal you will be asked to comply with the Data Protection Act 2018 and UK General Data Protection Regulation. If the Reject button is clicked, you will return to the Sign In page.

Providers with only one registered setting will be taken directly to the portal homepage. If you have multiple settings under the same login, ensure you select the relevant one from the drop-down list before proceeding.



Please select an Organisation below

As you are linked to multiple Organisations you will need to select one in order to proceed.

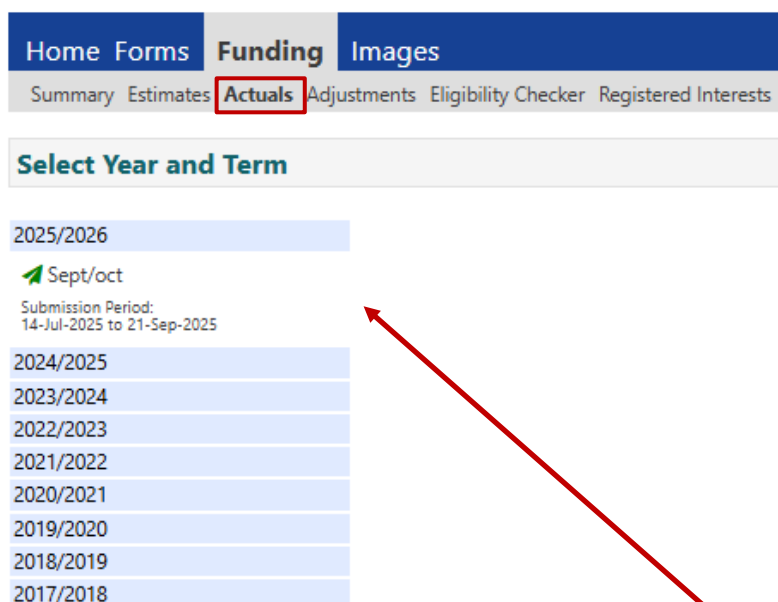
Select Organisation:

- Refer to guidance 'Provider portal - signing in and out' for more detail. If you need support with your username or password, please contact info.fis@derbyshire.gov.uk

STEP 3: GO TO THE ACTUALS TAB

Click on the **Funding** tab, and then click on the **Actuals** tab.

Please note, where the portal states 'term' this refers to the relevant funding periods.



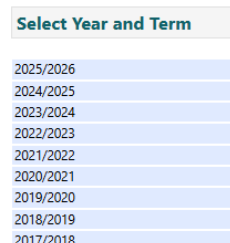
Home Forms **Funding** Images

Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

Select Year and Term

2025/2026
Sept/oct
Submission Period:
14-Jul-2025 to 21-Sep-2025


2024/2025
2023/2024
2022/2023
2021/2022
2020/2021
2019/2020
2018/2019
2017/2018




Select Year and Term

2025/2026
2024/2025
2023/2024
2022/2023
2021/2022
2020/2021
2019/2020
2018/2019
2017/2018

Select Year and Term that you want to submit a claim for.

A green arrow  indicates that a submission period is open for data entry.

A red circle  indicates that a submission period is closed.

Scroll down to see more submission periods.

STEP 4: SELECT THE FUNDING TYPE

Under **Funding Type** select the headcount you wish to submit data for.

			Office use only	
		Funding Type	Ready To Process	Processed
		2 Year Olds		
		3 & 4 Year Olds		
		9 Months - 2 Year Olds		

STEP 5: CHECK & UPDATE DETAILS

All eligible children from the previous period will be displayed (new providers will have to add all children the first time). Click on a child's name to open the child's funding screen.

Home

Funding

Images

Summary

Estimates

Actuals

Adjustments

Eligibility Checker

Registered Interests

Submit Actual:2025/2026 Sept/oct - 2 Year Olds

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
X		Test Child S, Test (02-Jan-2022)	0.00	0.00	£0.00		
X		Test Child T, Test (05-Jan-2022)	0.00	0.00	£0.00		

Add Child

Enter EY Voucher

Send Claim

Select a child by hovering over the child's name and click when it is [underlined](#).

Some data will be pre-populated from the last funding period. Other information will need to be added or amended. It is the providers responsibility to ensure data is accurate.

If the child's details have changed click the **Child Details** tab and update as necessary.

If parents/carers have provided details on their FE1 form and signed the form giving consent for EYPP checks, Additional Support checks for 2-year-olds and Working Family entitlement funding (HMRC 11-digit code), add them into the **Parent/Carer Details** tab if they are not already there.

Early Years Pupil Premium (EYPP)

EYPP applications are checked and verified with HMRC every funding period as actuals data is processed by Financial Services. Eligible children can be identified via the 'child weightings' column on the actuals screen for each funding period. Data quality is vital as HMRC will not be able to check eligibility if mandatory details are missing or inaccurate.

Providers should check each funding period, that where parent/carer consent has been obtained, the relevant boxes are ticked in the Parent/Carer Details tab for EYPP, Additional Support for 2-year-olds and/or Working Family eligibility checks.

- Refer to 'Child weightings explained - EYPP & DAF' for more information.

Click on the **Funding Details** tab. Some data will be pre-populated from the last funding period.

Home Forms **Funding** Images

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Name: Child B Test DOB: 01-Sep-2022

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

Funding Details

Start Date* 01-Sep-2025

End Date* 02-Nov-2025

Default Term Dates

Weeks Attended in Term* 7.00

Present during Census ☒

Attends Two Days or More ☒

Nominated for DAF* ☒ Yes ☐ No

Funded Hours per Week

Eligible for Funded Hours ☒

Click to check eligibility for 2-year-old receiving additional support funding

Child Eligible

Hours* 15.00

Expanded Funded Hours per Week

Eligible for Expanded Hours ☒

Eligibility Code 54545454545

Click to check eligibility for Working Family funding

Check Eligibility Code

Expanded Hours* 15.00

Total Funded Hours per Week

Total Funded: 30.00

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* 5

Child is eligible for 2-year-old receiving additional support funding. Please enter Funded Hours in line with the parental declaration form.

Census Information

Funded Entitlement Weeks 38.00

Expanded Entitlement Weeks 38.00

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

Maximum Values Allowed:

Number of Weeks: 7.00

Funded Weekly Hours: 15.00

Funded Termly Hours: 105.00

Funded Yearly Hours: 570.00

Expanded Weekly Hours: 30.00

Expanded Termly Hours: 210.00

Expanded Yearly Hours: 1140.00

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

Save Cancel

*denotes mandatory fields

Please Note: The funding details tab will look slightly different depending on the Funding Type you have selected.

Default Term Dates - for existing children, term dates are pre-populated to the dates of the current funded period, as indicated on the funding calendar.

Weeks Attended in Funding Period - check or update the number of weeks the child is accessing funding between the start and end date.

Present during Census - must be ticked for all children who are due to attend during the week of headcount day (actuals). This ensures that the local authority receives the correct amount of early years entitlement funding from the Department for Education (DfE).

Attends Two Days or More - this box is pre-populated, check and update as necessary. If this box isn't ticked, you will only be able to enter a maximum of 10 funded hours per week.

Nominated for DAF - this box is pre-populated, check and update as necessary. It is essential that you have acquired and securely retain a copy of the Disability Living Allowance (DLA) letter from the parent if you have selected 'Yes'. Providers must also enter the DLA 9-digit reference number on the child's 'Notes' tab. If the reference number is not entered, DAF funding will be withheld until DAF eligibility can be confirmed.

- Refer to child weightings explained – EYPP & DAF guidance

Weekly Funded Hours Per Week for 3- & 4-year-olds only - enter the number of weekly funded hours to be claimed for the child per week (max 15 hours). Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes.

If the child is not accessing weekly funded hours enter zero (0) in the box.

Weekly Funded Hours Per Week for 2-year-olds accessing Additional Support hours - enter the number of weekly funded hours to be claimed for the child per week (max 15 hours). Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes.

If the child is not accessing weekly funded hours enter zero (0) in the box.

Eligible for Additional-Support hours - if the child is eligible for the Additional-Support hours, this box will be automatically populated with a tick once the eligibility check has been completed.

- Refer to guidance 'Check Eligibility for Additional-Support hours' for more information.

Working Family Eligibility Code - this box is pre-populated unless it is a new entitlement claim, in which case the HMRC 11-digit code will need to be added.

Check Eligibility Code - click the blue button once the HMRC 11-digit code is entered. A green tick will confirm whether the code has been found and eligibility for extended or expanded weekly funded hours has been obtained.



If the check returned is not valid, check the details entered are accurate and that the code's start and end date indicates the code is valid for the funding period you are claiming for.

Working Family Entitlement for 3- & 4-year-olds (max 15 hours) and under 3-year-olds (max 30 hours) - enter the number of extended entitlement funded hours to be claimed for the child per week. Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes. If the child is not accessing extended entitlement funded hours enter zero (0) in the box.

- Refer to guidance 'Check an Extended Entitlement code and determine eligibility' for more information.

Weekly Non-Funded Hours - this box is pre-populated, check and update as necessary. Non-funded hours refer to hours paid for by the parent in addition to the funded hours. Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes. If the child is not accessing additional non-funded hours enter 0 (zero) in the box.

N.B. Some portal screens for providers that do not offer extended entitlement funded hours may have fewer options available than the examples shown. If you need access to, but cannot see, the extended entitlement options on the funding details tab, please contact the Early Years Finance Team.

Maximum Values Allowed box

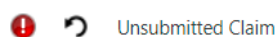
The **Funding Details** tab on the provider portal contains a 'Maximum Values Allowed' box. This shows the maximum funded hours that could be submitted for a child.

The figures in the box default to the values for term time funding. Please note this information will slightly differ depending on the funding type.

Maximum Values Allowed:	
Number of Weeks:	6.00
Funded Weekly Hours:	15.00
Funded Termly Hours:	90.00
Funded Yearly Hours:	570.00
Extended Weekly Hours:	15.00
Extended Termly Hours:	90.00
Extended Yearly Hours:	570.00

Input and update any other information for the child and then click **Save**.

The main actuals screen will be displayed, and the child's status will show as 'unsubmitted claim'.



Repeat step 5 for all existing children on the list.

- Refer to 'Actual headcount claims - deleting children' and 'Actual headcount claims - adding a new child' for children that have left; are new to the setting or have become eligible for funding.

STEP 6: SEND CLAIM & SIGN OUT

Claims are paid based upon the accuracy of data submitted on to the provider portal.

When all data has been checked and claims submitted for that age group, click **Send Claim**. Please wait, as this may take a while to go through.

Zero Actual Hours Warning

There are one or more records on this claim with zero hours.

Click Continue to send the claim, or Return to make changes.

Continue

Return

A warning will alert providers where there are still children's records listed with zero funded hours claimed. Providers should check and amend these records before re-sending the claim.



Submission Successful

You will see a green tick, and an icon indicating Submission Successful when your claim has been submitted.

This indicates a claim has been submitted to the local authority for checking before the claim is approved.

When the claim has been sent, each child's status will show as 'New, Awaiting LA Download'.

Providers can still make changes to the claim whilst the portal remains open.



New, Awaiting LA Download

Repeat steps 5 and 6 for the remaining funding types.

To access a different funding type headcount, click **CHANGE** then select the funding period and age group you wish to submit data for. Follow the same process (as step 4) for the remaining age group.

[Home](#) [Funding](#) [Images](#)

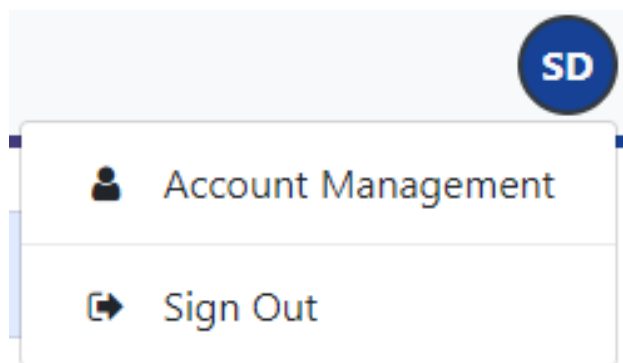
[Summary](#) [Estimates](#) [Actuals](#) [Adjustments](#) [Eligibility Checker](#) [Registered Interests](#)

Submit Actual:2025/2026 Sept/oct - 2 Year Olds [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
✗		Test Child S, Test (02-Jan-2022)	0.00	0.00	£0.00		
✗		Test Child T, Test (05-Jan-2022)	0.00	0.00	£0.00		

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



Remember to click '**Send Claim**'.

To sign out, click on the blue circle  in the top right of the screen and then click **Sign Out**.

Need more support?

Can't find what you need in our guidance materials?

Then please contact the Early Years Finance Team who will be happy to help:

CS.enquiries.childminders@derbyshire.gov.uk

CS.enquiries.groupcare@derbyshire.gov.uk

CS.enquiries.schools@derbyshire.gov.uk

Please include your Ofsted registration number, name, and contact details.