

Submit estimated hours of attendance before the start of term

This document provides step-by-step instructions on how to submit children's estimated hours of attendance at the end of each term for the start of the following term.

At the beginning of a new term an interim payment is made based upon submitted estimated hours of attendance. Where estimated hours differ from the 'actuals' submissions for that period (i.e., the actual number of funded hours accessed by children), payments will be reconciled in the following month.

If 'estimates' are not submitted within the given timescale, we will assume providers do not have any funded children and no interim funding payment will be made.

Estimates should be based on the number of funded hours you will be offering children for the period in question. Please see the funding calendar for the number of hours and weeks available to claim for each funding period.

The estimate figures for 3 & 4-year-olds, 2-year-olds (including children eligible for the Additional Support funding and 2-year-old Working Families) and 9-months-2-years are entered separately on each funded type.

Weekly Funded hours and Extended Weekly Funded hours (HMRC 11-digit code) for 3 & 4-year-olds should be entered together. Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes.

If you do not have any funded children for this period, you do not have to submit estimated hours.

Example of calculating estimate hours for a 7-week period:

Provider has two children on roll aged 3.

One child is to access 10 funded hours per week and the other to access 15 funded hours per week.

$10 + 15 = 25$ funded hours for one week

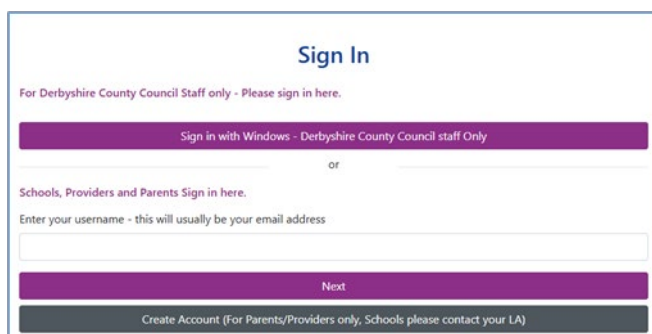
25 hours multiplied by 7 weeks attendance in that period equals **175 hours to claim on estimates.**

STEP 1: REFER TO THE FE1 FORM

Every child accessing early years entitlement funding must have an up-to-date FE1 form completed by their parent/carer. They will indicate on the FE1 form the number of funded hours they wish to be claimed at your provision.

STEP 2: SIGN IN TO THE PORTAL

Link to the [Derbyshire Provider Portal](#)

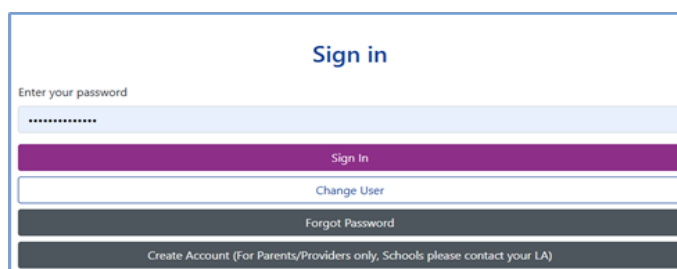


The screenshot shows the 'Sign In' page for the Derbyshire Provider Portal. At the top, it says 'Sign In' and 'For Derbyshire County Council Staff only - Please sign in here.' Below this is a purple button labeled 'Sign in with Windows - Derbyshire County Council staff Only'. Underneath is an 'or' separator. Then, it says 'Schools, Providers and Parents Sign in here.' followed by 'Enter your username - this will usually be your email address'. There is a text input field for the username. Below the input field is a purple button labeled 'Next'. At the bottom, there is a dark grey button labeled 'Create Account (For Parents/Providers only, Schools please contact your LA)'.

Enter your username and click **Next**.

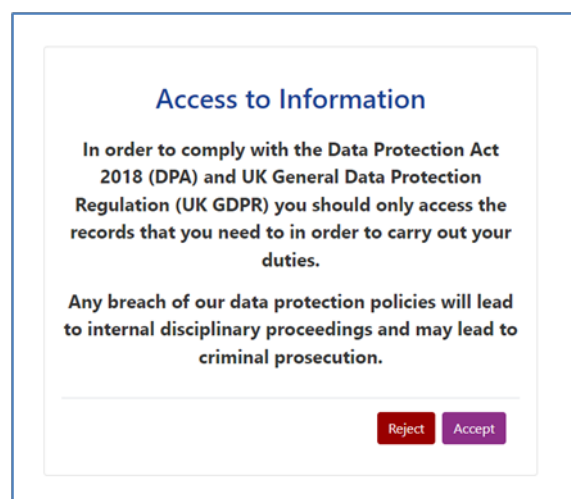
Username and passwords are case sensitive.

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



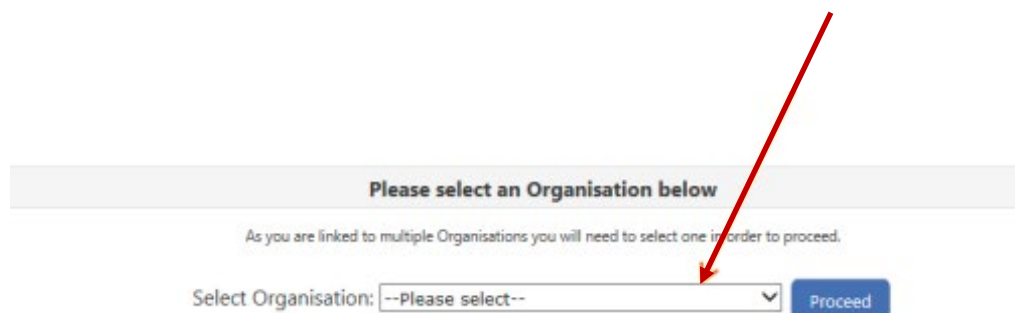
The screenshot shows the 'Sign in' page for the Derbyshire Provider Portal, specifically the password entry stage. It says 'Enter your password' above a password input field. Below the input field is a purple button labeled 'Sign In'. Underneath is a button labeled 'Change User'. Then, there is a button labeled 'Forgot Password'. At the bottom, there is a dark grey button labeled 'Create Account (For Parents/Providers only, Schools please contact your LA)'.

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.



The screenshot shows the 'Access to Information' page. At the top, it says 'Access to Information'. Below this, it says 'In order to comply with the Data Protection Act 2018 (DPA) and UK General Data Protection Regulation (UK GDPR) you should only access the records that you need to in order to carry out your duties.' Then, it says 'Any breach of our data protection policies will lead to internal disciplinary proceedings and may lead to criminal prosecution.' At the bottom, there are two buttons: 'Reject' (red) and 'Accept' (purple).

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.

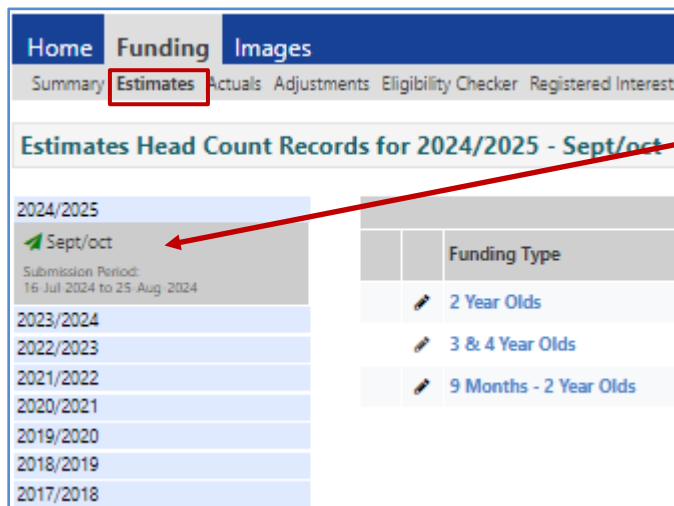
Select Organisation: --Please select-- ▼ Proceed

- 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 ESTIMATES TAB

Click on the **Funding** tab and then click on the **Estimates** tab.

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

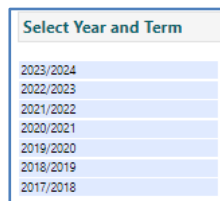


Home Funding Images

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

Estimates Head Count Records for 2024/2025 - Sept/oct


Year/Term	Funding Type
2024/2025	
Sept/oct	
Submission Period: 16 Jul 2024 to 25 Aug 2024	
2023/2024	2 Year Olds
2022/2023	3 & 4 Year Olds
2021/2022	9 Months - 2 Year Olds
2020/2021	
2019/2020	
2018/2019	
2017/2018	




Select Year and Term

- 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.

STEP 4: INPUT DATA & SEND CLAIM

You must input the total number of estimated hours of attendance separately for 3 & 4-year-olds, the 2-year-olds eligible for the Additional Support funding and the 2-year-old Working Families.

Year	Funding Type
2024/2025	2 Year Olds
2023/2024	3 & 4 Year Olds
2022/2023	9 Months - 2 Year Olds
2021/2022	
2020/2021	
2019/2020	
2018/2019	
2017/2018	

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

Input the total number of funded hours that you estimate you will claim for the upcoming period in the age group you have selected. Ensure this is in the correct format (e.g. 1000 not 1.000).

Submit Estimate: 2024/2025 Sept/oct - 9 Month - 2 Year Old [CHANGE](#)

Estimate Number of Funded Hours for this Term

Please enter a number, then 'Send Claim'

[Send Claim](#)

Remember to click **Send Claim**. Please wait, as this may take a while to go through.



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. Providers can check if a claim has been processed via the funding period summary screen.

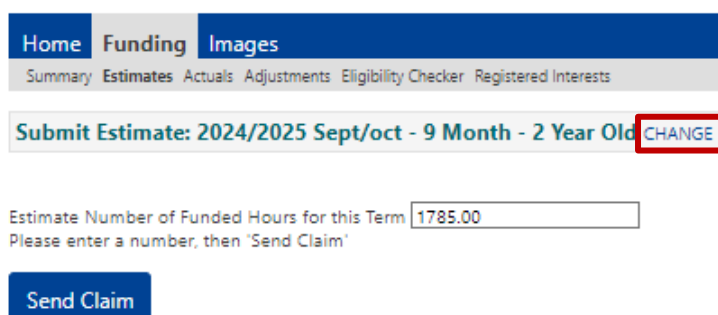
Processed	No
Processed Date	

Data quality is vital, the local authority will make funding payments using the information submitted on the provider portal. It is the providers responsibility to ensure data is accurate.

Providers can alter and re-submit data on estimates whilst the portal is open, and the system will override claims with the latest entry submitted.

STEP 5: REPEAT FOR REMAINING FUNDING TYPES

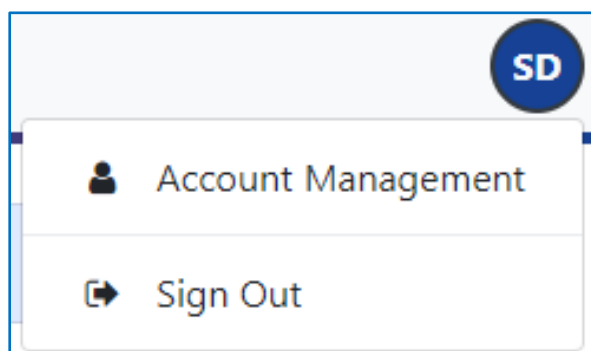
To access a different funding type, click **CHANGE**. Then select the funding period and funding type you wish to submit data for. Follow the same process (as step 4) for the remaining funding type.



The screenshot shows a web interface with a top navigation bar containing 'Home', 'Funding', and 'Images'. Below this is a sub-navigation bar with 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. A main section displays 'Submit Estimate: 2024/2025 Sept/oct - 9 Month - 2 Year Old' followed by a red-bordered button labeled 'CHANGE'. Below this, there is a text input field for 'Estimate Number of Funded Hours for this Term' with the value '1785.00' and a 'Send Claim' button.

STEP 6: SEND CLAIM & SIGN OUT

Claims are paid based upon the accuracy of data submitted on to the provider portal. Always remember to click **Save** and/or **Send Claim** before signing out of the portal.



To sign out, click on the blue circle **SD** 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.