

# Actual headcount claims - adding a new child

This document provides step-by-step instructions on how to add a new child on to an actual headcount claim. Including early years entitlement funding, claiming Early Years Pupil Premium (EYPP) and Disability Access Funding (DAF).

To receive funding, providers will have to submit an actual headcount claim every funding period. The actual headcount claim confirms the <u>actual</u> number of funded hours children are accessing at the setting.

The funding calendar shows the number of term time weeks and holiday weeks available during each funding period. Providers must use the calendar provided when submitting claims to ensure the funding is claimed correctly for each funding period based on the <u>child's actual funded hours of attendance</u>.

• Refer to 'Understanding the funding calendar' for more detail.

# 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 <u>before</u> a childcare placement is agreed. Providers should use information on the FE1 form to input data on the portal.

FE1 Updated June 2024				DERBYSHIRE County Council
This form should	The com	Early Years' En the Parent / Care pleted by the parent / ovider will claim the f	ntitlement Fundin r & Provider Con carer and provider for unding using the inform	19]. <u>htract</u> the delivery of the early years' nation contained within this form.
Provider Name				
Provider's Ofsted uni reference number (U	que RN)			
FAMILY DETAILS	5			
Child's Legal Forename			Address Line 1	
Child's Legal Middle Name			Address Line 2	
Child's Legal Sumame			Address Line 3	
Child's Preferred			Locality	
Child's Date of Birth			Town	
PROVIDER U Proof of DOB required. Include signature of sta document.	SE ONLY Note doo f membe	ument type seen. In having sight of	Postcode	
Document type			<ul> <li>If you have moved his please include your postcode below;</li> </ul>	ouse within the last 12 months, previous house number and
Staff signature			House number	
Child's Gender (M / F)			Postcode	
Parent / Carer 1 Forename			Parent / Carer 2 Forename	
Parent / Carer 1 Sumame			Parent / Carer 2 Sumame	
Parent / Carer 1 DOB Parent / Carer 1 Email address			Parent / Carer 2 DC Parent / Carer 2 Email address	18
Parent / Carer 1 Contact number National insurance or			Parent / Carer 2 Contact Number National Insurance	or
NASS number			nin oo Number	Controlled on conversion

## **STEP 2: SIGN IN TO THE PORTAL**

# Link to the Derbyshire Provider Portal



Sign in	
Enter your password	
Change User Forgot Password	Sign In

Enter your password and click Sign In.

Access to Ir	nformation
In order to comply with	the Data Protection Act
2018 (DPA) and UK Ge	eneral Data Protection
Regulation (UK GDPR) yo	ou should only access the
records that you need to i	in order to carry out your
dut	ies.
Any breach of our data pr	otection policies will lead
to internal disciplinary pro	ceedings and may lead to
criminal pr	osecution.
Any breach of our data pr o internal disciplinary pro criminal pr	otection policies will lead oceedings and may lead to osecution.

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 is order to proceed.
Select Organisation:Please select

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

# STEP 3: GO TO THE ACTUALS TAB

Navigate to the Funding tab, and then click on the Actuals tab.

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

	Select Year and Term
Home Funding Images	
The Funding Integer	2024/2025
Summary Estimates Actuals Adjustments Eligibility Checker	2023/2024
	2022/2023
Select Vear and Term	2020/2021
Select fear and ferm	2019/2020
A	
🖉 Jan/feb	
Submission Period: 02-Jan-2024 to 21-Jan-2024	
O December	Select Year and Term that you want to submit
Submission Period: 18-Nov-2023 to 26-Nov-2023	a claim for.
April	A green arrow <i>A</i> indicates that a submission
Submission Period:	
21-Feb-2024 to 21-Apr-2024	period is open for data entry.
2022/2023	
2021/2022	
2020/2021	A red circle ⊘ indicates that a submission
2019/2020	poriod is closed
2018/2019	
2017/2018	
	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.



# **STEP 5: ADD CHILD DETAILS**

If you are claiming for a 3- & 4-Year-Old, a 2-Year-Old Working Family, a 9-Month – 2-Year old Working Family or an <u>Out of County</u> 2-Year-Old Assessment-Based child you will need to click on **Add Child.** 



If you are claiming for a <u>Derbyshire</u> 2-Year-Old Assessment-Based child, you will need to click **Enter EY Voucher**. A box will then appear where you must enter the 6-digit 2-Year-Old Assessment-Based funding code issued by Derbyshire County Council along with the child's surname and date of birth.



Enter the details of the Derbyshire Assessment-based 2-year-old code, child's date of birth and surname and press submit

	EY Claim
Please enter a valid Voucher Coo	de, together with the Child's Date of Birth and Surname.
Voucher Code*	
Child Date of Birth*	
Child Surname*	
*denotes mandatory fields	
Submit Cancel	

The **Child Details** tab will be displayed. All fields marked with an asterisk \* are mandatory.

Details Parent / Carer Details	Funding Details Notes		
Child Details		Search for an Address	
Forename*		Primary	
Middle Name	•	Postcode*	
Surname*			Search
DOB*			Search
Proof of DOB		Address	
Gender*	🗆 Male 🗆 Female	Address Line 1*	
Preferred Surname		Address Line 2	
Ethnicity*	Information not yet obtained 💙	Address Line 3	
SEN COP Stage	No Special Educational Need 💙	Locality	
		Town	
		County	
		Postcode*	

- Enter child's name\*
- Enter child's date of birth\*, in the format DD/MM/YYYY or use the calendar option.
- Tick that the child's date of birth has been verified by sight of official documentation, confirming that the child has reached the eligible age to receive the early years entitlement.
- Tick child's gender\*
- Complete ethnicity\*
- It is very important that nothing is put in the 'SEN COP Stage' box.
- Either perform a search for the child's address by entering the postcode and clicking 'Search' or enter the child's address manually in the boxes below.

#### Important:

Data quality is vital for a successful funding claim. Providers must have seen a copy of the child's birth certificate (or other official documentation) and ensure that the child's full legal name and correct date of birth is used in this section. Do not use abbreviations or nicknames. Incorrect or inaccurate data in this section will cause delays in funding.

Click on the Parent/Carer Details tab.

This tab should only be completed if the parent/carer has supplied their details to enable checks to be completed for Early Years Pupil Premium (EYPP) and/or Working Family Eligibility.

Home Funding Images			
Summary Estimates Actuals Adjustments E	ligibility Checker Registered Interests		
Child Details Parent / Carer Details Fundin Entering Parent/Carer details enable extended hours. Please ensure you input details for a	g Details Notes s us to check whether the child is elig Ill records that have given their permi	jible for Early Years Pupil Premium (EYPP) fo	unding, and whether the child is eligible for the additional funding. Please also ensure
that the correct consent boxes are s	elected as per the usage of the detail	s. Partner Details	
Forename	1	Forename	
Surname	<b>P</b>	Surname	
DOB		DOB	
Email		Email	
Contact Number		Contact Number	
□ NI or □ NASS Number		□ NI or □ NASS Number	
Tick to give consent to Eligibility Checking for	<ul> <li>EYPP</li> <li>Working Family Eligibility</li> </ul>	Tick to give consent to Eligibility Checking for	EYPP     Working Family Eligibility
	1		
Save Cancel *denotes	s mandatory fields NB. Th to be u	e signed FE1 form enables cl Indertaken.	hecks

- Enter parent/carers forename and surname
   For the working family entitlement this should be the parent/carer who applied via HMRC.
- Enter parent/carers date of birth. In the format as DD/MM/YYYY or use the calendar option.
- Enter National Insurance number (NI) or National Asylum Support Service number (NASS).
- Tick the consent box for EYPP. Eligibility for EYPP funding cannot be verified if the FE1 form has not been signed giving consent for checks to be undertaken.
- Tick the consent box for Working Family Eligibility if the child has a working family HMRC 11-digit code. **DO NOT** tick this box if you are claiming funding for a 2-year-old Assessment-based child.

Eligibility for Working Family Entitlement cannot be verified if the FE1 form has not been signed giving consent for checks to be undertaken.

Early Years Pupil Premium (EYPP) applications are checked and verified with HMRC every funding period as actuals data is processed by Financial Services.

Data quality is vital as HMRC will not check eligibility if mandatory details are missing or inaccurate. Providers should check and ensure that EYPP eligibility consent boxes are ticked when submitting actuals (where parental consent is given).

Eligible children can be identified via the 'child weightings' column on the actuals screen, and on the funding period or individual child's summary screen.

• Refer to guidance 'Child weightings explained - EYPP & DAF' for further information.

#### EYPP - Adoption, Special Guardianship or Child Arrangements Order

For a child who has left care through adoption, special guardianship, or child arrangements order, ensure a copy of the relevant order is requested from the family.

Forward a copy along with the setting's details to the Early Years Finance Team via the relevant inbox highlighting that this is evidence for claiming the Early Years Pupil Premium (EYPP). Providers will not be required to re-submit evidence provided in previous periods.

<u>CS.enquiries.childminders@derbyshire.gov.uk</u> <u>CS.enquiries.groupcare@derbyshire.gov.uk</u> <u>CS.enquiries.schools@derbyshire.gov.uk</u>

#### EYPP – Children in Care

Children in care accessing three and four-year-old funding are eligible for EYPP. To make a claim, providers should contact the local authority with legal responsibility for the child. Information for Derbyshire Children in Care is available via <u>virtualschool@derbyshire.gov.uk</u>

Click on the **Funding Details** tab. All fields marked with an asterisk \* are mandatory.

etails Parent / Carer Details Fun	ding Details Notes		
unding Details		Attendance Days	
tart Date*		Attends Monday	○ Yes ○ No
nd Date*		Attends Tuesday	○ Yes ○ No
		Attends Wednesday	○ Yes ○ No
	Default lerm Dates	Attends Thursday	○ Yes ○ No
leeks Attended in Term*		Attends Friday	○ Yes ○ No
resent during Census	•	Attends Saturday	○ Yes ○ No
ttends Two Days or More		Attends Sunday	○ Yes ○ No
lominated for DAF*			
tretching Entitlement			
unded Hours per Week		Non-Funded Hours per Wee	ek
lours*		Non-Funded Hours*	
xtended Funded Hours per W	eek	if this child attends anothe	r setting as well as yours, be sure to enter the
xtended Hours*		hours as per what has been a	greed with the child's parent/carer
ligibility Code			
	Check Eligibility Code	Maximum Values Allowed:	
	Check Englointy Code	Number of Weeks: 6.00	
ligibile for Extended Hours		Funded Weekly Hours: 10.00	
otal Funded Hours per Week		Funded Termly Hours: 60.00	
otal Funded:		Funded Yearly Hours: 380.00	
		Extended Weekly Hours: 10.0	0
		Extended Termiy Hours: 60.0	0

The red 'Maximum Values Allowed' box shows the maximum term time funded hours that could be submitted for a child.



**Default Term Dates** - click to automatically set term time dates of the current funded period, as indicated on the funding calendar.

**Weeks Attended in Term** - enter the number of weeks the child is accessing funding between the funding period start date and end date.

**Present during Census** - <u>must</u> 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 - <u>must be ticked for all children accessing their funding over more</u> than one day per week. This will change the number of hours in the maximum values allowed box. NB. a child attending for one day a week can only claim a maximum of 10 hours.

**Nominated for DAF** - only the nominated provider should select 'yes' in this box if the parent has confirmed that they are in receipt of Disability Living Allowance. All other providers must select 'no'. Disability Access Funding (DAF) can only be claimed once in a calendar year. If you have selected 'Yes', please ensure you securely retain a copy of the child's Disability Living Allowance letter (DLA). Providers must also enter the DLA reference number on the 'Notes' tab. If the reference number is not entered, DAF funding will be withheld until DAF eligibility can be confirmed.

**Weekly Funded Hours 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.

• Refer to guidance 'time to decimal converter table'. If the child is not accessing weekly funded hours enter zero (0) in the box.

**Extended Weekly Funded Hours** - enter the number of extended 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 extended weekly funded hours enter zero (0) in the box.

**Working Family Eligibility Code** - if the claim is for extended entitlement funding, enter the HMRC 11-digit code.

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



**Eligible for Extended Entitlement** - if the child is eligible for the extended entitlement, this box will be automatically populated with a tick once the eligibility check (outlined above) has been completed.

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.

The details provided for Eligibility Code 50065379150 are not eligible for extended hours.

• Refer to guidance 'Check a Working Family code to determine eligibility' for more information.

**Weekly Non-Funded Hours** - enter any non-funded hours per week (number of 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.

2-Year-Old Disadvantaged (Assessment-based) /Working Family Entitlement Funding (term following the child's second birthday) – If you are claiming for a 2- year-old, you will see two further options. Please ensure that when submitting claims for a 2-Year-Old Assessment-Based child the 'Disadvantaged Funding' is selected and when claiming a 2-Year-Old Working Family child the 'Working Family Funding' is selected.

Funding Type\*

Disadvantaged Funding
 Working Family Funding

Once all the child's details have been entered, click Save.

The child will then be added to the list of funded children for the funding period.

To add another child, click Add Child or Enter EY Voucher (where appropriate) and repeat the process.

Remember to click Send Claim when all children have been added, deleted, updated, or amended for the funding period. Please wait, as this may take a while to go through.

See further guidance on 'Actual headcount claims - existing children' and 'Actual headcount . claims - deleting children' for more information.



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.



## **STEP 6: SEND CLAIM & SIGN OUT**

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

Important: Always remember to click Save and/or Send Claim before signing out of the portal.



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# 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.