

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 actual 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 child's actual funded hours of attendance.

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

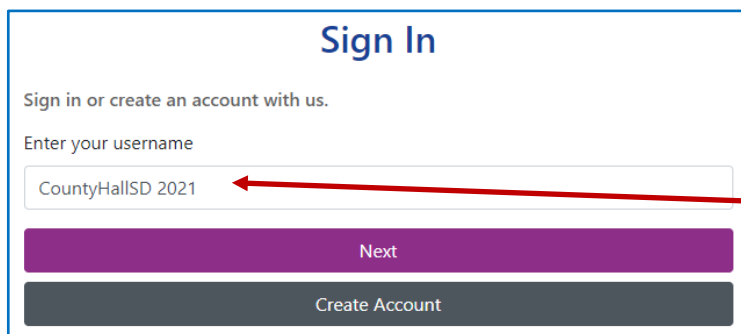
STEP 1: REFER TO THE FE1 FORM

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

FE1 <small>Updated February 2024</small>			
Early Years' Entitlement Funding The Parent / Carer & Provider Contract			
<small>This form should be completed by the parent / carer and Provider for the delivery of the early years' entitlement funding. The Provider will claim the funding using the information contained within this form.</small>			
Provider Name			
Provider's Ofsted unique reference number (URN)			
FAMILY DETAILS			
Child's Legal Forename		Address Line 1	
Child's Legal Middle Name		Address Line 2	
Child's Legal Surname		Address Line 3	
Child's Preferred Surname		Locality	
Child's Date of Birth		Town	
		County	
PROVIDER USE ONLY			
<small>Proof of DOB required. Note document type seen. Include signature of staff member having sight of document.</small>			
Document type		<small>If you have moved house within the last 12 months, please include your previous house number and postcode below:</small>	
Staff signature		House number	
Child's Gender (M / F)		Postcode	
Parent / Carer 1 Forename		Parent / Carer 2 Forename	
Parent / Carer 1 Surname		Parent / Carer 2 Surname	
Parent / Carer 1 DOB		Parent / Carer 2 DOB	
National Insurance or NASS number		National Insurance or NASS number	
Parent / Carer 1 Email Address		Parent / Carer 2 Email Address	
Parent / Carer 1 Telephone Number		Parent / Carer 2 Telephone Number	
<small>February 2024</small>		<small>Controlled on completion</small>	

STEP 2: SIGN IN TO THE PORTAL

Link to the [Derbyshire Provider Portal](#)



Sign In

Sign in or create an account with us.

Enter your username

CountyHallSD 2021

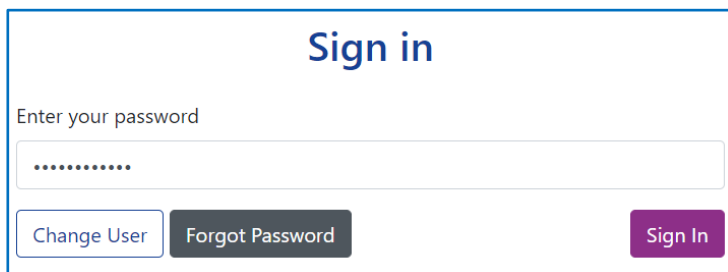
Next

Create Account

Enter your username and click **Next**.

← Usernames and passwords are case sensitive.

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



Sign in

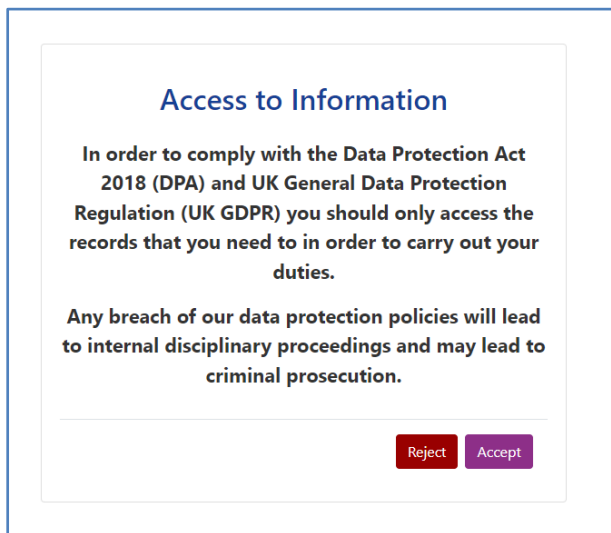
Enter your password

.....

Change User

Forgot Password

Sign In



Access to Information

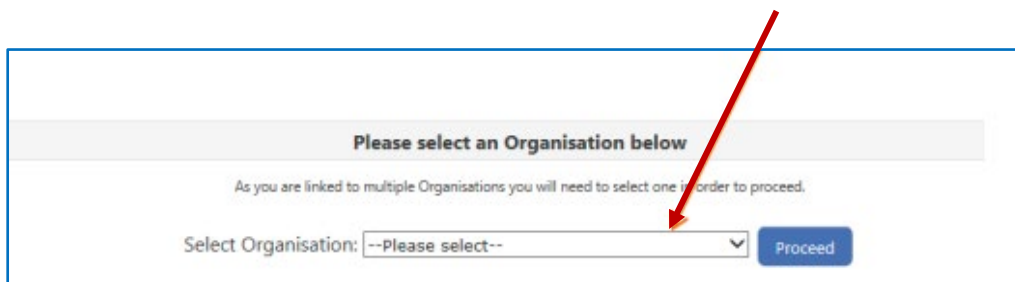
In order to comply with the Data Protection Act 2018 (DPA) and UK General Data Protection Regulation (UK GDPR) you should only access the records that you need to in order to carry out your duties.

Any breach of our data protection policies will lead to internal disciplinary proceedings and may lead to criminal prosecution.

Reject Accept

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.

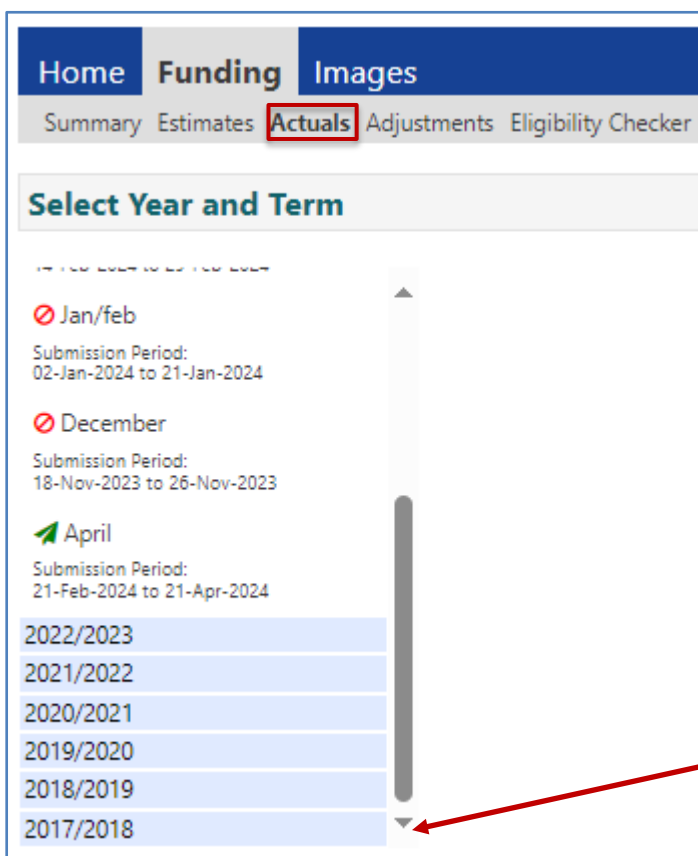
Select Organisation: --Please select--

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

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.



Home Funding Images

Summary Estimates **Actuals** Adjustments Eligibility Checker

Select Year and Term

Jan/feb
Submission Period:
02-Jan-2024 to 21-Jan-2024


December
Submission Period:
18-Nov-2023 to 26-Nov-2023


April
Submission Period:
21-Feb-2024 to 21-Apr-2024

2022/2023
2021/2022
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.

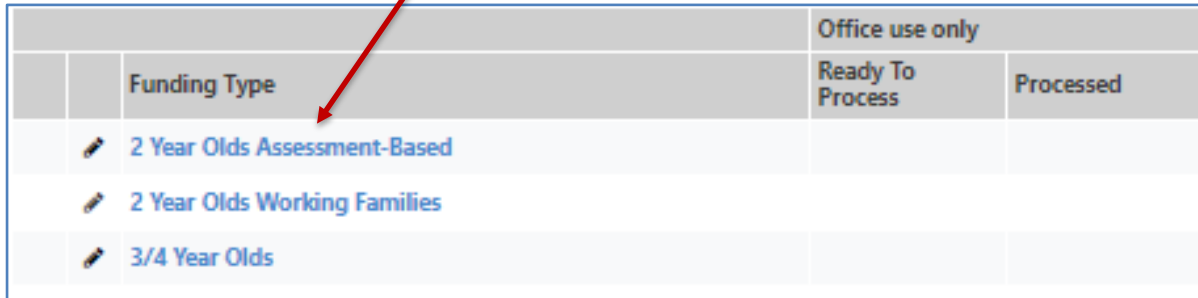
A green arrow  indicates that a submission period is open for data entry.

A red circle  indicates that a submission period is closed.

Scroll down to see more submission periods.

STEP 4: SELECT THE FUNDING TYPE

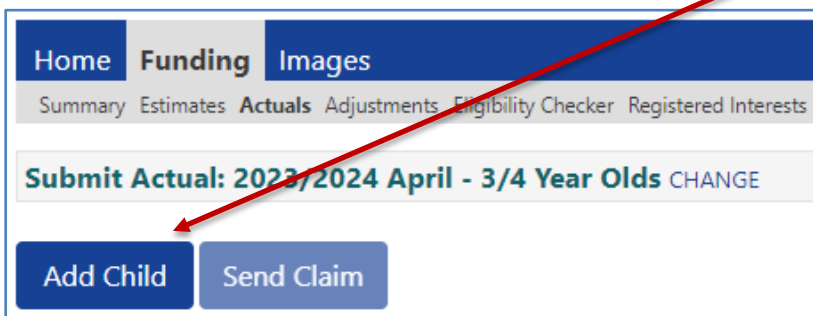
Under **Funding Type** select the headcount you wish to submit data for.



		Office use only	
	Funding Type	Ready To Process	Processed
	2 Year Olds Assessment-Based		
	2 Year Olds Working Families		
	3/4 Year Olds		

STEP 5: ADD CHILD DETAILS

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

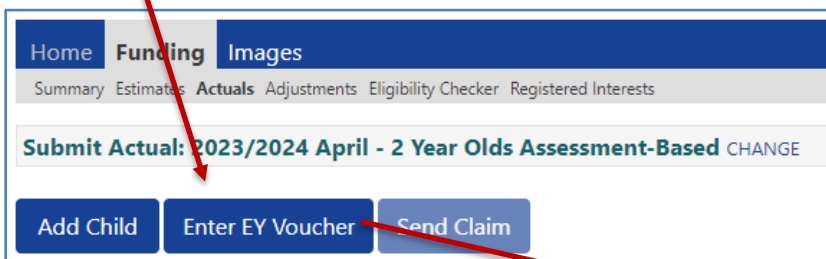


Home Funding Images
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Submit Actual: 2023/2024 April - 3/4 Year Olds CHANGE

Add Child Send Claim

If you are claiming for a Derbyshire 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.

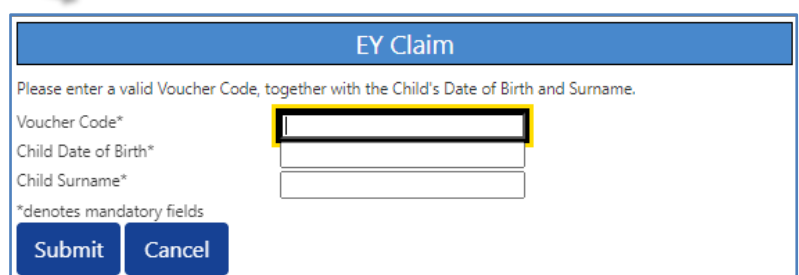


Home Funding Images
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Submit Actual: 2023/2024 April - 2 Year Olds Assessment-Based CHANGE

Add Child Enter EY Voucher Send Claim

Important: The Enter EY Voucher option will be visible on the 2-Year-Old Working Families headcount; however, you will be unable to add the 11 digit HMRC code via this route, therefore please click 'Add Child' for these children.



EY Claim

Please enter a valid Voucher Code, 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.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Funding', and 'Images'. Below this is a sub-navigation bar with 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. The main content area has a tabbed interface with 'Child Details' selected and highlighted with a red box. Other tabs include 'Parent / Carer Details', 'Funding Details', and 'Notes'. The 'Child Details' form contains the following fields:

- Forename* (text input, highlighted with a yellow box)
- Middle Name (text input)
- Surname* (text input)
- DOB* (text input)
- Proof of DOB (checkbox)
- Gender* (checkboxes for Male and Female)
- Preferred Surname (text input)
- Ethnicity* (dropdown menu with 'Information not yet obtained' selected)
- SEN COP Stage (dropdown menu with 'No Special Educational Need' selected)

To the right of the 'Child Details' section is a 'Search for an Address' section with 'Primary' (text input), 'Postcode*' (text input), and a blue 'Search' button. Below this is an 'Address' section with fields for 'Address Line 1*', 'Address Line 2', 'Address Line 3', 'Locality', 'Town', 'County', and 'Postcode*'. At the bottom of the form are 'Save' and 'Cancel' buttons, and a note: '*denotes mandatory fields'.

- 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.

- **Please note: the signed FE1 form enables checks to be undertaken.**

- Enter parent/carers forename and surname. (For extended 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 boxes for the types of eligibility check required.

Eligibility for EYPP funding and Extended 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.

CS.enquiries.childminders@derbyshire.gov.uk

CS.enquiries.groupcare@derbyshire.gov.uk

CS.enquiries.schools@derbyshire.gov.uk

EYPP – Children in Care

Children in care accessing 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 virtualschool@derbyshire.gov.uk

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

The screenshot shows a web application interface for entering EYPP funding details. The top navigation bar includes 'Home', 'Funding', and 'Images'. Below this is a breadcrumb trail: 'Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests'. The main content area has tabs for 'Child Details', 'Parent / Carer Details', 'Funding Details' (which is selected and highlighted with a red box), and 'Notes'. The 'Funding Details' section contains the following fields and options:

- Funding Details:**
 - Start Date* (text input)
 - End Date* (text input)
 - Default Term Dates (button)
 - Weeks Attended in Term* (text input)
 - Present during Census (checkbox, checked)
 - Attends Two Days or More (checkbox)
 - Nominated for DAF* (radio buttons: Yes, No)
 - Stretching Entitlement (checkbox)
- Attendance Days:**
 - Attends Monday (radio buttons: Yes, No)
 - Attends Tuesday (radio buttons: Yes, No)
 - Attends Wednesday (radio buttons: Yes, No)
 - Attends Thursday (radio buttons: Yes, No)
 - Attends Friday (radio buttons: Yes, No)
 - Attends Saturday (radio buttons: Yes, No)
 - Attends Sunday (radio buttons: Yes, No)
- Funded Hours per Week:**
 - Hours* (text input)
- Extended Funded Hours per Week:**
 - Extended Hours* (text input)
 - Eligibility Code (text input)
 - Check Eligibility Code (button)
 - Eligible for Extended Hours (checkbox)
- Total Funded Hours per Week:**
 - Total Funded: (text input)
- Non-Funded Hours per Week:**
 - Non-Funded Hours* (text input)

A red box highlights the 'Maximum Values Allowed' section, which lists the following limits:

- Number of Weeks: **6.00**
- Funded Weekly Hours: **10.00**
- Funded Termly Hours: **60.00**
- Funded Yearly Hours: **380.00**
- Extended Weekly Hours: **10.00**
- Extended Termly Hours: **60.00**
- Extended Yearly Hours: **380.00**

At the bottom of the form, there are 'Save' and 'Cancel' buttons, and a note: '*denotes mandatory fields'.

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

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

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 claiming funding between the funding period start date 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 - must be ticked for all children claiming their funding over more 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).

Weekly Funded Hours - enter the number of weekly funded hours the child is claiming 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 claiming weekly funded hours enter zero (0) in the box.

Extended Weekly Funded Hours - enter the number of extended weekly funded hours the child is claiming 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 claiming 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.

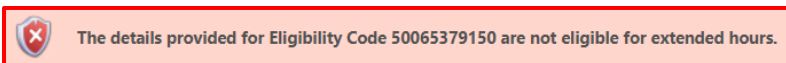
Check Eligibility Code - click this blue button once the HMRC 11-digit code has been entered. A green tick will confirm whether the code has been found and eligibility for extended or expanded weekly funded hours has been obtained.



Eligible for Extended Entitlement if the child is eligible to claim 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.

- 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/Working Family Entitlement Funding – If you are claiming for a 2-year-old via one of the two headcounts for this age group, you will see two further options. Please ensure that when submitting claims via the 2-Year-Olds Assessment-Based headcount that 'Disadvantaged Funding' is selected and when claiming via the 2-Year-Olds Working Families headcount 'Working Family Funding' is selected.

Funding Type*	<input type="radio"/> Disadvantaged Funding
	<input checked="" type="radio"/> 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.

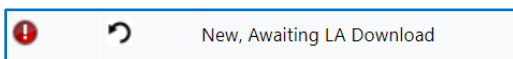
- See further guidance on 'Actual headcount claims - existing children' and 'Actual headcount claims - deleting children' for more information.



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.

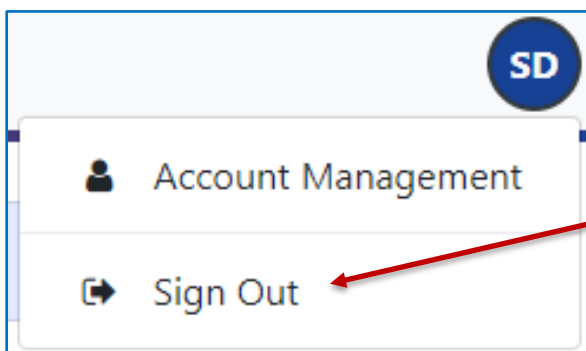
When the claim has been sent, each child's status will show as 'New, Awaiting LA Download'. Providers can still make changes to the claim whilst the portal remains open.



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.



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.