

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.

When calculating the funded hours, ensure that the 3 and 4-year-olds, 2-year-old Assessment-Based and 2-year-old Working Families are entered separately. Weekly Funded hours (Universal) and Extended Weekly Funded hours (HMRC 11-digit code) for 3 and 4-year-olds should be included. 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 claiming 10 hours per week and the other claims 15 hours per week.

10+15 = 25 funded hours for one week

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

STEP 1: REFER TO THE FE1 FORM

Every child claiming 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 their child to access at your provision.

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.

	Sign in
	Enter your password
	Change User Forgot Password Sign In
	Access to Information
In orde	r 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.
4	Any breach of our data protection policies will lead to internal disciplinary proceedings and may lead to criminal prosecution.
	Reject Accept

Enter your password and click Sign In.

Click Accept

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
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 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.

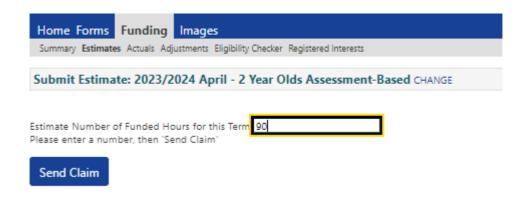
Home Forms Funding In	mages ments Eliqibility Checker Registered Interests	Select Year and Term
		2022/2023 2021/2022
Summary Head Count Rec	ords for 2023/2024 - April	2020/2021 2019/2020
2023/2024		2018/2019
Sept/oct	Funding Type	2017/2018
November	2 Year Olds Assessment-Based	Select Year and Term that you want to
March	2 Year Olds Working Families	Select real and refin that you want to
Jan/feb	3/4 Year Olds	submit a claim for.
December		
April		A green arrow 🕢 indicates that a
2022/2023		
2021/2022		submission period is open for data entry.
2020/2021		submission penoù is open for data entry.
2019/2020		
2018/2019 👻		A red airele 🧿 indicates that a submission
2017/2018		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 <u>separately</u> for 3 & 4-year-olds, 2-year-old Assessment-Based and the 2-year-old Working Families.

Estimates Head Cou	int Record	s for 2(023/2024 - April
Ø March			
Submission Period: 01-Nov-2023 to 01-Nov-2023			Funding Type
Ø Jan/feb		1	2 Year Olds Assessment-Based
Submission Period: 09-Dec-2023 to 19-Dec-2023		1	2 Year Olds Working Families
Occember Submission Period: 01-Jul-2023 to 01-Jul-2023		1	3/4 Year Olds
April Submission Period: 19 Feb 2024 to 19 Mar 2024			
2022/2023			

Input the <u>total</u> 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).



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



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.	
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*	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.

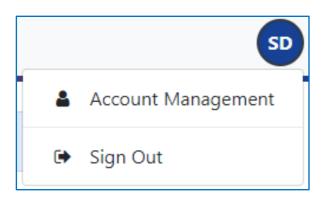
STEP 5: REPEAT FOR REMAINING FUNDING TYPES

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.



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.