

ESTABLISHMENT PORTAL GUIDANCE FOR EARLY YEARS

Early Years Pupil Premium (EYPP)

Version History

Confidentiality / Document Control

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1. Using the Live Register & Eligibility Criteria

Please follow the guidance notes of how to add a child to your Live Register before completing the following instructions as you will need to add the child first. You will find these guidance notes on our webpages [Forms and guidance notes | Oxfordshire County Council](#).

For the rest of this document Early Years Pupil Premium will be referred to as EYPP.

Criteria:

2, 3 and 4-year-olds in funded early education will be eligible for EYPP funding if they meet at least one of the following criteria:

Their family gets one of the following:

- [Income Support](#)
- income-based [Jobseeker's Allowance](#)
- income-related [Employment and Support Allowance](#)
- support under [part VI of the Immigration and Asylum Act 1999](#)
- the guaranteed element of [State Pension Credit](#)
- [Child Tax Credit](#) (provided they're not also entitled to [Working Tax Credit](#) and have an annual gross income of no more than £16,190)
- [Working Tax Credit](#) run-on, which is paid for four weeks after they stop qualifying for Working Tax Credit
- [Universal Credit](#) (provided they have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.)

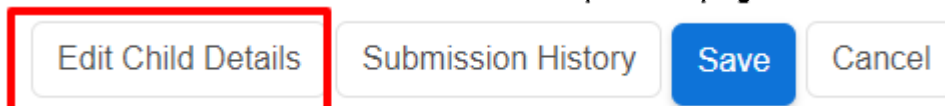
They have been in local-authority care for one day or more in England or Wales
They've left care under a special guardianship order; child arrangements order or adoption order.

Four-year-olds in primary school reception classes who already receive the [school-age pupil premium](#) are not eligible for EYPP funding.

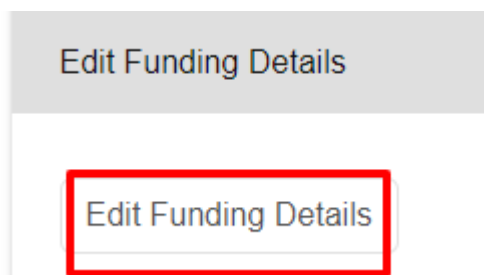
Children will be eligible from the term after second or their third birthday, in line with their funded entitlement.

2. Completing an EYPP eligibility check

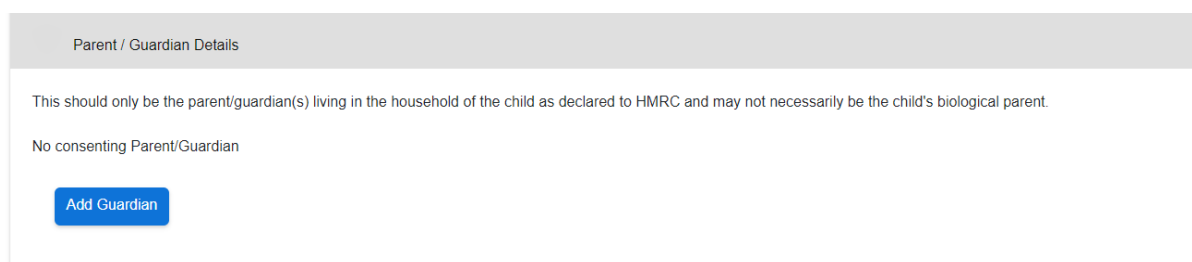
- Go to Early Years Live register.
- Select the child you wish to run a check for.
- Click on 'Edit child's details at the top of the page.



- Scroll down until you find 'Edit Funding details '. Press 'Edit funding details.



- To complete an economic check for EYPP you will need to add the parent /carer information. Under parent / Guardian details press 'Add guardian. '



- You will now need to fill out the required fields. For an EYPP check the fields required are:

Name of parent

DOB of parent

Ni number of parent

You must also select yes to have consent from the parent to perform this check. This is indicated within the parent declaration form which you should ask for all funded children.

Once you have input the details press ok

Parent/Guardian Details
×

Forename*
 Surname*

 Contact Number

Date Of Birth
 NI Number ⓘ

NASS Number ⓘ

Consent to Pupil Premium check Yes No

 Eligibility Code

OK

Cancel

Once you have input the details press ok.

- You will now see the parent/guardian has been successfully added.

Parent / Guardian Details

This should only be the parent/guardian(s) living in the household of the child as declared to HMRC and may not necessarily be the child's biological parent.

Name	DOB	Contact No.	NI No.	NASS No.	Eligibility Code	Pupil Premium Consent
Parent of Test	10-Oct-1972		AE852852A			Yes

Add Guardian

- You can add a second parent / guardian by pressing 'Add Guardian' if you wish.
- Scroll further down the page to section 'early Years Pupil Premium'.
- Select 'Yes' in the box if you agree to the statement.
- You can then press 'perform pupil premium check'.

Early Years Pupil Premium

If 'Yes' is selected below then an Early Years Pupil Premium receipt will be requested for this child when they are 3/4 years old. This check will be performed automatically when you submit your next headcount. If the child is not yet old enough, you can still add the information now and it will be stored here until the first term after their 3rd birthday.

Do not carry out an eligibility check unless you hold a signed mandate from the parent/guardian(s) consenting to their details being verified with records held by the Department for Work and Pensions (DWP), Her Majesty's Revenue and Customs (HMRC) and the Home Office.

Check for Pupil Premium eligibility Yes
 No

Consenting Parent/Guardian(s).

Parent of Test (DOB: 10-Oct-1972) - AE852852A

Found and eligible - Check Date - 02-Apr-2024

Perform Pupil Premium Check

This will give you a result.

- If they are eligible the following message will be displayed

Found and eligible - Check Date - 04-Mar-2021

- If the check fails, you may see one of the below messages. This means that one of the details is not matching with an eligible result. Please double check with the parent for the NI number, surname, and DOB. If the problem persists, please contact The Early Education Funding Team.

Failed to perform check. Please try again later. - Check Date - 22-Jul-2022

OR

Not found - Check Date - 04-Mar-2021

This will mean they are not eligible.

- You can review the details recorded and update if appropriate to run the check again.

Once a child has been found as Eligible for EYPP this will remain the case for their full funded time. The funding will follow the child.

3. Apply for non-economic EYPP.

If you have completed a check based on economic criteria and this result comes back with a 'not found result' and you are aware that the family meet one of the following non-economic criteria:

- They have been in local-authority care for one day or more in England or Wales
- They've left care under a special guardianship order; child arrangements order or adoption order.

Then you should add the parent details into the parent/guardian section. Then at the bottom of the page we will need you to upload the relevant evidence. this will need to be official copies.

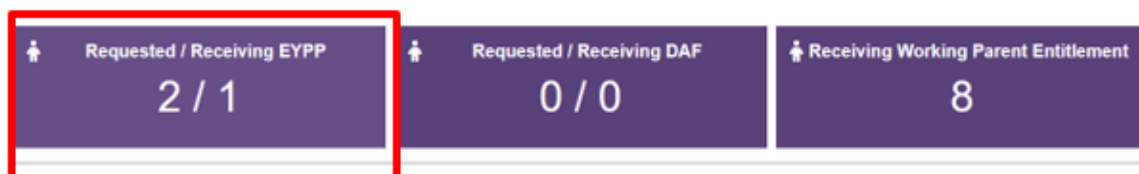
Please then email earlyeducation@oxfordshire.gov.uk , title the Email Non-Economic claim for EYPP.

In your email, please let us know that you have uploaded evidence to the portal and let us know the child initial's and send via EGRESS.

4. Reviewing the EYPP checks you have made.

To review the children, you have run EYPP checks for navigate to Early Years – Dashboard

Here you will see a widget that states Requested / receiving EYPP.



This example means that 2 children have been requested (otherwise known as checked) and 1 child is eligible and receiving EYPP.

Clicking on the widget allows you to see who these children are.

You will know which child as the child that is eligible will have the EYPP symbol in the info column.



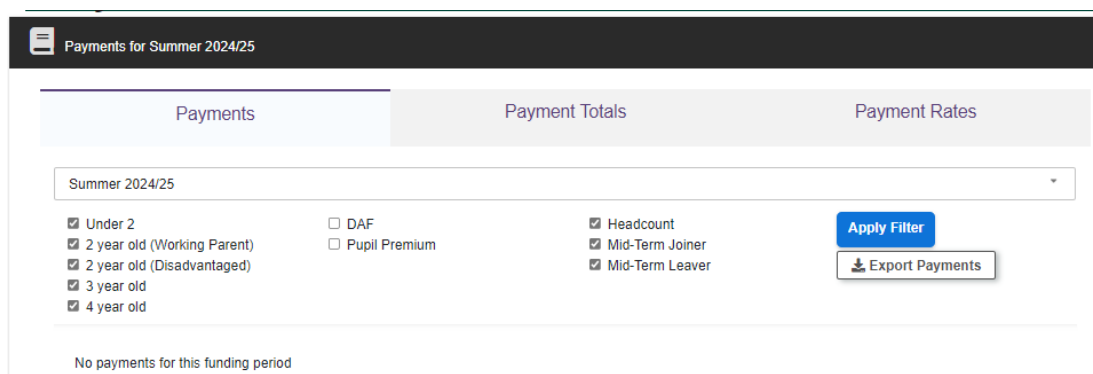
Please note you will still need to submit a funded headcount for these children in order to receive an EYPP payment.

5. Checking EYPP payments

From April 2024 the Establishment Portal will be updated to provide you with further details of the payments that are due to you / received from your submissions.

To navigate to this area please go to Early Years – Payments. All portal users for your setting currently have access to this area for your setting. Please do notify us if you wish for only certain users to have access to the payment area.

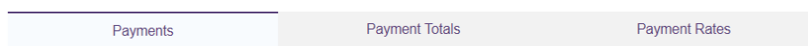
The following screen will be displayed:



You can change the term by clicking here and selecting the relevant term.



You can navigate through the 3 payment tabs – each view will show you a breakdown of the payments and payment rates will show you the current payment funded rate for that term you have selected.



You will see a list of children and the amount of funding paid for each child.

More detail of the breakdown of children is explained in the headcount guidance – however to see the estimated payment amount, select payment totals tab.

- Select the term.
- Tick the filter in EYPP
- Press apply filter

Payments for Summer 2023/24 (01-Apr-2023 to 31-Aug-2023)

Payments Payment Totals Payment Rates

Summer 2023/24

Under 2 DAF Headcount
 2 year old (Working Parent) Pupil Premium Mid-Term Joiner
 2 year old (Disadvantaged) Mid-Term Leaver
 3 year old
 4 year old

Apply Filter Export Payments

First Name	Last Name	Type	Cohort	DOB	Start Date	End Date	Total Hours	Total Weeks	Claim Amount (£)	DAF (£)	Pupil Premium (£)
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This children will be named in the table.

For EYPP in Oxfordshire we pay per funded hour for the child. As an example, for summer term 24-25 this rate is currently £0.68p per hour. This is only based on the first 15 hours of funding and will always be applied to the universal 15 hours, never the extended.

We top this EYPP rate with a deprivation rate (currently for Summer 24-25 £0.47 p per funded hour). This deprivation rate applies to the universal hours and (if the child is eligible) to the extended working parent entitlement that is currently only available for 3&4-year-olds.

You receive this funding with your main Early Education Funding payments each term.

To check the relevant rate for the term you can select the 'payment rate' tab.