

EARLY YEARS

Establishment Portal – Estimate Submission Guidance

Table of Contents

.....	1
1. Using the Live Register on the Establishment Portal	3
2. Submitting Estimate	6
2.1 Starting the Estimates Wizard.....	6
2.2 Total Claimed Hours	7
2.3 Confirmation	9
2.4 Finish	10
3. Viewing Submitted Estimates.....	10
4. What to do next	11
5. Reviewing an upcoming payment	12

1. Using the Live Register on the Establishment Portal

OVERVIEW:

If you have already read this section and are familiar with the system, please note that submitting a new estimate starts on [page 6](#). Do note that this process has changed slightly in April 2024 to incorporate the new working parent entitlements, so we would advise reading through the next 3 pages to familiarise yourself with the process.

If you would like to receive an estimated 60 % payment at the beginning of the term, we will need you to make an estimated submission via the establishment portal. If you do not submit this by the time lined deadline date you will need to wait until the main payment after submitting a main headcount.

An estimated payment is a payment we make to you that is based on you submitting an estimated amount of funded hours you are due to claim in the coming term. We will work out what the total value of those hours would be for a term and pay you 60% of that value as your estimated payment. You will then need to complete your Live register and then then your headcount to claim to further 40 % payment for the term.

This provides you with most of your funding in advance.

Your estimated submission will be populated from the data on your Live Register.

The Live Register is separate from your termly headcount submission.

The Live Register is a list of children receiving Early Education Funding and are attending NOW, so either have a past start date or start on the day you are adding them.

Children who are not yet attending, but you believe will be, can be added to the Future Starters list by clicking on Future Starters button and following the steps. These will now be included in the estimated submission. **(Schools and Academies will not have this available as data will come from your MIS meaning you do not have the ability to add or remove children directly from the portal).**

You can keep the Live Register up to date on a regular basis. It's important to note that if you have already submitted a headcount submission for the term then any changes you want to make for the current term you must make by editing the child's details and selecting yes to:

If you are making changes to this child's attendance information and want these to be submitted as a mid-term adjustment then please select 'Yes' below and enter the details of when this change should be applied from. Otherwise the changes you have made will be saved in preparation for your next headcount.

Apply Funding Changes as a Mid-
Term Adjustment Yes
 No

Changes made will be submitted to us for review and therefore may not be approved. We will be in contact if this is the case.

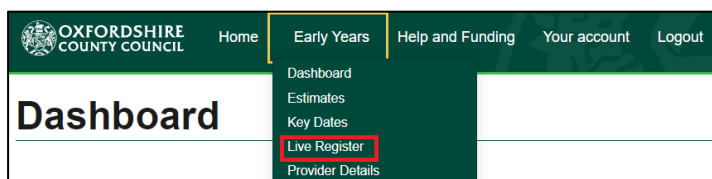
Please note although we advise you to keep your live register up to date, we understand that in some circumstances this may not be possible. Therefore, you are able to over type the hours within an estimate submission.

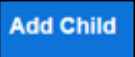

WHAT TO DO:

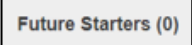
- Once you have logged into your Establishment Portal account, you will be taken to the Dashboard for your setting.
- If this is not visible, please contact that Early Education Funding Team to review your account.
- Click on the Early Years drop-down menu from the main menu bar at the top of the screen




- Select Live register from the drop-down list of options







- This will navigate you to the Live Register.
- The Live Register holds a record of all 2 (if applicable), 3 and 4-Year-Olds at your provision.
- It is separate from your estimate and headcount submissions but will be used to populate them so please ensure that it's kept up to date.
- The following functions can be undertaken from the Live Register
- Click  to add new starters including mid-term joiners. **This is not available for Schools and Academies as your data will be migrated from your MIS.**
- Click  to remove a child who has left. You will enter an end date or indicate they never started. If the child has left in the previous term, make sure the end date is in that term- for example if you put an end date of 1st January then this will not remove the child from the Live Register as it is within the start of the current term. We suggest you adding an end date of 31st December in this instance. **This is not available for Schools and Academies as your data will be migrated from your MIS.**

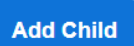
- Click  to view/add future starters to your setting from the Live Register. These future starters will not automatically be included in your estimated submission. **This is not available for Schools and Academies as your data will be migrated from your MIS.**

- Click  to update details for the child. Only change hours here up to your headcount submission date. Any change you need to make after a submission needs to be made by pressing the clock symbol. **Available for all providers and schools.**

When in this section please make sure all eligibility codes have been re-checked for the new term – you must click the relevant age group checks, adding parent/guardian details where require updating the dates of the code. This is important to do as the estimated submission page will not include a child if they will not be eligible for hours next term.

This is the dashboard. You will notice if an estimated submission has been made available. It will tell you the deadline date of this submission and any future important dates. However please do use our [termly timeline](#) to keep up to date with claiming deadlines.

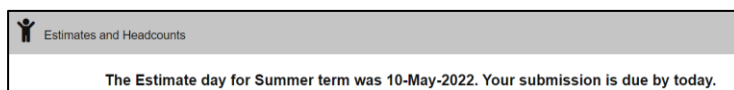
Estimates and Headcounts			
No Headcount dates set. An Estimate has already been submitted for Summer term.			
 2 year olds	 3 year olds	 4 year olds	 Total Children
2	22	20	44

When on the Live Register, you can also access the  button to add any children that are not already linked to your setting. Please use the Live register guidance with information on how to do this.

IMPORTANT If you are a school or an Academy you will not see the Add Child button as all your children are maintained via your school MIS and migrated across overnight into the Live Register. Note you will still need to add hours and check codes for all children as it is only basic demographic data that will transfer over. End dates will migrate across from your school MIS. If you need to end funding for a child, please add an end date in your school MIS and wait overnight for the child to be removed. Please do contact earlyeducation@oxfordshire.gov.uk if you do not see the children on your Live register the next day and we will investigate this for you.

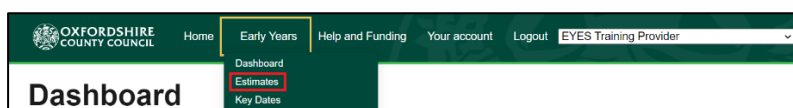
2. Submitting Estimate

As mentioned above the Dashboard will inform you when an Estimate is due. **An estimate submission can only be completed once per term – you cannot make changes once you have pressed submit.**



2.1 Starting the Estimates Wizard

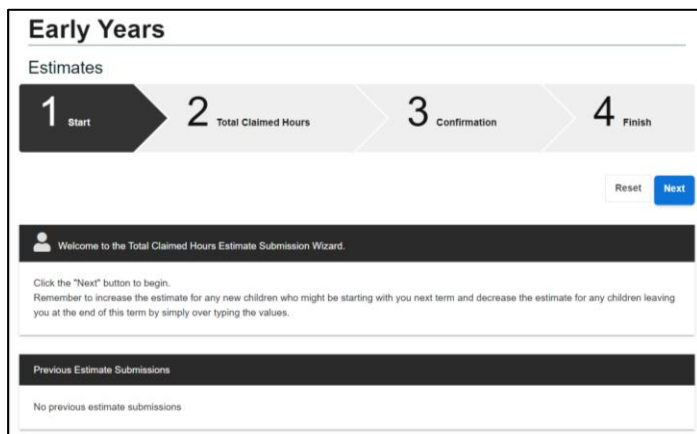
Click on the Early Years drop-down menu from the main menu bar at the top of the screen and select estimates from the dropdown list of option that appears.



This will navigate you to the estimate's wizard. The wizard is made up of 4 sections.

Clicking on Next will allow you to progress through the sections.

If any previous estimate submissions have been completed using the establishment portal, these will be visible on this screen under 'Previous Estimate Submissions'



Click on Next to progress to Total Claimed Hours

2.2 Total Claimed Hours

This section is where the number of children and the estimate claim for total hours is recorded. The data must be submitted as a total for each age group and therefore the age groups are displayed separately for 2, 3 & 4-year-olds. **Please note this submission should only include funded children.**

Estimates

1 Start → 2 Total Claimed Hours → 3 Confirmation → 4 Finish

Claim Maximum Weeks Reset Previous **Next**

Total Claimed Hours Spring 2023/24

Term Time Only Weeks

Cohort	Delivery Method	Total Children	Weekly Universal Hours	Weekly Working Parent Hours
2 year old (Working Parent)	TTO	<input type="text" value="0"/>		<input type="text" value="0.0"/>
2 year old (Disadvantaged)	TTO	<input type="text" value="3"/>	<input type="text" value="45.0"/>	
3 year old	TTO	<input type="text" value="2"/>	<input type="text" value="30.0"/>	<input type="text" value="8.0"/>
4 year old	TTO	<input type="text" value="0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>

This will be pre-populated with values based on the data recorded from your current Live Register but can be manually updated if required. For example, if you have a child, you have not yet added to your live register – you do have the option of manually increasing and decreasing the amount of hours you wish to claim for.

If a working parents code has not been renewed by a parent and you have not gone into the Live Register details and pressed the “Check Eligibility for Working Parent Entitlement” then the working parents hours will not be included in your submission numbers.

This is the button you will need to press within the child’s details area back on your Live register.

Check Eligibility for Working Parent Entitlement

Each age group section will show a table as below, this must be used to submit the total hours that are to be claimed for all children in that age group.

DO NOT ENTER any data in All Year-Round section of this table as this type funding basis is not used by Oxfordshire County Council. You should only review/update details in the “**Term Time Only**” section of this table. In Oxfordshire you claim funding term time only. You can stretch this and offer all year-round provision, but you must work this out and notify the parent separately and note the offer on the parental declaration form. Your claim should always be term time only.

Total Claimed Hours Spring 2023/24

Term Time Only Weeks

Cohort	Delivery Method	Total Children	Weekly Universal Hours	Weekly Working Parent Hours
2 year old (Working Parent)	TTO	<input type="text" value="0"/>		<input type="text" value="0.0"/>
2 year old (Disadvantaged)	TTO	<input type="text" value="3"/>	<input type="text" value="45.0"/>	
3 year old	TTO	<input type="text" value="2"/>	<input type="text" value="30.0"/>	<input type="text" value="8.0"/>
4 year old	TTO	<input type="text" value="0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>

Total Children = the total number of children in that age group at your setting that are eligible for the corresponding term.

Weekly Universal Hours = the total estimated number of **weekly** universal hours you are claiming for all children in that age group.

Note: You need a total hour claim value for that age group in this table for example if there are 10 children at your setting – 7 of which are 3 years old, and you are claiming 15 hours for each child; then the total universal hours claim will be $7 \times 15 = 105$ for 3-year-olds. For 4 years olds the total universal hours claim will be $3 \times 15 = 45$

Please also note the 2 differing types of 2-year-old funding. Please refer to our guidance notes – you should know the difference of the offer to parents and its important you select the correct funding.

Weekly Working Parents Hours - the estimated number **weekly** working parent hours where applicable and where eligible. This includes the new working parent entitlement for 2-year-olds.

At the top of the screen, you will see the button Claim Maximum weeks. If you are claiming for all your children for the full term, then press this button and it will auto populate the Term time only weeks. Alternatively, if you would like to claim less than this for all children, please manually add the weeks into Term time only weeks box.

Estimates

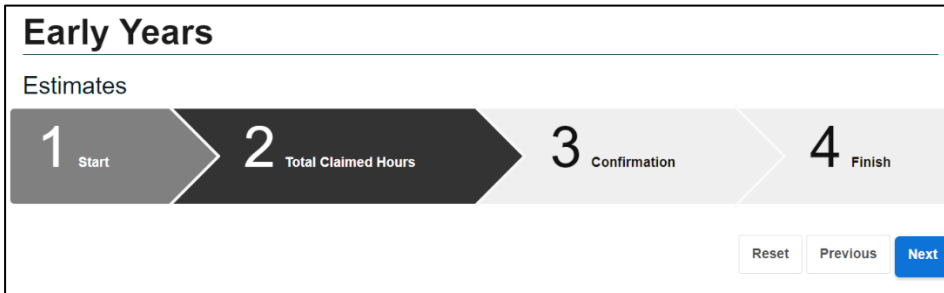
1 Start → 2 Total Claimed Hours → 3 Confirmation → 4 Finish

Total Claimed Hours Spring 2023/24

Term Time Only Weeks

Review the details for each age group and update as appropriate.

Click on Next to progress to Confirmation section of the wizard.



2.3 Confirmation

This step presents an overview of the submission of the cumulative estimates.

If you spot an error, you can use the Previous button to return to the Total Hours Claimed section of the wizard to correct this.

If you are happy with the overview, then click on 'Submit'. This will submit the estimate claim and progress to the Finish section which is the final section of the wizard.

Note: Once you have clicked submit you can no longer make changes to this wizard. If you need assistance, please contact the Early Years Education funding team.

Reset Previous **Submit**

Confirmation

It looks like you are ready to submit your Estimate. Once you click **Submit** you will no longer be able to make any changes because it will be securely sent to Early Years for approval.

By clicking **Submit** you are confirming that:

- the information on your Estimate is an accurate representation of the children who are due to attend your setting during Spring 2023/24
- incorrectly claimed funded hours must be repaid

I Agree * This field is required

Estimate Details Overview Spring 2023/24

Please review the following claimed hours and estimate details.

Total Children: 5

Term Time Only: 12.0 weeks
3 x 2 year olds (Disadvantaged) are claiming 540.0 funded hours.
2 x 3 year olds are claiming 360.0 universal hours and 96.0 working parent hours.

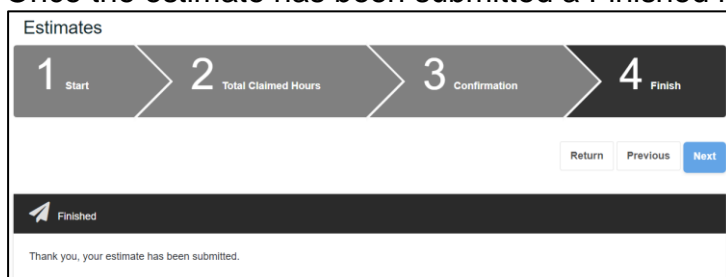
That's a total of **540.0** 2 year old funded hours, **360.0** universal hours and **96.0** working parent hours.

Confirmation

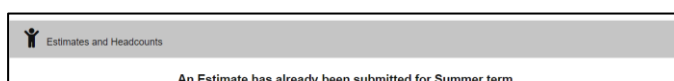
Ready to submit? Once you click "Submit" the data you reviewed in the "Total Claimed Hours" section will be sent.

2.4 Finish

Once the estimate has been submitted a Finished message is displayed

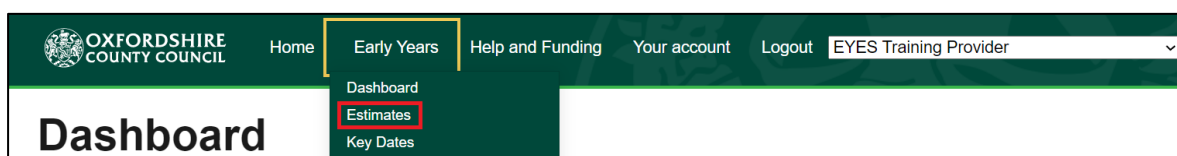


Once the wizard is completed the dashboard will update to reflect this. Please double check this as sometimes providers can think the submission has gone through when its not quite finished.



3. Viewing Submitted Estimates

Previous estimates submitted on the Establishment Portal can be viewed by selecting the estimates option on the Early Years dropdown:



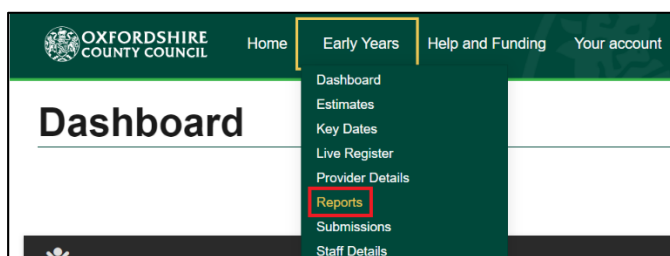
This will display the submission as a table with a row for each Delivery Method (TTO &/or AYR) and columns for: remember Oxfordshire pay on Term Time only basis – your setting may offer All year-round provision and we ask you to work this out and claim accordingly. For example, if a child would like to claim their full entitlement of 30 hours (if eligible) and they would like to stretch this across 50 weeks of the year then they will only be attending 22.8 funded hours per week, but you would still claim the full 30 hours over term time to equal 1140 hours.

You will now see a table with the term the estimate is for 2-Year-Old Total Hours and Working Parent total hours estimate, 3-Year-Old Universal Hours, 3 Year Old Working Parent Entitlement, 4 Year Old Universal Hours, 4 Year Old Working Parent Entitlement, Submitted date and the current submission status of the estimate.

If you spot an error or need assistance, please contact the Early Education Funding team.

Previous Estimate Submissions							
2024							
Term	Delivery	Universal Claimed	Universal Approved	Working Parent Claimed	Working Parent Approved	Submitted	Outcome
Spring	TTO	94.5	94.5	115.0	115.0	09-Feb-	ACCEPTED
2023/24	AYR	0.0	0.0	0.0	0.0	2024	

This can also be viewed as a report, click on the Early Years drop-down menu and select Reports from the dropdown list of options.



This will navigate to the reports part of the portal and show all the reports that are available.

Click on Estimates - This will generate the report in .csv format which will be available in your downloads folder.



4. What to do next

This submission will now be reviewed by The Early Education Funding team. We may contact you if we see your numbers are significantly higher or lower than the term before to make sure you have submitted hours accurately. However, it will be down to you to make sure the submission is correct as we do rely on your numbers to make the payments as accurate as possible to prevent over payments.

Please follow the termly flowchart which will explain the next step after an estimated submission.

[Flowchart for Private, Voluntary and Independent Providers](#)

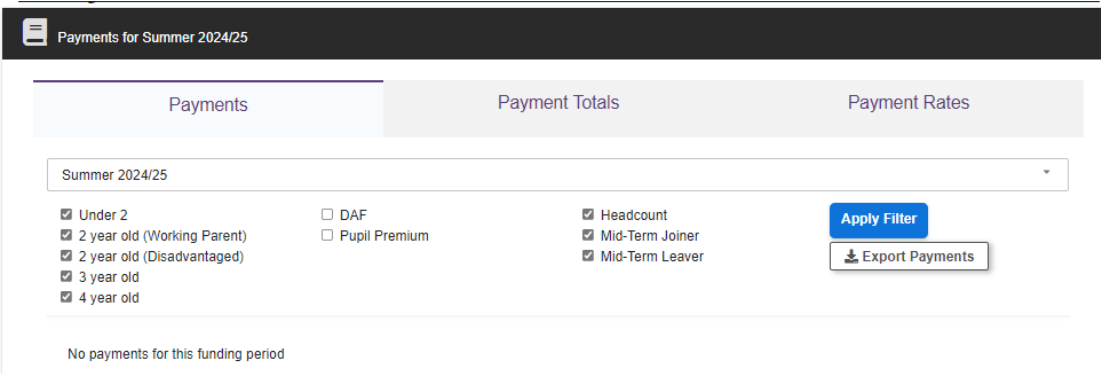
[Flowchart for Schools and Academies](#)

5. Reviewing an upcoming payment

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.

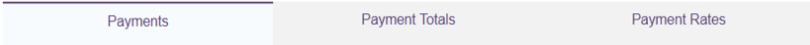
The following screen will be displayed :



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

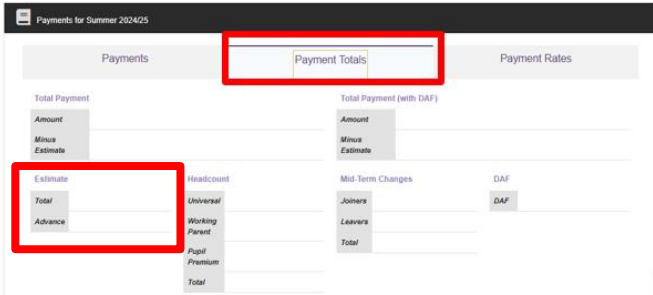


You can navigate through the 3 payment tabs – each view will show you a breakdown of the payments and payment rates will show you the current payment funded rate for that term you have selected.



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.



Your estimate total will show as the full value based on your submission. However, it's the advance line that you will have been paid as we pay 60 % of the total.