

ESTABLISHMENT PORTAL GUIDANCE FOR EARLY YEARS

Maintaining your ‘Live Register’ Guidance for PVI & Childminders

Version History

Confidentiality / Document Control

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1. Using the Live Register on the Establishment Portal

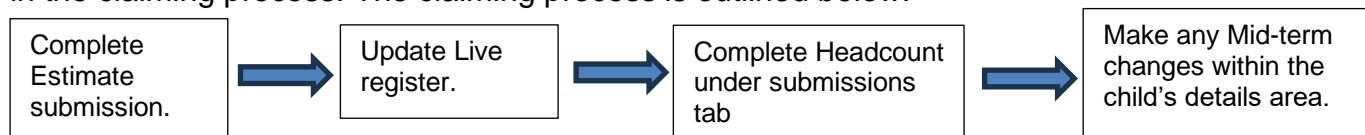
OVERVIEW:

The Live Register is separate from your termly Headcount submission. It is used to populate your Headcount and Estimate submission and must be maintained before a headcount. See separate notes on our [webpages](#) for how to submit an Estimate and a headcount.

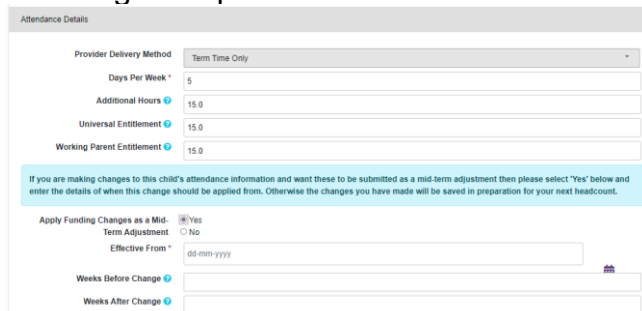
The Live Register is a list of children receiving government funding and are attending your setting NOW, so either have a past start date or start on the day you are adding them. Essentially it is a register of your currently funded children.

Children who you have offered a funded place to, but their start date has not arrived, can be added to the Future Starters list by clicking on Future Starters Future Starters (0) button and following the steps.

We advise you to keep your Live Register up to date on a regular basis. This will aid in the claiming process. The claiming process is outlined below:

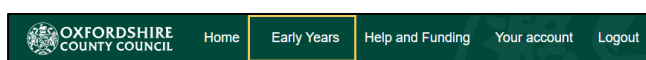


It's important to note that if you have already submitted a headcount submission for the term then any changes you want to make for the current term you must make by selecting this option within the child's detail are of the Live Register:

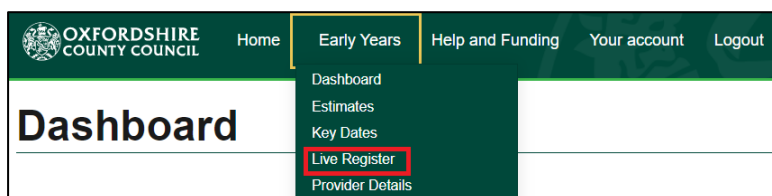


WHAT TO DO:

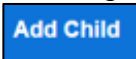
- Once you have logged into your Establishment Portal account, you will be taken to the Dashboard for your setting.
- If this is not visible, please contact the Early Education Funding Team to review your account.
- Click on the Early Years drop-down menu from the main menu bar at the top of the screen




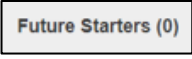
- Select Live register from the drop-down list of options



- 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

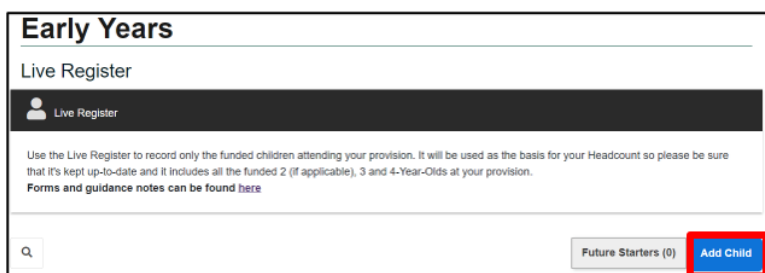
Click  to remove a child who has left. You will enter an end date or indicate they never started.

Click  to view/add future starters to your setting from the Live Register

Click  to update details for the child.

2. Add Child

- Within your Live register click on the Add Child button. Please note you will need to use the future starter button for any child that has a future start date.

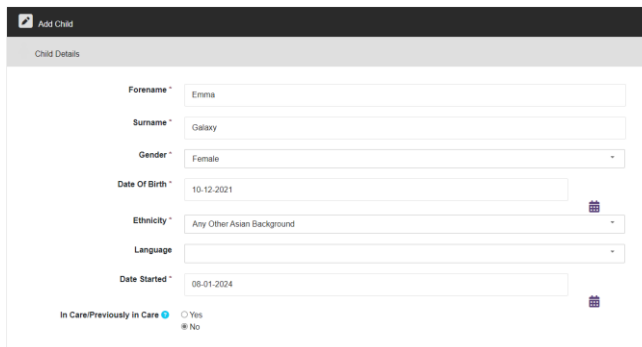


This section has 5 parts to complete:

- Child Details
- Child Address
- SEN Inclusion details
- Proof of child's DOB
- Edit Funding Details

2.1 Child Details

- This section allows you to record the details of the child



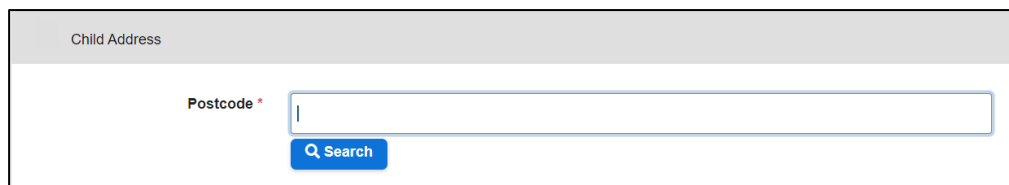
- Date Started = the date the child started at your setting for funded hours.

Date Started *



2.2 Child Address

- To add an address, enter the postcode and click on Search

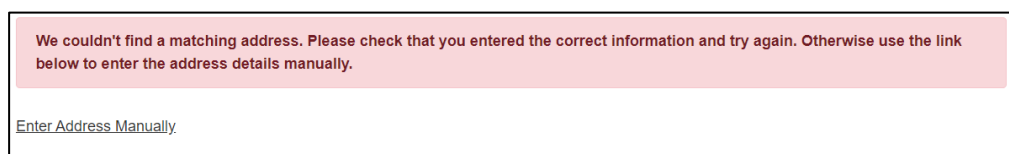


- This will show a list of addresses, click on the drop-down list to select the correct address for the child

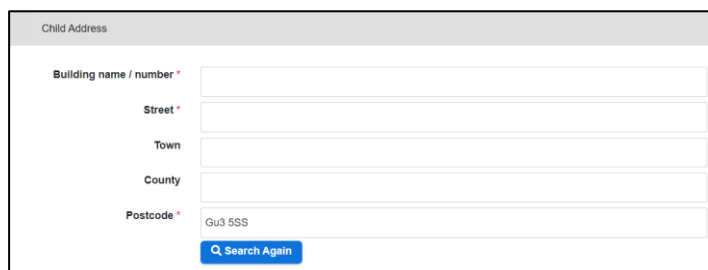
Select Address *

- If the address isn't shown in the drop-down list, you will receive the below error message. Click on the 'Enter Address Manually' link

Please note this should only be used if the address is a new build or you are unable to find the address using the postcode and you see the below message.



- This will allow you to type in the address in the boxes provided enter all the details to add the address manually.



2.3 SEN

- This section allows you to record SEN Inclusion funding (K code funding) claim details for the child. Please refer to our [guidance notes](#) before entering a claim to make sure the child meets the criteria.



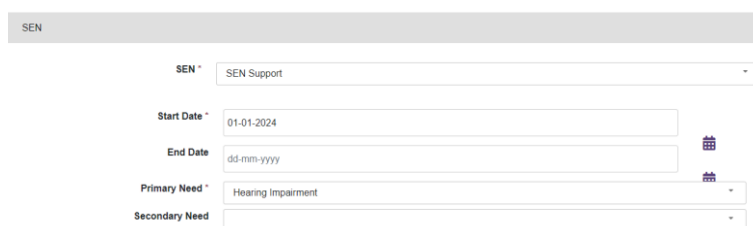
A screenshot of a form section titled "SEN". Below the title is a dropdown menu with the label "SEN *". The dropdown is currently empty, showing only a downward arrow.

- This is a mandatory question - if this does not apply select **No Special Education Need** from the drop-down list.

2.3.1 Applying for SEN Support

- From April 2024 – this additional funding can be claimed for children of all current funded ages.
- If you wish to claim SEN inclusion funding and the child meets the [criteria](#), then you **must** select SEN Support. Any other option you may select from the drop down will not be funded. The form will request additional details from you. You must complete a Primary Need and a start date.

For example



A screenshot of a form section titled "SEN". The "SEN *" dropdown is set to "SEN Support". Below it are fields for "Start Date *" (01-01-2024), "End Date" (dd-mm-yyyy), "Primary Need *" (Hearing Impairment), and "Secondary Need".

- Please note that you must keep records to show this child meets the criteria set out in the Early Education Funding termly guidance notes, you could be asked to produce this evidence on an audit or to Ofsted. You should also note this section should only be used to claim SEN inclusion funding, not any higher needs for example RAF or EHCP.
- Use the end date area to add the end date of the SEN inclusion, this could either be because the child is leaving, or they are now receiving RAF - you cannot claim for both RAF and SEN inclusion.

2.4 Proof of DOB

- When offering a funded place, you must see proof of the child's identity. This is indicated on the parental declaration form that should be filled out by the parents at the start of a funded place offer. Select the type of document you have seen.



A screenshot of a form section titled "Proof of Child's Date of Birth". It contains a question "Seen proof of date of birth?" with radio buttons for "Yes" (selected) and "No". Below is a "Document Seen" dropdown menu with "UK Passport" selected.

2.5 Edit Funding Details

This section is made up of 6 parts:

- Parent / Guardian Details
- Funding Eligibility Checks
- Attendance Details
- Early Years Pupil Premium
- DAF
- Categories

2.5.1 Parent / Guardian Details

- Click into the child's row on the Live Register or click the pencil symbol





on the right-hand side of the child's row.

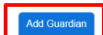
- This section will allow you add, remove, or change details of the Parent/Guardian.

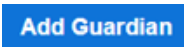

Parent / Guardian Details


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.





- Click  to enter Parent/Guardian Details on the screen that follows. Enter all the details as appropriate and click on  to save the detail. Add NI number and working parent code in order to perform a check.


- Please note any details entered as part of any Eligibility check will be retained. To add/change details click on  edit button.

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.	NAAS No.	30 Hour Code	Consent to EYPP check
			BK116128B	5009663432		No




- If the details are not correct edit or use  to remove altogether.

Parent/Guardian Details

Forename*

Surname*

Contact Number

Date Of Birth 

NI Number




NAAS Number

Consent to Pupil Premium check Yes No

Eligibility Code

OK

- All guardians added will be listed in this section.

Name	DOB	Contact No.	NI No.	NAAS No.	30 Hour Code	Consent to EYPP check	
			BK116128B		50099663432	No	 
Parent2 Training Example	01-Jan-1990		AB112233C			Yes	 

2.5.2 Funding Eligibility Checks

- Depending on the age of the child this section will allow you to complete one of 2 funding checks. You will only see the relevant checks for the relevant age dependant on the DOB you have entered.
1. 2-Year-Old Funded entitlement refers to 2 Year Olds whose families might be in receipt of specific benefits or for other non-economic reasons. [Click here for criteria](#)
 2. Working Parent Entitlement (otherwise known as Working Families Entitlement) for families of children:
 - 9 months (from September 2024, the term after they turn 9 months)
 - 2 year-olds (from April 2024, the term after they turn 2)
 - 3&4-year-olds now and ongoing. This will be for the extended hours.[Click here for the criteria](#)
- Click on the relevant check for that family. Where a child is 2, from April 2024 there are 2 sets of criteria (as mentioned above). We advise all providers to offer the first criteria below as once applied for and found eligible there will be no reconfirmation needed by the parents. You cannot claim 15 hours for each entitlement for 2-year-olds.

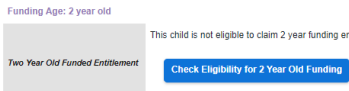
Funding Eligibility Checks

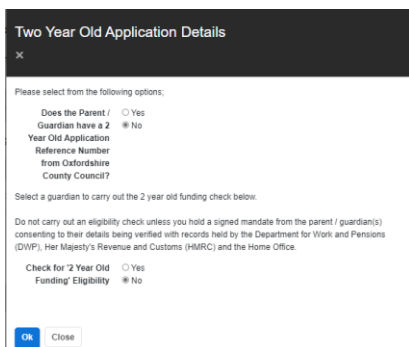
Two Year Old Funded Entitlement

Check Eligibility for 2 Year Old Funding

Working Parent Entitlement

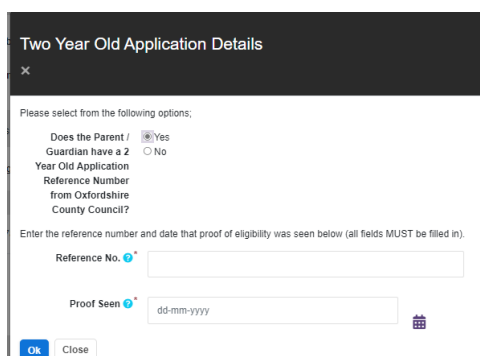
Check Eligibility for Working Parent Entitlement

- Clicking on information box:  will open the following

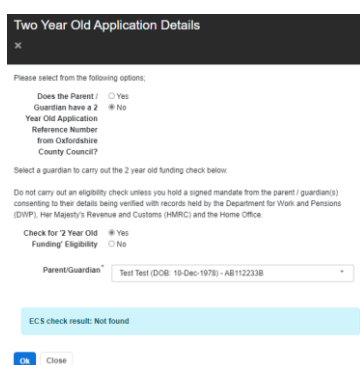


If the parent has already applied and given you a code in the following format XX-XXXX-XXXX then press yes to the first question.

You will then be asked to input the code you have already been given by the parent. Remember this needs to be in format XX-XXXX-XXXX. The code and name of child you have added to the live register must match the original applications – including First and Middle names. Please do check with the funding team if you receive a false result as it could be a difference in the name of the application.



If the parent has not given you a code, then you will need to run a check for the first time. To do this click no to the first question. You must make sure you have added a parent in the parent / carer details area. The check will be looking at the parents DOB, Parents NI number and the first 3 letters of the parents' surname. If it is a match and the parents are eligible you will be able to add 15 hours into the attendance details below.




- Clicking on   will allow you to check eligibility for any working parent family (see the criteria above)




You should have already added the parent details to the parent and guardian details. If you haven't, please add these as you will not be able to perform a check without these being added. This information should have been added to the parental declaration form you have asked the parent to sign. The check will be trying to match an eligible result based on the parents NI number, the working parent 11-digit code and the child's DOB.

- To note a 3&4Year old that only wishes to claim 15 universal hours will not need to have an eligibility check ran.

Any problems you occur please do email The Early Education Funded team. We will not be able to add the claim on for you, but we will be able to help you navigate through any problems you are having if you contact us within plenty of time before a headcount deadline.

2.5.3 Attendance Details

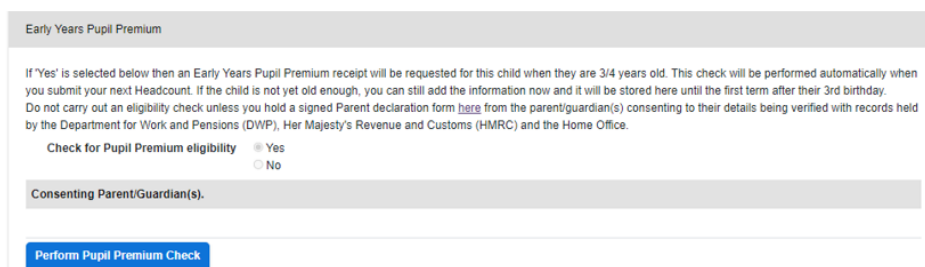
- This section allows you to complete the attendance details for the child attending your setting.
- Enter all the details as appropriate.
- **Note:** There are separate fields to claim Government Funded Hours and Additional Hours which are privately funded hours the child has with you.
- Click on  to reveal help-text
- Delivery Method is fixed at TTO – Term Time Only. If you offer stretched funding, please work out the equivalent claim over 38 weeks of the year.
- Please take care when completing the hours, these are required as a weekly total in the relevant box.
e.g., if child is attending for 45 hours per week, then:
 - **Additional Hours = 15 privately paid for hours and**
 - **Universal Hours Claimed = 15.0 and**
 - **Working parent entitlement Hours Claimed = 15.0**

Attendance Details	
Provider Delivery Method	Term Time Only
Days Per Week *	5
Additional Hours 	15
Universal Entitlement 	15.0
Working Parent Entitlement 	15.0

2.5.4 Early Years Pupil Premium (EYPP)

- **From April 2024 – can be claimed for children of all current funded ages.**
- This section will allow you to perform an EYPP check on the Parent/Guardian where applicable.

- If a Parent/Guardian is already linked and has consented to the EYPP check – you will see the button to Perform Pupil Premium Check as below.
- Please note you must hold a signed EYPP part Parent Declaration form to do this.



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 Parent declaration form [here](https://www.oxfordshire.gov.uk/business/information-providers/childrens-services-providers/support-early-years-providers/business-and-funding-childcare-providers/early-education-fund-forms-and-guidance-notes) 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).


Perform Pupil Premium Check

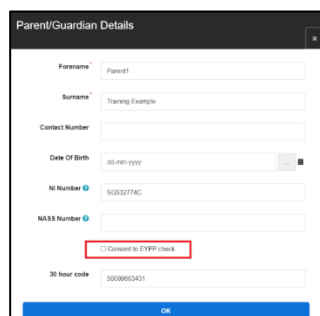
- If a parent/guardian is linked but the EYPP consent is not recorded – you might have a message as below.

Check for Pupil Premium eligibility Yes
 No

NI No.	NASS No.	Eligibility Code	Pupil Premium Consent
AE334455C		50199998888	No

No consenting parent/guardian(s) recorded

- You can correct this by updating consent where this was granted but not recorded. To do this navigate to the Parent / Guardian Details section and click on the pencil symbol  button.
- This will allow you to update the details on the pop-up screen that follows. Place a tick to record Consent to EYPP check as below and click OK




Parent/Guardian Details


Forename* Parent1

Surname* Training Example

Contact Number

Date Of Birth 05-Jan-1990

NI Number  S9332774C

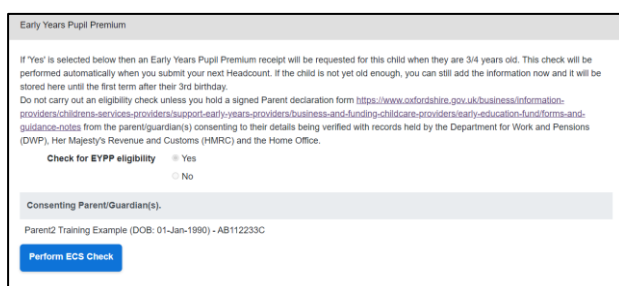
NASS Number  5008663431

Consent to EYPP check

30 hour code 5008663431

OK

- This will also update the EYPP section and the Perform Check button should become available.



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 Parent declaration form <https://www.oxfordshire.gov.uk/business/information-providers/childrens-services-providers/support-early-years-providers/business-and-funding-childcare-providers/early-education-fund-forms-and-guidance-notes> 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 EYPP eligibility Yes
 No

Consenting Parent/Guardian(s).

Parent2 Training Example (DOB: 01-Jan-1990) - AB112233C

Perform ECS Check

Clicking on the Perform Check button will perform the EYPP check and show you the result of the check. This is a reminder that this will only run an economic check. **If you have a child that is eligible via the non-economic route, please upload**

documentation and send an email to The Early Education Funding Team to notify us you have done this.

- 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

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

OR

Not found - Check Date - 04-Mar-2021

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

2.5.5 Disability Access Funding (DAF)

- **From April 2024 – can be claimed for children of all current funded ages.**
- This section allows you to record Disability Access Funding claim details for the child.

DAF (Disability Access Funding)

DAF (Disability Access Funding) Yes
 No

DLA Letter Seen *

Supporting Information

Upload any documents here which you wish to be considered with this DAF request (e.g. DLA Award Letter, Parental Agreement).

I agree all of the above DAF information is correct *

- This is a mandatory question and defaults to No.
- If you wish to apply for DAF select Yes.
- You need to enter the date the current DLA Letter was seen. Please note you must see a letter that covers the date of the current term the child is in – we cannot approve any DAF claims where DLA has expired. Parents can be asked to provide the most up to date letter and if they have misplaced this then they can ask The Department of Working Pensions to supply them with a new letter.
- DAF is paid on a yearly basis and can only be used at 1 setting. It cannot be transferred. A new application must be made each year. So, if a child has it for the first time in spring 2024, you should apply again for it in spring 2025.

2.5.6 Categories - Optional

- This is an optional section for providers to use. It may be useful to record the class a child is in.
- Use this section to add tags / categories to this child which can then be used to filter on in the Live Register. This is not a requirement – this is optional.

Categories

Use this section to add tags / categories to this child which can then be used to filter on in the Live Register.

Add a category

Categories

For e.g., for this child if I add category as 2-Year-Old EYPP the portal will add this as a category to list of filters on the Live Register that you can use this find this child. Please note you can leave this blank as there are pre-set filters available within the portal.

Categories

Use this section to add tags / categories to this child which can then be used to filter on in the Live Register.

Add a category

Categories


Categories

- Please note you will only be able to see this on the filter after successfully adding the child to the register (completing the next step) as the filter is only accessed from the Live Register page.
- DO NOT navigate away from this screen without clicking on OK as you will lose the changes.
- When all the 5 parts are completed, you should be able to click on OK or Save to save the details.


or



- Clicking on Cancel will not save any changes and you may need to fill out all the details again.
- If this was successful, you will see a message at the top of the Live Register (please note you may need to scroll up for this)

The details of Training Example Child have been successfully saved.

- The child will now be added to the Live register for you setting. You can use the  to update any errors or typos.
- If you are not able to click on OK – it might be because you missed out some mandatory data. Hovering your mouse over the OK button will inform you what was missed.
- In the example below – the forename of the parent is missing and must be added to complete the clicks to Add Child. This can be updated by navigating to the Parent/Guardian Details section and added the forename. Clicks for this are covered under [2.5.1 Parent / Guardian Details](#)


- Clicking on OK will add the child to you setting and they will be visible on your Live register immediately.

- You can use the  to update any errors or typos. Clicking on X will remove the child from the Live register – clicks for this are covered under [Removing a Child](#)

Training Example Child	F	01-Jan-2018	5	0.0	15.0	0.0	15.0	TTO	9478		
------------------------------	---	-------------	---	-----	------	-----	------	-----	------	---	---


- **Please note you have not just claimed funding for this child - you still are required to complete your headcount task where we will ask you to check this information ready for payment.**

3. Live Register Filters


- Once on the Live Register, if you did add a category for a child, this should be visible as below. To access/view the category filter added from Live Register click on 

Early Years

Live Register

 Live Register

Use the Live Register to record only the funded children attending your provision. It will be used as the basis for your Headcount so please be sure that it's kept up-to-date and includes all live starters 2 (if applicable), 3 and 4-Year-Olds at your provision. Forms and guidance notes can be found [here](#)

 Future Starters (0) [Add Child](#)

- This will show all the filters listed by category. Select the category and click Apply to view the filtered results.
- In this example 2 Year Old EYPP was added as a category as part of adding the child to the Live Register – this is therefore visible with the pre-set filter options as a category to select. Clicks for this are covered in Categories section of this guide.

Filter by category

Under 2s

2 Year Olds

2 Year Olds (Disadvantaged)

2 Year Olds (Working Parents)

3 Year Olds

4 Year Olds

Pupil Premium

EYFP

Working Parent Entitlement - Recurring

Working Parent Entitlement - Once Period

Working Parent Entitlement - One to One

Working Parent Entitlement - English


Transport

2 Year Old EYPP

[Apply](#) [Cancel](#)

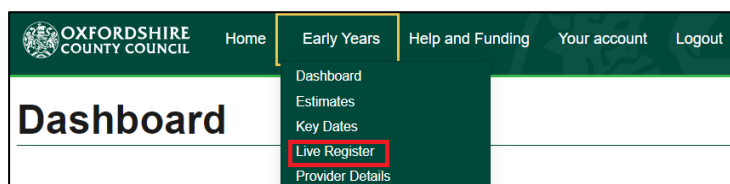
4. Removing a Child


- Once you have logged into your Establishment Portal account, you will be taken to the Dashboard for your setting.
- Click on the Early Years drop-down menu from the main menu bar at the top of the screen.

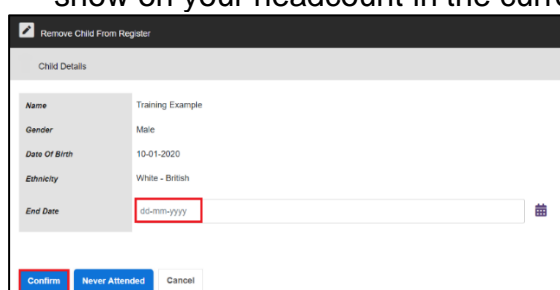


[Home](#)
[Early Years](#)
[Help and Funding](#)
[Your account](#)
[Logout](#)

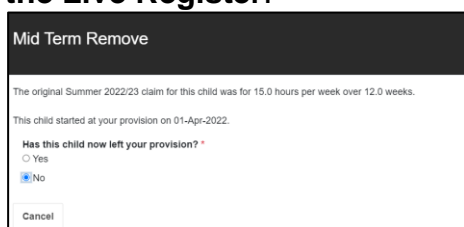
- Select Live register from the drop-down list of options.



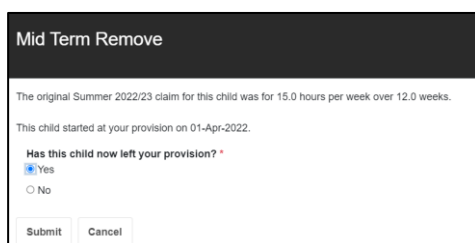
- This will navigate you to the Live Register. Once on the Live register, find the child you wish to remove from the Live Register
- Click on the  button.
- This will open the Remove Child from Register screen.
- Record the End Date for the child and click Confirm. If the child left you in the previous term, please make sure the end date reflects this – if you put an end date that **is after 31st March 31st August or 31st September** the child will still show on your headcount in the current term when this is issued.



- A confirmation window will pop-up asking if the child has left your setting. By default, this is answered No.
Note: While it is answered No you will not be able to proceed, and the only option available is the Cancel button, which will take you back to the Live Register.



- Clicking on Yes will allow you to Submit the request to remove this child from the register.

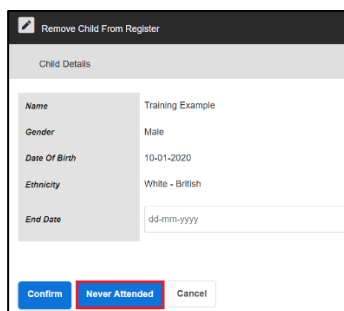


- You see the following confirmation message and the Child will no longer be listed on the Live Register.

Training Example has been successfully removed from your Live Register.

- If the child Never Attended your setting, click on Never Attended

button to record this



Remove Child From Register

Child Details

Name: Training Example
 Gender: Male
 Date Of Birth: 10-01-2020
 Ethnicity: White - British
 End Date: dd-mm-yyyy

Buttons: Confirm, Never Attended, Cancel

- This will present a confirmation prompt as below Click OK



Never Attended

Please confirm that this child never attended your provision.

Buttons: OK, Cancel

- This will remove the child from the Live Register, and you will see the following confirmation message.

Training Example has been successfully marked as never attended.

- Please note if this is a 2YO child that claims under code format XX-XXXX-XXXX (parents claiming specific benefits criteria) you should also fill out a child left setting form in all cases. Found here [Forms and guidance notes | Oxfordshire County Council](#)

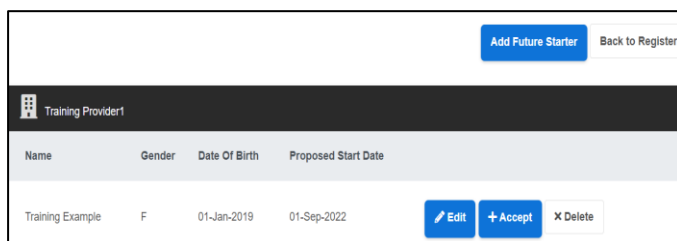
5. Managing Future Starters

Use the Future Starters button to open the Future Starters page. The number of proposed future starters is displayed in brackets. This area should be used for any children who are due to start with you, but their start date is in the future. Please note schools will not be able to use this option and should read the schools guidance notes.

Click Future Starts button 

This will navigate you to the screen from where you can view any Future Starters that you have previously added details for and use the Add Future Starter button.

This is a 2-step process; first add a Future Starter and then Accept them when they have started at your setting.



Buttons: Add Future Starter, Back to Register

Training Provider

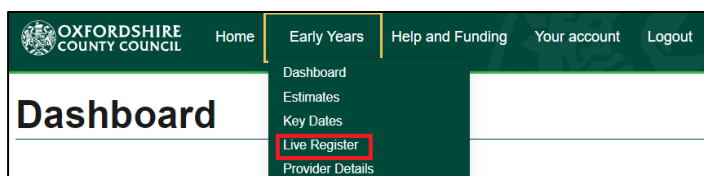
Name	Gender	Date Of Birth	Proposed Start Date	
Training Example	F	01-Jan-2019	01-Sep-2022	<input type="button" value="Edit"/> <input type="button" value="+ Accept"/> <input type="button" value="X Delete"/>

5.1 Adding Future Starters

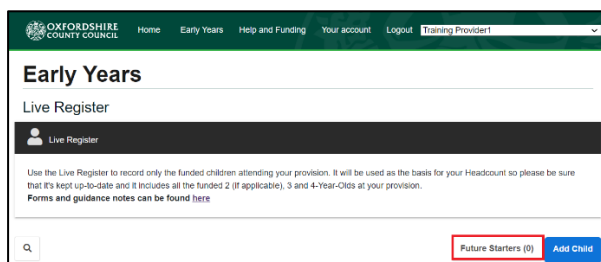
- Once you have logged into your Establishment Portal account, click on the Early Years drop-down menu from the main menu bar at the top of the screen



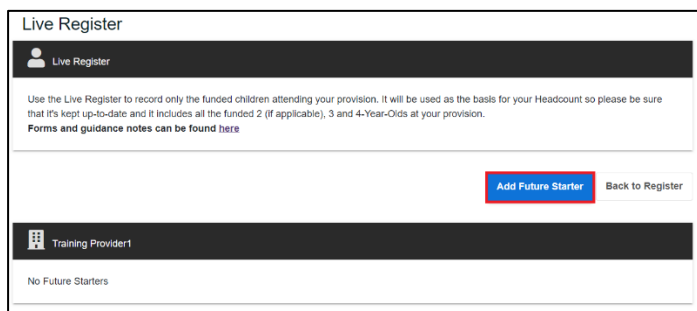
- Select Live register from the drop-down list of options



- This will navigate you to the Live Register. Once on the Live register, click on Future Starters button



- This will navigate you to the screen from where you can view any Future Starters and access the Add Future Starter button.

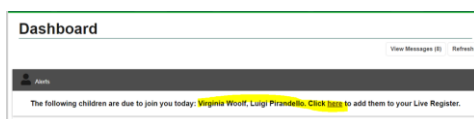


- Clicking on Add Future Starter button will open the Add Child Details screen which is made up of 4 sections: Child Details, Child Address, SEN and Notes. [See section 2.1 for all the details.](#)

Once you have added those details and the child appears on your future starter list, move onto the next section when the child's start date arrives.

5.2 Accepting a Future Starter

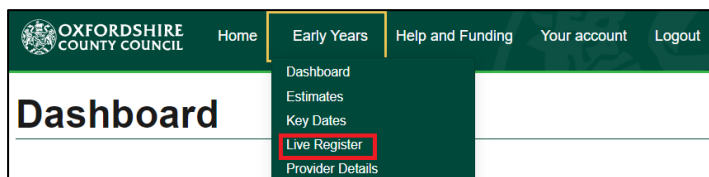
- There are two ways to accept your Future Starter on to your Live Register.
- When their future start date has arrived, the Dashboard will show an alert inviting you to add them to your Live Register.



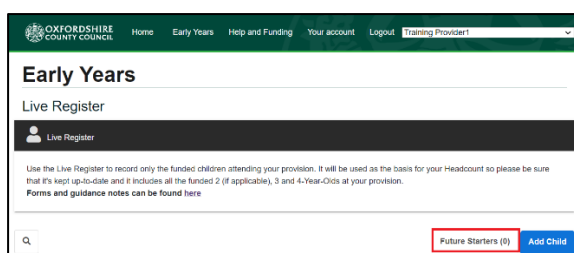
- Or once you have logged into your Establishment Portal account, click on the Early Years drop-down menu from the main menu bar at the top of the screen.



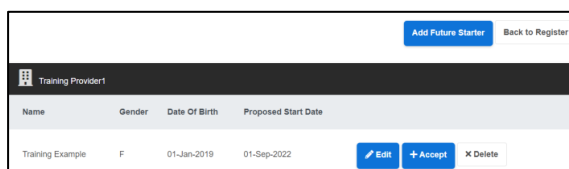
- Select Live register from the drop-down list of options



- This will navigate you to the Live Register. Once on the Live register, click on Future Starters button



- This will navigate you to the screen from where you can view any Future Starters



- Clicking on Accept [+ Accept](#) will show the Add Child screen where you can view/update any details already recorded.
- Add Date Started = the date the child started at your setting.




- Add Funding Details clicks for these are covered [Edit Funding Details](#).
- Once the funding details have been recorded (if applicable) click on the [Save](#) button
- If this was successful, you will see a message at the top of the Live Register (please note you may need to scroll up for this)


The details of Training Example Child have been successfully saved.

- The child will now be added to the Live register for you setting.
- Please note you cannot add this child to the live register in advance of the start date and therefore any funding for this child may not be picked up until after the headcount deadline but before the mid-term change deadline – please see the termly timeline for when this is.


6 Updating details on your Live Register

- Once you have logged into your Establishment Portal account, you will be taken to the Dashboard for your setting.
- Click on the Early Years drop-down menu from the main menu bar at the top of the screen and select Live Register
- This will take you to the Live Register. Once on the Live Register find the child you wish to update the details for and click on  edit button.

Training Example Child	F	01-Jan-2018	5	0.0	15.0	0.0	15.0	TTO	0.0 YB		
------------------------	---	-------------	---	-----	------	-----	------	-----	--------	---	---

- This will open the Child Details screen and allow you to update details within each of the heading. Clicks for this are already covered in [Add Child](#) section of this guide. Update as appropriate and click on the  button when done

7 Uploading Supporting Document from Live Register

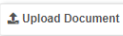
- Once on the Live Register find the child you wish to upload supporting document for and click on the edit button 



Training Example Child	F	01-Jan-2018	5	0.0	15.0	0.0	15.0	TTO	0.0 YB		
------------------------	---	-------------	---	-----	------	-----	------	-----	--------	---	---

- This will navigate you to the Edit child screen – scroll to the end of the screen to find the Document section. Click on Upload Document – find the document you wish to upload and click on Save

Documents

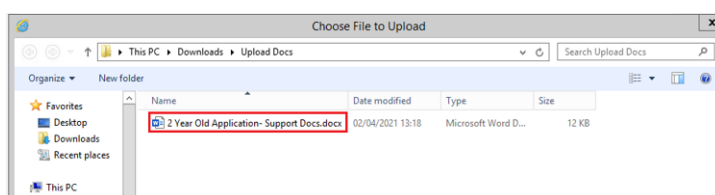
Upload any related documents here





- Click on the Upload Document button
- Select the supporting documents that you wish to upload



- Click on the Open button to select that document and upload it



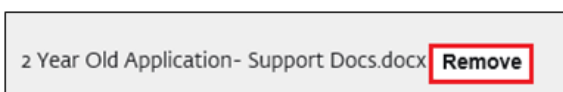
File name: 2 Year Old Application- Support Docs.docx All Files (*.*)
Open Cancel

- Please note that only the following document types can be uploaded

You will only be able to attach the following file types:

- Word Documents
- PDF Files
- Images (in jpg / png format)
- Spreadsheets (in xls / xlsx format)

- The Supporting Documents section will now show the document that has been uploaded



2 Year Old Application- Support Docs.docx Remove

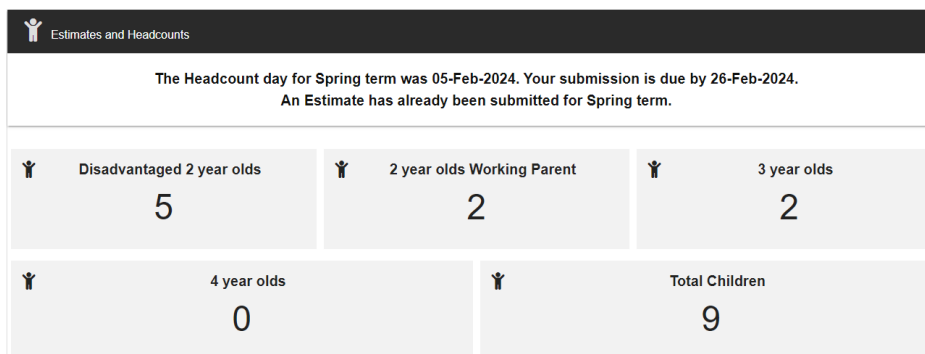
- If the wrong document has been uploaded, click on the Remove button to remove it.

Please note that you must email to let the Early Education Funding team that you have uploaded a document and what it is for.

8 Reviewing Dashboard and Live Register before Submission

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 the Early Education Funding Team to review your account.

The Dashboard is made up of several useful sections providing details about Estimates and Headcounts and the Number of Under 2s (from Sept 24 if applicable); 2 year olds (if applicable) and 3 and 4-year-olds that are registered at your setting.



Estimates and Headcounts				
The Headcount day for Spring term was 05-Feb-2024. Your submission is due by 26-Feb-2024. An Estimate has already been submitted for Spring term.				
Disadvantaged 2 year olds	2 year olds Working Parent	3 year olds		
5	2	2		
4 year olds	Total Children			
0	9			

Before starting the Headcount Submission wizard, please review the dashboard to ensure that all children registered at your setting are listed in the relevant age group.

Click on the age group that you want to view; this will navigate you to the Live Register and show all the children at your setting under that age group. The Total Children group will show every child in your setting.

When on the Live Register you can also access the [Add Child](#) button to add any children that are not already linked to your setting if you need to. Clicks for this are covered under [Adding a Child to Live Register](#) section of this guide. You should do this before starting your headcount.

Once you submit a Headcount you cannot re-submit it, so please ensure you check carefully that all the details are correct.

After the deadline for the Headcount has passed you can submit a Mid-term Change up till the deadline on the timeline. We cannot accept any claims from previous terms.

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

Effective From *

Weeks Before Change

Weeks After Change

For guidance on how to submit a headcount please refer to our notes on our webpages – How to submit a headcount claim.