

# Early Years Portal



## User Guide: 2 Year Old Mid Term Joiners

This guide explains how to claim hours for a 2 Year Old after Headcount Day.

### Introduction

If a funded 2 year old joins your setting after headcount day they will not be on your headcount submission you can claim for them by completing a Mid Term Joiner submission on The Portal. The maximum you can claim is half a terms funding.

**Reminder!** You do not need to add funded 2 year olds to your Live Register. This will be done for you as part of the eligibility check completed by The Early Years Service. Eligible 2 year olds will be added to your register with 0 funded hours, you will need to review their record and update it to record the number of funded hours per week you require.

The Portal calculates total funding due for the term based on a child's start date. This will be added on for you to calculate the maximum number of hours available. If the start date is incorrect contact The Early Education Team. For example: If you would be due to receive funding for 6 weeks but cannot deliver all the hours.

### Getting Started

**To claim for a funded 2 year old, you will need confirmation the child is eligible. Eligible children are added to your Live Register for you. The parent / carer will have been sent a confirmation email that you could also ask to see a copy of.**

Before you begin you will need the child's address and ethnicity details ready so that you can update them in their record. These are not inputted by The Early Education Team for security but are mandatory and required for you to claim funding.

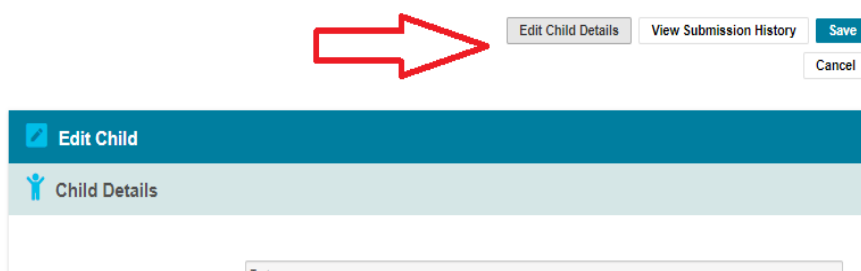
Log into The Portal and go the Live Register.

### Updating the Live Register

Find the child on the Live Register, they have been added on for you with 0 funded hours. You will need to amend the hours to make a claim for their funding. Click the blue pencil button to edit the record.

Test	F	01-	5	1.0	0.0	0.0	1.0	TTO	
Test2YOTest		Apr-							
		2018							

You will come to the full view of the child record.  
Click 'Edit Child Details' at the top of the page to amend the record.



Forename \*

Surname \*

Gender \*


Date Of Birth \*

Scroll down to the 'Child Details' section and update the Ethnicity and Address fields with the correct information for the child.

Gender \*

Date Of Birth \*

Seen proof of date of birth? \*  Yes  No

Ethnicity \* 


Language

Nationality

Country of Birth

Date Started

In Care/Previously in Care

**Child Address** 

Postcode \*

Select Address \*

## Updating Hours and Claiming Funding


Scroll down to the 'Edit Funding Details' section and click the button to edit

SEN

SEN \*

DAF (Disability Access Funding)  Yes  No

**Edit Funding Details**



This will open up the funding related sections. You will now see the 'Parent / Guardian Details,' 'Two Year Old Application' & 'Attendance Details' sections. Scroll to 'Attendance Details'. You can add in Parent details if you have them, the 2 year old application is completed for you.

**Attendance Details** 

Delivery Method \*

Days Per Week \*

Additional Hours

<b>Additional Hours</b>	<input type="text"/>
<b>2 Year Old Funded Hours Claimed</b>	<input type="text" value="15.0"/>
<b>Total Hours at your setting per week</b>	<input type="text" value="15.0"/>
<b>Proposed End Date/School Start Date</b>	<input type="text" value="dd-mm-yyyy"/>

You must update the Attendance Details section to record the number of funded hours you want to claim per week.

It is very important this information is recorded correctly, this is a claim for 2 year old funding

Complete all the sections

**Delivery Method:** Select Term Time or All Year Round (ensure you select the correct method as this will determine how many weeks you receive funding for)

**Days Per Week:** Input the number of days per week this child attends

**Additional Hours:** Input the number of none funded hours this child attends for

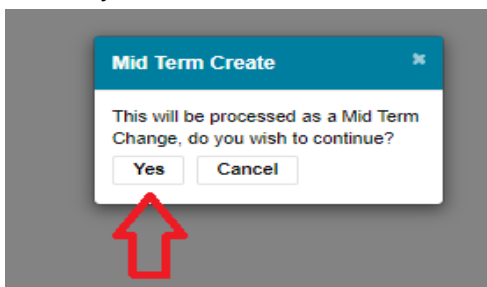
**2 Year Old Funded Hours Claimed:** Input the number of funded hours per week this child will receive

**Total Hours At Your Setting Per Week:** This will calculate for you based on the information you input.

**Proposed End Date:** Input a date if available, this can be left blank if not.

When you have completed this section and it is correct, scroll to the bottom of the page and click the blue 'Save' button. This will generate the Mid Term Joiner Submission.

You will then see an on screen message checking if you want to continue with the submission. Select 'yes.'



You will then be reverted back to the Live Register view where you can see the child's updated weekly hours. They will also have the purple 2YO flag attached to their record.

Test	F	01-	5	0.0	15.0	0.0	15.0	TTO			
Test2YOTest		Apr-	2018								

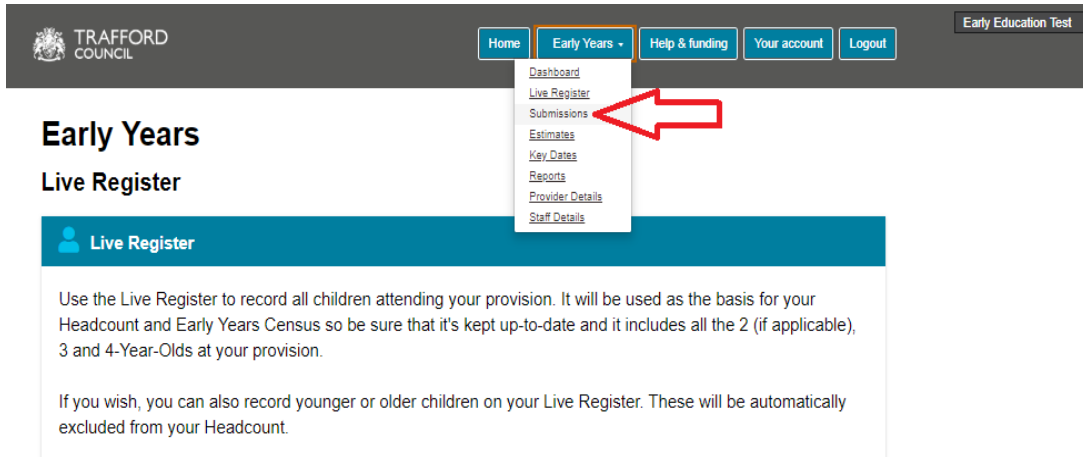
Your claim is now complete and has been submitted. It is now available to The Early Education team for processing and approval.

If you need to claim for multiple children, repeat the above steps for each child.

## View Submissions

You can check the Submissions section to make sure your claim has been submitted.

Click the 'Early Years' tab at the top of the page and from the drop down menu select



You will then see the Submissions page where you can view all your previous claims

Scroll down to the Previous Headcount Submissions sections where you will be able to see all previous claims.

You should see your most recent submission at the top (the submission date is at the right hand side). Click on the arrow to view more details about the submission.

Click on the row to see who the submission relates to and the status of the submission (submitted, pending or finalised). If you submit multiple claims for 2 year olds after the headcount they will all appear in this view.

Welcome to the Submissions Wizard.

It is not currently time for a Headcount.

Mid Term Changes: Summer 2020/21

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Child	DOB	Total Hrs	Universal Hrs Claimed	Universal Hrs Approved	Extended Hrs Claimed	Extended Hrs Approved	Days/Week	EYPP	DAF	Outco
Test Test2YOTest	01- Apr- 2018	15.0	15.0	0.0	0.0	0.0	5.0	No	No	

## Next Steps

Claims for 2 Year Old Mid Term Joiners are submitted through to the Early Years Service for processing and approval. The team will make contact if any further information is required.

You must ensure you claim for any funded 2 year olds by the termly cut-off date. Submissions up to this date will be processed for payment. Details of all important dates can be found on our website: [www.trafford.gov.uk/earlyeducationproviders](http://www.trafford.gov.uk/earlyeducationproviders)

## Queries

If you have any queries please contact The Early Education Team by email so that the correct member of the team can be assigned to support you.



[early.education@trafford.gov.uk](mailto:early.education@trafford.gov.uk)