

Establishment Portal

User Guide: 2 Year Old Mid Term Joiners



This guide explains:

- A) How a 2 Year Old Mid Term Joiner is generated
- B) How to submit a 2 Year Old Mid Term Joiner
- C) How to review the submission

Introduction

To support government priorities new children who are eligible for 2 year old funding can start their place at the start of the second half of term, this is called a 2 Year Old Mid-Term Joiner. It is not available for children who have previously received funding and want to change providers. A claim must be made on The Portal by the termly deadline date to receive this funding.

A) How a 2 Year Old Mid Term Joiner is generated

There are 2 opportunities each term for a 2 year old to start a funded place: The start of term and half term. If an eligible 2 year old joins your setting after headcount day they will not be on your headcount submission so 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.

A 2 Year Old Joiner is generated by an eligible child being added to your live register with a start date **after** the termly headcount day.

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.

When you complete the 2 Year Old Mid Term Joiner submission, you will be asked to confirm the number of funded weeks required. You should input the maximum number of weeks available as per the below table. The system will not allow the number of weeks to exceed what is available but you can choose to claim less, this would be automatically approved when your submission is processed.

2YO Mid Term Joiner Maximum Weeks & Hours				
	Term Time	All Year Round	Maximum Term Time Hours	Maximum All Year Round Hours
Autumn	7	8	105	96
Spring	6	6	90	72
Summer	6	9.75	90	117

This ensures the maximum number of hours can be claimed for each child.

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.

If you have a 2 year old mid term joiner at your setting before you submit you will need:

- Child address These items are not added by The Early Education Team for security but are mandatory & required for you to claim funding.
- Child ethnicity
- Number of funded hours you require per week
- 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.


Reminder! It is advisable children are not offered any funded hours until you have confirmation they are eligible.

A guide to using the live register is available on our website:

www.trafford.gov.uk/eyportal

B) How to submit a 2 Year Old Joiner

1) Log into The Portal and find the child on your live register. Update the child record **before** you start to submit. 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						

2) The child record will open: Click 'Edit Child Details' at the top of the page to amend the record. Scroll down to the 'Child Details' section and update the Ethnicity and Address fields with the correct information for the child.

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

This opens 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.

4) Update the 'Attendance Details' section to record the number of funded hours you want to claim per week for the child.

Important! This information must be recorded correctly, this is a claim for 2 year old funding. In the '2 Year Old Funded Hours Claimed' section: Input the number of funded hours per week this child will receive

5) 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. This is called a 'Mid Term Change.'

Input the maximum number funded weeks as per the above table

Reminder! If you claim less weeks this will be automatically approved

Click 'Cancel' to return to the child record.

6) Click the blue 'confirm & submit' button to submit the Mid Term Joiner claim

The page will revert to the Live Register view, at the top of the page will be a message to show the details have been saved

7) Check your submission. See section C below for details of how to do this.

C) How to review the submission

You should review the information as soon as it has been submitted.

The submission can be checked by viewing the information on the submissions page or extracting a report of the submission. You can do this at any time, the information is always available.

1) View submissions:

- Click on the Early Years Tab at the top of the page and select 'Submissions.' You will come to the 'submissions' page.
- Scroll down to the 'previous headcount submissions' section. Here you can see all your previous submissions.
- In the list view of all submissions you will see a top level view of the total weekly hours as well as the submission date and who submitted the form.

Previous Head Count Submissions								
Term	Submission Type	Total Universal Hrs Claimed	Total Universal Hrs Approved	Total Extended Hrs Claimed	Total Extended Hrs Approved	Total Additional Hrs	EYPP Count	Submitted
Autumn 2021/22	Mid Term Change	15.0	15.0	0.0	0.0	1.0	0	01-Oct-2021
Autumn 2021/22	Head Count	83.0	83.0	57.0	57.0	8.0	0	27-Sep-2021

- Drill down on the Mid Term Change form by clicking the arrow next to the term name. This expands the screen and you will see a full view of the claim you have just submitted.


You can see the total number of hours claimed for the week and term per child.

In this view you can also see how many hours have been approved. This will show as 0 when you have just submitted. Check back here when your submission has been approved. If there are any discrepancies the Early Education Team will contact you.

2) Extract a report:

- Click on the Early Years Tab at the top of the page and select 'Reports.' You will come to the 'reports' page.
- There are a number of different reports available. To review your submission, scroll down to the 'get a report of all entries from the selected submission' section.
- Click the drop down box and select the submission you require (the most recent mid term change you have submitted).
- Click download submissions button and the report will download as a spreadsheet.
- The report shows what information you have submitted, you can see the total number of hours per week and for the term on a child by child basis.

Get a report of all entries from the selected Submission.

 Submissions



Important! Check the information you have submitted on your headcount is correct & that the total unded hours you have claimed is what you expect to receive. All 2 Year Old Mid Term Joiner requests must be submitted by the termly deadline date, after then the system will close and there is no opportunity to make a funding claim for term.

Next Steps

When your 2 Year Old Mid Term Joiner claim has been submitted it will be processed after the deadline closes in time for the payment. If there are any queries on your headcount the Early Education Team will contact you. You can log into The Portal at any time to see the status of your headcount in the 'Submissions' section.

A timeline of important dates and an overview of the funding process can be found on our website:

www.trafford.gov.uk/earlyeducationproviders

Help & Support

User guides are available to help you with using The Portal including; using the live register and submitting your Headcount form. Follow the link below to view the guides:

www.trafford.gov.uk/eyportal

If you have any queries or would like to arrange some training please contact The Early Education Team by email so that the correct person can be assigned to support you.

Early.Education@trafford.gov.uk