

# Establishment Portal



## User Guide: EYPP & DAF Eligibility Checks

This guide explains:

- A) How to check if a child is eligible for Early Years Pupil Premium
- B) How to record a child is eligible for Disability Access Funding

### Early Years Pupil Premium (EYPP)

This is additional funding for providers to support the education of disadvantaged 3&4 year old children. Providers receive 53p per Universal funded hour for eligible children. Details of the EYPP eligibility criteria are available via the link below:

[www.trafford.gov.uk/eypp](http://www.trafford.gov.uk/eypp)

### Disability Access Fund (DAF)

This is additional funding to support 3&4 year old children in receipt of Disability Living Allowance (DLA) to access an early education provider. Providers receive a one-off payment of £615 per financial year, paid in the first term that a child receives early education funding. Once the funding has been paid to a provider it cannot be transferred. It cannot be used to pay for additional hours at the provider. Details of the DAF eligibility criteria can be found via the link below:

[www.trafford.gov.uk/earlyeducationproviders](http://www.trafford.gov.uk/earlyeducationproviders)

**Reminder!** EYPP and DAF is attached to the Universal Hours. This means if you only claim Extended Hours for a child, you will not receive this funding.

### Getting Started

To confirm a child's eligibility for EYPP you will need:

- Written consent from child's parent / guardian confirming that you have permission to use their details to check eligibility
- The parent/carer National Insurance Number
- The parent/carer date of birth
- The parent/carer full name

To confirm a child's eligibility for DAF you must have a copy of their DLA Awards letter which confirms the child is in receipt of DLA.

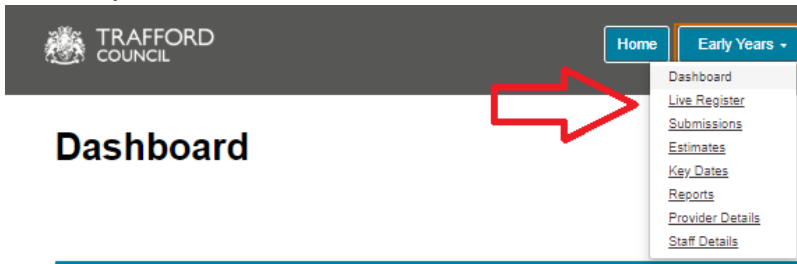
**Reminder!** EYPP & DAF are claimed for as part of the Headcount form. Eligibility checks must be done prior to your termly headcount submission.

### A) Early Years Pupil Premium (EYPP)

The EYPP check works by the Portal contacting the Eligibility Checking System which is provided by the Department for Education. The check uses the parent date of birth, national insurance number and surname to identify matching eligible parents in HMRC records. The Portal uses the information saved by you on the child record to run the check and give you an immediate result.

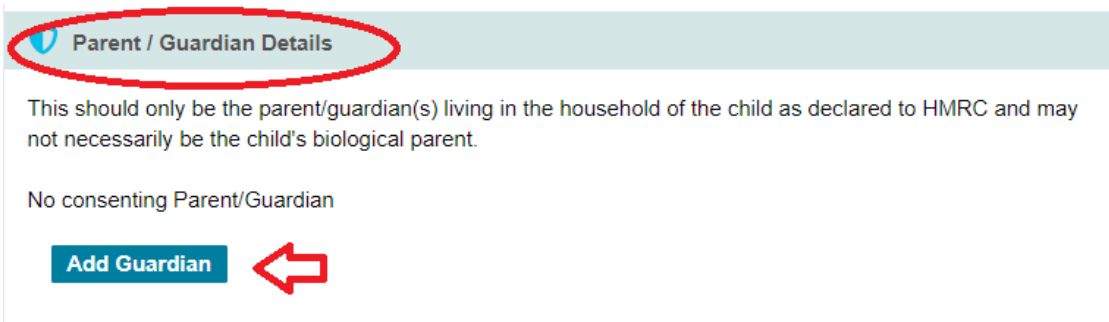
**To complete a check, login to the Portal:**

1) From the 'Dashboard' page click on the 'Early Years' tab and select Live Register from the drop down list.



The EYPP check can be completed while you create the child record or at a later date, but it must be done prior to the headcount submission

2) Scroll down to the Parent/Guardian section and click 'Add Guardian'. If you have not yet added any details you will see the 'No consenting Parent/Guardian' message.



3) You should now see the pop up box below which you need to complete. Parent forename, surname and contact number are mandatory.

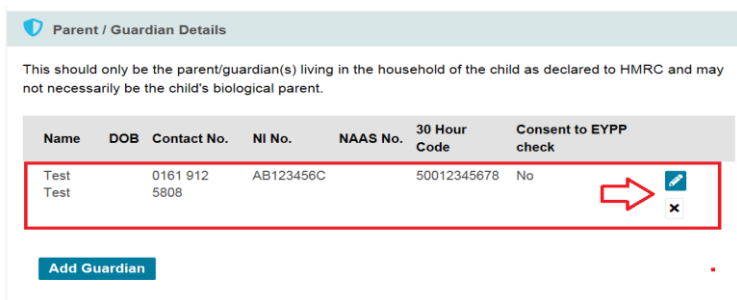
A screenshot of the 'Parent/Guardian Details' pop-up form. It contains several input fields: 'Forename' (Test), 'Surname' (Test), 'Contact Number' (123456), 'Date Of Birth' (04-12-1998), 'NI Number' (AB123456C), and 'NASS Number'. There is a checkbox for 'Consent to EYPP check' which is checked, with a red arrow pointing to it. At the bottom are 'OK' and 'Cancel' buttons.

**Reminder!** To complete the check parent date of birth and National Insurance Number are required. Check to ensure this information is entered correctly, incorrect data will confirm a not eligible result.

Tick the consent to EYPP check box. You should not complete the check if you do not have consent.

Click 'OK' to save these details.

4) The information can then be viewed in the 'Parent/Guardian Details' section of the child record.



You can click the pencil icon to edit the details, the X to delete the details or 'Add Guardian' to add another parent / guardian detail.

5) To complete the EYPP check, scroll down to the Early Years Pupil Premium section (under the funding details). Please see the screenshot on the next page.

**Early Years Pupil Premium**

Select 'Yes' below to request an Early Years Pupil Premium receipt for this child when they are eligibly 3 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 EYPP eligibility  Yes  No

If the details required for the EYPP check are saved on the child record a check will be automatically performed each time you submit a headcount.

Select 'Yes' to check for EYPP Eligibility, the details of the parent/guardian will appear.

Click 'Perform ECS Check'

Check for EYPP eligibility  Yes  No

Consenting Parent/Guardian(s).

Test Test (DOB: 01-Jan-1990) - AB123456C

**Perform ECS Check**

The results of the check appear on screen below the check button.

**Early Years Pupil Premium**

Select 'Yes' below to request an Early Years Pupil Premium receipt for this child when they are eligibly 3 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 EYPP eligibility  Yes  No

Consenting Parent/Guardian(s).

Test Ell (DOB: 04-Dec-1998) - PE305801B

**Eligible for EYPP**

The message in this example shows the the child is "Eligible for EYPP".

If the check is unsuccessful you will see this message below. This means the child can not currently be confirmed as eligible.

**Early Years Pupil Premium**

Select 'Yes' below to request an Early Years Pupil Premium receipt for this child when they are eligibly 3 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 EYPP eligibility  Yes  No

Consenting Parent/Guardian(s).

Test Test (DOB: 01-Jan-1990) - AB123456C

Test Test (DOB: 01-Jan-1990) - AB123456C

**Not found - Check Date - 21-Sep-2020**

**Reminder!** If any of the information required for the check is incorrect, you will receive a 'Not Found' result. Ensure the information saved is as accurate as possible.

**Care Leavers**

Children who have left care through an adoption order, special guardianship order or child arrangement order qualify for early years pupil premium. This may not show in the check using parent/guardian details.

If you know a child is a care leaver you should confirm this in their record in the 'Child Details' section.

In Care/Previously in Care ?

Yes  No



Document Seen \*

20-08-2021



Select 'Yes' to confirm the child was previously in care and confirm the date you saw proof of this. The appropriate documentation is either an adoption certificate or special guardianship order. A copy of this should be uploaded to the child's record and will be required should your setting be audited.

EYPP is automatically applied for children recorded as care leavers.

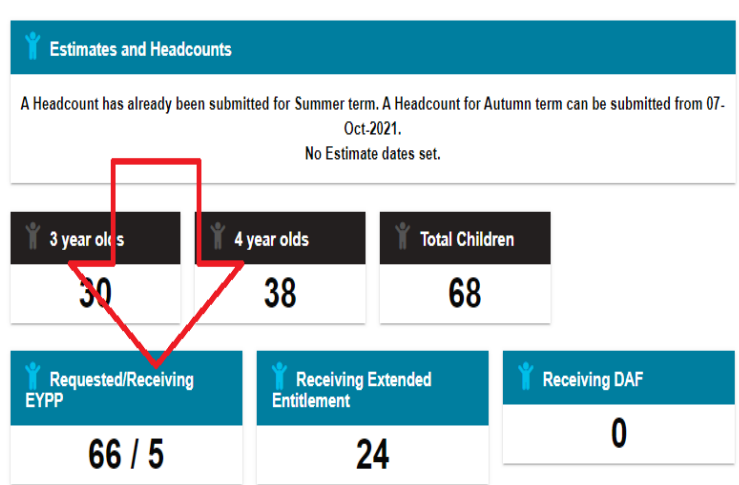
### Keeping track of EYPP

When a child is checked as eligible for EYPP, they will remain eligible regardless of any change in circumstance. The Portal helps you to identify which children have been checked as eligible for EYPP so that you have a list available should you need it. For example: For an Ofsted visit.

Your live register will show a blue PP flag if a child has been checked by you as eligible for EYPP. You will see this in the list view of the live register.

EYPP Test	F	28-	5	0.0	12.0	0.0	12.0	AYR	
Child		Jan-							
		2017							

The 'tiles' on the Dashboard page give a high level view of the number of children Checked and Eligible for EYPP, please see screenshot below.



In this example you can see that 66 children have been checked (requested) and 5 children are eligible (receiving) EYPP.

**Reminder!** You should check all children at your setting for EYPP eligibility. This will help maximise your settings early education income.

## B) Disability Access Fund

For a child to be eligible for the Disability Access Fund (DAF) they must be in receipt of Disability Living Award (DLA). The awards letter is used to confirm eligibility.

Providers should check with parents/carers to confirm if a child is in receipt of DLA so that DAF can be claimed. When confirmation is received, this must be recorded on the Live Register. A copy of the awards letter must be uploaded as evidence, this will be required should your setting be audited.

You can add in the DAF information as you create the child record or at a later date but this must be completed prior to your termly headcount submission.

1) In the child record, scroll to the SEN section. Select **'Yes'** to Disability Access Funding. A field will pop up for you to record the date you saw the DLA Award letter.

SEN

SEN \* No Special Educational Need

DAF (Disability Access Funding)  Yes  No

DLA Letter Seen \* dd-mm-yyyy

2) Scroll to the bottom of the child record until you come to the Documents section. Click upload document to upload a copy of the DLA Awards letter to the child record, click save.

Documents

Upload any related documents here

Upload Document

Save Cancel

**Important!** Where children are marked as 'Yes' to Disability Access Funding on their child record, an automatic claim for DAF will be made at the next headcount submission. If you do not have a copy of the DLA Awards letter you should not confirm this on the child record or make a claim for DAF.

## Keeping track of DAF

The Portal helps you to identify which children have been confirmed as eligible for DAF so that you have a list available should you need it. For example: for an Ofsted visit.

Johnny Test	M	21-	5	0.0	15.0	0.0	15.0	TTO	34 YR	DAF		
		Dec-	2015									

The 'tiles' on the Dashboard page give a high level view of the number of children confirmed as eligible for DAF.

2 year olds	3 year olds	4 year olds	Total Children
7	10	4	23
Requested/Receiving EYPP	Receiving Extended Entitlement	Receiving DAF	
3 / 1	10	2	

In this example you can see that 2 children are receiving DAF.

## Help & Support

User guides are available to help you with using The Portal including; checking 30 hours codes; using the live register and submitting your Headcount form. Follow the link below to view the guides:

[www.trafford.gov.uk/eyportal](http://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](mailto:Early.Education@trafford.gov.uk)