Establishment Portal

User Guide: Live Register

This guide explains how to use the Live Register

IMPORTANT: Funded 2 year olds are added to the live register for you as part of the eligibility check. Forms are processed in 10 working days, if a 2 year old does not appear on your live register this is because they are either not eligible or have not yet been checked as eligible.
To claim funding for 2 year olds you must:
• Edit their funding details, inputing the hours per week you require for the child
• Update their address details. For security, this information will not appear on your register, claims with missing address details will not be accepted
Instructions on how to edit funding details can be found in this guide.

Introduction

The Live Register is used to record funded children at your setting. It is the basis for The Headcount and Early Years Census, you must ensure it is kept up-to-date and it includes all the funded children at your provision.
You can also use the register to record none funded children. Children without funded hours in their record will be automatically excluded from the headcount submission.

Getting Started

The below information is required to create a child record on the live register
 •Child details including full address (this must be added onto records for 2 year olds)
•Start date at setting. Future dates are not accepted, children starting in the future can be added to the 'future starters' section
•SEN details where applicable
•Number of hours you will be claiming (Universal and Extended)
•Number of days per week the child attends
•Number of any additional, non funded hours the child uses at your setting
•Parental consent to check eligibility for 30 hours and EYPP (where applicable)
•30 hours code (where applicable)
•Parent/guardian full name
•Parent/guardian contact number
•Parent/guardian date of birth
•Parent/guardian National Insurance or National Asylum Seeker Service (NASS) number
•Copy of child's Disability Living Awards letter where applicable (to claim for Disability Access Fund)
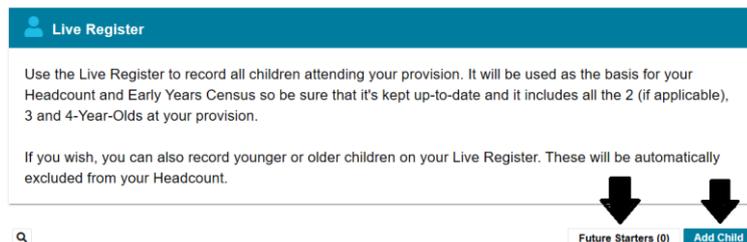
Opening the register
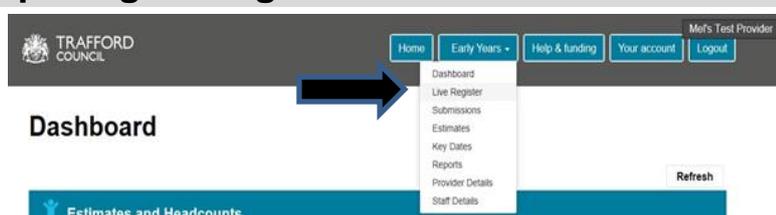
Log into The Portal, click on the Early Years Tab at the top of the page and select 'Live Register'

You will come to the Live Register page, this is where you enter details of children at your setting. Review the information at the top of the page.

Early Years
Live Register

> 👤 **Live Register**
>
> Use the Live Register to record all children attending your provision. It will be used as the basis for your Headcount and Early Years Census so be sure that it's kept up-to-date and it includes all the 2 (if applicable), 3 and 4-Year-Olds at your provision.
>
> If you wish, you can also record younger or older children on your Live Register. These will be automatically excluded from your Headcount.
>
> 🔍   ⬇   ⬇
>   Future Starters (0)   Add Child

Click 'Add Child' to create a record for a new child. This opens a blank form where you input the child details.
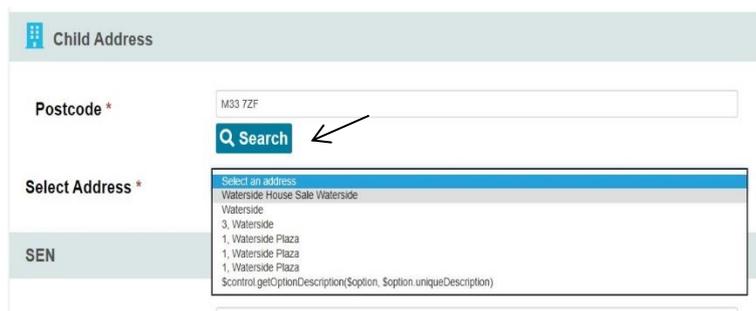
Click 'Future Starters' to create a record for children that have not yet started

To create an initial record for a child you must complete all fields marked with a red asterix. These are mandatory fields required for census. You cannot create a record without completing these fields.

Start Dates: A start date is required for every child. The child start date determines how much funding is calculated for the term. If a child's start date is recorded as after the start of term the system calculates the number of hours due based on the number of funded days in the term. You cannot record a future start date on the main register but you can add children due to start in the future to the 'Future Starters' section. These children will need to be added to your live register when they have started, The Portal does this for you when you click the 'add to live register' button.
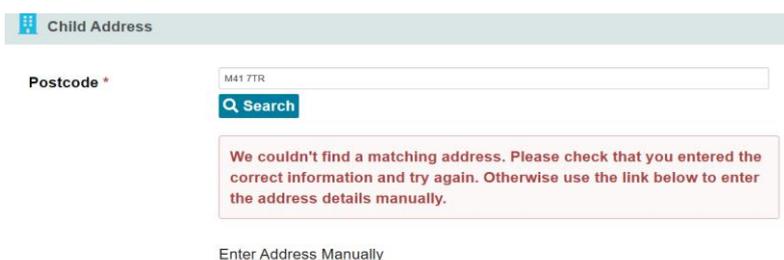
Adding the address

You must input an address for 2 year olds added to your register by The Early Education Team. Claims with missing address details will not be accepted

🏢 **Child Address**

Postcode *   M33 7ZF
                    🔍 Search

Select Address *   Select an address
                    Waterside House Sale Waterside
                    Waterside
                    3, Waterside
                    1, Waterside Plaza
                    1, Waterside Plaza
                    1, Waterside Plaza
                    $control.getOptionDescription($option, $option.uniqueDescription)

SEN

Use the postcode search to find the child's address.

A dropdown menu will appear, select the correct address and the fields will automatically populate

🏢 **Child Address**

Postcode *   M41 7TR
                    🔍 Search

We couldn't find a matching address. Please check that you entered the correct information and try again. Otherwise use the link below to enter the address details manually.

Enter Address Manually

If an address cannot be found you will see the following message and can manually enter the address.

Click 'Enter Address Manually' and the address fields will appear.

Input the address, this will automatically save when you save the child record.

SEND

Next you will see the Special Educational Needs section. You must confirm any special educational needs for the child.
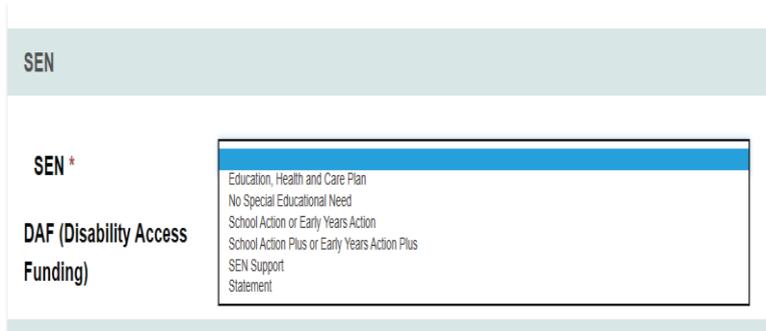

Select an option from the drop down list. Select: 'No Special Educational Need' if the child is not SEND

Disability Access Funding (DAF): This section is also where you apply for DAF. Select 'yes' to confirm, you will be prompted confirm the date you saw the child's Disability Living Allowance (DLA) awards letter. This should be done prior to headcount submission. You must upload a copy of the child's DLA awards letter to the headcount submission and attach it to the child record at the bottom of the page. You will be asked to provide a copy of the DLA awards letter should your setting be audited.

Edit Funding Details

To complete the record for a child you need to confirm the funding details.
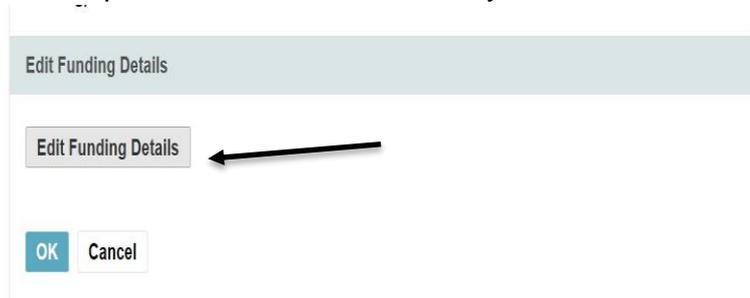
Click 'Edit Funding Details,' the screen will extend so you can enter the information.

Add in the Parent / Guardian Details. This is required for EYPP checking and 30 hours code validation. You cannot claim any Extended Hours without a valid code check.
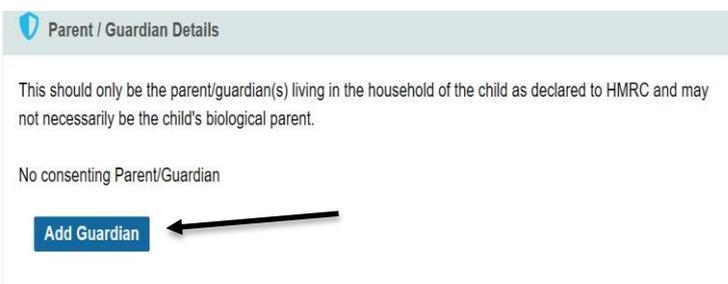
Click 'Add Guardian.' A window will pop up, enter the details here.

Reminder! You must have consent to do the EYPP / 30 hours code check.
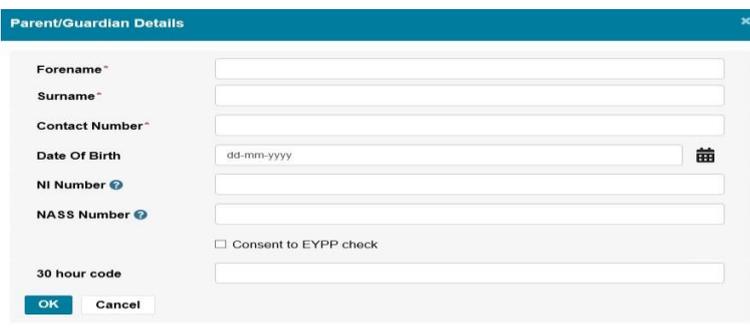
Enter the relevant details and click OK, this saves the parent / guardian details. You will then see the saved details on the main page.

Next you can complete the 30 Hours code check. **This is required if you will be claiming any part of the Extended Hours.**

Name	DOB	Contact No.	NI No.	NAAS No.	30 Hour Code	Consent to EYPP check	
Sale Waterside	05-Aug-1975	0123456789	AJ941209C		50012345666	Yes	✏ ✕

Add Guardian

'30 Hour Funded Childcare' Check

'30 Hour Funded Childcare' Check ←

Signed Consent Required ✕

Please confirm Sale Waterside has given signed authorisation to perform a '30 hour funded childcare' check.

Please confirm that evidence has been provided by Parent/Guardian to support application made on time

Yes ⌄

Perform Check ← **Cancel**

Click the '30 Hour Funded Childcare' Check button

A pop up appears to reconfirm you have consent to perform the check. Click 'perform check' if you have permission.

You should not complete the code check if you do not have permission.

When you have completed the check the results will appear on screen

Reminder! A code is valid from the term after it has been issued.

Add Guardian

'30 Hour Funded Childcare' Check

This child will be eligible to claim extended entitlement from the beginning of the term following 28-Aug-2020 (which is 01-Sep-2020) until 04-Dec-2020. Their grace period will end on 31-Dec-2020.

'30 Hour Funded Childcare' Check   View Check History

Name	DOB	Contact No.	NI No.	NAAS No.	30 Hour Code	Consent to EYPP check	
Test test		38479857	AB123456C		50012345609	No	✏ ✕

Add Guardian

'30 Hour Funded Childcare' Check

This child is not eligible to claim extended entitlement.

'30 Hour Funded Childcare' Check   View Check History

If the code is valid you will see a message like this

The message explains the code will be valid from the term following 28 August 2020, which is the date the code was issued. You can also see the Grace Period End Date.

If the code is not valid you will see a message like this

There is a separate detailed guide available about checking and auditing 30 hours codes. www.trafford.gov.uk/eyportal

Attendance Details

When the above sections have been updated, complete the attendance details section. This section feeds through to your headcount and so directly affects the funding you receive. It is important that this section is accurate and the hours are recorded correctly.

Delivery Method: This deterimes how many hours per week you can claim
Term Time Only: Up to 15 hours per week over 38 weeks of the academic year
All Year Round: Up to 12 hours per week over 47.5 weeks of the calendar year

Complete the required fields. Click the ? Icon for more information

The Universal and / or Extended Hours sections must be completed if you require funding. Additional Hours are non funded hours

Check: The 'total hours at your setting per week' field is the sum of Universal +Extended + Additional hours. Check this field to ensure it includes all the funded hours you require. *For example:* If you are delivering 15 Universal & 15 Extended Hours & the child attends for 15 Additional Hours, this field will show a total of 45 hours.

Reminder! Add in the number of Universal Hours required for any funded 2 year olds that have been added to your register by The Early Education Team.

Early Years Pupil Premium (EYPP)

When the attendance details section has been completed you will move to the EYPP section.

Reminder! You should check eligibility for all children. EYPP is funded at 53p per Universal Hour.

Select 'yes' to the check for eligibility option

The parent / guardian details will show on screen, click the 'perform ECS check' button. This checks for eligibility. The results will appear on screen.

You should not complete the code check if you do not have permission.

There is a separate guide available for checking EYPP and DAF eligibility:

www.trafford.gov.uk/eyportal

Categories

The final section of the child record is for your own administration. Use this section to record categories that can help you filter the register.

You can add categories for children by room or dietary requirement so you can quickly view all children in the category. You can add multiple categories per child.

Click 'OK' to save the category

Click the blue 'Save' button at the bottom of the record to save the details. You will then be reverted back to the main register view.

You will see a green message indicating the details have been saved.

Live Register Flags

Children added to the live register will have different 'flags' attached to their record. These help you to quickly identify the type of funding child is receiving.

Children that are not yet eligible do not have flags attached to their record.

The age flags (2YO, 3&4YR) identify the type of funding the child is eligible for

The blue pencil icon can be clicked to edit the child details

Other flags

DAF	Disability Access Funding has been claimed for the child
PP	Child has been checked as eligible for Early Years Pupil Premium
!	Child has entered their 30 hours grace period
30E (green)	Child has a currently valid 30 hours code
30D (amber)	Child is about to enter their grace period
30GP (red)	Child has entered their grace period

There is a filter option at the top of the register which can be used to sort the different columns of the register, for example: alphabetically. Click the arrow next to the column

Editing a record

Records can be edited by clicking on the child name to view the record and using the 'edit' buttons in the record or clicking the blue pencil icon on the right hand side of the list view.

Click 'Edit Child Details' to change details about the child (for example, date of birth)
Click 'Edit Funding Details' to change child funding details (for example days per week)

Reminder! Click the blue 'Save' button at the top or bottom of the page to ensure your updates are saved.

Removing from the register

To remove a child from your register use the 'remove' button available in the register view.

This is the only way to remove the child from the list.

You will see the 'remove child from register' page. To remove the child you will need to add in an end date.
You can also use the 'Never Attended' button to confirm this. This is only available if you have not claimed any funding for the child.

Click 'Confirm' when you have added in the End Date.

This screen will pop up for you to confirm that this child has left your setting.

You will be asked if you want to re-allocate funding back to Trafford Council, select 'No.'
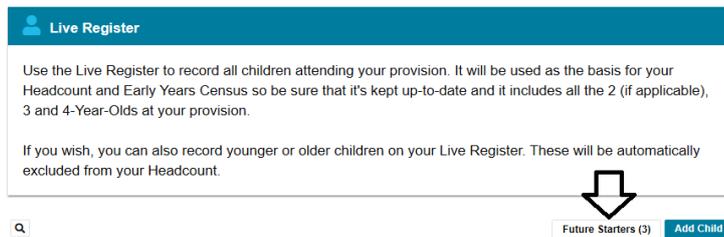Click 'submit' to save these

The page will revert to the live register view and you will see a green message to confirm the child has been removed.

Future Starters

You can use the 'Future Starters' section of the Live Register to record children who have not yet started to attend.
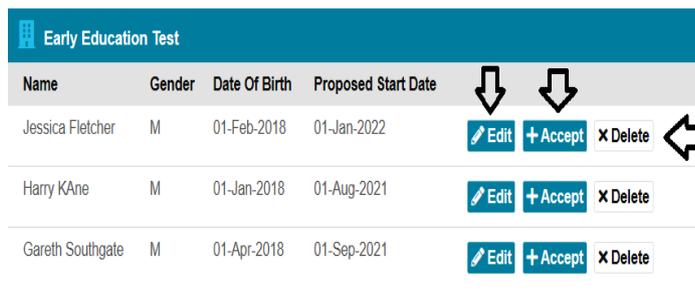

Click the 'future starters' section to view this section. Here you can see any children already added.

This section will not accept children with a start date of the current date or earlier, these children should be added to your Live Register.

Click 'Add Future Starter' to add a child to this list. This opens up a child record form that is completed as per the live register view.

You cannot perform eligibility checks in this section, there space at the bottom of the record to record these details.

In this section you can click 'Edit' to amend a child record; Click 'Accept' to add the child to your Live Register; Click 'Delete' to remove the child from the list.

Clicking 'Accept' opens up the child record for completion. You will need to ensure the funding details are correct and then click 'save' to save the record to the live register.

Help & Support

Step by step guides are available to help you with using The Portal including; checking 30 hours codes, checking for Early Years Pupil Premium (EYPP) & Disability Access Fund (DAF) eligibility and submitting a headcount.
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