

Nursery Funding Portal

The User Guide

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The User Guide

**Nursery
Funding
Portal**

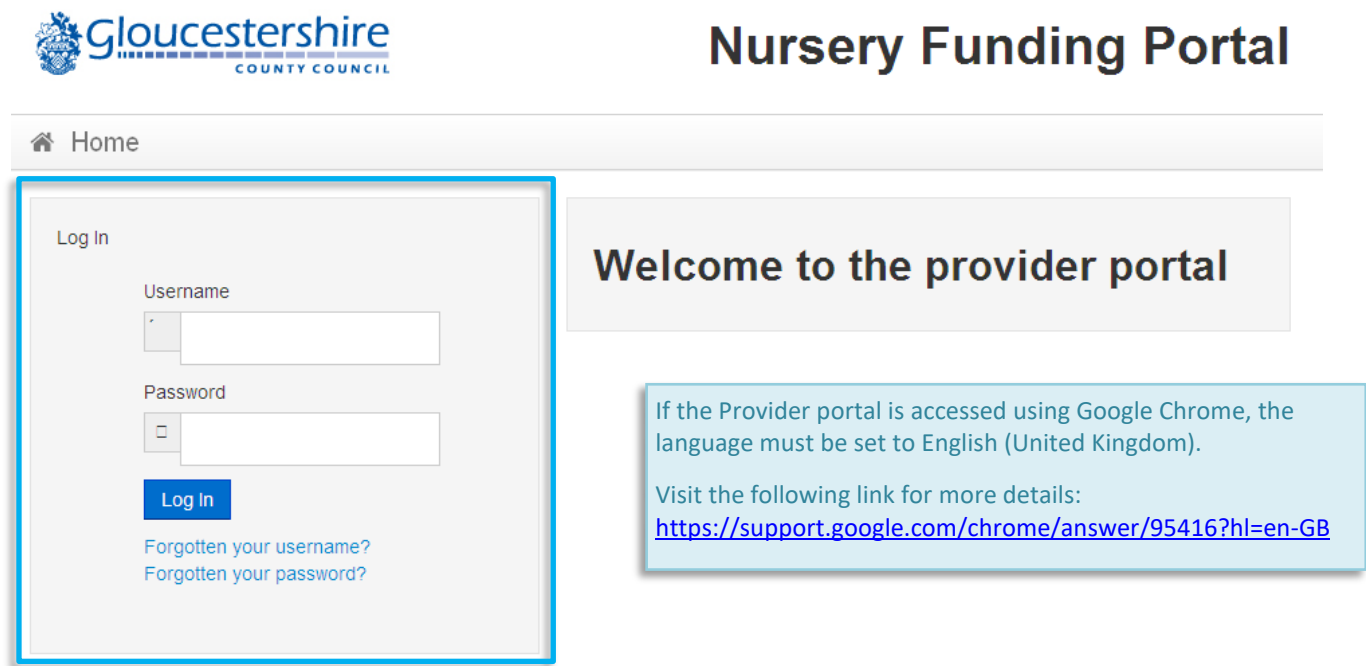


How to Log in

The following web addresses will take you to the webpage to access the Nursery Funding Portal:-

www.gcceyfundings.co.uk or <https://emsonline.gloucestershire.gov.uk/ProviderPortal/Account/Account/Login>

The webpage looks like this:-



The screenshot shows the Gloucestershire County Council logo on the left and the title 'Nursery Funding Portal' on the right. Below the logo is a 'Home' link. The main content area is divided into two sections. On the left is a 'Log In' form with fields for 'Username' and 'Password', a 'Log In' button, and links for 'Forgotten your username?' and 'Forgotten your password?'. On the right is a 'Welcome to the provider portal' message. Below this message is a light blue box containing a note about Google Chrome language settings and a link to support.google.com for more details.

Type in your **Username** and **Password** and then click on **Log In**

If you are logging in for the first time

Before you access the webpage you will be sent an activation email to the email address provided for you by the Nursery Funding team with the following message:-

Thank you for registering with the Nursery Funding Portal Provider Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login. After you login you will be able to access the Provider Portal.

https://emsonline.gloucestershire.gov.uk/ProviderPortal/Account/Account/ConfirmRegistration/101163_1ffa6eda-e0b3-457e-971a-8c5479bd5186

Please note: If you are unable to click on this link, carefully copy and paste the text into your Internet browser

Click on the link in the email to activate your user account. When you log in you will then be prompted to change your password. Please change your password.

Announcements

The first screen you will see when you access the portal is the “Announcements” screen.

If we have any important information to share with you regarding updates to the IT, changes to the timetables etc., we will post them on here.

Please ensure you read the information before you navigate away from the page.

Click **Continue** to access the home screen.



Provider Portal

[Home](#) [Self Update](#) [Headcount](#) [Working Parent Entitlement](#) [Disadvantaged 2 year olds](#) [KEITHLITTLEBEARS](#) [Sign out](#)

Announcements

ADVANCED NOTICE - Please note this Portal will be unavailable from 4:30pm on Wednesday 22nd May due to an upgrade to the system. The Portal will remain offline until late morning on Friday 24th May

Please send your funding queries to: free34forms@gloucestershire.co.uk

WORKING PARENT ENTITLEMENT APPLICATION AND RECONFIRMATION DEADLINE FOR SUMMER 2024 IS 31 MARCH 2024.

All parents who are working and have a 2, 3 or 4 year old who are seeking to have funded extended/expanded hours MUST make sure they have applied to HMRC no later than 31st MARCH 2024. All existing parents whose children already take up the extended offer MUST make sure their eligibility code is valid/reconfirmed no later than 31 MARCH 2024 by accessing their Childcare Choices account.

WEEKS FUNDED PER TERM

Gloucestershire County Council will make up to two payments to providers for each funding period - Autumn, Spring and Summer terms. The weeks funded in each term are as follows:-

Autumn term (4th September 2023 – 22nd December 2023) - 14 weeks

Spring term (8th January 2024 – 22nd March 2024) - 10 weeks

Summer term (8th April 2024 - 22nd July 2024) - 14 weeks

[Continue](#)

The window below shows your home screen:



Provider Portal

[Home](#) [Self Update](#) [Headcount](#) [Working Parent Entitlement](#) [Disadvantaged 2 year olds](#) [KEITHLITTLEBEARS](#) [Sign out](#)

Welcome to the Provider Portal

Below, you will see a range of services that are available to you

Please do not forget to update the **Self Update** section of your Portal.

ADVANCED NOTICE - Please note this Portal will be unavailable from 4:30pm on Wednesday 22nd May due to an upgrade to the system. The Portal will remain offline until late morning on Friday 24th May



Disadvantaged
2 year olds



Headcount



Self Update



Working Parent
Entitlement



KEITHLITTLEBEARS

Forgotten Username or your Password

To reset your Username or Password please select one of the links on the Login page of the Portal:

Log In

Welcome to the Provider Portal

Username

Password

Log In

Forgotten your username?
Forgotten your password?

Forgotten your username?

Click the 'Forgotten your username' link which will take you to the following page:

Forgotten Username

To retrieve your username, enter the registered email address associated with your account

Email Address

Submit

Enter your registered email address
e.g. someone@example.com

Enter your email associated with your portal account and click Submit

Once submitted your Username will be emailed to you

When retrieving your Username or Password you must use the email account that you have asked us to link to your Portal account. If you have recently opened a new email account please let us know so that we can make the necessary changes.

Forgotten your Password?

Click the 'Forgotten your password' link which will take you to the following page:

Forgotten Password

To reset your password enter the requested account details

Username

Email Address

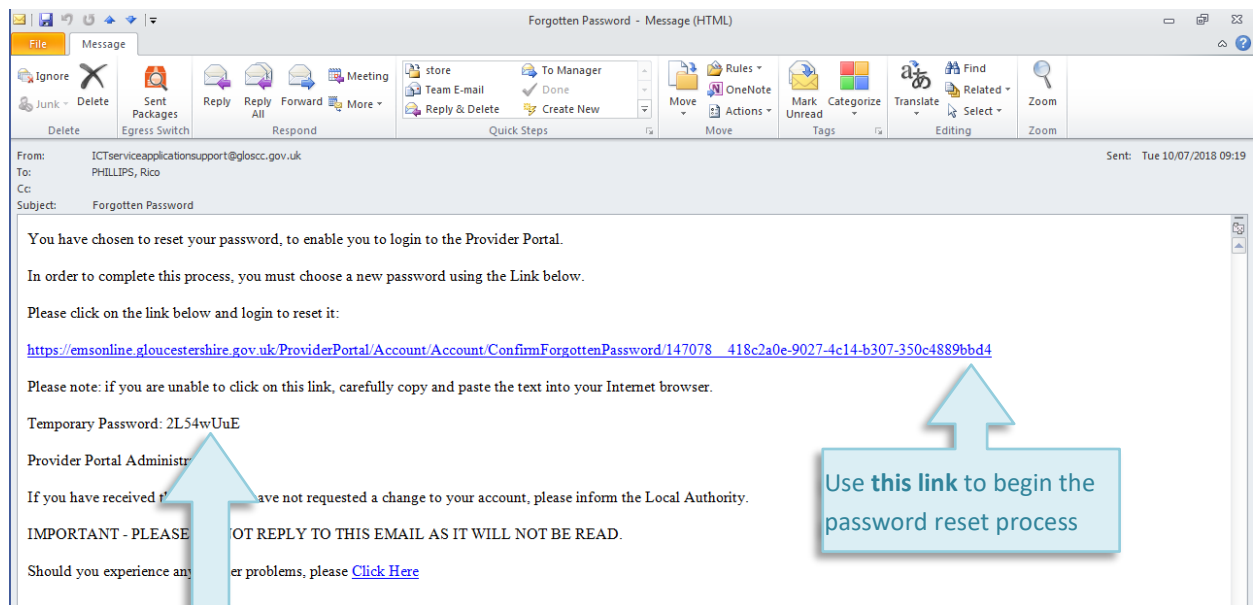
Submit

Please enter your username

Enter your Username and email associated with your portal account and click Submit

Once submitted you will receive an email containing a temporary password and a link to reset your password

Nursery Funding Portal



Once you have clicked the link above you will be directed to the login page, use your normal Username and this temporary password (This is a random selection of characters, no 2 temporary passwords are the same)

Use this link to begin the password reset process

The password must be between 10 and 128 characters in length, it should contain at least 2 numbers, 1 lower and 1 upper case character and a special character e.g. # (**do not use a £ sign**) and it must not be the same as your username. You will not be able to re-use a password you have entered previously or increment the number on the end of your previous password.

After you have logged in you will be asked to create a new password.

Once you have changed your password you will be prompted to reset it 90 days later.

The Portal home screen

The window example below represents your home screen. **You must select headcount to access your tasks and messages section.**

The screenshot shows the Gloucestershire County Council Provider Portal. At the top is the council's logo and the text 'Provider Portal'. Below this is a navigation bar with links: Home, Self Update, Headcount, Working Parent Entitlement, and Disadvantaged 2 year olds. On the right of the navigation bar is a user profile 'KEITHLITTLEBEARS' and a 'Sign out' button. The main content area has a welcome message: 'Welcome to the Provider Portal. Below, you will see a range of services that are available to you. Please do not forget to update the **Self Update** section of your Portal. ADVANCED NOTICE - Please note this Portal will be unavailable from 4:30pm on Wednesday 22nd May due to an upgrade to the system. The Portal will remain offline until late morning on Friday 24th May'. Below the message are five icons: Disadvantaged 2 year olds, Headcount, Self Update, Working Parent Entitlement, and a green icon with the user name 'KEITHLITTLEBEARS'.

The **“My tasks”** panel indicates any new task you have to complete.

The **“My messages”** panel indicates any new messages you may have.

In the **“My tasks”** panel you can see the current task that is available for you to edit. If there is no task available, it is not a current funding claim period.

This block contains an annotated screenshot of the 'My tasks' and 'My messages' sections of the Provider Portal. The 'My tasks' section shows a task titled 'Headcount (Amendment) for Autumn Term 2018 (01 Sep 18 - 31 Dec 18) for 2 year olds, 3 year olds, 4 year olds is required'. A callout points to the task area, stating: 'This area is normally white but when you move your mouse over this area it will turn Yellow'. Another callout points to the task status, stating: 'This status will change when you edit, save or submit your task'. A third callout points to the 'View all tasks' link, stating: 'To view your historic tasks click View all tasks'. The 'My messages' section shows a list of messages, including 'New Report' and '30 Hour Checking System'. A callout points to the messages section, stating: 'In the My messages window we send you messages/updates regarding your Payment breakdown reports, pre-populated declaration forms, amendments forms and details of the terms timetable'.

Your headcount is accessed by clicking the **Headcount** icon or clicking anywhere on the yellow part of the screen.

Checking if a Child is eligible for working parent entitlement funding

Before you can enter any claims for the Extended/Expanded Hours funding on a task in the Nursery Funding Portal you

must check a child's eligibility.

Important: To ensure children are eligible to the extended/expanded hours funding in the correct funding period, parents **MUST** apply for their code by the following audit dates:

31st December - to claim the extended/expanded hours in the Spring Term

31st March – to claim the extended/expanded hours in the Summer Term

31 August – to claim the extended/expanded hours in the Autumn Term

Parents **MUST** also reconfirm their codes before their “Valid to” dates not the Grace Period end date.

From the Provider Portal home page select **Working Parent Entitlement | Run a New Check** button.

To run a check for a child who has already claimed ANY funding at your setting you **MUST** use the Run a new check section and enter the child's details in the boxes provided.

Run a new check

You may only perform checks where the parent/carer has given consent for you to do so and when they have agreed that this check information can be shared with the Local Authority and any other provider the child attends. Please refer to **section 5 of the Nursery Funding Portal User Guide** for details on how to run a check for a new starter

Parents must have applied for their eligibility code by:

31st December in order to receive the extended hours in the Spring term

31st March in order to receive the extended hours in the Summer term

31st August in order to receive the extended hours in the Autumn term

Nursery Funding Portal

Click on the required child in the list to copy the details into the check fields

Run a new check

You may only perform checks where the parent/carer has given consent for you to do so and when they have agreed that this check information can be shared with the Local Authority and any other provider the child attends. Please refer to **section 5 of the Nursery Funding Portal User Guide** for details on how to run a check for a new starter

Parents must have applied for their eligibility code by:

31st December in order to receive the extended hours in the Spring term

31st March in order to receive the extended hours in the Summer term

31st August in order to receive the extended hours in the Autumn term

Child forename *

Child surname *

Child date of birth *

Parent National Insurance number *

Eligibility code *

Click to copy details into the check fields above

View Details

Child not found

You may be required to enter some of the details if all of the boxes do not contain data.

Click the **Run Check** button.

If successful, the following success message is displayed.

Success !

This eligibility code is valid from 18-Sep-2017 to 22-Dec-2018, with a grace period to 31-Mar-2019.

HMRC will manage the notification to parents of the need to reconfirm their eligibility.

When it says “Success!” the date range must fit in with the audit dates detailed at the start of this section.

Run an Ad Hoc check for working parent entitlement funding

An Ad Hoc check can be used to confirm a child's eligibility to working parent entitlement funding before they take up a place at the setting and it should be used for new starters.

Important Note: This area is for Ad Hoc checks only and should not be used for children that have claimed any funding at your setting previously. The only time multiple Ad Hoc checks should be made is if a child has been issued multiple eligibility codes.

On the Provider Portal homepage select **Working Parent Entitlement | Run a New Check** to display the **Run a New**

Alternatively, on the **working parent entitlement** homepage, click the **Run a New Check** button.

Once you have entered the forename and surname of your new child, **No results** will display on your screen.

Nursery Funding Portal

Click the **Child not found** button.

The screenshot shows a search form with five input fields: 'Child forename *' (containing 'John'), 'Child surname *' (containing 'Smith'), 'Child date of birth *' (with a placeholder 'for example 30/11/2012'), 'Parent National Insurance number *' (with a placeholder 'for example NM123456C'), and 'Eligibility code *' (with a placeholder 'for example 5000100501'). Below these fields is a light blue bar with the text 'No results'. At the bottom left, a green button labeled 'Child not found' is highlighted with a red rectangular box.

Once clicked, the following pop up window will display.

The screenshot shows a 'Confirm' pop-up window with a blue header. Below the header, there is a question mark icon and the text 'Do you want to add a new child?'. At the bottom right, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangular box.

Click **OK** to enable you to edit the Childs Date of Birth, Parents National Insurance Number and the eligibility code.

Complete the remaining 3 fields

This screenshot shows the same search form as before, but with a red rectangular box highlighting the 'Child date of birth *', 'Parent National Insurance number *', and 'Eligibility code *' fields. A green button labeled 'Run check' is located at the bottom right of the form.

Please note: The **Run check** button will not be available to click until you have filled all fields, using the correct format.

Nursery Funding Portal

Click **Run check**. You will receive a successful or unsuccessful message following your check.

Child forename *	Child surname *	Child date of birth *	Parent National Insurance number *	Eligibility code *
<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="01/01/2001"/>	<input type="text" value="AB123456C"/>	<input type="text" value="50001234567"/>
				<input type="button" value="Run check"/>

Important Note: To ensure children are eligible to the extended/expanded hours funding in the current funding period, please review the date range of eligibility, outlined below.

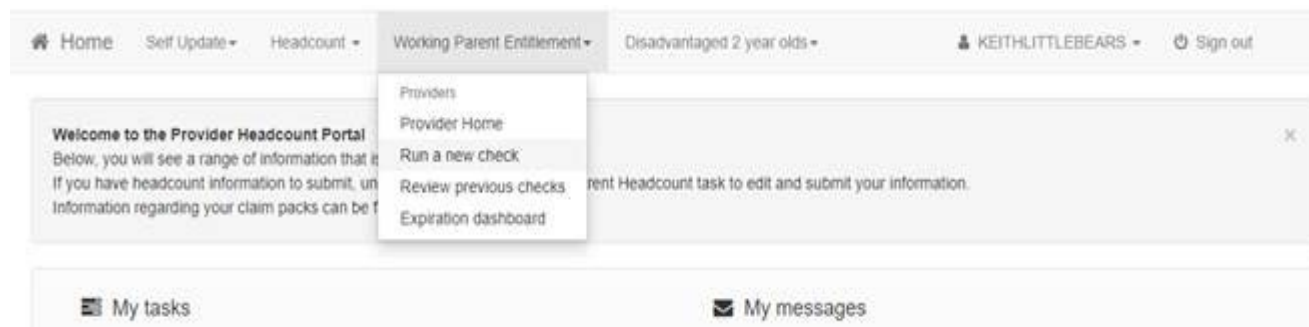
Deadline Dates for Applying for working parent entitlement funding.

- 31st December to access funding in the **SPRING TERM**
- 31st March to access funding in the **SUMMER TERM**
- 31st August to access funding in the **AUTUMN TERM**

Please also ensure parents reconfirm their eligibility codes before the "Valid to" date rather than the "Grace Period" end date.

Reviewing Previous Checks for Working Parent Entitlement Funding

To review the results of previous check for working parent entitlement select “Review Previous Checks” from working parent entitlement menu option:



Alternatively, on the **Working Parent Entitlement Portal** homepage, click the **Review Previous Checks** button.

Checks run up to the age of 5 years and 6 months

Use this screen to view checks that you have done.

Any children with eligibility start dates after 31/03/2024 will not become eligible to claim the extended hours until the Autumn term starting 2nd September 2024.

▼

Existing child checks

Age ↕	Child ↕	Earliest start date for Working parent entitlement place ↕	Eligibility code ↕	Check last run ↕	Eligible from ↕	Eligible to ↕	Grace period end ↕	Check status ↕	From Citizen Portal ↕	Further action needed <input type="checkbox"/> Show all
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Adhoc checks

Age ↕	Child ↕	Earliest start date for Working parent entitlement place ↕	Eligibility code ↕	Check last run ↕	Eligible from ↕	Eligible to ↕	Grace period end ↕	Check status ↕	From Citizen Portal ↕	Further action needed <input type="checkbox"/> Show all
----------	------------	---	-----------------------	---------------------	--------------------	------------------	-----------------------	-------------------	--------------------------	--

The **Existing Child Checks** panel displays eligibility for children who are already claiming funding at your setting.

The **Ad Hoc Checks** panel displays eligibility for new starters and children who have enquired about claiming at your setting.

The most recent checks will be listed at the top of each grid but you can click on the arrows in the column headings to sort the data into any order that you want to view.

Using the Expiration Dashboard for Working Parent Entitlement codes

The **Expiration Dashboard** is used to alert providers about children who are nearing their eligibility end date and whose parents need to reconfirm their eligibility. **Please use this tool to remind your parents to reconfirm their eligibility.**

Displaying Children whose Eligibility is due to Expire

Entitlement expiration dashboard

Use this screen to track eligibility which is due to expire.

Any children with eligible to dates highlighted in red will need to reconfirm their code.

WORKING PARENT ENTITLEMENT CONFIRMATION DEADLINE FOR SUMMER 2024 IS 31 MARCH 2024: All parents who are working and have a 2, 3 and 4 year old who are seeking to have funded extended hours **MUST** make sure they have applied to HMRC no later than 31st March. All existing parents whose children already take up the extended offer **MUST** make sure their eligibility code is valid/reconfirmed no later than 31st March by accessing their Childcare Choices account.

Further action needed Yes Days 180 Eligibility filter Grace period ending in the next 180 days Search

Provider

Filter using any keyword

Age	Child	Earliest start date for Working parent entitlement place	Eligibility code	Eligible from	Eligible to	Grace period end	Eligibility was last checked on	Notes (further action needed)
4		01/04/2024 Summer Term		16/02/2024	14/05/2024	31/08/2024	20/05/2024 Eligible Recheck now	Update
3		01/01/2024 Spring Term		17/11/2023	16/05/2024	31/08/2024	26/02/2024 Eligible Recheck now	Update
2		01/04/2024 Summer Term		29/02/2024	20/05/2024	31/08/2024	20/05/2024 Eligible Recheck now	Update
4		01/09/2022 Autumn Term		17/05/2022	13/09/2024	13/09/2024	20/05/2024 Eligible Recheck now	Update

The Dashboard initially displays all children's records.

The filters at the top of the screen can be updated as follows:

- Select an option from the **Further Action Needed** drop-down
- Enter the number of **Days**
- Select an **Eligibility Filter**
- Click the **Search** button.

Important Note: The 'Eligible To' date is displayed using the following colours:

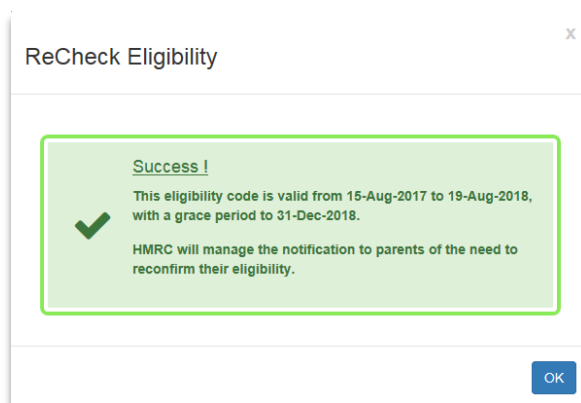
Green - Eligibility ends after the specific number of days

Amber - Eligibility ends within the specific number of days

Red - Eligibility has ended.

Nursery Funding Portal

If the codes have expired or are due to expire soon, click the **Recheck now** link to reconfirm eligibility. The following dialog box should then be displayed if the parents have already reconfirmed their code.



ReCheck Eligibility

Success !

This eligibility code is valid from 15-Aug-2017 to 19-Aug-2018, with a grace period to 31-Dec-2018.

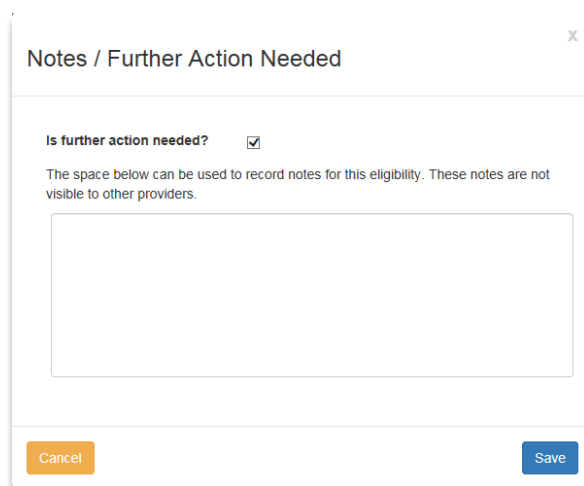
HMRC will manage the notification to parents of the need to reconfirm their eligibility.

OK

If the date range for eligibility has not been extended you will need to remind the parents to reconfirm their code

Click the **OK** button.

You can also make notes about children's eligibility if required; click the **Update** link to display the **Notes / Further Action Needed** dialog.



Notes / Further Action Needed

Is further action needed? ☒

The space below can be used to record notes for this eligibility. These notes are not visible to other providers.

Cancel Save

- If required, deselect the '**Is further action needed?**' check box
- Or if required, enter notes
- Click the **Save** button

These tools are designed to help you, please use them

The Headcount task

The example below represents what your headcount task looks like:

📅

Headcount (Amendment) for 2, 3 & 4 year olds

Status: Submitted

Deadline: 28 June 2024

Provider Name / Provision Type / Term (Term Period)

▼

Add Child

Edit Headcount

Download

Click on scroll bar and move down to see more children

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
								499.00	496.00	6860.00	426.04	5892.56	39.21	548
			EH		4	16/10/2023		14.00	18.00	252.00	15.00	210.00	3.00	4
			P		3	01/09/2023		14.00	18.00	252.00	15.00	210.00		
			P 2		4	02/02/2023		14.00	18.00	252.00	15.00	210.00		
			P 2		3	01/01/2024		14.00	12.00	168.00	12.00	168.00		
					3	01/04/2024		10.00	18.00	180.00	15.00	150.00		
			P 2		3	11/01/2023		14.00	18.00	252.00	15.00	210.00		
			EH		4	01/09/2023		14.00	18.00	252.00	15.00	210.00	3.00	4
			P 2		3	25/09/2023		14.00	12.00	168.00	12.00	168.00		
			P		3	01/01/2024		14.00	18.00	252.00	15.00	210.00		
					4	01/04/2024		13.00	12.00	156.00	12.00	156.00		
			S		4	25/10/2023		14.00	0.00	0.00	0.00	0.00		
					3	19/09/2023		14.00	18.00	252.00	15.00	210.00		

Click on the Turquoise icon to Edit Childs Details, see next section

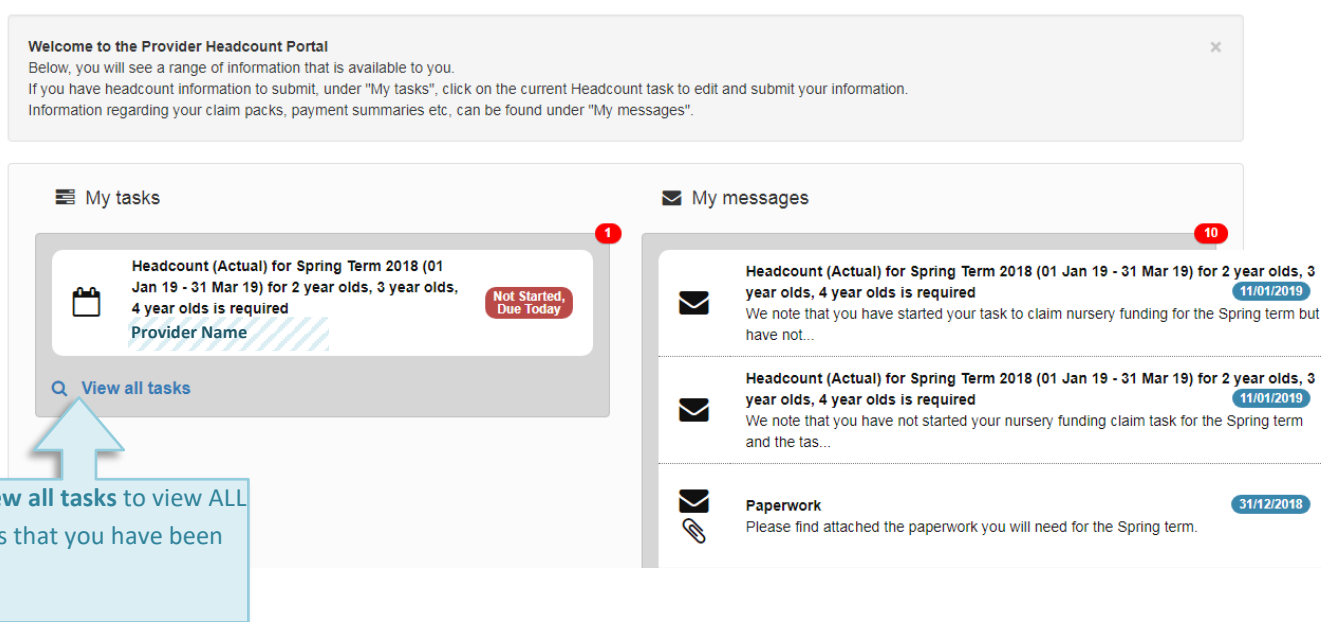
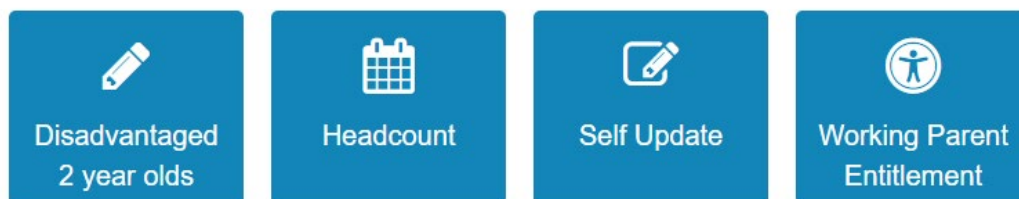
Green text represent data produced by the portal. Blue text represents details edited by the provider

On this screen you will see children previously claimed for and you can add new children here to.

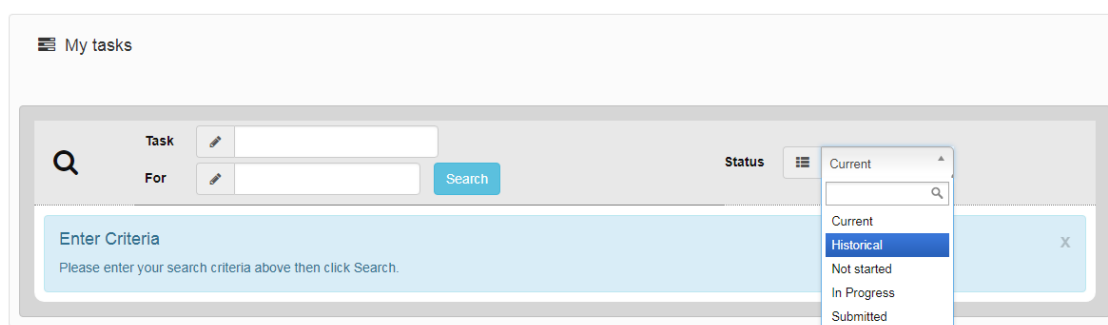
Accessing your Previous Tasks

You can access your previous tasks to review the details you entered.

From the Portal home screen select the Headcount button to take you to your tasks and messages screen:



The “My tasks” window will show you a status list that allows you to cycle through ‘Current’, ‘Historical’, ‘Not started’, ‘In Progress’ or ‘Submitted’ tasks. Select the ‘Historical’ option from the drop down list:



Here is an overview of what you could expect in your historical tasks:

Each task will be listed giving you a description about which term and payment it relates to.

The screenshot shows the 'My tasks' interface with a search bar and a list of tasks. The tasks are as follows:

Task Description	Status	Due Date
Headcount (Actual) for Spring Term 2018 (01 Jan 19 - 31 Mar 19) for 2 year olds, 3 year olds, 4 year olds is required Provider Name	Submitted	Due on 11 January 2019
Headcount (Actual) for Spring Term 2018 (01 Jan 19 - 31 Mar 19) for 2 year olds, 3 year olds, 4 year olds is required Provider Name	Unsubmitted	Due on 11 January 2019
Headcount (Amendment) for Autumn Term 2018 (01 Sep 18 - 31 Dec 18) for 2 year olds, 3 year olds, 4 year olds is required Provider Name	Submitted	Due on 30 November 2018
Headcount (Actual) for Autumn Term 2018 (01 Sep 18 - 31 Dec 18) for 2 year olds, 3 year olds, 4 year olds is required Provider Name	Submitted	Due on 07 September 2018
Headcount (Amendment) for Summer Term 2018 (01 Apr 18 - 31 Aug 18) for 2 year olds, 3 year olds, 4 year olds is required Provider Name	Submitted	Due on 06 July 2018

Indicating when the task was due to be completed by and whether this task has been Submitted or unsubmitted

To open a Historical task, hover over it, the task will now be highlighted yellow, left click to open:

The screenshot shows the same 'My tasks' interface, but the fourth task is highlighted in yellow, and a tooltip 'Click to open task' is visible over the task description.

Task Description	Status	Due Date
Headcount (Actual) for Spring Term 2018 (01 Jan 19 - 31 Mar 19) for 2 year olds, 3 year olds, 4 year olds is required Provider Name	Submitted	Due on 11 January 2019
Headcount (Actual) for Spring Term 2018 (01 Jan 19 - 31 Mar 19) for 2 year olds, 3 year olds, 4 year olds is required Provider Name	Unsubmitted	Due on 11 January 2019
Headcount (Amendment) for Autumn Term 2018 (01 Sep 18 - 31 Dec 18) for 2 year olds, 3 year olds, 4 year olds is required Provider Name	Submitted	Due on 30 November 2018
Headcount (Actual) for Autumn Term 2018 (01 Sep 18 - 31 Dec 18) for 2 year olds, 3 year olds, 4 year olds is required Provider Name	Submitted	Due on 07 September 2018
Headcount (Amendment) for Summer Term 2018 (01 Apr 18 - 31 Aug 18) for 2 year olds, 3 year olds, 4 year olds is required Provider Name	Submitted	Due on 06 July 2018

Once the task you have selected opens, it will appear as shown in the example below:

📅 Headcount (Actual) for 2, 3 & 4 year olds

Status: Submitted

Deadline: 11 January 2019

Provider Name / Provision Type / Term (Term Period)

• You can not edit or submit this information as the deadline has passed.

You can not edit or submit this information as the deadline has passed

Add Child

Edit Headcount


Download

Submit

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term
								60.00	90.00	1080.00	45.00	540.00	45.00	540.00
			EH		3	01/09/2018		12.00	30.00	360.00	15.00	180.00	15.00	180.00
			EH		4	04/09/2017		12.00	0.00	0.00	0.00	0.00	0.00	0.00
			EH		3	16/04/2018		12.00	30.00	360.00	15.00	180.00	15.00	180.00
			EH		3	01/09/2018		12.00	30.00	360.00	15.00	180.00	15.00	180.00
			EH		4	24/04/2017		12.00	0.00	0.00	0.00	0.00	0.00	0.00

Edit a child's details on the headcount task

If you need to make any changes to a child's details already on your headcount task, you can do so by clicking on the turquoise icon on the Headcount main screen.

	Forename	Surname	Funding	Date of birth	Funding Age
View Child					
					3

Child Details

Personal Details
Parent/Guardian Details

Forename *
Surname *
Gender *
☒ Male
☐ Female

Date of birth (dd/mm/yyyy)

Ethnicity *
WBRI - White British (WHB)

First Language *
English (ENG)

SEND Status
Please select

Eligibility Code
e.g. 50001005014

Your browser language settings are set to a language that is unsupported, this may cause issues when we validate the date you enter. If you are using english make sure that your browsers language settings are set to 'English (United Kingdom)'

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type in the postcode, you can look it up [here](#).

Use Another Address

Must be the Legal Forename and Surname and no abbreviations, e.g. enter Thomas not Tom

Scroll down to change the address and to **Cancel** or **Save** your changes

Do not enter TYF 2 year olds application reference number in this box. This box is for the extended/expanded hours eligibility code only

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type in the postcode, you can look it up [here](#).

Use Another Address

House Number *
1

House Name

Street Name
Grayling Close

District / Village
Abbeymead

Town
Gloucester

County

Postcode *
GL4 5ED

Previous Next

* Required field

Cancel Save

Click **Use Another Address** to change the existing details below. You'll be required to perform a search for the new address using the Postcode, see below

Nursery Funding Portal

Enter the Postcode and **click Find Address**, the system will return results, select the correct address from the list and click Next.

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type the correct address in the boxes provided. If you do not know the postcode, you can look it up [here](#).

Postcode *
Find Address **Enter Address Manually**

1, Grayling Close, Gloucester, GL4 5ED
2, Grayling Close, Gloucester, GL4 5ED
3, Grayling Close, Gloucester, GL4 5ED
4, Grayling Close, Gloucester, GL4 5ED
5, Grayling Close, Gloucester, GL4 5ED
6, Grayling Close, Gloucester, GL4 5ED

Select

Previous **Next**

* Required field

Cancel **Save**

If your address is not found then **click Enter Address Manually**. The next screen will be empty and you can enter the details manually

Once you have made your changes do not forget to click **Save**.

Adding a Child to your Headcount

If you have a new child to add to your Headcount task you will need to click on the **Add Child** button on the **Headcount** Screen before you can add any hours onto the task.

We will enter data for a child named Stephen Bradley:

Headcount (Amendment) for 2, 3 & 4 year olds

Status: Submitted

Deadline: 28 June 2024

Provider Name / Provision Type / Term (Term Period)

Add Child

Edit Headcount

Download

Submit

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
			<input type="checkbox"/>					499.00	496.00	6860.00	426.04	5892.56	39.21	548.94
			EH		4	16/10/2023		14.00	18.00	252.00	15.00	210.00	3.00	42.00
			P		3	01/09/2023		14.00	18.00	252.00	15.00	210.00		
			P 2		4	02/02/2023		14.00	18.00	252.00	15.00	210.00		
			P 2		3	01/01/2024		14.00	12.00	168.00	12.00	168.00		
					3	01/04/2024		10.00	18.00	180.00	15.00	150.00		
			P 2		3	11/01/2023		14.00	18.00	252.00	15.00	210.00		
			EH		4	01/09/2023		14.00	18.00	252.00	15.00	210.00	3.00	42.00
			P 2		3	25/09/2023		14.00	12.00	168.00	12.00	168.00		
			P		3	01/01/2024		14.00	18.00	252.00	15.00	210.00		
					4	01/04/2024		13.00	12.00	156.00	12.00	156.00		
			S		4	25/10/2023		14.00	0.00	0.00	0.00	0.00		
					3	19/09/2023		14.00	18.00	252.00	15.00	210.00		

Add Child

Please enter the child's forename and surname

Forename

Surname

Cancel

Next

Click Next once done

Important: Please make sure you use the **Legal** Forename and Surname. No Blank Spaces should be added before or after entering names, the system will not accept this format.

Add Child

Forename *

Stephen

Surname *

Bradley

Gender *

☒ Male

☐ Female

Date of birth (dd/mm/yyyy) *

07/10/2013

Ethnicity *

WOWB - Other white British (WOB)

First Language *

English (ENG)

SEND Status

Please select

Eligibility Code

e.g. 50001005014

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type the correct address in the boxes provided. If you do not know the postcode, you can look it up [here](#).

Postcode *

Find Address

I don't have a Postcode

* Required field

Cancel

Save

Enter your postcode and click Find Address

This will be populated from the Run a New Check function

If you do not have a postcode click "I don't have a Postcode". You will be prompted to manually enter the address

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type the correct address in the boxes provided. If you do not know the postcode, you can look it up [here](#).

Postcode *

GL4 5ED

Find Address

Enter Address Manually

1, Grayling Close, Gloucester, GL4 5ED

2, Grayling Close, Gloucester, GL4 5ED

3, Grayling Close, Gloucester, GL4 5ED

4, Grayling Close, Gloucester, GL4 5ED

5, Grayling Close, Gloucester, GL4 5ED

Select

* Required field

Cancel

Save

Once you have entered the Postcode and clicked Find Address the system should return addresses associated with the Postcode. Click to highlight the address then click the Select button before clicking Save.

If you are not able to find the address in the results list, please check that you have entered the correct Postcode. If you have then select "Enter Address Manually". Then click Save

2

Add Child

This child is in the correct age range for Early Years Pupil Premium - please supply the supplementary information requested below to allow us to check the child's eligibility for Pupil Premium.

Personal Details Parent/Guardian Details

Please note this page is for information about the CARER ONLY do NOT enter Children's details on this page. Incorrect data entry may result in a GDPR administration fee being charged to you – should data subsequently need to be adjusted. Carer information is required to allow an economic assessment for Early Years Pupil Premium (EYPP). If the information is not provided no EYPP supplement can be paid for this child; unless the child qualifies via a non economic route e.g. "Looked-After" Status (CIC).

Provide Parental/Guardian Information * ☐ Yes ☐ Decline to provide

Previous Next

* Required field

Cancel Save

If the child is aged 3 or 4 you will have the above message pop up once you click save.

Please choose either 'Decline to provide', if the parent/s do not wish to provide their details, and click **Save**, or 'Yes' if they are happy to provide their details, then click **Save**. If parents choose 'Decline to provide' you will not receive the additional EYPP funding for their child.

Child Details

Personal Details Parent/Guardian Details

****Please note:**** this page is for information about the ****CARER ONLY, DO NOT**** enter any of the child's details on this page. The carer's information is required to allow an economic assessment for Early Years Pupil Premium (EYPP). If the information is not provided no EYPP supplement can be paid for this child. Incorrect data may result in a GDPR Administration fee being charged to you should data subsequently need to be adjusted.

Provide Parental/Guardian Information * ☒ Yes
☐ Decline to provide


If the parent has agreed to provide their details and you have clicked 'Yes' you will now see this page. Please fill in all fields accurately and then click **Save**.


EYPP checks can only be performed using a parents full and legal name


Please ensure you enter the
Parent/Guardians DOB **NOT** the child's

and you have clicked 'Yes' you will now see this page. Please fill in all fields accurately and then click **Save**.


Parent/Guardian Details [+ Add Another Parent/Guardian](#)


Title - 

Parent/Guardian Full Legal Forename - 

Parent/Guardian Full Legal Surname - 


Gender - ☐ Male ☐ Female

Date of Birth (dd/mm/yyyy) - 

Parent/Guardian Relationship - 

Parental/Guardian Responsibility - ☐ Yes ☐ No

Reference Number - ☒ National Insurance ☐ National Asylum Support Service



The format of all valid National Insurance Numbers is two prefix letters, six numeric digits, and one suffix letter. e.g. AB123456C

Address - Does the applicant live at the same address as the child ?

☒ Yes 27 Coxwell Street, Cirencester, GL7 2BQ ☐ No

Previous Next

- Required field

Cancel Save

Headcount (Amendment) for 2, 3 & 4 year olds

Status: Submitted Deadline: 28 June 2024

Provider Name / Provision Type / Term (Term Period)

Add Child

Edit Headcount

Download

Submit

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
								499.00	496.00	6860.00	426.04	5892.56	39.21	548.94
			EH		4	16/10/2023		14.00	18.00	252.00	15.00	210.00	3.00	42.00
			P		3	01/09/2023		14.00	18.00	252.00	15.00	210.00		
			P 2		4	02/02/2023		14.00	18.00	252.00	15.00	210.00		
			P 2		3	01/01/2024		14.00	12.00	168.00	12.00	168.00		
					3	01/04/2024		10.00	18.00	180.00	15.00	150.00		
			P 2		3	11/01/2023		14.00	18.00	252.00	15.00	210.00		
			EH		4	01/09/2023		14.00	18.00	252.00	15.00	210.00	3.00	42.00
			P 2		3	25/09/2023		14.00	12.00	168.00	12.00	168.00		
			P		3	01/01/2024		14.00	18.00	252.00	15.00	210.00		
					4	01/04/2024		13.00	12.00	156.00	12.00	156.00		
			S		4	25/10/2023		14.00	0.00	0.00	0.00	0.00		
	Stephen	Bradley		07/10/201	3	19/09/2023		14.00	18.00	252.00	15.00	210.00		

Stephen Bradley is now on your list

Claiming Hours on your Headcount

To enter the hours you wish to claim click on the **Edit Headcount** button

Click Edit Headcount

Headcount (Amendment) for 2, 3 & 4 year olds

Status: Submitted
Deadline: 28 June 2024

Provider Name / Provision Type / Term (Term Period)

Add Child

Edit Headcount

Download

Submit

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
								499.00	496.00	6860.00	426.04	5892.56	39.21	548.94
			EH		4	16/10/2023		14.00	18.00	252.00	15.00	210.00	3.00	42.00
			P		3	01/09/2023		14.00	18.00	252.00	15.00	210.00		
			P 2		4	02/02/2023		14.00	18.00	252.00	15.00	210.00		

1. In the **Weeks Attended for Term** field put the number of weeks the child will be attending i.e.
 - 12 weeks for Spring Term or less if you know the child will be leaving early or starting late
 - 12 weeks for Summer Term or less if you know the child will be leaving early or starting late
 - 14 weeks for Autumn Term or less if you know the child will be leaving early or starting late
2. In the **Average Hours Attended per week** field enter the total actual hours attended at your setting each week. If a child changes the number of hours attended during the term, you can use the **Nursery Funding calculator** to work out the correct number of average hours to enter. Download the Funding calculator using the link below and click the 'Average Hours' worksheet tab at the bottom of the Excel document <https://www.gloucestershire.gov.uk/early-years-service/information-for-providers/early-years-business-marketing-finance-support/nursery-education-funding-nef/>. An example of this calculator can be seen in the "Changing Hours Amendment" chapter.
3. **Hours Attended for term, Universal Hours Claimed per week, Universal Hours Claimed for term, Expanded Hours Claimed per week** and **Expanded Hours Claimed for term** will automatically populate once you enter the Weeks Attended for term and Average Hours Attended per week. The Expanded Hours columns will only repopulate if the child has a valid 30 hours eligibility code.
4. However, parents can choose how many hours they wish to claim at a setting and this may differ to the Average Hours Attended per week. For example, a child is attending 15 hours per week at one setting but the parents may choose to only claim 5 hours and the rest of their entitlement at another setting. The hours to claim should be confirmed by the parent on the signed parent declaration form. If the hours the parents wish to claim differ from those attended per week, you will need to amend the **Universal Hours Claimed per week** and the **Expanded Hours Claimed per week** (where relevant).
5. If a child has left your setting at the end of the previous term, you can leave all fields blank, but you **Must** enter an end date into the **"Date Child Left Setting"** column in order for the child to be removed from your Headcount

Hannah Beckett will be attending Autumn Term (14 weeks) for 25 hours a week and claiming 15 hours per week at the setting

Headcount (Amendment) for 2, 3 & 4 year olds Status: Submitted Deadline: 28 June 2024

Provider Name / Provision Type / Term (Term Period)

Add Child Edit Headcount Download Submit

IMPORTANT:
Enter an end date if a child has left during the current term or left in a previous term

Child ID	Surname	Funding	Date of birth	Funding Age	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
							499.00	496.00	6860.00	426.04	5892.56	39.21	548.94
		EH	31/01/2020	4			14.00	18.00	252.00	15.00	210.00	3.00	42.00
		P	01/07/2020	3			14.00	18.00	252.00	15.00	210.00		
		P 2	19/01/2020	4			14.00		252.00		210.00		

Cancel Save

Enter the **number of weeks claimed for the term**


Although Auto Calculations does take place it is **vitaly important you check the calculations yourself too**

Enter the **Average number of hours attended per week**

If the total hours you have entered exceeds 15 hours this box will be automatically capped and the maximum number of hours 15 will automatically appear.

Click **Save** once all data has been entered

Below is an example of a child claiming extended hours with a valid extended/expanded eligibility code

 Headcount (Amendment) for 2, 3 & 4 year olds

Status: Submitted

Deadline: 28 June 2024

Provider Name / Provision Type / Term (Term Period)








▼

Add Child

Edit Headcount

Download

Submit

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
								499.00	496.00	6860.00	426.04	5892.56	39.21	548.94
				31/01/2020	4	16/10/2023		14.00	18.00	252.00	15.00	210.00	3.00	42.00
				01/07/2020	3	01/09/2023		14.00	18.00	252.00	15.00	210.00		
			 2	19/01/2020	4	02/02/2023		14.00	18.00	252.00	15.00	210.00		

Cancel

Save

Extended/Expanded example

Click Save once all data has been entered

Child claiming funding at multiple settings

Stephen Bradley is attending your setting for 12 weeks for 25 hours a week. He also attends another setting for 7 hours a week. His parents want to claim 8 hours at your setting and 7 hours at the other setting.

Headcount (Amendment) for 2, 3 & 4 year olds

Status: Submitted

Deadline: 28 June 2024

Provider Name / Provision Type / Term (Term Period)

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
			<input type="checkbox"/>					499.00	496.00	6860.00	426.04	5892.56	39.21	548.94
			EH		4	16/10/2023		14.00	18.00	252.00	15.00	210.00	3.00	42.00
	Stephen	Bradley	P	07/10/2013	3	01/09/2023		12.00	25.00	300.00	15.00	180.00		
			P 2		4	02/02/2023		14.00	18.00	252.00	15.00	210.00		
			P 2		3	01/01/2024		14.00	12.00	168.00	12.00	168.00		

As the average hours attended per week exceeds 15 hours this box will automatically cap and the maximum number of hours 15 will automatically appear. Click on the 15 hours and delete the number 15, then type the number 8

To help calculate the correct number of hours to claim, you can use our "Apportionment calculator" if the parents have not declared the hours they wish to claim, this can be found at:

<https://www.gloucestershire.gov.uk/early-years-service/information-for-providers/early-years-business-marketing-finance-support/nursery-education-funding-nef/>

Headcount (Amendment) for 2, 3 & 4 year olds

Provider Name / Provision Type / Term (Term Period)

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
			<input type="checkbox"/>					499.00	496.00	6860.00	426.04	5892.56	39.21	548.94
			EH		4	16/10/2023		14.00	18.00	252.00	15.00	210.00	3.00	42.00
	Stephen	Bradley	P	07/10/2013	3	01/09/2023		12.00	25.00	300.00	15.00	180.00		
			P 2		4	02/02/2023		14.00	18.00	252.00	15.00	210.00		
			P 2		3	01/01/2024		14.00	12.00	168.00	12.00	168.00		

Important Note: If a child no longer attends your setting you will need to enter the date they left. If they leave during the term you will need to enter their leaving date and you will also need to recalculate the number of weeks they have actually attended your setting. Enter this into the Weeks Attended for term. Adding just the leaving date will not recalculate the number of weeks funding to claim.

Stretched Funding Claims

Joanna Lumley attends 10 hours a week all year and her parents would like to claim a stretched offer over 50 weeks.

Remember: Providers are not obligated to offer Stretched Funding

The screenshot below is of the **15 hours stretched calculator**:

Providers can agree to stretch the funding over more than 38 weeks, **as long as the hours claimed over the year are not more than 570 hours (or 1140 for extended hours claims).**

This example allows the parents to access 10 hours of funded nursery education hours for 50 weeks. You can charge the parents for additional service, e.g. meals and additional hours if you are open for more than 50 weeks.

The screenshot shows a spreadsheet titled "STRETCHED ENTITLEMENT - 15 HOURS UNIVERSAL OFFER". It contains instructions and a calculation table. Annotations with arrows point to specific cells in the table:

- An arrow points to the yellow cell containing "10" with the text: "Enter the number of hours attended per week you wish to stretch (i.e. 10hrs)".
- An arrow points to the purple cell containing "50" with the text: "Enter the number of weeks to be stretched over (i.e. 50 weeks) or the number of weeks your setting wishes to stretch the funding over."
- An arrow points to the green cell containing "13.16" with the text: "Hours attended per week to be entered into the Actual Headcount is 13.16".

number of hours attended per week	number of weeks stretching the entitlement over per YEAR	number of LA funded weeks per year	number of hour to claim per week	Total number of hours funding you will receive in the Autumn term	Total number of hours funding you will receive in the Spring term	Total number of hours funding you will receive in the Summer term	Total number of hours funding you will receive in the academic year
10	50	38	13.16	184.21	157.89	157.89	500.00

The screenshot below is of the **30 hours stretched calculator**:

This example allows the parents to access 20 hours of funded nursery education hours for 50 weeks. You can charge the parents for additional service, e.g. meals and additional hours if you are open for more than 50 weeks.

The screenshot shows a spreadsheet titled "STRETCHED ENTITLEMENT - 30 HOURS EXTENDED OFFER". The spreadsheet contains instructions and a calculation table. Annotations with arrows point to specific cells in the table:

- An arrow points to cell A19 (yellow) with the text: "Enter the number of hours attended per week you wish to stretch (i.e. 20hrs)".
- An arrow points to cell B19 (purple) with the text: "Enter the number of weeks to be stretched over (i.e. 50 weeks) or the number of weeks your setting wishes to stretch the funding over.".
- An arrow points to cell D19 (green) with the text: "Hours attended per Week to be entered into the Actual Headcount is 26.32".

	A	B	C	D	E	F	G	H	I
1	STRETCHED ENTITLEMENT - 30 HOURS EXTENDED OFFER								
2									
3	Providers can agree to stretch the funding over more that 38 weeks, as long as the hours claimed over the year are								
4	not more that 1140. The Local Authority will continue to fund the provider for up to 38 weeks, and any								
5	arrangement to stretch the offer is a private matter between the provider and the parent, in accordance with the								
6	provider's billing and invoicing policy.								
7									
8	The claim form that providers submit must reflect the stretched hours per week. If the child is attending over 30								
9	hours there is no calculation to make. If the hours attended are under 30 you will need to calculate the average								
10	number of hours attended per week and enter these onto the claim form.								
11									
12	Below is an calculator to help you work out the number of hours to claim:-								
13									
14	Instructions								
15	Please enter the weekly hours attended at your settings in the yellow cells								
16	Please enter the amount of weeks you are stretching the entitlement over in the purple cell								
17	- The amount of funding you can claim for the child per week willl automatically appear in the green cell								
18									
19	number of hours attended per week	number of weeks stretching the entitlement over per YEAR	number of LA funded weeks per year	number of hour to claim per week	Total number of hours funding you will receive in the Autumn term	Total number of hours funding you will receive in the Spring term	Total number of hours funding you will receive in the Summer term	Total number of hours funding you will receive in the academic year	
20	20	50	38	26.32	368.42	315.79	315.79	1000.00	
21									
22									
23									
24									
25									
26									
27									

Important: A copy of these calculators **must** be attached to the paper parent declaration form for future audit and must be held at the setting.

Enter the number of weeks claimed for the term (i.e. 12)

Headcount (Amendment) for 2, 3 & 4 year olds

Status: Submitted

Deadline: 28 June 2024

Provider Name / Provision Type / Term (Term Period)

Add Child

Edit Headcount

Download

Submit

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
			<input type="checkbox"/>					499.00	496.00	6860.00	426.04	5892.56	39.21	548.94
			EH		4	16/10/2023		14.00	18.00	252.00	15.00	210.00	3.00	42.00
	Joanna	Lumley	P	05/12/2013	3	01/09/2023								
			P 2		4	02/02/2023		14.00		252.00	15.00	210.00		
			P 2		3	01/01/2024		14.00		168.00	12.00	168.00		

Cancel

Save

Enter the rest of the Headcount information and Click Save

Average Hours Attended per weeks to be entered into the task is **13.16** (if using the 10hrs example above) or **26.32** (if using the 20hrs example above)

To help calculate the correct number of stretched hours to claim you should use our “**Stretched funding calculators**”, these can be found at: <https://www.gloucestershire.gov.uk/early-years-service/information-for-providers/early-years-business-marketing-finance-support/nursery-education-funding-nef/>

Submitting your headcount task

You can change your Headcount data as many times as necessary before the deadline date, by clicking on **Edit Headcount**. You are not restricted to only submitting it once. However, you **MUST** submit it once you have completed it.

To submit your completed Headcount task click **Submit**.

Headcount (Amendment) for 2, 3 & 4 year olds

Status: Submitted

Deadline: 28 June 2024

Provider Name / Provision Type / Term (Term Period)

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
			<input type="checkbox"/>					499.00	496.00	6860.00	426.04	58.36	39.21	548.94
			EH		4	16/10/2023		14.00	18.00	252.00	15.00	00	3.00	42.00
			P		3	01/09/2023		14.00	18.00	252.00	15.00	00		
			P 2		4	02/02/2023		14.00	18.00	252.00	15.00	00		
			P 2		3	01/01/2024		14.00	12.00	168.00	12.00	00		

Click **Submit**

You will then need to digitally sign a declaration. Please read this carefully as it may vary and is legally binding.

Home
 Payments ▾
 Rainbow ▾

Submission Declaration

Certification


I certify that the number of hours claimed are correct for each pupil and signed for by the parent /guardians(s) of the pupils. These hours can/will be substantiated by the official registers. I understand that this claim will be subject to an audit at a later date.


I have read the Local Conditions of Funding and agree to comply with them.

I have checked:

- 1) That all parents have signed & completed the number of hours required.
- 2) That hours claimed are based on hours attended for the term.
- 3) That where I am aware that hours are claimed at my setting and another, that added together they do not exceed the maximum entitlement.

Cancel
Confirm

Submit Headcount 

 Are you sure you wish to submit this information?

Click Yes if you do not wish to make more Changes

Important Note: Once you Submit your Headcount task, if you make any further changes to your Headcount data you will need to **save the changes and then re-submit each time**, otherwise the changes will not be recorded.

Amendments

Important Note: You will only need to follow this process if you have amendments to make to any of your original claims, or you have any new starters to add.

To go to the Headcount Amendment task hover over the task you would like to complete (it will highlight yellow as shown below) and click to begin.

Welcome to the Provider Headcount Portal

Below, you will see a range of information that is available to you.

If you have headcount information to submit, under "My tasks", click on the current Headcount task to edit and submit your information.

Information regarding your claim packs, payment summaries etc., can be found under "My messages".

My tasks

Headcount (Amendment) for Autumn Term 2018 (01 Sep 18 - 31 Dec 18) for 2 year olds, 3 year olds, 4 year olds is required

Not Started, Due on 30 November 2018

Provider Name

View all tasks

My messages

New Report

Please go to <https://emsonline.gloucestershire.gov.uk/ProviderPortal/Headcount/ChooseReportService>

01/10/2018

30 Hour Checking System

Hi, We are aware that currently the 30 hour checking facility on the portal is down so no 30 hour...

07/09/2018

New Report

Please go to <https://emsonline.gloucestershire.gov.uk/ProviderPortal/Headcount/ChooseReportService>

31/07/2018

New Report

Please go to <https://emsonline.gloucestershire.gov.uk/ProviderPortal/Headcount/ChooseReportService>

10/07/2018

Paperwork

Please find attached the paperwork you will need for the Autumn term.

10/07/2018

1

New Child Starter Amendment

When you access your Amendment task you will be presented with a list of children and information from your Actual Headcount claims.

A new child named **Tony Wells** has **started at your setting on 4th November 2018** during the Autumn Term and **attends 18 hours a week**. Click the **Add Child button** and follow the 'Adding a Child to your Headcount' section of the Nursery Funding Portal guidance.

Tony started at your setting on the 4th November 2018 (**there is 6 weeks of funded weeks remaining**) during the Autumn Term and attends 18 hours a week. Click the Edit Headcount button.

*****For new starters it is important to calculate the number of weeks attended from the start date*****

Legal Name	Funding	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term
				314.00	18.00	108.00	15.00	90.00
	2	24/04/2017		14.00	0.00	0.00	0.00	0.00
	EH	02/01/2018				0.00	0.00	0.00
	2	02/01/2018				0.00	0.00	0.00
	2	24/04/2017				0.00	0.00	0.00
	S 2	04/01/2016			0.00	0.00	0.00	0.00
		04/11/2017			0.00	0.00	0.00	0.00
	2	09/11/2017			0.00	0.00	0.00	0.00
	EH S	03/11/2017			0.00	0.00	0.00	0.00
		04/11/2018		6.00	18.00	108.00	15.00	90.00

Cancel Save

Click in the Box and change Weeks Attended for Term to 6

Change the Start Date from 04/09/2018 to 04/11/2018 (DD/MM/YYYY)

Hours Attended for term, Universal Hours Claimed per week & Universal Hours Claimed for term should calculate automatically. Check these details before clicking Save

Click in the Average Hours per week and enter 18

Child Leaving Setting Amendment

Tony Wells began at the start of the Autumn term and left your setting on the 4th November 2018 (he has attended for 8 of the funded weeks).

Click the **Edit Headcount** button

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term
								322.00	18.00	252.00	15.00	210.00
			EH		4	03/01/2017		14.00	0.00	0.00	0.00	0.00
			2		2	02/01/2018		14.00	0.00	0.00	0.00	0.00
			2		3	24/04/2017		14.00	0.00	0.00	0.00	0.00
			EH		3	02/01/2018		14.00	0.00	0.00	0.00	0.00
			2		4	02/01/2018		14.00	0.00	0.00	0.00	0.00
			2		3	24/04/2017		14.00	0.00	0.00	0.00	0.00
			S 2		4	04/01/2016		14.00	0.00	0.00	0.00	0.00
			EH		3	24/04/2017		14.00	0.00	0.00	0.00	0.00
			2		2	28/05/2018		14.00	0.00	0.00	0.00	0.00
			2		3	04/09/2017		14.00	0.00	0.00	0.00	0.00
			2		4	09/01/2017		14.00	0.00	0.00	0.00	0.00
			EH S		4	03/01/2017		14.00	0.00	0.00	0.00	0.00
	Tony	Wells		15/06/2016	2	01/09/2018		14.00	18.00	252.00	15.00	210.00

For children leaving it is important to recalculate the number of weeks attended from the start date

Legal Name	Funding	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term	Auto Warn been them
				314.00	18.00	108.00	15.00	210.00	
	EH	03/01/2017		14.00	0.00	0.00	0.00	0.00	
	2	02/01/2018		14.00	0.00	0.00	0.00	0.00	
	2	24/04/2017		14.00	0.00	0.00	0.00	0.00	
	EH	02/01/2018		14.00	0.00	0.00	0.00	0.00	
	2	02/01/2018		14.00	0.00	0.00	0.00	0.00	
	2	24/04/2017		14.00	0.00	0.00	0.00	0.00	
	S 2	04/01/2016		14.00	0.00	0.00	0.00	0.00	
	EH	24/04/2017		14.00	0.00	0.00	0.00	0.00	
	2	28/05/2018		14.00	0.00	0.00	0.00	0.00	
	2	04/09/2017		14.00	0.00	0.00	0.00	0.00	
	2	09/01/2017		14.00	0.00	0.00	0.00	0.00	
	EH S	03/01/2017		14.00	0.00	0.00	0.00	0.00	
Tony Wells		01/09/2018	04/11/2018	8.00	18.00	144.00	15.00	120.00	

Cancel
Save

Tony Wells has attended for 8 of the funded weeks, from 1st September to 4th November 2018, the week 22nd to 26th October is not a funded week

Changing Hours Amendment

Hannah Beckett is **decreasing attendance** at your setting from 12 hours to 8 hours as of 12th November 2018. This means Hannah has attended the following during Autumn Term (14 weeks total for the year 2018):

1. 12 hours for 9 weeks
2. 8 hours for 5 weeks

If a child changes the number of hours attended during the term, you should use the Nursery Funding average hour's calculator to work out the correct number of average hours to enter. You can find this on the Early Years Business Support website: <https://www.gloucestershire.gov.uk/early-years-service/information-for-providers/early-years-business-marketing-finance-support/nursery-education-funding-nef/>

	A	B	C	D	E	F	G
4		3.0 The Average Hours is Calculated in the Black Cell Highlighted in Red					
5							
6		No of Hours	For Number of weeks	Total Hours			
7		12	9	108			
8		8	5	40			
9				0			
10				0			
11				0			
12				0			
13							
14							
15							
16				0			
17				0			
18							
19		Total No of Weeks =		14			
20		Total Hours for Term=		148			
21							
22							
23		Average Hours=		10.57142857			

Enter the Data 12 hours for 9 weeks

Enter the Data 8 hours for 5 weeks

10.57 is the Average hours figure

*****Important Note: The process for increasing hours is exactly the same as decreasing hours*****

Headcount (Actual) for 2, 3 & 4 year olds

Status: Edited but not yet submitted

Deadline:

Provider Name / Provision Type / Term (Term Period)

You can not edit or submit this information as the deadline has passed.

	Forename	Surname	Funding	Date of birth	Funding	Start	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term
								307.00	127.00	1410.00	84.00	951.00
			2		3	02/01/2018		7.00	32.00	224.00	15.00	105.00
	Hannah	Beckett		15/06/2015	3	01/09/2018		14.00	12.00	168.00	12.00	168.00
					4	04/09/2017		14.00	23.00	322.00	15.00	210.00
			P EH		3	02/01/2018		14.00	30.00	420.00	15.00	210.00
					4	04/09/2017		6.00	18.00	108.00	15.00	90.00
			2		2	02/01/2018		14.00	12.00	168.00	12.00	168.00

Edit - Headcount (Actual) for 2, 3 & 4 year olds

Status: Edited but not yet submitted

Deadline:

Provider Name / Provision Type / Term (Term Period)

Legal Name	Funding	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term
				307.00	127.00	1410.00	84.00	951.00
	2	02/01/2018		7.00	32.00	224.00	15.00	105.00
Hannah Beckett		01/09/2018		14.00	12.00	168.00	12.00	168.00
		04/09/2017		14.00		322.00	15.00	210.00
	P EH	02/01/2018		14.00		420.00	15.00	210.00
		04/09/2017		6.00		108.00	15.00	90.00
	2	02/01/2018		14.00		168.00	12.00	168.00

Click in the Average Hours Attended per week box and replace the 12.00 with the Average hours figure 10.57 calculated using the Nursery Funding Calculator

Edit - Headcount (Actual) for 2, 3 & 4 year olds

Status: Edited but not yet submitted

De

Provider Name / Provision Type / Term (Term Period)

Legal Name	Funding	Start Date	Date Child Left Setting (Blank if still there)	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term
				307.00	125.57	1389.98	82.57	930.98
	2	02/01/2018		7.00	32.00	224.00	15.00	105.00
Hannah Beckett		01/09/2018		14.00	10.57	147.98	10.57	147.98
		04/09/2017		14.00	10.00	322.00	15.00	210.00
	P EH	02/01/2018						210.00
		04/09/2017						90.00
	2	02/01/2018						168.00

Once you have changed the Average Hours Attended per week to 10.57 (and the auto calculation has completed) click the **Save** button

Important: Each task will have a deadline date for you to complete your submissions. You are not restricted to submitting your data only once.

Accessing your Funding Documents

To access your funding documents you must first log into the portal and go to your homepage, or click the Home button:



Provider Portal

Home Self Update ▾ Headcount ▾ Working Parent Entitlement ▾ Disadvantaged 2 year olds ▾ KEITHLITTLEBEARS ▾ Sign out

Welcome to the Provider Portal

Below, you will see a range of services that are available to you

Please do not forget to update the **Self Update** section of your Portal.

ADVANCED NOTICE - Please note this Portal will be unavailable from 4:30pm on Wednesday 22nd May due to an upgrade to the system. The Portal will remain offline until late morning on Friday 24th May

Disadvantaged 2 year olds Headcount Self Update Working Parent Entitlement KEITHLITTLEBEARS

Hover over the **Headcount** drop down list, next to the Home button near the top of the page, then select **Funding Documents** from the list:

Headcount drop down list

Gloucestershire COUNTY COUNCIL

Provider Portal

Home Self Update ▾ Headcount ▾ Working Parent Entitlement ▾ Disadvantaged 2 year olds ▾ KEITHLITTLEBEARS ▾ Sign out

Providers
Provider Home
Funding Documents

Welcome to the Provider Portal

Below, you will see a range of services that are available to you

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Disadvantaged 2 year olds Headcount Self Update Working Parent Entitlement KEITHLITTLEBEARS

By accessing the Funding Documents section you're able to view your Payment Breakdowns (the most recent breakdowns and your historic reports), as well as pre-populated Parent Declaration forms.

This number indicates the total number of reports available to view

Use the page buttons to filter through your historic funding documents

Payment History

Provider Name - Provision Type

28 Report(s)

Page 1 of 2 1 2 Next >>

Report Date	Description	Actions
03/12/2018	Spring Term Parent Declaration forms	View Report
28/09/2018	Autumn Actual Payment Breakdown	View Report
31/07/2018	Summer Adjustment Breakdown	View Report
10/07/2018	Autumn 2018 Pre Populated Parent Forms	View Report
18/05/2018	Early Years Pupil Premium	View Report
14/05/2018	Summer Actual Payment Breakdown	View Report
21/03/2018	Claims By Provider Amendment Report Spring 2018	View Report
12/03/2018	Summer 2018 Pre Populated Parent Forms	View Report
30/01/2018	Claims By Provider Report Spring 2018	View Report
07/12/2017	Autumn Amendment 2017 Breakdown List	View Report
05/12/2017	Spring 2018 Parent Form	View Report
11/10/2017	Autumn Amendment 2017 Breakdown List	View Report

This date represents the date which the report(s) were sent to your portal account. Your reports are ordered from newest to oldest

A briefing description is given for each report sent to you

To open your report click ' View Report' . Your document will display in a PDF document. You can save your reports on your computer by downloading the document and saving in your preferred location.

Nursery Funding Pack

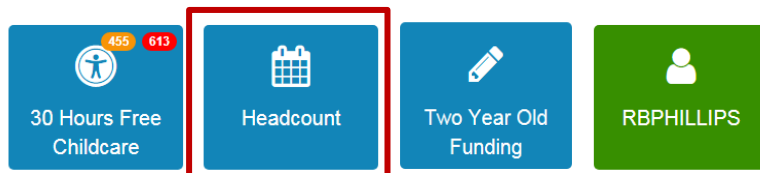
Your Nursery Funding Pack will be sent to your portal account through 'My messages' before each funding term begins.

Your funding pack will be in PDF format and will include:

- A letter from the Nursery Funding Term containing key dates for the term, as well important updates to be aware of
- A blank Parent Declaration Form for the term for new starters
- Guidance on completing the Parent Declaration Form
- Amendment Form for the term
- A timetable for the financial year, outlining important dates relating to nursery funding, e.g. task deadlines, payment release dates, etc.

Before you can download your Nursery Funding Pack, please follow these steps

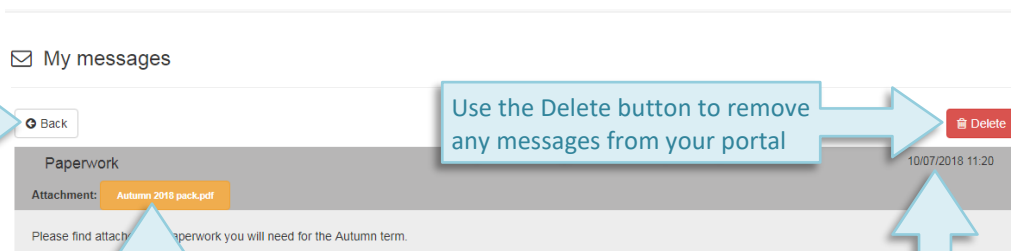
Visit your Nursery Funding Portal homepage and click the Headcount button:



The screenshot below shows your Headcount page. Here you are able to access your tasks and your messages.

(Please view the 'Accessing your Headcount Tasks' in the Funding Portal Guidance if you would like to know more about your tasks).

A screenshot of the Headcount page in the Nursery Funding Portal. At the top, there is a welcome message: 'Welcome to the Provider Headcount Portal. Below, you will see a range of information that is available to you. If you have headcount information to submit, under "My tasks", click on the current Headcount task to edit and submit your information. Information regarding your claim packs, payment summaries etc, can be found under "My messages".' Below this, there are two main sections: 'My tasks' and 'My messages'. The 'My tasks' section shows a task for 'Headcount (Amendment) for Autumn Term 2018 (01 Sep 18 - 31 Dec 18) for 2 year olds, 3 year olds, 4 year olds is required'. It lists 'Sarah Spencer (Spencer Bear Childcare)' and 'Sarah Spencer (Spencer Bear Childcare)' as users. A green button says 'Not Started, Due on 30 November 2018'. A link 'View all tasks' is at the bottom. The 'My messages' section shows a list of messages. The first message is 'New Report' dated 01/10/2018. The second is '30 Hour Checking System' dated 07/09/2018. The third is 'New Report' dated 31/07/2018. The fourth is 'New Report' dated 10/07/2018. The fifth message, 'Paperwork', dated 10/07/2018, is highlighted with a red border. A blue link 'View all messages' is at the bottom. Three blue callout boxes with arrows provide additional information: 1. 'Here you will find a message containing paperwork for the term. Simply click the message to open it.' points to the 'Paperwork' message. 2. 'To view your historic messages click View all messages' points to the 'View all messages' link. 3. 'This date represents the date when the message(s) were sent to your portal account. Your messages are ordered from newest to oldest' points to the date '10/07/2018' of the 'Paperwork' message.



Use the Back button to return to your message

Use the Delete button to remove any messages from your portal

Click the attachment to download your Nursery Funding Pack

These details represents when your message was sent to your portal account