

Provider Portal Guidance September 2025

Guidance will include different funding routes:

Under 2's - Working Families.....	Page 2
2 Year - Additional Support (Previously Disadvantaged)	Page 6
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Under 2's - Working Families (30 Hours)

Funding > Select Year & Term > 9 month – 2 Year Old (New)

Home Forms **Funding** Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Summary Head Count Records for 2025/26 Financial Year - Autumn

2025/26 Financial Year

Summer

Autumn

2024/25 Financial Year

2023/24 Financial Year

2022/23 Financial Year

2021/22 Financial Year

2020/21 Financial Year

2019/20 Financial Year

2018/19 Financial Year

2017-18 Financial Year

2016-17 Financial Year

Funding Type

2 Year Old Funding (New)

3 & 4 Year Old

9 Month - 2 Year Old (New)

Actuals > Add child

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2025/26 Financial Year Autumn - 9 Mo

Add Child Send Claim

Add Child Send Claim

Child details tab > Enter Name > DOB > Tick Proof of DOB seen > Tick Gender > Select Ethnicity > Select SEN COP Stage > Enter house number & postcode > Search > Confirm

Child Details

Parent / Carer Details

Funding Details

Notes

Child Details

Forename*

Early

Middle Name

Surname*

Years

DOB*

01-Jul-2024

Proof of DOB

☒

Gender*

☒ Male ☐ Female

Preferred Surname

Ethnicity*

White - British

SEN COP Stage*

No Special Educational need

Search for an Address

Primary

1

Postcode*

S60 1AE

Search

Riverside House, Main Street, Rotherham Town Centre, Rotherham, S60 1, ▼

Address

Address Line 1*

Riverside House

Address Line 2

Main Street

Address Line 3

Locality

Rotherham Town Centre

Town

Rotherham

County

Postcode*

S60 1AE

Cancel

Enter Manually

Confirm

Parent/Carer Details Tab > Enter Name > DOB > National Insurance Number > Tick EYPP & Working Family Eligibility

Child Details

Parent / Carer Details

Funding Details

Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details

Forename

Parent 1

Surname

Parent Surname

DOB

//****

Email

Contact Number

☒ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for

☒ EYPP ☒ Working Family Eligibility

Partner Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for

☐ EYPP ☐ Working Family Eligibility

Switch

Consent for Eligibility Checking:

EYPP: The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

Working Family: The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

Funding Details Tab > Select Default Term Dates (or change if different to standard) > Weeks Attended e.g. 14 for Autumn Term (or stretched allowance) > If applicable, tick present at census > If applicable, tick attends 2 days or more > Choose if nominated for DAF > Tick stretched if stretching (if option not available please contact Early Years)

Child Details
Parent / Carer Details
Funding Details
Notes

Funding Details

Start Date* 01-Sep-2025

End Date* 31-Dec-2025

Default Term Dates

Weeks Attended in Term* 14

Present during Census ☒

Attends Two Days or More ☒

Nominated for DAF* ☐ Yes ☒ No

Expanded Funded Hours per Week

Eligible for Expanded Hours ☒

Eligibility Code *****

Click to check eligibility for Working Family funding

Check Eligibility Code

Expanded Hours* 30

! if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

Attendance Days

Attends Monday ☒ Yes ☐ No

Attends Tuesday ☒ Yes ☐ No

Attends Wednesday ☒ Yes ☐ No

Attends Thursday ☐ Yes ☐ No

Attends Friday ☐ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours* 0

Census Information

Expanded Entitlement Weeks 38

! Records the Number of Weeks the Child is expected to stretch their Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:
Number of Weeks: **14.00**
Expanded Weekly Hours: **30.00**
Expanded Yearly Hours: **1140.00**

Expanded Funded Hours Per Week > Enter Code > Check Eligibility > Enter Expanded Hours > Max of 30 (22 if stretched)

Expanded Funded Hours per Week

Eligible for Expanded Hours ☒

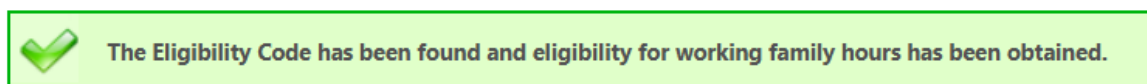
Eligibility Code *****

Click to check eligibility for Working Family funding

Check Eligibility Code

Expanded Hours* 30

Once eligibility has been checked you should receive the following message at the top of the screen:



Select Attendance days > Enter any non-funded hours (or 0) > Enter Expanded Entitled Weeks (38 term time or number of weeks you deliver funding over the year e.g. 50)

Attendance Days

Attends Monday	☒ Yes ☐ No
Attends Tuesday	☒ Yes ☐ No
Attends Wednesday	☒ Yes ☐ No
Attends Thursday	☐ Yes ☐ No
Attends Friday	☐ Yes ☐ No
Attends Saturday	☐ Yes ☐ No
Attends Sunday	☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours*

Census Information

Expanded Entitlement Weeks

 Records the Number of Weeks the Child is expected to stretch their Expanded hours across the Child's eligibility year, in line with the parenta declaration form.

Enter any notes if necessary:

Child Details

Parent / Carer Details

Funding Details

Notes

Save Child:

Save

Cancel

2 Year - Additional Support (Previously Disadvantaged, 15 hours)

Funding > Select Year & Term > 2 Year Old Funding (New)

Home Forms **Funding** Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Summary Head Count Records for 2025/26 Financial Year - Autumn

2025/26 Financial Year

Summer

Autumn

2024/25 Financial Year

2023/24 Financial Year

2022/23 Financial Year

2021/22 Financial Year

2020/21 Financial Year

2019/20 Financial Year

2018/19 Financial Year

2017-18 Financial Year

2016-17 Financial Year

Funding Type
2 Year Old Funding (New)
3 & 4 Year Old
9 Month - 2 Year Old (New)

Actuals > Enter EY Voucher ****This allows the system to confirm a Local Authority eligibility check has taken place and ensures children have been checked by Rotherham FIS****

Home Forms Funding **Actuals** Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Submit Actual: 2025/26 Financial Year Autumn - 2 Year Old Funding (New) [CHANGE](#)

Add Child **Enter EY Voucher** Send Claim

Add Child Enter EY Voucher Send Claim

The following box will appear > Enter Code > Child's DOB > Surname > Click Submit

EY Claim

Please enter a valid Voucher Code, together with the Child's Date of Birth and Surname.

Voucher Code*

Child Date of Birth*

Child Surname*

*denotes mandatory fields

Submit **Cancel**

Once submitted it should take you to the following screen with information already inputted on the child details tab. Tick Proof of DOB seen > Tick Gender > Select Ethnicity > Select SEN COP Stage

Summary | **Child Details** | Parent / Carer Details | Funding Details | Notes

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☒

Gender* ☐ Male ☒ Female

Preferred Surname

Ethnicity*

SEN COP Stage

Update Address

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Parent/Carer Details Tab > Enter Name > DOB > National Insurance Number > Tick EYPP

Summary | Child Details | **Parent / Carer Details** | Funding Details | Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details

Forename

Surname

DOB

Email

Contact Number

☒ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☒ EYPP ☐ Working Family Eligibility ☐ Additional Support

Partner Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility ☐ Additional Support

[Switch](#)

Consent for Eligibility Checking:

EYPP: The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

Working Family: The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

Additional Support: The Surname, DOB and NI Number will also be required for this data to be used for an Eligibility Check.

Funding Details Tab > Select Default Term Dates (or change if different to standard) > Weeks Attended e.g. 14 for Autumn Term (or stretched allowance) > If applicable, tick present at census > If applicable, tick attends 2 days or more > Choose if nominated for DAF > Tick stretched if stretching (if option not available please contact Early Years)

Summary	Child Details	Parent / Carer Details	Funding Details	Notes
Funding Details Start Date* 01-Sep-2025 End Date* 31-Dec-2025 Default Term Dates Weeks Attended in Term* 14 Present during Census ☒ Attends Two Days or More ☒ Nominated for DAF* ☐ Yes ☒ No				
Attendance Days Attends Monday ☒ Yes ☐ No Attends Tuesday ☒ Yes ☐ No Attends Wednesday ☒ Yes ☐ No Attends Thursday ☐ Yes ☐ No Attends Friday ☐ Yes ☐ No Attends Saturday ☐ Yes ☐ No Attends Sunday ☐ Yes ☐ No				
Funded Hours per Week Eligible for Funded Hours ☒ Click to check eligibility for 2-year-old receiving additional support funding Child Eligible Hours* 15				
Non-Funded Hours per Week Non-Funded Hours* 0 <i>Child is eligible for 2-year-old receiving additional support funding. Please enter Funded Hours in line with the parental declaration form.</i>				
Expanded Funded Hours per Week Eligible for Expanded Hours ☒ Eligibility Code Click to check eligibility for Working Family funding Check Eligibility Code Expanded Hours* 0				
Census Information Funded Entitlement Weeks 38 Expanded Entitlement Weeks <i>Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.</i>				
Total Funded Hours per Week Total Funded: 15.00				
Maximum Values Allowed: Number of Weeks: 14.00 Funded Weekly Hours: 15.00 Funded Yearly Hours: 570.00 Expanded Weekly Hours: 30.00 Expanded Yearly Hours: 1140.00				

In Funded Hours per Week enter up to 15 Hours > Expanded Hours must be 0

Funded Hours per Week	
Eligible for Funded Hours	☒
Click to check eligibility for 2-year-old receiving additional support funding	Child Eligible
Hours*	15
Expanded Funded Hours per Week	
Eligible for Expanded Hours	☒
Eligibility Code	
Click to check eligibility for Working Family funding	Check Eligibility Code
Expanded Hours*	0
Total Funded Hours per Week	
Total Funded:	15.00

Select Attendance days > Enter any non-funded hours (or 0) > Enter Funded Entitled Weeks (38 term time or number of weeks you deliver funding over the year e.g. 50)

Attendance Days

Attends Monday	☒ Yes ☐ No
Attends Tuesday	☒ Yes ☐ No
Attends Wednesday	☒ Yes ☐ No
Attends Thursday	☐ Yes ☐ No
Attends Friday	☐ Yes ☐ No
Attends Saturday	☐ Yes ☐ No
Attends Sunday	☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours*

Child is eligible for 2-year-old receiving additional support funding. Please enter Funded Hours in line with the parental declaration form.

Census Information

Funded Entitlement Weeks

Expanded Entitlement Weeks

Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Enter any notes if necessary:

Child Details

Parent / Carer Details

Funding Details

Notes

Save Child:

Save

Cancel

IMPORTANT INFORMATION:

It is important that you add children with additional support funding (previously disadvantaged) under the 'ENTER EY VOUCHER' button and not the 'Add Child'. This allows the portal to confirm a Local Authority eligibility check has taken place and matches the child to our internal system. This ensures that you can offer the funded place with certainty that the child is eligible.

If you have entered a 2 year old with additional support funding under 'add child' and then click 'check eligibility' on the funding details tab you may receive the following message & eligibility cannot be confirmed.

The Additional Support Check has come back as not eligible, Funded Hours can still be entered, but may be rejected by the LA.

2 Year - Working Families (30 Hours)

Funding > Select Year & Term > 2 Year Old Funding (New)

Home Forms **Funding** Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Summary Head Count Records for 2025/26 Financial Year - Autumn

2025/26 Financial Year	
Summer	
Autumn	Funding Type
	2 Year Old Funding (New)
2024/25 Financial Year	3 & 4 Year Old
2023/24 Financial Year	
2022/23 Financial Year	
2021/22 Financial Year	
2020/21 Financial Year	
2019/20 Financial Year	
2018/19 Financial Year	
2017-18 Financial Year	
2016-17 Financial Year	

Actuals > Add child

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2025/26 Financial Year Autumn - 2 Year Old F

Add Child

Enter EY Voucher

Send Claim

Add Child

Enter EY Voucher

Send Claim

Child details tab > Enter Name > DOB > Tick Proof of DOB seen > Tick Gender > Select Ethnicity > Select SEN COP Stage > Enter house number & postcode > Search > Confirm

Child Details

Parent / Carer Details

Funding Details

Notes

Child Details

Forename*

Early

Middle Name

Surname*

Years

DOB*

01-Jun-2023

Proof of DOB

☒

Gender*

☐ Male ☒ Female

Preferred Surname

Ethnicity*

White - English

SEN COP Stage

No Special Educational need

Search for an Address

Primary

1

Postcode*

S60 1AE

Search

Riverside House, Main Street, Rotherham Town Centre, Rotherham, S60 1

Address

Address Line 1*

Riverside House

Address Line 2

Main Street

Address Line 3

Locality

Rotherham Town Centre

Town

Rotherham

County

Postcode*

S60 1AE

Cancel

Enter Manually

Confirm

10

Parent/Carer Details Tab > Enter Name > DOB > National Insurance Number > Tick EYPP & Working Family Eligibility

Child Details **Parent / Carer Details** Funding Details Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details

Forename

Surname

DOB

Email

Contact Number

☒ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for

☒ EYPP
☒ Working Family Eligibility
☐ Additional Support

Partner Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for

☐ EYPP
☐ Working Family Eligibility
☐ Additional Support

[Switch](#)

Consent for Eligibility Checking:

EYPP: The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

Working Family: The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

Additional Support: The Surname, DOB and NI Number will also be required for this data to be used for an Eligibility Check.

Funding Details Tab > Select Default Term Dates (or change if different to standard) > Weeks Attended e.g. 14 for Autumn Term (or stretched allowance) > If applicable, tick present at census > If applicable, tick attends 2 days or more > Choose if nominated for DAF > Tick stretched if stretching (if option not available please contact Early Years)

Child Details Parent / Carer Details **Funding Details** Notes

Funding Details

Start Date*

End Date*

[Default Term Dates](#)

Weeks Attended in Term*

Present during Census ☒

Attends Two Days or More ☒

Nominated for DAF* ☐ Yes ☒ No

Funded Hours per Week

Eligible for Funded Hours ☒

Click to check eligibility for 2-year-old receiving additional support funding [Check Eligibility](#)

Hours*

Expanded Funded Hours per Week

Eligible for Expanded Hours ☒

Eligibility Code

Click to check eligibility for Working Family funding [Check Eligibility Code](#)

Expanded Hours*

Total Funded Hours per Week

Total Funded:

Attendance Days

Attends Monday ☒ Yes ☐ No

Attends Tuesday ☒ Yes ☐ No

Attends Wednesday ☐ Yes ☐ No

Attends Thursday ☐ Yes ☐ No

Attends Friday ☐ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours*

Census Information

Funded Entitlement Weeks

Expanded Entitlement Weeks

Maximum Values Allowed:

Number of Weeks: **14.00**

Funded Weekly Hours: **10.00**
Funded Yearly Hours: **380.00**

Expanded Weekly Hours: **10.00**
Expanded Yearly Hours: **570.00**

Funded Enter 0 Hours > Expanded Funded Hours Per Week > Enter Code > Check Eligibility Code > Enter Expanded Hours > Max of 30 (22 if stretched)

Funded Hours per Week

Eligible for Funded Hours 

Click to check eligibility for 2-year-old receiving additional support funding

Hours*

Expanded Funded Hours per Week

Eligible for Expanded Hours 

Eligibility Code

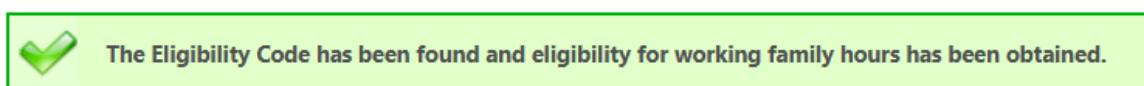
Click to check eligibility for Working Family funding

Expanded Hours*

Total Funded Hours per Week

Total Funded:

Once eligibility has been checked you should receive the following message at the top of the screen:



Select Attendance days > Enter any non-funded hours (or 0) > Enter 0 Funded Entitlement weeks > Enter Expanded Entitled Weeks (38 term time or number of weeks you deliver funding over the year e.g. 50)

Attendance Days

Attends Monday ☒ Yes ☐ No

Attends Tuesday ☒ Yes ☐ No

Attends Wednesday ☐ Yes ☐ No

Attends Thursday ☐ Yes ☐ No

Attends Friday ☐ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours*

 An Eligibility Check for 2-year-old receiving additional support funding should be carried out if claiming Funded Hours. If the Eligibility check returns as not being eligible hours can still be entered, but may be rejected by the LA.

Census Information

Funded Entitlement Weeks

Expanded Entitlement Weeks

 Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Enter any notes if necessary:

Save Child:

2 Year - Additional Support & Working Family (30 Hours)

Some families who are eligible for the additional support 2 year funding may also be eligible for the working families funding. [Guidance form the DfE](#) states where parents meet the eligibility criteria for both entitlements from September 2025, they should take up the entitlement for families receiving additional support **and** 15 hours of working parent entitlement. Parents may come to you with both codes; therefore, this is how they should be entered on the portal:

Funding > Select Year & Term > 2 Year Old Funding (New)

Home Forms **Funding** Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Summary Head Count Records for 2025/26 Financial Year - Autumn

2025/26 Financial Year	
Summer	
Autumn	Funding Type
2024/25 Financial Year	2 Year Old Funding (New)
2023/24 Financial Year	3 & 4 Year Old
2022/23 Financial Year	9 Month - 2 Year Old (New)
2021/22 Financial Year	
2020/21 Financial Year	
2019/20 Financial Year	
2018/19 Financial Year	
2017-18 Financial Year	
2016-17 Financial Year	

Actuals > Enter EY Voucher ****This allows the system to confirm a Local Authority eligibility check has taken place and ensures children have been checked by Rotherham FIS****

Home Forms **Actuals** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2025/26 Financial Year Autumn - 2 Year Old Funding (New) CHANGE

Add Child **Enter EY Voucher** Send Claim

Add Child Enter EY Voucher Send Claim

The following box will appear > Enter Code > Child's DOB > Surname > Click Submit

EY Claim

Please enter a valid Voucher Code, together with the Child's Date of Birth and Surname.

Voucher Code*

Child Date of Birth*

Child Surname*

*denotes mandatory fields

Submit **Cancel**

Once submitted it should take you to the following screen with information already inputted on the child details tab. Tick Proof of DOB seen > Tick Gender > Select Ethnicity > Select SEN COP Stage

Summary | **Child Details** | Parent / Carer Details | Funding Details | Notes

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☒

Gender* ☐ Male ☒ Female

Preferred Surname

Ethnicity*

SEN COP Stage

Update Address

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Parent/Carer Details Tab > Enter Name > DOB > National Insurance Number > Tick EYPP & Working Family Eligibility

Child Details | **Parent / Carer Details** | Funding Details | Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details

Forename

Surname

DOB

Email

Contact Number

☒ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☒ EYPP ☒ Working Family Eligibility ☐ Additional Support

Partner Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility ☐ Additional Support

[Switch](#)

Consent for Eligibility Checking:

EYPP: The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

Working Family: The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

Additional Support: The Surname, DOB and NI Number will also be required for this data to be used for an Eligibility Check.

Funding Details Tab > Select Default Term Dates (or change if different to standard) > Weeks Attended e.g. 14 for Autumn Term (or stretched allowance) > If applicable, tick present at census > If applicable, tick attends 2 days or more > Choose if nominated for DAF > Tick stretched if stretching (if option not available please contact Early Years)

Funding Details

Start Date* 01-Sep-2025

End Date* 31-Dec-2025

Default Term Dates

Weeks Attended in Term* 14

Present during Census ☒

Attends Two Days or More ☒

Nominated for DAF* ☐ Yes ☒ No

Funded Hours per Week

Eligible for Funded Hours ☒

Click to check eligibility for 2-year-old receiving additional support funding

Child Eligible

Hours* 15

Expanded Funded Hours per Week

Eligible for Expanded Hours ☒

Eligibility Code *****

Click to check eligibility for Working Family funding

Check Eligibility Code

Expanded Hours* 15

Total Funded Hours per Week

Total Funded: 30.00

Attendance Days

Attends Monday ☒ Yes ☐ No

Attends Tuesday ☒ Yes ☐ No

Attends Wednesday ☒ Yes ☐ No

Attends Thursday ☐ Yes ☐ No

Attends Friday ☐ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours* 0

Child is eligible for 2-year-old receiving additional support funding. Please enter Funded Hours in line with the parental declaration form.

Census Information

Funded Entitlement Weeks 38

Expanded Entitlement Weeks 38

Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: 14.00

Funded Weekly Hours: 10.00

Funded Yearly Hours: 380.00

Expanded Weekly Hours: 10.00

Expanded Yearly Hours: 570.00

Funded hours per week should have a green tick – as you have put the EY Voucher in already > Enter Funded hours amount > In Expanded funded hours please enter the 11 digit working families code > Check eligibility code > Enter expanded hours amount.

Funded Hours per Week

Eligible for Funded Hours ☒

Click to check eligibility for 2-year-old receiving additional support funding

Child Eligible

Hours* 15

Expanded Funded Hours per Week

Eligible for Expanded Hours ☒

Eligibility Code *****

Click to check eligibility for Working Family funding

Check Eligibility Code

Expanded Hours* 15

Total Funded Hours per Week

Total Funded: 30.00

Once eligibility has been checked you should receive the following message at the top of the screen:



The Eligibility Code has been found and eligibility for working family hours has been obtained.

Select Attendance days > Enter any non-funded hours (or 0) > Enter Funded Entitlement weeks > Enter Expanded Entitled Weeks (38 term time number of weeks you deliver funding over the year e.g. 50)

Attendance Days

Attends Monday	☒ Yes ☐ No
Attends Tuesday	☒ Yes ☐ No
Attends Wednesday	☒ Yes ☐ No
Attends Thursday	☐ Yes ☐ No
Attends Friday	☐ Yes ☐ No
Attends Saturday	☐ Yes ☐ No
Attends Sunday	☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours*

 Child is eligible for 2-year-old receiving additional support funding. Please enter Funded Hours in line with the parental declaration form.

Census Information

Funded Entitlement Weeks

Expanded Entitlement Weeks

 Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Enter any notes if necessary:

[Child Details](#) [Parent / Carer Details](#) [Funding Details](#) [Notes](#)

Save Child:

Save

Cancel

3 & 4 Year – Funded & Working Families (15/30 hours)

Funding > Select Year & Term > 3 & 4 Year Old

Home Forms **Funding** Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Summary Head Count Records for 2025/26 Financial Year - Autumn

2025/26 Financial Year	
Summer	
Autumn	
2024/25 Financial Year	
2023/24 Financial Year	
2022/23 Financial Year	
2021/22 Financial Year	
2020/21 Financial Year	
2019/20 Financial Year	
2018/19 Financial Year	
2017-18 Financial Year	
2016-17 Financial Year	

Funding Type
2 Year Old Funding (New)
3 & 4 Year Old
9 Month - 2 Year Old (New)

Actuals > Add child

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2025/26 Financial Year Autumn - 3 & 4 Year Old [CHANGE](#)

Add Child Send Claim

Add Child Send Claim

Child details tab > Enter Name > DOB > Tick Proof of DOB seen > Tick Gender > Select Ethnicity > Select SEN COP Stage > Enter house number & postcode > Search > Confirm

Child Details Parent / Carer Details Funding Details Notes

Child Details
Forename* Early
Middle Name
Surname* Years
DOB* 01-Aug-2022
Proof of DOB ☒
Gender* ☐ Male ☒ Female
Preferred Surname
Ethnicity* White - British
SEN COP Stage No Special Educational need

Search for an Address
Primary 1
Postcode* S60 1AE
Search
Riverside House, Main Street, Rotherham Town Centre, Rotherham, S60 1, ▼
Address
Address Line 1* Riverside House
Address Line 2 Main Street
Address Line 3
Locality Rotherham Town Centre
Town Rotherham
County
Postcode* S60 1AE
Cancel **Enter Manually** **Confirm**

Parent/Carer Details Tab > Enter Name > DOB > National Insurance Number > Tick EYPP > Tick Working Family Eligibility if using, or leave blank if just using 15 universal hours

Child Details
Parent / Carer Details
Funding Details
Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details
Forename
Surname
DOB
Email
Contact Number
☒ NI or ☐ NASS Number
Tick to give consent to Eligibility Checking for
☒ EYPP
☒ Working Family Eligibility

Partner Details
Forename
Surname
DOB
Email
Contact Number
☐ NI or ☐ NASS Number
Tick to give consent to Eligibility Checking for
☐ EYPP
☐ Working Family Eligibility

Switch

Consent for Eligibility Checking:

EYPP: The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

Working Family: The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

Funding Details Tab > Select Default Term Dates (or change if different to standard) > Weeks Attended e.g. 14 for Autumn Term (or stretched allowance) > If applicable, tick present at census > If applicable, tick attends 2 days or more > Choose if nominated for DAF > Tick stretched if stretching (if option not available please contact Early Years)

Child Details
Parent / Carer Details
Funding Details
Notes

Funding Details
Start Date*
End Date*
Default Term Dates
Weeks Attended in Term*
Present during Census
Attends Two Days or More
Nominated for DAF*
Funded Hours per Week
Hours*
Extended Funded Hours per Week
Eligible for Extended Hours
Eligibility Code
Click to check eligibility for Working Family funding
Check Eligibility Code
Extended Hours*
Total Funded Hours per Week
Total Funded:

Attendance Days
Attends Monday
Attends Tuesday
Attends Wednesday
Attends Thursday
Attends Friday
Attends Saturday
Attends Sunday

Non-Funded Hours per Week
Non-Funded Hours*

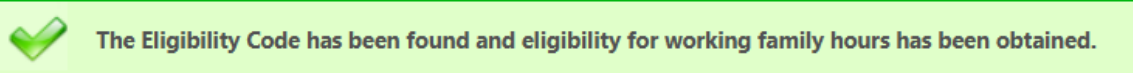
Census Information
Funded Entitlement Weeks
Extended Entitlement Weeks
Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:
Number of Weeks: 14.00
Funded Weekly Hours: 10.00
Funded Yearly Hours: 380.00
Extended Weekly Hours: 10.00
Extended Yearly Hours: 380.00

Enter Funded hours per week > If using Extended funded hours > Enter Code > Check Eligibility > Enter Extended Hours > Max of 30 (22 if stretched)

Funded Hours per Week	
Hours*	15
Extended Funded Hours per Week	
Eligible for Extended Hours	☒
Eligibility Code	*****
Click to check eligibility for Working Family funding	<button>Check Eligibility Code</button>
Extended Hours*	15
Total Funded Hours per Week	
Total Funded:	30.00

Once eligibility has been checked you should receive the following message at the top of the screen:



Select Attendance days > Enter any non-funded hours (or 0) > Enter Funded Entitlement weeks > & Enter Extended Entitled Weeks if using (38 term time or number of weeks you deliver funding over the year e.g. 50)

Attendance Days	
Attends Monday	☒ Yes ☐ No
Attends Tuesday	☒ Yes ☐ No
Attends Wednesday	☒ Yes ☐ No
Attends Thursday	☐ Yes ☐ No
Attends Friday	☐ Yes ☐ No
Attends Saturday	☐ Yes ☐ No
Attends Sunday	☐ Yes ☐ No
Non-Funded Hours per Week	
Non-Funded Hours*	0
Census Information	
Funded Entitlement Weeks	38
Extended Entitlement Weeks	38
📌 Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.	

Enter any notes if necessary:

Child Details	Parent / Carer Details	Funding Details	Notes
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Save Child:

<button>Save</button>	<button>Cancel</button>
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Validating Codes

Please ensure you are validating the working families codes prior to the start of term to ensure the family is entitled to their funding before delivering the funded hours.

Home Forms **Funding** Sufficiency

Summary Estimates Actuals Adjustments **Eligibility Checker**

Eligibility Checker

Use this area to check if a child is eligible for working family entitlement. Please click the button below and provide the details as required. PLEASE ENSURE YOU CHECK THE DATES ASSOCIATED WITH CODE ARE VALID FOR THE TERM THE CHILD IS DUE TO ACCESS THEIR FUNDING. If you have any questions about this contact 01709 822549.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

Childcare for working parents

Enter mandatory fields: eligibility code, child DOB & Parent National Insurance Number and tick consent box 'Eligibility Check' > Submit

Eligibility Check

Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Partner Details are optional but if entered then all fields, except Forename, must be filled in.

Eligibility Code*

Child Date of Birth*

Parent/Carer Forename

Parent/Carer Surname

Parent/Carer NI Number*

Consent must be given for this ☐ Eligibility Check

Partner Forename

Partner Surname

Partner NI Number

*denotes mandatory fields

Once submitted the following yellow box will display the, start, end and grace period end date. Please ensure you check the dates associated with code are valid for the term the child is due to access their funding. For example, for Autumn 2025:

Start date is on or **before 31/08/2025**

End date is on or **after 01/09/2025**

 **The details provided have been found:**

Eligibility Code: XXXXXXXXXX

Code Start Date: 21-Jan-2025

Code End Date: 17-Oct-2025

Grace Period End Date: 31-Dec-2025

Summary

Working Families Under 2's	Additional Support (Disadvantaged) 2 year olds	Working Families 2 year olds	Additional Support (Disadvantaged) and Working Families combined 2 year olds	3 & 4 year olds (universal hours and/or extended hours)
Up to 30 hours (Expanded hours)	Up to 15 hours (Funded hours)	Up to 30 hours (Expanded hours)	Up to 30 hours (15 Funded and 15 Expanded hours)	Up to 30 hours (15 Funded and 15 Extended hours)
Add Child option	Enter EY Voucher option	Add Child option	Enter EY Voucher option	Add Child option
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