Provider Portal
User Guide

Contents

Section 1:   General Guidance

1.0   Introduction

This User Guide sets out the expectations that Haringey Early Years Service and Childcare Providers will work towards ensuring the effective collection and submission of Free Early Years Entitlement Funding data for 9 to 23 month, 2, 3 and 4 Year Old Children using the Online submissions 'Provider Portal'. It will be valid for one year and will be reviewed annually.

The user guide significantly contributes towards and is part of the Model Agreement. Both documents need to be adhered to and observed together.

1.1   Aims of the User Guide
- Provide childcare providers with a system that ensures the Haringey Early Years Service needs and DfE's monitoring requirements are met.
- Provides a standardised method for data collection and maintain data integrity.
- Provides a standardised and efficient method for administering funding for all providers.

1.2   In working with these aims the Haringey Early Years Service will:
- Support all providers with the operational usage of the system.
- Provide user access to the system.
- Undertake ad hoc audits to ensure data quality and integrity.
- Provide user training to all providers.
- Provide relevant documentation that can be accessed by users.
- Notify providers of updates/changes to the system through our distribution list of senior users.

1.3   Childcare providers will:
- Ensure accurate information about children attending the setting is submitted to Haringey by the dates as set out in the 'Key Dates' schedule. Failure to do this will lead to delays in processing and therefore receipt of monies due.
- Ensure accurate data quality and integrity.
- Ensure access is granted to the right members of staff by Haringey.
- Co-operate fully with the audits sets out by Haringey.
- Ensure all staff comply with the Data Protection Act 1998.
- Inform all relevant staff about updates or changes to the system as notified by Haringey.

1.4   Security
The Provider Portal is a secure system however to maintain this the following guidelines need to be followed:
- Keep your logon details in a secure place.
- **Do Not** share your logon details with anyone else.
- **Remember that the Provider Portal system is secure, but data is not secure once exported to Excel/Mail Merge or printed off the system.**
- **Always remember to logout of the system when you finish.**

The Provider Portal will automatically logout after a prolonged period of inactivity (20 minutes). So if you must leave your desk for a while, ensure that your computer is locked to prevent inappropriate access to the system and loss of data.

1.5   Usernames and Passwords

For simplicity, usernames will be first name initial followed by the surname. Passwords will be emailed to providers by the System Administrator (Haringey). It's important you change your password when you first login to the Provider Portal. **Please note: Passwords in the Provider Portal are case sensitive.**

1.6   The Provider Portal Log-in Screen

The Provider Portal log-in screen is located on the Haringey Council website. You can access in the following way:

- By searching for the portal and then clicking on the link in the search results as follows:
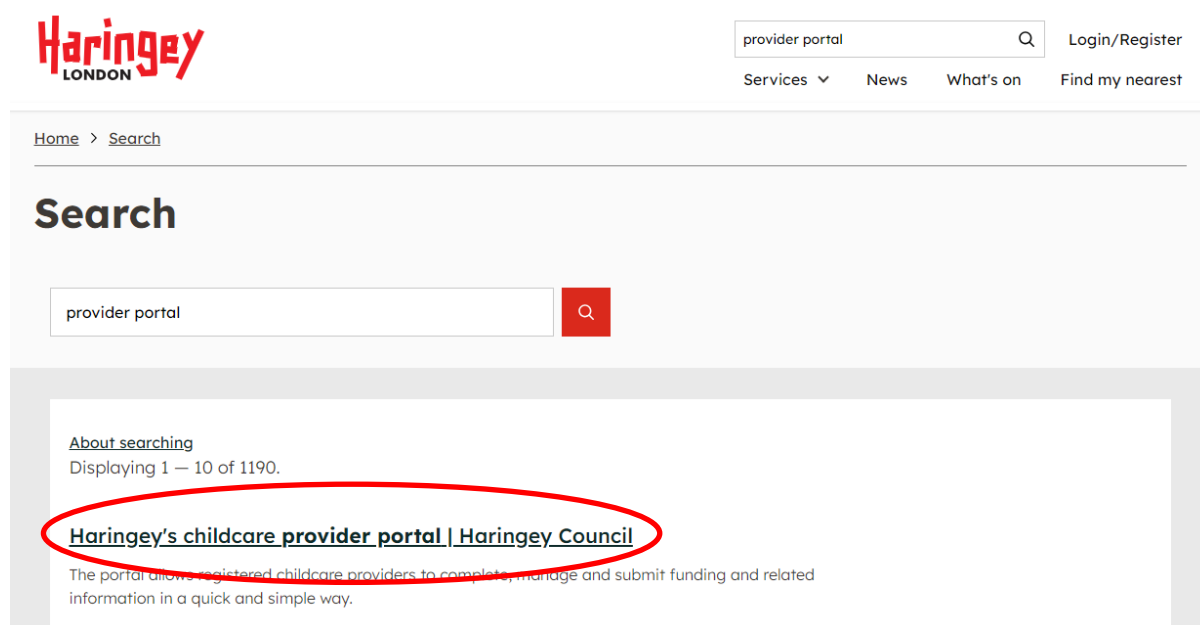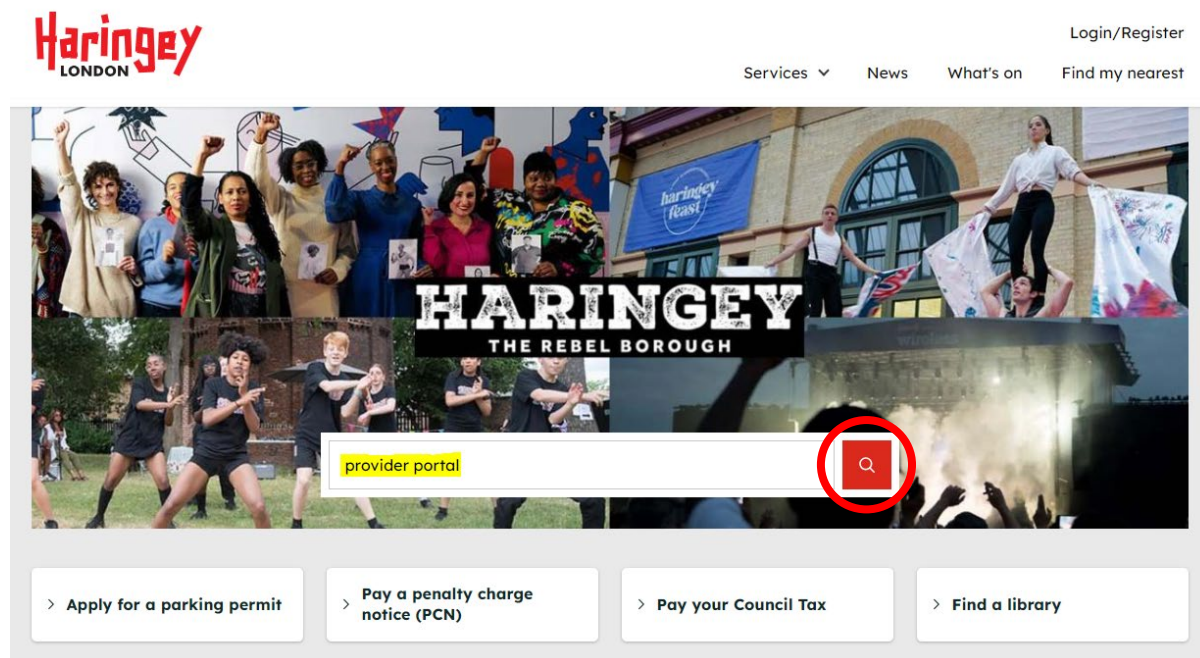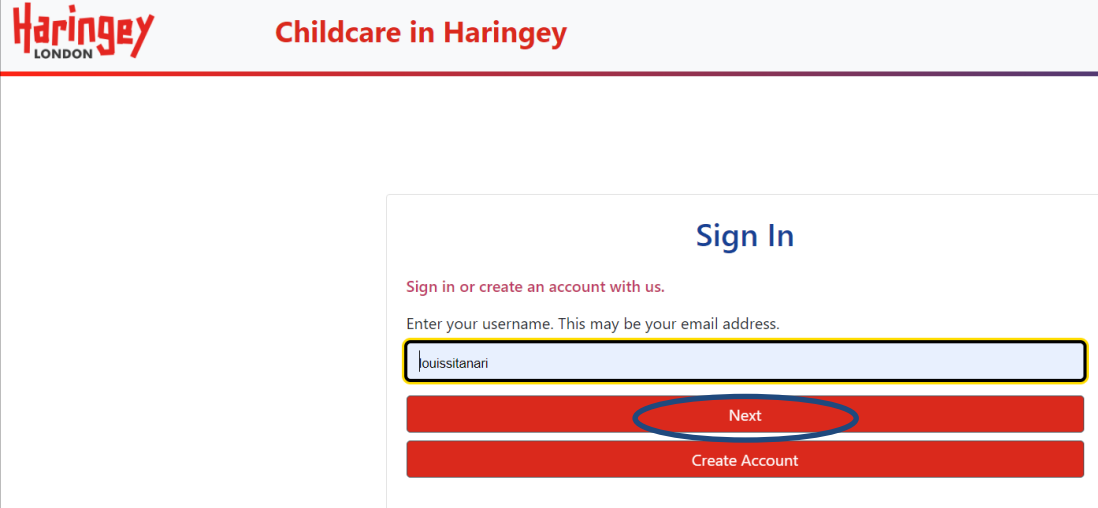
- To avoid searching for this link each time, it is recommended to save the link as a favourite for quicker access. https://www.haringey.gov.uk/provider-portal

Version: September 2024

1.7   The Log-in Screen

Clicking on the above link or accessing it through your favourites will take you to the following screen:

Enter your Username and the click on 'Next'.
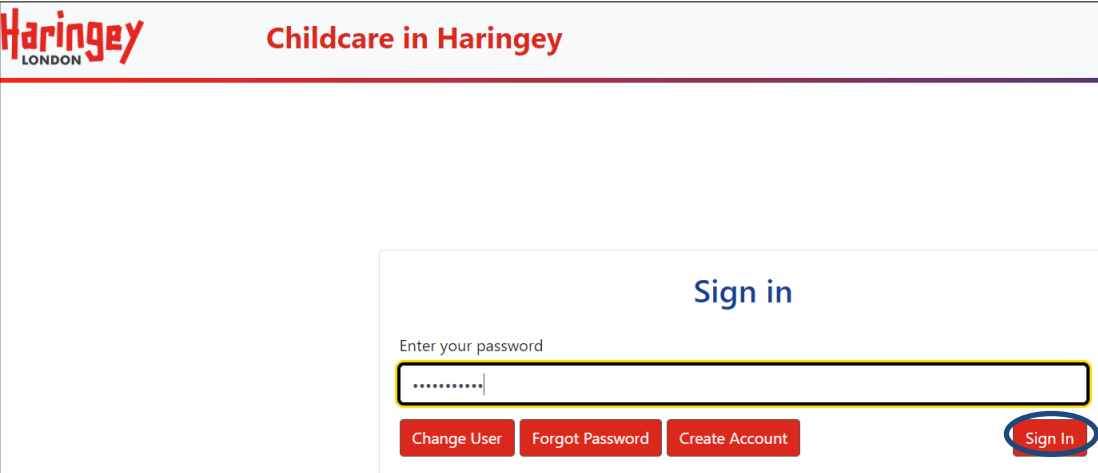
Enter your Password and then click 'Sign In'.

1.8   Resetting Passwords

Changing your password at first login – New Users:

As part of the set-up process the Haringey system administrator will have issued you with a default password. It is a requirement the first time you log-in to change your password. Once logged in for the first time the following screen will appear:

Enter a new password and confirm it in accordance with the criteria set out below and then click on 'Change Password':

Changing your password – Existing Users

For security reasons, after approximately 2-3 months all existing user account passwords will expire.

Once logged in, the same process as 'New Users' needs to be followed to change your password. This **cannot** be a password that you have used in the past.

Changing your password for other reasons – New and Existing Users

You may decide to change your password for other reasons i.e. a new password is easier to remember or your account details have been compromised. Whatever the reason the following steps need to be taken once you have logged in:

In the top right of the following screen, click on your 'Account Details' and select 'Account Management' from the options.

Version: September 2024

The 'Change Password' screen will appear. Click on 'Change Password'

Enter your current password and then click 'Next'.

Enter a new password and confirm it in accordance with the criteria set out below and then click on 'Change Password':

A confirmation message will appear to say the password has been changed. Click on 'Finish'.

To return to the portal 'Home Screen' you will need to click the 'Module' drop down menu in the top left hand corner of the page and select 'Childcare/Service Provider'.
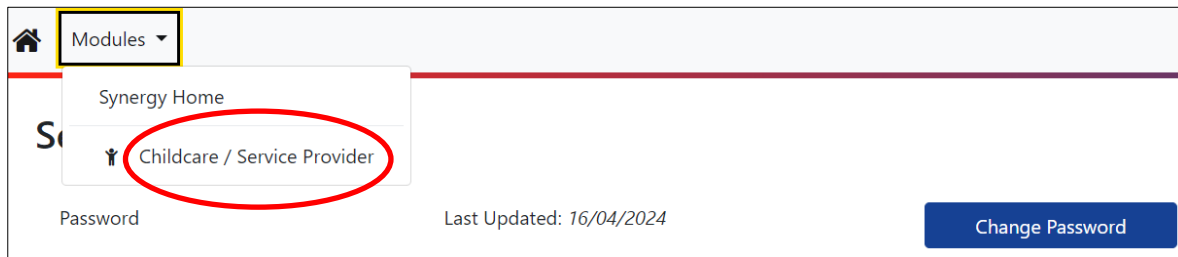
Forgotten your password:

If you have forgotten your password, click on the 'Forgotten your password?' link on the login page:
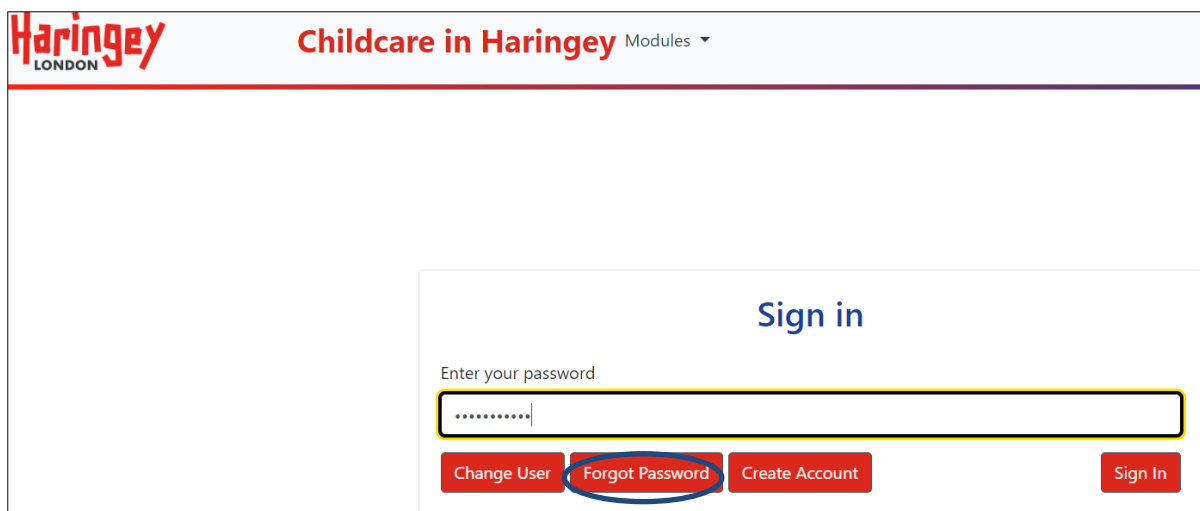
You will be taken to this page. Enter your username and click on 'Request Token':

An email will be sent to your registered email address where you will find the following instructions:

Synergy Forgotten Password Request

N   no-reply-haringey@cloud.servelec-group.com
     To   Early Years Provider

                                                                                            ← Reply   ← Reply All   → Forward   ...
                                                                                                             Wed 07/08/2019 10:01

Retention Policy   Haringey Global Retention (7 years)   Expires   05/08/2026

You recently requested for your Synergy password to be reset.

Please enter the following text into the "Token" field as required by the forgotten password process:

67fa5691-e71f-426e-8853-3010c7f13558

The above text identifies that the request has come from you and only you. Please do not share it with anyone else. The text will remain valid for a short period of time.

Do not reply to this email. It has been sent from an automated process.

Copy and paste token from the email into the token field of the 'Enter Token' page.

Childcare in Haringey Modules ▼

Enter Token

To reset your password, enter the token contained in the email that we sent you.

Token

9936e24e-9f3d-42c4-a507-c997f1a4f3a0

Start Again   Help ▼   Reset Password
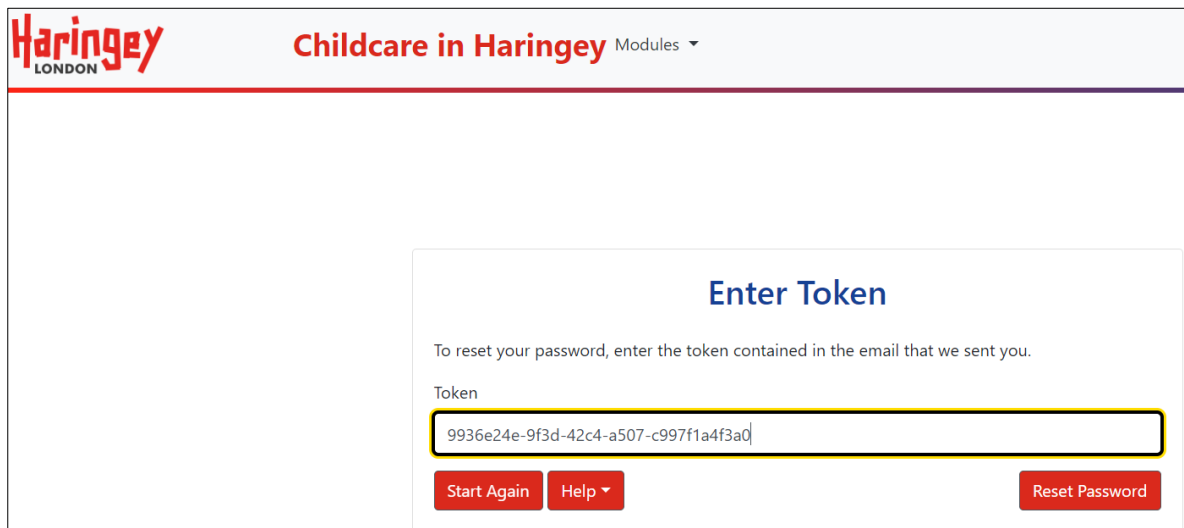
Then on the 'Reset Password' page, enter and confirm a new password in accordance with the criteria set out below and then click on 'Change Password':

Childcare in Haringey

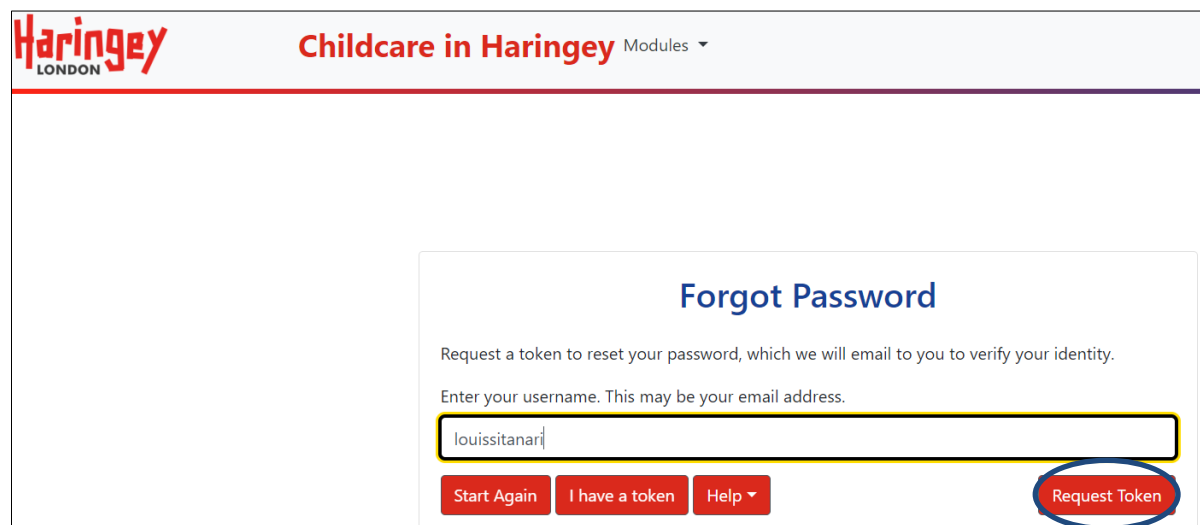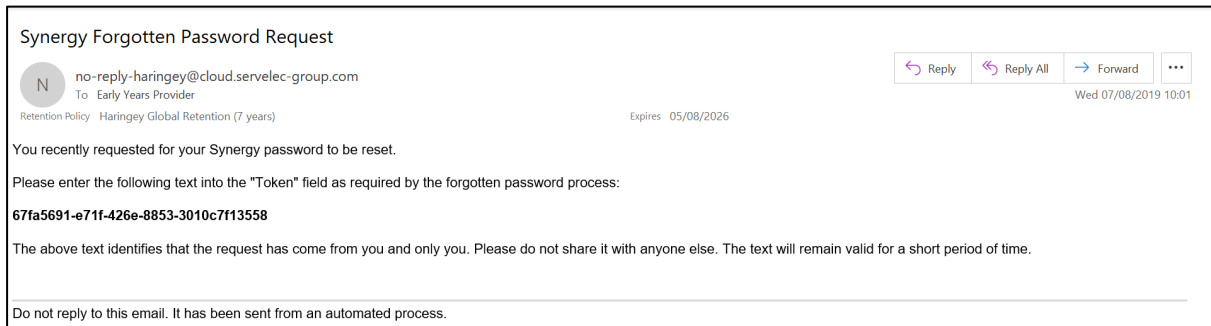## Reset password

New Password   *

••••••••••   ✓

Password meets requirements

Confirm Password   *

This must match your password

Requirements:
• Uppercase character ✓
• Numeric character ✓
• Special character ✓
• 8 characters ✓
• Not username ✓
• Not last 5 passwords ⚠

Change Password
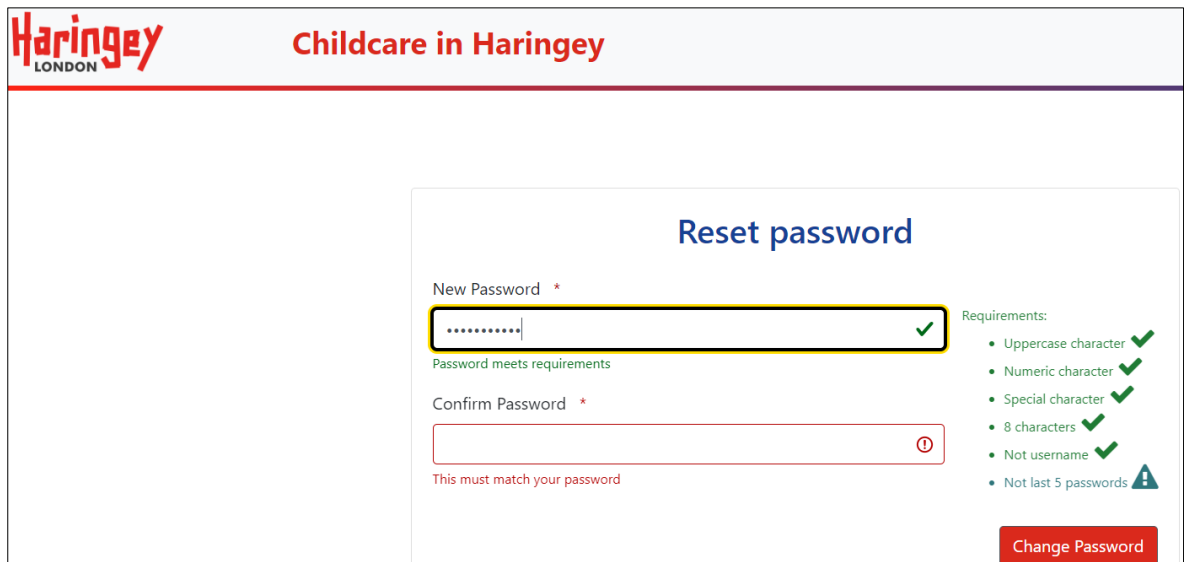
You will then be returned to the Provider Portal 'Home Page'.

Version: September 2024

Account Locked – All Users

Entering an incorrect password 4 times will lock your account. Please contact the Early Years Funding team via email to request your account be unlocked.
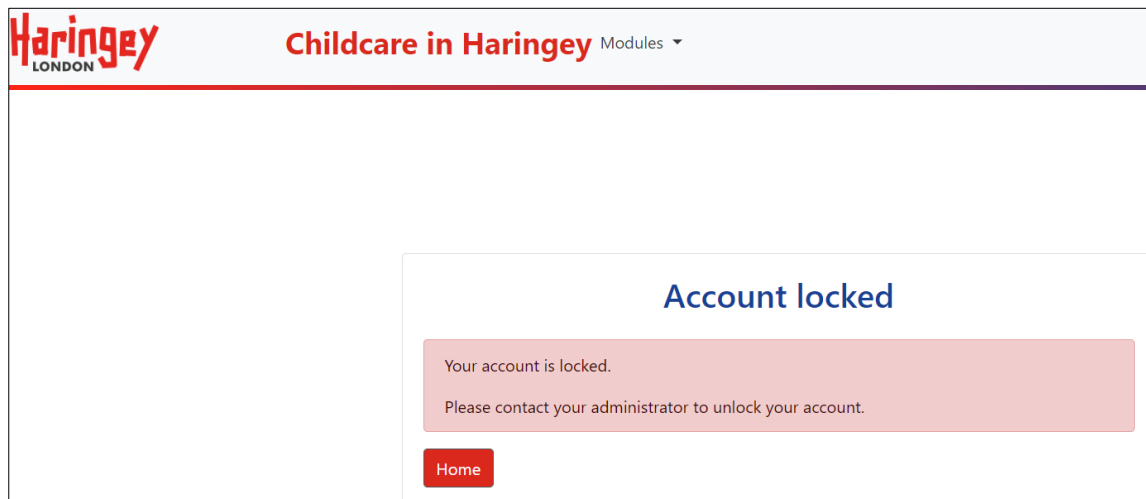
1.9   New users
Access to the Provider Portal will only be granted at the request of the Manager by email to earlyyearsprovider@haringey.gov.uk.

1.10   Inactive Users
Similarly when staff no longer work at the setting, i.e. on long-term/maternity leave, suspension, resignation etc – managers are responsible for ensuring the System administrator (Haringey) is notified and their access rights suspended/removed. Notification should be made by email to earlyyearsprovider@haringey.gov.uk.

1.11   Training
Training will be provided/facilitated by Haringey and access to the live system will **NOT** be granted until users have been fully trained. All settings are responsible for ensuring data protection laws/rules are followed and adhered to by their staff.

1.12   Induction Training will cover the following:
- Logging in
- Resetting passwords
- Viewing Headcount summary information
- Completing and submitting Estimate funding claims
- Adding new children/carer's details and funding information
- Editing existing children's records
- Deleting ineligible children's details from headcounts
- Submitting Claims
- Making Adjustments

1.13   When to complete the Head Count Forms
Headcount records must be submitted by the following dates:

Refer to *Table 2 – Key Dates – Payments and Headcount schedule*

The payment schedule is updated annually at the start of each academic year (September) and is available on the Haringey website ([See Section 2 Provider Portal Guidance](#).

Remember there are separate head count records for 9-23 month olds **(EYSFF 9 to 23 Months)**, 2 year olds **(EYSFF 2YO)** and 3 to 4 year olds **(EYSFF 3 to 4YO),** make sure you select accordingly.

Dates will be adjusted in line with weekend or bank holidays. Failure to adhere to these dates will inevitably lead to delays in processing/receipt of payments. It is a **mandatory requirement** that both 'Estimates' and 'Actuals' are submitted each term.

1.14   Maximum number of hours allowed per term
The total number of hours each child can claim in a year is 570 or 1140 for children claiming the 30hr extended entitlement. This is broken down as below:

Table 1:   Funding Terms/Hours

Term	From	To	No. of Funded Weeks	Total No. of Hours universal (3 and 4YO), funded (2YO FF2's), expanded (9 to 23Month and 2YO Working Families) claimed per term/child	Total No. of 30hrs (3 and 4YO) Extended) claimed per term/child
Autumn	1 Sept	31 Dec	13	195	390
Spring	1 Jan	31 Mar	12	180	360
Summer	1 Apr	31 Aug	13	195	390
		Totals	38	570	1140

Important Note: It is important for providers to note that even though some terms have more weeks available – the funding remains as set out above. It's your responsibility to make parents aware of this from the start.

1.15   Payments
Private Voluntary and Independent/(PVI)/Childminders and Children Centres
PVI providers, childminders and Children's Centres will receive two payments per term; the first payment (50%) will be made after the submission of Estimate Funded Hours for the term, and the final (50%) payment made after all details of children attending settings have been submitted, and adjustments made.

Schools
For 3 and 4 year old children, all schools will continue to receive their monthly indicative allocated payments and adjustments made once 'actual' children's details are submitted at the end of each term. For 9 to 23 month and 2 year old children, schools will receive two payments per term; the first payment (50%) will be made after the submission of Estimate Funded Hours for the term, and the final (50%) payment made after all details of children attending settings have been submitted, and adjustments made.

These payments will be made by the dates outlined in the table below:

Table 2:   **Payments and Headcount schedule 2024-2025**

Payments and Headcount Schedule 2024-2025

Key Action	Month/Year	Deadline Date
Autumn Term 2024		
Portal Opens 1st September		
Deadline for submission of 'Estimate' number of funded hours per week	**September 2024**	6th
Deadline for Submission of Sufficiency Tables	**September 2024**	6th
Portal re-opened for inputting of children/parents' details	September 2024	09th
Monthly indicative payment for schools	September 2024	13th
Interim payment based on estimated number of hours per week submitted	September 2024	19th – 20th (All Headcounts)
Monthly indicative payment for schools	October 2024	15th
Deadline for submission of 'Actual' funded hours for the term	**October 2024**	25th
Funding adjustment period for Autumn Term*	November 2024	28th October – 08th November
Portal Closed for processing 11/11/2024 - 31/12/2024		
Monthly indicative payment for schools	November 2024	15th
Final Payment for PVIs	November 2024	21st 22nd (All Headcounts)
Final adjusted payment for **schools** – Autumn Term 2022	December 2024	13th
Closure of Autumn Term	December 2024	31st
Spring Term 2025		
Portal Opens 1st January		
Deadline for submission of 'Estimate' number of funded hours per week	**January 2025**	10th
Deadline for Submission of Sufficiency Tables	**January 2025**	10th
Portal re-opened for inputting of children/parents' details	January 2025	13th
Monthly indicative payment for schools	January 2024	15th
EYs/School CENSUS	**January 2025**	16th
Interim payment based on estimated number of hours submitted	January 2025	23rd - 24th (All Headcounts)
Deadline for submission of 'Actual' funded hours for the term	**February 2025**	14th
Monthly indicative payment for schools	February 2025	14th
Funding adjustment period for Spring Term*	February 2024	17th February – 25th February
Portal Closed for processing 26/02/2025 - 31/03/2025		
Final adjusted payment for **schools** – Spring Term 2023	March 2025	14th
Final Payment for PVIs	March 2025	20th – 21st (All Headcounts)
Closure of Spring Term	March 2025	31st

Version: September 2024

Summer Term 2025		
Portal Opens 1ˢᵗ April		
Deadline for submission of 'Estimate' number of funded hours per week	**April 2025**	04ᵗʰ
Deadline for Submission of Sufficiency Tables	**April 2025**	25ᵗʰ
Portal re-opened for inputting of children/parents' details	April 2025	07ᵗʰ
Monthly indicative payment for schools	**April 2025**	15ᵗʰ
Interim payment based on estimated number of hours submitted	April 2025	24ᵗʰ - 25ᵗʰ (All Headcounts)
Monthly indicative payment for schools	May 2025	15ᵗʰ
Deadline for submission of 'Actual' funded hours for the term	**May 2025**	23ʳᵈ
Funding adjustment period for Summer Term*	May 2025	26ᵗʰ May to 6th June
Portal Closed for processing 09/06/2025 - 31/08/2025		
Monthly indicative payment for schools	June 2025	13ᵗʰ
Final Payment for PVIs	June 2025	26ᵗʰ – 27ᵗʰ (All Headcounts)
Monthly indicative payment for schools	July 2025	15ᵗʰ
Final adjusted payment for **schools** – Summer Term 2023	August 2025	15ᵗʰ
Closure of Summer Term	August 2025	31ˢᵗ

Note: Dates are subject to change based on term dates, bank holidays and weekends and failure to submit headcount information on time will result in loss of funding.

For providers to receive timely payments/funding – you must ensure:

- **Estimated** number of funded Hours for the term are submitted (**See Section 2.3.2 Completing Estimates**).
- New children's records are **Added** (**See Section 2.3.3.3 Add Child**) .
- Existing children's records are **Edited and Saved, including updating children's hours, days of attendance and weeks attended** (**See Section 2.3.3.2 Update Existing Child**).
- Children no longer attending are **Request Deleted** (**See Section 2.3.3.1 Delete Existing Child**)

When all the above is done – remember to submit your claim for each headcount. Without this no information will be received by Haringey thus no funding payments can be made.

1.16 Funding Adjustment Emails

For children starting or leaving the setting after the given submission deadlines – Funding Adjustment emails must be completed via the childcare provider portal and submitted to Haringey by the given dates for the relevant term. This will enable Haringey to make any necessary adjustments to the funding before closing the portal (See Section 2.3.5 Adjustments to Headcount Records).

Please Note

This is not to be confused with adjustments to your child details which should be submitted to us through the same process for the adding, amending and deleting children's sections of this guide. Amendments to funding claims will only be taken up to the claim submission deadline provided in the provider portal. We recommend that you check that all your amendments have been authorised by us after the deadline date. Amendments after this date will only be accepted in **exceptional circumstances.**

1.17 Parent Agreement Forms

It is the providers responsibility to ensure Parental Agreement Forms have been completed for all children (9 to 23 month, 2 and 3 and 4 year olds) receiving the free entitlement funding. These will have to be completed at the beginning of each academic year and retained by the Provider. These should be updated accordingly as and when there are changes to a child's funded hours. We will perform periodic audits to verify details submitted correspond to information held on the Provider Portal by Haringey. The Haringey Parental Agreement form can be downloaded in Section 4.3

1.18 Backdated Funding

Payments will only be made for days/times children are in attendance at the provision (no back payments will be made in instances where children become eligible but do not take up a place e.g. a month or a term later).

Early Years Funding cannot be claimed retrospectively; therefore providers must ensure Haringey receives all the necessary information by the given deadlines for each term.

1.19 Carrying Forward Hours

Providers can claim a total of 570hrs per year of flexible funding for children claiming the 15hrs universal, funded or expanded entitlement; or 1140 per year for children claiming the 30hrs extended entitlement. This works out at approximately 190hrs/380hrs per term. Although children can start taking up their entitlement at various points within a term, any 'unused' hours **cannot** be carried forward to the next term(s).

It is however possible to stretch the funding over the academic year, provided parents are aware of the following:

- Providers can choose to spread the entitlement over a longer period of weeks; this will reduce the number of hours that can be claimed per week across the year.
- The maximum number of hours claimed in total per term/year is as detailed in **Table 1** – and cannot be exceeded
- A maximum of 15/30 hours per week can be claimed for each child (even if attending multiple settings)
- A maximum of 10 hours per day can be claimed for each child
- Parental Agreements and Attendance Registers must reflect the actual hours of attendance

1.20 Special Educational Needs and Disability (SEND)

Settings in Haringey offering the **free early education** entitlement will be able to draw down extra funding in the form of Early Years Inclusion Funding. Eligible children's headcount records will be updated by the Funding team and payments made in accordance with the number of hours attended per term. The funding will be paid at different hourly rates dependent on the level of need and ages of the children. The amount they receive will depend on the number of hours they attend of their free entitlement.

The exception to this is non-eligible two year olds. Two year olds who are not eligible for free entitlement must be recorded on the head count as a 'zero-hour' funded child (See Section 2.3.3.3) in order to receive the Inclusion Funding. They will receive a maximum of 15 hours of support.

It is mandatory within the provider portal to record the child's 'SEN COP Stage' for all children receiving the Free Entitlement Funding in your setting. Record the children as follows:
- **No Special Educational Need**
- **SEN Support** (All children on your SEND register not just those with Inclusion Funding)
- **Education Health and Care Plan**

1.21 Disability Access Fund (DAF)

DAF funding is available to children receiving the free entitlement aged 9 to 23 months, 2, 3 and 4 years old who are in receipt of child disability living allowance (CDLA). The DAF aids access to early years places by supporting providers in making reasonable adjustments to their provision.

Early years providers are responsible for identifying eligible children by talking to parents and identifying needs.

Providers will be eligible to claim a one-off payment of £910.00 (As of 1st April 2024) once they have provided evidence of the child's entitlement to Haringey. This is a DLA awards/entitlement letter from the Department of Social Security (DSS) addressed to the parent/carer of the child. Funding is paid within a financial year and funding will not follow a child if they have moved from a setting during the year. Funding is paid to one childcare provider only, nominated by the parent/carer.

The DLA section of the Parental Agreement form must be completed and evidence will need to be uploaded to the child's record on the provider portal. The 'Nominated for DAF' field must also be set to 'Yes' prior to submission.

The Disability Access Fund is only available for 9 to 23 months, 2, 3 and 4 year olds according to the following parameters:

- The child needs to be claiming Child Disability Living Allowance (CDLA)
- The payment is one off in each financial year.
- The payment can be claimed by the setting ONLY once a financial year (April to March) for each individual child.
- The payment does not follow the child if they move to another setting.
- If a child is taking up the free entitlement across two or more providers, the parent MUST state which provider will be claiming the DAF.
- Evidence has been uploaded to the child's record and 'Nominated for DAF' has been set to 'Yes'

Version: September 2024

1.22   EYPP

The **Early Years Pupil Premium (EYPP)** is additional funding for early years settings to improve the education they provide for disadvantaged 9 to 23 Month, 2, 3 and 4 year olds. Click on the above link for more details.

The Government introduced EYPP to help raise the attainment of disadvantaged pupils of all abilities to reach their potential. If you have children from low income families at your setting, you may be eligible for EYPP currently at £387.60 (As of 1st April 2024) per year, per child.

Providers are encouraged to speak to parents to find out who is eligible for EYPP funding. Children will be eligible for EYPP if the child receives 15 hours of free entitlement and they meet any of the following criteria:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part six of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190.
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit – their household income must be less than £7,400 a year after tax not including any benefits they get.

A child may also be eligible for Early Years Pupil Premium if they are currently being looked after by a local authority in England or Wales or if the child has left care in England or Wales through:

- adoption
- special guardianship order
- a child arrangements order

If a child qualifies for EYPP under more than one set of criteria, they will only attract the funding once.

EYPP is payable on the 15 hours of **expanded** working families for 9 to 23 month and 2 year old children, as well as the 15 hours of **funded** for 2 year old disadvantaged children and the **universal** 15 hours entitlement for 3 and 4 year olds. It is not available on the additional 15 hours entitlement (30-hour **Extended**) for 3 and 4 year old working parents.

Providers should ensure that parents who meet the eligibility criteria enter their personal details onto the Parental Agreement Form and confirm consent for an eligibility check.

Providers will need to enter the information onto the Provider Portal termly headcount 'parent/carer details tab' and submit to Haringey to process the eligibility check. Any children found to be eligible will automatically attract the funding.

1.23 Early Years Entitlements

Childcare support is expanding beyond the existing 15 hours for disadvantaged 2 year olds and up to 30 hours for 3 and 4 year olds. Starting from April 2024, existing childcare support will be expanded in phases. By September 2025, most working families with children under the age of 5 will be entitled to 30 hours of childcare support.

The changes are being introduced gradually to make sure that providers can meet the needs of more families. This means that:

From **April 2024**, eligible working parents of 2-year-olds have been able to access 15 hours childcare support.

From **September 2024**, 15 hours childcare support has been extended to eligible working parents of children from the age of 9 months to 23-month-olds.

From **September 2025**, eligible working parents with a child from 9 months old up to school age will be entitled to 30 hours of childcare a week.

Like the existing offer, depending on your provider, these hours can be used over 38 weeks of the year or up to 52 weeks if you use fewer than your total hours per week.

All working family Codes for 9 to 23 month, 2, 3 and 4 year olds **must** be validated at the start of term prior to registration/funding or parental agreements forms being signed. This eliminates oversights and loss of funding. Where a setting has made an oversight, this should **not** be charged to the parent.

Ensure that all new codes are received by parents before the 31 August (For start of **Autumn Term**), 31st December (For start of **Spring Term**) and 31st March (For start of **Summer Term**). Codes beyond these dates will not be accepted.

Parents of existing codes must ensure codes are maintained/renewed before the **validity 'End Date'** and **not the 'Grace 'Period'**. Failure to renew may result in loss of funding.

If the 'End' date of the code is after the term start date, and a parent has not renewed by this point, grace will ensure a child is funded for the remainder of term. However they will have to reapply before the new term start date and subject to no change in financial circumstances to ensure they are eligible again.

Where there has been a change in financial circumstances (i.e. Loss of income) and the renewal deadline has been met, the **'Grace Period'** will be triggered by HMRC which will ensure the code has been maintained and extended beyond any new 'End Date'. This rule is designed to allow a family's financial circumstances to improve in the short term. By the time of the next renewal (Grace Period End Date) if circumstances do not improve then working family's free entitlement funding is removed.

Where a code 'End Date' has expired and no renewal or reapplication has taken place, future terms funding is no longer available for working families.

1.24 Tax Free Childcare entitlement

From April 2017, parents can apply for Tax-Free Childcare through the digital childcare service. Please visit Childcare Choices (https://www.childcarechoices.gov.uk/) for more information about the different options available to parents regarding childcare costs.

1.25   Settling-in Periods/Staggered Start Dates
Funding will be paid to the provider where the child is in attendance. For example, a child is due to start a school nursery in September – 2 weeks into the start of term; but they are attending a playgroup for the first 2 weeks. In this example the playgroup will receive funding for the first 2 weeks and the remaining 11 weeks will go to the school. Children commencing a school reception place at the start of term will not be entitled to claim early education funds at their existing provider during a settling in period.

1.26   Summer Born Children
Like the universal 15hrs entitlement parents cannot claim 30hrs free childcare once their child has reached compulsory schools age (the term following their 5th birthday). It is the responsibility of the provider to ask the parent whether their child will be starting full-time reception in a state-funded school from September. If they are, the child will not be able to claim 15/30hrs from September as they cannot claim 15/30hrs in addition to reception funding.

1.27   2-Year Old Places for Disadvantaged Children
Providers should not add Free for 2s children on the headcount records without first verifying the child's eligibility to the Free for 2s funding. Parents must present a letter from the Authority in which they reside in confirming the child's eligibility. This must take place prior to any Parental Agreement being signed and before the child starts attending. Failure to follow the given guidelines will result in loss of funding.

1.28   Data Protection and Quality
Providers are responsible for ensuring data input onto the Haringey Provider Portal is accurate, up to date and that consent was obtained. Ad-hoc audits will be performed by the Haringey System Administrator to ensure data quality and integrity.

Providers must:
- Ensure that confidential information is appropriately stored and processed in line with the Data Protection Act (1998) requirements.
- Non-disclosure of confidential information to third parties in any circumstances other than as permitted by the Data Protection Act (DPA) or as required by under the Freedom of Information Act is adhered to.
- Take appropriate measures against loss, damage or destruction of confidential information.
- Ensure all parental agreement declaration forms are **signed by** the carers and dated **before data can be inpu**t onto the Provider Portal database; **without their consent this information is redundant.**

Quality of data written on the forms is the responsibility of providers.

1.29   Technical Support
For all technical support related problems/queries settings should contact the Haringey System Administrator or email: earlyyearsprovider@haringey.gov.uk

Section 2:   Provider Portal Guidance

2.0   Logging into Provider Portal

To log in, open your browser and type https://www.haringey.gov.uk/provider-portal in the address bar; this will take you to the login page of Haringey's Provider Portal database.

Before you log in it is a good idea to save or bookmark this page to your favourite sites for easier access next time.

Please note the 'Guidance' section below the 'Sign in here' button where we have made available useful documents and information for download.

Click on 'Sign in here' as circled above. The login screen will appear where you must provide your username and password as provided by the Haringey system administrator:

2.1 The Home Page

Once logged in, you will be taken to the home page of the provider portal. Key messages are posted on this page throughout each term such as portal opening and deadline dates:

2.2   Forms

The 'Forms' tab is used by the Early Years Service to collect information from providers such as 'Vacancies' and 'Early Years Census' to help us meet Government statutory requirements i.e. on a termly, annual or ad-hoc basis. The screen looks as follows:

Organisation: **Test**	
Provider: **Test (Childminder)**	

Home   **Forms**   Funding   Sufficiency

Fill In Forms   View Forms

Fill In Forms

Please select a form below to update your details:

- Haringey Early Years Provider Form
- Vacancies update

2.3   Funding Headcount Information

The 'Funding' Tab is the main area of the provider portal where you can view, add, delete, or amend information in relation to early years free entitlement funding. The information is categorised by 'Academic Year' and 'Term' combination and by 'Headcount'. i.e. '**EYSFF 3 to 4YO**' for 3 and 4 Year olds, '**EYSFF 2YO**' for two year olds and **EYSFF 9 to 23 Months** for 9 to 23 month olds.

Prior to Parental Agreement/Registration forms being signed and before a child starts attending, you will need to ensure:

- You have verified children's eligibility for 2 year old disadvantaged funding prior to adding them onto the headcount records. Parents must present a letter from the Authority in which they reside in confirming the child's eligibility. Failure to follow the given guidelines will result in loss of funding should a child not be eligible.
- Eligibility codes have been verified for 9 to 23 month and 2 year old expanded funding for working families. This can be undertaken in the '**Eligibility Checker**' tab described further along in this guide. See section 2.3.6 Eligibility Checker
- Eligibility codes have been verified for 3 and 4 year old extended funding for working families. Again this can be undertaken in the '**Eligibility Checker**' tab. See section 2.3.6 Eligibility Checker
- Evidence of DAF for all 9 to 23 month, 2,3 and 4 year olds has been obtained. This is a DLA awards/entitlement letter from the Department of Social Security (DSS) addressed to the parent/carer of the child.
- You have contacted any previous providers that have been declared on the Parental Agreement form and confirmed there are no notice periods outstanding and that the child is free to join from the said date.
- Where a child is attending another setting at the same time as your own, you have contacted the other provider and clarified how many free entitlement hours they will be claiming alongside your own. This is important as claims for funding cannot exceed the maximum allowable funded hours i.e. 15 or 30 hours. Where 30-hours funding for 3 and 4 year olds is being jointly claimed an agreement needs to be in place by both providers how many universal and extended hours are being claimed by both settings.

Click on the 'Funding' tab, then select your desired academic year and term combination i.e. Summer 2024 as shown and circled below:

Once selected you will need to select your desired headcount from the available options to the right. The options available are subject to your 'Expression of Interest' (EOI) in delivering the free entitlement funding. Should all necessary options not be available to you then an EOI form will need to be completed and submitted to the team via email to earlyyearsprovider@haringey.gov.uk

*From 1st September 2024 there are 3 options available to select including the 9 to 23 month headcount.

2.3.1 The Summary Screen

When your desired headcount is selected, by default this will take you to the summary screen for that academic year and term. Here you can view a summary of all submissions and payments made to date throughout the term for your selected headcount.

The screen is split into the 2 phases of submissions that occur each term 'Estimates' and 'Actuals'. Both phases are mandatory and must be undertaken each term. If you wish to see information for any other headcount, click on 'Change' as circled below to go back to previous screens and select the relevant headcount by academic year and term combination.

2.3.2 Completing Estimates

Ensure you have the correct headcount selected, then click on 'Estimates'. The 'Number weeks for this term' are pre-populated and must not be changed. There are 12 funded weeks for Spring, 13 for Summer and 13 for Autumn:

Enter the 'Number of Funded Hours Per Week for this Term, then click on 'Calculate'.

Clicking on 'Calculate' will work out the termly number of hours for information purposes only as shown below:

If you are happy with your entry, then click 'Send Claim'. An on-screen notification will be displayed to confirm successful submission. No need to phone the early years team for confirmation.

Estimates for 9 to 23 month, 2 year old and 3 and 4 year old children need to be entered separately in the appropriate headcount record. See below for a calculated example of each:

Example 1:
(9 to 23 Month Working Families 15H Expanded Funding)
5 children are entitled to 15 hours/week 'Working' families (5 children x 15hrs/week = 55 hours)

Example 2:
(2YO children – Combination of Disadvantaged 15H Funded and Working Families 15H Expanded Funding)
10 children attending this setting. Each is entitled to 15 hours/week
7 children are entitled to 15 hours/week as 'Disadvantaged' families (7 children x 15 hours/week = 105 hours)
3 children are entitled to 15 hours/week 'Working' families (3 children x 15 hours/week = 45 hours)
The estimated number of total funded hours per week is 150 hours (10 children X 15 hours)

Example 3:
(3 and 4YO children – Combination of 15H and 30H funding)
12 children attending this setting. Each is entitled to 15 hours/week
9 children are entitled to 15 hours/week of free funding (9 children x 15 hours/week = 135 hours)
3 children are entitled to 30 hours/week of free funding (3 children x 30 hours/week = 90 hours)
The estimated number of total funded hours = 135 + 90 = 225 hours.

Whilst there is an active submission window on the provider portal, you can re-enter and re-submit 'Estimates' should any of your headcount information change.

Once the deadline for 'Estimates' submissions has been reached, the portal will close and prevent you from making any further changes/submissions. However you will still be able to view your last submission as shown below:

2.3.3 Completing 'Actuals' – Children's Termly Headcount Information

'**Actuals**' is the process of managing the children's records for each headcount. 'Actuals' are also used to off-set the forecast given at the 'Estimates' stage. Where a forecast is over or underestimated the balance payment at the 'Actuals' stage will be adjusted accordingly.

Click on '**Actuals**' and ensure you have selected the academic year and term combination as well as the relevant headcount.

Please note previous term(s) headcount information cannot be edited/amended and is only available for viewing. This is indicated with the 🚫 sign against the Spring 2024 term.

You will be taken to the '**Actuals**' dashboard.

If you are an existing setting using the portal, any child records that are still within date of birth eligibility range from the previous term will have carried over into the current term. i.e.

Version: September 2024

still aged 9 to 23 month, 2 or 3 to 4 before the 1ˢᵗ day of term (cut off points are 31ˢᵗ August for Autumn, 31ˢᵗ December for spring and 31ˢᵗ March for Summer term).

Children aged 3 on the 2 YO headcount before the cut off points will have been removed as they are now eligible for 3 and 4 year old funding. These children must be added to the 3 and 4 year old headcount if they are continuing at your setting. They will not automatically appear. The same applies to 9 to 23 month old children who will now be eligible for 2 year old funding.

Children aged 5 on the 3 and 4 YO headcount before the cut off points will have been removed from the system as they have reached statutory age and must be in school Reception.

If using the portal for the first time, your dashboard will be empty as shown below:

If exisiting children have carried over from last term, the 'Status' column will start off blank.

Once any processing has taken place within this screen (i.e. ammend exisiting child or add new child) an appropriate status message will appear as follows:

- **Unsubmitted Child** (After ammending an exisiting child) or **New Unsubmitted Child**

| Organisation: | **Test** |
| Provider: | **Test (Childminder)** |

| Home | Forms | **Funding** | Sufficiency |

Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

Submit Actual: 2024 Summer - Eysff 2yo CHANGE

[Add Child] [Enter EY Voucher] [Send Claim]

		Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
🛑		New, Unsubmitted Child	Smith, Johnny (28-Mar-2022)	195.00	0.00	£1809.60		

[Add Child] [Enter EY Voucher] [Send Claim]

- Awaiting LA Download or New Awaiting LA Download will appear after 'Send Claim'.

- Once Haringey have imported the submitted records in to the **Synergy** master database (LA Download) the status of all records on the dashboard will return to being blank.

Deletetions from the dashboard that have yet to be submitted will be removed from the dashboad and therefore there will be no status message

2.3.3.1 Delete Existing Child from the Dashboard (Existing Users)

You will need to determine if each existing child is still in attendance in your setting or if they need to be removed. If a child needs to be removed click on the 'X' to the left of the child's name (above screen) followed by a 'Yes' or 'No' to confirm deletion as shown below:

The 'Status' column for this child will change as follows:

If you have made a mistake, deletions can be undone by clicking on the swirly arrow circled above. A message will appear asking you to confirm cancelation. Once cancelled the child will remain on the dashboard with a blank status waiting for details to be amended within the record prior to submission of your claim.

Version: September 2024

2.3.3.2 Update Existing Child (Existing Users)

All existing children are required to have a valid Parental Agreement in place (Annual or updated whenever there has been a change to funding).

You will need to update an existing child's record for the current term as no funding information is carried over from previous term. The main information that needs updating is 'attendance dates', 'hours per week', 'weeks attended in term' and attendance days. Any record that is not updated will not form part of your current terms claim.

Click on the link over the child's name. This will take you into the record. You will need to select the 'Funding Details' tab to update the relevant information.

- If the child is attending the full term, click on the [Default Term Dates] button to populate the pre-determined term dates. Alternatively enter the term dates manually.
- Enter the 'Weeks Attended in Term'
- Tick 'Present During Census'
- Tick if the child 'Attends Two Days or More'.
- 'Nominated for DAF is by default 'No', Select 'Yes' if you have a DLA award letter as evidence. This will need uploading to the child's record.
- 'Funding Type' will be covered in the 'Adding Children' section.
- Enter 'Hours' – This should be recorded as 'Zero' hours for children in receipt of SEN support payments who do not satisfy the 2 year old disadvantaged financial criteria. Otherwise up to 15 hours for 2 year old disadvantaged or expanded for working families and 3 to 4 year old universal. Alternatively up to 30 hours for 3 and 4 year old extended funding for working families.
- Select 'Attendance Days'
- Enter any 'Non Funded' Hours.

When all the information stated has been entered as shown on the below screen, click on the [Save] button. If there is no mandatory information missing (Denoted by an * sign) or no errors the record will be saved and you will be returned to the dashboard.

Note: The status of the record will show 'Unsubmitted Claim'

Version: September 2024

2.3.3.3   Add Child – 2 Year Old Disadvantaged and Working Families
All new children are required to have a valid Parental Agreement in place.

From the dashboard ensure that you have selected the correct academic year and term combination and that you are in the correct headcount (**2YO EYSFF**)

Click on [Add Child]
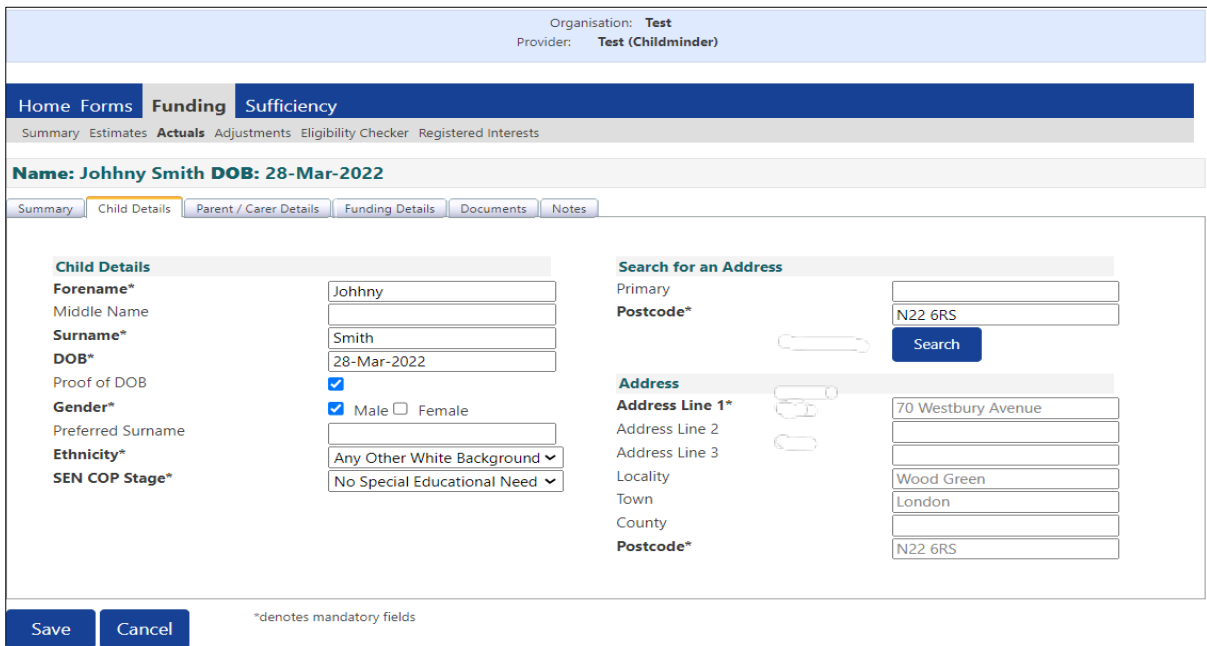
This will take you into a blank record and default to the 'Child Details' screen, which is the first of 6 tabs you will need to work through. It is important that you do not click the internet back button to go to the previous page as this will result in leaving the record and all changes will be lost. However you can navigate between screens in the record by selecting the relevant tab. Once all tabs have been completed and there is no outstanding information the record will need to be saved. Please note many fields are mandatory and are denoted by the * sign.

Child Details Screen

Enter the information as follows:

- Forename – Mandatory Field
- Middle Name – Optional
- Surname – Mandatory Field
- DOB – Mandatory Field.
- Proof of DOB – You will need to verify that proof of age has been seen (i.e. Birth Certificate) and tick the box. <u>**This will satisfy audit requirements and you will not have to retain a copy of this proof.**</u>
- Gender – Mandatory Field
- Preferred Surname – Optional
- Ethnicity – Mandatory Field. Select the most appropriate from the drop-down list.
- SEN COP Stage – Mandatory Field. Select appropriately from the drop-down list. Please refer to section 1.20 Special Educational Needs and Disability (SEND)
- Search for an Address – An address needs to be verified by obtaining proof. This could be a bank statement or recent bill/council tax. You should then use the Royal Mail Postcode finder to verify that this address is correct. Once you have satisfied this, enter the postcode and then click Search and select the address from the list. Selecting will populate the address as shown below:

- If you are happy with the address, click on Confirm as circled above.
- If the address is not correct click on Enter Manually to enter each address line manually.
- To change an existing address click on Update Address and follow the above 2 processes.

Version: September 2024

Parent Details Screen

Parents details are required for **all** 2 year old children. The information provided will be used to undertake eligibility checks for EYPP (Disadvantaged and Working Families) as well as 2 year old working families 15 hours.

From the screen shown below, enter the following Parent/Carer details:

- Forename
- Surname
- DOB – Required for EYPP check.
- NI or NASS Number
- Consent to Eligibility Checking – For Disadvantaged children only tick EYPP. For Working Family tick both boxes as a working family can fall out of eligibility and may attract EYPP.

Funding Details Screen

For disadvantaged children complete the screen as shown below ensuring that 'Funding Type' is appropriately selected. Then follow the instructions as described in section **2.3.3.2 Update Existing Child**

For Working Families Children, once the appropriate funding type is selected, the screen will change as shown below.

'Funded Hours per Week' as shown for Disadvantaged families is now referred to as Expanded Funded Hours per Week'.

Enter the 11-digit Working Families Eligibility code.

Click on [Check Eligibility Code]. Subject to parent details entered in the previous tab and the consent to check box has been tick, the system will contact the HMRC Eligibility Checking System to perform a check.

If the check is successful, The 'Eligible for Expanded Hours' box will be automatically ticked, and a green banner message will appear at the top of the screen confirming eligibility.

If the check is unsuccessful, the 'Eligible for Expanded Hours' box will **not** be ticked, and a red banner message will appear at the top of the screen as follows:

There could be number of reasons for this. Please see instructions in section 1.23 Early Years Entitlements. If the issue cannot be resolved, the child will not be eligible for Working Families funding.

Documents Screen

The documents tab is to be used to upload all relevant documentation in support of the child's claim. This includes but not limited to:

- 2 Year Old disadvantaged – Proof of eligibility. A letter from the awarding Authority.
- DAF – the award letter showing Disability Living Allowance.
- Parental Agreements
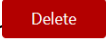
To add a document to a child's claim click on and navigate to the folder where you have the document saved, highlight the document and then click 'Open'.
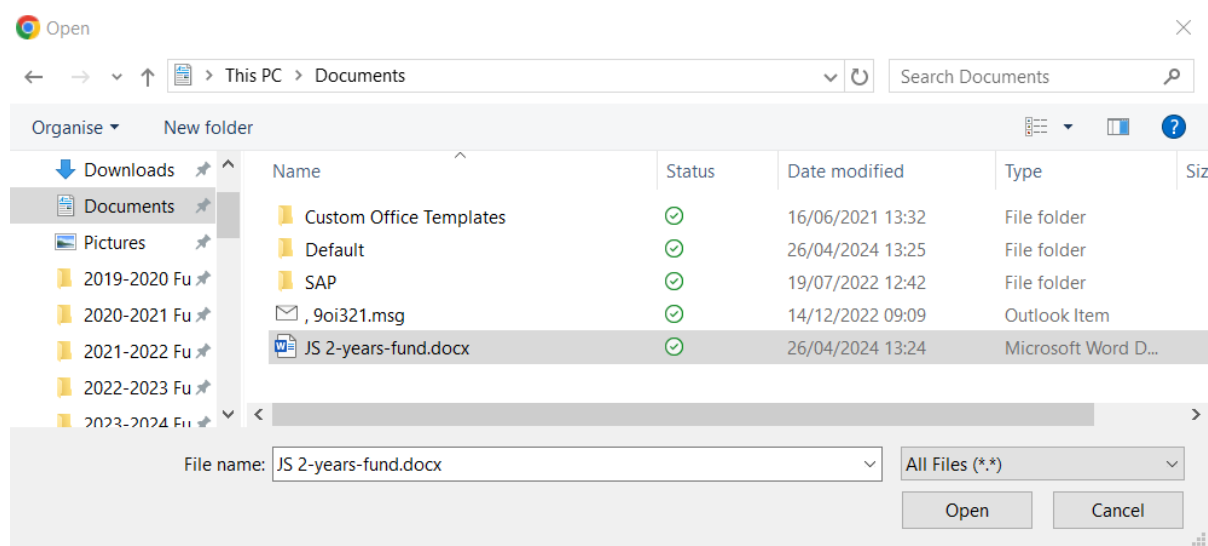
The file will be uploaded as shown below where you must provide a description of the file. Multiple files can be uploaded as required. From this screen you can also remove documents by selecting and clicking on **Delete**
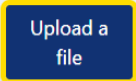
Notes Screen

The 'Notes' tab is used to inform the Haringey Early Years Service of any relevant information regarding this child and the claim. i.e. SEN top-up information, Disability, mid-term start or end dates etc…

This is a free-text area where you can add any information or notes as necessary:

Saving the Record

Once all information has been completed, any documents uploaded and notes added, you can save the record.

Click on [Save] . If there is no mandatory information missing (Denoted by an * sign) or no errors the record will be saved and you will be returned to the dashboard.

Note: The status of the record will show 'Unsubmitted Claim'

Continue to add additional children to the headcount dashboard by clicking [Add Child] and following the above process.

Save Record Failed

If a record fails to save, this means that there is outstanding information that still needs to be added or corrected. All errors need to be resolved before you can successfully save the record. The red error banner will be displayed at the top of the screen and a description of all errors listed at the bottom of the screen:

Version: September 2024

2.3.3.4   Add Child – 3 and 4 Year Olds Universal and Working Families

All new and existing children are required to have a valid Parental Agreement in place (Initial offer, annual or updated whenever there has been a change to funding).

Adding as well as amending existing 3 and 4 year old children can be done in the same way as 2 year old children. Refer to sections 2.3.3.2 Update Existing Child (Existing Users) and 2.3.3.3 Add Child – 2 Year Old Disadvantaged and Working Families

All the screens are the same except the 'Funding Details' Tab. See below for details on how to fill in the '**Funding Details**' screen.

You will need to update an existing child's record for the current term as no funding information is carried over from previous term. The main information that needs updating is 'attendance dates', 'hours per week', 'weeks attended in term' and attendance days. Any record that is not updated will not form part of your current terms claim. Alternatively click on 'Add New' to add new children to your 3 and 4 year old headcount.

- If the child is attending the full term, click on the [Default Term Dates] button to populate the pre-determined term dates. Alternatively enter the term dates manually.
- Enter the 'Weeks Attended in Term'
- Tick 'Present During Census'
- Tick if the child 'Attends Two Days or More'.
- 'Nominated for DAF is by default 'No', Select 'Yes' if you have a DLA award letter as evidence. This will need uploading to the child's record.
- Enter 'Hours' for 'Funded Hours Per Week' – 15 hours Universal funding available to all 3 and 4 year olds.
- Enter 'Extended Hours' for 'Extended Hours per Week' if there are any extended Working Family hours.
- Enter the 11-digit Working Families Eligibility code.
- Click on [Check Eligibility Code]. Subject to parent details entered in the previous tab and the consent to check box has been ticked, the system will contact the HMRC Eligibility Checking System to perform a check.
- If the check is successful, The 'Eligible for Extended Hours' box will be automatically ticked, and a green banner message will appear at the top of the screen confirming eligibility.

- Select 'Attendance Days' by clicking '**Yes'** against each day attended and '**No'** to those not in attendance.
- Enter any 'Non Funded' Hours.

When all the information stated has been entered as shown on the below screen, click on the Save button. If there is no mandatory information missing (Denoted by an * sign) or no errors the record will be saved and you will be returned to the dashboard.

Note: The status of the record will show '**Unsubmitted Claim**'

2.3.3.5   Add Child – 9 to 23 Month Working Families

All new and existing children are required to have a valid Parental Agreement in place (Initial offer, annual or updated whenever there has been a change to funding).

Adding as well as amending existing 9 to 23 month children can be done in the same way as 2 year old children. Refer to sections **2.3.3.2 Update Existing Child (Existing Users)** and **2.3.3.3 Add Child – 2 Year Old Disadvantaged and Working Families**

All the screens are the same except the 'Funding Details' Tab. See below for details on how to fill in the '**Funding Details**' screen.

You will need to update an existing child's record for the current term as no funding information is carried over from previous term. The main information that needs updating is 'attendance dates', 'hours per week', 'weeks attended in term' and attendance days. **Any record that is not updated will not form part of your current terms claim.** Alternatively click on 'Add New' to add new children to your 3 and 4 year old headcount.

- If the child is attending the full term, click on the **Default Term Dates** button to populate the pre-determined term dates. Alternatively enter the term dates manually.
- Enter the 'Weeks Attended in Term'
- Tick 'Present During Census'
- Tick if the child 'Attends Two Days or More'.
- 'Nominated for DAF is by default 'No', Select 'Yes' if you have a DLA award letter as evidence. This will need uploading to the child's record.
- Enter 'Hours' for 'Expanded Hours Per Week' – Up to 15 hours funding is available.
- Enter the 11-digit Working Families Eligibility code.

Version: September 2024

- Click on **Check Eligibility Code**. Subject to parent details entered in the previous tab and the consent to check box has been ticked, the system will contact the HMRC Eligibility Checking System to perform a check.
- If the check is successful, The 'Eligible for Extended Hours' box will be automatically ticked, and a green banner message will appear at the top of the screen confirming eligibility.

- Select 'Attendance Days' by clicking '**Yes**' against each day attended and '**No**' to those not in attendance.
- Enter any 'Non Funded' Hours.

When all the information stated has been entered as shown on the below screen, click on the **Save** button. If there is no mandatory information missing (Denoted by an * sign) or no errors the record will be saved and you will be returned to the dashboard.

Note: The status of the record will show '**Unsubmitted Claim**'

2.3.4 Send Claim

After each headcount has been updated and finalised, you will need to submit your claim to the Haringey Early Years Service.

To send each claim, ensure that you are in the relevant headcount and within the 'Actuals' Dashboard.

It is important that all existing children that were carried over from the previous term have been updated with 'attendance dates', 'hours per week', 'weeks attended in term' and attendance days.

Any record that is not updated will not form part of your current terms claim as they will be submitted with Zero '0' funded hours.

Click on **Send Claim** . A confirmation message will appear at the top of the screen and the status of each child will change:

Home	Forms	**Funding**	Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

✓ **Submission Successful**

Submit Actual: 2024 Summer - Eysff 2yo CHANGE

Add Child   **Send Claim**

	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status	
❗↺	New, Awaiting LA Download	Smith, Johhny (19-Jun-2021)	0.00	195.00	£1809.60		18-Jan-2024 - 07-Jun-2024 Grace Period: 31-Dec-2024	

Add Child   **Send Claim**

It is important to ensure all claims for funding are submitted by the given deadline as per the Payments and Headcount schedule 2024-2025 (Table 2)**.** Any unsubmitted claims during an active 'actuals' submissions window will appear as a notification on the 'Home' tab of the provider portal as shown below:

Organisation: **Test**
Provider: **Test (Childminder)**

Home	Forms Funding Sufficiency

Welcome to Haringey's Childcare Provider Portal

SpringTerm 2024 Actuals - Funding is now **CLOSED**. Please **do not send** any further adjustments for late starters/leavers until the **Summer Term 2024** (1st June 2024)

For support and guidance, email **earlyyearsprovider@haringey.gov.uk**- leaving your name and best contact number.

Notifications

These records have been edited but not yet claimed.

▽ ❗ There are unsubmitted child funding records for Provider: Test - Childminder
➡ 2024 Autumn - Eysff 9-23months (1 unsubmitted, 0 rejected)

Historical Notifications

These records were edited but never claimed.

Click here to view these items

Version: September 2024

2.3.5 Adjustments to Headcount Records

Adjustments are only made after the 'Actuals' window has closed. Whilst still in an active 'Actuals' window, changes to a child's funding record, adding or deleting further children can be made, even if you have already submitted your claim. The system allows you to make any number of changes whilst still open. Any time there are changes, the claim will need to be resubmitted by clicking on the 'Send Claim' button.

Once the 'Actuals' window has closed, you may have further changes such as children who start mid-term or leave during the term, please complete a funding adjustment email via the 'Adjustments' tab.
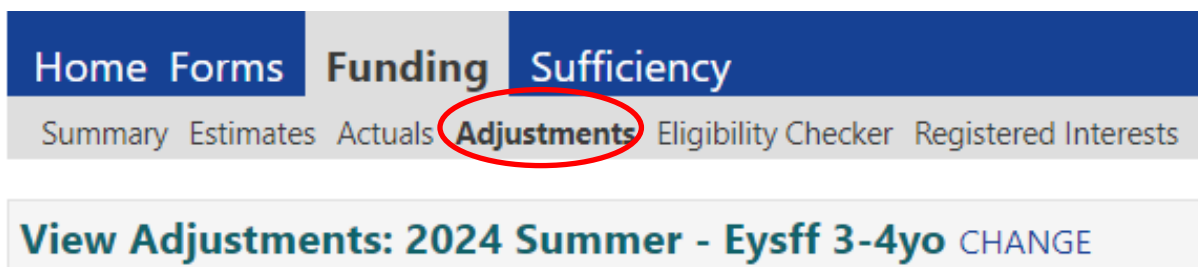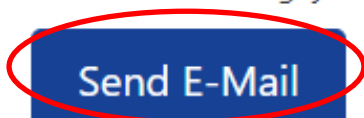
In the screen that appears, click on ▢Send E-Mail . This opens the adjustment form as follows:

The adjustment request circled above is determined by the academic year and term combination as well as the headcount that you choose.

Complete all details on this form and then Click on the **Send** button. You should CC yourself to have a record of the adjustment.

You will see a message confirming the email has been sent:
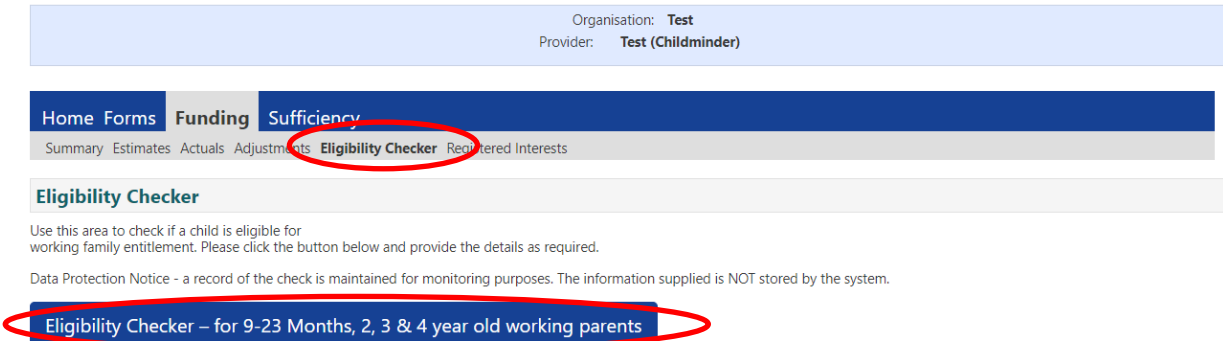
2.3.6 Eligibility Checker

All working family codes must be checked before the beginning of term to determine that both existing codes and new codes are valid. For new children this should be done before the Parental Agreement form has been signed. This should also be before any child's first day of attendance.

Children should not be included for funding prior to these checks taking place.

Eligibility codes can be validated using the 'Eligibility Checker' tab. Click on the **Eligibility Checker – for 9-23 Months, 2, 3 & 4 year old working parents** below:

The following form will appear which needs to be completed:

Then Click submit. Results will be shown as follows:

2.4   Sufficiency

The Local Authority will collect place and vacancy information from funded Early Years providers, each term, via the Provider Portal **Sufficiency** tab for 2, 3 and 4 year entitlement places. **Additional data tabs are included for fee paying 0 to 1 year olds and 1 to 2 year olds**. This information is for internal use only and will support us in planning for the expansion of childcare from April 2024 to working parents of 2 year olds and September 2024, 15 hours of childcare for working parents of 9 months to primary school age.

By completing this information, you are providing us with a good insight into sufficiency of childcare in your local area. Being able to follow the trends in sufficiency helps us to locate areas of high demand and investigate the need to create more early years places to ensure parents can access their funding entitlement.

This information must be completed each term during the Estimates period on the provider portal. Please make sure that you complete the information by **the key dates on the head count schedule.** Your final payment may be delayed if we have not received your information for the term.

For help with completing the Sufficiency information, please refer to the Sufficiency Guidance below:

1. Click on the 'Sufficiency' tab from the main menu
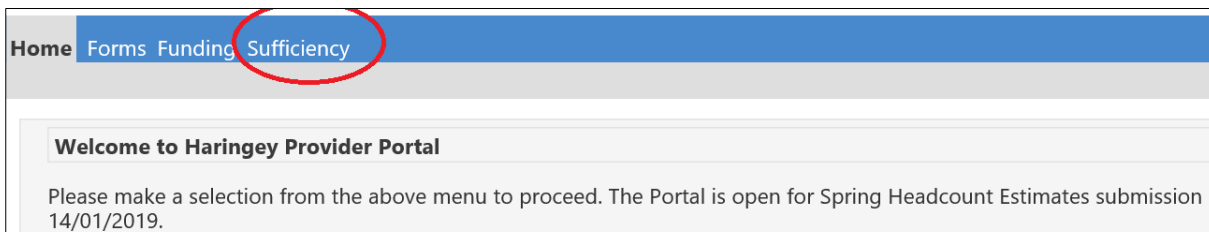
2. Click on the term and year for which you wish to fill in the sufficiency table for:
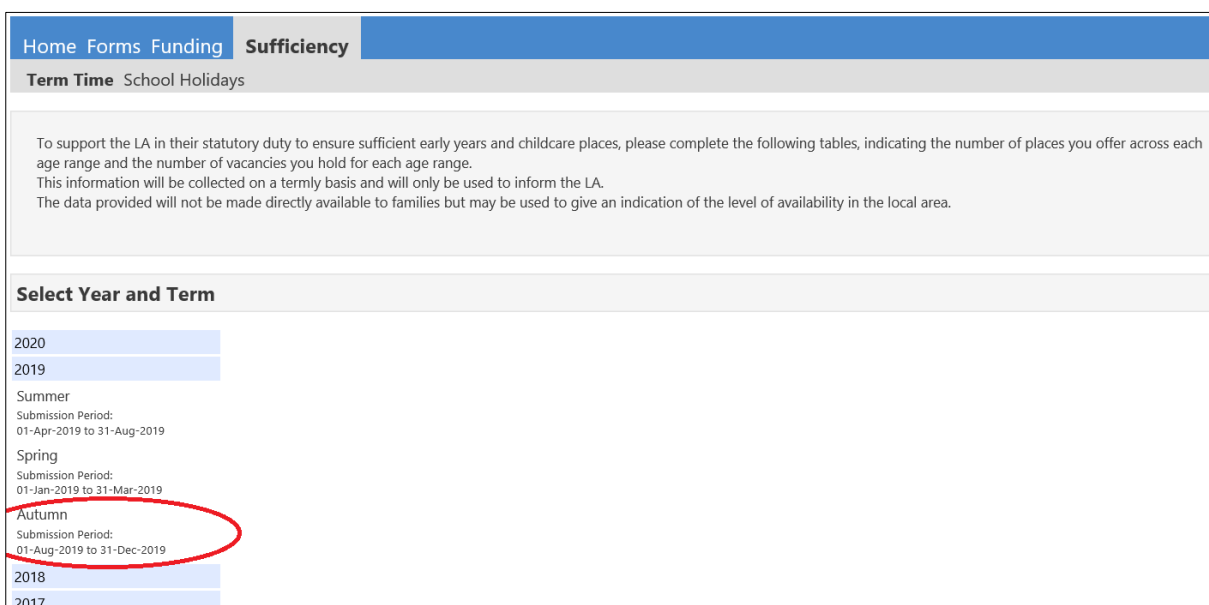
3. Click on the **Edit** button. This will allow you to fill in the table.

Term Time Sufficiency for 2019 - Autumn

[Edit] [Copy]

Age Group	Places	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Sun AM	Sun PM	Wait List	Cost Type	Cost Value
0 - 1yrs	Offered															0	⌄	
	Vacancies																	
1 - 2yrs	Offered															0	⌄	
	Vacancies																	
2 - 3yrs	Offered															0	⌄	
	Vacancies																	
3 - 4yrs	Offered															0	⌄	
	Vacancies																	
4 - 5yrs	Offered															0	⌄	
	Vacancies																	

[Edit] [Copy]

4. Fill in the table with the number of places offered and number of vacant places for each age group listed.

'Offerred' boxes should be filled in with your capacity for that age group – **not** how many places have been taken up.

Do not leave any fields blank. If you do not offer places for the relevant age group or do not have any vacant places you shoul enter 0 in the appropriate box:

Term Time Sufficiency for 2019 - Autumn

[Save] [Cancel]

Age Group	Places	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Sun AM	Sun PM
0 - 1yrs	Offered	2	5	4	4	5	6								
	Vacancies	0	0	0	3	1	7								
1 - 2yrs	Offered														
	Vacancies														
2 - 3yrs	Offered														

You will only need to fill in the table fully once. In following terms, you will have the option of copying a table from term to term and ammending the numbers only as needed. See steps 8 to 9 for full details.

5. Under the 'Cost' column choose the 'Hourly' and enter your hourly rate in the 'Value' column.

If you do not charge by the hour, please enter your **hourly equivelant rate**. For example, if you charge using a daily rate, then divide your daily rate by the number of hours and use this as your **hourly equivelant rate**.

6. Click on the [Save] button once you have completed the table. On successful completion you will see the message:

7. If you offer childcare during school holidays, you will also need to click on the 'School Holidays' subtab and repeat steps 3 to 6:

8. To copy a table to another term, select the year and term who's table you wish to copy

and then click the [Copy] button. This will save you from having to fill in an entire table and you will only need to ammend the table as needed.

9. Select wether you wish to copy to a 'Term Time' or 'School Holiday' sifficiency table.

Choose the term (from the dropdown list) you wish to copy this table to and click [Submit]

Example of how to fill in the sufficiency table:

I have the capacity to take 10 children aged 1 to 2 years on a Thursday afternoon. I manage to fill 6 of these places. This means I have 4 vacant places. I charge an hourly rate of £5.12. I fill in the table as follows:

Age Group	Places	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Sun AM	Sun PM	Wait List	Cost Type	Cost Value
0 - 1yrs	Offered															0	⌄	
	Vacancies																	
1 - 2yrs	Offered								10							0	Hourly ⌄	£5.12
	Vacancies								4									
2 - 3yrs	Offered															0	⌄	

Section 3:   Frequently Asked Questions

1.   **What do I do if I forget my username or password?**
     See section 1.8 Resetting Passwords for guidance on changing and resetting passwords. For a forgotten username, contact us via email at earlyyearsprovider@haringey.gov.uk

2.   **Will each member of staff using the system have their own login?**
     Yes, each user should have their own username and password. You can request for additional users to be added as and when required.

3.   **How do I change my password?**
     You can change your password by logging in to the provider portal, then following the changing your password instructions in section 1.8 Resetting Passwords.

4.   **Who is responsible for the quality and accuracy of the child data entered into the Provider Portal?**
     The person entering the child's data at your setting is responsible for checking their identity, age and that the child's full details have been obtained (includes name, address, postcode and legal surname). It is good practice to use the information parents provide on the parental agreement form for accuracy and consistency.

5.   **Do I need to submit a funding estimate online every term?**
     Yes, you will need to put an estimate of total weekly hours into the online portal for us to calculate your interim payment. You will need to submit this estimate by the estimate deadline (**see section** 1.15 Payments) Failure to do this may result in your interim payment being delayed.

6.   **What figure should I enter for weeks attended in term?**
     If a child is attending for a full term, you should enter 13 weeks for the Autumn and Summer Term and 12 for the Spring Term. If a child joins mid-term you should enter the number of weeks remaining in the term.

7.   **What should I do about children who are stretching their entitlement across the year?**
     They will need to be entered as the standard number of weeks within a term.

8.   **What figure should I enter for funded hours per week?**
     Children can claim a maximum of 15 expanded hours per week for 9 to 23 month and 2 year old working families, 15 funded hours per week for all 2 year old disadvantaged/low income families, 15 universal hours for 3 and 4 year olds and an additional 15 hours extended for 3 and 4 year old working familes. The child's parent or guardian should state the number of funded hours they would like to claim at your setting on the parent agreement form. They can split their funded hours over a **maximum** of **two** settings. The full entitlement of 15 hours can be claimed over a **minimum** of **two** days or for 30 hours over a **minimum** of **three** days. You should enter the number of funded hours the child attends your setting per week in the box.

9.   **What figure should I enter for non-funded hours per week?**
     As with the funded hours you should enter the number of hours the child attends the setting over and above the funded hours they are claiming. E.g. If the child attends 8:00 – 17:00 (45 hours) five days per week and you are claiming the full 15 funded hours, then the non-funded hours would be 30.

10. **We have a child starting in the second half of the term; can we claim for that child?**
Yes, you can claim for a child starting in the second half of the term by completing an adjustment by the given deadline.

11. **We have a child starting in school nursery (Not Reception) but will be with us for a few weeks at the start of term, can we claim for that child?**
Yes, you can claim for a child starting in school providing you claim the weeks in attendance at your childcare setting.

12. **What do I do if a child for whom we have claimed funding for this term leaves?**
If a child leaves your setting, you should notify us as soon as possible via an adjustment so we can amend your funding claim. Failure to notify us in a timely manner may result in an over claim, and your final payment may be delayed whilst the over claim is resolved. If they leave within an active headcount submissions window (before half-term), then the child's record needs to be amended by updating the number of weeks claimed and resubmitted.

13. **Can I make a claim after the claim submission deadline?**
No, you cannot make any changes after the claim submission deadline. If you do not submit your claim before the deadline, this may result in non-payment of the claim. Late claims will not be accepted unless there are extenuating circumstances. If you think you may have a problem submitting your information, please email the Early Years Commissioning Team – earlyyearsprovider@haringey.gov.uk

14. **Will the system tell me if I have made an error e.g. DOB out of eligible range?**
Yes, within the **'add new child'** field, if the child does not have a valid date of birth, an error message will show when you try to save the information. The error message will give details of the field which has the invalid information.

15. **Will the online system give me a warning if another provider has claimed for a child?**
No, if there is an over claim of hours between two providers, the LA will be in touch with the providers concerned to resolve the issue. It is important that you discuss the funding with the parents so that they understand the funding terms and conditions. Also ensure that the parental agreement forms are completed accurately as this will highlight if the child is attending another setting/provision.

Information regarding other providers on the parental agreement form must be verified by contacting them. This will eliminate errors in funding such as duplicate claims and ensure there are no notice periods outstanding. It is **good practice** and **common courtesy** to communicate with other providers as parents do not always inform settings about changes to their childcare provision or circumstances.

16. **Do Parental Agreement Forms have to be in place for all funded children?**
Yes, Parent Agreement Forms must be completed and signed by all parents when a child first claims a free early education place with your setting. In subsequent terms, you just need to check with parents that nothing on the Agreement form has changed. If all details remain the same as for the previous term, there is no need to complete a new form. However, for Data Protection and Auditing purposes new forms must be completed at the start of each academic year – by all parents.

17. **Why do we have Parent Agreement forms?**
For auditing purposes – the Statutory Guidance for Local Authorities on the delivery of Early Education and childcare requires that the funding is used properly and in accordance with government legislation. An Officer may visit your setting to audit your claim information. They will expect to see Parent Agreements and all other paperwork pertaining to the free early education places.

18. **How long do we have to keep parental Agreements?**
We advise that providers keep Agreements for six years for audit purposes.

19. **How do I know which children qualify for Early Years Pupil Premium (EYPP)**
Go to the appropriate Headcount record, under the '**Child Weighting**' column – EYPP will be indicated against all qualifying children. Also see section 1.22 EYPP

20. **How do I know which children qualify for SEN Early Years Top-Up funding?**
Go to the appropriate Headcount record, under the 'Child Weighting' column – the following codes will be indicated against all qualifying children:
- **K** – SEN Support (High Level) – for 3 and 4 year olds
- **K2** – SEN Support (High Level) – for 2 year olds
- **K-2YO** – SEN Support (Medium Level) – for 2 year olds
- **K-3/4YO** – SEN Support (Medium Level) – for 3 and 4year olds

21. **How do I apply for the extended entitlement?**
There is an online facility available where parents can check their own eligibility. https://www.childcarechoices.gov.uk/

22. **I am separated from my child's other parent and live with a new partner. For the purposes of working out our eligibility for the expanded (0 to to 23 month and 2YO) or extended (3 and 4YO) entitlement, who is included?**
To work out whether you qualify for the working families 15/30 hours free childcare, you and your current partner will be assessed for eligibility.

23. **I am a foster carer; can I access the extended 30 hours free entitlement?**
Yes, Children in foster care are eligible for 30 hours if it is consistent with their care plan, have the approval of the child's social worker and both the foster parent or parents are in paid work outside their role(s). They will need to apply to their local LA for a form and if eligible will be given an expanded hours for working families eligibility code for their childcare provider.

24. **I am a single parent – can I claim the expanded or extended entitlement?**
Yes, Single parents can apply for free childcare if they meet the eligibility criteria of the relevant offer.

25. **My child currently goes to a day nursery that only takes children for 15 hours per week. Also my child spends 10 hours per week with a childminder. Do we have to use our free childcare with a single provider or can we split it between more than one?**
As long as you don't claim more than 30 hours per week in total, you can claim from both providers. Each child's funded hours can be split between up to two different providers.

26. **My partner and I are both employed but I'm currently in receipt of statutory sick pay. Will families with a parent who is on statutory sick pay be eligible for the extended entitlement in the future?**
Yes. Parents who are on temporary leave from work such as maternity leave or statutory sick pay are still considered to be in work.

27. **Once we're getting 30 hours free childcare via the extended entitlement, what happens if I lose my job?**
If either or both of the child's parents stop work at any point, after a short grace period to support you to find a new job, the child will stop being eligible for the additional 15 hours childcare. This also applies to other changes to circumstances which affect eligibility. However, you will continue to receive the statutory free offer of 15 hours per week.

Section 4:   Appendices:

4.1   DfE Ethnicity Codes
https://www.haringey.gov.uk/sites/haringeygovuk/files/ethnicity_codes.pdf

4.2   Eligibility for 2yr old free funded place
https://www.haringey.gov.uk/children-and-families/childcare-and-early-years/childcare-costs/free-early-education/free-early-learning-two-year-olds

4.3   Parental Agreement form
https://www.haringey.gov.uk/sites/haringeygovuk/files/parental_agreement_form.pdf

4.4   Childcare and Early Years in Haringey – Information for Parents
https://www.haringey.gov.uk/children-and-families/childcare-and-early-years/childcare-and-early-years-information-parents

4.5   Childcare and Early Years in Haringey – Information for Providers
https://www.haringey.gov.uk/children-and-families/childcare-and-early-years/childcare-and-early-years-information-providers

4.6   Haringey Family Information Directory
https://www.haringey.gov.uk/children-and-families/childcare-and-early-years/family-information-service-directory-fisd

4.7   Free Early Learning / Education
https://www.haringey.gov.uk/children-and-families/childcare-and-early-years/childcare-costs/free-early-education

Other useful links

The following information may also help you:

- Early Education and childcare – Statutory guidance for local authorities April 2024
- Early Years Entitlements: Local Authority Funding Operational Guide 2024 to 2025
- Information for Parents – Childcare Choices
- Information for Childcare providers | Childcare choices
- Coram – Family and Childcare

Version: September 2024