

Headcount Portal Users


LOGIN TO HEADCOUNT PORTAL

When you register for Early Years funding you will be issued with a user name, Password and a link to Reading Providers Portal

The Portal is internet based so can be accessed wherever you have an internet connection.

https://admissions.reading.gov.uk/ProviderPortal_LIVE/Account/Account/Login


Select the address or copy and paste into your Internet Browser address bar. If you use the same device a lot it might also be helpful to save it as a favourite.

Log In to **Headcount Portal** by completing the user name and password fields supplied by Reading Borough Councils Early Years Team. Click on 


Note: If you cannot remember either your Username or Password you can select one of the links below the Log In button and follow the instructions.


Log In

Username



Password





[Forgotten your username?](#)

[Forgotten your password?](#)

The first time you Log In you will be redirected to an information page and an email will be sent to you with a confirmation Web Address, this is to ensure security.

Register User

We have sent a confirmation email to your registered email address.

The email contains a confirmation link which will bring you back to the main login page.

You must use this link to continue with your registration.

Each subsequent login to the Headcount Portal you will be taken directly to the Homepage.

After following the Web Address sent in the confirmation email you will see the confirmation message displayed.



Registration Confirmed

Thanks, you have confirmed your email address and now may log in

Change Password

Your password must be changed to allow access to the portal.

Current password *

New password *

Confirm new password *

Change password

During this login you will be prompted to change your password to a memorable one, this must be between 10 and 28 characters; and must contain Upper Case, Lower Case, one Number and one Character such as #, *, !. E.g. **Password01!**

Please do not use **Password01!** as your new password this is only an example.

Complete the current password, new password, confirm new password fields; and select.

Change password

Congratulations you have now successfully logged in for the first time, and will have access to the Headcount Portal.

Clicking on your name; Top Right, brings up a menu where you can change your own password, and log out securely.



Reading EY Provider Test Portal

[Home](#) [Headcount](#) [30 Hours Free Childcare](#) [Two Year Old Funding](#)

Sign out

Change Password
 Two Year Old Funding

⌚ Last Logged In Date:
10/08/2017 12:38:31

Welcome to the Provider Portal

Below, you will see a range of services available to you.

Click on the Two Year Old Funding icon to do Assisted Applications or Placement Requests.

Click on the Headcount icon to submit headcount information.



30 Hours Free
Childcare

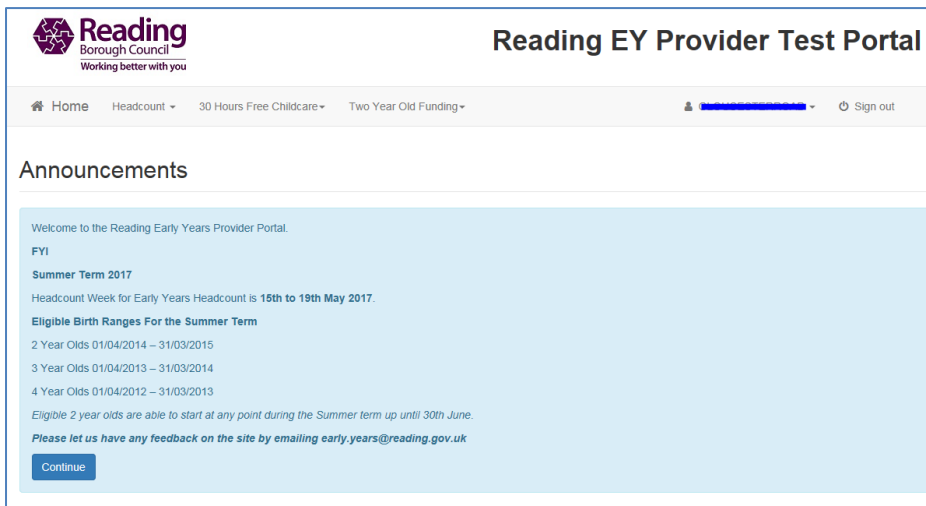


Headcount



Two Year Old
Funding

HEADCOUNT PORTAL NAVIGATION



The Announcements page will be visible at every login, please read these carefully, they will give you the relevant dates being used for the term.

Select [Continue](#) to proceed to the Homepage.

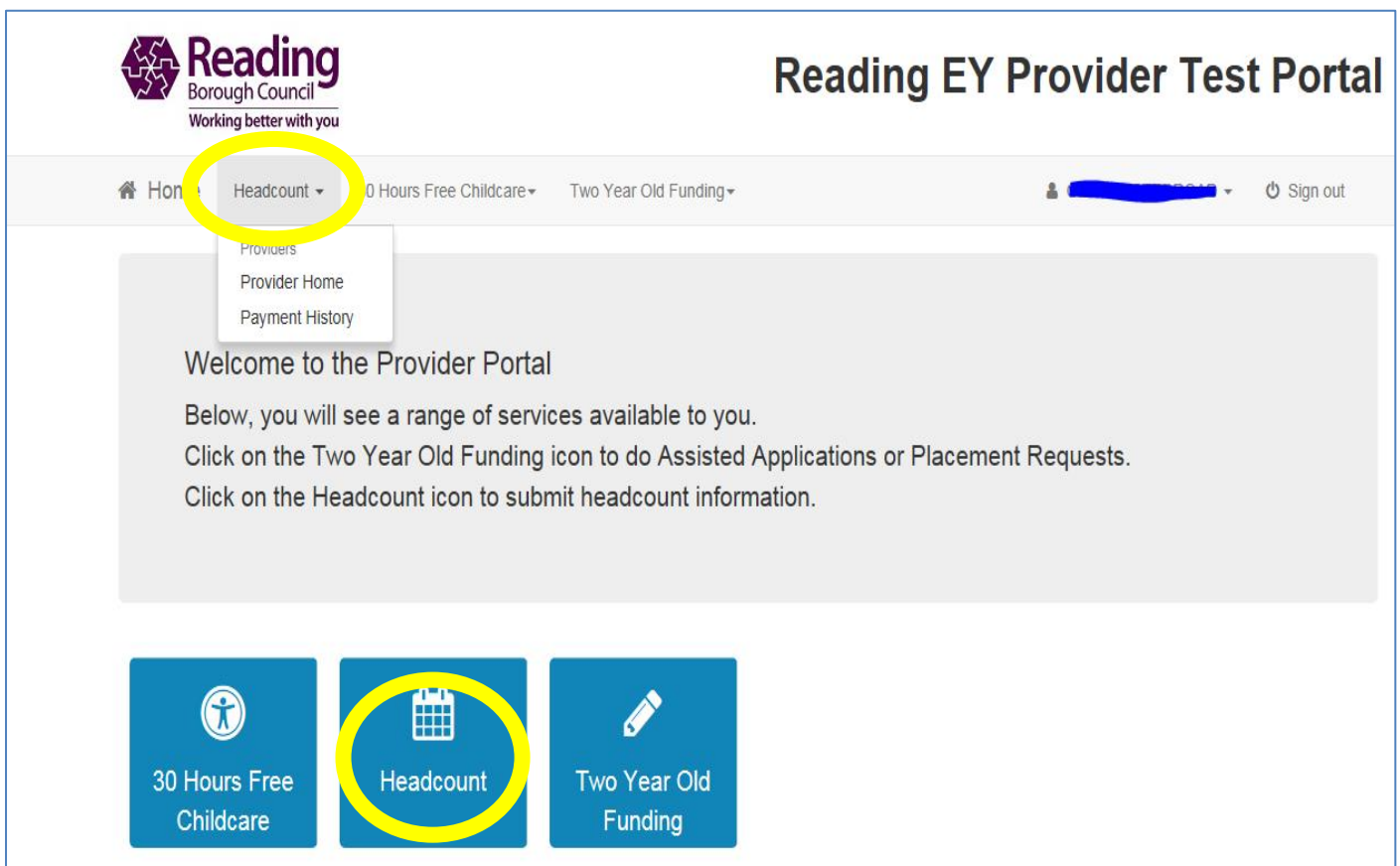
You will then come to the main page. The number of icons you have will depend on which funding schemes you are entitled to access e.g. 2 year old funding, 30 hours or just Headcount.

From here you can navigate through to the part of the portal you require.


For the 30 Hours please refer to '30 Hrs Provider Portal Validation Check Guidance.pdf' and for Two Year Old funding please refer to 'Provider Portal TYOF User Manual.pdf'.

Please note you will be required to complete 30 hour checks on the Portal before you can add any hours against relevant children on your headcount return.

To access our headcount you can either click on the drop down at the top or on the blue button




On initial login you may not have any Tasks to complete or Messages to read.




Reading
Borough Council
Working better with you

Reading EY Provider Test Portal

[Home](#) [Headcount](#) [30 Hours Free Childcare](#) [Two Year Old Funding](#)  [Sign out](#)


Welcome to the Provider Headcount Portal Below, you will see any tasks or messages that have been issued to you

My tasks



Headcount (Actual) for Autumn Term 2017 (01 Sep 17 - 31 Dec 17) for 3 year olds is required

Submitted, Due Tomorrow




Headcount (Actual) for Autumn Term 2017 (01 Sep 17 - 31 Dec 17) for 2 year olds, 3 year olds, 4 year olds is required

Unsubmitted, Due 5 days


[View all tasks](#)

My messages




Reading School admission Places Offers

13/04/2017




Hi Please find attached a list of the September 2017 school places offered to Reading Borough Cou...




Deprivation Supplement Notification - Spring 2017

13/02/2017




Dear Early Years Provider Please find attached a list of the children who have attracted the depr...



New Report

13/02/2017


Reading EY Provider Portal Administrat



New Report

09/02/2017


Reading EY Provider Portal Administrator



New Report

08/12/2016

Reading EY Provider Portal Administrator



Headcount (Amendment) for Autumn Term 2016 for 2 year olds, 3 year olds, 4 year olds is required

28/11/2016

Hi I've noticed that you started an amendment task on the portal to claim for additional children...




MESSAGES

When a Message has been issued to your Nursery, all relevant users will receive an email informing them to login. Once you login to the Headcount Portal you will see the Message on your Homepage.

The screenshot shows the 'Reading EY Provider Test Portal' interface. At the top is the Reading Borough Council logo and navigation links: Home, Headcount, 30 Hours Free Childcare, and Two Year Old Funding. A user profile dropdown and 'Sign out' button are on the right. A welcome message states: 'Welcome to the Provider Headcount Portal Below, you will see any tasks or messages that have been issued to you'. Below this are two main sections: 'My tasks' and 'My messages'. 'My tasks' has a red '1' badge and lists two headcount tasks for Autumn Term 2017. The first task is 'Submitted, Due Tomorrow' and the second is 'Unsubmitted, Due 5 days'. 'My messages' has a red '10' badge and lists five messages, including 'Reading School admission Places Offers', 'Deprivation Supplement Notification - Spring 2017', and three 'New Report' messages.

Selecting a Message in the list allows you to read and; if required, delete this message.

This screenshot shows the details of a selected message titled 'Deprivation Supplement Notification - Spring 2017'. At the top, there are 'Back' and 'Delete' buttons. The message content includes an attachment 'Deprivation Notification Spr 17.xlsx' and a letter from Katrina. The letter text is: 'Dear Early Years Provider Please find attached a list of the children who have attracted the deprivation supplement of the single funding formula for this spring term 2017. For each hour of EY funding an eligible child receives we have sent you £1.20. You will be asked to provide a summary of how this deprivation supplement allocation was spent in the summer term. Deprivation supplements were allocated this term to children whose home postcode was in the bottom 30% of IDACI scores. From April 2017 this supplement will align with the EYPP criteria and be paid on an hourly rate of 47p. Kind regards Katrina'.

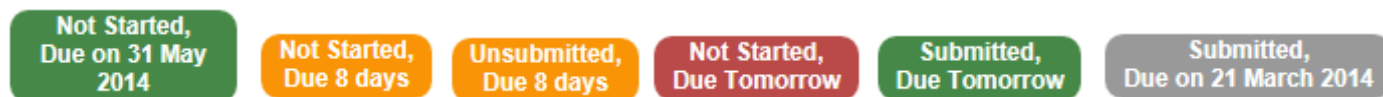
Note: You do not have to delete messages, but they will stay in your Message list and show that you have read them by the  icon changing to . The red  icon shows how many Tasks or Messages are outstanding.

TASKS

When a Headcount Task has been issued to your Nursery, all relevant users will receive an email informing them to login. Once you login to the Headcount Portal you will see the Task on your Homepage.

The screenshot shows the 'Reading EY Provider Test Portal' interface. At the top, there's a header with the Reading Borough Council logo and navigation links: Home, Headcount, 30 Hours Free Childcare, and Two Year Old Funding. A user profile dropdown and a 'Sign out' link are also present. Below the header, a welcome message states: 'Welcome to the Provider Headcount Portal Below, you will see any tasks or messages that have been issued to you'. The main content area is divided into two columns: 'My tasks' and 'My messages'. The 'My tasks' column shows two tasks for 'Civic Road Playgroup - Civic Road Playgroup'. The first task is 'Headcount (Actual) for Autumn Term 2017 (01 Sep 17 - 31 Dec 17) for 3 year olds is required' with a green 'Submitted, Due Tomorrow' status. The second task is 'Headcount (Actual) for Autumn Term 2017 (01 Sep 17 - 31 Dec 17) for 2 year olds, 3 year olds, 4 year olds is required' with a red 'Unsubmitted, Due 5 days' status. A 'View all tasks' link is at the bottom of this column. The 'My messages' column shows a list of messages, including 'Reading School admission Places Offers', 'Deprivation Supplement Notification - Spring 2017', and three 'New Report' messages from the 'Reading EY Provider Portal Administrator' with dates 13/02/2017, 09/02/2017, and 08/12/2016. A 'Headcount (Amendment) for Autumn Term 2016 for 2 year olds, 3 year olds, 4 year olds is required' message is also present with a date of 28/11/2016.

The task has a Due Date shown in the lozenge, the colour and information on this lozenge changes to show the current status, it will change to Amber and Red the nearer it gets to the Due Date, changing to Grey when the Due Date expires; examples below.




Note: Selecting an expired Task allows you to look at historic information.

The newest task will always be at the top of the list. Click on the task to be taken to the Headcount to complete.

HEADCOUNT

A Headcount task may show previously checked or funded children or be empty depending on the state of the data the EY Team hold.



Reading EY Provider Test Portal

[Home](#)
[Headcount](#)
[30 Hours Free Childcare](#)
[Two Year Old Funding](#)
Sign out

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

Status: Unsubmitted Deadline: 15 August 2017

Civic Road Playgroup / Civic Road Playgroup / Autumn Term 2017 (01 Sep 17 - 31 Dec 17)





You can edit and re-submit this information at any time until the deadline of 15 August 2017.

[Add Child](#)
[Edit Headcount](#)
[Download](#)
[Submit](#)

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	End Date (Child Leaving Date)	Weeks Attended for term	Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term	
								1092.00	0.00	0.00	0.00	0.00	0.00	0.00	
			P 2	05/10/2013	3	01/09/2017		14.00	0.00	0.00	0.00	0.00			
			EH S	28/11/2012	4	01/04/2017		14.00	0.00	0.00	0.00	0.00	0.00	0.00	
			EH 2	15/03/2014	3	01/09/2016		14.00	0.00	0.00	0.00	0.00	0.00	0.00	
				23/10/2012	4	01/09/2016		14.00	0.00	0.00	0.00	0.00			
			2	27/06/2014	3	01/09/2016		14.00	0.00	0.00	0.00	0.00			
			EH S	26/10/2012	4	01/04/2017		14.00	0.00	0.00	0.00	0.00	0.00	0.00	
			EH S 2	30/08/2013	4	01/04/2017		14.00	0.00	0.00	0.00	0.00	0.00	0.00	

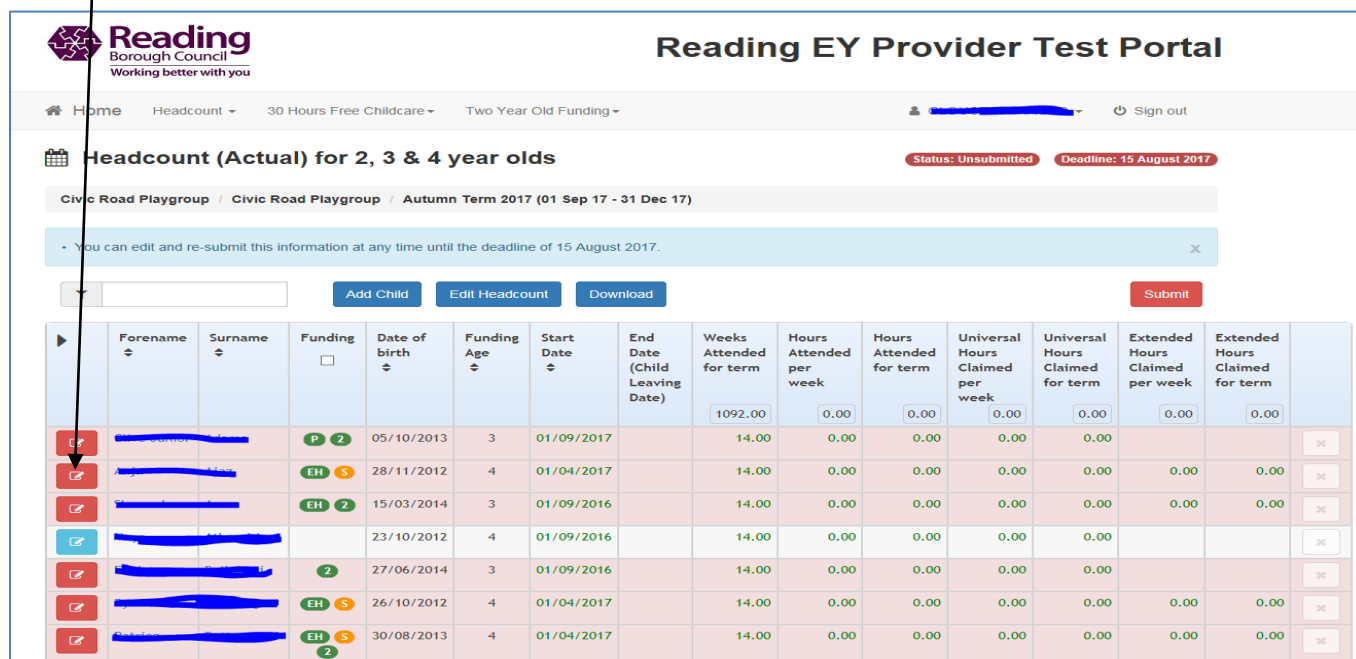
Click here to drill down into a child's record

The icons in the funding column indicate the following:

-  Child eligible for EYPP/Deprivation funding
-  Child is eligible and approved for 2 Year Old Funding
-  Child is eligible and approved the 30 Hour Extended Entitlement
-  Child may be attending and claiming funding at another childcare provider

The number of weeks available to claim is pre-populated on the headcount. This can be deleted and re-entered if any children claim stretched entitlement.

If the headcount has any children highlighted in red it means there is data missing. This usually occurs when children move from 2 year old funding over to universal funding. To update the record click on the red box next to the child's name.



Reading Borough Council
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Reading EY Provider Test Portal

Home Headcount 30 Hours Free Childcare Two Year Old Funding Sign out

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

Status: Unsubmitted Deadline: 15 August 2017

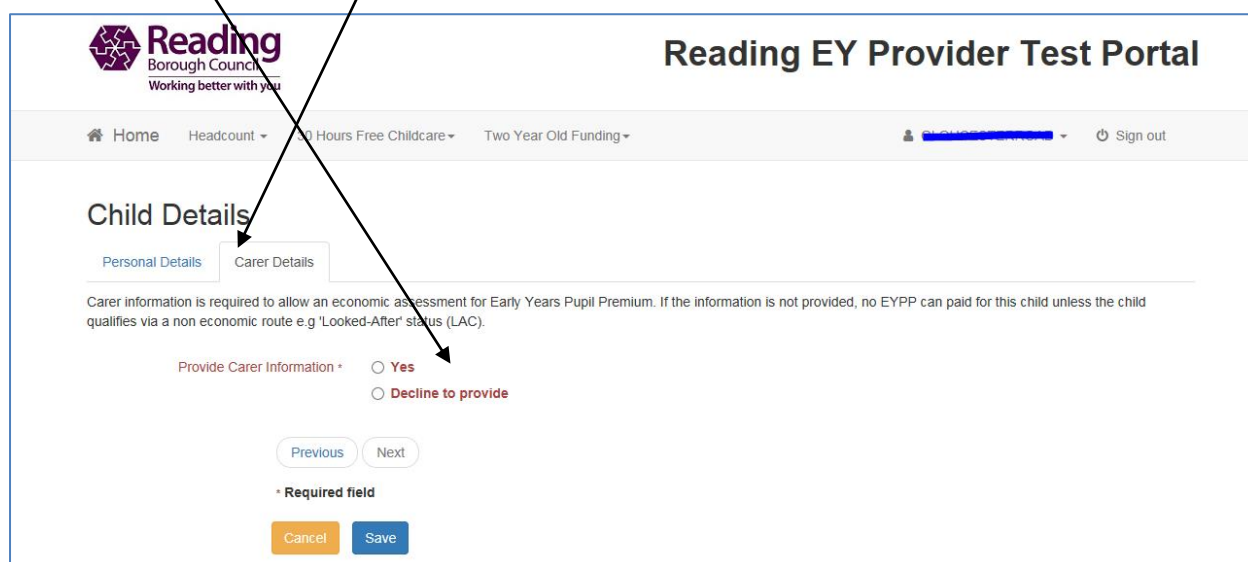
Civic Road Playgroup / Civic Road Playgroup / Autumn Term 2017 (01 Sep 17 - 31 Dec 17)

You can edit and re-submit this information at any time until the deadline of 15 August 2017.

Add Child Edit Headcount Download Submit

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	End Date (Child Leaving Date)	Weeks Attended for term	Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term	
								1092.00	0.00	0.00	0.00	0.00	0.00	0.00	
			P 2	05/10/2013	3	01/09/2017		14.00	0.00	0.00	0.00	0.00	0.00	0.00	
			EH S	28/11/2012	4	01/04/2017		14.00	0.00	0.00	0.00	0.00	0.00	0.00	
			EH 2	15/03/2014	3	01/09/2016		14.00	0.00	0.00	0.00	0.00	0.00	0.00	
				23/10/2012	4	01/09/2016		14.00	0.00	0.00	0.00	0.00			
			2	27/06/2014	3	01/09/2016		14.00	0.00	0.00	0.00	0.00			
			EH S	26/10/2012	4	01/04/2017		14.00	0.00	0.00	0.00	0.00	0.00	0.00	
			EH S	30/08/2013	4	01/04/2017		14.00	0.00	0.00	0.00	0.00	0.00	0.00	

This will take you to the child's record where you'll be prompted to complete any missing data. In most cases the missing information will be Carer details or Home Language. If the parent hasn't supplied their details you can select Decline to provide.



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Reading EY Provider Test Portal

Home Headcount 30 Hours Free Childcare Two Year Old Funding Sign out

Child Details

Personal Details Carer Details

Carer information is required to allow an economic assessment for Early Years Pupil Premium. If the information is not provided, no EYPP can be paid for this child unless the child qualifies via a non economic route e.g 'Looked-After' status (LAC).


Provide Carer Information * ☐ Yes ☒ Decline to provide

Previous Next


* Required field

Cancel Save

If data is still missing when you try to Save, it will take you to the part of the record and highlight the missing info. Once completed click on next at the bottom of the screen




Reading EY Provider Test Portal

[Home](#) [Headcount](#) [30 Hours Free Childcare](#) [Two Year Old Funding](#)  [Sign out](#)


Child Details

[Personal Details](#) [Carer Details](#)

Forename *




Surname *





Gender *

☒ Male
☐ Female


Date of birth (dd/mm/yyyy)



Ethnicity *


 WBRI - White British (WHB) 

First Language *


 Please select

The First Language field is required.

Funded Status

 Let the system decide.


Eligibility Code

 e.g. 50001005014


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

[Use Another Address](#)


House Number *




House Name




Street Name




District / Village




Town



County

 Berkshire

Postcode *



Previous

Next

It's a good idea to add any new children to your headcount before you enter any hours against the children.

To add children to the Headcount Task Select

Add Child

Reading Borough Council
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Reading EY Provider Test Portal

Home Headcount 30 Hours Free Childcare Two Year Old Funding Sign out

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

Status: Unsubmitted Deadline: 15 August 2017

Civic Road Playgroup / Civic Road Playgroup / Autumn Term 2017 (01 Sep 17 - 31 Dec 17)

You can edit and re-submit this information at any time until the deadline of 15 August 2017.

Add Child Edit Headcount Download Submit

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	End Date (Child Leaving Date)	Weeks Attended for term	Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term	
								1092.00	0.00	0.00	0.00	0.00	0.00	0.00	
			P 2	05/10/2013	3	01/09/2017		14.00	0.00	0.00	0.00	0.00			X
			EH S	28/11/2012	4	01/04/2017		14.00	0.00	0.00	0.00	0.00	0.00	0.00	X
			EH 2	15/03/2014	3	01/09/2016		14.00	0.00	0.00	0.00	0.00	0.00	0.00	X
				23/10/2012	4	01/09/2016		14.00	0.00	0.00	0.00	0.00			X
			2	27/06/2014	3	01/09/2016		14.00	0.00	0.00	0.00	0.00			X
			EH S	26/10/2012	4	01/04/2017		14.00	0.00	0.00	0.00	0.00	0.00	0.00	X
			EH S	30/08/2013	4	01/04/2017		14.00	0.00	0.00	0.00	0.00	0.00	0.00	X

The parents of all new children should be asked to complete a Parental Agreement form. The information from these forms is needed to complete the relevant child and carer fields. Complete the child's legal name and select

Next

Add Child

Please enter the child's forename and surname

Forename

Surname


Cancel Next

Child's legal forename

If you try to add a new child who has had a 30 hour Ad Hoc check carried out by your setting the system will recognize the name and give you the option to select the child from your Ad Hoc list. If the details match for the suggested child select them to pull through the 30 hours eligibility code you've previously checked.

Complete the remaining unfilled fields and select Save

Add Child

Forename *  Child's legal forename

Surname *

Gender * ☐ Male ☐ Female

Date of birth (dd/mm/yyyy) *

Ethnicity *

First Language *

30 hour Eligibility DERN Code - DO NOT USE

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

Postcode *

[I don't have a Postcode](#)


* Required field

All Reading addresses should be searchable on the system by entering a postcode. Enter the postcode, click on and then select an address from the list.

Note: If no suitable Addresses are returned you can select and type the new address in.

If the child is in the eligible birth range to receive Early Years Pupil Premium the system will ask you to supply additional information on the child's Carer. The Carer is the child's legal guardian not the childcare provider. The information required to fill the fields will have been supplied on the Parental Agreement forms, click Yes if the parent has supplied this or Decline to provide if the information wasn't supplied. Click Save

Add Child

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

[Personal Details](#) [Carer Details](#)

Carer information is required to allow an economic assessment for Early Years Pupil Premium. If the information is not provided, no EYPP can be paid for this child unless the child qualifies via a non economic route e.g 'Looked-After' status (LAC).

Provide Carer Information * ☐ Yes ☐ Decline to provide

* Required field

Complete the relevant information then click Save

Add Child

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

Personal Details Carer Details

Carer information is required to allow an economic assessment for Early Years Pupil Premium. If the information is not provided, no EYPP can be paid for this child unless the child qualifies via a non economic route e.g 'Looked-After' status (LAC).

Provide Carer Information * ☒ Yes
☐ Decline to provide

Carer Details + Add Another Carer

Title *

Forename *

Surname *

Gender * ☐ Male
☐ Female

Date of Birth (dd/mm/yyyy) *

Relationship *

Parental Responsibility * ☐ Yes
☐ No
If the carer has legal responsibility for this child select Yes

Reference Number * ☒ National Insurance
☐ National Asylum Support Service

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

Address * Does the applicant live at the same address as the child ?
☐ Yes Civic Centre, Castle Street, Reading, Berkshire, RG1 7AE
☐ No

Previous Next

* Required field

Cancel Save

Once you've finished completing the child record it will take you back to the main headcount page

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

Status: Edited but not yet submitted Deadline: 31 May 2014

Markville / FDC / Period One 2014 (01 Apr 14 - 31 Aug 14)

You can edit and re-submit this information at any time until the deadline of 31 May 2014. x

Add Child Edit Headcount Download

	Forename	Surname	Date of birth	Funding Age	Start Date	Leaving Date	Stretched Offer	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Hours Claimed per week	Hours Claimed for term	Shared Funding
	Georgina	Ballerina	31/03/2011	3	01/04/2014			14.00					

Submit

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Keep repeating this process by clicking on Add Child until you have added all relevant children.

Once all children have been added you can add the hours against the children in the list. Select

[Edit Headcount](#)

Edit - Headcount (Actual) for 3 year olds

Status: Edited but not yet resubmitted
Deadline: 11 August 2017

Civic Road Playgroup / Civic Road Playgroup / Autumn Term 2017 (01 Sep 17 - 31 Dec 17)

Legal Name	Funding	Start Date	End Date (Child Leaving Date)	Weeks Attended for term	Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term
				503.00	50.00	680.00	30.00	405.00	20.00	275.00
[Redacted]	P 2	01/09/2017		14.00	0.00	0.00	0.00	0.00		
[Redacted]	EH 2	01/09/2016		14.00	0.00	0.00	0.00	0.00	0.00	0.00
[Redacted]	2	01/09/2016		14.00	0.00	0.00	0.00	0.00		
[Redacted]	EH	01/04/2017		14.00	30.00	420.00	15.00	210.00	15.00	210.00
[Redacted]		01/01/2017		14.00	0.00	0.00	0.00	0.00		
[Redacted]	S	01/04/2017		14.00	0.00	0.00	0.00	0.00		
[Redacted]	S	01/04/2017		14.00	0.00	0.00	0.00	0.00		
[Redacted]	S	01/04/2017		14.00	0.00	0.00	0.00	0.00		
[Redacted]	S	01/04/2017		14.00	0.00	0.00	0.00	0.00		
[Redacted]	S	01/04/2017		14.00	0.00	0.00	0.00	0.00		
[Redacted]	2	01/01/2017		14.00	0.00	0.00	0.00	0.00		
[Redacted]	2	01/01/2016		14.00	0.00	0.00	0.00	0.00		
[Redacted]		01/01/2017		14.00	0.00	0.00	0.00	0.00		

The weeks attended for the term will be pre-populated using the information you gave us at the start of the year. If you have children claiming a different number of weeks you can manually over type this field.

PLEASE NOTE: You will only be able to update hours in the Extended Hours column if you have previously carried out a 30 Hr Validation Check (see separate guidance). Complete the hours in each field starting with Hours Attended per week, when you click into the next number field the rest will be self-populated based on the financial details stored in the Early Years system. This allows you to leave them if they are correct, or change them if the child is claiming less hours.

PLEASE NOTE: You will need to pay particular attention to children who have had a 30 hour check (either by your setting or another provider) to ensure the correct number of hours are claimed. The system is designed to self-calculate columns from the left to the right and presumes children want to claim their maximum entitlement. For example, if a child is attending for 20 hours, the system will place 15 hours under the Universal Hours column and the remaining 5 hours in the Extended Hours column. Both fields are capped to allow a max of 15 hours in each only.

Edit - Headcount (Actual) for 3 year olds

Status: Edited but not yet resubmitted
Deadline: 11 August 2017

Civic Road Playgroup / Civic Road Playgroup / Autumn Term 2017 (01 Sep 17 - 31 Dec 17)

Legal Name	Funding	Start Date	End Date (Child Leaving Date)	Weeks Attended for term	Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term
				503.00	90.00	1240.00	60.00	825.00	25.00	345.00
[Redacted]	P 2	01/09/2017		14.00	20.00	280.00	15.00	210.00		
[Redacted]	EH 2	01/09/2016		14.00	20.00	280.00	15.00	210.00	5.00	70.00
[Redacted]	2	01/09/2016		14.00	0.00	0.00	0.00	0.00		

IF you have children who are only claiming Universal Hours with you, you will need to 0 out the hours in the Extended Hours.



Edit - Headcount (Actual) for 3 year olds

Status: Edited but not yet resubmitted

Deadline: 11 August 2017

Civic Road Playgroup / Civic Road Playgroup / Autumn Term 2017 (01 Sep 17 - 31 Dec 17)

Legal Name	Funding	Start Date	End Date (Child Leaving Date)	Weeks Attended for term	Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term
[REDACTED]	P 2	01/09/2017		503.00	90.00	1240.00	60.00	825.00	20.00	275.00
[REDACTED]	EH 2	01/09/2016		14.00	20.00	280.00	15.00	210.00	0.00	0.00

IF you have children who are only claiming Extended Hours with you, you'll need to 0 the Universal Hours and manually enter the number of hours in the Extended column.

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				503.00	90.00	1240.00	45.00	615.00	35.00	485.00
[REDACTED]	P 2	01/09/2017		14.00	20.00	280.00	15.00	210.00		
[REDACTED]	EH 2	01/09/2016		14.00	20.00	280.00	0.00	0.00	15.00	210.00

You will only be able to enter Extended hours against a child who has had their eligibility confirmed on the system.

Edit - Headcount (Actual) for 3 year olds

Status: Edited but not yet resubmitted

Deadline: 11 August 2017

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				503.00	90.00	1240.00	30.00	405.00	20.00	275.00
[REDACTED]	P 2	01/09/2017		14.00	20.00	280.00	15.00	210.00		
[REDACTED]	EH 2	01/09/2016		14.00	20.00	280.00	0.00	0.00	15.00	210.00
[REDACTED]ani	2	01/09/2016		14.00	0.00	0.00	0.00	0.00		
[REDACTED]	EH	01/04/2017		14.00	30.00	420.00	0.00	0.00	0.00	0.00
[REDACTED]		01/01/2017		14.00	0.00	0.00	0.00	0.00		
[REDACTED]	3	01/04/2017		14.00	0.00	0.00	0.00	0.00		

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Legal Name	Funding	Start Date	End Date (Child Leaving Date)	Weeks Attended for term	Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term
				503.00	90.00	1240.00	30.00	405.00	20.00	275.00
[REDACTED]	P 2	01/09/2017		14.00	20.00	280.00	15.00	210.00		
[REDACTED]	EH 2	01/09/2016		14.00	20.00	280.00	0.00	0.00	15.00	210.00
[REDACTED]ani	EH 2	01/09/2016		14.00	0.00	0.00	0.00	0.00		
[REDACTED]ani	EH 2	01/09/2016		14.00	0.00	0.00	0.00	0.00	0.00	0.00
[REDACTED]	EH	01/04/2017		14.00	30.00	420.00	0.00	0.00	0.00	0.00

If you realise a check hasn't been carried out you can Save the Headcount and carry out a check on the relevant child. Once the check is completed you can return to the Saved headcount where the Extended Hours column will become editable.

Continue adding the hours until all the childrens hours have been checked and updated, enter an End Dates for any child who has left your setting in the previous term or who will be leaving before the Headcount week. *Please do not add leaving dates for children in advance as this may affect the ability to raise payments for them.*

The Headcount is colour coded to show what has been updated. Any numbers in green haven't been changed. Anything in blue has been edited.

Legal Name	Funding	Start Date	End Date (Child Leaving Date)	Weeks Attended for term	Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term
				503.00	295.00	4110.00	150.00	2085.00	35.00	485.00
[REDACTED]	P 2	01/09/2017		14.00	20.00	280.00	15.00	210.00		
[REDACTED]	EH 2	01/09/2016		14.00	20.00	280.00	0.00	0.00	15.00	210.00
[REDACTED]	EH 2	01/09/2016		14.00	20.00	280.00	15.00	210.00	0.00	0.00
[REDACTED]	EH	01/04/2017		14.00	30.00	420.00	15.00	210.00	15.00	210.00
[REDACTED]		01/01/2017		14.00	50.00	700.00	15.00	210.00		
[REDACTED]	S	01/04/2017	31/8/2017	14.00	0.00	0.00	0.00	0.00		
[REDACTED]	S	01/04/2017		14.00	15.00	210.00	15.00	210.00		
[REDACTED]	S	01/04/2017		14.00	30.00	420.00	15.00	210.00		
[REDACTED]	S	01/04/2017		14.00	30.00	420.00	15.00	210.00		
[REDACTED]	S	01/04/2017		14.00	30.00	420.00	15.00	210.00		
[REDACTED]	2	01/01/2017		14.00	30.00	420.00	15.00	210.00		
[REDACTED]	2	01/01/2016		14.00	0.00	0.00	0.00	0.00		

SUBMISSION

When you have added all your children to the list and checked that the hours are recorded correctly select

Submit

This will bring up the submission declaration.

It is Important you read this every time you submit a headcount

Submission Declaration

Certification

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

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

I have checked:

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

Cancel Confirm

If you are happy then you can Select Confirm and then Yes on the confirmation screen.

Submit Headcount

Are you sure you wish to submit this information?

No Yes

It will bring you back to the main welcome page and you will be able to see this message

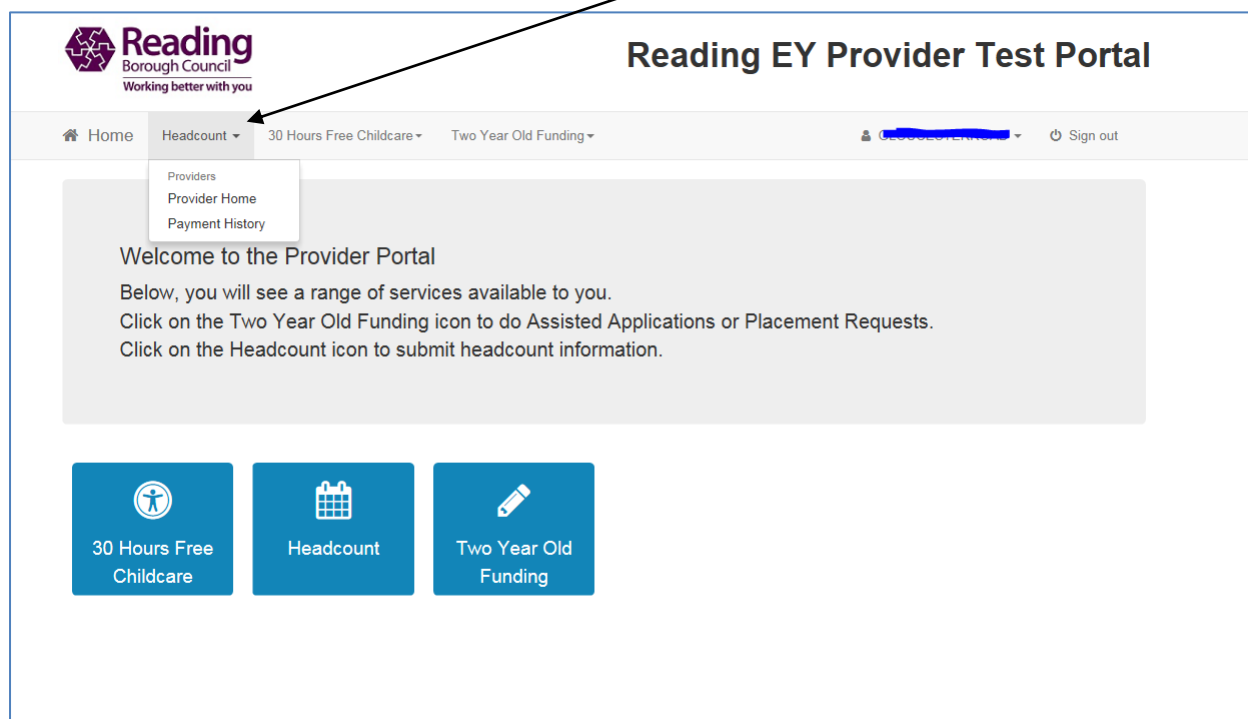
✓ Attendance submitted successfully !

in the top right hand corner of the screen

PLEASE NOTE: If can edit and resubmit your Headcount return at any point until the deadline date.

PAYMENT HISTORY & REPORTS

Once the headcount period is over and the Early Years team have processed all the data you will be sent reports confirming the children who have been paid. You will be sent an email notifying you that you have a message waiting on the Portal. Payment reports can be found under Headcount, Payment History



Reading EY Provider Test Portal

Home Headcount 30 Hours Free Childcare Two Year Old Funding

Providers
Provider Home
Payment History

Welcome to the Provider Portal

Below, you will see a range of services available to you.
Click on the Two Year Old Funding icon to do Assisted Applications or Placement Requests.
Click on the Headcount icon to submit headcount information.

30 Hours Free Childcare Headcount Two Year Old Funding

Any report you've ever been sent will be stored in this section. Click on the report you want to view

Payment History

Civic Road Playgroup

12 Report(s)

Report Date	Description	Actions
09/02/2017	EYPP Payment Confirmation - Spring 2017	View Report
09/02/2017	EY Payment Confirmation - Spring 2017	View Report
08/12/2016	EY Payment Notification - Spring 2017	View Report
21/10/2016	EYPP Eligible List Aut 16	View Report
21/10/2016	EY Autumn 2016 Payment Statement	View Report
08/08/2016	Payment Notification Letter - 1st Autumn 2016	View Report
09/06/2016	Summer Term 16 Actual Payment Breakdown	View Report
09/06/2016	Summer Term 16 EYPP list	View Report
18/03/2016	EY Interim Funding Letter Spring 16	View Report
11/02/2016	Main Payment run	View Report
05/02/2016	Main Run	View Report
16/12/2015	Spring 1st payment letters all Providers	View Report



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Children for whom an Early Years Pupil Payment will be made as an additional payment with normal payments for funded hours

Date Of Birth

- No children eligible



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Borough Council
Working better with you

~~CONFIDENTIAL - For the Eyes of the President and the Vice President Only~~ B-1, Reading, Berkshire, RC6

Funding Summary					
Weeks Per Term: 11					
	2 Year Olds	3 Year Olds	4 Year Olds	Over 4	
Unit Cost by Age per Hour (B)	£5.36	£4.08	£4.08	£4.08	
Total Paid Hours per Term (C)	660.00	2,211.00	495.00	0.00	
Total for the Period (D = B x C)	£3,537.60	£9,020.88	£2,019.60	£0.00	
Actual Payments	£3,537.60	£9,090.84	£2,019.60	£0.00	
Total Payment For Period				£ 14,578.08	

EYPP:	Total Number of Students:	1	Total Amount:	£69.96
Total Amount:				£14,648.04

Manual Interim	£19,937.00
2nd EY Payment	£-5,288.96
Deprivations Suppliment	£712.80

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