



Hackney's Provider Portal

User Manual for Hackney Provider Portal

**Guidance for schools, nurseries and
childminders on submitting data on 2, 3 and
4 year olds entitled to Free Entitlement
Funding**

Software: Access

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Version history

Section 1: General Guidance

1.1 Key Contacts / support

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Access to the Hackney Provider Portal	Chris Marriott, Synergy System Manager, MISA	Synergysupport@hackney.gov.uk
Access to AnyComms	MISA team	servicedesk@hackney.gov.uk

1.2 Who is this guidance for?

The Hackney Provider Portal serves as the primary platform for a wide range of educational and childcare providers. This includes:

- All schools and maintained nurseries
- Private, voluntary, and independent schools and nurseries
- Playgroups
- Children’s centres
- Childminders

The portal is essential for managing the free entitlement education for children aged 2 to 4 years, facilitating various operational and reporting requirements.

User Groups and Their Needs

The portal caters to two main user groups, each with distinct needs:

- Maintained Schools and Nurseries:**
 Primarily they use the portal to submit data for quality checks related to the School Census in order to ensure data accuracy and compliance with educational standards and requirements.
- Private, Voluntary, Childminders, Playgroups, Children’s Centre and Independent Providers:**
 They utilise the portal for submitting operational data, including enrollment figures, funding claims and supporting evidence. The primary aim is to maintain operational efficiency and secure appropriate funding by providing up-to-date and accurate operational data every term and year.

1.3 How to use this guidance

This manual serves as a comprehensive guide for all providers using the Hackney Provider Portal. It is structured to facilitate easy navigation and understanding of the portal’s functionalities, the submission of essential data, and accessing funding opportunities for early years education.

This table structure provides a high-level overview of each section and its contents, serving as a roadmap for navigating the guidance manual.

Section	Subsection	Description
General Guidance		
	1.1 Key Contacts	Lists essential contacts for support and queries.
	1.2 Who This Guidance Is For	Specifies the target audience of the manual.
	1.3 How to Use This Guidance	Tips on navigating and utilising the manual.
	1.4 Early Years Funding	Overview of the early years funding available for 2, 3 & 4 years olds

Section	Subsection	Description
	1.4.1 Two Years Old Funding	Overview of the early years funding available for 2 years olds
	1.4.2 Three & Four Years Old Funding	Overview of the early years funding available for, 3 & 4 years olds
	1.4.3 Early Years Pupil Premium	Overview of the Early Years Pupil Premium and Disability Access Fund
	1.5 What is the Hackney Provider Portal	Introduction to the portal and its purposes.
	1.6 What Data Providers Need to Be Submitted	Data submission requirements.
	1.6.1 Actuals Window	Description of the Actuals submission window.
	1.6.2 Estimates Window	Details on the Estimates submission window.
	1.6.3 Adjustments Window	Information on the Adjustments submission window.
Getting Started (All)		
	2.1 Accessing the Hackney Provider Portal	How to log in and access the portal.
	2.2 Navigating through the Hackney Provider Portal	General navigation tips.
	2.2.1 Home Screen	Understanding the portal's home screen.
Actuals Window (All)		

Section	Subsection	Description
	3.1 Introduction	Overview of the actuals window
	3.2 Adding new pupils into the portal	How to submit data for new starters.
	3.2.1 Two years old	Funding and data submission for two-year-olds.
	3.2.2 Three and Four Years Olds	Funding and data submission for three and four -year-olds.
	3.3.Confirm and amend existing children in the portal	Updating records for continuing pupils.
Estimates Window (Only for PVI's, Children' s Centre, Playgroups & Childminders)		How to update information during the Estimates Window.
Adjustments Window (Only for PVI's, Children' s Centre, Playgroups & Childminders)		How to update information during the Adjustments Window.
Ad-Hoc Code Validation(All)		
	6.1 Two Year Olds' Code Validation	.How to validate funding codes for two-year-olds.
	6.2 30 Hour Code Validation	.How to validate funding codes for three and four years old
Early Year Pupil Premium and Disability Access Fund(All)		Claiming and recording the Early Year Pupil Premium and Disability Access Fund in the Portal

Section	Subsection	Description
Troubleshooting (All)		
	8.1 Dos and Don'ts	Common issues

1.3 Free early education entitlement

The Free Early Education Entitlement, a government program, provides up to 15 or 30 hours of free weekly childcare for children aged two and above (extending to under two from September 2024) until they start reception or reach compulsory school age, based on eligibility criteria.

1.3.1 Two years old funding hours

1.3.1.1. Two-year-old disadvantaged free early education entitlement

Some two-year-olds are entitled to receive a maximum of 15 hours of free early education per week until the term after their third birthday. Parents will need to meet specific eligibility criteria to qualify. [Find more information about this entitlement.](#)

1.3.1.2. Two-years old working parents entitlement

Some two-year-olds are eligible for 15 hours a week free entitlement funding because of the parent(s) working status and household income.

Entitlements are offered the term after the child's birthday for 38 weeks a year (term-time). Parents will continue to be charged a fee for any hours used outside the entitlement.

[Find more information about this entitlement.](#)

When Child turns 2	When they can get 30 hours from	Recommended time to apply
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November

1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

1.3.2 Three and four years old funding hours

1.3.2.1 15 Universal funded hours

All children become eligible for early years funding the term after they turn 3: children are entitled to 15 hours of free entitlement funding per week (the '**Basic Entitlement**'). Age is the only qualification. The child remains entitled until:

- the term after they turn 5 (when they become of compulsory school age) or
- they start attending a maintained reception class

Providers offer free education for the entitled hours. For maintained schools/academies or nurseries, Hackney Education's Schools Finance team handles payment. For private, voluntary, independent schools, nurseries, playgroups, children's centres, and childminders, payments are made by Hackney Education's Early Years team.

[Find more information about this entitlement](#)

1.3.2.2. 15 Extended funded hours

Some 3 and 4-year-olds are eligible for an additional 15 hours a week of free entitlement funding because of the parent(s) working status and household income (the '**Extended Entitlement**').

Parents can apply from when their child is 2 years and 36 weeks old.

When Child turns 3	When they can get 30 hours from	Recommended time to apply
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February

1 April to 31 August	Term starting on or after 1 September	15 June to 31 July
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Parents can apply outside of these recommended dates but they might not receive their code in time. **Parents must have a valid code by the end of the month before a new term starts.**

Parents have to reconfirm their eligibility every 3 months. If parents reconfirm their eligibility outside the code' grace period, they will have to reapply again for the extended hours entitlement and there is the possibility that their code might not be valid to use within the term.

Further details on the [eligibility criteria](#) - and how parents can [apply](#).

1.3.3 Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF)

1.3.3.1 Two years old

Determine Eligibility:

Children aged 2 may be eligible for the Early Years Pupil Premium (EYPP) if their parents' economic status meets certain eligibility criteria or if they were previously looked after by the Local Authority. Additionally, some 2-year-old children may be eligible for Disability Access Funding (DAF). This provides financial support to make adaptations to aid their learning at the setting the child is attending.

Recording Information for All providers

This information is submitted on a termly basis and you are required to record eligibility and funding information on the Hackney Provider Portal.

1.3.3.2 Three and four years old

Determine Eligibility:

Children aged 3 and 4 may be eligible for the Early Years Pupil Premium if their parents' economic status meets the government's criteria, or if they were previously looked after by the Local Authority. Additionally, some 3 and 4-year-old children may be eligible for the Disability Access Fund, which provides financial support to aid their learning.

Recording Information for Maintained Schools and Nurseries:

If you are part of a maintained school or nursery, you must record the eligibility and funding information on the School Census. This includes details about children who qualify for the Early Years Pupil Premium and the Disability Access Fund. Record this information during the opening of the actuals or adjustments windows.

Recording Information for the Other Providers:

For providers outside the maintained sector, including private, voluntary, and independent schools and nurseries, playgroups, children's centres, and childminders, the process differs: You are required to record eligibility and funding information on the Hackney Provider Portal. Record this information during the opening of the actuals or adjustments windows.

1.4 What is the Hackney Provider Portal and what is it used for

The Hackney Provider Portal enables providers to securely manage and submit funding information for 2, 3, and 4-year-olds, including Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF) details. All providers, except schools and maintained nurseries, will receive payments through the Hackney Provider Portal

Providers can access information on the Hackney Provider Portal at any time, but adding new children or amending existing children's details is only permitted during specific time periods known as windows. These include the Actuals, Estimates, and Adjustments windows.

Schools and maintained nurseries are only required to submit data during the 'Actuals Window.' Hackney Education uses data from the Hackney Provider Portal to check and validate school census data returns. However, data from the portal does not replace school census data; the statutory requirements for the school census remain unchanged. Schools and nurseries must continue to submit all data as per these requirements.

Actuals Window

This 'window' will allow all providers to update information on children attending their setting. As a result, Hackney Education can ensure that all providers are funded fully and accurately, and providers will be able to check and monitor eligibility more efficiently using the Hackney Provider Portal. **After the actuals window closes, providers cannot add or update pupil records.**

Estimates Window

During this window, all providers, **excluding schools and maintained nurseries**, must submit an overall estimate of the total number of pupils attending their setting for the term.

Adjustments Window

Within this window, all providers, **excluding schools and maintained nurseries**, must accurately adjust their previously provided figures for the term.

The Hackney Provider Portal remains open continuously for all providers to conduct 'ad hoc' checks on eligibility, usually in advance of offering a place to a child or to check continuity of eligibility/grace periods, but will only be open for data submission in specific periods. **Ad hoc checks on eligibility using the 'Eligibility checker' are not retained in the system routinely, so this does not constitute a data submission for this child.**

1.5. What data Providers need to be submitted via Hackney Provider Portal

1.5.1. Actuals Window

This is a requirement for all providers.

During this window, data for all children meeting the following criteria and on roll should be submitted using the Hackney Provider Portal:

- Two year olds eligible and claiming (up to) 15 hours free entitlement funding
- Two year old eligible and claiming (up to) 15 hours working parents entitlement funding
- Three and four year olds eligible to the 15 universal funded hours
- Three and four year olds eligible and claiming (up to) 15 hours extended entitlement funding

Each term, settings will be notified when the Hackney Provider Portal opens for data entry on eligible children. Previous terms' data will be visible, requiring confirmation of continuing enrollments, updates for any changes in circumstances or attendance, removal of children who have left, and addition of new starters who meet the criteria.

Data on the following children does not need to be submitted via the Hackney Provider Portal:

Any child attending the school/nursery who does not qualify for or claim free entitlement funding or the working parents' entitlement.

1.5.2. Estimates Window

All providers, **excluding schools and maintained nurseries**, are required to submit an estimate of the total number of children attending their setting for that term during this window. The estimate must cover both the total number of pupils and their total weekly attendance hours. (if the estimate results in an overpayment it is hoped that this will be resolved in the actual - that is the setting will receive a reduced or no payment (based on the estimated claimed) in the actual. The provider will receive an email to inform and agree the approach to be taken to reclaim the overpayment e.g. total overpayment to be deducted from the actual payment.

1.5.3. Adjustments Window

During this window, all settings, **excluding schools and maintained nurseries**, must adjust their estimates to accurately reflect the actual number of funded children attending their setting for that term.

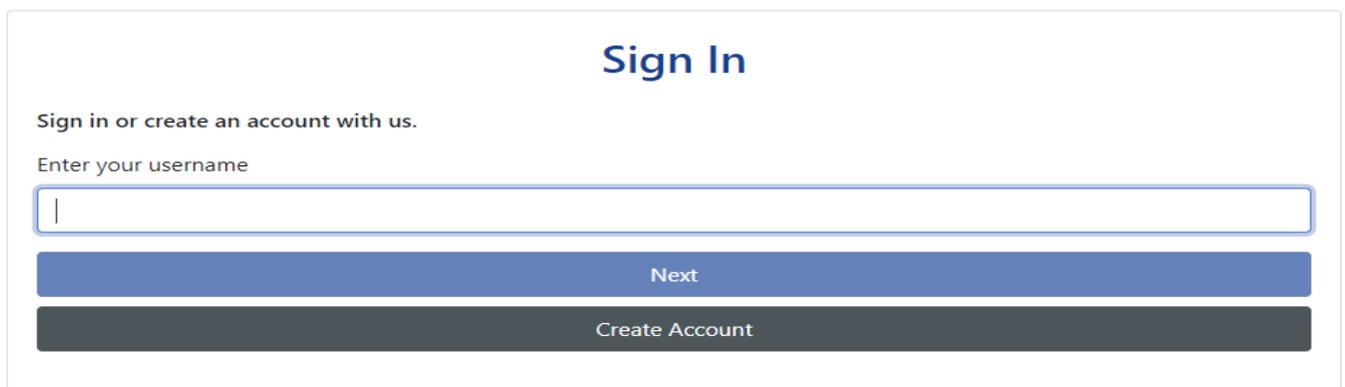
Section 2: Introduction to the Hackney Provider Portal

2.1 Accessing the Hackney Provider Portal

To log in, open up browser window and type the following in the address bar to take you to the Hackney Provider Portal:

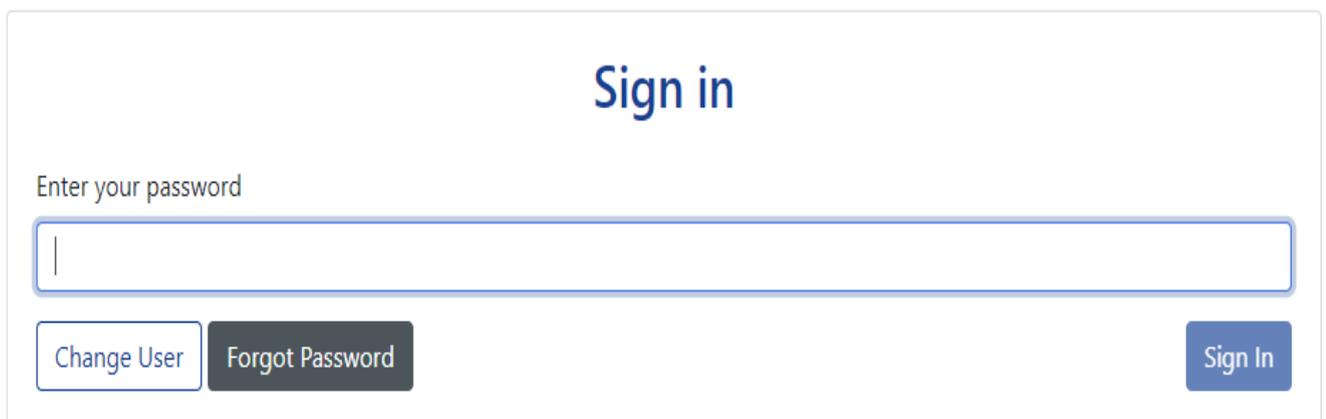
<https://portal.learningtrust.co.uk/Synergy/Login.aspx?ReturnUrl=%2FSynergy%2FProviders%2F>

Before you log in, it is a good idea to save this page to your favourite sites, so go to “Favourites” on the top menu of Internet Explorer for example, and select “Add to Favourites”. The next time you want to log in, open your browser and select Hackney Provider Portal without having to type the whole address in again. The login screen will simply ask you to enter your user name and password. When you open the link, please enter your “User Name” as shown below. Click on Next.



The screenshot shows a login form titled "Sign In". Below the title is the text "Sign in or create an account with us." followed by the instruction "Enter your username". There is a text input field for the username. Below the input field are two buttons: a blue "Next" button and a dark grey "Create Account" button.

Enter your ‘Password’ as shown below. Click ‘Sign In’.

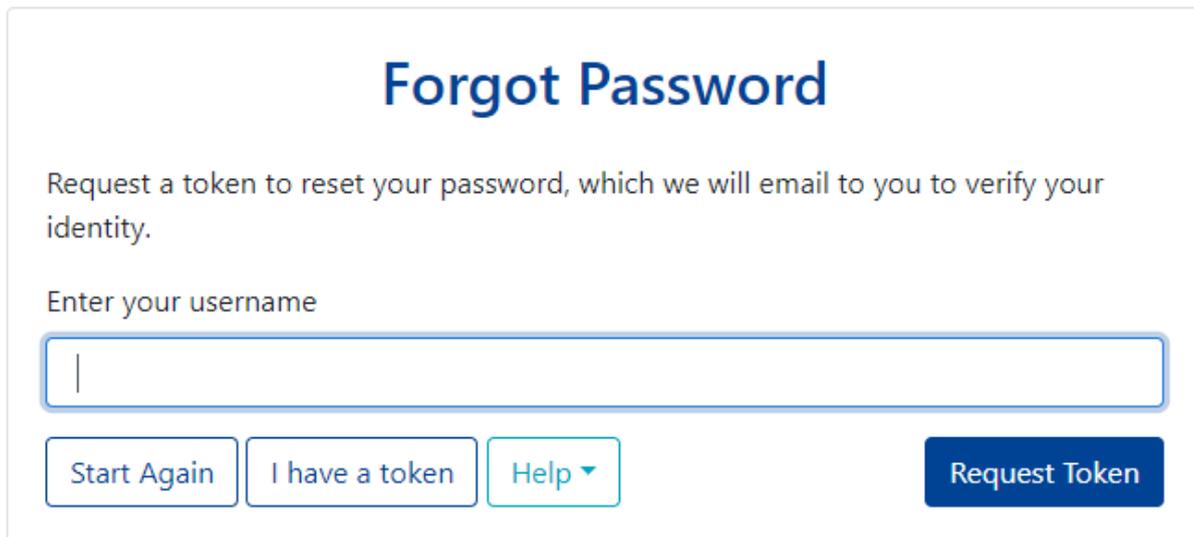


The screenshot shows the password input section of the login form. It is titled "Sign in". Below the title is the instruction "Enter your password". There is a text input field for the password. Below the input field are three buttons: a light blue "Change User" button, a dark grey "Forgot Password" button, and a blue "Sign In" button.

- **If you are new to using provider portals**, please contact: freechildcare@hackneygov.uk and request a new account.
- Your default password and memorable words will be sent to you separately. You will be prompted to change these after the initial login *make a note of your new details and keep secure*

- Change your memorable word by:
 - Clicking on your account name (initials) at the top-right of the screen.
 - Select Account Management
 - Click on the Authentication Questions tab
 - In the Old Answer field, enter your current memorable word as provided to you
 - In the New Answer field, enter your new memorable word
 - In the Confirm New Answer field, re-enter your new memorable word

If you cannot remember your password, you can reset this by clicking on the 'Forgot Password' tab.



Forgot Password

Request a token to reset your password, which we will email to you to verify your identity.

Enter your username

[Start Again](#) [I have a token](#) [Help ▾](#) [Request Token](#)

- Enter your username and click Request Token to reset your password. This will send you an email with instructions on how to reset your password.
- Click on Help:
 - To read more information about requesting a new password
 - Or if you do not receive an email with instructions to reset your password.
- If you happen to subsequently remember or find your password, click Start Again to re-enter your username and password.

If you have locked your 'password', please email Chris Marriott via email synergysupport@hackney.gov.uk and he will reset this for you.

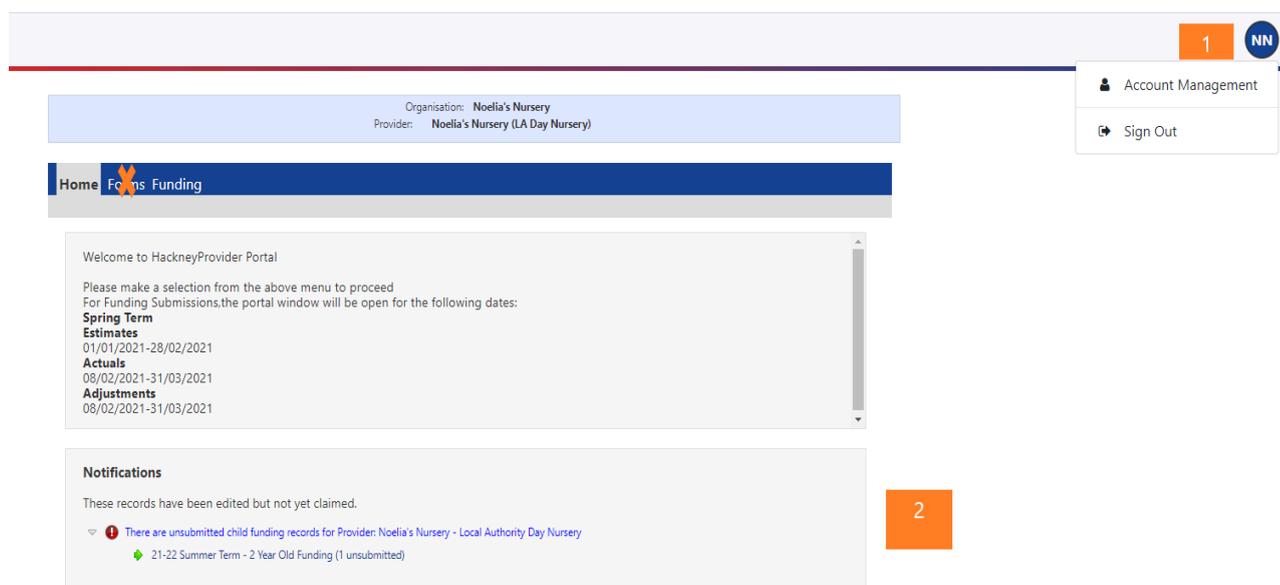
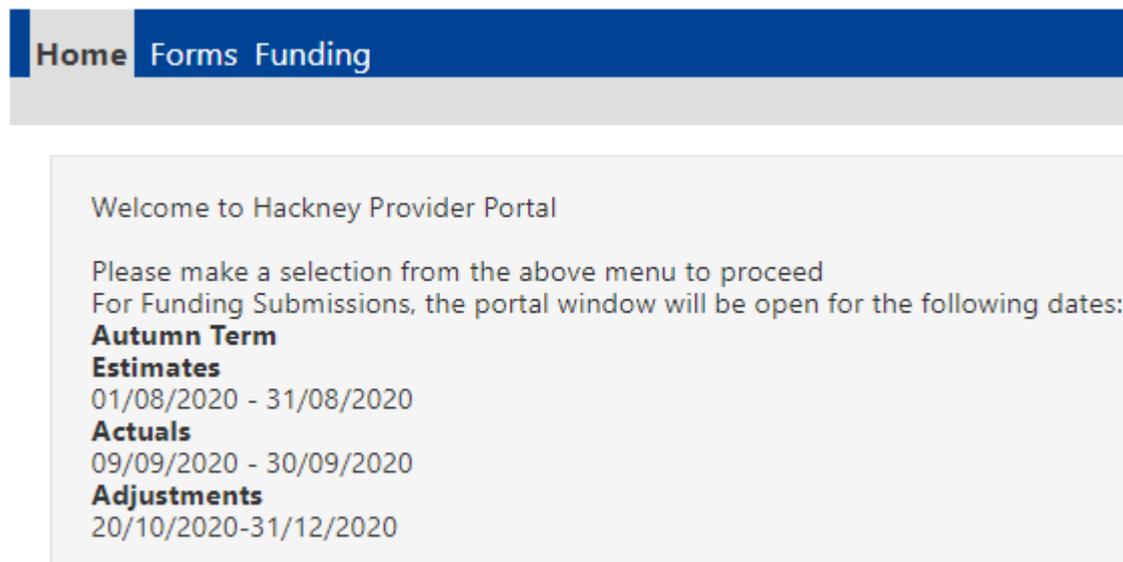
2.2 Navigating through the portal

2.2.1 Home Screen

After logging in, the 'Home Screen' will show the dates when the portal is open for each window; Estimates, Actual and Adjustments, during the term. Outside these dates, amendments cannot be

Hackney Provider Portal - guide for all Hackney Provider Portal users

made in the portal, except for running ad hoc eligibility checks for 2-year-olds funded hours for working parents and 3- and 4-year-olds with extended funded hours.



In the top right-hand corner, you will see a blue button (1). If you click on the button, it will give you two options:

- “Account Management” if you wish to change the password;
- “Sign Out”

You will see three tabs towards the top left of the screen: ‘Home’, ‘Forms’ and ‘Funding’ and a notification box below.

All providers please ignore the “Forms” tabs as this tab is not relevant to you

The ‘Notifications’ box (2) This feature alerts users about important updates, including reminders for unsubmitted pupil records or the impending expiry of the 30-hour entitlement grace period. By default, it highlights dates for 'estimates', 'actuals', and 'adjustments' periods, which are mainly pertinent to private, voluntary, and independent nurseries. As noted in section 1.5, schools and maintained nurseries, due to their distinct submission requirements, can overlook the 'estimates' and 'adjustments' tabs.



Clicking on the funding tab reveals 6 subtabs: Summary, Estimates, Actuals, Adjustments, Eligibility Checker, and Registered Interests. Not all subtabs apply to every provider. Below is a breakdown of each sub-tab and the setting type it applies to.

Subtab	Description	Relevant Providers
Summary	Provides an overview on how payments are calculated. Initially payments/balances will be zero.	All providers, excluding schools and maintained nurseries. Since funding for schools and maintained nurseries is determined by school census submissions, no payment information will be displayed for them
Estimates	For submitting estimated attendance numbers for the upcoming term.	All providers, excluding schools and maintained nurseries.
Actuals	For submitting the headcount of pupils attending in the current term	All providers
Adjustments	Allows for adjustment of previously submitted estimates based on actual attendance.	All providers, excluding schools and maintained nurseries.
Eligibility Checker	A tool to verify the 2-year-old working parents code and the 30-hour code for three and four-year-olds.	All providers
Registered Interests	To register or update interest in specific interest	Not in use

Section 3: Actuals Window (ALL providers)

3.1 Introduction

All educational settings need to complete this section.

The Actuals window is a specific time frame during which providers are required to submit a headcount of children attending their setting. For details on the required data, please see section 1.5.1. This section is located under the 'Funding Actuals' tab in the portal.

The Hackney Provider Portal divides data submission into "2-year-old funding" and "3 & 4-year-old funding" due to differing entitlements for each age group. To access these sections, follow the provided steps. Completing this will enable you to add new children or update existing details.

- Click 'Actuals' tab(1) to navigate into the page
- Click the 'Term' tab(2) to select the correct term
- Click 'Funding Type' tab (3) to select the correct funding age group

Organisation: Noelia's Nursery
Provider: Noelia's Nursery (LA Day Nursery)

Home Forms **Funding** 1

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

Actuals Head Count Records for 21-22 - Summer Term

21-22
Summer Term
Submission Period: 01-Apr-2021 to 31-May-2021

		Office use only	
	Funding Type	Ready To Process	Processed
!	2 Year Old Funding		
	3 & 4 Year Old		

2 3

You can change between 2 years old Funding and 3 & 4 Year old screen by clicking on the blue 'CHANGE' tab.

Home Forms **Funding**

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

Submit Actual: 21-22 Summer Term - 3 & 4 Year Old CHANGE

Add Child Send Claim

↑

3.2 Adding New Pupils into the portal

3.2.1 Two year old

3.2.1.1 Two-year-old disadvantaged free early education entitlement

Please note that all new two year old applications must be made by the parents using the [Hackney Parent Portal](#).

We encourage providers to support parents with this process. Please see the guidance on how to submit an application here:

<https://education.hackney.gov.uk/content/2-year-old-childcare-application-process>

The Synergy Parent Portal will send parents a short email confirming eligibility including a six digit code made up of letters and numbers: schools will need to obtain this from the family in order to add this to the Hackney Provider Portal.

If a pupil applied to the 2 years old 15 funded hours outside Hackney borough. You won't be able to record this pupil in the portal as the portal won't recognise her/his voucher code. In this scenario please contact **Claudia Thomas from the Early Year team for assistance.**

Navigate to the two year old funding area:

- Click 'Actuals' tab(1) to navigate into the page
- Click the 'Term' tab(2) to select the correct term
- Click 'Funding Type' tab(3) and select '2 year old funding'

Organisation: **Noelia's Nursery**
Provider: **Noelia's Nursery (LA Day Nursery)**

HomeForms1 Funding

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

Actuals Head Count Records for 21-22 - Summer Term

21-22

Summer Term

Submission Period:
01-Apr-2021 to 31-May-2021

2

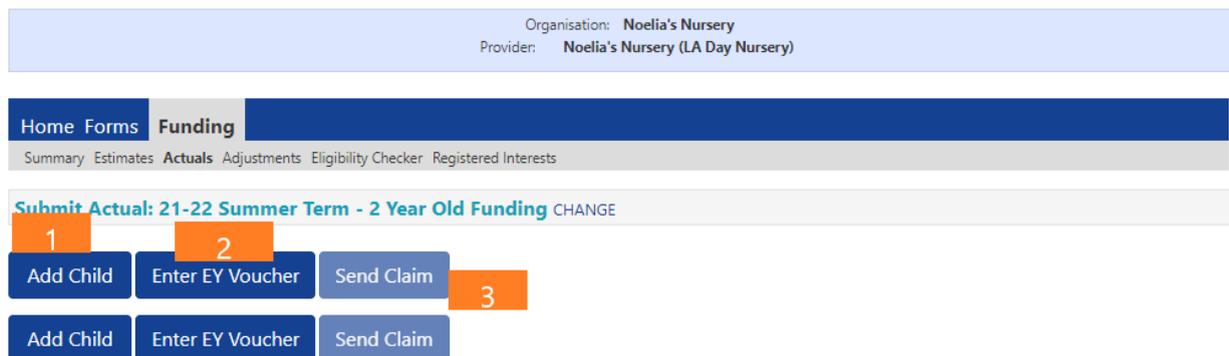
		Office use only	
		Ready To Process	Processed
!	✎ 2 Year Old Funding		
✎	3 & 4 Year Old		

3

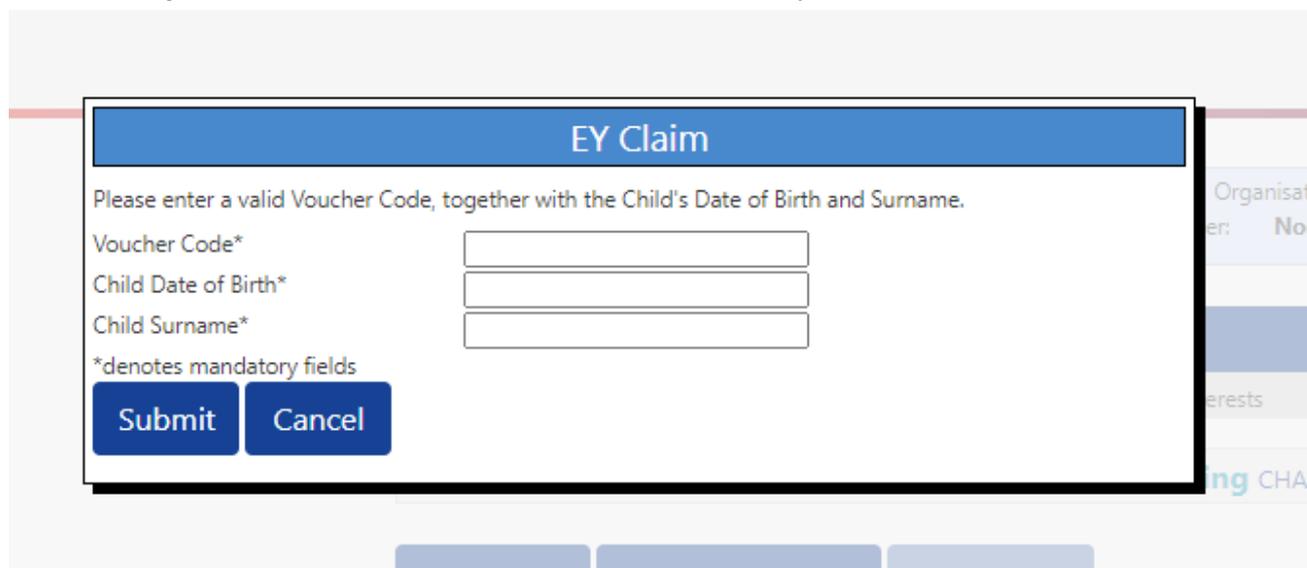
Once you are on the 2 years old screen you will be presented with three tabs: 'Add Child', 'Enter EY Voucher' and 'Send Claim'.

1. If the parent/career has provided with the 6 digit voucher number.

- Select 'Enter EY Voucher' tab (2) to add the EY voucher code to the pupil's record.



The following box will appear. Please complete the mandatory fields and submit.



Pupil's details will be populated into the tabs therefore you won't need to complete **Child details** tab (1) or **Parent/Career details** tab (2).

- Review that the information is correct.

Organisation: Noelia's Nursery
Provider: Noelia's Nursery (LA Day Nursery)

Home Forms **Funding**

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

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

1 2 3 4

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity* Information Not Yet Obtained

SEN COP Stage* <Unknown>

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save Cancel *denotes mandatory fields

- Click the 'Funding Details' tab(3) to add pupils funded hours entitlement information. The following screen will show. Mandatory fields are marked by an asterisk (*), including non-funded hours.

Name: Harry Hackney DOB: 08-Apr-2022

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

Funding Details

Start Date* End Date*

Weeks Attended in Term*

Present during Census Attends Two Days or More

Nominated for DAF* Yes No

Funding Type* Disadvantaged Funding Working Family Funding

Attendance Days

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

Funded Hours per Week

Hours*

Non-Funded Hours per Week

Non-Funded Hours*

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

Maximum Values Allowed:

Number of Weeks:	13.00
Funded Weekly Hours:	15.00
Funded Termly Hours:	195.00
Funded Yearly Hours:	570.00

*denotes mandatory fields

- Click on the **‘Default Term Dates’** blue button and the dates for the academic period, as defined by the Department for Education, will populate. If the child started at your school after the default start date, please amend this. The end date does not need to be changed. Please do not type the dates, as this will cause an error.
- **‘Weeks Attended in Term’** should be the same as the maximum value allowed in the red box on the bottom right, so 13 in the case above, unless the start date has been amended as above, in which the weeks will also need to be updated to account for any ‘missed weeks’ at the start of the term. .
- If the child attends your setting for more than 1 day a week, tick the **‘Attends Two Days or More’** box.
- Tick **‘Present during census’**
- Mark the option if the child is entitled to the Disability Access Fund
- For a child entitled to the two-year-old free 15 funded hours, select ‘Disadvantaged Funding’ under the Funding Type option.
- Enter the amount of hours the child is claiming funding at your setting in the **‘Universal Funded Hours per Week’** box. You must always add hours to this box if you are claiming funding. For a two year old, this will be between 0 and 15. If the maximum value in the red box (bottom right) is less than 15, please add this value.
- **‘Attendance days’** mark accordingly the days the child attends your setting.
- Complete the **‘Non-Funded Hours’** per week box if there are additional hours the child attends at your setting that the parent pays for. If the parent does not pay for any additional hours, please ignore this field, as zero hours will already be displayed.

- Press the SAVE button.
- Select 'Send Claim' to submit this record for processing,

2. If the parent/carer has not provided with the 6 digit voucher number

- Click the 'Add a Child' tab(1).

Organisation: Noelia's Nursery
Provider: Noelia's Nursery (LA Day Nursery)

Home Forms Funding

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Submit Actual: 21-22 Summer Term - 2 Year Old Funding CHANGE

1 Add Child 2 Enter EY Voucher 3 Send Claim

Add Child Enter EY Voucher Send Claim

Four tabs will appear in your screen, 'Child details'(1), 'Parent/Carer Details'(2), 'Funding Details'(3) and 'Notes'(4). "Parent/carer details" tab is optional for two-year-old free funding hours claims, but it's required if you're recording a child's entitlement to the EYPP. The "Notes" tab can be used to add any extra information about the child that you want to record in the system

Organisation: Noelia's Nursery
Provider: Noelia's Nursery (LA Day Nursery)

Home Forms Funding

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Child Details Parent / Carer Details Funding Details Notes

1 2 3 4

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity* Information Not Yet Obtainec

SEN COP Stage* <Unknown>

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save Cancel *denotes mandatory fields

Click the 'Child Details' tab(1) to pupil's details

Hackney Provider Portal - guide for all Hackney Provider Portal users

- Please ensure the 'Child's details' are correct
- Ensure the forename and surname are spelt correctly, and match the names held on your school Management Information System. Check the date of birth. Add the gender, ethnicity and SEND status (these fields are mandatory so must be completed). Provide the full address including postcode.
- Mandatory fields are marked by an asterisk (*), including non-funded hours.

Click the '**Funding Details**' tab(3) to add pupils funded hours entitlement information. The following screen will show. Mandatory fields are marked by an asterisk (*), including non-funded hours.

The screenshot shows the 'Funding Details' form for a child named Harry Hackney, born 08-Apr-2022. The form is divided into several sections:

- Funding Details:**
 - Start Date*: 01-Apr-2024
 - End Date*: 31-Aug-2024
 - Default Term Dates button
 - Weeks Attended in Term*: 13.00
 - Present during Census:
 - Attends Two Days or More:
 - Nominated for DAF*: Yes No
 - Funding Type*: Disadvantaged Funding Working Family Funding
- Attendance Days:**
 - Attends Monday: Yes No
 - Attends Tuesday: Yes No
 - Attends Wednesday: Yes No
 - Attends Thursday: Yes No
 - Attends Friday: Yes No
 - Attends Saturday: Yes No
 - Attends Sunday: Yes No
- Funded Hours per Week:**
 - Hours*: 15.00
- Non-Funded Hours per Week:**
 - Non-Funded Hours*: 0.00
- Maximum Values Allowed:** (highlighted in red)
 - Number of Weeks: 13.00
 - Funded Weekly Hours: 15.00
 - Funded Termly Hours: 195.00
 - Funded Yearly Hours: 570.00

At the bottom, there are 'Save' and 'Cancel' buttons, and a note: "*denotes mandatory fields".

- Click on the '**Default Term Dates**' blue button and the dates for the academic period, as defined by the Department for Education, will populate. If the child started at your school after the default start date, please amend this. The end date does not need to be changed. Please do not type the dates, as this will cause an error.
- '**Weeks Attended in Term**' should be the same as the maximum value allowed in the red box on the bottom right, so 13 in the case above, unless the start date has been amended as above, in which the weeks will also need to be updated to account for any 'missed weeks' at the start of the term. .
- If the child attends your setting for more than 1 day a week,, tick the '**Attends Two Days or More**' box.
- Tick '**Present during census**'

- Mark the option if the child is entitled to the Disability Access Fund
- For a child entitled to the two-year-old free 15 funded hours, select 'Disadvantaged Funding' under the Funding Type option.
- Enter the amount of hours the child is claiming funding at your setting in the '**Universal Funded Hours per Week**' box. You must always add hours to this box if you are claiming funding. For a two year old, this will be between 0 and 15. If the maximum value in the red box (bottom right) is less than 15, please add this value.
- '**Attendance days**' mark accordingly the days the child attends your setting.
- Complete the '**Non-Funded Hours**' per week box if there are additional hours the child attends at your setting that the parent pays for. If the parent does not pay for any additional hours, please ignore this field, as zero hours will already be displayed.
- Press the SAVE button.
- Select '**Send Claim**' in the two year old funding area to submit the child to Hackney Education

Please note that the time within the academic term when you enter this pupil into the system will affect the '**Universal Funded Hours per Week**' and the '**Weeks attended in the term**' fields. The red box highlighted above shows the maximum values you can input for these data fields in the system.

After submitting the EY Claim and if the information is accurate the following screen will appear. All the pupil's details have already been populated by the system . Click the save button if the pupil's details are accurate, if they're not amend accordingly.

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Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Name: Max Maxwell DOB: 01-Jan-2018

Summary Child Details Parent / Carer Details Funding Details Notes

Term Start Date	01-Apr-2021	Universal Funding
Term End Date	31-Aug-2021	Funded Hours Per Week
No of weeks attended	0.00	Funded Hours for Term
▶ Provider Total Rate	£6.48	
		Funding Amount @ Provider Rate
		Child Weightings
		Universal Funding Amount
		Totals
		Funded Hours Per Week
		Funded Hours for Term
		Total Funding (excl. Adj)
		Total amount from Adjustments
		Total amount from Pending Adjustments
		Total Funding For Term (inc Adj)

Save

Cancel

*denotes mandatory fields

If the information is not accurate you won't be able to record the pupil's code. At the bottom of the page, error messages will be displayed.

Home Forms Funding

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

 **Save Record Failed Due To The Errors Listed Below**

Name: Max Maxwell DOB: 01-Jan-2018

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

Child Details

Forename*	Max
Middle Name	
Surname*	Maxwell
DOB*	01-Jan-2019
Proof of DOB	<input checked="" type="checkbox"/>
Gender*	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Preferred Surname	
Ethnicity*	Asian / Black
SEN COP Stage*	No Special Educational r

The following errors need to be fixed before the record can be saved:
DOB entered is outside the range eligible to receive funding (Child Details Tab)

Save **Cancel** *denotes mandatory fields

Once the child information is saved, click on Send Claim to submit your head count.

After doing so, the Status of the claim will change:

[Add Child](#) [Send Claim](#)

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
  New, Unsubmitted Child	Rabbit, Roger (07-Jun-2017)	120.00	110.00	£1104.00

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
  New, Awaiting LA Download	Rabbit, Roger (07-Jun-2017)	120.00	110.00	£1104.00

Once imported by the LA, the Status will be blank:

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
	Rabbit, Roger (07-Jun-2017)	120.00	110.00	£1104.00

3.2.1.2. Two-years old working parents entitlement

To add 2-year-old children entitled to the 15 funded hours for working parents, follow this process. Navigate to the 2 years old interface area

- Click the **'Add a Child'** tab(1).

Organisation: **Noelia's Nursery**
Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms **Funding**

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

Submit Actual: 21-22 Summer Term - 2 Year Old Funding CHANGE

1 [Add Child](#) 2 [Enter EY Voucher](#) [Send Claim](#) 3

[Add Child](#) [Enter EY Voucher](#) [Send Claim](#)

Four tabs will appear in your screen, 'Child details'(1), 'Parent/Carer Details'(2), 'Funding Details'(3) and 'Notes'(4).

Organisation: Noelia's Nursery
 Provider: Noelia's Nursery (LA Day Nursery)

Home Forms Funding

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Child Details
Parent / Carer Details
Funding Details
Notes

1
2
3
4

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity*

SEN COP Stage*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save
Cancel

*denotes mandatory fields

Click the ' **Child Details** ' tab(1) to pupil's details

- Please ensure the 'Child's details' are correct
- Ensure the forename and surname are spelt correctly, and match the names held on your school Management Information System. Check the date of birth. Add the gender, ethnicity and SEND status (these fields are mandatory so must be completed). Provide the full address including postcode.
- Mandatory fields are marked by an asterisk (*), including non-funded hours.

Select the '**Parent/Carer Details**' Tab. Completion of this tab is **mandatory for children who are claiming the 2 years old working parent 15 funded hours**. The **Parental Declaration form must be completed and signed by the parent** before completing this section. Complete the Parent names and National Insurance number. Check the consent box to verify eligibility in the Working Family Eligibility section, see below.

Organisation: **Marriott Test Nursery**
 Provider: **Marriott Test Nursery (Day Nursery)**

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Registered Interests

Name: **Harry Hackney** **DOB: 08-Apr-2022**

Summary
Child Details
Parent / Carer Details
Funding Details
Documents

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.
 Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details	Partner Details
Forename <input style="width: 90%;" type="text" value="Hilda"/>	Forename <input style="width: 90%;" type="text"/>
Surname <input style="width: 90%;" type="text" value="Hackney"/>	Surname <input style="width: 90%;" type="text"/>
DOB <input style="width: 90%;" type="text" value="03-Apr-2000"/>	DOB <input style="width: 90%;" type="text"/>
Email <input style="width: 90%;" type="text"/>	Email <input style="width: 90%;" type="text"/>
Contact Number <input style="width: 90%;" type="text"/>	Contact Number <input style="width: 90%;" type="text"/>
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number <input style="width: 90%;" type="text" value="NN123456B"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number <input style="width: 90%;" type="text"/>
Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility	Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility

Save
Cancel
*denotes mandatory fields

Click the 'Funding Details' tab(3) to add pupils funded hours entitlement information. The following screen will show. Mandatory fields are marked by an asterisk (*), including non-funded hours.

Orga
 Provider:

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Actuals
Adjustments
Eligibility Checker
Registered Interests

Child Details
Parent / Carer Details
Funding Details
Notes

1

2

3

4

Child Details

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Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Name: Harry Hackney **DOB:** 08-Apr-2022

Summary
Child Details
Parent / Carer Details
Funding Details
Documents

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Funding Type*

Disadvantaged Funding

Working Family Funding

Expanded Funded Hours per Week

Expanded Hours*

Eligibility Code

Check Eligibility Code

Eligible for Expanded Hours

Attendance Days

Attends Monday Yes No

Attends Tuesday Yes No

Attends Wednesday Yes No

Attends Thursday Yes No

Attends Friday Yes No

Attends Saturday Yes No

Attends Sunday Yes No

Non-Funded Hours per Week

Non-Funded Hours*

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

Maximum Values Allowed:

Number of Weeks: **13.00**

Expanded Weekly Hours: **15.00**

Expanded Termly Hours: **195.00**

Expanded Yearly Hours: **570.00**

Save
Cancel

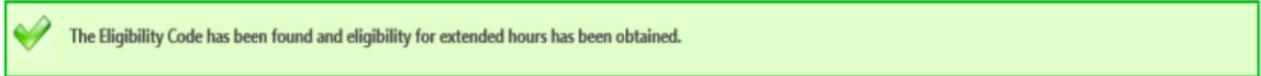
*denotes mandatory fields

- Click on the **‘Default Term Dates’** blue button and the dates for the academic period, as defined by the Department for Education, will populate. If the child started at your school after the default start date, please amend this. The end date does not need to be changed. Please do not type the dates, as this will cause an error.
- **‘Weeks Attended in Term’** should be the same as the maximum value allowed in the red box on the bottom right, so 13 in the case above, unless the start date has been amended as above, in which the weeks will also need to be updated to account for any ‘missed weeks’ at the start of the term.
- Please tick the **‘Present during Census’** box.
- Please tick the **‘Attends Two Days or More’**
- **‘Attendance days’** mark accordingly the days the child attends your setting.
- Mark the option if the child is entitled to the Disability Access Fund
- For a child entitled to the two-year-old working parents 15 funded hours, select 'Working Family Funding' under the Funding Type option.
- Complete the **‘Non-Funded Hours per Week’** box if there are hours the child attends at your setting that the parent pays for. If the parent does not pay for any additional hours, please ignore this field, as zero hours will already be displayed.
- Enter the expanded hours the child is claiming at your setting in the **‘Expanded Funding Hours per Week’** box. This value is the expanded entitlement, and is between 0 and 15 (and will be 15 for most children)
- Complete the **‘Eligibility Code’** field with the DERN code given to the parent from HMRC.

Hackney Provider Portal - guide for all Hackney Provider Portal users

- Click on the Blue button called “Check Eligibility Code”. This checks the code is eligible for funding in the current term. A message will appear at the top of the screen, please see below for messages. **This must be clicked on, or you will not be able to proceed if you are claiming extended hours.**
- Press the SAVE button.

You should receive a message saying that the eligibility for the 15 expanded hours has been confirmed at the top and the “Check Eligibility box” will now be ticked on the Funding Details Tab.



However, you may receive one of the following two error messages which will need to be resolved before you can submit your claim.

1) A red message stating the eligibility code has been found, but does not cover the standard term start date:



2) A red message stating eligibility for extended hours was not obtained:



This means that the information submitted is not correct. Please confirm with the parent that the information entered into Synergy matches that supplied to HMRC when the parent applied for the extended entitlement (the code, child’s date of birth and the parent’s National Insurance number).

If the submitted information is correct and you encounter issues, contact the relevant individuals listed in the Key Contacts section for further support.

Once the child information is saved, click on Send Claim to submit your head count.

After doing so, the Status of the claim will change:



	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
! ↺	New, Unsubmitted Child	Rabbit, Roger (07-Jun-2017)	120.00	110.00	£1104.00

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
  New, Awaiting LA Download	Rabbit, Roger (07-Jun-2017)	120.00	110.00	£1104.00

Once imported by Hackney Council staff, the Status will be blank:

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
	Rabbit, Roger (07-Jun-2017)	120.00	110.00	£1104.00

3.2.2 Three and four years old

Navigate to the 3 & 4 year old funding area:

- Click 'Actuals' tab to navigate into the page
- Click the 'Term' tab to select the correct term
- Click 'Funding Type' tab and select '3 & 4 year olds'

Organisation: Noelia's Nursery
Provider: Noelia's Nursery (LA Day Nursery)

Home Forms **Funding** 1

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

Actuals Head Count Records for 21-22 - Summer Term

21-22

 Summer Term

Submission Period:
01-Apr-2021 to 31-May-2021

Funding Type	Office use only	
	Ready To Process	Processed
  2 Year Old Funding		
 3 & 4 Year Old 3		

2

Once you are in the 3 and 4 years old area, two tabs will appear, 'Add Pupils' and 'Send Claim'.

- Select to 'Add Child' tab to add pupils

Note: the 'Eligibility Status' will notify you about pupils' 30 hours entitlement status'

Organisation: **Noelia's Nursery**
 Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms Funding
 Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

Submit Actual: 21-22 Summer Term - 3 & 4 Year Old CHANGE

Add Child **Send Claim**

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
 	New, Awaiting LA Download	Hurst, Hunter (14-Apr-2017)	100.00	100.00	£960.00		31-Dec-2020 - 21-Mar-2021 Grace Period: 03-Apr-2021

Add Child **Send Claim**



Once you have clicked on the 'Add Child' tab the following screen will appear. The only tabs that schools will need to complete are 'Child Details'(1), Parent/Carer Details'(2) and 'Funding Details'(3) tabs. 'Notes'(4) tab is optional to complete.

Organisation: **Noelia's Nursery**
 Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms Funding
 Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

Child Details Parent / Carer Details Funding Details Notes

1 2 3 4

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity*

SEN COP Stage*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save **Cancel** *denotes mandatory fields

Select the 'Child Details' Tab and complete it accordingly. Please make sure all mandatory fields marked by an asterisk (*) are completed

Organisation: **Noelia's Nursery**
 Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms Funding

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Child Details
Parent / Carer Details
Funding Details
Notes

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity*

SEN COP Stage*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save
Cancel

*denotes mandatory fields

Select the **'Parent/Carer Details'** Tab. Completion of this tab is mandatory for children who are eligible for the extended hours. The Parental Declaration form must be completed and signed by the parent before completing this section. Enter the Parent names and National Insurance number. Tick the consent box for checking eligibility for the 30 hours and tick the consent box for checking eligibility or the Early Year Pupil Premium box.

Organisation: **Noelia's Nursery**
 Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms Funding

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Child Details
Parent / Carer Details
Funding Details
Notes

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

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

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details

Forename

Surname

DOB

NI or NASS Number

Tick to give consent to Eligibility Checking for EYPP 30H

Partner Details

Forename

Surname

DOB

NI or NASS Number

Tick to give consent to Eligibility Checking for EYPP 30H

Save
Cancel

*denotes mandatory fields

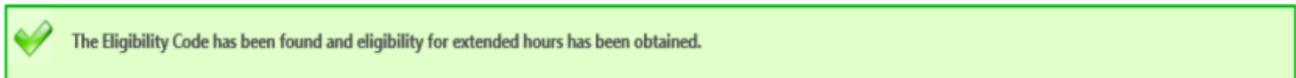
Select the 'Funding Details' Tab and the following screen will show. Mandatory fields are marked by an asterisk (*), including non-funded hours.

- Click on the 'Default Term Dates' blue button and the dates for the academic period, as defined by the Department for Education, will populate. If the child started at your school after the default start date, please amend this. The end date does not need to be changed. Please do not type the dates, as this will cause an error.
- 'Weeks Attended in Term' should be the same as the maximum value allowed in the red box on the bottom right, so 13 in the case above, unless the start date has been amended as above, in which the weeks will also need to be updated to account for any 'missed weeks' at the start of the term.
- Please tick the 'Present during Census' box.
- Please tick the 'Attends Two Days or More'
- 'Attendance days' mark accordingly the days the child attends your setting
- Mark the option if the child is entitled to the Disability Access Fund
- Enter the amount of hours the child is claiming funding at your setting in the 'Universal Funded Hours per Week' box. You must always add hours to this box, if you are claiming funding. This value is the basic entitlement, and is between 0 and 15 (and will be 15 for most children)

- Complete the '**Non-Funded Hours per Week**' box if there are hours the child attends at your setting that the parent pays for. If the parent does not pay for any additional hours, please ignore this field, as zero hours will already be displayed.
- Enter the extended hours the child is claiming at your setting in the '**Extended Funding Hours per Week**' box. This value is the extended entitlement, and is between 0 and 15 (and will be 15 for most children)
- Complete the '**Eligibility Code**' field with the 11-digit DERN code given to the parent from HMRC.
- Click on the Blue button called "Check Eligibility Code". This checks the code is eligible for funding in the current term. A message will appear at the top of the screen, please see below for messages. **This must be clicked on, or you will not be able to proceed if you are claiming extended hours.**
- Enter the Total weekly funded hours that the child attends your setting, choosing a value between 15 and 30.
- Press the SAVE button.

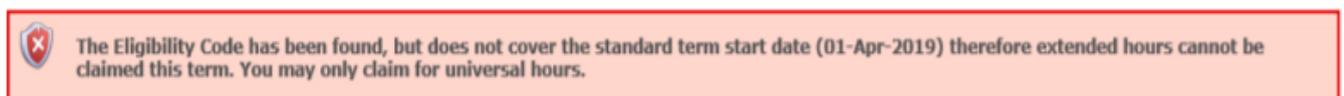
Please note that depending on the time of the academic term that you record this pupil into the system the 'Universal Founded Hours per Week' and the 'Extended Founded hour' tabs will reflect that. The above red box will indicate the maximum values that you are allowed to enter on the 'Universal Founded Hours per Week' and the 'Extended Founded hour' tabs.

You should receive a message saying that the eligibility for the 30 hours has been confirmed at the top and the "Eligible for Extended Hours" will now be ticked on the Funding Details Tab.



However, you may receive one of the following two error messages which will need to be resolved before you can submit your claim.

1) A red message stating the eligibility code has been found, but does not cover the standard term start date:



2) A red message stating eligibility for extended hours was not obtained:



This means that the information submitted is not correct. Please confirm with the parent that the information entered into Synergy matches that supplied to HMRC when the parent applied for the extended entitlement (the code, child's date of birth and the parent's National Insurance number).

If the submitted information is correct and you encounter issues, contact the relevant individuals listed in the Key Contacts section for further support.

Once the child information is saved, click on Send Claim to submit your head count.

After doing so, the Status of the claim will change:

Add Child
Send Claim

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
	 New, Unsubmitted Child	Rabbit, Roger (07-Jun-2017)	120.00	110.00	£1104.00

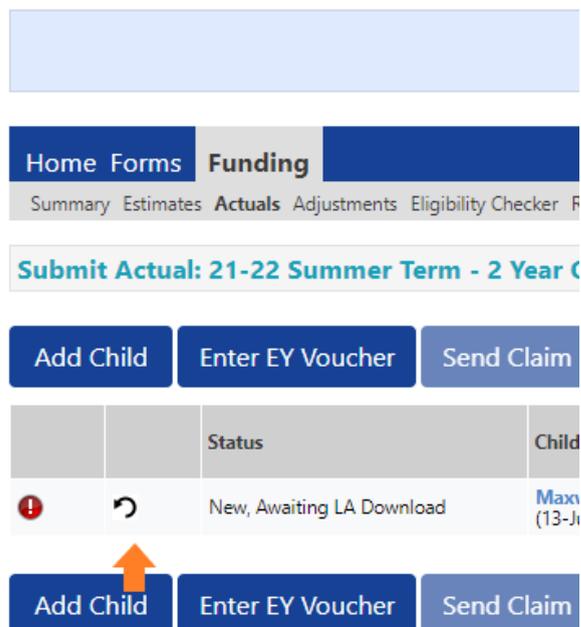
	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
	 New, Awaiting LA Download	Rabbit, Roger (07-Jun-2017)	120.00	110.00	£1104.00

Once imported by Hackney Council staff, the Status will be blank:

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
		Rabbit, Roger (07-Jun-2017)	120.00	110.00	£1104.00

3.3. Confirm and amend existing children in the portal

The process applies equally to two, three, and four-year-olds. Under the 'Actuals' tab, a list of children claimed by your school in the last term, who remain within the eligible date of birth range for the new term, will be displayed. You are required to review this list before adding any new children to the system.



Please check if any of the children have either left your school, or are no longer claiming the funding with you. If they need to be deleted, click on the black symbol.



The following message will appear. If the child is no longer claiming with you and you meant to delete them, click on the 'Yes' button.

To edit the details of an existing child, click on the child's name and update the necessary information. **After making any changes, you must save and resubmit the claim.** Remember, every time you modify a child's record, it's essential to save and resend the claim.



Section 4. Estimates Window (All providers, excluding schools and maintained nurseries)

The Estimates window is a designated period for providers to submit an estimated count of children attending their setting during the term. This requirement applies to all providers, except schools and maintained nurseries. The process is uniform for two, three, and four-year-olds, though estimates must be submitted separately for 2-year-olds and for three and four-year-olds

- Click on Estimates tab
- Enter the number of weeks if it is blank or incorrect
- Enter the estimated number of funded hours you are claiming for the term
 - e.g. number of children x number of hours per week = total hours per week for the term
 - 13 children x 15 hours each week = 195 hours per week
- Then click Calculate

Home Forms **Funding**

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

Submit Estimate: 20/21 Autumn Term - 2 Year Old Funding CHANGE

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

Calculate **Send Claim**

The system will calculate and display the hours for the term:

Home Forms **Funding**

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

Submit Estimate: 20/21 Autumn Term - 2 Year Old Funding [CHANGE](#)

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term There are 2,535.00 Hours in this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

If you have made an error with your estimates, you can re-enter the number of hours and click Calculate again.

Home Forms **Funding**

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

Submit Estimate: 20/21 Autumn Term - 2 Year Old Funding [CHANGE](#)

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term There are 2,160.00 Hours in this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

When ready, click on Send Claim. This action will send the local authority your Estimates and provide you with a summary of how the payments will be calculated. The system will confirm that your submission has been successful, as seen in the green message bar below:

Home Forms **Funding**

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

 **Submission Successful**

Submit Estimate: 20/21 Autumn Term - 2 Year Old Funding [CHANGE](#)

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term There are 2,160.00 Hours in this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

Once the local authority imports your Estimates, the Send Claim button will be disabled.

Click on the Summary tab. Notice that your Estimates have now changed based on your submission:

Home	Forms	Funding	
Summary	Estimates	Actuals	Adjustments
		Eligibility Checker	Registered Interests

Estimates	
Term Length (Weeks)	12.00
▶ Provider Rate applied	£6.48
Estimate Funding	
Hours Per Week	180.00
Term Funding Amount	£13996.80
Interim %	50.00%
Interim Amount Payable	£6998.40
<hr/>	
Total Interim Amount Paid to Date (before Adj)	£6998.40
<hr/>	

Wash, rinse and repeat process for three and four years old funded children!

Section 5 . Adjustments Window (All providers, excluding schools and maintained nurseries)

The Adjustment window is a designated timeframe allowing providers to revise previously submitted data to ensure it accurately represents the number of children attending their setting for the term, as well as any changes in relevant funding information (such as DAF, funded hours, EYPP, etc.). This requirement is for all providers except schools and maintained nurseries. While the process remains consistent for children aged two, three, and four, adjustments must be made separately for 2-year-olds and for three and four-year-olds.

Note: The adjustment tab will not be active until after the actuals payment has been made.

Adding a new child or amending existing information

Process for adding a new child following the same process as described on the Actuals Window – use the Add Child button.

- Click on the Adjustments tab
- Click on the blue button 'Add Child'

Process for amending an existing child following the same process as described on the Actuals Window – Click on the child's name in the list.

You will be able to :

- Run a 30 hours check, or
- Change the DAF status, or
- Amend their current hours by claiming additional hours

- Click on the Adjustments tab
- Click on the highlighted blue child's name in the list

Amending funded hours

The system won't allow extended hours claim to be made without a valid code (redirects to Parent/Carer screen).

- Click on the Adjustments tab
- Click on the highlighted blue child's name in the list
- In the child's record, click the Pending Adjustments tab to access the Pending Adjustment screen, where you can increase or reduce their hours

Claiming additional hours for an existing child.	Reducing hours claimed for an existing child.
Select "More Hours" from the drop-down menu.	Select "Less Hours" from drop-down, enter

Enter the total number of additional hours per term to be claimed.

In the case of Stan – he has already claimed 12 hrs x 11 wks = 132 hours in total.

Now he is doing an extra 3 hrs x 5 wks in the remaining half of term = total 15 hours, so you need to record the hours you want to add to the original total.

When you have completed the adjustment Stan's new hours will show as 147 in the child list

You need to enter a comment in the Reason box or it won't allow you to save

total number of hours per term to be reduced.

Start and End dates can be edited on the Funding Details tab, but not the Weeks Attended for term.

In the case of Vic – he originally claimed 15 hrs x 10 wks = 150 hours in total.

Vic's provider wants to reduce his hours by 65 in total across the whole term so they enter this. When the adjustment has been completed, Vic's new hours will show as 85 in the adjustment child list

You need to enter a comment in the Reason box or it won't allow you to save.

Status	Child	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (Int Adj)	Extended Hours (Int Adj)	Total Funding Amount for Term (Int Adj)	Eligibility Status
	Collywobble Stan (01-Jun-2019)	0.00	0.00	132.00	0.00	£1497.96	
	Crabapple, Isahel (01-Feb-2019)	0.00	0.00	124.00	0.00	£561.72	
	Revere, Vic (27-Nov-2018)	0.00	0.00	150.00	130.00	£1339.00	22-Nov-2022 - 20-Feb-2023 Claim Period: 31-Aug-2023

Process for adding a new child is same as for actual task – use the Add Child button.

You can also amend an existing child by clicking on the child's name in the list. You can:

- Run a 30 hours check, or
- Change the DAF status, or
- Amend their current hours by claiming additional hours or reducing their hours in the Pending Adjustment screen.

Claiming additional hours for an existing child.

Select 'More Hours' from the drop-down menu. Enter the total number of additional hours per term to be claimed.

In the case of Stan – he has already claimed 12 hrs x 11 wks = 132 hours in total.

Now he is doing an extra 3 hrs x 5 wks in the remaining half of term = total 15 hours, so you need to record the hours you want to add to the original total. When you have completed the adjustment Stan's new hours will show as 147 in the child list (p10 below).

You need to enter a comment in the Reason box or it won't allow you to save.

Click send claim when you done

Wash, rinse and repeat process for two year old funded children!

Section 6 Ad-Hoc Code Validation (ALL providers)

You can use the Eligibility Checker tab to verify a child's 30 hours code or the two-year-old working parents code at any time. However, this check is a one-time action and the results are not saved in the system.

To run a check you need to have Eligibility Code, Child's date of birth & Parent/Carer NI number as a minimum.

The Eligibility Checker function cannot validate the two-year-olds' free 15 hours entitlement code. If you're uncertain about this code's eligibility, please reach out to the Early Years team. Contact details can be found in the Key Contact section of this guidance.

6.1 Two year-olds working parents code and the 30-hour code

You can verify the eligibility code for 2-year-olds with working parents code and the 30-hour code for three and four-year-olds at any time before adding a child to the Hackney Provider Portal or offering a place at your setting. This step ensures that the child qualifies for the respective funding hours before you confirm their place at your setting.

- Select '**Eligibility Checker**' tab (1) to navigate to the correct screen
- Select '**Eligibility Check**' tab(2) to run an Ad Hoc Eligibility check

Complete the mandatory fields (eligibility code, child date of birth and parent/carer NI number) and click submit.

Eligibility Check

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

Eligibility Code*	<input type="text"/>
Child Date of Birth*	<input type="text"/>
Parent/Carer Forename	<input type="text"/>
Parent/Carer Surname	<input type="text"/>
Parent/Carer NI Number*	<input type="text"/>
Consent must be given for this	<input type="checkbox"/> Eligibility Check
Partner Forename	<input type="text"/>
Partner Surname	<input type="text"/>
Partner NI Number	<input type="text"/>

*denotes mandatory fields

SubmitCancel

If the code is valid, a confirmation message will appear. Before offering a place, make sure the code's start date precedes the term's start date.

Organisation: **Noelia's Nursery**
Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms Funding

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

The details provided have been found:
Eligibility Code: 73112208018
Code Start Date: 31-Dec-2020
Code End Date: 21-Mar-2021
Grace Period End Date: 08-Apr-2021

Eligibility Checker

Section 7. Early Year Pupil Premium (EYPP) Eligibility check (ALL providers)

The system allows for Early Years Pupil Premium (EYPP) eligibility checks for recorded pupils aged two, three, and four years. While the process and required information are the same, the interface slightly differs between checks for 2-year-olds and those for three and four-year-olds.

To complete the EYPP checks, the details of the parents, including their National Insurance (NI) or NASS number, and their consent, are required.

- Click on the Parent/Carer Details tab
- Complete the required information
- Click on the EYPP box
- Click on Save button

Example of a 2 years old interface

Name: Tom Tomlinson DOB: 04-Mar-2021

Summary Child Details **Parent / Carer Details** Funding Details Documents

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

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

Parent / Carer Details		Partner Details	
Forename	<input type="text" value="Jeff"/>	Forename	<input type="text"/>
Surname	<input type="text" value="Tomlinson"/>	Surname	<input type="text"/>
DOB	<input type="text" value="04-Mar-1999"/>	DOB	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Contact Number	<input type="text"/>	Contact Number	<input type="text"/>
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text" value="NN123456A"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility

Example of a 3& 4 years old interface

Hackney Provider Portal - guide for all Hackney Provider Portal users

Organisation: **Noelia's Nursery**
 Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms Funding

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

Child Details Parent / Carer Details Funding Details Notes

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

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

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details		Partner Details	
Forename	<input type="text"/>	Forename	<input type="text"/>
Surname	<input type="text"/>	Surname	<input type="text"/>
DOB	<input type="text"/>	DOB	<input type="text"/>
<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> 30H	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> 30H

Save Cancel *denotes mandatory fields

After completing the check, a confirmation of eligibility will be displayed in the child's record under the "Child Weightings" column.

Organisation: **Noelia's Nursery**
 Provider: **Noelia's Nursery (LA Day Nursery)**

Home Forms Funding

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

Submit Actual: 21-22 Summer Term - 3 & 4 Year Old CHANGE

Add Child Send Claim

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
New, Awaiting LA Download	Hurst, Hunter (14-Apr-2017)	100.00	100.00	£960.00	

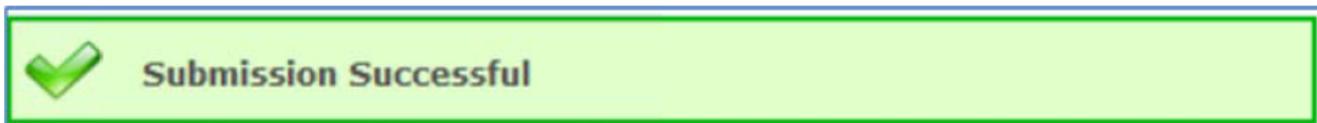
Add Child Send Claim

Section 8 - Dos and Don'ts (ALL providers)

8.1 Dos and Don'ts

DO....

Press the ' Send Claim' button after you have added or updated any details in the portal and ensure that you receive the following message:



Delete pupils who are not longer entitled to funded hours or have left the school otherwise they will remain in the portal

Ensure that the address fields are correctly completed

Make sure that you tick the DOB proof box if you have verified and recorded the child's date of birth. Record pupils' 2 years old eligibility code in the 'Notes' tab as the code is not recorded in the pupils' details and you might want to refer back to the code for future eligibility checks.

DON'T....

Forget to input the child's ethnicity

Forget to ask for parental consent to check the EYPP and the 30 hours code