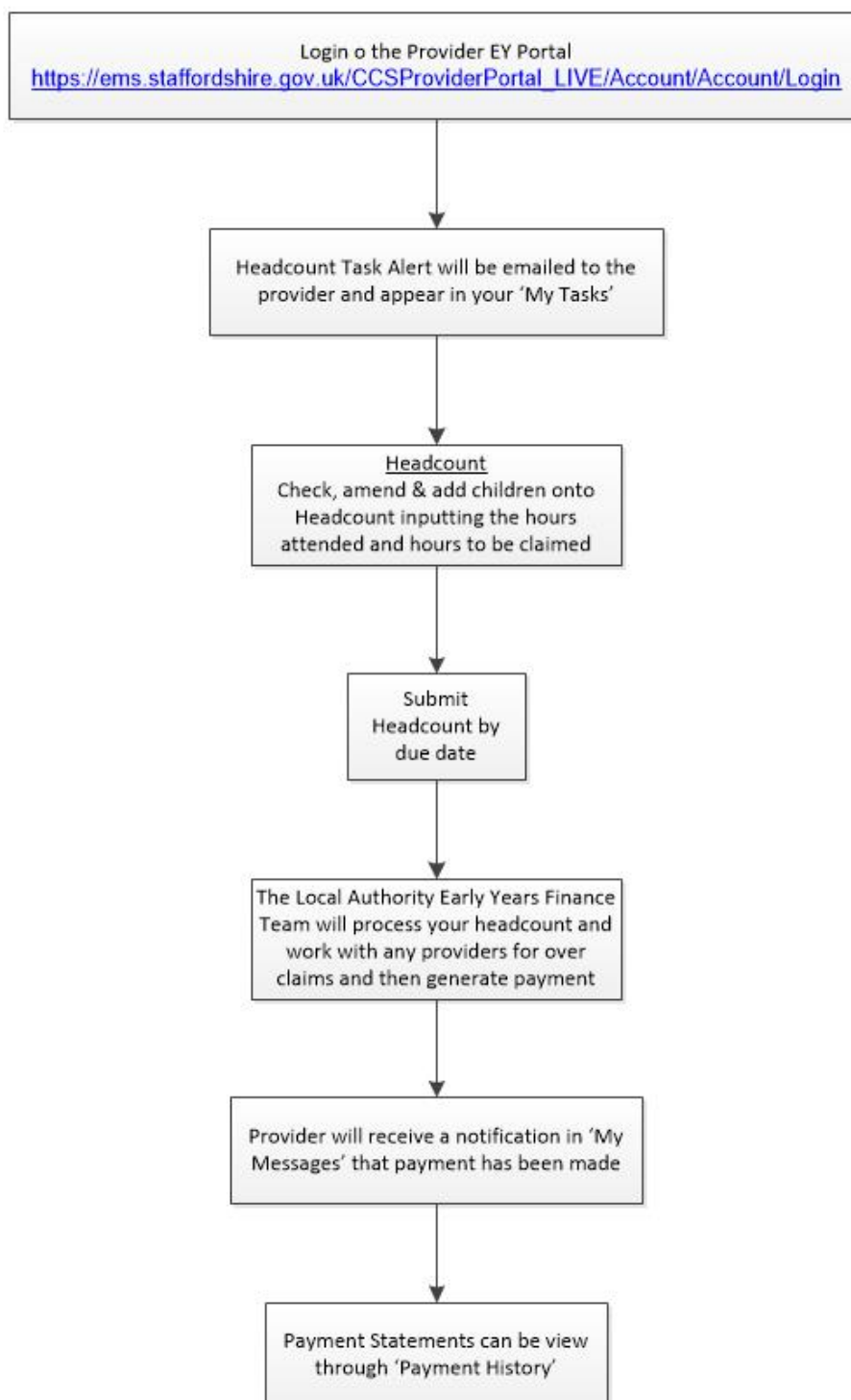


Headcount Process

Each term you are required to complete two headcounts:

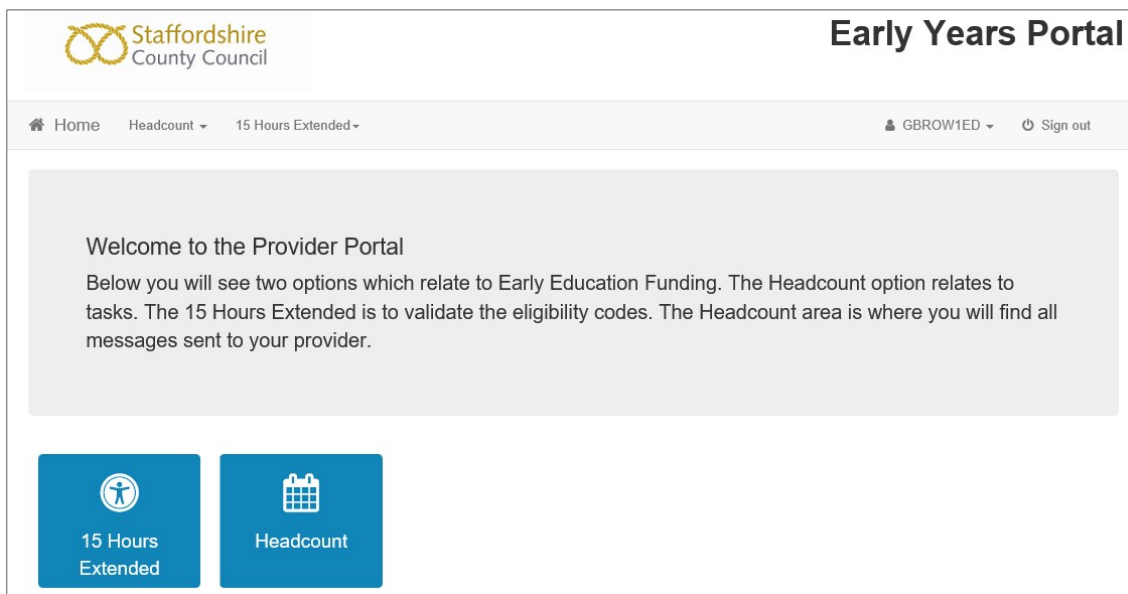
- Forecast
- Actual

Two payments will be made each term



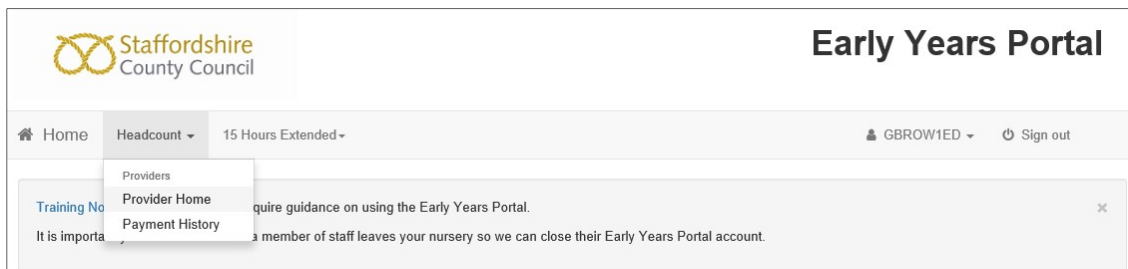
Headcount Home Page

When you log in to the Provider Portal, you will be taken to the main Home Page which has two buttons:

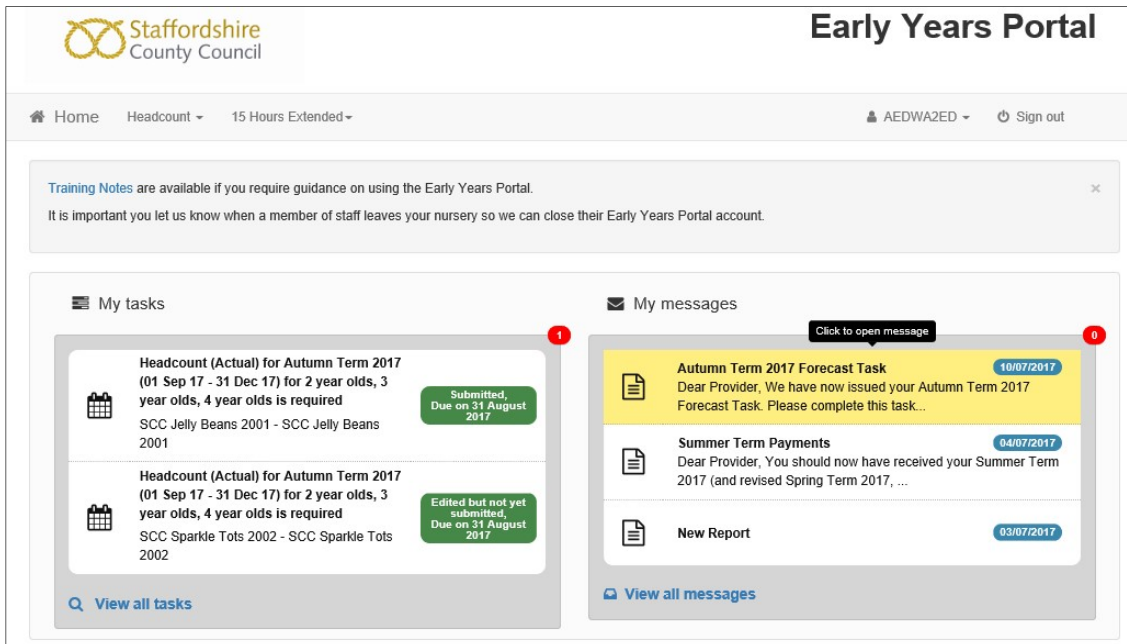


Click on the Headcount button to go to the Headcount Home Page.

You can also reach the Headcount Home Page by clicking the Headcount drop-down menu, and selecting Provider Home.



The Headcount Home Page is where you can access your Tasks and Messages.



Staffordshire County Council **Early Years Portal**

Home Headcount ▾ 15 Hours Extended ▾ AEDWA2ED ▾ Sign out

Training Notes are available if you require guidance on using the Early Years Portal.
It is important you let us know when a member of staff leaves your nursery so we can close their Early Years Portal account.

My tasks **My messages**

Headcount (Actual) for Autumn Term 2017 (01 Sep 17 - 31 Dec 17) for 2 year olds, 3 year olds, 4 year olds is required
Submitted, Due on 31 August 2017
SCC Jelly Beans 2001 - SCC Jelly Beans 2001

Headcount (Actual) for Autumn Term 2017 (01 Sep 17 - 31 Dec 17) for 2 year olds, 3 year olds, 4 year olds is required
Edited but not yet submitted, Due on 31 August 2017
SCC Sparkle Tots 2002 - SCC Sparkle Tots 2002

Autumn Term 2017 Forecast Task 10/07/2017
Dear Provider, We have now issued your Autumn Term 2017 Forecast Task. Please complete this task...


Summer Term Payments 04/07/2017
Dear Provider, You should now have received your Summer Term 2017 (and revised Spring Term 2017, ...)

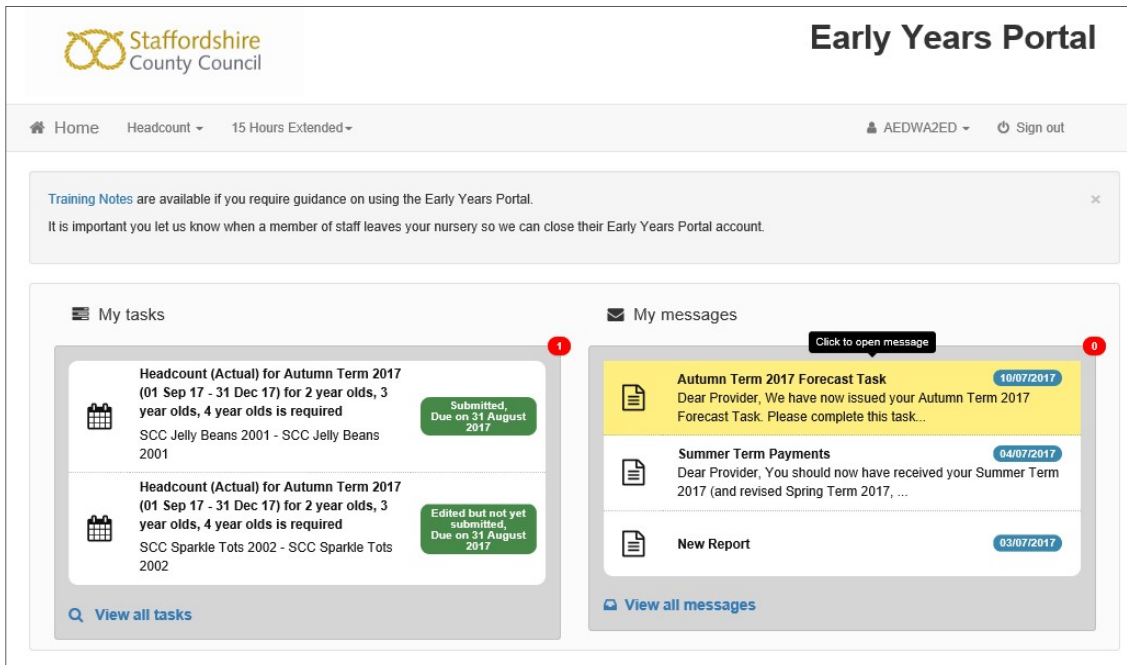
New Report 03/07/2017

[View all tasks](#) [View all messages](#)

Messages

When a Message has been issued to your Provision, all relevant users will receive an email informing them to log in. Once you have logged in to the Provider Portal, you will see the Message on the Headcount Home Page.

The red  icon shows how many Messages are unread.



Staffordshire County Council **Early Years Portal**

Home Headcount ▾ 15 Hours Extended ▾ AEDWA2ED ▾ Sign out

Training Notes are available if you require guidance on using the Early Years Portal.
It is important you let us know when a member of staff leaves your nursery so we can close their Early Years Portal account.

My tasks **My messages**

Headcount (Actual) for Autumn Term 2017 (01 Sep 17 - 31 Dec 17) for 2 year olds, 3 year olds, 4 year olds is required
Submitted, Due on 31 August 2017
SCC Jelly Beans 2001 - SCC Jelly Beans 2001

Headcount (Actual) for Autumn Term 2017 (01 Sep 17 - 31 Dec 17) for 2 year olds, 3 year olds, 4 year olds is required
Edited but not yet submitted, Due on 31 August 2017
SCC Sparkle Tots 2002 - SCC Sparkle Tots 2002


Autumn Term 2017 Forecast Task 10/07/2017
Dear Provider, We have now issued your Autumn Term 2017 Forecast Task. Please complete this task...

Summer Term Payments 04/07/2017
Dear Provider, You should now have received your Summer Term 2017 (and revised Spring Term 2017, ...)


New Report 03/07/2017

[View all tasks](#) [View all messages](#)

Clicking on a Message in the list allows you to read it, and delete if required.


Early Years Portal

Home Headcount ▾ 15 Hours Extended ▾ AEDWA2ED ▾ Sign out

 My messages

Back
Delete

Autumn Term 2017 Forecast Task 10/07/2017 11:09

Dear Provider,



We have now issued your Autumn Term 2017 Forecast Task. Please complete this task for the first 15 (Universal) hours of funded childcare. We will issue a further task, at a later date, on which you can record any extended funded hours.

The Autumn Term is 14 weeks, with the stretched offer being 16 weeks.

This task has been pre-populated with details for all children attending your setting at the end of the Summer Term, and we would ask you to complete and submit it as soon as possible.

Many thanks in advance for your co-operation,

The EEF Team

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 .

Tasks

When a Headcount Task has been issued to your Provision, all relevant users will receive an email informing them to log in.

From: NEFPportal@staffordshire.gov.uk
To:
Cc:
Subject: Headcount (Forecast) for Autumn Term 2017 (01 Sep 17 - 31 Dec 17) for 2 year olds, 3 year olds, 4 year olds is required

This email is to inform you that you have a new task waiting for you in the Early Years Portal Headcount, please log in to read it.


https://ems.staffordshire.gov.uk/CCSProviderPortal_LIVE/Account/Account/Login

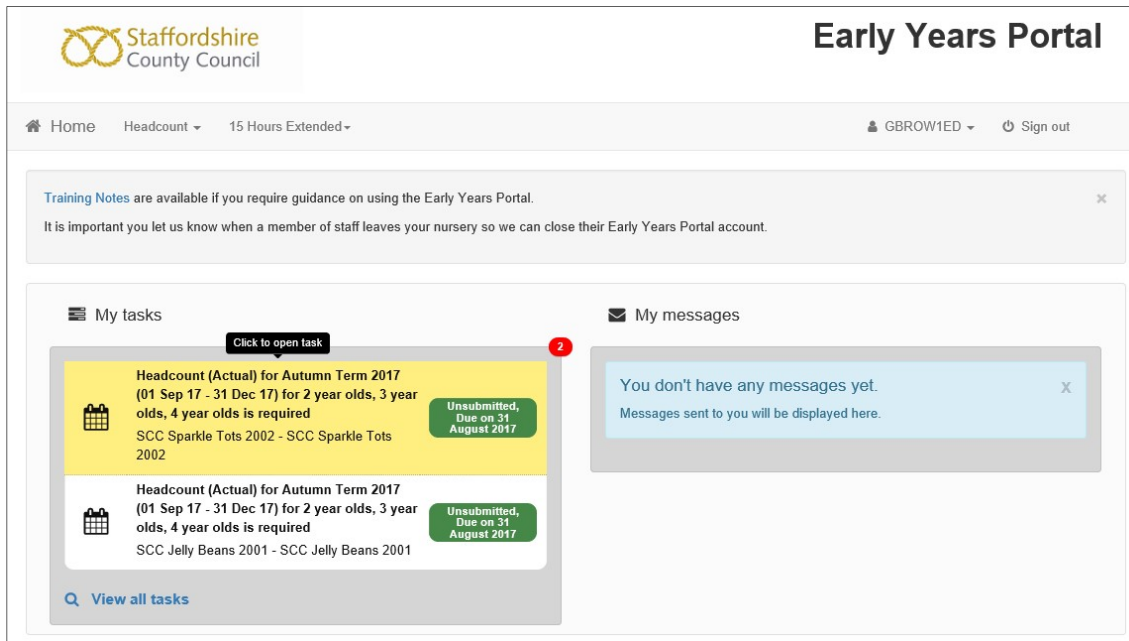
Early Years Portal Administrator

IMPORTANT - PLEASE DO NOT REPLY TO THIS EMAIL AS IT WILL NOT BE READ.

Should you experience any further problems, please [Click Here](#)

Once you have logged in to the Provider Portal, you will see the Task on the Headcount Home Page.

The red icon  shows how many Tasks are outstanding.




The screenshot shows the 'Early Years Portal' for Staffordshire County Council. The header includes the council's logo and the title 'Early Years Portal'. Below the header is a navigation bar with 'Home', 'Headcount', and '15 Hours Extended'. On the right, it shows a user profile 'GBROW1ED' and a 'Sign out' button. A message box states: 'Training Notes are available if you require guidance on using the Early Years Portal. It is important you let us know when a member of staff leaves your nursery so we can close their Early Years Portal account.' The main content area is divided into 'My tasks' and 'My messages'. Under 'My tasks', there are two task cards for 'Headcount (Actual) for Autumn Term 2017'. Both cards show a due date of '31 August 2017' and a status of 'Unsubmitted'. A red bubble with the number '2' is next to the first task card. A 'View all tasks' link is at the bottom. The 'My messages' section shows a message: 'You don't have any messages yet. Messages sent to you will be displayed here.'

The Task has a Due Date shown in a bubble. The colour and information on this bubble 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:



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

Click on a Task to view or edit the details.


Early Years Portal

Home Headcount ▾ 15 Hours Extended ▾ GBROW1ED ▾ Sign out

Headcount (Actual) for 2, 3 & 4 year olds
Status: Edited but not yet submitted
Deadline: 11 August 2017

SCC Sparkle Tots 2002 / SCC Sparkle Tots 2002 / Autumn Term 2017 (01 Sep 17 - 31 Dec 17)

You can edit and save this information at any time until the deadline of 11 August 2017, please submit only once when all amendments have been completed.

Add Child Edit Headcount Download Submit

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	Leaving Date	Weeks Attended for term	Actual 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	
								42.00	30.00	420.00	30.00	420.00	0.00	0.00	
	Test-Louise	Brown	EH S	02/08/2014	3	01/09/2017		14.00	15.00	210.00	15.00	210.00	0.00	0.00	
	Callum	Test	N	16/09/2014	2	01/09/2017		14.00	10.00	140.00	10.00	140.00			
	Gareth	Tester		29/06/2013	4	01/09/2017		14.00	5.00	70.00	5.00	70.00			

The Funding column displays a coloured letter or symbol as shown in the following table:

Symbol	Description
P	The child is eligible for Early Years Pupil Premium
EH	The child is eligible to receive extended hours childcare for one or more days in the term to which this task applies. The colour of this symbol changes to amber when the child nears the end of their eligibility or red when it is past their eligibility end date.
S	The child is sharing funding with another service or another provider in the current term. The colour of this symbol changes to dark blue if the child shared funding in the previous term.
2	The child became eligible for 2 year old funding before the start of the term being viewed and hovering over it displays the eligibility reference.
N	The child cannot claim hours and does not have an override.
X	The child has an override which is Force the system to never allow hours to be claimed.
✓	The child has an override, which is Force the system to always allow hours to be claimed.

Completing a Headcount Task


In order to complete the Headcount Task, you will need to:

- Remove any children no longer in attendance
- Add any children that do not appear in the list
- Complete the hours attending fields for all children

Instructions on how to do this are as follows:

Removing a child that has left

If a child listed on your Headcount Task has now left the provision, click on [Edit Headcount](#) and enter the date they left in the Leaving Date field.



Early Years Portal

Home Headcount 15 Hours Extended
GBROW1ED Sign out

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

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

SCC Sparkle Tots 2002 / SCC Sparkle Tots 2002 / Autumn Term 2017 (01 Sep 17 - 31 Dec 17)

Legal Name	Funding	Start Date	Leaving Date	Stretched Offer	Weeks Attended for term	Actual 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
Test-Louise Brown	EH S	01/09/2017		▼	28.00	20.00	280.00	20.00	280.00	0.00	0.00
Callum Test	N N	01/09/2017	01/09/2017		0.00	0.00	0.00				
Gareth Tester		01/09/2017		▼	14.00	5.00	70.00	5.00	70.00		

Cancel
Save


Note: When adding a leaving date, leave all the other columns blank for that child.

Click Save.

Adding a child

To add a child to your Headcount Task, click Add Child.

Fill in both the Forename and Surname with the child's legal names and click Next.



Early Years Portal

Home Headcount 15 Hours Extended
GBROW1ED Sign out

Add Child

Please enter the child's forename and surname

Forename

Surname

i Child's legal forename

Cancel
Next

If the child is known in the system already, you will be able to add them by clicking Select.

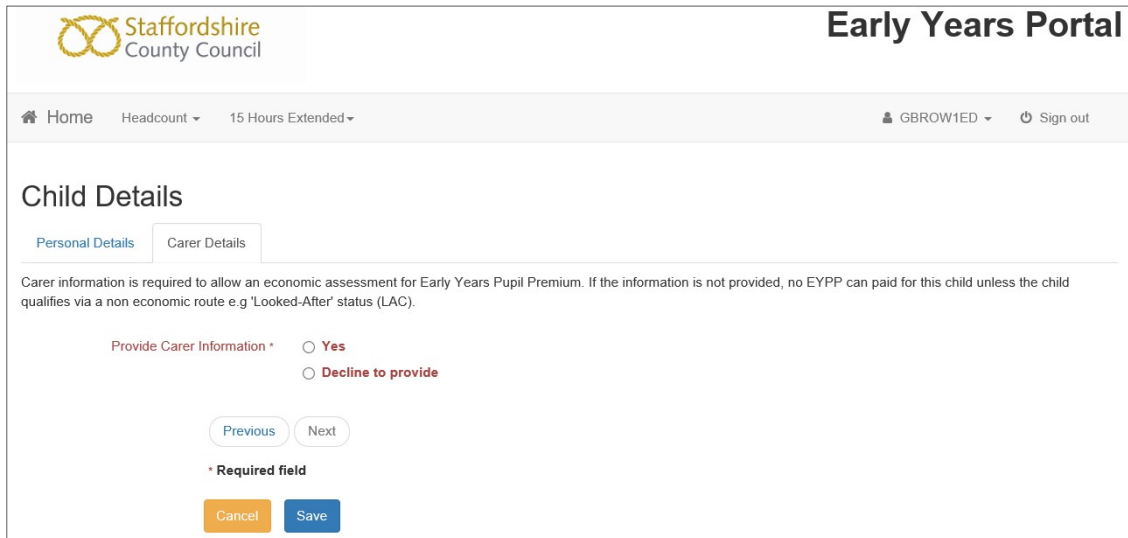
Child Found

Please select the child from the list below or add a new child if they are not listed

	Forename	Surname	Date of birth	Gender	Current Address	Ethnicity	First Language	15 Extended Hours Eligibility Code
Select	Gary	Tester	30/06/2014	Male	25 Tipping Street Stafford ST16 2DH	WEN	ENG	50000000006

Cancel
Start Again
Add a new child

If you are then prompted to add the Carer Details, you must add them as found on the Parent Declaration form.



Early Years Portal

Home Headcount 15 Hours Extended GBROW1ED 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).

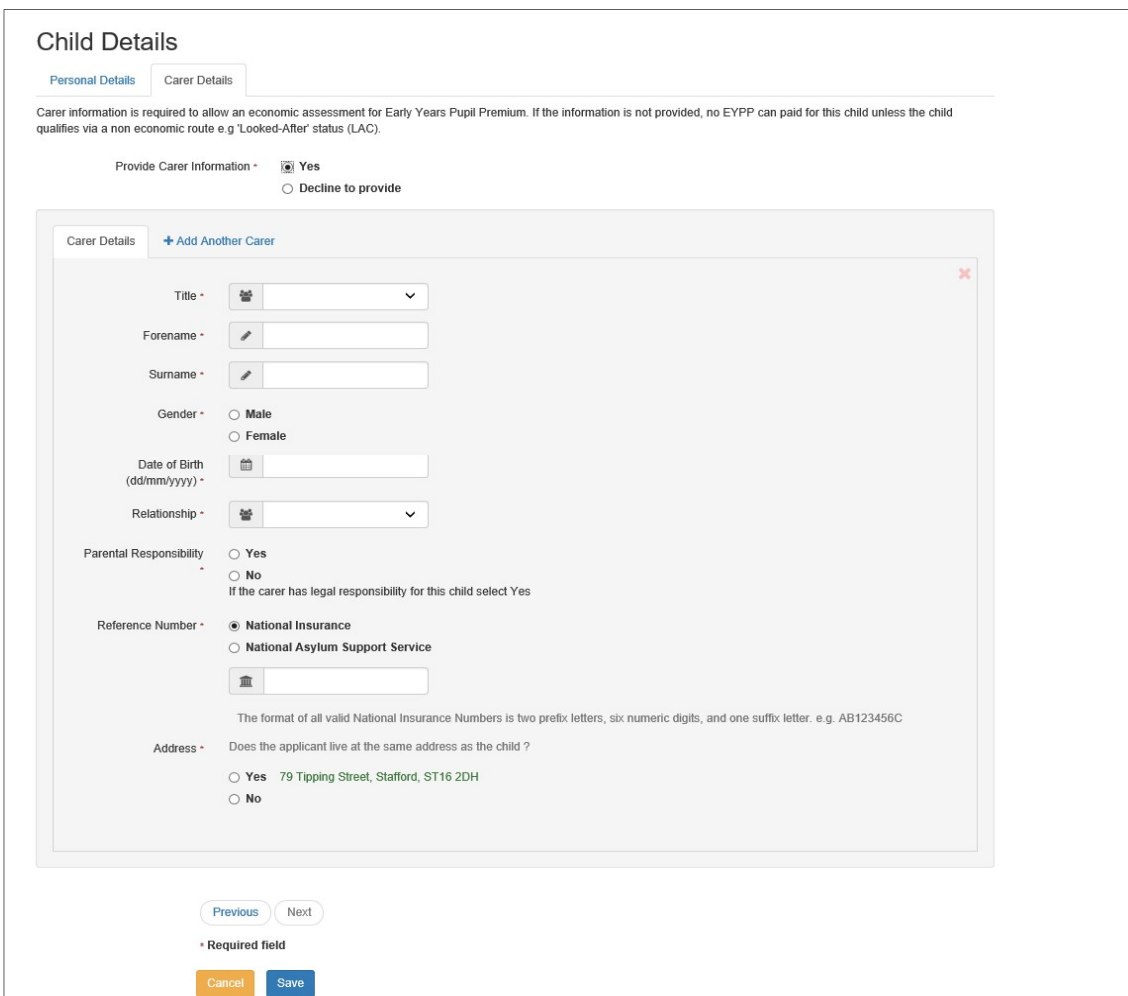
Provide Carer Information * ☐ Yes ☐ Decline to provide

Previous Next

* Required field

Cancel Save

Select Yes and complete the fields in the following Carer Details screen:



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

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 79 Tipping Street, Stafford, ST16 2DH ☐ No

Previous Next

* Required field

Cancel Save

Click  .

If the child is not found, you will be taken to the Child Details screen where you can enter the child's details. You can also do this by clicking [Add a new child](#) in the Child Found screen if the child shown is not the right one.

Complete all fields where possible, including the Address which you add by entering the Postcode and clicking [Find Address](#).

Click [Save](#).

The new child should now be showing on your Headcount Task.



Completing the Hours

To add the Hours against the children in the list click [Edit Headcount](#).

Edit the details as required:

- Enter Weeks Attended for term.
- Enter Total Hours Attended per week (funded and non-funded) to automatically calculate Hours Attended for term.
- Alternatively, enter Hours Attended for term to automatically calculate Total Hours Attended per week.
- Please Note:** Funded Hours Claimed per week and Funded Hours Claimed per term are automatically calculated. **Please check the funded hours calculated match those to be claimed on the newly signed parent declaration form. If you are not claiming the full entitlement, especially where there is shared funding, please update these fields manually.**

Note: You will need to ensure the Universal and Extended Hours claimed per week are amended as necessary to reflect the child's claim.

Home
Headcount
15 Hours Extended
GBROW1ED
Sign out


Edit - Headcount (Actual) for 2, 3 & 4 year olds
Status: Edited but not yet submitted
Deadline: 11 August 2017

SCC Sparkle Tots 2002 / SCC Sparkle Tots 2002 / Autumn Term 2017 (01 Sep 17 - 31 Dec 17)

Legal Name	Funding	Start Date	Leaving Date	Stretched Offer	Weeks Attended for term	Actual 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
					42.00	42.00	588.00	35.00	490.00	7.00	98.00
Test-Louise Brown	EH S	01/09/2017			14.00	15.00	210.00	15.00	210.00	0.00	0.00
Callum Test	N	01/09/2017	01/09/2017		0.00	0.00	0.00				
Gareth Tester		01/09/2017			14.00	5.00	70.00	5.00	70.00		
Gary Tester	EH	01/09/2017			14.00	22.00	308.00	15.00	210.00	7.00	98.00

Cancel
Save

Any amendments made will be shown in **Blue** text. **Green** text represents data carried forward from a previous Headcount Task.


Early Years Portal

Home
Headcount
15 Hours Extended
GBROW1ED
Sign out

Edit - Headcount (Actual) for 2, 3 & 4 year olds
Status: Edited but not yet submitted
Deadline: 11 August 2017


SCC Sparkle Tots 2002 / SCC Sparkle Tots 2002 / Autumn Term 2017 (01 Sep 17 - 31 Dec 17)

Legal Name	Funding	Start Date	Leaving Date	Stretched Offer	Weeks Attended for term	Actual 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
					42.00	42.00	588.00	31.00	434.00	11.00	154.00
Test-Louise Brown	EH S	01/09/2017			14.00	15.00	210.00	15.00	210.00	0.00	0.00
Callum Test	N	01/09/2017	01/09/2017		0.00	0.00	0.00				
Gareth Tester		01/09/2017			14.00	5.00	70.00	5.00	70.00		
Gary Tester	EH	01/09/2017		Yes (SO)	14.00	22.00	308.00	11.00	154.00	11.00	154.00

Cancel
Save

Note: Children in receipt of Stretched Funding should have the Stretched Offer column set to Yes (SO) and you must ensure that the correct stretched hours are entered in the Universal and Extended Hours columns.


Click [Save](#).


If you need to check or edit a child's details, you can click  to go to the Child Details and Carer Details screens.

If you want to export your Headcount Task, click [Download](#) to produce an Excel spreadsheet of the data.

Note: Your saved Headcount can be revisited and amended as often as you like up until the due date from My Tasks on you Headcount page.

Submitting the Headcount Task

When you have finished editing the children and hours on your Headcount Task, click .

You will then be presented with the 'Submission Declaration', Click .

Note: By selecting 'Confirm' you are agreeing to the agreeing the declaration statement

Submission Declaration

Certification

I confirm that the person with parental responsibility/legal guardians of each eligible child have signed the parental declaration form (Part B) of the Privacy Notice for the hours claimed for this term and understand their free entitlement is for 15 hours per week maximum. I have read the Local Conditions of Funding and agree to comply with them.

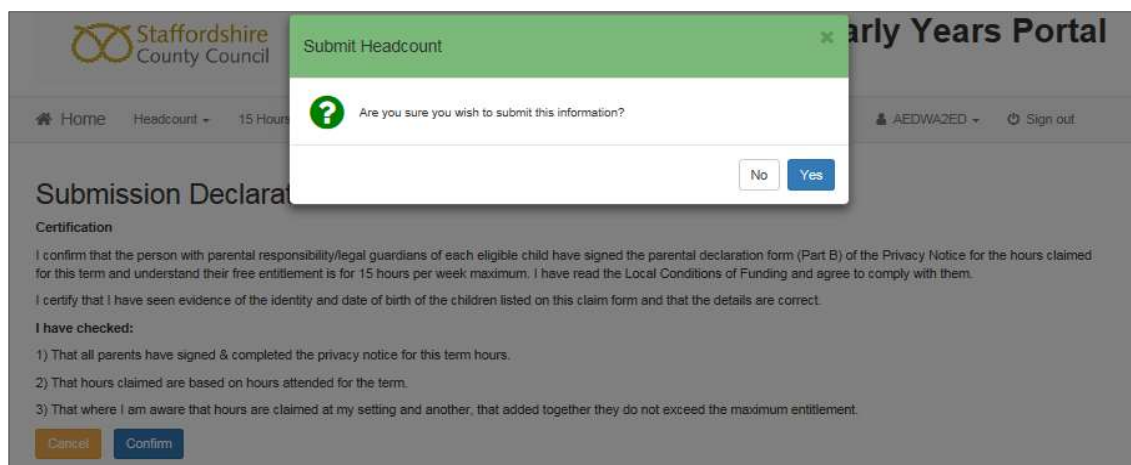
I certify that I have seen evidence of the identity and date of birth of the children listed on this claim form and that the details are correct.

I have checked:

- 1) That all parents have signed & completed the privacy notice for this term hours.
- 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.

You will now be asked if you would like to submit your headcount:



The screenshot shows the 'Early Years Portal' interface. A green header bar contains the 'Submit Headcount' title and a close button. Below it, a white dialog box with a green question mark icon asks 'Are you sure you wish to submit this information?' with 'No' and 'Yes' buttons. The background shows the 'Submission Declaration' form with the same certification and checklist as described above, and 'Cancel' and 'Confirm' buttons at the bottom.

Select 

'Attendance submitted successfully!' will appear at the top of your home page:



The screenshot shows the 'Early Years Portal' home page. At the top right, a green banner with a checkmark icon displays the message 'Attendance submitted successfully!'. The page includes the council logo, navigation links (Home, Headcount, 15 Hours Extended), a user profile (AEDWA2ED), and a 'Sign out' link.

Note: Your submitted Headcount can be amended following submission absolutely up until the due date from My Tasks on your Headcount page. However, this should only be done if absolutely necessary. Once the due date has passed you will not be able to make any changes to the Headcount.

