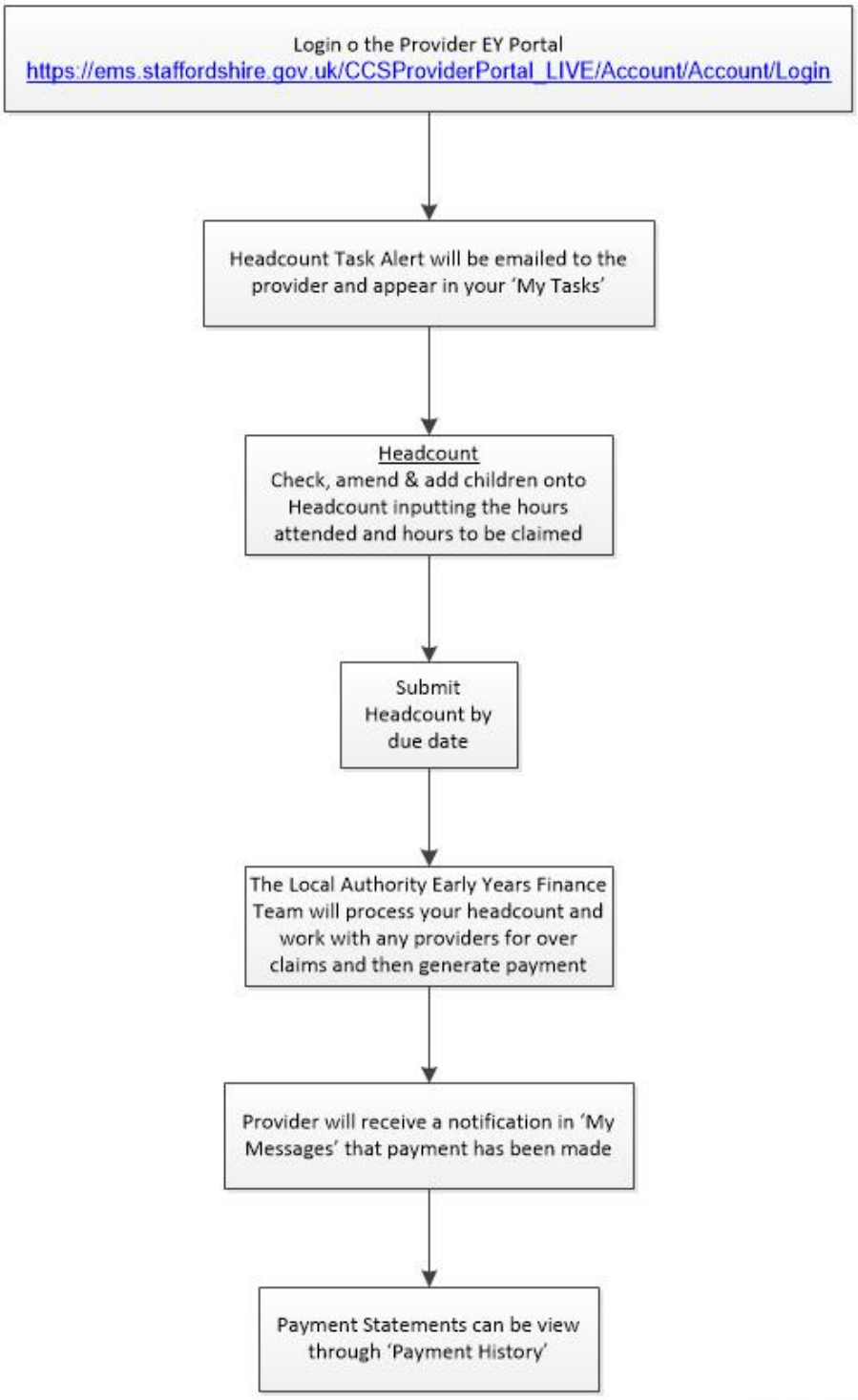
Staffordshire County Council

Staffordshire County Council

Headcount Process

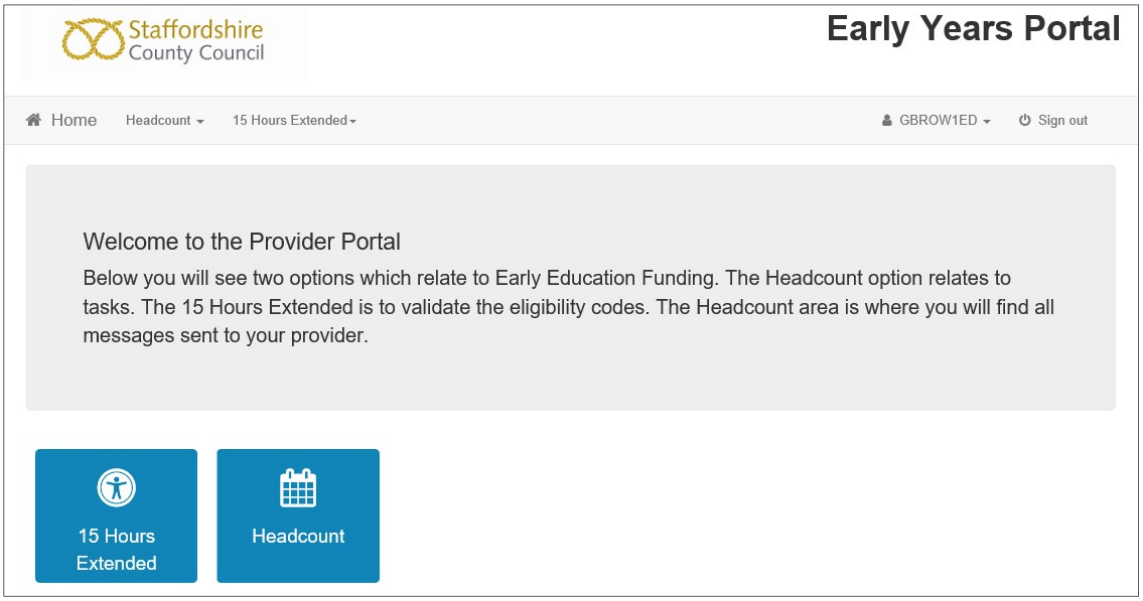
Each term you are required to complete two headcounts:
- Forecast
- Actual

Two payments will be made each term



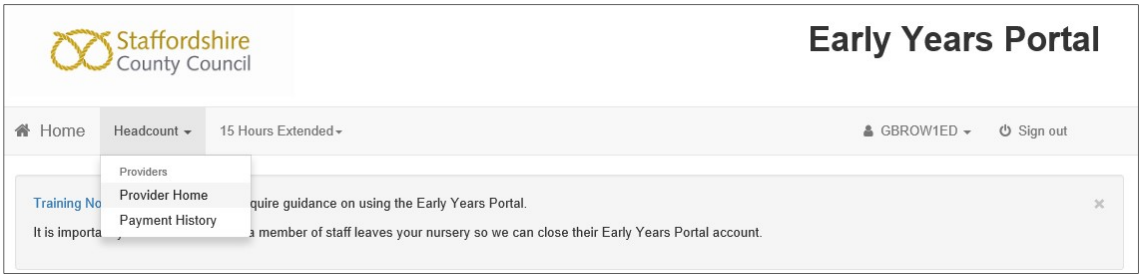
Headcount Home Page

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

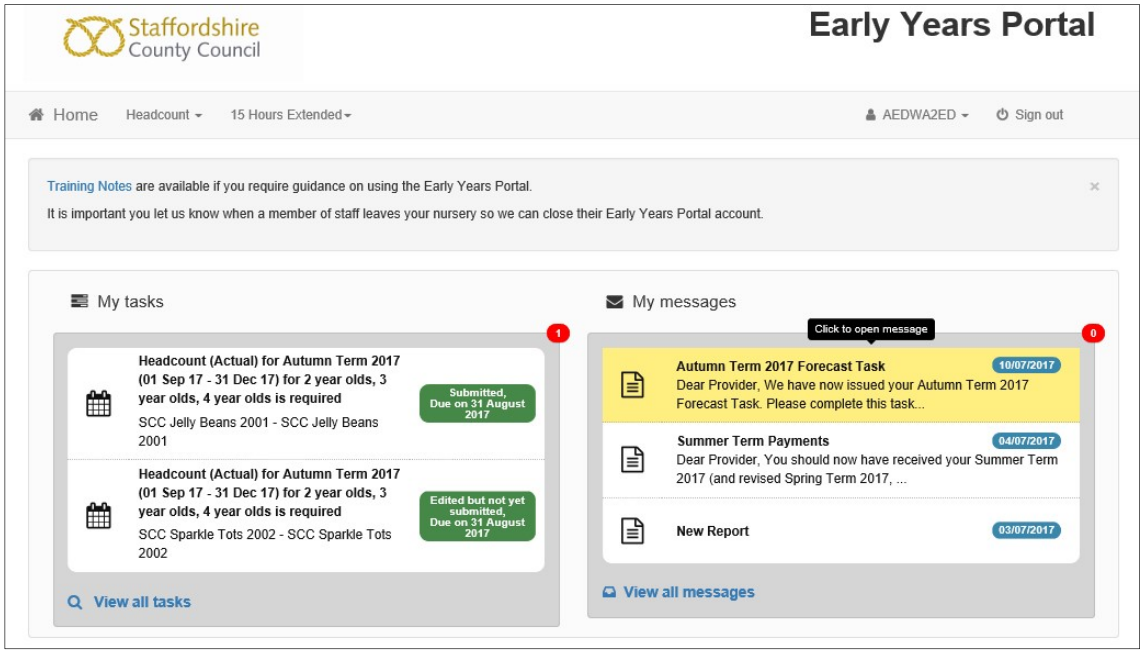


Click on the Headcount button to go to the Headcount Home Page.

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



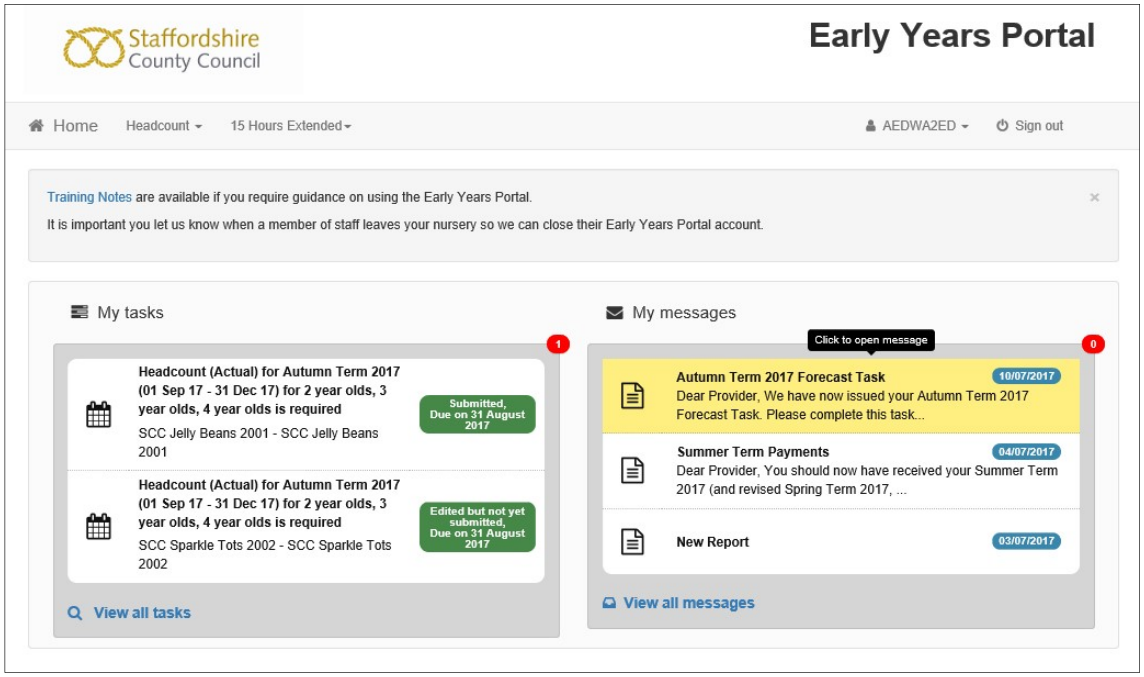
The Headcount Home Page is where you can access your Tasks and Messages.



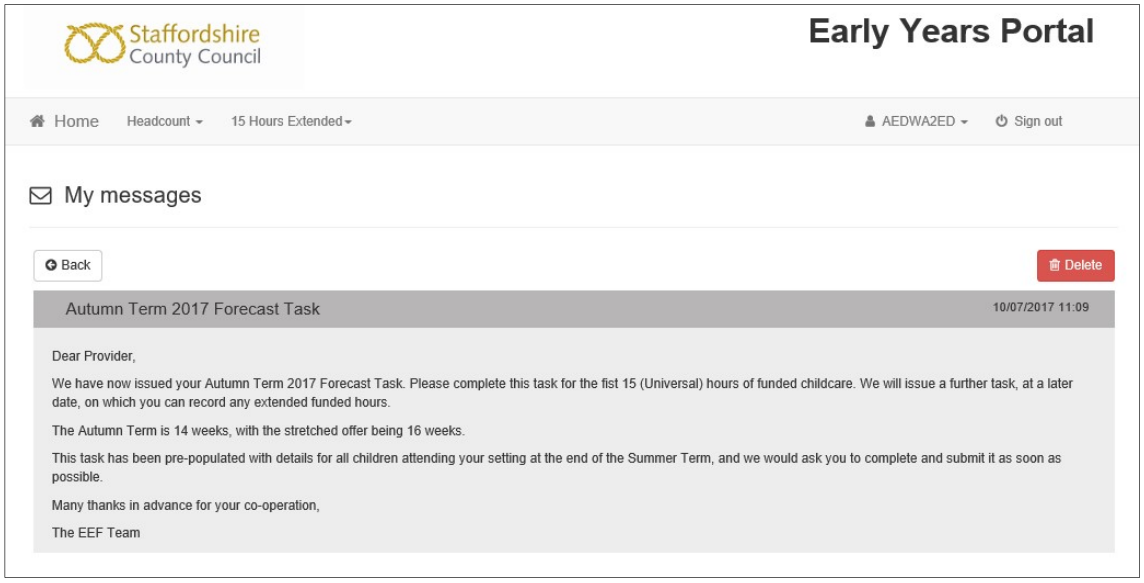
Messages

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.



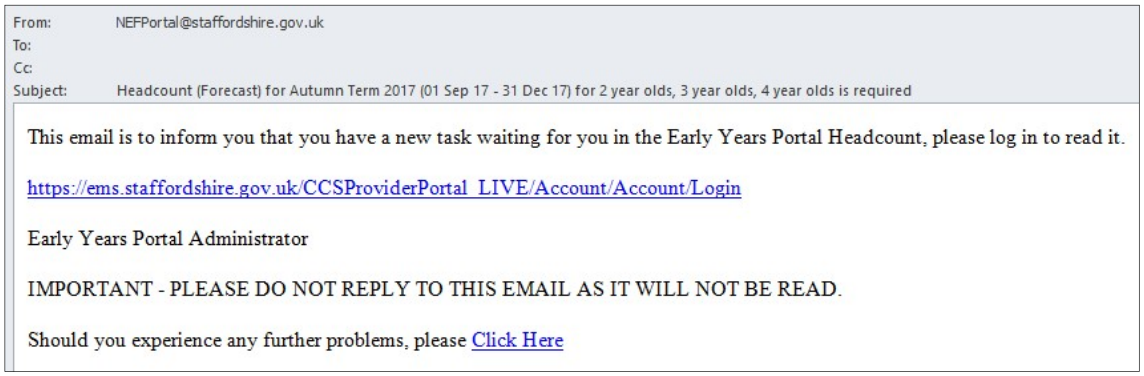
Clicking on a Message in the list allows you to read it, and delete if required.



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 .

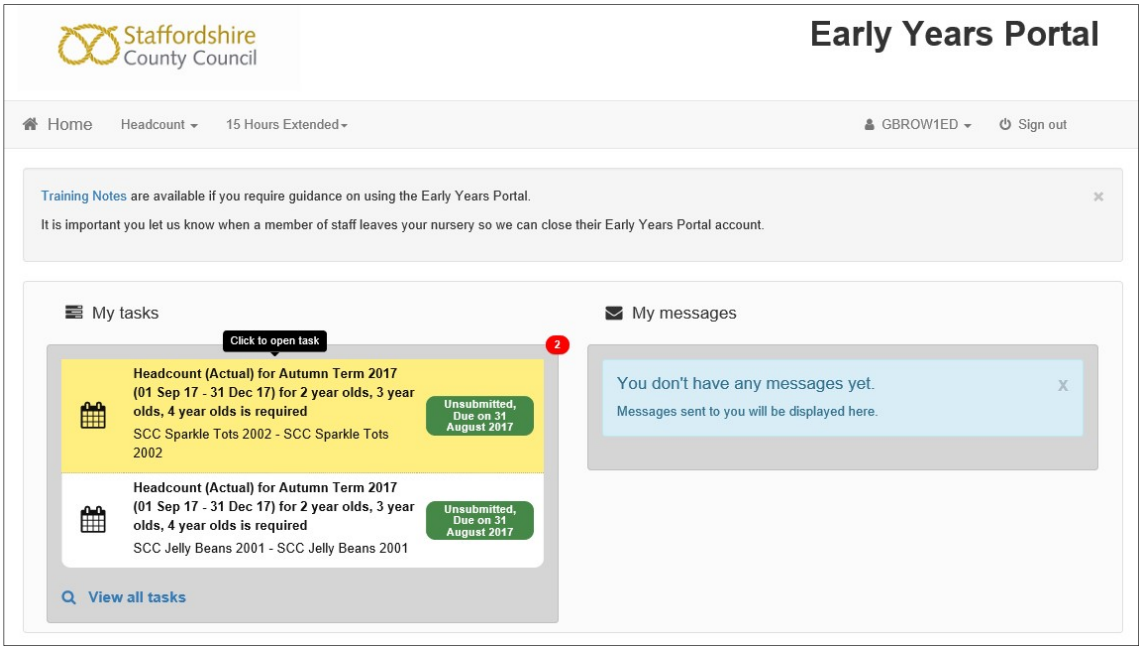
Tasks

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



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

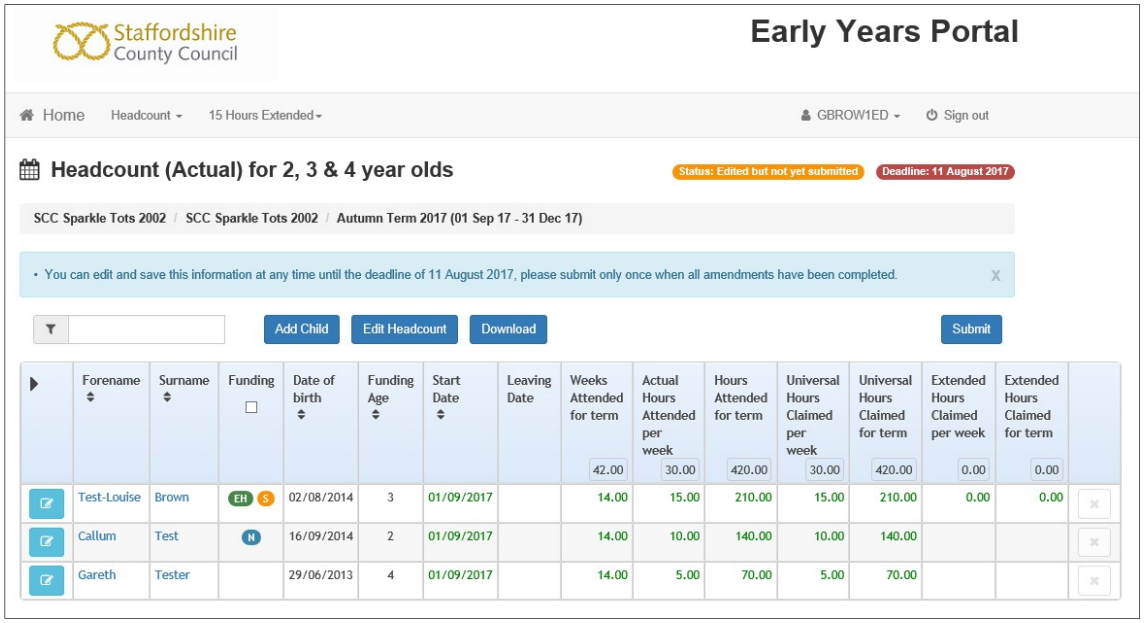
The red icon 2 shows how many Tasks are outstanding.



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.



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

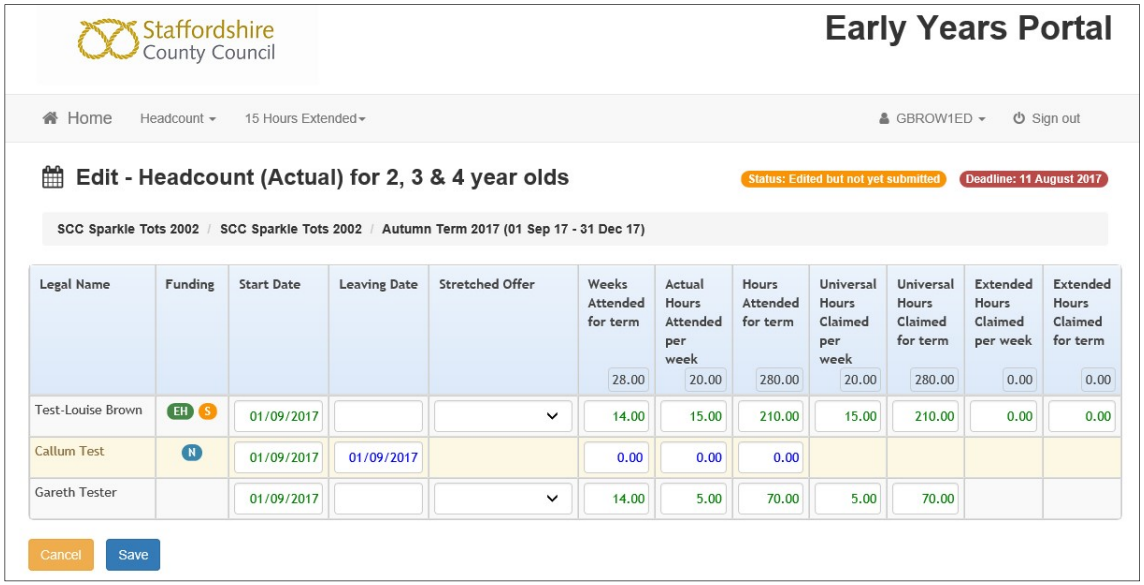
In order to complete the Headcount Task, you will need to:

- 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.

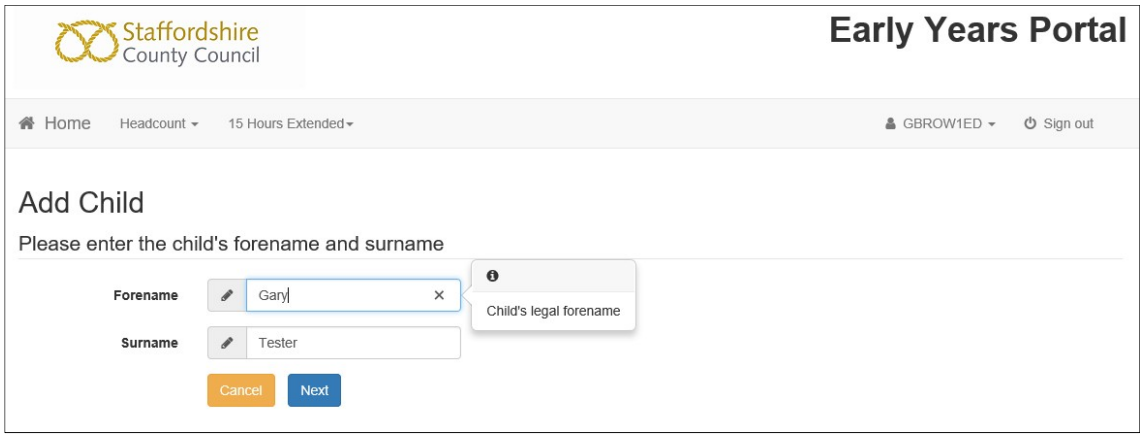


Note: When adding a leaving date, leave all the other columns blank for that child.

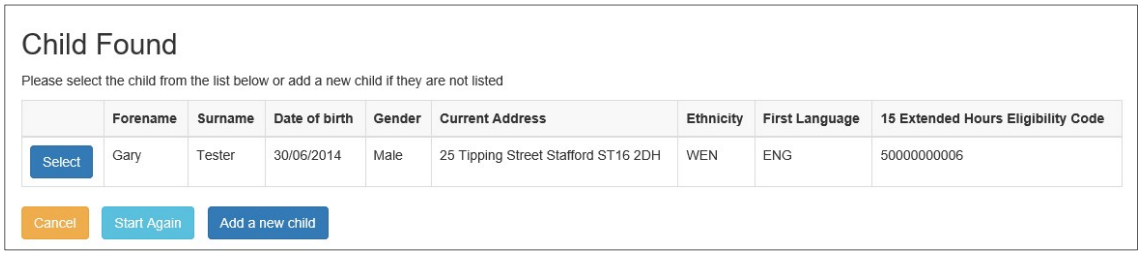
Click Save.

<u>Adding a child</u>

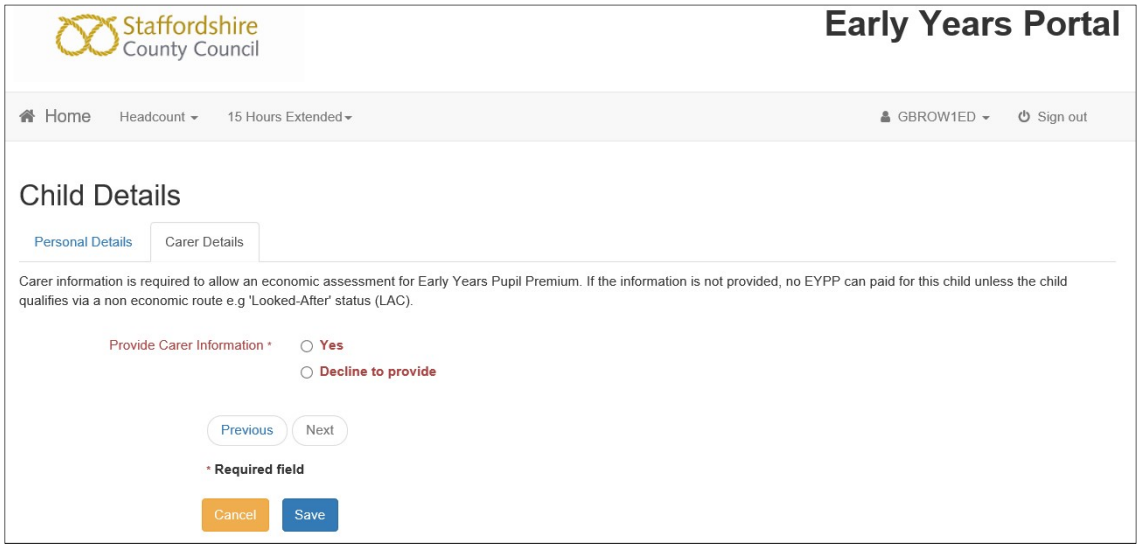
To add a child to your Headcount Task, click Add Child.
Fill in both the Forename and Surname with the child's legal names and click Next.



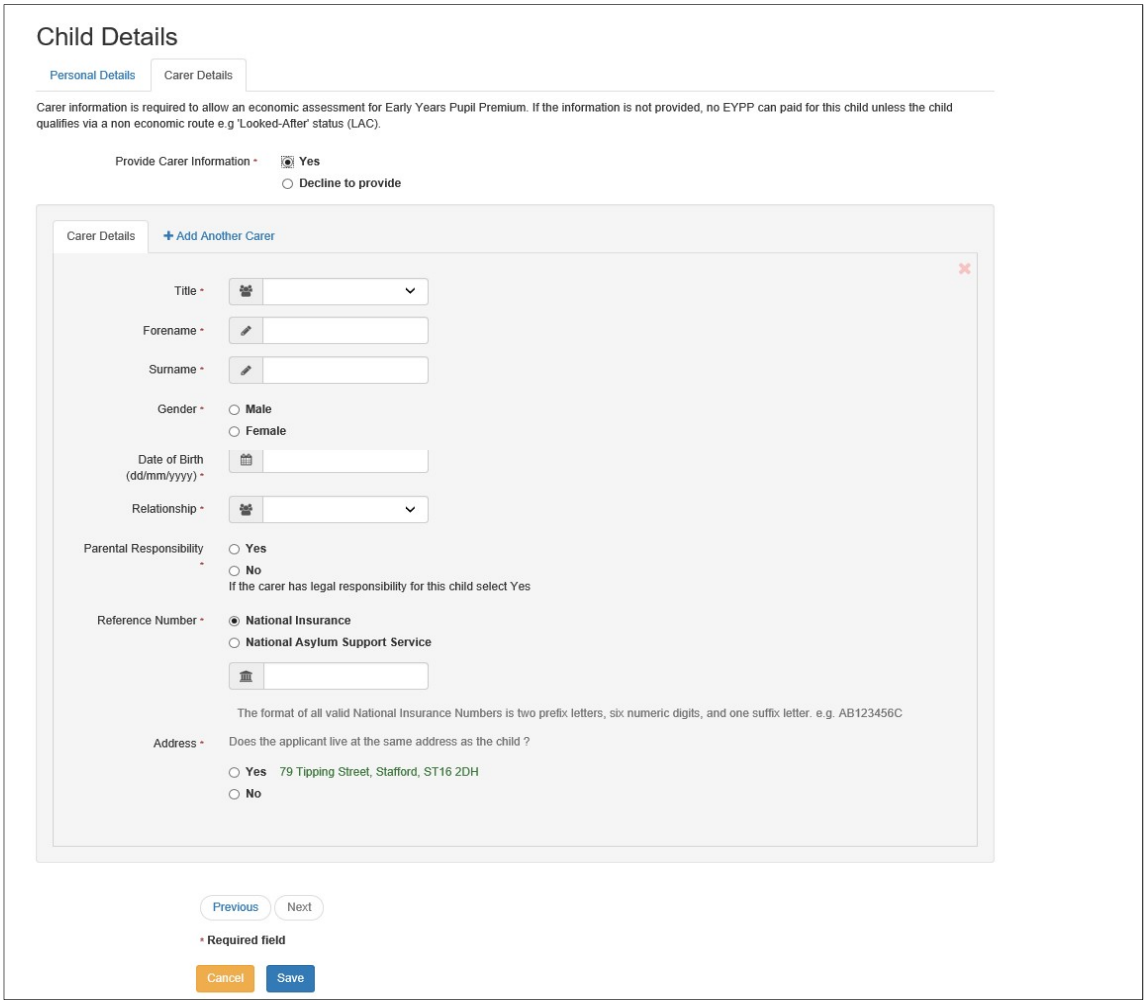
If the child is known in the system already, you will be able to add them by clicking Select.



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

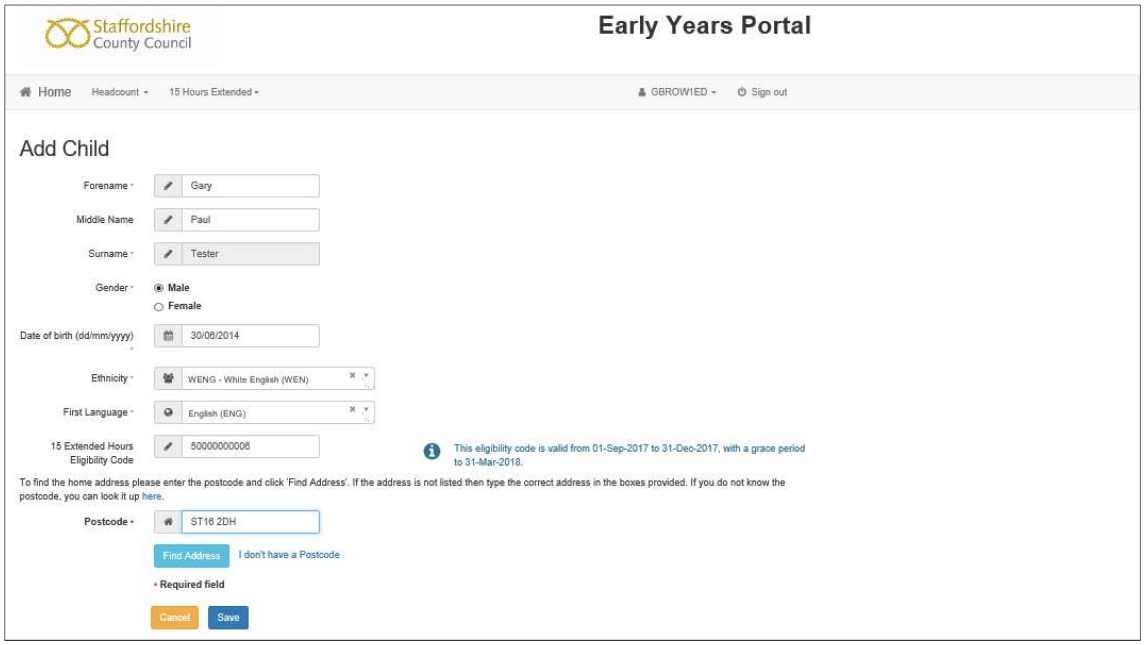


Select Yes and complete the fields in the following Carer Details screen:



Click Save .

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. The new child was added to the grid successfully !

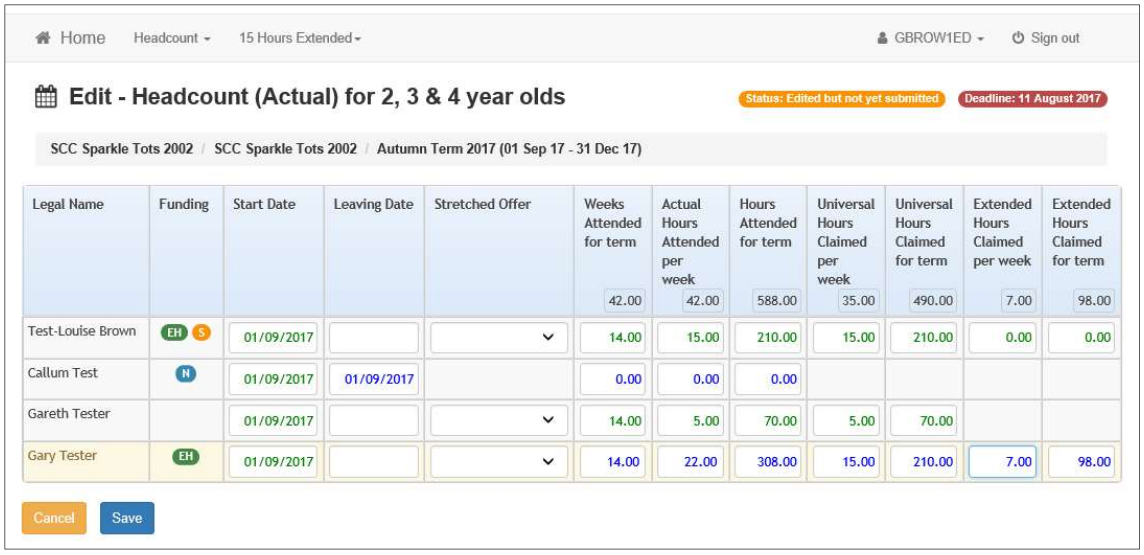
<u>Completing the Hours</u>

To add the Hours against the children in the list click Edit Headcount.

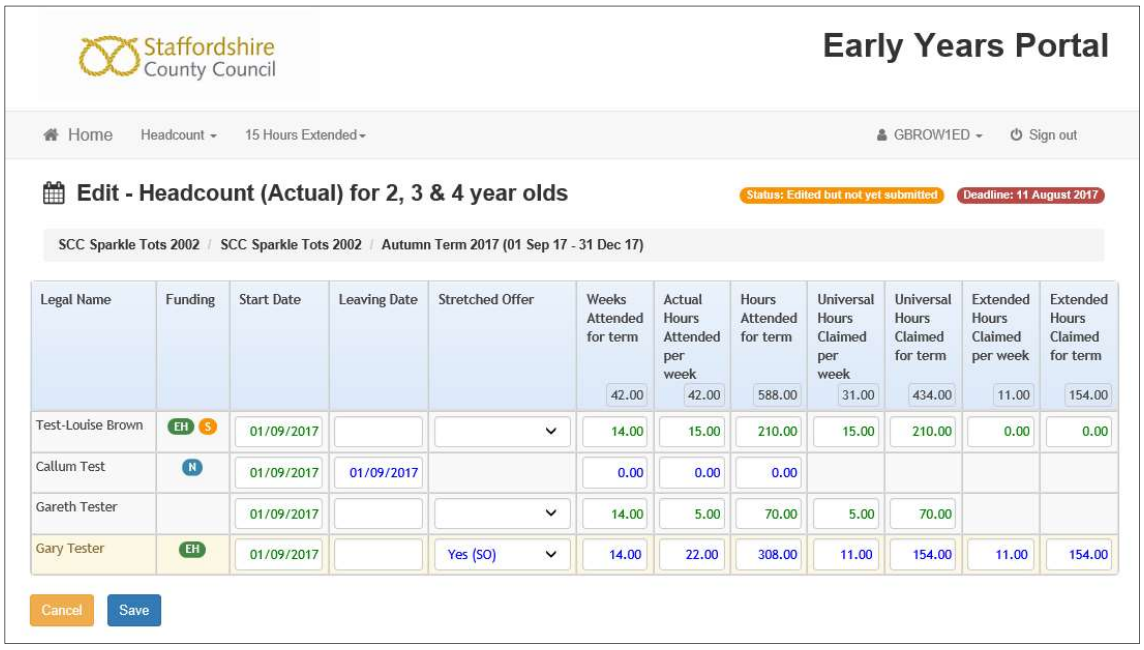
Edit the details as required:

a. EnterWeeks Attended for term.
b. Enter Total Hours Attended per week (funded and non-funded) to automatically calculate Hours Attended for term.
c. Alternatively, enter Hours Attended for term to automatically calculate Total Hours Attended per week.
d. **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.



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



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.

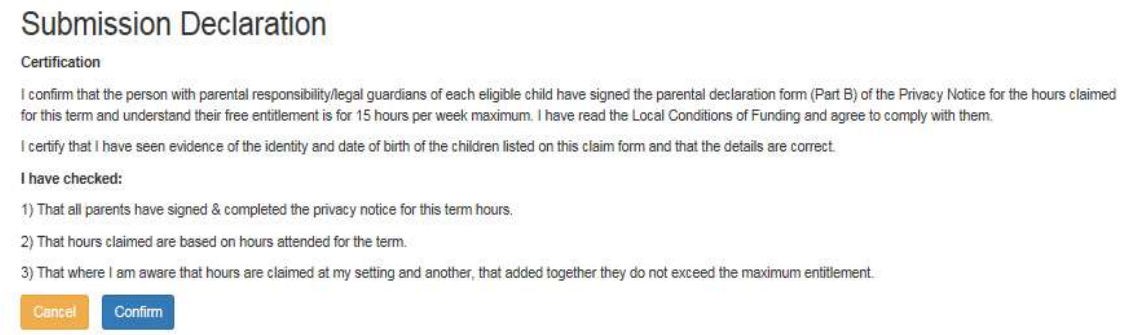
Note: Your saved Headcount can be revisited and amended as often as you like up until the due date from My Tasks on you Headcount page.

Submitting the Headcount Task

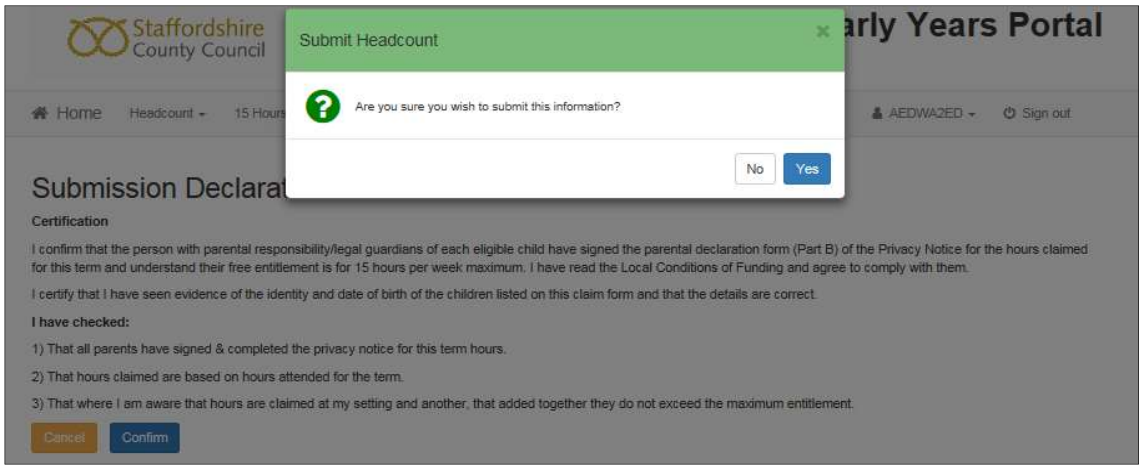
When you have finished editing the children and hours on your Headcount Task, click Submit .

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

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



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



Select Yes

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

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.