FAQ Completing Headcount

Including examples and troubleshooting

Contents

Checklist for Providers before submitting

- Children in reception classes should not be included. Any children that have moved into reception should have their leave date added to the system.
- Have I added all parent information for EYPP claims? Is this information accurate?
- Does the information in the portal match the school census file?
- Have I completed the funded hours in the appropriate area? i.e. is the child attending for the universal hours or the extended?
- Have I added all the funded children to the headcount task and completed the funded hours?
- Have I correctly recorded my children attending my setting flexibly?
- Have I checked the child's address? Is this the child's current address?
- Have I checked the SEN status is correct?
- If the child has left since the last census collection have I added an end date against that child?

Why do providers need to complete a headcount task?

All providers of EY education are required to engage in Together for Children's census in order to be funded for those children eligible to access the EY Free Entitlement.

The child-level early years census ensures that individual-level data on two, three and four-year old children in early years settings is available in a similar manner to that collected on children in mainstream schools via the school census. This enables a more accurate distribution of funding to schools and settings.

What are the census dates?

- Summer census - Third Thursday in May
- Autumn census - First Thursday in October
- Spring census - Third Thursday in January

The census will collect data on all children accessing free provision during census week.

How should I record the pupils name / personal details?

Full legal names should be provided. Please don't include shortened or familiar versions of names.

For schools personal information should match that which appears on the school MIS and as such the school census file.

How is the funding age calculated?

Children become eligible to claim a free early years place from the start of the term following their Second Birthday (if eligible) or third birthday.

A child born between 1 January and 31 March is entitled to claim from the start of the summer term

A child born between 1 April and 31 August is entitled to claim from the start of the autumn term

A child born between 1 September and 31 December is entitled to claim from the start of the spring term

Terms generally cover the following months

Summer - April - July, **Autumn** - September - December, **Spring** - January - March

TfC will not fund children that do not meet the correct age criteria.

** Any child within a school reception class should not be recorded on the provider portal**

Should I include a Leave Date for pupils where I'm already aware of this?

Leave dates should only be provided for pupils that have left the setting before census date.

Does the child attend for 42 weeks or more a year?

Children aged 3 and 4 years old attract additional funding if they attend your setting flexibly. A child is deemed flexible if they attend the setting for 42 weeks or more a year. It is your responsibility to ensure you are claiming the correct funding amount.

To claim the additional funding providers need to ensure that you've changed the 'Does the child attend for 42 weeks or more a year?' drop down to 'Stretched (YES)'. * Please see page 14 for useful assistance in recording Flexible/Stretched hours.

Which SEN codes should be used?

There are a number of codes available in the system. Some of the codes are historical but cannot be deleted from the system. Early Years census only allows for the use of the following codes:

Code	Description
N	No special educational need
E	Education, health and care plan
K	SEN support

Schools will need to ensure that the codes recorded in the portal match the codes in their MIS at the time of school census.

As part of quality checking the incoming data the TfC Performance Team will cross check any Statement or Education Health and Care Plan codes imported to ensure this is finalised with the SEN team.

What do I need to do claim Early Years Pupil Premium (EYPP)?

Any 3 and 4 year old children highlighted in RED will need to have either the Carer added or Declined for EYPP before the headcount task can be submitted. EYPP cannot be paid for children where this information is not provided or accurate.

Once submitted and processed through the system TfC will automatically check with HMRC to see if the family meet the criteria for EYPP:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit with an annual net earned income **not exceeding** £7,400

For those children who meet the following criteria a manual check will need to be carried out:

- they are currently being looked after by a local authority in England or Wales
- they have left care in England or Wales through:
    - an adoption
    - a special guardianship order
    - a child arrangement order

Paper applications forms for any children needing a manual check should be forwarded to Fis@togetherforchildren.org.uk

Please note that 4-year-olds in primary school reception classes who already receive the school-age pupil premium are not eligible for EYPP funding

How much funding does a provider receive for EYPP eligible children?

Children who are 3 and 4 and who meet the eligibility criteria will be funded at a rate of 53p an hour which equates to a maximum of £302.10 per annum (EYPP is paid for Universal hours only).

What is the maximum funded hours a child is entitled to this term?

A pupil can access a maximum of 570 universal hours and an additional 570 extended hours if eligible. TfC finance breaks the 570 hours down into the three terms:

Summer Term: 180 hours - (12 weeks in this term, the date range is 23/04/2019 to 19/07/2019)

Autumn Term: 210 hours - (14 weeks in this term, the date range is 03/09/2019 to 20/12/2019)

Spring Term: 180 hours - (12 weeks in this term, the date range is 06/01/2020 to 03/04/2020)

How can I record the funded hours?

Clicking 'Edit Headcount' will open but the boxes to allow data entry.

Where do I record the funded hours?

Providers need to ensure they are recording the hours they deliver in the appropriate area. The Provider Portal will try and help you complete the funded hours however this may not put the hours you deliver in the correct place.

Providers need to be aware if they are delivering the universal hours or the extended hours.

The maximum funded universal hours are 15 hours a week.

The maximum allowable funded childcare, inclusive of universal and if eligible the extended free hours is 30 hours.

Recording Universal Funded Hours

Universal Funded hours records:

- the number of free entitlement hours funded by the local authority for eligible 2 year old children at the provider,
- the number of **universal** free entitlement hours funded per week by the local authority for 3 and 4 year old children at the provider.

Any extended hours delivered should not be included within the Universal funded hours section

How do I record that a child only attends for the Extended Funded hours?

Where a child attends the setting for extended childcare hours only and therefore does not have any universal funded hours within the setting, universal funded hours of 0.00 must be entered in the universal funded hours field. This acts as confirmation that the child took their funded hours in another establishment.

How should I record the funded hours when children split their hours between providers?

Where a child splits their entitlement between two providers, each provider must record the number of funded hours on the Provider Portal. Each provider will be apportioned the amount of funding payable based on the number of funded hours accessed at each setting.

It is important that each provider completes the appropriate hours in the correct section of the headcount portal.

The system won't allow me to record the extended hours

There could be several reasons why the system won't allow you to record the extended hours.

1. The check was not carried out in the correct way. If the child is already on the headcount an existing child check should be carried out.

2. The name / DOB of the check doesn't match that on the portal. If this is the case you can do a new existing child check.

3. The child is not eligible for 30 hours childcare.

* Please also see page 13 for troubleshooting for Extended Hours.

I am delivering the child's full entitlement this term. How should I record this?

For the summer and spring term finance will fund a maximum of 180 universal hours and an additional 180 extended hours if eligible. If you are delivering the full entitlement (regardless of how you deliver this) you will need to record the weeks attended per term as 12 and the hours per week as 15.

For the autumn term finance will fund a maximum of 210 universal hours and an additional 210 extended hours if eligible. If you are delivering the full entitlement (regardless of how you deliver this) you will need to record the weeks attended per term as 14 and the hours per week as 15.

I've already submitted my headcount but now need to make a change. Can I resubmit?

You can resubmit your headcount at any point until the task deadline. If you do make a change to your data please ensure you hit the submit button again for the changes to take effect.

Completing Establishment information

For January census all PVI providers and Childminders will need to complete the establishment information which Together for Children will need to return to the Department of Education. Further information on this area will be supplied at census time.

Examples of Completed Headcount Tasks and Troubleshooting

You need to ensure that you complete the Headcount accurately in order for the correct funding to be claimed on this area will be supplied at census time.

You firstly need to be very clear about whether the children you are entering are accessing universal or extended hours. Please note, this is only for 3 & 4 year olds, as all 2 year olds can access universal hours only.

Completing the "*Weeks Attended*" and "*Usual Hours Attended*" columns will enable the system to automatically populate the "*Hours Claimed per week*" and "*Hours Claimed per term*" columns for the universal and/or the extended hours.
Please note however, that you may need to amend these automatically populated columns to ensure you are claiming the correct hours.

There are several scenarios below that may help. The screenshots included show what your headcount should look like for each of the scenarios.

Scenario 1: Child is attending for Universal Hours only
Child may either not be accessing any additional hours or may be accessing them at another setting. Ensure both the "*Extended hours*" columns are zero.

	Forename ⇕	Surname ⇕	Funding ☐	Date of birth ⇕	Funding Age ⇕	Start Date ⇕	End Date	Weeks Attended for term (12 term time only, 13 max incl. school holidays)	Usual Hours Attended per week	Universal Hours Claimed per week (max 15)	Universal Hours Claimed for term (max 180)	Extended Hours Claimed per week (Max 15)	Extended Hours Claimed for term (Max 180)	
								12.00	15.00	15.00	180.00	0.00	0.00	
✎	Kevin	Fulwell	PP EH	31/12/2013	4	01/09/2017		12.00	15.00	15.00	180.00	0.00	0.00	✖

Scenario 2: Child is attending for extended hours only
Child may be accessing the universal hours at another setting. Ensure both the "*Universal Hours*" columns are zero.

	Legal Forename ⇕	Legal Surname ⇕	Funding ☐	Date of birth ⇕	Funding Age ⇕	Start Date ⇕	Leave Date (if on or before 31/08/18)	Does the child attend for 42 weeks or more a year? ⇕	* Weeks Attended for term	Usual Hours Attended per week	Universal Hours Claimed per week (max 15)	Universal Hours Claimed for term (max 180)	Extended Hours Claimed per week (Max 15)	Extended Hours Claimed for term (Max 180)	
									24.00	30.00	15.00	180.00	15.00	180.00	
✎	Donald	Duck	EH	19/06/2015	3	01/09/2018	31/12/2018	Stretched	12.00	15.00	0.00	0.00	15.00	180.00	✖

Scenario 3: Child is attending for the full universal and full extended hours (30 hours per week)
All columns should be completed.

Legal Name	Funding	Start Date	End Date	Does the child attend for 42 weeks or more a year?	Weeks Attended for term (12 term time only, 13 max incl. school holidays)	Usual Hours Attended per week	Universal Hours Claimed per week (max 15)	Universal Hours Claimed for term (max 180)	Extended Hours Claimed per week (Max 15)	Extended Hours Claimed for term (Max 180)
					12.00	30.00	15.00	180.00	15.00	180.00
Kevin Fulwell	PP EH	01/09/2017		⌄	12.00	30.00	15.00	180.00	15.00	180.00

Scenario 4: Child attends for 20 hours per week but setting is only claiming for 15 hours
(Parent may be paying for the additional 5 hours per week). This could relate to either universal or extended hours.

If the "*Usual Hours Attended per week*" are more than 15, the system automatically populates the "*Universal hours Claimed per week*" column with the maximum 15 and puts the remaining hours into the "*Extended Hours Claimed per week*" column (see below).

12.00	20.00	15.00	180.00	5.00	60.00

You will need to manipulate these figures depending on what you are claiming for.

Legal Name	Funding	Start Date	End Date	Does the child attend for 42 weeks or more a year?	Weeks Attended for term (12 term time only, 13 max incl. school holidays)	Usual Hours Attended per week	Universal Hours Claimed per week (max 15)	Universal Hours Claimed for term (max 180)	Extended Hours Claimed per week (Max 15)	Extended Hours Claimed for term (Max 180)
					12.00	20.00	0.00	0.00	15.00	180.00
Kevin Fulwell	PP EH	01/09/2017		⌄	12.00	20.00	0.00	0.00	15.00	180.00

Example below has two children entered – one child claiming extended hours only and the other universal hours only.

	Legal Forename	Legal Surname	Funding ☐	Date of birth	Funding Age	Start Date	Leave Date (if on or before 31/08/18)	Does the child attend for 42 weeks or more a year?	* Weeks Attended for term	Usual Hours Attended per week	Universal Hours Claimed per week (max 15)	Universal Hours Claimed for term (max 180)	Extended Hours Claimed per week (Max 15)	Extended Hours Claimed for term (Max 180)	
									24.00	30.00	15.00	180.00	15.00	180.00	
✎	Donald	Duck	EH	19/06/2015	3	01/09/2018	31/12/2018	Stretched	12.00	15.00	0.00	0.00	15.00	180.00	✕
✎	Test	Duck		19/06/2016	2	01/09/2018			12.00	15.00	15.00	180.00			✕

As shown on all the examples/scenarios above the "*Weeks Attended for term*" and the "*Usual Hours Attended per week*" columns have been completed. These should **always** be

completed, unless it is an interim task and then the "*Usual hours attended per week*" column is not displayed.

Potential errors on your completed Headcount Task.

Please see examples below.

1. **Example A: A non-funded 2 year old**
   If you include a child on your task that is not eligible for funding you should not add funded hours against them, but you can add the weeks attended for term and hours that they attend your setting. Example below shows "*Weeks Attended for term*" and the "*Usual Hours Attended per week*" columns completed you must manually remove any hours in the "*Usual Hours Attended per week*" and the "*Universal Hours Claimed per week*" columns as the child is not eligible for 2 year old funding

▶	Legal Forename ⇕	Legal Surname ⇕	Funding ☐	Date of birth ⇕	Funding Age ⇕	Start Date ⇕	Leave Date (if on or before 31/08/18)	Does the child attend for 42 weeks or more a year? ⇕	* Weeks Attended for term	Usual Hours Attended per week	Universal Hours Claimed per week (max 15)	Universal Hours Claimed for term (max 180)	Extended Hours Claimed per week (Max 15)	Extended Hours Claimed for term (Max 180)
									96.00	97.01	52.01	624.12	30.00	360.00
✎	Anna	Duck		01/03/2017	2	01/04/2019			12.00	15.00	0.00	0.00		

   Example B: A non-funded 2 year old who has been included on a previous headcount task.

   You will not be able to add funded hours against them, but you can add the weeks attended for term and hours that they attend your setting example shown is in Edit Headcount mode where you can only complete "*Weeks Attended for term*" and the "*Usual Hours Attended per week*" columns

Legal Name	Funding	Start Date	Leave Date (if on or before 31/08/18)	Does the child attend for 42 weeks or more a year?	* Weeks Attended for term	Usual Hours Attended per week	Universal Hours Claimed per week (max 15)	Universal Hours Claimed for term (max 180)	Extended Hours Claimed per week (Max 15)	Extended Hours Claimed for term (Max 180)
					84.00	82.01	52.01	624.12	30.00	360.00
Test Duck	S N	01/09/2018		⌄	12.00	0.00				

2. A child eligible for extended hours - the "*Weeks attended for term*" and "*Usual Hours Attended per week*" columns have been completed but all the universal and extended columns are zero – this means no funded hours are being claimed and none will be paid.

Legal Forename	Legal Surname	Funding	Date of birth	Funding Age	Start Date	Leave Date (if on or before 31/08/18)	Does the child attend for 42 weeks or more a year?	* Weeks Attended for term	Usual Hours Attended per week	Universal Hours Claimed per week (max 15)	Universal Hours Claimed for term (max 180)	Extended Hours Claimed per week (Max 15)	Extended Hours Claimed for term (Max 180)
								108.00	112.01	67.01	804.12	30.00	360.00
Anna	Duck	EH	01/03/2016	3	01/04/2019			12.00	15.00	0.00	0.00	0.00	0.00

3. The child is eligible for extended hours – only the "*Weeks Attended per term*" column has been completed. All other columns are zero which means no funded hours have been claimed and none will be paid.

Legal Forename	Legal Surname	Funding	Date of birth	Funding Age	Start Date	Leave Date (if on or before 31/08/18)	Does the child attend for 42 weeks or more a year?	* Weeks Attended for term	Usual Hours Attended per week	Universal Hours Claimed per week (max 15)	Universal Hours Claimed for term (max 180)	Extended Hours Claimed per week (Max 15)	Extended Hours Claimed for term (Max 180)
								108.00	97.01	67.01	804.12	30.00	360.00
Anna	Duck	EH	01/03/2016	3	01/04/2019			12.00	0.00	0.00	0.00	0.00	0.00

4. A child is eligible for universal hours - the "*Weeks Attended for term"* and "*Usual Hours Attended per week"* columns have been completed but the other columns are zero – this means no funded hours are being claimed and none will be paid.

Legal Forename	Legal Surname	Funding	Date of birth	Funding Age	Start Date	Leave Date (if on or before 31/08/18)	Does the child attend for 42 weeks or more a year?	* Weeks Attended for term	Usual Hours Attended per week	Universal Hours Claimed per week (max 15)	Universal Hours Claimed for term (max 180)	Extended Hours Claimed per week (Max 15)	Extended Hours Claimed for term (Max 180)
								108.00	112.01	67.01	804.12	30.00	360.00
Anna	Duck		01/03/2016	3	01/04/2019			12.00	15.00	0.00	0.00		

5. A child is eligible for universal hours - the "*Weeks Attended for term*" column is blank, therefore even though the "*Usual Hours Attended per week"* and the "*Universal Hours Claimed per week*" have been completed the "*Universal Hours Claimed for term*" column is zero meaning no funded hours have been claimed and none will be paid.

Legal Forename	Legal Surname	Funding	Date of birth	Funding Age	Start Date	Leave Date (if on or before 31/08/18)	Does the child attend for 42 weeks or more a year?	* Weeks Attended for term	Usual Hours Attended per week	Universal Hours Claimed per week (max 15)	Universal Hours Claimed for term (max 180)	Extended Hours Claimed per week (Max 15)	Extended Hours Claimed for term (Max 180)
								84.00	97.01	67.01	624.12	30.00	360.00
Anna	Duck		01/03/2016	3	01/04/2019			0.00	15.00	15.00	0.00		

6. A child is believed to be eligible for extended hours – the "*Extended Hours Claimed per week"* and the "*Extended Hours Claimed for term"* columns are not open. You

will need to check your Expiration Dashboard to check the child's eligibility, e.g. child's date of birth or 30 hour code start and end dates.

	Legal Forename ⇕	Legal Surname ⇕	Funding ☐	Date of birth ⇕	Funding Age ⇕	Start Date ⇕	Leave Date (if on or before 31/08/18)	Does the child attend for 42 weeks or more a year? ⇕	* Weeks Attended for term	Usual Hours Attended per week	Universal Hours Claimed per week (max 15)	Universal Hours Claimed for term (max 180)	Extended Hours Claimed per week (Max 15)	Extended Hours Claimed for term (Max 180)
									96.00	97.01	67.01	804.12	30.00	360.00
🖉	Anna	Duck		01/03/2016	3	01/04/2019			0.00	0.00	0.00	0.00		
	Daisy	Duck		01/02/2017	2	01/04/2019			12.00	15.00	15.00	180.00		

In some circumstances it will be correct to leave a child's funded hours at 0:

- A 2-year-old child is attending a setting, but they are not eligible for funding, e.g. parent is paying for childcare.
- The child is attending your setting, but parents are claiming funded hours at an alternative setting, therefore the parent would be paying you for childcare.
- The child was at your setting but has moved on, in this case an end date should be provided.

Once you have completed the task you need to ensure any columns left at 0 have a specific reason, otherwise you need to make the necessary amendments.

Troubleshooting for Extended Hours

If you are offering extended hours and your task will not allow you to complete the extended columns you need to check the child's 30-hour code is valid.

Below are some possible reasons why you cannot enter extended hours:

- The eligibility end date and the grace period have expired. This means that the child is not eligible for this term. They would only become eligible for next term if the parent reconfirmed before the next cut-off date.

- The parent did not obtain their eligibility code before the term cut-off dates:
  - 31st March to be eligible for Summer Term
  - 31st August to be eligible for Autumn Term
  - 31st December to be eligible for Spring Term.
  - N.B. these dates apply regardless of the school term start dates

- If the code has expired but is still in the grace period, the child would only be eligible for hours in this term if they were accessing extended hours at your setting in the previous term. Children cannot start or move placements while in their grace period.

- You are completing an Interim Task and are still waiting for a valid code as it has not been issued or reconfirmed. In this instance once the code information has been received and validated in the portal, their hours can be included in the actual task and any appropriate adjustments will be made to your payments. **Please do not add Extended hours in the Universal hours columns.**

- The eligibility and grace period dates look right but the columns are still not open, check the child's date of birth. The child must have turned 3 by the same dates as the application cut off dates regardless of the date the term starts, e.g. term starts 23rd April, child is 3 on 2nd April – the child would not be able to take up a place until the Autumn Term.

If you are offering extended hours for any of your children and you are unable to complete the information in the extended hours section, please see if it could be one of the above issues and try to resolve this however for some of these issues it is likely the child will not be eligible for funding.

If you are unable to resolve the issue, please do not add extended hours into the universal columns but contact us for assistance instead. The 30 hours free childcare dashboard on the Portal should also assist you in determining any issues with eligibility.

If you require any additional guidance please select the contact us link at the bottom of the provider portal page and you will be able to access several user guides to assist you or alternatively ring the appropriate team.

Support for recording Hours taken flexibly

Because the Local Authority funds for 38 weeks in an academic year, working out how to enter the 'actual' attendance' on Headcount to ensure you are funded correctly can be quite complex.

If the child attending your setting flexibly **does not** take up the full entitlement you need to work out how many hours their attendance equates to for the 38 funded weeks.

This is worked out by multiplying the number of weeks they attend by the number of hours per week which equals the total number of hours they need to be funded. Then divide this by 38 to give you the number of hours you should enter on your headcount.

This will mean that the hours they attend per week on your claim would be higher than the hours they actually attend per week but would ensure you claim the correct amount of funding for the whole financial year.

Some example scenarios:

1. Parent knows they want 48 weeks childcare over the year but not sure how many hours they would be entitled to:

A) Child eligible to full 30 hours:

1140 hours / 48 weeks = 23.75 hours per week (max)

B) Child accessing 15 hours only (universal or extended):

570 hours / 48 weeks = 11.87 hours per week (max)

2. Parent knows they need 12 hours per week but not sure how many weeks they would be allowed:

   A) 570 hours / 12 hours per week = 47.5 weeks (max)

3. Parent wants 25 hours per week for 50 weeks of the year. This is very specific, and you need to find out if this is within their allowance or if they need to pay for extra hours. They are eligible for universal and extended hours.

25 hours per week X 50 weeks = 1250

Parent can only claim a maximum of 1140 hours over the 3 terms, therefore the parent needs to pay for the additional 110 hours.

For all of the above scenarios – you would claim the MAXIMUM, i.e. 15 hrs per week for either 12 or 14 weeks.

1. Parent wants 10 hours childcare per week for 50 weeks of the year.

10 X 50 – 500 which is less than the max allowed. Divide this by the 38 funded weeks

500 / 38 = 13.16

It is really important to know that this information has been produced as a **guide** to support you in completing your Headcount correctly. If you are not sure about how to record hours flexibly, please contact us to help you through the process as we will be unable to amend mistakes after a task has closed