

# FAQ Completing Headcount

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## 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 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. 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)'.

### 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
S	Statement
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 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 [Sophie.Maddison@togetherforchildren.org.uk](mailto:Sophie.Maddison@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 £302.10 per annum.

### 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 16/04/2018 to 13/07/2018)

**Autumn Term:** 210 hours - (14 weeks in this term, the date range is 03/09/2018 to 14/12/2018)

**Spring Term:** 180 hours - (12 weeks in this term, the date range is 07/01/2019 to 05/04/2019)

### 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 a number of 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 don'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.

## 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 need to resubmit your data please contact us on 0191 561 1357 before you do this.

## 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.