



LONDON BOROUGH OF
HARROW

Harrow Early Years Provider Portal Guidance

April 2026



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Introduction

This document contains user guidance to help you access the Provider Portal to view, check and submit the following:

- 9 month - 23 month old Funding
- 2 year old Funding
- 3 and 4 year old Funding
- Working Family Eligibility Checker

Providers can also view payment breakdowns.

And to submit a 2 year old funding eligibility check form.

Some additional forms will be required outside of the portal, which forms part of the overall claims process; these can be found on the Harrow website.

- Disability Access Fund Form (DAF)
- SEND Inclusion Funding Form
- Parent/Carer Declaration Form
- Provider Declaration Form
- Quality Supplement Application Form

Important Information Before Claiming

Parent/Carer Declaration Form

As providers, it is your responsibility to:

- Ensure that you have a signed parent declaration form in place for all children that you are making a claim for. If you do not have a signed agreement/contract in place you do not have consent from the parent/carer to make a claim.
- Ensure parents/carers are made aware of any notice periods at the point of registration. These notice periods will not be part of the funding unless the child is in attendance for the whole period.
- View proof of the child's date of birth i.e., copy of birth certificate/passport. We will perform periodic audits to verify that details submitted correspond to claim information held on the portal.

Security

The Provider Portal is a secure system. In order to maintain this, the following guidelines need to be followed:

- Keep your login details secure.
- Do not share your login details with anyone else.
- Ensure you log-out of the Portal whenever it is not in use to protect against unauthorised access and potential data loss. The system will automatically log out after a period of inactivity.

For a full and complete guide to the funding process please refer to the Handbook for Early Years Providers. This includes:

- Key Funding Dates
- General Data Protection Regulations (GDPR)
- Privacy Notice
- Appeals
- Complaints

Please read this document before submitting any information, as this will help you understand the process of logging into the Provider Portal and submitting your headcount and supplementary claims correctly.

If you have any issues accessing the Provider Portal, please contact FIS via email fis@harrow.gov.uk or call 020 8901 2690 (option 2)

Supplements for all funding entitlements		
Key Action	Steps to Submit	Information
EYPP	Complete the parent/carer section of the child record and tick the EYPP box	Refer to page 35 in this Provider Portal guidance document.
Quality Supplement Form	Complete and return the quality supplement form to FIS	To be submitted annually in the summer term, should you wish to access this supplement. Application form can be found on our webpage
Flexibility Supplement	Automatically applied	Captured from information supplied in your Spring Term Early Years Census.
IDACI Supplement	Automatically applied	Captured from the LSOA using the child's postcode (if a child is eligible for this, their record will have IDACI recorded on the 'weightings' tab.
Inclusion Funding	Information and application guidance can be found on our webpage	
Disability Access Funding (DAF) (If applicable)	Complete and return a DAF form securely to FIS together with a copy of the current DLA letter	Information and application guidance can be found on our webpage

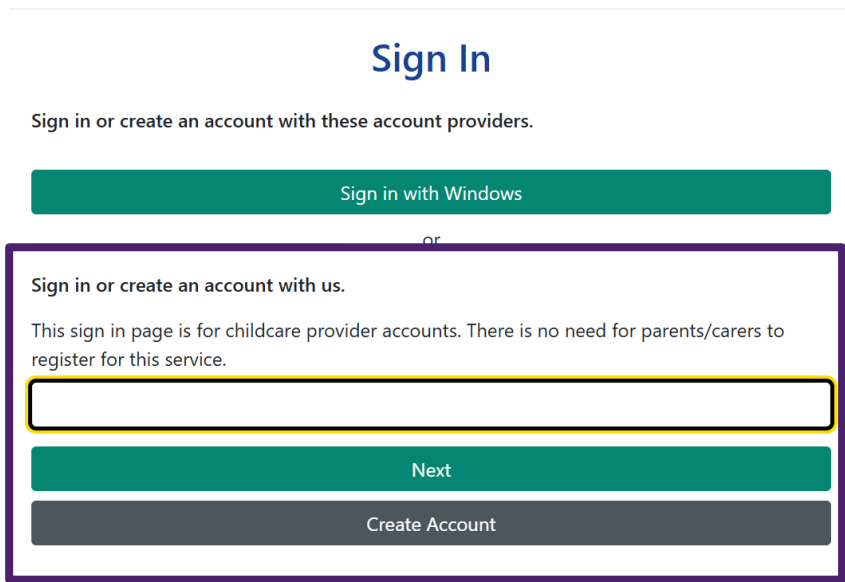
Managing your Login

Logging in for the first time

You can access the portal by clicking this [link](#) or by copying this link into your internet browser [Sign In - Synergy \(servelec-synergy.com\)](http://servelec-synergy.com).

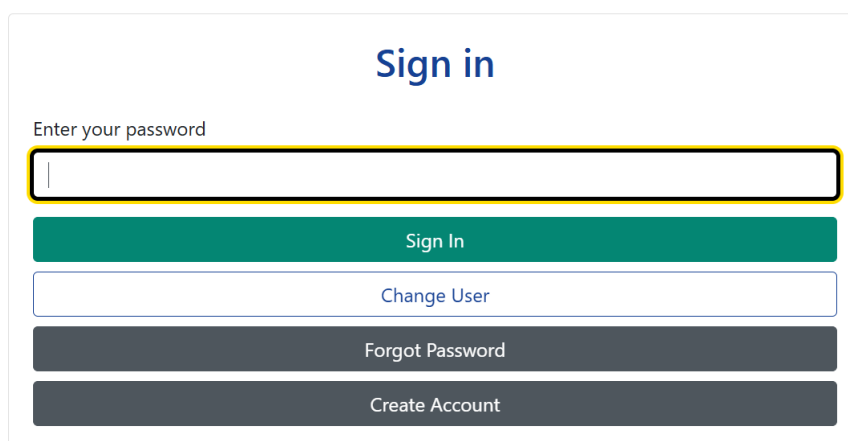
The link above will take you to the **'Sign In'** screen.

Step 1: Type in the username provided by FIS



The screenshot shows the 'Sign In' page. At the top, it says 'Sign In' in blue. Below that, it says 'Sign in or create an account with these account providers.' There is a green button labeled 'Sign in with Windows'. Below this, there is a purple box containing the text 'Sign in or create an account with us.' and 'This sign in page is for childcare provider accounts. There is no need for parents/carers to register for this service.' Inside the purple box, there is a yellow-bordered input field for a username, a green 'Next' button, and a grey 'Create Account' button.

Step 2: Type in the password provided by FIS and select sign in



The screenshot shows the 'Sign in' page. At the top, it says 'Sign in' in blue. Below that, it says 'Enter your password'. There is a yellow-bordered input field for a password. Below this, there are four buttons: a green 'Sign In' button, a white 'Change User' button, a grey 'Forgot Password' button, and a grey 'Create Account' button.

Step 3: You will then be taken to a 'reset password' screen, where you can reset your password following the password policy below and select change password.

Reset password

New Password *

Confirm Password *

Please confirm your password

Change Password

To change your password:

Please follow this password policy criteria to create new password.

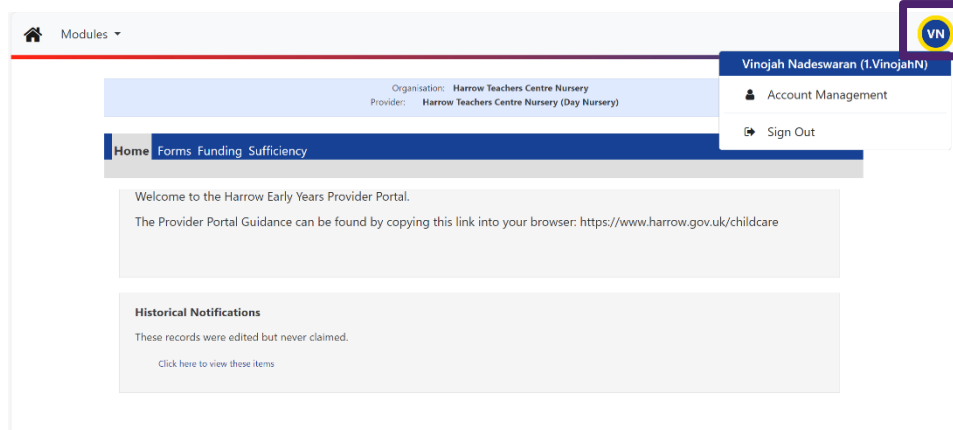
- Cannot be the same as the username
- Must be a minimum of 8 characters in length
- Must contain at least one alphabetic character
- Must contain at least one number
- Must contain a special character (! \$ % ^ & * () : ; @ # -)
- Must contain at least one capital letter

If you have any issues logging into the system, please contact FIS by email fis@harrow.gov.uk or call us on 0208 901 2690 (option 2).

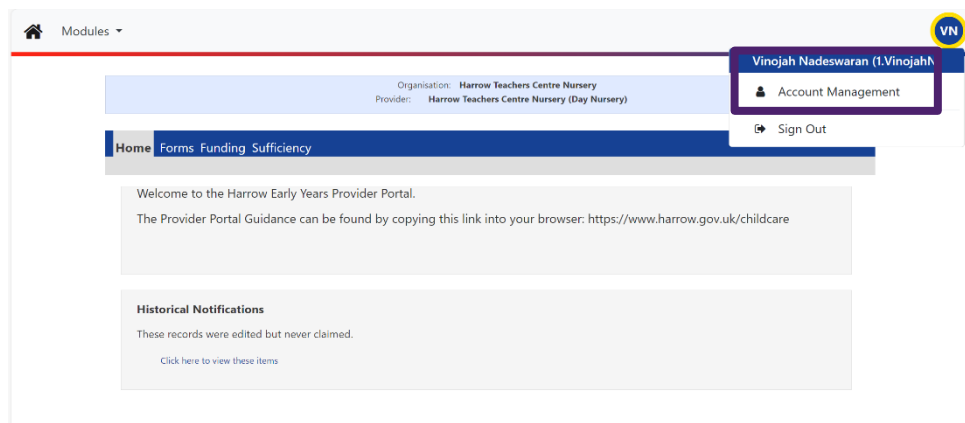
Authentication Questions

The first time you login, you need to reset all three authentication questions to personalise these settings because without resetting these questions, you will not be able to secure the funding access. The temporary questions and answers (which will be set by FIS) will be sent to you via email with your login details. Once you create your answers to the questions, you will be asked to answer a question at random each time you select the Funding tab.

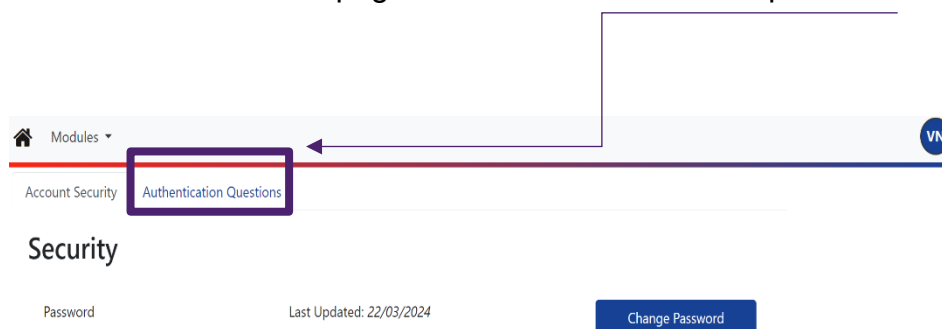
Step 1: To change your answers to the authentication questions, click your initials as shown.



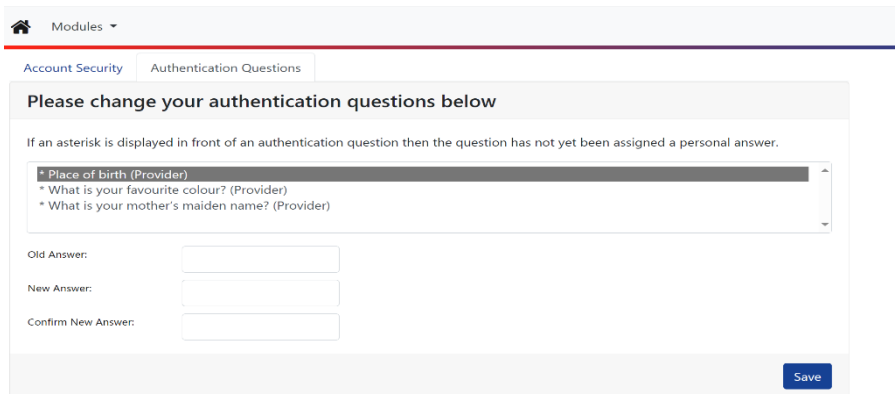
Step 2: Select Account Management



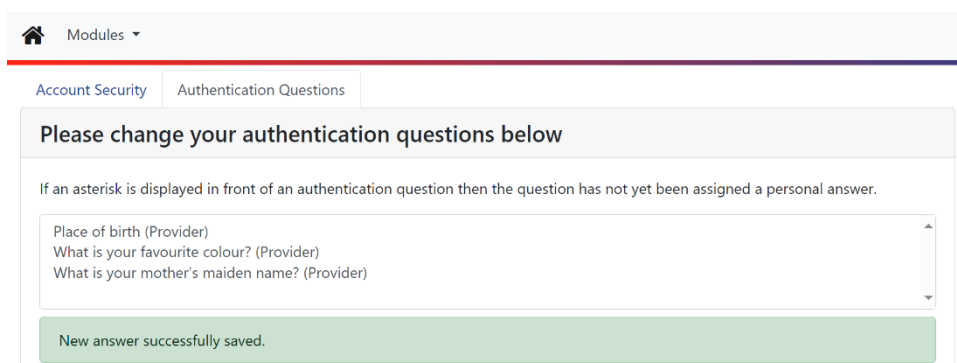
Step 3: You will be taken to this page and click authentication questions



Step 4: Click on each question and fill in the field with the old answer that the FIS team emailed you and your new answer then click save.



Once you have selected save, you will see a notification confirming your new answer was successfully saved.

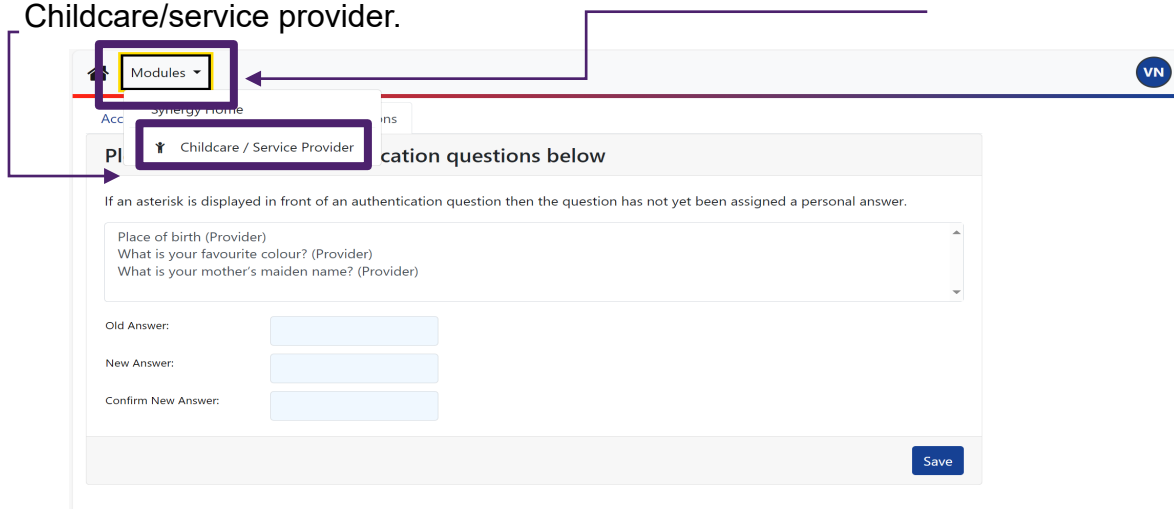


Note: A ‘*’ against any of the questions means that the Authentication Question has not yet been set.

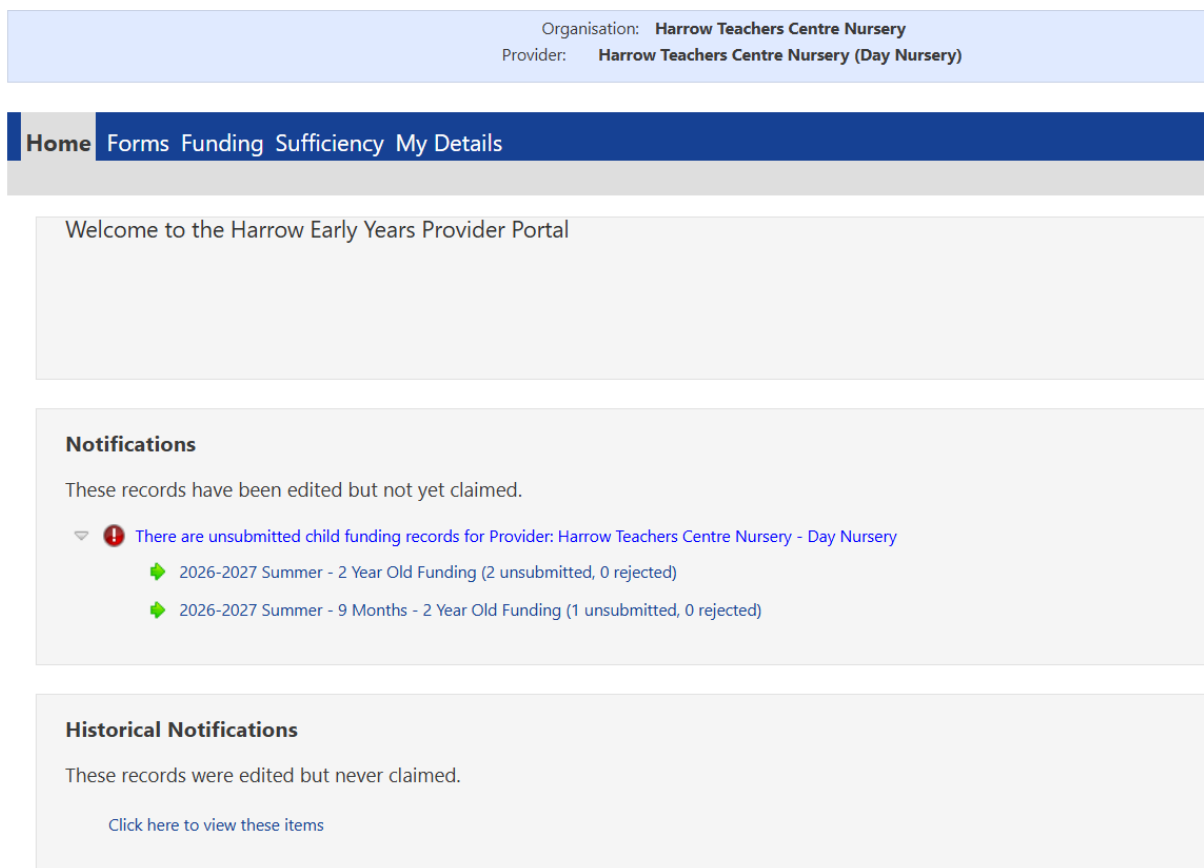
You can change your authentication questions at any point. In order to do this, you will need to edit your user settings. At the top right-hand side of the screen select 'User Name'.

Once selected, the screen will default to display the 'Change Password' tab, if you have already changed your password, you do not need to do anything on this screen; then Click on the '**Authentication Questions**' tab.

Step 5: to go back to the funding and headcount page, click modules and select Childcare/service provider.

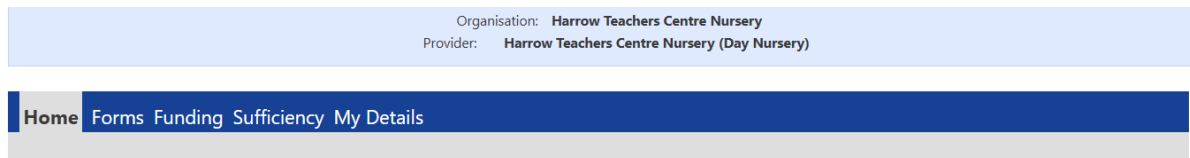


This would bring you the main home screen of the portal for your setting.



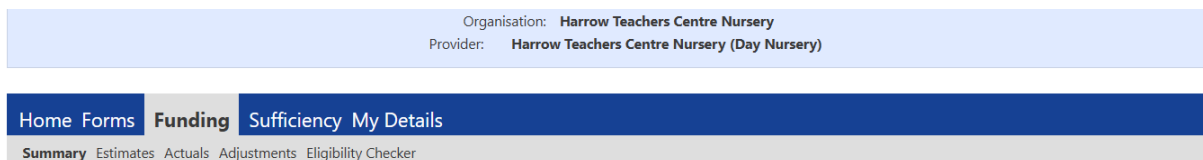
Navigating the Home Screen

Navigation Tabs



The portal is divided into three main tabs:

- **Home** – your main dashboard
- **Forms** – where you can complete the Disadvantaged 2 year old eligibility check form
- **Funding** – where you submit headcount data
- **My Details** – where you must submit the census details prior to adding your claims



Inside the Funding tab, there are five sub-tabs available:

- **Summary** – overview of each funding entitlement breakdown
- **Estimates** – where you submit the estimates
- **Actuals** – where you submit the actual funding claims
- **Eligibility Checker** - tool to carry out on-screen checks for working parent entitlements

Submitting the estimates

The interim payment is calculated based on the estimates submitted before the start of term. You will need to provide your estimated number of funded hours per week for each term in advance of the term's start date. The dates for submitting these estimates will be outlined in your funding timetable and an email will be sent.



Submit Estimate: 2026-2027 Summer - 2 Year Old Funding [CHANGE](#)

Number of Weeks for this Term
Estimate Number of Funded Hours Per Week for this Term There are 2,145.00 Hours in this Term
Please enter both numbers, click 'Calculate', then 'Send Claim'

- Select the estimates tab and select the age group accordingly
- Do not change the number of weeks, even if you are stretching the hours, leave the number of weeks as it is (***if hours are stretched, you will be able to adjust the number of weeks when submitting the actuals***).

Calculating the estimated funded hours

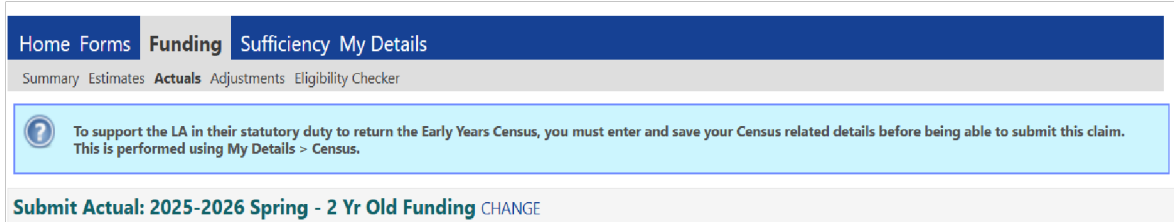
Expected number of funded hours multiplied by expected number of funded children per week: e.g. (3 children x 15 hours) + (4 children x 30 hours) = 45 hours + 120 hours. The number of hours to enter on the portal will be 165 hours.

- Enter the total for all children expected to attend your setting that term, then select 'Calculate'
- Once complete, select 'Send Claim'
- A confirmation notification will appear on screen to show your submission was successful
- Estimates can be viewed, amended and re-submitted whilst the submission dates remain open. Separate estimates will need to be completed for each funding type (9 month +, 2 year old and 3 and 4 year old).
- Once the Estimate submission date has passed, the 'Estimates' screen for that term will show a summary of what was submitted.

Submitting Termly Census

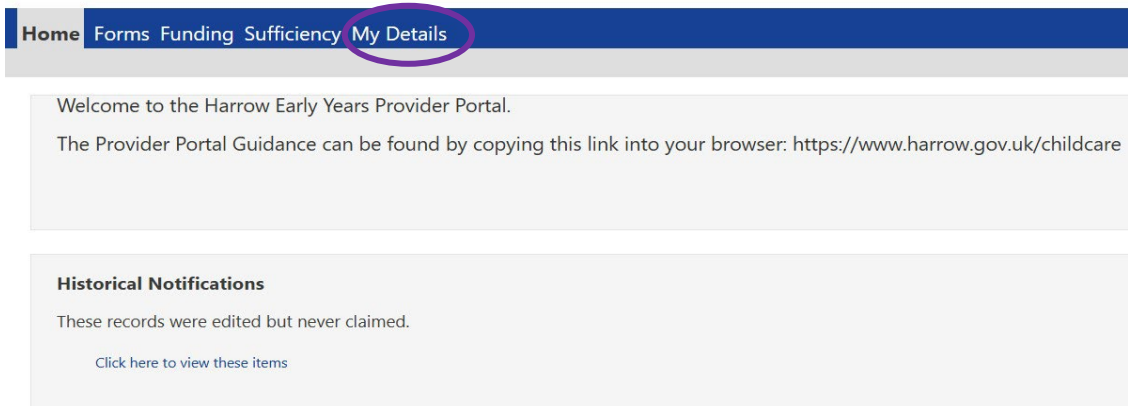
Early years census will now be submitted via the portal and on a termly basis.

1. You will need to submit the census before submitting your funding claims. If you go into Funding to submit your claims, you will see the message below.



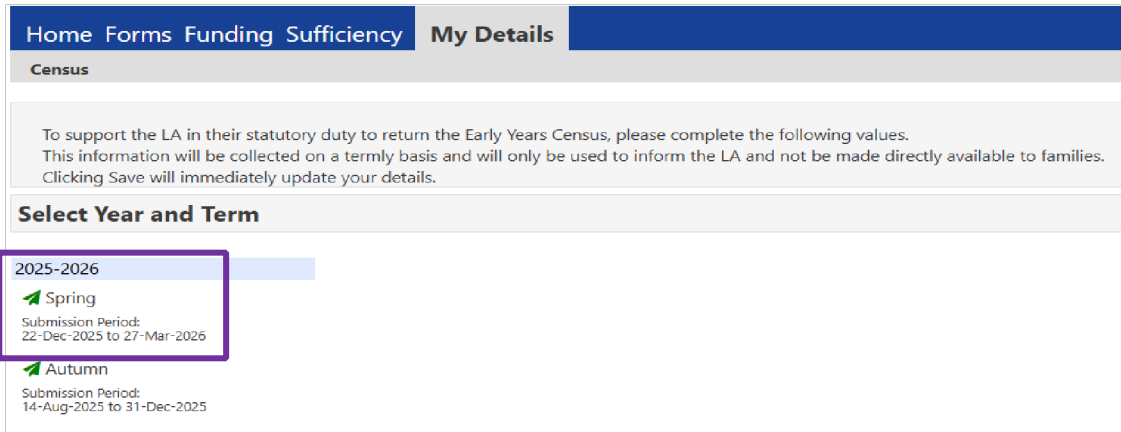
The screenshot shows the 'Funding' tab selected in the navigation menu. Below the menu, there is a light blue message box with a question mark icon. The message reads: 'To support the LA in their statutory duty to return the Early Years Census, you must enter and save your Census related details before being able to submit this claim. This is performed using My Details > Census.' Below the message box, there is a link: 'Submit Actual: 2025-2026 Spring - 2 Yr Old Funding CHANGE'.

2. Once you login to the portal, select 'My details'.



The screenshot shows the 'My Details' tab selected in the navigation menu. Below the menu, there is a welcome message: 'Welcome to the Harrow Early Years Provider Portal. The Provider Portal Guidance can be found by copying this link into your browser: https://www.harrow.gov.uk/childcare'. Below this, there is a section titled 'Historical Notifications' with the text: 'These records were edited but never claimed. Click here to view these items'.

3. Select the current term you are going to be submitting the claims for.



The screenshot shows the 'Census' section selected in the navigation menu. Below the menu, there is a message: 'To support the LA in their statutory duty to return the Early Years Census, please complete the following values. This information will be collected on a termly basis and will only be used to inform the LA and not be made directly available to families. Clicking Save will immediately update your details.' Below the message, there is a section titled 'Select Year and Term' with two options: '2025-2026 Spring' (Submission Period: 22-Dec-2025 to 27-Mar-2026) and 'Autumn' (Submission Period: 14-Aug-2025 to 31-Dec-2025). The '2025-2026 Spring' option is highlighted with a purple box.

4. Please complete the form accordingly and select save to submit

Census for 2026-2027 - Summer

2026-2027

Summer

Submission Period:
26-Mar-2026 to 31-Aug-2026

Child Statistics

Number of under 1 year olds*

2

Number of 1 year olds*

1

Number of 2 year olds*

2

Number of 3 year olds*

2

Number of 4 year olds*

2

Fill in the number of children in each age group.

Ensure that these numbers add up to the first question (total staff at provider who work with children aged 5).

If you have done this incorrectly, you will get the message below.

'Number of qualified and unqualified staff cannot be greater than the total number of staff.'

Establishment Characteristics

Work in partnership with a maintained school?*

Yes No

Number of weeks per year that the early years setting is open (1.0-52.0)*

52.0

Staff Information

Total staff at provider who work with children aged under 5 (at least 1)

8

Number of staff with a full and relevant early years level 2 qualification

1

Number of staff with a full and relevant early years level 3 qualification and not in a managerial role

1

Number of staff with a full and relevant early years level 3 qualification and in a managerial role

1

Number of staff with qualified teacher status

1

Number of staff with early years professional status

1

Number of staff with early years teacher status

1

Number of staff without a full and relevant early years qualification (excluding volunteers)

1

Number of staff with a level 3 early years special educational needs coordinator qualification or SENCO national profession qualification (NPQ)


1

If a staff member holds multiple qualifications (e.g. Level 2/ Level 3), they should be classified under the highest qualifications only, not both.

- Once you select **Save** after completing the form, the following message will appear. This confirms that you can now begin adding your funding claims.

Home Forms Funding Sufficiency My Details

Census

 Saved Census for 2025-2026 - Spring

To support the LA in their statutory duty to return the Early Years Census, please complete the following values.
This information will be collected on a termly basis and will only be used to inform the LA and not be made directly available to families.
Clicking Save will immediately update your details.

Census for 2025-2026 - Spring

Stretched Funding Entitlement

The early years funding entitlement is calculated over 38 weeks of the year. 570 for 15 hours claim or 1140 for 30 hours claim. The maximum number of funded weeks and hours that can be claimed are shown in the table below. However, providers can stretch hours up to 52 weeks. The key to stretched offer is to not give the parents back any more hours than we give you in each term.

Summer	13 weeks	195 hours for 15 hour claim	390 hours for 15 hour claim
Autumn	14 weeks	210 hours for 15 hour claim	420 hours for 15 hour claim
Spring	11 weeks	165 hours for 15 hour claim	330 hours for 15 hour claim

Examples of number of funded weeks included in stretched offer

A provider who is open 52 weeks of the year can stretch the maximum hours over each period in the following way:

Term	Maximum No of Weeks	Total Hours (15 hrs)	Weekly Hours	Total Hours (30 hrs)	Weekly Hours
Summer	22	195	8.86	390	17.72
Autumn	17	210	12.35	420	24.70
Spring	13	165	12.69	330	25.38

Stretched Entitlement Example Formula (less than 52 weeks):

Total number of hours per term divided by the number of weeks that you are open for that term (**195 divided by 17 weeks = 11.47**)

If you open for less than 52 weeks: but are stretching the entitlement, please follow the following formula to work out how many funded hours to claim.

- if a child leaves at the end of a funded term, all hours claimed should have been delivered
- if a child leaves half-way through a funded term, it may be that they have not attended the number of hours that have been claimed at the point of leaving. We may reclaim these funded hours but contact the FIS team to agree any required adjustment.

NOTE: If a child claims fewer than 15 or 30 funded hours, the funding will be paid on a **pro rata basis**. If you need support calculating stretched hours, please see example below. Where a parent chooses to take less than their full entitlement across the year, you should claim the adjusted weekly hours on the portal. Payments will still be made over 38 weeks, so the weekly claim must be calculated accordingly:

Examples (stretched over 52 weeks):

- **15-hour entitlement (claiming 10 hours):**
 $10 \times 52 \div 38 = 13.68$ hours per week (to be claimed)
- **30-hour entitlement (claiming 20 hours):**
 $20 \times 52 \div 38 = 27.36$ hours per week (to be claimed)

✔ The Eligibility Code has been found and eligibility for working family hours has been obtained.

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

Funding Details

Start Date*
 End Date*

Weeks Attended in Term*

Present during Census
 Attends Two Days or More
 Nominated for DAF* Yes No
 Stretching Entitlement

Funded Hours per Week

Eligible for Funded Hours ✘

Click to check eligibility for 2-year-old receiving additional support funding (Disadvantaged)

Hours*

Expanded Hours per Week

Eligible for Expanded Hours ✔

Eligibility Code
 Click to check eligibility for Working Family funding

Expanded Hours*

Total Funded Hours per Week
 Total Funded:

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*
 ⓘ An Eligibility Check for 2-year-old receiving additional support funding (Disadvantaged) should be carried out if claiming Funded Hours. If the Eligibility check returns as not being eligible hours can still be entered, but may be rejected by the LA.

Census Information

Funded Entitlement Weeks
 Expanded Entitlement Weeks
 ⓘ Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: **13.00**

Funded Weekly Hours: **10.00**
 Funded Yearly Hours: **380.00**

Expanded Weekly Hours: **10.00**
 Expanded Yearly Hours: **380.00**

On the 'Funding Details' tab, please complete the following:

- **Start and End Dates:** Use default term dates or reflect the child's attendance
- **Weeks Attended:** Select either *Term Time* or *Stretched*
- **Present During Census:** Leave this box ticked
- **Attends Two Days or More:** Tick unless the child attends fewer than 2 days
- **Nominated for DAF:** Select *No*
- **Stretching Entitlement:** Tick if the child is accessing stretched funding
- **Eligibility:**
 - Enter the child's eligibility code and click *Check Eligibility Code*
 - If eligible under 2 year old disadvantaged criteria, select *Check Eligibility* under *Funded Hours per Week*
- **Hours:**
 - Enter **Expanded/Extended Hours** if the child has a working family code
 - Enter **Funded Hours** for:
 - 2 year olds (disadvantaged criteria)
 - 3 & 4 year olds (universal funding)
- **Attendance:** Select the days the child attends
- **Non-Funded Hours:** Enter any additional paid hours, if applicable
- **Census Information:**
 - Enter **38 weeks** for term time, or the appropriate number for stretched
 - Complete as follows:
 - *Funded hours only:* fill in **Funded Entitlement Weeks**
 - *Expanded hours only:* fill in **Expanded Entitlement Weeks**
 - *Both:* complete both fields
- Click **Save** to finish

Checking Working Family Code

Before offering a place to parents/carers who qualify for 9 Month +, 2 year olds and 3 - 4 Year Olds Working Family Funding; providers **must** first check that the eligibility code is valid and within the set dates of eligibility for the current term.

To validate the code prior to submitting a funding claim, providers will need the following information:

- Eligibility Code – 11 digit code issued to parents/carers by the HMRC
- Child DOB
- Parent's National Insurance Number

The screenshot shows a navigation bar with 'Home', 'Forms', 'Funding', and 'Sufficiency' tabs. The 'Funding' tab is active, and the 'Eligibility Checker' sub-tab is selected. Below the navigation bar, there is a 'Summary' section with links for 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The 'Eligibility Checker' section contains a heading, a brief instruction, a data protection notice, and a blue 'Eligibility Check' button.

Select the **Funding Tab**, then Eligibility Checker. Then select on the 'Eligibility Checker' button

The screenshot shows the 'Eligibility Check' form. It includes fields for 'Eligibility Code*' (highlighted with a yellow border), 'Child Date of Birth*' (highlighted with a purple border), 'Parent/Carer Forename', 'Parent/Carer Surname', 'Parent/Carer NI Number*', 'Partner Forename', 'Partner Surname', and 'Partner NI Number'. There is a checkbox for 'Eligibility Check' and a note that 'Consent must be given for this'. At the bottom, there are 'Submit' and 'Cancel' buttons. A note at the bottom left states '*denotes mandatory fields'.

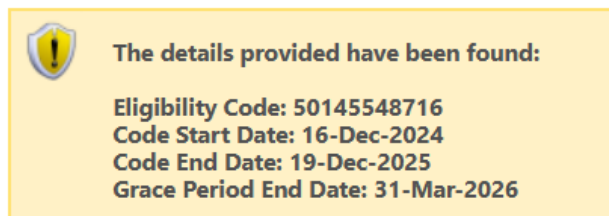
Complete all mandatory fields marked '*' in each tab, as without this the information will not be processed.

After selecting 'Submit', a set of code dates will appear. A **yellow background with a caution symbol** indicates the code is valid, valid for the next term, or within its grace period, while a **red background** means the code is invalid or expired.

- ✓ Spring term must have a start date by 31st of December
- ✓ Summer Term must have a start date by 31st of March
- ✓ Autumn Term must have a start date by 31st of August

Code is valid and child is eligible for funding.

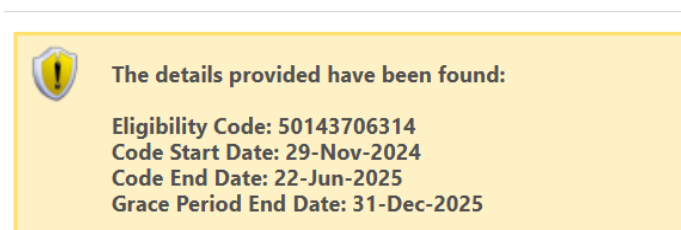
E.g. This code is valid for Autumn Term 2025 as the code start date is before the deadline (31 August 2025) and it is not within its grace period when the term starts.



1. Code is in its grace period.

E.g. For a new child, this code is in its grace period for the Autumn Term 2025, as the validity end date is prior to the term starting.

Note: Child cannot claim funding for the first time when code is in its grace period.



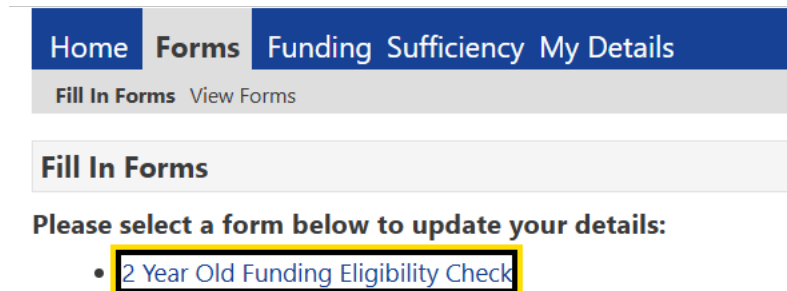
2. Code is not valid as it has expired or has not been revalidated, therefore, child is not eligible.



Please note, a child cannot start accessing the working family funding entitlement for the first time within their grace period (period between the validity end date and grace period end date) regardless of if the code has been validated.

FRAS (Disadvantaged 2 year old) Eligibility Check

A family with a 2 year old who is receiving additional support and has a low income may qualify for 15 hours of funded childcare under the families receiving additional support (disadvantaged) criteria. You can use the portal to submit a FRAS eligibility check form and wait for FIS to confirm the child's eligibility.



Log in to the portal, navigate to **Forms**, and select the **2 Year Old Funding Eligibility Check** form Complete all required fields and submit the form. FIS Team will review the child's eligibility and email you the result of the outcome.

Deleting Existing Records

Prior to adding any new children to the portal, you must first process your continuing claims list:

Submit Actual: 2026-2027 Summer - 3 & 4 Year Old Funding [CHANGE](#)

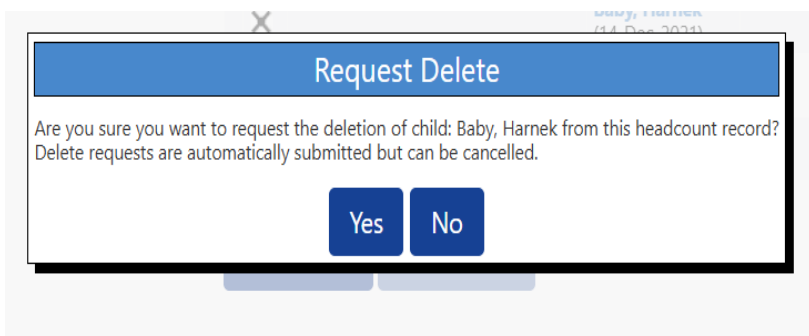
Add Child Send Claim

Status	Child	Funded Hours (Inc Adj)	Extended Hours (Inc Adj)	Total Funding Amount for Term (Inc Adj)	Child Weightings	Eligibility Status
X	Baby, Harnek (14-Dec-2021)	0.00	0.00	£0.00		
X	Explorer, Dora (13-Dec-2021)	0.00	0.00	£0.00		
X	Ugwu, Joan (29-Nov-2021)	0.00	0.00	£0.00		28-Jan-2024 - 21-Feb-2025 Grace Period: 31-Aug-2025

Add Child Send Claim

Verify Existing Children

The system shows children who were previously claimed and remain within the eligible date of birth range for the new term.



Remove Leavers

For children who are no longer attending or claiming funding, use the black 'X' icon next to their name to update the list.

Submit Actual: 2026-2027 Summer - 3 & 4 Year Old Funding CHANGE

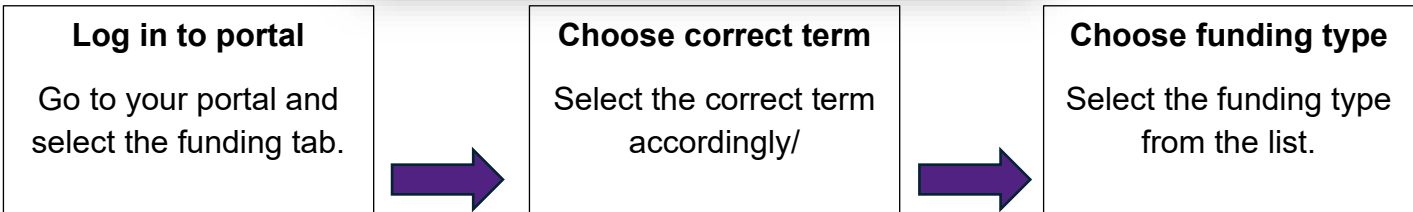
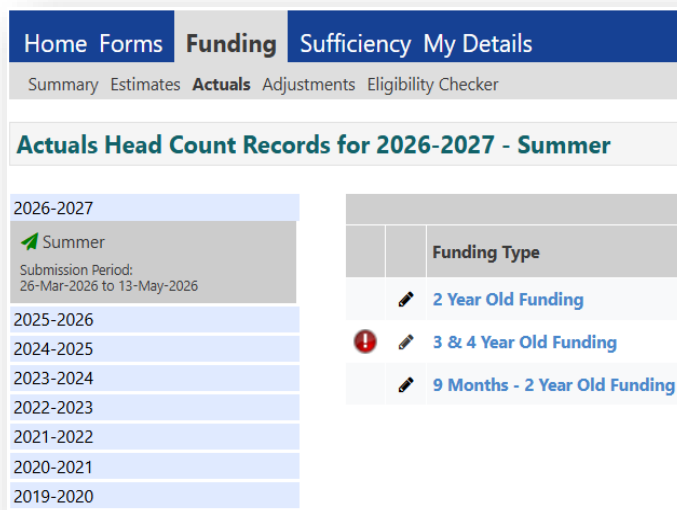
Add Child Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended (inc Adj)
X		Baby, Hamek (14-Dec-2021)	0.00	
!	↶ Awaiting LA Deletion	Explorer, Dora (13-Dec-2021)	0.00	
X		Ugwu, Joan (29-Nov-2021)	0.00	

Confirming deletion

Confirm by selecting 'Yes' when prompted. A back arrow and the status 'Awaiting LA Deletion' will be displayed next to the child's name.

Managing Existing Records



Funding Type

9 Months – 23 Months Funding Entitlement

For children aged 9 months+ who are eligible under the working parent criteria (up to 30 hours).

2 Year Old – FRAS Entitlement

For eligible 2 year olds meeting the disadvantaged criteria (up to 15 hours).
If a child qualifies for both disadvantaged and the Working Parent Entitlement, the hours will be split between funded and expanded hours on the portal, up to a maximum of 30 hours per week (1,140 hours per year).

2 Year Old - Working Family Entitlement

For eligible 2 year olds whose parents meet the working criteria (up to 30 hours)

3 & 4 Year Old Funding Entitlement

For all 3 and 4 year olds (universal entitlement of up to 15 hours), with eligible children able to receive an additional 15 hours for extended provision.

Resubmitting existing funding claims

After you have chosen the funding type, you will need to go on each child's record from your funding list and resubmit it if they are remaining at your setting. When doing this, you may need to edit the child's record.

Name: Baby Joan DOB: 01-Oct-2023

Summary Child Details Parent / Carer Details Funding Details Notes

Child Details

Forename*	Baby
Middle Name	
Surname*	Joan
DOB*	01-Oct-2023
Proof of DOB	<input checked="" type="checkbox"/>
Gender*	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Preferred Surname	
Ethnicity*	Did Not Wish To Be Recorded
SEN COP Stage*	No Special Educational need

Address

Update Address

Address Line 1*	Po Box 18
Address Line 2	Royal Mail Harrow Postal Delive
Address Line 3	Elmgrove Road
Locality	
Town	Harrow
County	
Postcode*	HA1 2UT

Child Details Tab

- Ensure that all child's information is correct
- Complete the fields marked *
- Select SEN COP as 'No SEN, SEN Support or Educational Health Care Plan' (if child has a plan).
- You may wish to update child's address if it has changed from before.

Name: Baby Joan DOB: 01-Oct-2023

Summary 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 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.

<p>Parent / Carer Details</p> <p>Forename* <input type="text" value="Mother"/></p> <p>Surname* <input type="text" value="Joan"/></p> <p>DOB <input type="text" value="16-Aug-1990"/></p> <p>Email <input type="text"/></p> <p>Contact Number <input type="text"/></p> <p><input checked="" type="checkbox"/> NI* or <input type="checkbox"/> NASS Number* <input type="text" value="SE083255D"/></p> <p>Tick to give consent to Eligibility Checking for</p> <p><input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility <input checked="" type="checkbox"/> Additional Support (Disadvantaged)</p>	<p>Partner Details</p> <p>Forename <input type="text"/></p> <p>Surname <input type="text"/></p> <p>DOB <input type="text"/></p> <p>Email <input type="text"/></p> <p>Contact Number <input type="text"/></p> <p><input type="checkbox"/> NI or <input type="checkbox"/> NASS Number <input type="text"/></p> <p>Tick to give consent to Eligibility Checking for</p> <p><input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility <input type="checkbox"/> Additional Support (Disadvantaged)</p>
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Managing Parent Details Tab

- Parents full name and date of birth required
- NI number is required
- Tick the EYPP box to enable the portal to check the eligibility for EYPP
- Tick Working Family Eligibility (if child has a code) or Additional Support (2YO only If child is eligible under FRAS). Tick both, if they are eligible under both criteria.

Name: Baby Joan DOB: 01-Oct-2023

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

<p>Funding Details</p> <p>Start Date* <input type="text" value="01-Apr-2026"/></p> <p>End Date* <input type="text" value="31-Aug-2026"/></p> <p><input type="button" value="Default Term Dates"/></p> <p>Weeks Attended in Term* <input type="text" value="13.00"/></p> <p>Present during Census <input checked="" type="checkbox"/></p> <p>Attends Two Days or More <input checked="" type="checkbox"/></p> <p>Nominated for DAF* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Stretching Entitlement <input type="checkbox"/></p> <p>Funded Hours per Week</p> <p>Eligible for Funded Hours <input checked="" type="checkbox"/></p> <p>Click to check eligibility for 2-year-old receiving additional support funding (Disadvantaged) <input type="button" value="Check Eligibility"/></p> <p>Hours* <input type="text" value="15.00"/></p> <p>Expanded Funded Hours per Week</p> <p>Eligible for Expanded Hours <input checked="" type="checkbox"/></p> <p>Eligibility Code <input type="text"/></p> <p>Click to check eligibility for Working Family funding <input type="button" value="Check Eligibility Code"/></p> <p>Expanded Hours* <input type="text" value="0.00"/></p> <p>Total Funded Hours per Week</p> <p>Total Funded: <input type="text" value="15.00"/></p>	<p>Attendance Days</p> <p>Attends Monday* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Attends Tuesday* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Attends Wednesday* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Attends Thursday* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Attends Friday* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Attends Saturday* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Attends Sunday* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Non-Funded Hours per Week</p> <p>Non-Funded Hours* <input type="text" value="0.00"/></p> <p><input type="button" value="Check Eligibility"/> An Eligibility Check for 2-year-old receiving additional support funding (Disadvantaged) should be carried out if claiming Funded Hours. If the Eligibility check returns as not being eligible hours can still be entered, but may be rejected by the LA.</p> <p>Census Information</p> <p>Funded Entitlement Weeks <input type="text" value="38.00"/></p> <p>Expanded Entitlement Weeks <input type="text" value="0.00"/></p> <p><input type="button" value="Check Eligibility"/> Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.</p>
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Maximum Values Allowed:

Number of Weeks: **13.00**

Funded Weekly Hours: **15.00**
Funded Yearly Hours: **570.00**

Expanded Weekly Hours: **30.00**
Expanded Yearly Hours: **1140.00**

Funding Details Tab

- Fields marked with an asterisk (*) must be completed, including any non-funded hours
- A red box highlights the maximum weekly and termly hours that can be entered
- The start date should match the child's first day of attendance for that term

- If hours are being stretched, stretched entitlement must be selected. (Follow guidance on this on page 15)
- Census information must be filled accordingly.
- Select Save

Adding a New Child – 9 Month Old Funding

- Select Funding → Actuals → Select Correct Year and Term → Choose 9 Months - 2 Year Old Funding.
- Select Add Child

Submit Actual: 2026-2027 Summer - 9 Months - 2 Year Old Funding [CHANGE](#)



Child Details Tab

Name: Teddy Small DOB: 22-Oct-2024

Summary Child Details Parent / Carer Details Funding Details Notes

Child Details		Address	
Forename*	<input type="text" value="teddy"/>	Address Line 1*	<input type="text" value="London Borough Of Harrow"/>
Middle Name	<input type="text"/>	Address Line 2	<input type="text" value="Central Depot"/>
Surname*	<input type="text" value="Small"/>	Address Line 3	<input type="text" value="Forward Drive"/>
DOB*	<input type="text" value="22-Oct-2024"/>	Locality	<input type="text"/>
Proof of DOB	<input checked="" type="checkbox"/>	Town	<input type="text" value="Wealdstone, Harrow"/>
Gender*	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	County	<input type="text"/>
Preferred Surname	<input type="text" value="17-Aug-2023"/>	Postcode*	<input type="text" value="HA3 8NT"/>
Ethnicity*	<input type="text" value="White: Any Other White Back"/>		
SEN COP Stage*	<input type="text" value="No Special Educational need"/>		

[Update Address](#)

- Fill in forename, surname, date of birth, gender, ethnicity, SEN COP Stage.
- For address, enter house name or number and postcode
- Click on the 'Search' button to locate and update the address. If the populated address is correct, press 'Confirm', if not press 'Enter Manually' and input correct address.

Parent/Carer Details

Name: Teddy Small DOB: 22-Oct-2024

Summary 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 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*	Father	Forename	
Surname*	Teddy	Surname	
DOB	06-Aug-1986	DOB	
Email		Email	
Contact Number		Contact Number	
<input checked="" type="checkbox"/> NI* or <input type="checkbox"/> NASS Number*	SG945085B	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	
Tick to give consent to Eligibility Checking for	<input checked="" 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

- Type in parent or both parents' forename, surname, DOB and NI number.
- Tick EYPP and Working Family Eligibility

Funding Details Tab

Name: Teddy Small DOB: 22-Oct-2024

Summary Child Details Parent / Carer Details Funding Details Notes

Funding Details		Attendance Days	
Start Date*	01-Apr-2026	Attends Monday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
End Date*	31-Aug-2026	Attends Tuesday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Default Term Dates	Attends Wednesday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Weeks Attended in Term*	13.00	Attends Thursday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Present during Census	<input checked="" type="checkbox"/>	Attends Friday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Attends Two Days or More	<input checked="" type="checkbox"/>	Attends Saturday*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Nominated for DAF*	<input type="radio"/> Yes <input checked="" type="radio"/> No	Attends Sunday*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Stretching Entitlement	<input type="checkbox"/>		
		Non-Funded Hours per Week	
		Non-Funded Hours*	10.00
		Census Information	
		Expanded Entitlement Weeks	38.00
		ⓘ Records the Number of Weeks the Child is expected to stretch their Expanded hours across the Child's eligibility year, in line with the parental declaration form.	
		Maximum Values Allowed: Number of Weeks: 13.00 Expanded Weekly Hours: 30.00 Expanded Termly Hours: 390.00 Expanded Yearly Hours: 1140.00	
		ⓘ 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/carers	

- **Start and End Dates:** Use default term dates/reflect child's attendance
- **Weeks Attended:** Select *Term Time* or *Stretched*
- **Present During Census:** Leave this box ticked
- **Attends Two Days or More:** Tick unless the child attends fewer than 2 days
- **Nominated for DAF:** Select *No*
- **Stretching Entitlement:** Tick if accessing stretched funding

- **Eligibility:**
 - Enter the child’s eligibility code and click *Check Eligibility Code*
- **Hours:**
 - Enter weekly **Expanded Hours** if the child has a valid working family code (or stretched hours, accordingly, see page 15)
 - **Attendance:** Select the days the child attends your setting
 - **Non-Funded Hours:** Enter any additional paid hours, if applicable
- **Census Information:**
 - Enter **38 weeks** for term time, or the relevant stretched weeks (see guidance on page 15)
 - If claiming expanded hours, complete **Expanded Entitlement Weeks**
 - Click **Save** to finish.

Adding a New Child - 2 Year Old Working Family

- Select Funding → Actuals → Select Correct Year and Term → Choose 2 Year Old Funding.
- Select Add Child

Submit Actual: 2026-2027 Summer - 2 Year Old Funding CHANGE



Child Details Tab

Name: Baby Harnek DOB: 25-Oct-2023

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

Child Details		Update Address	
Forename*	<input type="text" value="Baby"/>	Address	
Middle Name	<input type="text"/>	Address Line 1*	<input type="text" value="Po Box 18"/>
Surname*	<input type="text" value="Harnek"/>	Address Line 2	<input type="text" value="Royal Mail Harrow Postal Delive"/>
DOB*	<input type="text" value="25-Oct-2023"/>	Address Line 3	<input type="text" value="Elmgrove Road"/>
Proof of DOB	<input checked="" type="checkbox"/>	Locality	<input type="text"/>
Gender*	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Town	<input type="text" value="Harrow"/>
Preferred Surname	<input type="text"/>	County	<input type="text"/>
Ethnicity*	<input type="text" value="Any Other Ethnic Background"/>	Postcode*	<input type="text" value="HA1 2UT"/>
SEN COP Stage*	<input type="text" value="No Special Educational need"/>		

- Fill in forename, surname, date of birth, gender, ethnicity, SEN COP Stage.
- For address, enter house name or number and postcode
- Click on the ‘Search’ button to locate and update the address. If the populated address is correct, press ‘Confirm’, if not press ‘Enter Manually’ and input correct address.

Parent/Carer Details

Summary 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 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
Forename*

Partner Details
Forename

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

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
Stretching Entitlement

Funded Hours per Week

Eligible for Funded Hours ✘
Click to check eligibility for 2-year-old receiving additional support funding (Disadvantaged) **Check Eligibility**
Hours*

Expanded Funded Hours per Week

Eligible for Expanded Hours ✔
Eligibility Code
Click to check eligibility for Working Family funding **Check Eligibility Code**
Expanded Hours*

Total Funded Hours per Week
Total Funded:

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*
ⓘ An Eligibility Check for 2-year-old receiving additional support funding (Disadvantaged) should be carried out if claiming Funded Hours. If the Eligibility check returns as not being eligible hours can still be entered, but may be rejected by the LA.

Census Information

Funded Entitlement Weeks
Expanded Entitlement Weeks
ⓘ Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: **22.00**

Funded Weekly Hours: **10.96**
Funded Yearly Hours: **570.00**

Expanded Weekly Hours: **21.92**
Expanded Yearly Hours: **1140.00**

- Type in parent or both parents' forename, surname, DOB and NI number.
- Tick EYPP portal to check the eligibility for EYPP, Working Family Eligibility and Additional Support (Disadvantaged)

Funding Details Tab

On the 'Funding Details' tab, complete the following:

- **Start and End Dates:** Use default term dates or reflect the child's attendance
- **Weeks Attended:** Select *Term Time* or *Stretched*
- **Present During Census:** Leave this box ticked
- **Attends Two Days or More:** Tick unless the child attends fewer than 2 days
- **Nominated for DAF:** Select *No*
- **Stretching Entitlement:** Tick if the child is accessing stretched funding

- **Eligibility:**
 - Enter the child's eligibility code and click *Check Eligibility Code*
 - If eligible under 2 year old disadvantaged criteria, select *Check Eligibility under Funded Hours per Week*

NOTE: 2 year old children with an eligibility code may also meet the criteria for Families Receiving Additional Support (FRAS - Disadvantaged). Eligibility under both categories must be reviewed, and where applicable, funding hours must be allocated proportionately.

- **Hours:**
 - Enter **Expanded Hours** if the child has a working family code
 - Enter **Funded Hours** if eligible under FRAS
 - Enter Hours accordingly if funding is stretched
- **Attendance:** Select the days the child attends your setting
- **Non-Funded Hours:** Enter any additional paid hours, if applicable
- **Census Information:**
 - Enter **38 weeks** for term time or the appropriate stretched weeks (see page 15)
 - If only funded hours are claimed, complete **Funded Entitlement Weeks**
 - If only expanded hours are claimed, complete **Expanded Entitlement Weeks**
 - If both are claimed, complete both fields
- Click **Save** to finish.

Adding a New Child - 2 Year Old FRAS Entitlement (Disadvantaged)

NOTE: Before registering a new child, confirm FRAS eligibility by obtaining a valid eligibility letter (dated within the last two months) or completing an FIS eligibility check.

- Select Funding → Actuals → Select Correct Year and Term → Choose 2 Year Old Funding.
- Select Add Child

Submit Actual: 2026-2027 Summer - 2 Year Old Funding CHANGE

Add Child

Send Claim

Child Details Tab

Name: Baby Joan DOB: 01-Oct-2023

Summary 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*

Update Address

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

- Fill in forename, surname, date of birth, gender, ethnicity, SEN COP Stage.
- For address, enter house name or number and postcode
- Click on the 'Search' button to locate and update the address. If the populated address is correct, press 'Confirm', if not press 'Enter Manually' and input correct address.

Parent/Carer Details

Name: Baby Joan DOB: 01-Oct-2023

Summary 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 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

Forename*

Surname*

DOB

Email

Contact Number

NI* or NASS Number*

Tick to give consent to Eligibility Checking for

EYPP

Working Family Eligibility

Additional Support (Disadvantaged)

Partner Details

Forename

Surname

DOB

Email

Contact Number

NI or NASS Number

Tick to give consent to Eligibility Checking for

EYPP

Working Family Eligibility

Additional Support (Disadvantaged)

- Type in parent or both parents' forename, surname, DOB and NI number.
- Tick EYPP for portal to check the eligibility for EYPP and Additional Support (Disadvantaged)

Name: Baby Joan DOB: 01-Oct-2023

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

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

Stretching Entitlement

Funded Hours per Week

Eligible for Funded Hours ✘

Click to check eligibility for 2-year-old receiving additional support funding (Disadvantaged) **Check Eligibility**

Hours*

Expanded Funded Hours per Week

Eligible for Expanded Hours ✘

Eligibility Code

Click to check eligibility for Working Family funding **Check Eligibility Code**

Expanded Hours*

Total Funded Hours per Week

Total Funded:

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*

ⓘ An Eligibility Check for 2-year-old receiving additional support funding (Disadvantaged) should be carried out if claiming Funded Hours. If the Eligibility check returns as not being eligible hours can still be entered, but may be rejected by the LA.

Census Information

Funded Entitlement Weeks

Expanded Entitlement Weeks

ⓘ Records the Number of Weeks the Child is expected to stretch their Funded/Expanded hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: **13.00**

Funded Weekly Hours: **15.00**
Funded Yearly Hours: **570.00**

Expanded Weekly Hours: **30.00**
Expanded Yearly Hours: **1140.00**

Funding Details Tab

On the 'Funding Details' tab, complete the following:

- **Start and End Dates:** Use default term dates or reflect the child's attendance
- **Weeks Attended:** Select *Term Time* or *Stretched*
- **Present During Census:** Leave this box ticked
- **Attends Two Days or More:** Tick unless the child attends fewer than 2 days
- **Nominated for DAF:** Select *No*
- **Stretching Entitlement:** Tick if the child is accessing stretched funding
- **Eligibility:**
 - Select *Check Eligibility* under **Funded Hours per Week**
 - If the child meets 2 year old FRAS criteria, this will show as eligible

Note: If a parent provides an eligibility letter or FIS confirmation email for the current term, but the checker shows the child as ineligible, still submit the funding and record this in the notes (e.g. FIS email received 31/03/2026 or March 2026 eligibility letter).

- **Attendance:** Select the days the child attends your setting
- **Non-Funded Hours:** Enter any additional paid hours, if applicable
- **Census Information:**
 - Enter **38 weeks** for term time or the appropriate stretched weeks (see page 15)

- If only funded hours are claimed, complete **Funded Entitlement Weeks**
- If only expanded hours are claimed, complete **Expanded Entitlement Weeks**
- If both are claimed, complete both fields
- Click **Save** to finish.

Notes Tab

Name: Baby Joan DOB: 01-Oct-2023

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

Add a new note

FIS eligibility confirmation email - 31/03/2026

- This section is to note anything we need to know regarding this claim.
- Make a note of how this child is eligible - FIS email confirmation (Date of email) or eligibility letter date.
- If child is leaving the term early or starting the term late - make a note of that in this.

Adding a New Child - 3 & 4 Year Old Funding Universal and Extended

- Select Funding → Actuals → Select Correct Year and Term → Choose 3 & 4 Year Old Funding.
- Select Add Child

Submit Actual: 2026-2027 Summer - 3 & 4 Year Old Funding CHANGE

Add Child Send Claim

Child Details Tab

Name: Dora Explorer DOB: 04-Jul-2022

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

Child Details

Forename* Dora

Middle Name

Surname* Explorer

DOB* 04-Jul-2022

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity* Traveller of Irish Heritage

SEN COP Stage* No Special Educational need

Update Address

Address

Address Line 1* 31 Station Road

Address Line 2

Address Line 3

Locality

Town Harrow

County

Postcode* HA1 2UA

- Fill in forename, surname, date of birth, gender, ethnicity, SEN COP Stage.

- For address, enter house name or number and postcode
- Click on the 'Search' button to locate and update the address. If the populated address is correct, press 'Confirm', if not press 'Enter Manually' and input correct address.

Parent Details Tab

Name: Dora Explorer DOB: 04-Jul-2022

Summary 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 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	Father	Forename	
Surname	Explorer	Surname	
DOB	30-Jan-1996	DOB	
Email		Email	
Contact Number		Contact Number	
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	SX763571D	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	
Tick to give consent to Eligibility Checking for	<input checked="" 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

- Type in parent or both parents' forename, surname, DOB and NI number.
- Tick EYPP for portal to check the eligibility for EYPP and Working Family Eligibility if claiming extended hours

Funding Details Tab

Name: Dora Explorer DOB: 04-Jul-2022

Summary Child Details Parent / Carer Details Funding Details Notes

Funding Details		Attendance Days	
Start Date*	01-Apr-2026	Attends Monday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
End Date*	31-Aug-2026	Attends Tuesday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Default Term Dates	Attends Wednesday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Weeks Attended in Term*	13.00	Attends Thursday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Present during Census	<input checked="" type="checkbox"/>	Attends Friday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Attends Two Days or More	<input checked="" type="checkbox"/>	Attends Saturday*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Nominated for DAF*	<input type="radio"/> Yes <input checked="" type="radio"/> No	Attends Sunday*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Stretching Entitlement	<input type="checkbox"/>		
Funded Hours per Week		Non-Funded Hours per Week	
Hours*	15.00	Non-Funded Hours*	10.00
Extended Funded Hours per Week		Census Information	
Eligible for Extended Hours	<input checked="" type="checkbox"/>	Funded Entitlement Weeks	38.00
Eligibility Code	50161145671	Extended Entitlement Weeks	38.00
Click to check eligibility for Working Family funding	Check Eligibility Code	<p>📌 Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.</p>	
Extended Hours*	15.00		
Total Funded Hours per Week			
Total Funded:	30.00		

Maximum Values Allowed:

Number of Weeks: **13.00**

Funded Weekly Hours: **15.00**
Funded Yearly Hours: **570.00**

Extended Weekly Hours: **30.00**
Extended Yearly Hours: **1140.00**

On the 'Funding Details' tab, complete the following:

- **Start and End Dates:** Use default term dates or reflect the child's attendance
- **Weeks Attended:** Select *Term Time* or *Stretched*
- **Present During Census:** Leave this box ticked
- **Attends Two Days or More:** Tick if the child is accessing more than 10 hours
- **Nominated for DAF:** Select *No*
- **Stretching Entitlement:** Tick if the child is accessing stretched funding
- **Funded Hours:**
 - Enter the number of **universal hours** in the *Hours* box
 - If applicable, complete the **Extended Funded Hours per Week** section
- **Eligibility:**
 - Enter the child's eligibility code and click *Check Eligibility Code*
- **Hours:**
 - Enter weekly **Extended Hours** being claimed at your setting if working family code is valid
- **Attendance:** Select the days the child attends your setting
- **Non-Funded Hours:** Enter any additional paid hours, if applicable
- **Census Information:**
 - Enter **38 weeks** for term time or the appropriate stretched weeks (see page 15)
 - If only funded hours are claimed, complete **Funded Entitlement Weeks**
 - If only extended hours are claimed, complete **Extended Entitlement Weeks**
 - If both are claimed, complete both fields
- Click **Save** to finish.

Adjustments

The online adjustment is currently not available.

For children starting or leaving the setting after the given submission deadlines, for example:

- A child is attending less/more hours
- A child leaves the nursery mid-term
- Starts mid-term, etc.

Please email FIS fis@harrow.gov.uk using Microsoft encryption or password protected document for notification of those changes, so that any necessary adjustments to the funding for your setting can be made.

Early Years Pupil Premium (EYPP)

EYPP information can be submitted for 9 Month +, 2 and 3 and 4 year old children if eligible (please refer to the Handbook for Early Years Providers. Details of the benefit claimant must be added on the 'Parent/Carer Details' tab. These details will then be used to check their eligibility.

Submit Actual: 2023-2024 Spring - 3yr & 4yr Old Funding CHANGE

In grace period

Add Child Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠	Awaiting LA Download	Gorman, June (18-Sep-2019)	165.00	165.00	£1947.00	IDACI	01-Aug-2022 - 10-Mar-2024 Grace Period: 31-Aug-2024
⚠	Awaiting LA Download	Small, Teddy (03-Aug-2020)	165.00	165.00	£1947.00	IDACI	11-Jul-2023 - 12-Jun-2024 Grace Period: 31-Dec-2024
⚠	Awaiting LA Download	Street, Bert (26-Jun-2020)	165.00	0.00	£1087.30	EYPP,IDACI	

Details required to input in parents/carers details to claim EYPP:

- Parents First Name
- Parents Surname
- Parents DOB
- Parents National Insurance

Once EYPP is authorised, the Child record will display EYPP under the 'Child Weightings' column (see example below) within the selected funding period.

Submitting All Claims

Submission Successful

Submit Actual: 2026-2027 Summer - 3 & 4 Year Old Funding CHANGE

Add Child Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠	New, Awaiting LA Download	Explorer, Dora (04-Jul-2022)	195.00	195.00	£2523.30		22-Jul-2025 - 16-Jul-2026 Grace Period: 31-Dec-2026
⚠	New, Awaiting LA Download	Sheep, Shaun (01-Jun-2022)	194.92	0.00	£1261.13		

After entering all children under each entitlement, click 'Send Claim' to submit.





A green confirmation box will appear stating 'Submission Successful' once all funding has been submitted.

Zero Actual Hours Warning

There are one or more records on this claim with zero hours. Click Continue to send the claim, or Return to make changes.

Continue Return

If this message appears, it indicates that an existing claim has not been resubmitted or an existing claim has not been deleted. Please check that all claims have been either submitted or removed before attempting to send them.

Signs	Meaning
 In grace period	This sign means that the child's code is in its grace period. You may want to remind the parents to validate code on time.
	Unsubmitted Claim, ensure that you have entered all the correct information to resubmit claim.
	Request Delete
	Undo Edit - If you would like to undo any edits you have made, select this.

Provider Portal Status Column

Status	Explanation
Awaiting LA Deletion	An existing child record has been submitted for deletion and is waiting for the Families Information Service team to remove it. Once deleted, it will no longer appear on your screen.
New, Unsubmitted Claim	A new child record has been created but not yet submitted. Click ' Send Claim ' to submit it.
New, Awaiting LA Download	A new child record has been submitted and is waiting for the FIS team to begin processing for payment. Once processing starts, this status will disappear.
Unsubmitted Claim	An existing child record has been updated but not yet submitted. Click ' Send Claim ' to submit the changes.
Awaiting LA Download	An existing child record has been submitted and is waiting for the FIS team to begin processing for payment. Once processing starts, this status will disappear.

Further Support Using the Portal

If you require further support using the portal, please contact FIS Team via fis@harrow.gov.uk or call 020 8901 2690 (option 2).

You can also wish to attend the provider portal training sessions we offer. Please book it via [SS4E](#) or email fis@harrow.gov.uk for information on this.