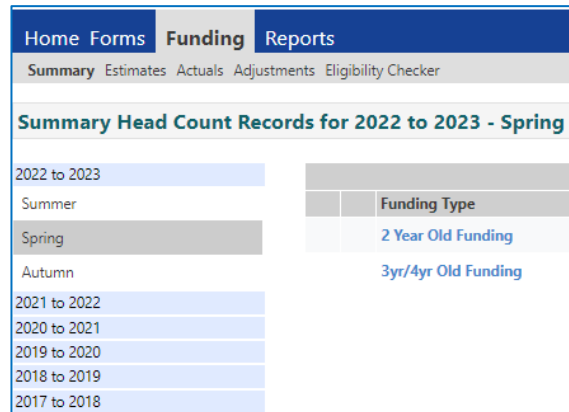


## Headcount Instructions

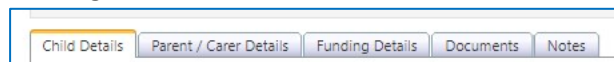
1. Click on the Funding tab – select 2022-2023 Spring and one of the funding types 2yr Old Funding or 3yr/4yr Old Funding – note these are **two separate headcount returns** – different to what you are used to in Capita.



Home Forms Funding Reports	
Summary Estimates Actuals Adjustments Eligibility Checker	
Summary Head Count Records for 2022 to 2023 - Spring	
2022 to 2023	
Summer	Funding Type
Spring	2 Year Old Funding
Autumn	3yr/4yr Old Funding
2021 to 2022	
2020 to 2021	
2019 to 2020	
2018 to 2019	
2017 to 2018	

Detailed instructions to follow for each of the funding tabs – follow the order in these instructions:

- Funding Summary (p3&7)
- Funding Actuals – add individual children – several screens per child (p3-5)



Child Details	Parent / Carer Details	Funding Details	Documents	Notes

- Funding Estimates (p6-7)
- Notes about 30 hours codes including error messages (p8)
- Eligibility Checker (p8)
- Funding Adjustments (p9-10)
- Sufficiency Instructions (p 11-12)

*In February 2023 you need to follow the **Funding Adjustments instructions on pages 9-10** if you need to make any amendments or additions to the Spring Term 2023 claim.*

## Funding Summary Tab

This screen shows a summary of your estimate and actual hours and payments – more on this later.

## Funding Actuals Tab

## ➤ Child details

Organisation: **XXX Notts Test Headcount Provider**  
 Provider: **XXX Notts Test Headcount Provider (Childminder)**

[Home](#) [Funding](#) [Reports](#)

[Summary](#) [Estimates](#) [Actuals](#) [Adjustments](#) [Eligibility Checker](#)

Child Details

Parent / Carer Details

Funding Details

Documents

Notes

**Child Details**

**Forename\***

Middle Name

**Surname\***

**DOB\***

Proof of DOB ☒

**Gender\*** ☐ Male ☒ Female

Preferred Surname

**Ethnicity\***

SEN COP Stage

**Address**

**Address Line 1\***

Address Line 2

Address Line 3

Locality

Town

County

**Postcode\***

## ➤ Parent/Carer Details including consent to check for EYPP/30H

Organisation: **XXX Notts Test Headcount Provider**  
 Provider: **XXX Notts Test Headcount Provider (Childminder)**

[Home](#) [Funding](#) [Reports](#)

[Summary](#) [Estimates](#) [Actuals](#) [Adjustments](#) [Eligibility Checker](#)

Child Details

Parent / Carer Details

Funding Details

Documents

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 extended 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.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

**Parent / Carer Details**

Forename

Surname

DOB

☒ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☒ EYPP ☒ 30H

**Partner Details**

Forename

Surname

DOB

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ 30H

Funding Details – Complete all boxes and remember to click default term dates box to populate start/finish dates, click 30 hours Free Childcare to run code check.

Home **Funding** Reports

Summary Estimates **Actuals** Adjustments Eligibility Checker

The Eligibility Code has been found and eligibility for extended hours has been obtained.

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

**Funding Details**

Start Date\* 01-Sep-2022

End Date\* 31-Dec-2022

**Default Term Dates**

Weeks Attended in Term\* 14

Present during Census ☒

Attends Two Days or More ☒

Nominated for DAF\* ☐ Yes ☒ No

Universal Funded Hours per Week

Universal Hours\* 15

Extended Funded Hours per Week

Extended Hours\* 15

30H Eligibility Code 36060606060

**30 Hours Free Childcare**

Eligible for 30H ☒

**Total Funded Hours per Week**

Total Funded: 30.00

**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\* 0

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

**Maximum Values Allowed:**

Number of Weeks: **14.00**

Universal Weekly Hours: **10.00**

Universal Termly Hours: **140.00**

Universal Yearly Hours: **380.00**

Extended Weekly Hours: **10.00**

Extended Termly Hours: **140.00**

Extended Yearly Hours: **380.00**

Don't worry about filling in attendance days – these are not needed – unless you want to.

Click the Default Term dates button to put the standard dates against the child.  
Weeks attended is 11 in spring, 13 in summer, 14 in autumn  
Enter something in all of the other boxes – **if something is not filled in you will get an error message in red at the foot of the screen.**

### Optional add note and document upload facility

Organisation: XXX Notts Test Headcount Provider  
Provider: XXX Notts Test Headcount Provider (Childminder)

Home **Funding** Reports

Summary Estimates **Actuals** Adjustments Eligibility Checker

The Eligibility Code has been found and eligibility for extended hours has been obtained.

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

**Add a new note**

Here is my data submission. 01/11/2022

**Notes History**

Save

When complete click Save

Send Claim

Click when you have successfully added all of your children

- When you have completed entering all of your children's details click on the Report button top right of the Actuals screen to get the total number of hours entered. **This will be your Estimate figure.**

Organisation: XXX Notts Test Headcount Provider  
Provider: XXX Notts Test Headcount Provider (Childminder)

Home Forms **Funding** Sufficiency Reports

Summary Estimates **Actuals** Adjustments Eligibility Checker Run Report

Submit Actual: 2022 to 2023 Spring - 3yr/4yr Old Funding [CHANGE](#)

[Add Child](#) [Send Claim](#)

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✕		<a href="#">Collywobble, Stan</a> (01-Jun-2019)	165.00	0.00	£1647.45		
! ↺	New, Awaiting LA Download	<a href="#">Crabapple, Isabel</a> (01-Feb-2019)	123.75	0.00	£560.59		

[Add Child](#) [Send Claim](#)

**Run Report**

Report

Format

Open Report after creation ☒ [run report](#) [cancel](#)

Run the report

Home Forms Funding Sufficiency **Reports**

History

**History**

**Provider Headcount**

Description	Run Date	Run By	Last Downloaded	
Estimates Total Hours	03/02/2023 14:45:14	NOTTINGHAM\UserName		<a href="#">Download</a>
Estimates Total Hours	03/02/2023 14:25:50	NOTTINGHAM\UserName	03/02/2023 14:33:36	<a href="#">Download</a>

The report will go into your report tab under History and into your computer's download folder when you click download

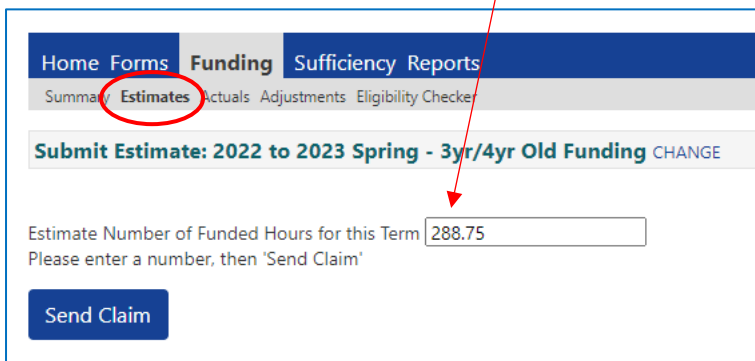
**Total number of hours to be added in to the Estimates tab by Funding Type**

Provider	Funding Type	Total Hours
XXX Notts Test Headcount Provider	3yr/4yr Old Funding	288.75

Input this number in the Estimates tab – see next page

## Funding Estimates Tab

4. Enter the total number of funded hours from your downloaded report here:



Home Forms **Funding** Sufficiency Reports

Summary **Estimates** Actuals Adjustments Eligibility Checker

**Submit Estimate: 2022 to 2023 Spring - 3yr/4yr Old Funding** CHANGE

Estimate Number of Funded Hours for this Term

Please enter a number, then 'Send Claim'

**Send Claim**

Ensure you click **Send Claim** on both the Actuals and Estimates tabs when you have entered your children and your total funded hours.

 Submission Successful

Wash, rinse repeat process for 2yo funded children.

Return to the Funding Summary Screen – the hours you have entered will be reflected on the summary screen with the calculated funding £ amount.

Organisation: XXX Notts Test Headcount Provider Provider: XXX Notts Test Headcount Provider (Childminder)	
Home Forms <b>Funding</b> Reports	
Summary <b>Estimates</b> Actuals Adjustments Eligibility Checker	
<b>Summary: 2022 to 2023 Spring - 3yr/4yr Old Funding</b> CHANGE	
Rate x Hours may not equal Totals as rounding is applied per child. The totals shown are the sum of the funding amounts per child.	
<b>Estimates</b>	<b>Actuals</b>
Term Length (Weeks) 11.00	Term Length (Weeks) Term Time 11.00
► Provider Rate applied £4.53	► Provider Rate applied to child funding £4.53
<b>Estimate Funding</b>	<b>Universal Funding</b>
Hours Per Term 0.00	Funded Hours for Term 165.00
<b>Term Funding Amount</b> £0.00	<b>Funding Amount @ Provider Rate</b> £747.45
Interim % 60.00%	
<b>Interim Amount Payable</b> £0.00	<b>Universal Funding Amount</b> £747.45
	<b>Extended Funding</b>
<b>Total Interim Amount Paid to Date (before Adj)</b> £0.00	Funded Hours for Term 165.00
	<b>Funding Amount @ Provider Rate</b> £747.45
<b>Interim Amount Payable Balance</b> £0.00	<b>Extended Funding Amount</b> £747.45
	<b>Totals</b>
Number of Payments Due 2 / 2	Funded Hours for Term 330.00
<b>Next Payment Amount Due (before Adj)</b> £0.00	<b>Funding Amount @ Provider Rate</b> £1494.90
	<b>Child Weightings</b> £0.00
<b>Fully Processed</b> No	<b>Term Funding Amount</b> £1494.90
	<b>Interim Amount Paid (before Adj)</b> £0.00
	<b>Term Funding Amount Balance</b> £1494.90
	<b>Adjustments Paid with Final Payment</b> £0.00
	<b>Actual Amount Paid (Inc. Adj)</b> £0.00