

EYES Early Years



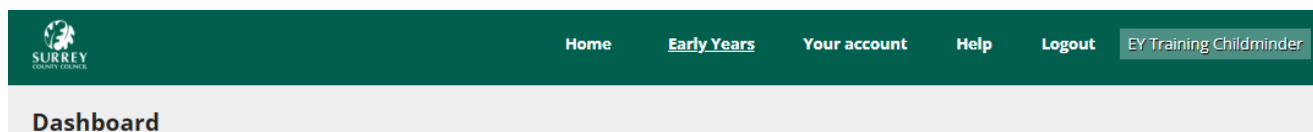
Remove a Child from the Live Register

Overview

This process will provide an insight into how to remove a child from the Live Register in the **Establishment Portal**.

Children should be removed from the register at the end of the week that they leave, to ensure accurate allocation of funding. When a child leaves, always enter Friday's date as the leave date, even if they leave mid-week.

Once you log into the Establishment Portal, ensure you can see the name of your school in the drop-down menu at the top right-hand corner of the screen. Otherwise click on drop-down and select your establishment.



Next from the top ribbon click on **Early Years** and from the drop-down, click on **Live Register**

Dashboard

Home > Children and families > Establishment Portal > Dashboard

View Messages (5 / 5) Refresh

Submissions

A Headcount for Autumn term
An Estimate for Spring term

Under 2's 0	Disadvantaged 2 year olds 3	2 year olds Working Parent 1
3 year olds 1	4 year olds 0	Total Children 4
Requested / Receiving EYPP 0 / 0	Requested / Receiving DAF 0 / 0	Receiving Working Parent Entitlement 1

Online Eligibility Checks

Age / Eligibility Checks 2 Year Old Application

Once in Live register, scroll down to the list of children. To remove the child from the Live Register, click on the **child icon** next to the child's name.

Future Starters

Name	Sex	Date Of Birth	Age	Proposed Start Date	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	
Folly Ye1	M	12-Mar-2023	2 year old	22-Sep-2025	0	0.0	0.0	0.0	TTO	
Molly Ye13	F	12-Mar-2023	2 year old	15-Sep-2025	3	15.0	0.0	15.0	TTO	
Molly Ye15	F	12-Mar-2023	2 year old	22-Sep-2025	0	0.0	0.0	0.0	TTO	
Molly Ye3	F	12-Mar-2023	2 year old	08-Sep-2025	0	0.0	0.0	0.0	TTO	
Molly Ye3	F	12-Mar-2023	2 year old	08-Sep-2025	3	0.0	15.0	15.0	TTO	
Molly Ye4	F	12-Mar-2023	2 year old	15-Sep-2025	4	15.0	0.0	15.0	TTO	

The screen will open to the child and the funding details in the Live Register. Click on the **Remove** button to delete the child from the Live Register.

Option 1 – Child has never attended

Early Years

Live Register - Child

Home > Children and families > Establishment Portal > Live Register > Child

[Edit](#) [Submission History](#) [Remove](#) [Close](#)

Child Details

Forename	Molly
Surname	Ye13
DOB	12-03-2023
Age	2 year old
Type	Current
Date Started	15-07-2025

Funding Details

2 Year Old Funded Entitlement	15.0
Working Parent Entitlement	0.0
Pupil Premium	Not Claimed
DAF (Disability Access Funding)	Not Claimed

If Child never attended, and no hours of funding are to be claimed, select the 'Never Attended' button.

[Confirm](#) [Never Attended](#) [Cancel](#)

Remove Child From Register

Child Details

Name	Molly Ye13
Date Of Birth	12-03-2023
Start Date	15-07-2025
End Date	<input type="text" value="dd-mm-yyyy"/> 

[Confirm](#) [Never Attended](#) [Cancel](#)

A message will pop-up asking you to confirm the child never attended. Click **Ok**

Never Attended

×

Please confirm that this child never attended your provision.

[Ok](#) [Cancel](#)

And you will get another message stating the child has been successfully removed

Folly Ye1 has been successfully marked as never attended.

[Ok](#)

Click on **OK** to confirm.

Option 2 – Child has attended, but is leaving


If the child has attended and some hours of funding are to be claimed, enter the **End date** and then click on the **Confirm** button

(Note: remember always to enter Friday's date as the leave date.)

Confirm **Never Attended** **Cancel**

Remove Child From Register

Child Details

Name	Ernest Martin1
Date Of Birth	02-03-2022
Start Date	14-07-2025
End Date	<input type="text" value="dd-mm-yyyy"/> 

Confirm **Never Attended** **Cancel**

This will open to the **Mid Term Removal** window.

- Has this child now left your provision - Select **Yes**
- Reallocate funding back to Surrey County Council – Select **Yes**
- Funded Weeks – enter the number of weeks the child attended.

Finally click on **Submit**

Mid Term Remove

This child started at your provision on 02-Sep-2024.

Has this child now left your provision? *

Yes
 No

Reallocate funding back to Surrey County Council? *

Yes
 No

Funded Weeks

Submit **Cancel**

A confirmation message will pop up to confirm removal.