

# Remove a child from the Live Register

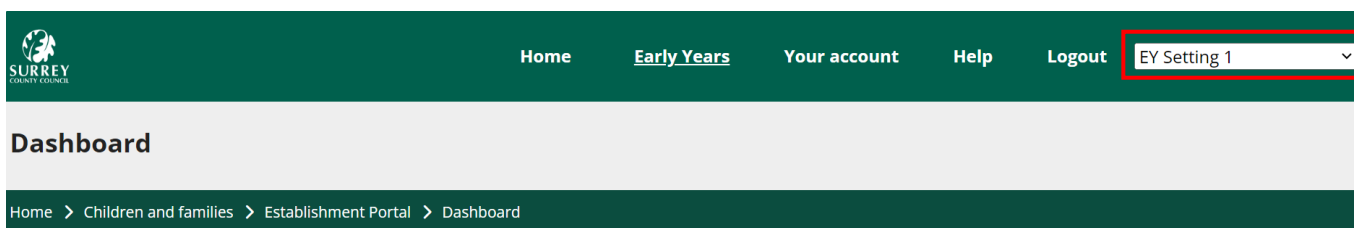


## Overview

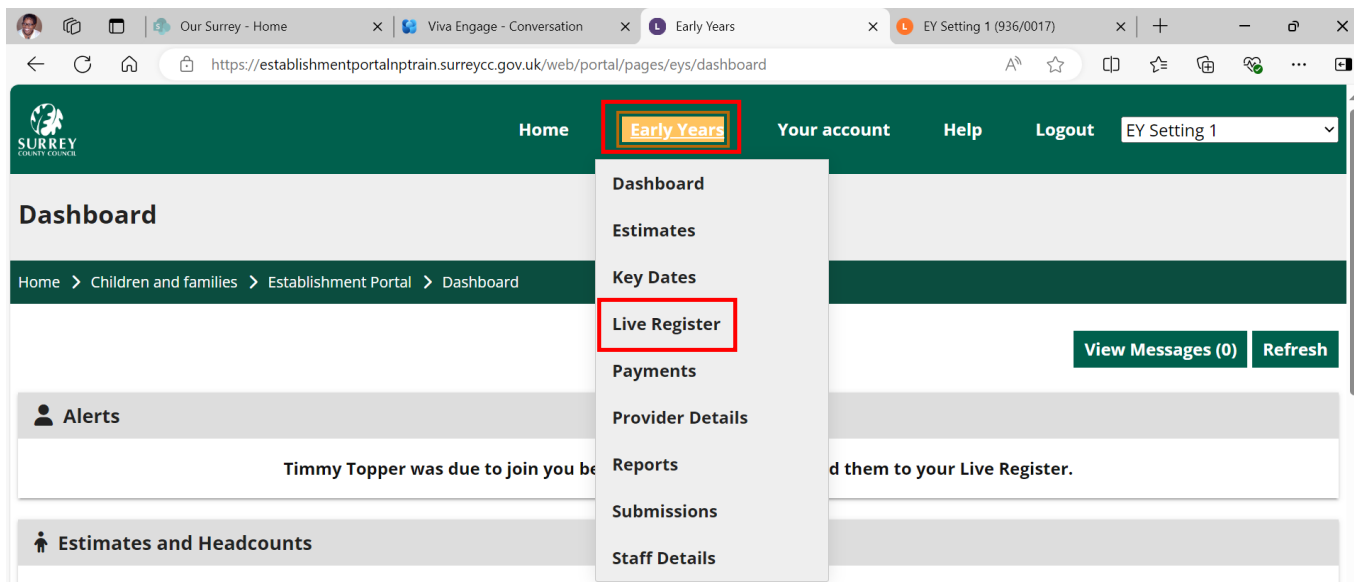
This process will provide an insight into how to remove a child from the Live Register in the **Establishment Portal**.

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**



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

Name	Gender	Date Of Birth	Age	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	Info	Alert
Billy Kennedy1	M	14-Feb-2023	Under 2	3	0.0	15.0	15.0	TTO	 	 
Allie Larkin1	F	14-Jul-2020	4 year old	5	15.0	0.0	35.0	TTO		 
Ole Martyn1	M	24-Jul-2021	3 year old	4	15.0	0.0	25.0	TTO		 
Axel Vincent1	M	17-Sep-2020	3 year old	5	15.0	15.0	40.0	TTO	 	 

This will open to the **Remove Child From Register** window.

### Option 1 – Child has never attended

Remove Child From Register

**Child Details**

**Name** Billy Kennedy1

**Gender** Male

**Date Of Birth** 14-02-2023

**Ethnicity** White and Black Caribbean

**End Date**  

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

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

**Never Attended** 

Please confirm that this child never attended your provision.

**Ok** **Cancel**

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.)

Remove Child From Register

**Child Details**

Name	Billy Kennedy1
Gender	Male
Date Of Birth	14-02-2023
Ethnicity	White and Black Caribbean
End Date	<input type="text" value="dd-mm-yyyy"/> 

This will open to the **Mid Term Remove** 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 <sup>?</sup>

A confirmation message will pop up to confirm removal.

Ernest Martin1 has been successfully removed from your Live Register.