

EYES EARLY YEARS

Amend Child Funded Hours



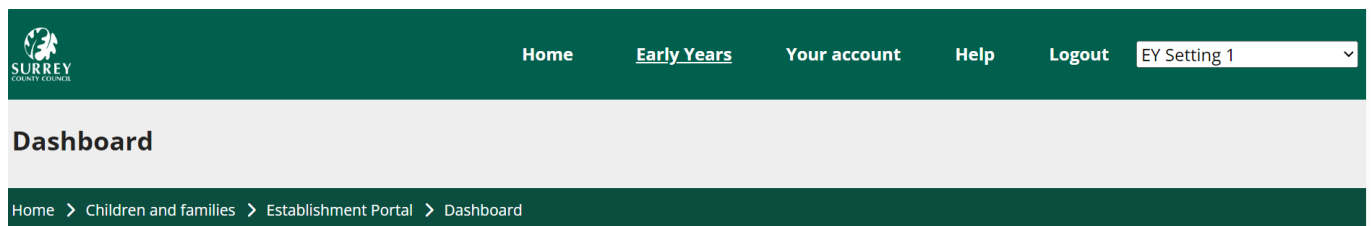
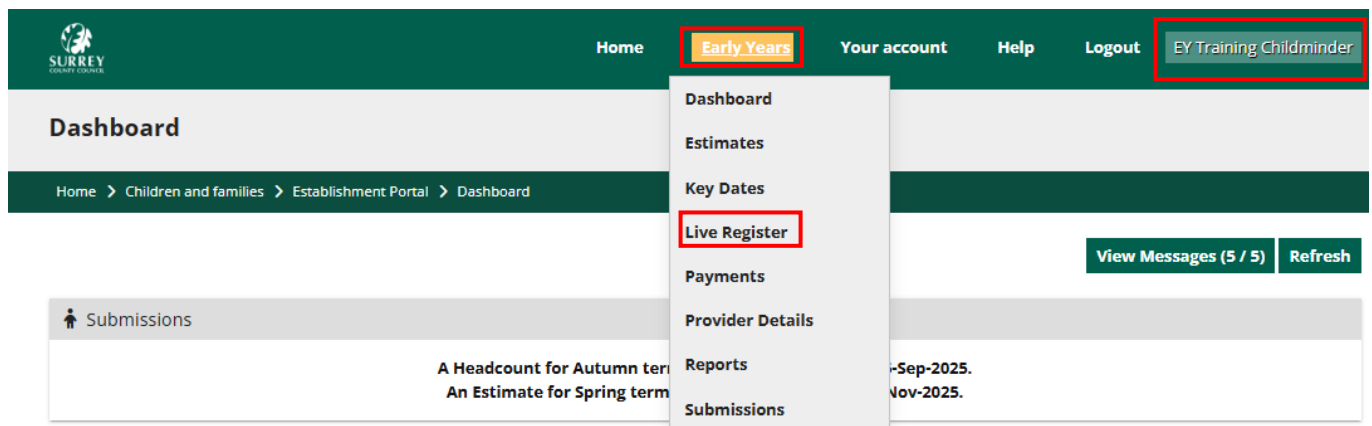
Overview

This process will provide an insight into how to amend a child's funded hours from the live register.

When making amendments to funded hours, note that Surrey offers funding on a full week basis, so amendments should always be effective from a Monday.





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.

From the top ribbon, click on 'Early Years', then select 'Live Register' from the drop-down menu.



Once in the Live Register, scroll down to view the list of children. Click the child icon next to the name of the child you wish to edit. The child's details screen will open. Scroll down to the

'Attendance Details' section

| Name | Sex | Date Of Birth | Age | Days Per Week | Funded Entitlement | Working Parent Entitlement | Total Hours | Delivery Method | Info | Alert |
|----------------|-----|---------------|------------|---------------|--------------------|----------------------------|-------------|-----------------|---------|-------------------------------------------------------------------------------------|
| Ernest Martin1 | M | 02-Mar-2022 | 3 year old | 4 | 15.0 | 0.0 | 15.0 | TTO | 94 UN |  |
| Molly Ye13 | F | 12-Mar-2023 | 2 year old | 3 | 15.0 | 0.0 | 15.0 | TTO | 2YO |  |
| Molly Ye3 | F | 12-Mar-2023 | 2 year old | 3 | 15.0 | 15.0 | 30.0 | TTO | 2YO-WPE |  |
| Molly Ye4 | F | 12-Mar-2023 | 2 year old | 4 | 15.0 | 0.0 | 15.0 | TTO | 2YO |  |

Prev 1 Next

This will display the child's details

Edit Submission History Remove Close

Child Details

| | |
|--------------|------------|
| Forename | Ernest |
| Surname | Martin1 |
| DOB | 02-03-2022 |
| Age | 3 year old |
| Type | Current |
| Date Started | 14-07-2025 |

Funding Details

| | |
|---------------------------------|-------------|
| Universal Entitlement | 15.0 |
| Working Parent Entitlement | 0.0 |
| Pupil Premium | Not Claimed |
| DAF (Disability Access Funding) | Not Claimed |

Click on the Edit button. This will open to a screen containing the following sections: Eligibility Check, Add Attendance, Pupil Premium, and Disability Access Fund (DAF).


Enter the new funded hours or number of days as appropriate. If the adjustment is Mid-Term, select 'Yes' to **Apply Funding Changes as a Mid-Term Adjustment**.

Attendance Details

| | |
|----------------------------|----------------|
| Provider Delivery Method | Term Time Only |
| Days Per Week * | 3 |
| Additional Hours | 0.0 |
| Working Parent Entitlement | 15.0 |

If you are making changes to this child's attendance information and want these to be submitted as a mid-term adjustment then please select 'Yes' below and enter the details of when this change should be applied from. Otherwise the changes you have made will be saved in preparation for your next headcount.

Apply Funding Changes as a Mid-Term Adjustment Yes No

Effective From * 

Weeks Before Change

Weeks After Change

Enter the date of change to the adjusted hours.

(Note: The **Effective From** date must always be recorded as the Monday of the change.)

Enter number of weeks to before the change (number of funded weeks before the Monday recorded in Effective From date) and number of weeks after the change.

Once amended, either scroll up or down to the bottom of the screen and click on 'Save'.