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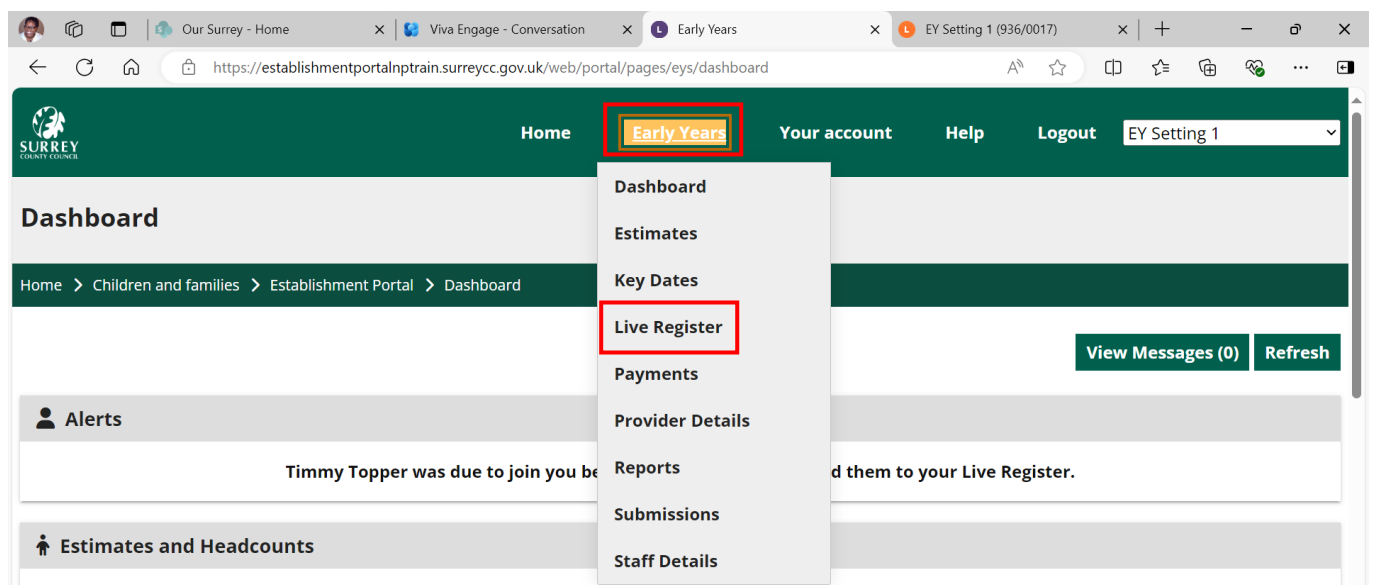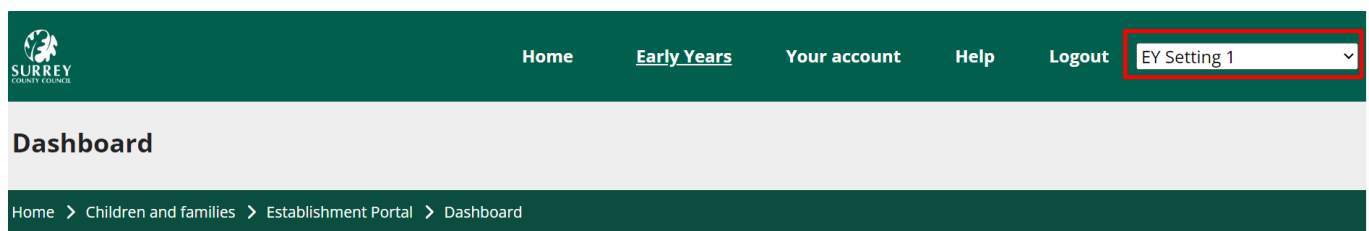
From the top ribbon click on **Early Years** and from the drop-down, click on **Live Register**

Once in Live register, scroll down to the list of children.

Click the **pencil** next to the child's name to be edited. The child's details screen opens. Scroll down to Attendance details.

(**Note:** if attendance details are not visible, click on the **Edit Funding Details** button.)

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**.

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, scroll down to the bottom of the screen and click on **Save**.