Amend Child Funded Hours	SURREY COLMITY COLINCE

## 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.

	Home	<u>Early Years</u>	Your account	Help	Logout	EY Setting	1	~
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Home > Children and families > Establishment Portal > Dash	nboard							
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	Home	Early Years	Your account	Help	Logout	EY Setting 1		v
Dashboard		Dashboard Estimates						
Home > Children and families > Establishment Portal > Dash	nboard	Key Dates						
		Live Register Payments			Viev	v Messages (	(0) R(	efresh
Alerts		Provider Details						
Timmy Topper was due	e to join you be	Reports	d them to y	your Live Reg	gister.			
•	_	Submissions						
Estimates and Headcounts		Staff Details						

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

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lse the Live l p-to-date ar	Register to nd it includ	record all es all the 2	l childrer 2 (if appl	icable), 3 an	your provision. It w nd 4-Year-Olds at ye	vill be used as the bas our provision.	is for your He	adcount and l	Early Yea	rs Census	so be s	ure that	it's ke
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lame	Gender	Date Of Birth	Age 😮	Days Per Week	Funded Entitlement 😗	Working Parent Entitlement 🥑	Total Hours 😮	Delivery Method 😗	Info	Alert 7			
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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.)

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	l's attendance information and want these to be submitted as a mid-term adjustment then please select	'Yes' below
If you are making changes to this child and enter the details of when this cha headcount. Apply Funding Changes as a Mid-Term Adjustment	I's attendance information and want these to be submitted as a mid-term adjustment then please select nge should be applied from. Otherwise the changes you have made will be saved in preparation for your © Yes ○ No	'Yes' below next
If you are making changes to this child and enter the details of when this cha headcount. Apply Funding Changes as a Mid-Term Adjustment Effective From *	I's attendance information and want these to be submitted as a mid-term adjustment then please select nge should be applied from. Otherwise the changes you have made will be saved in preparation for your Yes No dd-mm-yyyy	'Yes' below next
If you are making changes to this child and enter the details of when this cha headcount. Apply Funding Changes as a Mid-Term Adjustment Effective From * Weeks Before Change <b>?</b>	I's attendance information and want these to be submitted as a mid-term adjustment then please select nge should be applied from. Otherwise the changes you have made will be saved in preparation for your © Yes ○ No dd-mm-yyyy	'Yes' below next

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.