

# Amend Child Funded Hours

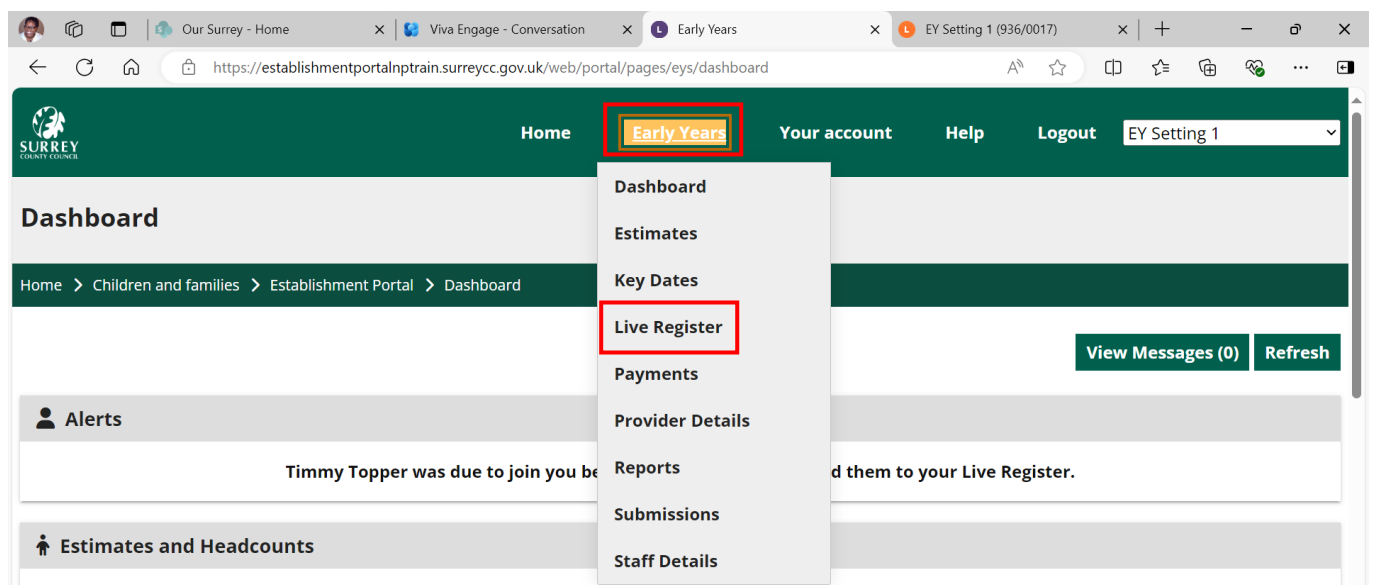
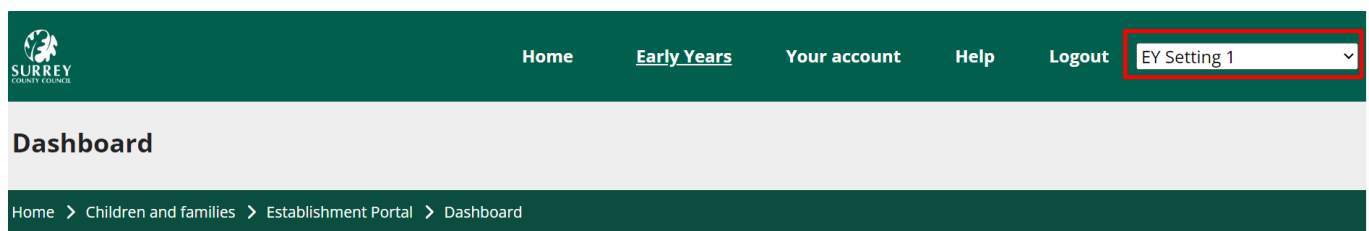


## Overview

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**

Use the Live Register to record all children attending your provision. It will be used as the basis for your Headcount and Early Years Census so be sure that it's kept up-to-date and it includes all the 2 (if applicable), 3 and 4-Year-Olds at your provision.

Future Starters (2) Add Child

EY Setting 1

Name	Gender	Date Of Birth	Age	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	Info	Alert	
Amiee Andrews1	F	17-Oct-2020	3 year old	5	15.0	0.0	25.0	TTO	0.0 UNH		 
Amy Andrews1	F	17-May-2020	4 year old	5	15.0	15.0	35.0	TTO	0.0 ID 0.0 UNH		 
Arun Barclay1	M	17-Jul-2021	3 year old	3	0.0	15.0	15.0	TTO	0.0 ID 0.0 YPP 0.0		 
Akhee Chan1	M	17-Aug-2021	3 year old	4	15.0	0.0	25.0	TTO	0.0 UNH		 
Angelica Djibo1	F	17-Jul-2020	4 year old	5	15.0	0.0	35.0	TTO	0.0 UNH		 
Akh Jalali1	F	14-Dec-2021	2 year old	5	15.0	0.0	25.0	TTO	0.0 OAF		 

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'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 \*: dd-mm-yyyy 

Weeks Before Change:

Weeks After Change:

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**.