

Make an Estimate Submission



When you first login to the Establishment Portal, check that your provider name is showing in the top right corner. If not, select it from the drop-down menu.

The screenshot shows the Establishment Portal dashboard. The top navigation bar includes 'Home', 'Early Years' (highlighted with a red box), 'Your account', 'Help', and 'Logout'. A dropdown menu is open under 'Early Years', listing options: Dashboard, Estimates (highlighted), Key Dates, Live Register, Payments, Provider Details, Reports, Submissions, and Staff Details. The main content area displays 'Estimates and Headcounts' with a message: 'The Estimate c... A Headcount has already been...'. Below this are several data cards: 'Under 2's' (0), 'Antenatal 2 year olds' (1), '2 year olds Working Parent' (0), '3 year olds' (1), '4 year olds' (1), 'Total Children' (3), 'Requested / Receiving EYPP' (0/0), 'Requested / Receiving DAF' (0/0), and 'Receiving Working Parent Entitlement' (1). At the bottom, there are buttons for 'Age / Eligibility Checks' and '2 Year Old Application'.

Click on the **Early Years** menu link and select Estimates from the dropdown.

When it is time for an Estimate to be submitted, the **Next** button is green, and you can proceed. If it not time for an estimate, the **Next** button will be greyed out and you will be unable to proceed.

Note that previous submissions are visible and can be viewed by clicking on them.

Early Years

Estimates

Home > Children and families > Establishment Portal > Estimates



Reset Next

Welcome to the Total Claimed Hours Estimate Submission Wizard.

Click the "Next" button to begin.

Remember to increase the estimate for any new children who might be starting with you next term and decrease the estimate for any children leaving you at the end of this term by simply over typing the values.

Previous Estimate Submissions

2024

Term	Delivery	Universal Claimed	Universal Approved	Working Parent Claimed	Working Parent Approved	Submitted	Outcome
Spring 2023/24	TTO	60.0	0.0	15.0	0.0	15-Apr-2024	PENDING
	AYR	0.0	0.0	0.0	0.0		

Click on the **Next** button to move to **Step 2. Total Claimed Hours**.

Values in fields default based on information provided on children on the Live Register. If you are submitting an estimate and have no children registered, the fields will all show '0'.

Estimates

Home > Children and families > Establishment Portal > Estimates



Claim Maximum Weeks Reset Previous Next

Total Claimed Hours Summer 2023/24

Term Time Only Weeks

Cohort	Delivery Method	Total Children	Weekly Universal Hours	Weekly Working Parent Hours
Under 2	TTO	<input type="text" value="0"/>		<input type="text" value="0.0"/>
2 year old (Working Parent)	TTO	<input type="text" value="0"/>		<input type="text" value="0.0"/>
2 year old (Disadvantaged)	TTO	<input type="text" value="2"/>	<input type="text" value="30.0"/>	
3 year old	TTO	<input type="text" value="1"/>	<input type="text" value="15.0"/>	<input type="text" value="0.0"/>
4 year old	TTO	<input type="text" value="1"/>	<input type="text" value="15.0"/>	<input type="text" value="15.0"/>

Edit the fields to reflect the number of children and hours to be claimed for the next term, then click on the **Next** button to move to **Step 3. Confirmation**.

The confirmation screen provides a summary of the children and hours to be claimed for in the next term. The Provider Agreement and Multi-Agency Information Sharing Protocol (MAISP) must be viewed here.

It is important you review both before proceeding.

1 Start 2 Total Claimed Hours 3 Confirmation 4 Finish

Reset Previous Submit

Confirmation

By submitting this information, you are agreeing to the terms and conditions in the **Provider Agreement**. You must also have read and abide by the Early Years Provider Partnership Policy (the Surrey Multi-Agency Information Sharing Protocol(MAISP)) and have shared a copy of your privacy notice with all parents.

I Agree * This field is required

Estimate Details Overview Summer 2023/24

Please review the following claimed hours and estimate details:

Total Children: 4

Term Time Only: 13.0 weeks

2 x 2 year olds (Disadvantaged) are claiming 390.0 funded hours.

1 x 3 year olds are claiming 195.0 universal hours.

1 x 4 year olds are claiming 195.0 universal hours and 195.0 working parent hours.

That's a total of 390.0 2 year old funded hours, 390.0 universal hours and 195.0 working parent hours.

Confirmation

Ready to submit? Once you click "Submit" the data you reviewed in the "Total Claimed Hours" section will be sent.

Check the box once you have reviewed to agree to the Provider Agreement and MAISP. Then click **Submit** to complete the submission.

Estimates

Home > Children and families > Establishment Portal > Estimates

1 Start 2 Total Claimed Hours 3 Confirmation 4 Finish

Return Next

Finished

Thank you, your estimate has been submitted.

To go back to the start screen and view your submission, click on **Return**.

The different status of a submission will show as:

- Pending – has been submitted
- Under Review – is in process of review by Surrey
- Accepted/Rejected - Outcome post review