

Add or Amend Child Details on the Live Register



The Live Register is used to provide an accurate view of children at your setting who are eligible for funding. This must be kept up to date, with children added to the register when they start at your setting, or when they become eligible for funding. Then removed when they leave or are no longer eligible for funding.

If you need to perform an eligibility check, always begin from the Dashboard. However, if you are adding a child who is receiving only universal funding and therefore do not require an eligibility check, you can go directly to the Live Register. Both processes are outlined in the sections below.

Adding a child with an eligibility code

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 dropdown menu.

Navigate to the Dashboard, using the Early Years drop-down menu. You can perform checks from the Dashboard, to see if the child is eligible for funding.

The screenshot shows the 'Dashboard' page of the Establishment Portal. The top navigation bar includes 'Home', 'Early Years' (highlighted with a red box), 'Your account', 'Help', 'Logout', and 'EY Training Childminder'. Below the navigation bar, there is a breadcrumb trail: 'Home > Children and families > Establishment Portal > Dashboard'. A 'View Messages (5 / 5) Refresh' button is visible. The main content area is titled 'Submissions' and contains a message: 'A Headcount for Autumn term can be submitted from 16-Sep-2025. An Estimate for Spring term can be submitted from 03-Nov-2025.' Below this message is a grid of 9 cards showing submission counts for different categories:

Under 2's	Disadvantaged 2 year olds	2 year olds Working Parent
0	3	1
3 year olds	4 year olds	Total Children
1	0	4
Requested / Receiving EYPP	Requested / Receiving DAF	Receiving Working Parent Entitlement
0 / 0	0 / 0	1

At the bottom of the dashboard, there is a section for 'Online Eligibility Checks' with two buttons: 'Age / Eligibility Checks' (highlighted with a red box) and '2 Year Old Application'.

Click on the **Age/Eligibility Checks** button.

Enter the **Child's Date of Birth** and select the **Check Age** button.

Age / Eligibility Checks

Home > Children and families > Establishment Portal > Age / Eligibility Checks

Child's Date Of Birth



Check Age

Reset

Eligibility Check 2 Year Old Check
 Working Parent Eligibility Check

A banner appears confirming the child's Funding Age for the current and next term. Select one of the Eligibility Check radio buttons to check either for 2-Year-Old Disadvantaged (FEET) or Working Parent Eligibility.

This child's Funding Age for the current term and next term is 2 year old.

2-Year-Old Disadvantaged (FEET) Check

The Eligibility check for 2-Year-Old disadvantaged must only be used where a parent has provided a Surrey approved eligibility code. If the parent, does not provide a Surrey approved eligibility code, they will need to submit a 2-Year-Old Application. The link to the Parent Portal for them to apply can be found on Surrey's Family Information Service website.

Check Age

Reset

Eligibility Check 2 Year Old Check
 Working Parent Eligibility Check

Does the Parent / Guardian have a 2 Year Old Application Reference Number from Surrey County Council?
 Yes
 No

Note: Checks can only be done, where 'Yes' has been selected and a Surrey approved reference number has been given for a 2 YO Application

Enter the reference number, date that proof of eligibility was seen, and child details below (all fields MUST be filled in).

Reference No. *

Child's Forename *

Child's Surname *

Child's Date Of Birth *



Proof Seen *



Check Eligibility

Reset

Complete all the fields with information provided by the parent and then click on the **Check Eligibility** button.

A banner appears, either confirming the code is 'Found and Eligible', or 'Not Eligible'. If found eligible, a new button appears at the bottom of the screen allowing you to add the child to the Live register. Clicking this button will open the Add Child screen, shown on page 6. Go to the section **Continue with Adding a Child to the Live Register** on Page 6.

Check Age Reset

Eligibility Check 2 Year Old Check
 Working Parent Eligibility Check

✓ Ref: "JO-IUOQ-LXEX" - Found and Eligible

Does the Parent / Guardian have a 2 Year Old Application Reference Number from Surrey County Council? Yes
 No

Enter the reference number, date that proof of eligibility was seen, and child details below (all fields MUST be filled in).

Reference No. *

Child's Forename *

Child's Surname *

Child's Date Of Birth *

Proof Seen *

Check Eligibility Reset **Add to Live Register** Add Future Starter to Register

Working Parent Eligibility Check

Where a parent has received an eligibility code from the Government Website, a Working Parent Eligibility Check must be performed.

Eligibility Check 2 Year Old Check
 Working Parent Eligibility Check

Child's Date Of Birth *

Parent/Guardian's NI number *

Eligibility code *

Do you hold signed authorisation from the parent to perform this check? * Yes
 No

Note: Signed Authorisation must always be given by the parent to proceed with checking eligibility

Check Eligibility Reset

Complete all the fields with information provided by the parent and then click on the Check Eligibility button.

A banner appears, either confirming 'This child is eligible to claim working parent entitlement from DD/MM/YYYY until DD/MM/YYYY', or 'unable to check the child's eligibility'.

If found eligible, a new button appears at the bottom of the screen allowing you to add the child to the Live register. Clicking this button will open the Add Child screen, shown on page 6 below.

Go to the section **Continue with Adding a Child to the Live Register** on Page 6.

Adding a child with Universal entitlement only

For a child receiving only universal funding, there is not a requirement to carry out an eligibility check. Therefore, they should be added directly to the Live Register. To access the Live Register, click on the **Early Years** menu link and select **Live Register** from the dropdown.

The screenshot shows the Surrey County Council Early Years dashboard. The navigation bar includes 'Home', 'Early Years' (highlighted with a red box), 'Your account', 'Help', 'Logout', and 'EY Training Childminder'. A dropdown menu is open under 'Early Years', with 'Live Register' highlighted by a red box. The dashboard content includes a breadcrumb trail, a 'Submissions' section with a headcount for Autumn term and an estimate for Spring term, a grid of 9 cards showing child counts for various categories (Under 2's, Disadvantaged 2 year olds, 2 year olds Working Parent, 3 year olds, 4 year olds, Total Children, Requested / Receiving EYPP, Requested / Receiving DAF, Receiving Working Parent Entitlement), and an 'Online Eligibility Checks' section with buttons for 'Age / Eligibility Checks' and '2 Year Old Application'.

Category	Count
Under 2's	0
Disadvantaged 2 year olds	3
2 year olds Working Parent	1
3 year olds	1
4 year olds	0
Total Children	4
Requested / Receiving EYPP	0 / 0
Requested / Receiving DAF	0 / 0
Receiving Working Parent Entitlement	1

The Live Register lists each child with their funding entitlement. You will be able to see what all the flags mean under 'Info' if you hover your mouse over them.

Live Register

Home > Children and families > Establishment Portal > Live Register

Live Register

Private and Voluntary Providers - Use the Live Register to record all funded 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 funded children from the age of 9 months at your provision.

Maintained and Academy Schools - Use the Live Register to record all funded children aged 2 and under at your provision. You should not record any children in receipt of 3 and 4 year old funding on your live register as you are funded for these children via your school census. Please ensure you have sent all 3 and 4 year old eligibility codes and EYPP requests to fundedearyeducation@surreycc.gov.uk for processing.

Click on the **Add Child** button to add a child



Future Starters (3)

Add Child

EY Training Childminder

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	30 JUN	
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 2YO	
Molly Ye4	F	12-Mar-2023	2 year old	4	15.0	0.0	15.0	TTO	2YO	

Prev 1 Next

Continue with Adding a Child to the Live Register

Complete information about the child in each of the fields. The highlighted fields (*) are compulsory.

Early Years

Live Register - Child

Home > Children and families > Establishment Portal > Live Register > Child

Edit View: **Child** Guardian(s) Funding Save Cancel

Details

Legal Forename(s) *

Legal Surname *

Sex *

Date Of Birth *

Ethnicity *

Language

Date Started *

Address

Postcode *

SEN

SEN *

Proof of Child's Date of Birth

You must confirm that you have seen proof of Date of Birth for this child

Seen proof of date of birth? * This field is required Yes No

Edit View: **Child** Guardian(s) Funding Save Cancel

Once you have completed information about the child, click on **Funding**.

NOTE: If applying for Universal Funding or have a 2-Year-Old Disadvantaged (FEET) code you do not need to complete information about the Parent or Guardian.

If applying for Working Parent Entitlement, or to give consent to a Pupil Premium check, you need to add Information about the Parent or Guardian.

Click on the **Guardian** button to add details for Working Parent Entitlement. And from the next screen click on **Add Guardian**

Early Years

Live Register - Child

Home > Children and families > Establishment Portal > Live Register > Child

Edit View: **Child** Guardian(s) Funding Save Cancel

This should only be the parent/guardian(s) living in the household of the child as declared to HMRC and may not necessarily be the child's biological parent.

No consenting Parent/Guardian

Add Guardian

Edit View: **Child** Guardian(s) Funding Save Cancel

Complete the fields, ensure that parent name details, NI number and Eligibility code provided to the parent on the Government website have been entered. If requesting a Pupil Premium check, click 'Yes'.

Early Years

Live Register - Child

Home > Children and families > Establishment Portal > Live Register > Child


Confirm Guardian Cancel

Details

Forename *

Surname *

Contact Number

Date Of Birth 

Eligibility

NI Number

NASS Number

Consent to Pupil Premium check Yes
 No

Eligibility Code

Confirm Guardian Cancel

Click on **Confirm Guardian**

This will display the guardian's details in a table which can be edited by clicking on the pencil icon or removed by clicking on the X icon.

Early Years

Live Register - Child

Home > Children and families > Establishment Portal > Live Register > Child

Edit View: **Child** Guardian(s) Funding Save Cancel

This should only be the parent/guardian(s) living in the household of the child as declared to HMRC and may not necessarily be the child's biological parent.

Name	DOB	Contact No.	NI No.	NASS No.	Eligibility Code	Pupil Premium Consent
Lara Ye3	12-12-1985	1000000	NJ755800D		50500000075	No



Add Guardian

Edit View: **Child** Guardian(s) Funding Save Cancel

Next click on **Funding**

Depending on the age of the child and type of entitlement, checks can be completed and will enable hours to be added in Attendance details.

Edit View: **Child** Guardian(s) Funding Save Cancel

Eligibility Checks

Funding Age: 2 year old

Two Year Old Funded Entitlement

This child is not eligible to claim 2 year funding entitlement.

Check Eligibility for 2 Year Old Funding

Working Parent Entitlement

Working Parent Entitlement Check not performed

Check Eligibility for Working Parent Entitlement

Attendance

Provider Delivery Method Term Time Only

Days Per Week * 0

Additional Hours 0.0

2 Year Old Funded Entitlement 0.0

Working Parent Entitlement 0.0

If Pupil Premium has been selected, checks can also be completed.

Pupil Premium

If 'Yes' is selected below an Early Years Pupil Premium check will be requested for this child. This check will be performed automatically when you submit your next headcount.

Do not carry out an eligibility check unless you hold a signed mandate from the parent/guardian(s) consenting to their details being verified with records held by the Department for Work and Pensions (DWP), His Majesty Revenue and Customs (HMRC) and the Home Office.

Check for Pupil Premium eligibility Yes No

No consenting parent/guardian(s) recorded

If Disability Access Funding is to be included, click 'Yes' next to **DAF**. Enter the date that the DLA letter was seen.

Supporting documentation must be uploaded and check the box to agree that the DAF information is correct.


DAF (Disability Access Funding)

DAF (Disability Access Funding) Yes
 No

DLA Letter Seen * 

Supporting Information

Upload any documents here which you wish to be considered with this DAF request (e.g. DLA Award Letter, Parental Agreement).

 Upload Document

I agree all of the above DAF information is correct *

Categories can be used to help filter the list of children on the Live Register. Some categories are automatically assigned when a child is added to the Live Register, e.g. Working Parent Entitlement – Eligible, DAF, Pupil Premium. It is also possible to add your own categories. An example might be to identify summer leavers.

Categories

Use this section to add tags / categories to this child which can then be used to filter on in the Live Register.

Add a category

Categories

To add your own category, type a description into the box **Add a Category**, then click on the **+Add** button. The category will be added to the child record.

The category can be removed again by clicking on the 'X'.

Once you have added all the information when adding a child to the Live Register, click on the **Save** button.

If the child is being added after the start of term, enter the number of funded weeks in the **Process Mid Term Change** pop up box.

Add Funded Child - Submission Details ✕

Summer 2024/25

The child's Start Date and Funding details will be processed as a Mid Term Change. Clicking 'Confirm' will process the Mid Term Change to the Local Authority. If you are not expecting to process a Mid Term Change for this child, clicking 'Cancel' will allow you to review the child's 'Start Date' and/or 'Funding' details.

Funded Weeks*

Confirm **Cancel**

Click **Confirm** then select **OK**

Once the next screen appears, click **Close** to proceed.

Early Years

Live Register - Child

Home > Children and families > Establishment Portal > Live Register > Child

Edit **Submission History** **Remove** **Close**

Child Details

Forename	Molly
Surname	Ye3
DOB	12-12-2023
Age	Under 2
Type	Current
Date Started	06-06-2025

Funding Details

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

Next you will be able to see the added child's details in the Live Register.

Live Register

Private and Voluntary Providers - Use the Live Register to record all funded 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 funded children from the age of 9 months at your provision.
Maintained and Academy Schools - Use the Live Register to record all funded children aged 2 and under at your provision. You should not record any children in receipt of 3 and 4 year old funding on your live register as you are funded for these children via your school census. Please ensure you have sent all 3 and 4 year old eligibility codes and EYPP requests to fundedearyeducation@surreycc.gov.uk for processing.

Future Starters (5) [Add Child](#)

EY Training Childminder

Name	Sex	Date Of Birth	Age	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	Info	Alert
Molly Ye3	F	12-Mar-2023	2 year old	3	0.0	15.0	15.0	TTO	2YO-WP	

NOTE: If child details need to be edited, click on the child icon. Any information can be entered and then saved.

You can filter the list of children by categories by clicking on the magnifying glass. You will see the list of categories including any you have created.

Filter by category ✕

Categories

- Under 2's
- 2 Year Olds
- 2 Year Olds (Disadvantaged)
- 2 Year Olds (Working Parent)
- 2 Year Olds (Combined)
- 3 Year Olds
- 4 Year Olds
- Pupil Premium
- DAF
- Working Parent Entitlement - Receiving
- Working Parent Entitlement - Grace Period
- Working Parent Entitlement - Due To Confirm
- Working Parent Entitlement - Eligible
- Funded Hours

Apply Cancel

Select the category you wish to filter by and then select **Apply**. You will then only see those children under the selected category.

2-Year-Old Combined

In cases where a child is eligible for both '2-Year-Old FEET' and '2-Year-Old Working Parent' funding, each funding type must be added separately—one after the other.

For example, if the Working Parent funding has already been added, you can add the FEET funding by clicking 'Edit' on the child's record - and vice versa.

[Edit](#) [Submission History](#) [Remove](#) [Close](#)

Child Details

Forename	Molly
Surname	Ye3
DOB	12-03-2023
Age	2 year old
Type	Current
Date Started	06-06-2025

Funding Details

2 Year Old Funded Entitlement	0.0
Working Parent Entitlement	15.0
Pupil Premium	Not Claimed
DAF (Disability Access Funding)	Not Claimed

Click on 'Check Eligibility for 2-Year-Old Funding'

Edit View: [Child](#) [Guardian\(s\)](#) [Funding](#) [Save](#) [Cancel](#)

Eligibility Checks

Funding Age: 2 year old

Two Year Old Funded Entitlement	Two Year Old Funding Check not performed yet. Check Eligibility for 2 Year Old Funding
Working Parent Entitlement	This child is eligible to claim working parent entitlement from 25-Mar-2025 until 31-Dec-2025. Check Eligibility for Working Parent Entitlement View Entitlement Check History

A Two-Year-Old Application Details window will pop-up, select 'Yes' to the question 'Does the Parent / Guardian have a 2-Year-Old Application Reference Number from Surrey County Council?'

Then add the reference number provided by the parent from Surrey County Council and add date when proof was seen. Click OK

Two Year Old Application Details



Please select from the following options:

Does the Parent / Guardian have a 2 Year Old Application Reference Number from Surrey County Council? Yes No

Enter the reference number and date that proof of eligibility was seen below (all fields MUST be filled in).

Reference No.

Proof Seen

Ok

Close

If child is eligible, you will receive a message stating 'This child is eligible for 2-year-old funded entitlement. Two-Year-Old Ref No: JX-BWF5-BVZH, Proof Seen: 11-08-2025'.

Eligibility Checks

Funding Age: 2 year old

Two Year Old Funded Entitlement	This child is eligible for 2 year old funded entitlement. Two Year Old Ref No: JX-BWF5-BVZH, Proof Seen: 11-08-2025	Check Eligibility for 2 Year Old Funding
Working Parent Entitlement	This child is eligible to claim working parent entitlement from 25-Mar-2025 until 31-Dec-2025.	Check Eligibility for Working Parent Entitlement View Entitlement Check History

Next add the '2-Year-Old Funded Entitlement' and click on save.

Attendance

Provider Delivery Method	<input type="text" value="Term Time Only"/>
Days Per Week *	<input type="text" value="3"/>
Additional Hours	<input type="text" value="0.0"/>
2 Year Old Funded Entitlement	<input type="text" value="15.0"/>
Working Parent Entitlement	<input type="text" value="15.0"/>

You will remove the message that the details of the child have been successfully saved. Click OK

The details of Molly Ye3 have been successfully saved.

OK

This will close and open to show the child has both funding details.

Edit Submission History Remove Close

Child Details

Forename	Molly
Surname	Ye3
DOB	12-03-2023
Age	2 year old
Type	Current
Date Started	11-08-2025

Funding Details

2 Year Old Funded Entitlement	15.0
Working Parent Entitlement	15.0
Pupil Premium	Not Claimed
DAF (Disability Access Funding)	Not Claimed

This will display both the 2-year-old FEET funding and 2-year-old working parent funding flags next to the child's name



Future Starters (2) Add Child

EY Training Childminder

Name	Sex	Date Of Birth	Age	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	Info	Alert
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 2YO	
Molly Ye4	F	12-Mar-2023	2 year old	4	15.0	0.0	15.0	TTO	2YO	

Prev 1 Next

Amend Funded Hours After Headcount Submission

If you make an adjustment to funded hours after a headcount has been submitted, you must select 'Yes' to Apply Funding Changes as a Mid-Term Adjustment.

Attendance Details

Provider Delivery Method

Days Per Week *

Additional Hours

Universal Entitlement

Working Parent Entitlement

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

Boxes will appear to enter the date that the change is Effective From and to confirm the number of funded weeks before and after the change.

WARNING! If you do not select 'Yes' to apply changes as a Mid-Term Change, the Funded Early Education Team will not receive notification to amend the hours, so changes will not take effect until the next headcount submission.

Remove a Child from the Live Register

To remove a child from the Live Register, select the child icon to the right of the child's details.

Future Starters (5) Add Child

EY Training Childminder

Name	Sex	Date Of Birth	Age	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	Info	Alert
Molly Ye3	F	12-Mar-2023	2 year old	3	0.0	15.0	15.0	TTO		

This will open to the Child's details, click on the 'Remove' button

Early Years

Live Register - Child

Home > Children and families > Establishment Portal > Live Register > Child

Edit Submission History **Remove** Close

Child Details

Forename	Molly
Surname	Ye3
DOB	12-03-2023
Age	2 year old
Type	Current
Date Started	06-06-2025

Funding Details

2 Year Old Funded Entitlement	0.0
Working Parent Entitlement	15.0
Pupil Premium	Not Claimed
DAF (Disability Access Funding)	Not Claimed


Add the 'End Date' and click confirm

Home > Children and families > Establishment Portal > Live Register > Child

Confirm Never Attended Cancel

Remove Child From Register

Child Details

Name	Molly Ye3
Date Of Birth	12-03-2023
Start Date	06-06-2025
End Date	<input type="text" value="dd-mm-yyyy"/> 

Confirm Never Attended Cancel

If the child never attended, add the end date and select the 'Never Attended' button

Either enter an end date, then **Confirm**, where claims have already been made. Or select Never Attended, where no claims have been made.

Future Starters

Future Starters can be added the term before they are due to become eligible.

Live Register

Home > Children and families > Establishment Portal > Live Register

Live Register

Private and Voluntary Providers - Use the Live Register to record all funded 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 funded children from the age of 9 months at your provision.

Maintained and Academy Schools - Use the Live Register to record all funded children aged 2 and under at your provision. You should not record any children in receipt of 3 and 4 year old funding on your live register as you are funded for these children via your school census. Please ensure you have sent all 3 and 4 year old eligibility codes and EYPP requests to fundedearlyeducation@surreycc.gov.uk for processing.

Click the **Future Starters** button

Search icon **Future Starters (5)** **Add Child**

Name	Sex	Date Of Birth	Age	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	Info	Alert
Molly Ye3	F	12-Mar-2023	2 year old	3	0.0	15.0	15.0	TTO	ZYO-WPIE	

Then click on **Add Future Starter**. The same fields for adding a child to the register need to be completed to add a future starter. You do not need to do the eligibility checks until they become eligible and can be added to the Live Register.

Add Future Starter **Back to Register**

Name	Sex	Date Of Birth	Age	Proposed Start Date	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	
Molly Ye13	F	12-Mar-2023	2 year old	15-Sep-2025	3	15.0	0.0	15.0	TTO	
Molly Ye15	F	12-Mar-2023	2 year old	22-Sep-2025	0	0.0	0.0	0.0	TTO	
Molly Ye3	F	12-Mar-2023	2 year old	08-Sep-2025	0	0.0	0.0	0.0	TTO	
Molly Ye3	F	12-Mar-2023	2 year old	08-Sep-2025	3	0.0	15.0	15.0	TTO	
Molly Ye4	F	12-Mar-2023	2 year old	15-Sep-2025	4	15.0	0.0	15.0	TTO	

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When the future starter becomes eligible, click on the child icon button. The Add Child screen opens for you to complete information and add the child to the Live Register by clicking on the 'Accept' button.

Early Years

Live Register - Child

Home > Children and families > Establishment Portal > Live Register > Child

Accept Edit Remove Close

Child Details

Forename	Molly
Surname	Ye13
DOB	12-03-2023
Age	2 year old
Type	Future Starter
Proposed Start Date	15-09-2025

Funding Details

2 Year Old Funded Entitlement	15.0
Working Parent Entitlement	0.0
Pupil Premium	Not Claimed
DAF (Disability Access Funding)	Not Claimed

Add the 'Date Started' and click on the 'Funding button', if you need to implement the eligibility checks and add attendance. Otherwise click on the 'save' button

Live Register - Child

Home > Children and families > Establishment Portal > Live Register > Child

Edit View: Child Guardian(s) Funding Save Cancel

Details

Legal Forename(s) *	<input type="text" value="Molly"/>
Legal Surname *	<input type="text" value="Ye13"/>
Sex *	<input type="text" value="Female"/>
Date Of Birth *	<input type="text" value="12-03-2023"/>
Ethnicity *	<input type="text" value="Any Other Black Background"/>
Language	<input type="text"/>
Proposed Start Date *	<input type="text" value="15-09-2025"/>
Date Started *	<input type="text" value="01-08-2025"/>

Once saved, the 'Add Funded – Submission Details will pop-up'. Add the number of 'Funded Weeks' and click 'Confirm'

Add Funded Child - Submission Details

The child's Start Date and Funding details will be processed as a Mid Term Change.
Clicking 'Confirm' will process the Mid Term Change to the Local Authority.
If you are not expecting to process a Mid Term Change for this child, clicking 'Cancel' will allow you to review the child's 'Start Date' and/or 'Funding' details.

Summer 2024/25

Funded Weeks*

Confirm Cancel

You will then receive confirmation

The details of Molly Ye13 have been successfully saved.

Ok

You can also remove a future starter if they are not going to join or become eligible. Click on the child icon

[Add Future Starter](#) [Back to Register](#)

Name	Sex	Date Of Birth	Age	Proposed Start Date	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	
Molly Ye13	F	12-Mar-2023	2 year old	15-Sep-2025	3	15.0	0.0	15.0	TTO	
Molly Ye15	F	12-Mar-2023	2 year old	22-Sep-2025	0	0.0	0.0	0.0	TTO	
Molly Ye3	F	12-Mar-2023	2 year old	08-Sep-2025	0	0.0	0.0	0.0	TTO	
Molly Ye3	F	12-Mar-2023	2 year old	08-Sep-2025	3	0.0	15.0	15.0	TTO	
Molly Ye4	F	12-Mar-2023	2 year old	15-Sep-2025	4	15.0	0.0	15.0	TTO	

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And click on the 'Remove' button to remove the child

Early Years

Live Register - Child

Home > Children and families > Establishment Portal > Live Register > Child

[Accept](#) [Edit](#) [Remove](#) [Close](#)

Child Details

Forename	Molly
Surname	Ye13
DOB	12-03-2023
Age	2 year old
Type	Future Starter
Proposed Start Date	15-09-2025

Funding Details

2 Year Old Funded Entitlement	15.0
Working Parent Entitlement	0.0
Pupil Premium	Not Claimed
DAF (Disability Access Funding)	Not Claimed

Click 'OK' to confirm or 'Cancel' to return to the future starters screen.

Never Attended

Please confirm that this child never attended your provision.

[Ok](#) [Cancel](#)

Once removed, you will receive this confirmation, click OK.

Molly Ye15 has been successfully marked as never attended.

[Ok](#)