

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, you should always start from the Dashboard. If you are adding a child in receipt of only universal funding, and therefore you do not need to perform an eligibility check, you should navigate directly to the Live Register. Both options are covered 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 Surrey County Council Establishment Portal Dashboard. The top navigation bar includes 'Home', 'Early Years' (highlighted with a red box), 'Your account', 'Help', 'Logout', and a dropdown menu for 'Early Years Setting 1'. The dashboard content includes a breadcrumb trail, a 'View Messages (0) Refresh' button, and a section for 'Estimates and Headcounts'. This section contains a message about the estimate day for Autumn term and a grid of statistics:

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

At the bottom, the 'Online Eligibility Checks' section contains 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.

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

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**

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

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.

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

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 '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.

SURREY COUNTY COUNCIL

Home **Early Years** Your account Help Logout Early Years Setting 1

Dashboard

Home > Children and families > Establishment Portal >

Estimates and Headcounts

The Estimate c
A Headcount has already been

View Messages (1) Refresh

Under 2's: 0

Disadvantaged 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

Receiving Working Parent Entitlement: 1

Online Eligibility Checks

Age / Eligibility Checks

2 Year Old Application

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.

Early Years

Live Register

Home > Children and families > Establishment Portal > Live Register

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 (0) **Add Child**

Early Years Setting 1

Name	Gender	Date Of Birth	Age	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	Info	Alert
Edward Heath	M	03-Jul-2019	4 year old	5	15.0	15.0	70.0	TTO	3A)E 3A)UN	
Florence Nightingale	F	11-Jun-2021	2 year old	5	15.0	0.0	60.0	TTO	2YO	
Beech Tree	M	15-Feb-2021	3 year old	5	15.0	0.0	40.0	TTO	3A)UN	

Click on the **Add Child** button to add a child then continue in the Go to the section **Continue with Adding a Child to the Live Register** on Page 6.

Continue with Adding a Child to the Live Register

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

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.

[Edit Funding Details](#) [OK](#) [Cancel](#)

Add Child

Child Details

Legal Forename *

Legal Surname *

Gender *

Date Of Birth *

Ethnicity *

Language

Date Started *

Child Address

Postcode *

[Q Search](#)

SEN

SEN *

Proof of Child's Date of Birth

Seen proof of date of birth? * Yes No

Document Seen

Edit Funding Details

[Edit Funding Details](#)

[OK](#) [Cancel](#)

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

NOTE: If applying for Universal Funding, or have a 2YO 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.

Parent / Guardian Details

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](#)

Click on the **Add Guardian** button to add details for Working Parent Entitlement. You may find that some of the fields are already complete from when completing the eligibility check described on Page 3.

Parent/Guardian Details ×

Forename*

Surname*

Contact Number

Date Of Birth 

NI Number 

NASS Number 

Consent to Pupil Yes
Premium check No

Eligibility Code

[OK](#)

[Cancel](#)

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'.

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.

Funding 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

This child is eligible to claim working parent entitlement from 01-Sep-2023 until 31-Aug-2024.

[Check Eligibility for Working Parent Entitlement](#)

Attendance Details

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

Early Years Pupil Premium

If 'Yes' is selected below then an Early Years Pupil Premium receipt will be requested for this child when they are 3/4 years old. This check will be performed automatically when you submit your next headcount. If the child is not yet old enough, you can still add the information now and it will be stored here until the first term after their 3rd birthday.

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), Her Majesty's Revenue and Customs (HMRC) and the Home Office.

Check for Pupil Premium eligibility Yes
 No

Consenting Parent/Guardian(s).

New User (DOB: 12-Dec-1995) - TT729866C

Found and eligible - Check Date - 23-Apr-2024

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

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

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
[+ Add](#)

Categories No categories selected

[OK](#) [Cancel](#)

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.

Click **OK** to save the child onto the register.

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.

Process Mid Term Change

The child's Start Date and Funding details will be processed as a Mid Term Change.

Clicking 'Confirm & Submit' 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 & Submit **Cancel**

Click **Confirm and Submit**.

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.

The details of Florence Nightingale have been successfully saved.

Future Starters (0) **Add Child**

Early Years Setting 1										
Name	Gender	Date Of Birth	Age	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	Info	Alert
Edward Heath	M	03-Jul-2019	4 year old	5	15.0	15.0	40.0	TTO	314E 314JUN	
Florence Nightingale	F	11-Jun-2021	2 year old	5	15.0	0.0	40.0	TTO	2YO	
Child Training	F	01-Jan-2022	2 year old	5	0.0	15.0	40.0	TTO	2YO-WPE EYPP DAF	
Beech Tree	M	15-Feb-2021	3 year old	5	15.0	0.0	40.0	TTO	314JUN	

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

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

Attendance Details

Provider Delivery Method: Term Time Only

Days Per Week *: 5

Additional Hours: 25.0

Universal Entitlement: 15.0

Working Parent Entitlement: 0.0

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:

The boxes will appear to enter date that the change is effective from and to confirm the number of funded weeks before and after the change

Remove a Child from the Live Register

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.

The details of Florence Nightingale have been successfully saved.

Future Starters (0) Add Child

Early Years Setting 1

Name	Gender	Date Of Birth	Age	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	Info	Alert
Edward Heath	M	03-Jul-2019	4 year old	5	15.0	15.0	40.0	TTO		
Florence Nightingale	F	11-Jun-2021	2 year old	5	15.0	0.0	40.0	TTO		
Child Training	F	01-Jan-2022	2 year old	5	0.0	15.0	40.0	TTO		
Beech Tree	M	15-Feb-2021	3 year old	5	15.0	0.0	40.0	TTO		

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

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.

Remove Child From Register

Child Details

Name Child Training

Gender Female

Date Of Birth 01-01-2022

Ethnicity Any Other Ethnic Group

End Date 

Confirm **Never Attended** **Cancel**

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

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.

Add Future Starter **Back to Register**

Early Years Setting 1

No Future Starters

Click the **Future Starters** button and then **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.

Live Register

Home > Children and families > Establishment Portal > Live Register

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.

Add Future Starter **Back to Register**

Early Years Setting 1

Name	Gender	Date Of Birth	Age	Proposed Start Date	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	
Future Starter1	F	12-Jul-2022	2 year old	01-Sep-2024	0	0.0	0.0	0.0	TTO	  

Accept

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

Live Register

Home > Children and families > Establishment Portal > Live Register

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.

[Edit Funding Details](#) [Save](#) [Cancel](#)

Add Child

Child Details

Legal Forename *

Legal Surname *

Gender *

Date Of Birth * 

You can also remove a future starter if they are not going to join or become eligible.

Early Years Setting 1

Name	Gender	Date Of Birth	Age	Proposed Start Date	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	
Future Starter1	F	12-Jul-2022	2 year old	01-Sep-2024	0	0.0	0.0	0.0	TTO	  

Remove

Click on the x button to remove a child.

Never Attended

Please confirm that this child never attended your provision.

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

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