

Add a Child as a Future Starter



Future starters can be added through the Live Register before a child is due to start. Click on the **Early Years** menu link and select **Live Register** from the dropdown.

The screenshot shows the Surrey County Council Live Register interface. The navigation bar includes 'Home', 'Early Years' (highlighted in red), 'Your account', 'Help', 'Logout', and a dropdown menu for 'Early Years Setting 1'. The 'Early Years' dropdown menu is open, showing options: Dashboard, Estimates, Key Dates, **Live Register** (highlighted), Payments, Provider Details, Reports, Submissions, and Staff Details. The main dashboard area displays several key metrics:

- Under 2's:** 0
- Antaged 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

At the bottom, there are links for 'Age / Eligibility Checks' and '2 Year Old Application'.

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 fundedearyeducation@surreycc.gov.uk for processing.



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		
Florence Nightingale	F	11-Jun-2021	2 year old	5	15.0	0.0	60.0	TTO		
Beech Tree	M	15-Feb-2021	3 year old	5	15.0	0.0	40.0	TTO		

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Add Future Starter Back to Register

Click the **Future Starters** button and then **Add Future Starter**. You do not need to do the eligibility checks until they become eligible and can be added to the Live Register.

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

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

Add Child

Child Details

Legal Forename *

Legal Surname *

Gender *

Date Of Birth *

Ethnicity *

Language

Proposed Start Date *

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](#)

If you have been provided with eligibility codes, you will then select **Edit Funding Details**. Otherwise, they can be added later when the child is to be added to the Live Register.

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, which includes 3-4 Year Old Extended, 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.

Screen for adding 2YO funding

Click on the eligibility check button depending on type of funding being applied for, which will enable the correct funding fields to be completed.

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 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'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

Screen for adding 3YO funding

Click on the eligibility check button if applying for working parent (extended) entitlement, which will enable the correct funding fields.

Funding Eligibility Checks

Funding Age: 3 year old

Working Parent Entitlement

This child will be eligible to claim working parent entitlement. The Eligibility Code is valid from 02-Sep-2024 to 31-Dec-2024. Their grace period ends on 31-Aug-2025. They will be eligible to start claiming from the beginning of the term following 02-Sep-2024 (which begins on 01-Jan-2025).

Check Eligibility for Working Parent Entitlement

Attendance Details

Provider Delivery Method	Term Time Only
Days Per Week *	0
Additional Hours ?	0.0
Universal Entitlement ?	0.0
Working Parent Entitlement ?	0.0

Early Years 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's Revenue and Customs (HMRC) and the Home Office.

Check for Pupil Premium eligibility Yes No

Consenting Parent/Guardian(s).

Future Parent (DOB: 12-Dec-1995) - AS123456B

Perform Pupil Premium Check

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 *

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.

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

+ Add

Categories

To add you 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'.

Please refer to the guidance on the Live Register to see about using categories for filtering.

Once you have added all the information when adding a future starter, click **OK** to save the child as a Future Starter.

Live Register

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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	<input type="text"/> <input type="text" value="+"/> <input type="text" value="X"/>

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.

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[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.