

Early Years and Education System (EYES) – Funding: Help

July 2024

Getting Access

To access this new system, please complete the online e-form to confirm everyone in your organisation who will need access <https://customer.surreycc.gov.uk/funded-early-education>

This access will be available from 19 August 2024, to allow you to submit an Estimate for autumn term 2024 if required. Please note from autumn 2024, there will no longer be automatic estimates for 3 and 4 year-old, Universal funding.

Depending on your role, this will determine the access you request as you may be a manager or an administrator. A manager has access to all areas of the system. An administrator only has access to add and remove children. You can assign multiple people as manager or administrator. This system works on both iPhone and Android devices.

If you have already submitted an online e-form, but now need to amend/change access rights, please can you resubmit a new form with your new request.

Funded Dates

Funded start and end dates for academic year 2024 to 2025 have been published in the childcare professional, e-bulletin. If you haven't already, you can sign up here: [E-bulletin updates for early education and childcare professionals](#)

Please can you submit a custom term dates form, if your business offers less than 38 weeks of funding per academic year or operates a two week half term at any period in the academic year, you can find a form here: [Custom Dates form 2024/2025](#)

Child funding claims must always be made for a full week and not for partial weeks, even if a child starts or ends mid-week.

e.g. In September, if the start date is Thursday, 5 September 2024, you must enter a start date of Monday, 2 September 2024, if a child's final day is Wednesday, 18 December 2024, you must enter an end date Friday, 20 December 2024

All providers can only claim funding on a term-time only basis, but if you are open longer weeks, e.g. 45 weeks of the year, arrangements can be made with parents to stretch funded hours privately - if you need support with this please contact us at eycommissioningteam@surreycc.gov.uk

Estimate Submissions & Estimate Payments

The Estimate window for autumn 2024 term opens from 19 August and closes on 31 August 2024.

To submit an Estimate, you will need to login to the new portal and submit an Estimate online (eLearning and guidance will be provided from July 2024)

When completing an estimate, the estimate claim screen in the portal allows you to enter claims for all children, in each different claim group.

The Estimate is due to be paid in the first full working week of the term.

Once submitted, you would then receive for your Estimate payment, which will be 60% of the final headcount payment, as is current practice. There is no requirement to submit and Estimate.

You will only receive the Estimate payment for the autumn term if you submit an Estimate between 19 August and at the latest 31 August 2024. If your business closed in August 2024, you cannot make an Estimate for September 2024.

Eligibility Checking and Codes

All 11-digit, eligibility codes must be checked to see if valid for autumn 2024 term, as said in the childcare professional e-bulletin. To do this, you should use the eligibility checker in our current Funded Early Education Portal to see that the child's code will be valid for September 2024.

Where parents have an existing 2 year-old, working parent entitlement funding code for summer term, and the child will move to 3 year-old, working parent entitlement funding from autumn term, the eligibility code will usually remain the same but the validity will depend on parent(s) reconfirming their code.

Funded Early Education for two year-olds (FEET) parents will have a new code created for them, which we will share with providers/parents.

Using the portal, you will be able to claim for children accessing Universal, Disadvantaged Funded Early Education for two year-olds (FEET) and children with Working Parent Entitlement. Note: If you are a school, who claims for 3 and 4 year-olds on the School Census, you will continue to do so.

From autumn 2024, providing you have been given a code by the parent for Working Parent Entitlement or Funded Early Education for two year-olds (FEET), you will be able to complete these eligibility checks in the new system.

You will be able to check 11-digit, eligibility codes with minimum details. For working parent entitlement, you will need a parent national insurance/NASS number and 11-digit, eligibility code. For Funded Early Education for two year-olds (FEET), you will only need the FEET code.

Registering Children

No data will be transferred over to the new system, as we are starting a new academic year. We ask that you add all funded child claims as required at the start of autumn 2024 term.

Please only add children to the Live Register, that you are claiming funding for. Children should be added for registration from 1 September 2024, ready to make a headcount claim. Please note children should have attended their first funded session with you and have a signed parent declaration form.

You will be able to add children to your live register, along with future starters in advance, and before you have the signed, parent declaration form. You will need the parent declaration form completed at the start of term, before you submit the headcount claim.

Census

You will not be required to add any privately funded children to the census, but it is a requirement for the Early Years census is to indicate numbers of Privately Funded Children.

Under the staff qualifications section, there is no option to list any level 4/5 qualified staff. Any staff with a qualification above level 3 should be recorded as a level 3, unless they are an EYP, EYT, or QTS, this is according to DfE requirements for data collection during census.

Headcount Submission & Headcount Payments

The headcount payment will be paid termly, six weeks into the term, as is current practice.

If there are any mid-term changes, these must be updated in the Live Register. The next headcount payment will then recalculate any adjustments.

You will be able to search and view child payment details, with payment information at child level.

Training and Support

You will get access to eLearning from July by logging into Olive. The eLearning is available to be accessed at any time of the day. User guides will also be published shortly.

Support will be available once the system is live.

We will be running online Webinars to assist you with using each part of the system.

You will be able to book on these from sessions July. The dates are:

Estimate Submission

Daily support session from 19 August to 30 August 2024

Live Register & Headcount Submission

Daily support session from 2 September to 29 September 2024

If you want to contact us, please continue to raise queries by emailing:

fundedearlyeducation@surreycc.gov.uk.

In the initial weeks after the go live, we encourage you to access the eLearning and attend the webinars

Schools and Academies

An academy or maintained school who has lowered their school age, who do not complete an early years census, are not required to complete staff details.

For schools, there won't be any changes for checks for 3 and 4 year-old, working parent entitlement funding and Early Years Pupil Premium (EYPP) and with the way they submit information.

Please submit parent consent forms for 3 and 4 year-old, working parent entitlement code checks and an EYPP template spreadsheet for EYPP checks.

If you already have an account for penalty notices do you need to set up again.

When you login to the portal, you will see that you will have access to two organisations. The one with (EY) in front of it will provide you with the access to submit your funding data.

Other

Early Intervention Funding (EIF) will not be put through the new system, so any correspondence should be submitted as per your current practice, the SENCO won't need to access for EIF funding.

Parent Declaration forms can be completed electronically or via paper copies.

Parents can sign electronically and share this with you via email or as an attachment if you use a communication app at your setting.

The Funding rates for September 2024 can be found in the relevant sections on our web pages [Providing funded early education - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/early-education)