

Make a Headcount 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.

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

The screenshot shows the Establishment Portal dashboard. The top navigation bar includes 'Home', 'Early Years' (with a dropdown arrow), 'Your account', 'Help', and 'Logout'. A dropdown menu for 'Early Years' is open, showing options: Dashboard, Estimates, Key Dates, Live Register, Payments, Provider Details, Reports, **Submissions** (highlighted with a red box), and Staff Details. The main content area shows a 'Dashboard' with a breadcrumb trail: Home > Children and families > Establishment Portal >. Below this, there's a 'View Messages (0)' and 'Refresh' button. The main content area is titled 'Estimates and Headcounts' and contains a message: 'The Estimate for the current term has been submitted today. Your submission is due by 31-Aug-2024. A Headcount for Autumn term can be submitted from 10-Sep-2024.' Below the message is a grid of cards showing counts for various categories: Under 2's (0), 2 year olds (1), 3 year olds (1), 4 year olds (1), 2 year olds Working Parent (1), Total Children (4), Requested / Receiving EYPP (1 / 1), Requested / Receiving DAF (1 / 0), and Receiving Working Parent Entitlement (2).

When it is time for a Headcount to be submitted, the **Next** button is green, and you can proceed.

When it is not time for a Headcount, the **Next** button is greyed out and you are unable to proceed.

Note: previous Headcount and Census submissions are visible and can be viewed by clicking on them.

Submissions

Home > Children and families > Establishment Portal > Submissions



Refresh **Next**

Welcome to the Submissions Wizard.

Click the "Next" button to automatically calculate your headcount based on the children currently in your Live Register.

Previous Headcount Submissions

2024

Term	Submission Type	Total Universal Hrs Claimed	Total Universal Hrs Approved	Total Working Parent Hrs Claimed	Total Working Parent Hrs Approved	Total Additional Hrs	EYPP Count	Submitted By	Status
Spring 2023/24	Mid Term Change	30.0	30.0	15.0	15.0	10.0		10-May-2024	SUBMITTED

Previous Census Submissions

No census submissions

If it is time for Census, when you click on the Next button, it will progress to **Step 2. Census**

Census for Summer 2023/24

A Census has been generated below for you to review.

Provider Details	Staff Totals
<p>Main Details</p> <p>LA Number: 936 Provider URN: 999999 Ofsted URN: EY0041 Provider Name: Early Setting 1 Provider Category: Private Setting Type: Early years childcare provider EY Day Care: Full day care (6hrs+ on 1 day per week) Childminder Category: N/A Maintained School Relationship: No Other Establishment Partnership: No Funding Weeks: 38.0</p>	
<p>Contact Details</p> <p>Telephone: Postcode: LH4 2DE</p>	
<p>Pupil Details</p> <p>Privately funded 2 year olds * <input type="text" value="0"/></p> <p>Privately funded 3 year olds * <input type="text" value="0"/></p> <p>Privately funded 4 year olds * <input type="text" value="0"/></p>	
<p>Opening Details</p> <p>Weeks Open: * <input type="text"/></p>	

Complete all information under **Provider Details** and **Staff Total** sections required for Census.

Once complete, click on the Next button to move to **Step 3. Headcount**.

Note: If it is not time for Census, Headcount will be the first step to be completed.

Headcount for Summer 2023/24

Child	Funding Age	Delivery Method	Weeks	Days Per Week	Additional Hours	Funded Hours Claimed	Working Parent Hours Claimed	Is the Child Attending?	Early Years Pupil Premium
Amos Franklin1 (01-Apr-2024 to 31-Aug-2024)	3YO	TTO	<input type="text" value="0.0"/>	<input type="text" value="5.0"/>	<input type="text" value="10.0"/>	<input type="text" value="15.0"/>	<input type="text" value="15.0"/>	<input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/>	<input type="button" value="📅"/>
Angelica Washington1 (01-Apr-2024 to 31-Aug-2024)	3YO	TTO	<input type="text" value="0.0"/>	<input type="text" value="5.0"/>	<input type="text" value="0.0"/>	<input type="text" value="15.0"/>	<input type="text" value="0.0"/>	<input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/>	<input type="button" value="📅"/>

Confirm using the 'Yes/No' radio buttons if a child is attending. If you select 'No', a calendar will appear to enter the child's last day of attendance at your setting.

Yes No

End Date

dd-mm-yyyy



Confirm

Enter the **End Date** and click on **Confirm**.

A pop-up box appears asking if the child has left the provision.

Mid Term Remove

Has this child now left your provision? *

Yes
 No

Funded Weeks [?]

Submit Cancel

If they have left, click on the **Yes** radio button.

Enter the number of **Funded Weeks** that they have received then click on **Submit** to return to the Headcount screen.

Note: The number of weeks entered defaults for the child no longer attending and they have now been removed from the Live Register.

1 Start → 2 Census → 3 **Headcount** → 4 Confirmation → 5 Finish

Angelica Washington1 has been successfully removed from your Live Register.

Claim Maximum Weeks Reset Previous Next

Headcount for Summer 2023/24

Child	Funding Age	Delivery Method	Weeks	Days Per Week	Additional Hours	Funded Hours Claimed	Working Parent Hours Claimed	Is the Child Attending?	Early Years Pupil Premium
Amos Franklin1 (01-Apr-2024 to 31-Aug-2024)	3YO	TTO	<input type="text" value="13.0"/>	<input type="text" value="5.0"/>	<input type="text" value="10.0"/>	<input type="text" value="15.0"/>	<input type="text" value="15.0"/>	<input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/>	<input type="checkbox"/>
Angelica Washington1 (01-Apr-2024 to 13-May-2024)	3YO	TTO	<input type="text" value="5.0"/>	<input type="text" value="5.0"/>	<input type="text" value="0.0"/>	<input type="text" value="15.0"/>	<input type="text" value="0.0"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No (End Date: 13-May-2024)	<input type="checkbox"/>

Check all the Funded Days and Hours and then click on **Claim Maximum Weeks** to claim for the remaining children. Click **Next** to proceed to the confirmation screen.

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.

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

Headcount for Summer 2023/24

Please review the following headcount details.

Term Time Only

0 x Under 2s claiming **0.0** working parent hours per week.
0 x 2 Year Olds (Disadvantaged) claiming **0.0** funded hours per week. 0 x 2 Year Olds (Working Parent) claiming **0.0** funded hours per week. This adds up to a total of 0 x 2 Year Olds claiming **0.0** funded hours per week.
2 x 3/4 Year Olds claiming **30.0** universal hours per week and **15.0** working parent hours per week. This adds up to a total of **45.0** hours claimed.

Other Totals

0 children claiming Working Parent Entitlement 9 months - 3 Years.
1 children claiming Working Parent Entitlement 3 / 4 years.
This adds up to a total of 1 children claiming Working Parent Entitlement.
0 children claiming Early Years Pupil Premium.
1 privately funded 2 year olds, 1 privately funded 3 year olds and 1 privately funded 4 year olds.

Census for Summer 2023/24

There's a total of 1 staff working with children under 5.

Check the box, once you have reviewed all the summary information, to agree to the Provider Agreement and MAISP. Then click Submit to complete the submission.

Submissions

Finished

Thank you, your headcount has been submitted.