

# Establishment Portal Payment Screen



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 **Payments** from the dropdown.

The screenshot shows the Establishment Portal interface. At the top, there is a navigation bar with the following items: Home, **Early Years**, Your account, Help, Logout, and a dropdown menu for 'EY Provider 1'. The 'Early Years' menu is open, showing options: Dashboard, Estimates, Key Dates, Live Register, **Payments** (highlighted with a red box), Provider Details, Reports, Submissions, and Staff Details. The main content area is titled 'Dashboard' and includes a breadcrumb trail: Home > Children and families > Establishment Portal > Dashboard. There are buttons for 'View Messages (0)' and 'Refresh'. Below this, there is a section for 'Estimates and Headcounts' with a message: 'An Estimate has already been submitted for Autumn term. A Headcount has already been submitted for Autumn term. An Estimate can be submitted from 01-Nov-2024. A Headcount can be submitted from 01-Jan-2025.' The dashboard features several cards with icons and numbers: 'Under 2's' (1), 'Disability' (1), '2 year olds Working Parent' (1), '3 year olds' (1), '4 year olds' (2), 'Total Children' (6), 'Requested / Receiving EYPP' (0/0), 'Requested / Receiving DAF' (0/0), and 'Receiving Working Parent Entitlement' (3). At the bottom, there is a section for 'Online Eligibility Checks' with buttons for 'Age / Eligibility Checks' and '2 Year Old Application'. A URL 'k/web/portal/pages/eys/payments' is visible in the bottom left corner.

## Payment Screen

The Payments screen defaults to the current headcount period and provides details of all claims for children that have been accepted for payment in that period.

**NOTE:** Over time, as future payments are added to the system for new terms, you will be able to access periods back to Autumn 2024/25 using the dropdown box highlighted below.

Payments
Payment Totals
Payment Rates

Autumn 2024/25

Under 2  
 2 year old (Working Parent)  
 2 year old (Disadvantaged)  
 3 year old  
 4 year old

DAF  
 Pupil Premium

Headcount  
 Mid-Term Joiner  
 Mid-Term Leaver

Apply Filter  
↓ Export Payments

First Name	Last Name	Type	Cohort	DOB	Start Date	End Date	Total Hours	Total Weeks	Claim Amount (£)	DAF (£)	Pupil Premium (£)
Asif	Gallagher1	Headcount	2 Year Old (Disadvantaged)	17-Mar-2022	01-Sep-2024	31-Dec-2024	210.0	14.0	1,936.20	910.00	142.80
Akh	Jalali1	Headcount	3 Year Old	14-Jan-2021	01-Sep-2024	31-Dec-2024	210.0	14.0	1,270.50		
Billy	Kennedy1	Mid-Term Joiner	Under 2	14-Feb-2023	23-Sep-2024	31-Dec-2024	180.0	12.0	2,178.00		
Mathias	Pogba1	Headcount	4 Year Old	17-Apr-2020	01-Sep-2024	31-Dec-2024	210.0	14.0	1,270.50		
Iona	Robertson1	Headcount	2 Year Old (Working Parent)	17-Apr-2022	01-Sep-2024	31-Dec-2024	210.0	14.0	1,793.40		
Ama	Simpson1	Headcount	4 Year Old	17-Jun-2020	04-Sep-2024	31-Dec-2024	420.0	14.0	2,541.00		

Total hours claimed are shown for each child. Where universal and extended funding is being claimed for 3-4 years olds the hours are added together, such as in the example above.

When a child is added to the live register with a start date after headcount has been submitted or when the headcount period is closed, they will be shown as a Mid-Term Joiner.

Payments for Autumn 2024/25 (01-Sep-2024 to 31-Dec-2024)

Payments
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Autumn 2024/25

Under 2  
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First Name	Last Name	Type	Cohort	DOB	Start Date	End Date	Total Hours	Total Weeks	Claim Amount (£)	DAF (£)	Pupil Premium (£)
Billy	Kennedy1	Mid-Term Joiner	Under 2	14-Feb-2023	23-Sep-2024	31-Dec-2024	180.0	12.0	2,178.00		

To filter on specific types of payment, remove the ticks from any that you wish to exclude, then click on **Apply Filter**.

## Payment Totals Screen

The Payment Totals screen provides information on payment claims submitted and paid.

**Total Payment**

**Amount:** Amount **calculated** for all children based on accepted Headcount/Mid Term Joiners submitted in period including EYPP.

**Minus Estimate:** Amount **paid** including EYPP, following Headcount/Mid-Term Joiners with Estimate deducted.

**Total Payment (with DAF)**

**Amount:** Amount **calculated** for all children including EYPP, based on accepted Headcount/Mid Term Joiners including DAF submitted in period

**Minus Estimate:** Amount **paid** including EYPP, following Headcount/Mid-Term Joiners with Estimate deducted

  

Payments
Payment Totals
Payment Rates

<b>Total Payment</b>		<b>Total Payment (with DAF)</b>	
<b>Amount</b>	£10,989.60	<b>Amount</b>	£11,899.60
<b>Minus Estimate</b>	£8,388.96	<b>Minus Estimate</b>	£9,298.96

<b>Estimate</b>	<b>Headcount</b>	<b>Mid-Term Changes</b>	<b>DAF</b>
<b>Total</b>	<b>Universal</b>	<b>Joiners</b>	<b>DAF</b>
£4,334.40	£5,604.90	£2,178.00	£910.00
<b>Advance</b>	<b>Working Parent</b>	<b>Leavers</b>	
£2,600.64	£3,063.90	£0.00	
	<b>Pupil Premium</b>	<b>Total</b>	
	£142.80	£2,178.00	
	<b>Total</b>		
	£8,811.60		

**Estimate**

**Total:** Expected Headcount amount including EYPP, at time Estimate was submitted

**Advance:** 60% of expected headcount at the time Estimate was submitted.

**Mid-Term Changes**

**Joiners:** Amount **paid** for all children, no matter age or category, added as Mid Term Joiners in the period

**Leavers:** Amount **paid** (or reclaimed) for all children, no matter age or category, who are Mid Term Leavers in the period

**DAF**

**DAF:** Amount paid for Disability Access Fund

**Headcount**

**Universal:** sum of all 2YO Disadvantaged & 3-4YO Universal

**Working Parent:** Sum of all Under 2's, 2YO & 3-4YO receiving working parent entitlement

**Pupil Premium:** Sum of all EYPP paid

**Total:** total amount, including EYPP accepted as headcount submission

### Cohort Payments

Age	Headcount	Joiners	Leavers	Total
Under 2	£0.00	£2,178.00	£0.00	£2,178.00
2 year old (Working Parent)	£1,793.40	£0.00	£0.00	£1,793.40
2 year old (Disadvantaged)	£1,936.20	£0.00	£0.00	£1,936.20
3 year old	£1,270.50	£0.00	£0.00	£1,270.50
4 year old	£3,811.50	£0.00	£0.00	£3,811.50
Total	£8,811.60	£2,178.00	£0.00	£10,989.60

On the list of **Cohort Payments** 3 and 4 year old payment amounts combine universal and working parent entitlement.

### Payment Rates Screen

The Payment Rates screen provides a breakdown of all the hourly rates of funding for each age group and category. The rates below are for example only. Check the live system for the most up to date funding rates.

#### ☰ Payments for Autumn 2024/25 (01-Sep-2024 to 31-Dec-2024)

Payments	Payment Totals	Payment Rates
<b>Cohort Payment Rates</b>		
Age	Rate Category	Amount
Under 2	Base rate	£12.10
2 Year Old (Working Parent)	Base rate	£8.54
2 Year Old (Working Parent)	Pupil Premium rate	£0.68
2 Year Old (Disadvantaged)	Base rate	£8.54
2 Year Old (Disadvantaged)	Pupil Premium rate	£0.68
3 Year Old	Base rate	£6.05
3 Year Old	Pupil Premium rate	£0.68
4 Year Old	Base rate	£6.05
4 Year Old	Pupil Premium rate	£0.68