



# **Knowsley Early Years and Educations System (EYES)**

**Establishment Portal**

**User Guide for PVI's and  
Childminders  
(August 2025)**



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### Please Note

For the purpose of this guidance document, all screenshots are from a test system and bare no correlation with any live personal data.

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### ***Register/Log In***

Link - [Portal Home \(knowsley.gov.uk\)](https://knowsley.gov.uk)

## Welcome to the Establishment Portal

<p><b>Login</b></p>  <p><a href="#">Login to the Establishment Portal</a></p>	<p><b>Help &amp; funding</b></p>  <p><a href="#">Make a request for SEN panel funding or inclusion support</a></p>	<p><b>Attendance &amp; Exclusions</b></p>  <p><a href="#">Make a referral to the LA</a></p>	<p><b>Inclusion Service</b></p>  <p><a href="#">Make a request for inclusion support</a></p>
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If you have not used the system before, you will need to email [earlyyearsheadcount@knowsley.gov.uk](mailto:earlyyearsheadcount@knowsley.gov.uk) with your own provider email address (generic email addresses are not allowed for access to the system) and purpose for use of the system. Once advised that you are set up you will need to click on register for a new account using this email address. If you need one to one support to use the system, then email [earlyyearsheadcount@knowsley.gov.uk](mailto:earlyyearsheadcount@knowsley.gov.uk) to arrange this.

Click on Login and enter your email address and password.

### Secure login - step 1

**New to Establishment Portal UAT2?** [Register for an account here](#) or use the button below.  
**Already using Establishment Portal UAT2?** Sign in below.

<p><b>Existing users</b></p> <p>Email</p> <input type="text" value="j.o.clarke@knowsley.gov.uk"/> <p>Password</p> <input type="password" value="*****"/> <p>For additional security, we will confirm your account by sending an authentication code to your email address.</p> <p><a href="#">Forgotten password?</a></p> <p><a href="#">Submit</a> <a href="#">Cancel</a></p>	<p><b>New users</b></p> <p>If you're new to Establishment Portal UAT2, sign up for an account here</p> <p><a href="#">Register for new account</a></p>
--	--

You will then get the following screen.

## Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.

If you can't find this email, it may be in your spam/junk email folder.

Code

**Finish** Cancel

[Please send me a new code](#)

You will need to go to your emails, and you should have received an email like below with a verification code. Please note that you will receive a new code each time you log into the establishment portal. Enter the code in the same format as shown below i.e. xxxx xxxx (add a space between the two sets of numbers).

### Your custom code for Establishment Portal UAT2 login



No-Reply@knowsley.gov.uk  
To: Clarke, Jo



Dear Jo Clarke,

Thank you for using Establishment Portal UAT2. Please enter the following code on the login verification page:

4294 3541


Many thanks,  
Establishment Portal UAT2

Once logged in you will automatically be directed to the dashboard.


## Dashboard

### Overview

Below is an example of what your dashboard may look like. This is an overview of the children you currently have on your live register and shows the status of the current/upcoming headcount.




[Home](#)[Top Menu Test](#)[Early Years](#)[Help & funding](#)[Family Information Service](#)[Your account](#)

 Jo Clarke


Early Years Dummy Setting

## Dashboard


[View Messages \(0\)](#)[Refresh](#)

 Estimates and Headcounts


A Headcount for Summer term can be submitted from 11-Apr-2024.  
No Estimate dates set.

 Disadvantaged 2 year olds


0

 3 year olds


8

 4 year olds


14

 Total Children


24

 Requested / Receiving EYPP


15 / 4

 Requested / Receiving DAF

0 / 0

 Receiving Working Parent Entitlement

11

 Online Eligibility Checks

[Age / Eligibility Checks](#)

[2 Year Old Application](#)

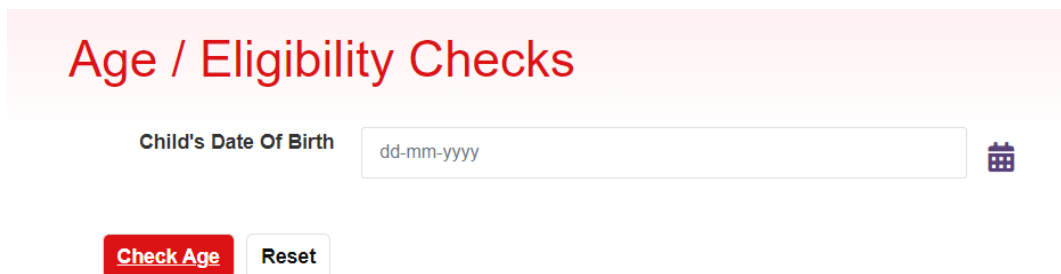
From the dashboard you will see there are two tabs at the bottom of the screen one is for online eligibility checks and the other for 2 year old applications (for disadvantaged 2YO only).



The screenshot shows a red header bar with a person icon and the text 'Online Eligibility Checks'. Below this is a white bar with two tabs: 'Age / Eligibility Checks' and '2 Year Old Application'.

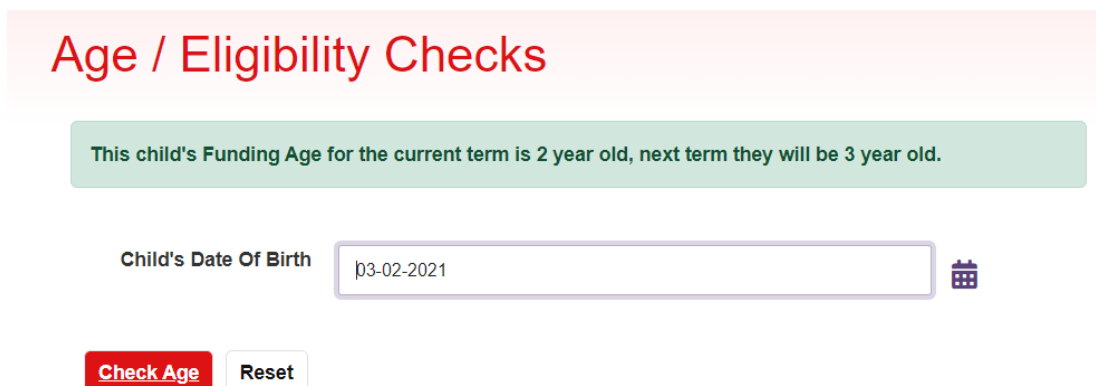
### Age/Eligibility Checks

Use this tab to check the following:




The screenshot shows the 'Age / Eligibility Checks' form. It has a red header with the title 'Age / Eligibility Checks'. Below the title is a form field for 'Child's Date Of Birth' with a placeholder 'dd-mm-yyyy' and a calendar icon. Below the form field are two buttons: 'Check Age' (red) and 'Reset' (white).

If you are unsure what the funding age is currently for a particular child, you can use this functionality to check.




The screenshot shows the 'Age / Eligibility Checks' form. It has a red header with the title 'Age / Eligibility Checks'. Below the title is a green message box that says 'This child's Funding Age for the current term is 2 year old, next term they will be 3 year old.' Below the message box is a form field for 'Child's Date Of Birth' with a placeholder 'p3-02-2021' and a calendar icon. Below the form field are two buttons: 'Check Age' (red) and 'Reset' (white).

To check a child's code to see if they are eligible for funding use the tabs below:

- Eligibility Check 
- ☐ 2 Year Old Check
  - ☐ Working Parent Eligibility Check





2-Year-Old check – this tab is to check funding entitlements for disadvantaged two-year-olds – current 2YO

Eligibility Check  ☒ 2 Year Old Check  
☐ Working Parent Eligibility Check

✓ Ref: "3A-VRWU-MI1Z" - Found and Eligible

Does the Parent / ☒ Yes  
Guardian have a 2 Year ☐ No  
Old Application  
Reference Number from  
Knowsley Borough  
Council?

Enter the reference number, date that proof of eligibility was seen, and child details below (all fields MUST be filled in).

Reference No. * 	<input type="text" value="3A-VRWU-MI1Z"/>
Child's Forename *	<input type="text" value="Tony"/>
Child's Surname *	<input type="text" value="Testing"/>
Child's Date Of Birth *	<input type="text" value="01-08-2021"/> 
Proof Seen * 	<input type="text" value="01-03-2024"/> 

**Check Eligibility**

Reset

Add to Live Register

Once you have done the check here you can add the child to the live register from here (but only if the term has already started for which the child is due to start). If not, you can just use the functionality to check if the child is eligible ahead of the term starting, then go and add the child to the live register once the term has started or you can add the child as a future starter. Click here to go to guidance to add a child to the live register or click here to go to add a child to future starter.

If you have a two-year-old from a working family under the new funding entitlement or a 30-hour code that needs to be checked then use the 'Working Parent Eligibility Check' tab.

## 2 Year Old Application

You can submit a 2YO application on behalf of a parent using this option.

 Online Eligibility Checks	
Age / Eligibility Checks	<b>2 Year Old Application</b>

Once submitted you can view the application status (see page 36) and check the messages in the dashboard.

## Early Years Tab

### Live Register

#### Adding a new child

To add a new child as a Future Starter or to add to the Live Register use the guidance below:

Click on Early Years Tab, then Live Register tab, then to add a child on as a 'Future Starter' click the relevant tab below or to add to the Live Register click on 'Add Child':

The screenshot shows the Knowsley Council website's navigation menu on the left, with the 'Early Years' tab selected. The main content area is titled 'Early Years' and 'Live Register'. Below the title is a red banner with a person icon and the text 'Live Register'. Underneath the banner is a white box containing instructions: '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. You can only record children that have funded hours.' At the bottom of the page, there is a search bar, a button labeled 'Future Starters (1)', and a red button labeled 'Add Child'.

Add in the child's details

## Live Register - Child

Edit View:

Child

Guardian(s)

Funding

Save

Cancel

### Details

Forename \*

Tony

Surname \*

Test

Sex \*

Male

Date Of Birth \*

02-07-2023



Ethnicity \*

A1 White - British

Language

Albanian/Shqip

Nationality

Albanian


Country of Birth

Albania

Date Started \* 01-05-2022 

In Care/Previously in Care ☐ Yes ☒ No

## Address


Postcode \* L36 3TE  Search

Select Address \* 5 Nyland Road

## SEN

SEN \* No Special Educational Need

## Proof of Child's Date of Birth

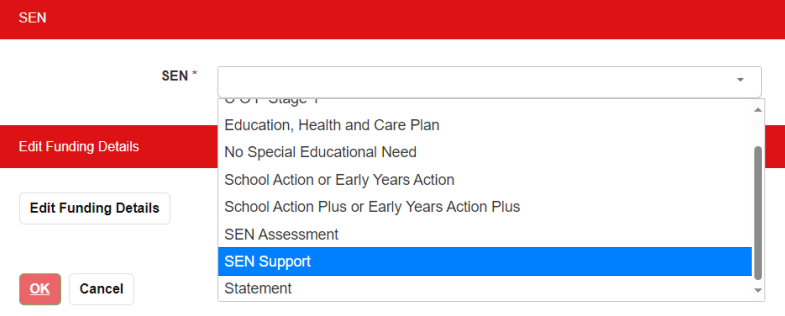
Seen proof of date of birth? \* ☒ Yes ☐ No  
This field is required 

Document Seen \* UK Birth Certificate

Document Reference \* BC 123456 

You must view proof of DOB and enter the details above. DO NOT enter no – proof of ID should be seen to be able to claim funding from the LA. See LA agreement.

Where a child has SEN please see guidance on page 20



The screenshot shows a red header bar with the text 'SEN'. Below it, a dropdown menu is open, displaying a list of options: 'Education, Health and Care Plan', 'No Special Educational Need', 'School Action or Early Years Action', 'School Action Plus or Early Years Action Plus', 'SEN Assessment', 'SEN Support' (which is highlighted in blue), and 'Statement'. To the left of the dropdown, there is a red button labeled 'Edit Funding Details' and a white button labeled 'Edit Funding Details'. At the bottom left, there are two buttons: 'OK' and 'Cancel'.

Next click on Guardian(s)

Edit View: **Child** Guardian(s) Funding **Save** Cancel

## Early Years

### Live Register - Child

Edit View: Child **Guardian(s)** Funding Save Cancel

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**

Edit View: Child **Guardian(s)** Funding Save Cancel


Click on add guardian

#### Details

**Forename \***

**Surname \***

**Contact Number**

**Date Of Birth**  

#### Eligibility

**NI Number** 

**NASS Number** 

**Consent to Pupil Premium check** ☒ Yes ☐ No

**Eligibility Code**

**Confirm Guardian** Cancel

If you have received consent on the parent declaration form, then click – Consent to Pupil Premium check – EYPP.



Click on confirm Guardian

## Early Years

### Live Register - Child

Edit View: Child **Guardian(s)** Funding Save Cancel

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.

Name	DOB	Contact No.	NI No.	NASS No.	Eligibility Code	Pupil Premium Consent	
Joanna Bloggs	07-08-1994	01514435739	AB123456C		50123456789	Yes	 

**Add Guardian**

Edit View: Child **Guardian(s)** Funding Save Cancel

Next click on 'Funding' tab, then click on the eligibility check needed.

### Eligibility Checks

Funding Age: Under 2

*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*

Working Parent Entitlement Check not performed

**Check Eligibility for Working Parent Entitlement**

PLEASE NOTE – If the child is 2 but you have a working parent code, you will also need to check eligibility for 2 year old funding as they may be eligible for both. If this is the case they will receive 15 hours 2YO and 15 hours working parent.

You will need to select 'NO' in the first box and then 'Yes' in the second box as per below. As you have the parents WP code and NI details this is consent from the parent to do both checks.

## Two Year Old Application Details



Please select from the following options;

**Does the Parent /  
Guardian have a 2  
Year Old  
Application  
Reference Number  
from Knowsley  
Borough Council?**

☐ Yes ☒ No

Select a guardian to carry out the 2 year old funding check below.

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 '2 Year  
Old Funding'  
Eligibility**

☒ Yes ☐ No

**Parent/Guardian \***

Joanna Bloggs (DOB: 07-08-1994) - AB123456C



## Eligibility Checks

Funding Age: 2 year old

**Two Year Old Funded Entitlement**

This child is eligible for 2 year old funded entitlement. Selected guardian: Joanna Bloggs

[Check Eligibility for 2 Year Old Funding](#)

**Working Parent Entitlement**

This child is eligible to claim working parent entitlement from 31-Mar-2025 until 31-Aug-2025.

[Check Eligibility for Working Parent Entitlement](#)

## Attendance

Provider Delivery Method

Term Time Only

Days Per Week \*

5

Additional Hours ?

0.0

2 Year Old Funded Entitlement ?

15

Working Parent Entitlement ?

15

If you have a child who is a '2YO – disadvantaged two-year-old' click on the 'Check Eligibility for 2-Year-Old Funding' tab.

Enter details the click on 'Ok' then scroll back down to under the parent/guardian field and you should see something like this to show the child is eligible this term:

If the child is not eligible or if the details are incorrect, you will see this sort of message:

## Funding Eligibility Checks

### Funding Age: 2 year old

#### Two Year Old Funded Entitlement

Ref: "3A-VRWU-MI1Y" - Not Eligible, the reference number used could not be confirmed.

[Check Eligibility for 2 Year Old Funding](#)

#### Working Parent Entitlement

This child is not eligible to claim working parent entitlement.

[Check Eligibility for Working Parent Entitlement](#)

Next, add in the attendance details and scroll down.

If you have ticked the EYPP box in the parent / guardian box as shown previously above, then click on 'Perform Pupil Premium Check as shown below:

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

Check for Pupil Premium eligibility ☒ Yes ☐ No

#### Consenting Parent/Guardian(s).

Joanna Bloggs (DOB: 07-08-1994) - JL841877C

[Perform Pupil Premium Check](#)

If the parent is not eligible for EYPP the following result will show:

#### Consenting Parent/Guardian(s).

Joan Bloggs (DOB: 01-Aug-2004) - AB112233C

Not found - Check Date - 08-Mar-2024

[Perform Pupil Premium Check](#)

If you are claiming DAF for the child or if the child is in receipt of DLA then you can claim funding to support the child.

## 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 \*

You must ensure you have uploaded a copy of the current DLA award letter otherwise you will get the following message.

Please upload supporting documentation for your Disability Access Funding (DAF) request

Scroll down and add in a category if this is helpful otherwise click on save.

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

2 Year Olds


2 Year Olds (Disadvantaged)

Funded Hours

Pupil Premium

Documents

Upload any related documents here

 Upload Document

Save

Cancel

You have successfully saved the child's record as per screenshot below:

The details of Tony Testing have been successfully saved.


[Add Future Starter](#)

[Back to Register](#)

Early Years Dummy Setting										
Name	Gender	Date Of Birth	Age ?	Proposed Start Date	Days Per Week	Funded Entitlement ?	Working Parent Entitlement ?	Total Hours ?	Delivery Method ?	
Tony Testing	M	01-Aug-2021	2 year old	01-Apr-2024	5	15.0	0.0	15.0	TTO	<a href="#">Edit</a> <a href="#">Accept</a>

### Updating a future starter

Click on the future starter tab and scroll down to the relevant child.

 **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. You can only record children that have funded hours.



Future Starters (1)


[Add Child](#)


Select the relevant child and click on view

Future Starters										
Name	Sex	Date Of Birth	Age ?	Proposed Start Date	Days Per Week	Funded Entitlement ?	Working Parent Entitlement ?	Total Hours ?	Delivery Method ?	
Joany Bloggs	F	06-Apr-2023	2 year old	01-Sep-2025	5	15.0	0.0	15.0	TTO	<a href="#">View</a>

If you need to update any of the records, click on the edit tab and follow the instructions below for updating a child's record.

If you want to add a child to the live register for the term that has just started, click on accept. You will then need to scroll down and add in the date the child started then just scroll down to save.

Proposed Start Date \*  

Date Started \*  

Make sure that if any other details have changed you will need to edit the child's details using the guidance below.

If the child did not end up starting at your settings, you can click on the remove tab,

[Accept](#) [Edit](#) [Remove](#) [Close](#)

and you will get this:

### Never Attended



Please confirm that this child never attended your provision.

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

## 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. You can only record children that have funded hours.

Tony Testing has been successfully marked as never attended.

[Add Future Starter](#)

[Back to Register](#)

### Updating a child's record

To edit/update a child's details go to live register and then click the view button relating to the child as per below:

If you need to update the parents' details or funding details, you can just click on edit and click the view you need:

### Live Register - Child

Edit View: Child Guardian(s) Funding Save Cancel

### Removing a child from Live Register – If they have left your provision

Click on view button for the child then click on remove

Edit Submission History Remove Close

### Live Register - Child

Confirm Never Attended Cancel

### Remove Child From Register

#### Child Details

Name	<div></div>
Date Of Birth	<div></div>
Start Date	19-02-2024
End Date	<div>dd-mm-yyyy</div> 

Enter the end date and click on confirm.

If the child left at the end of term mark as 'No' to reallocate funding back to KMBC and add 0 to 'Funded Weeks' tab blank and click 'Submit.'

## Mid Term Removal

The original Summer 2025/26 claim for this child was for 15.0 hours per week over 13.0 weeks.  
This child started at your provision on 19-02-2024.

Has this child now left your provision? \* This field is required

☒ Yes ☐ No

Reallocate funding back to Knowsley Borough Council? \* This field is required

☐ Yes ☒ No

Funded Weeks ? \*

0

Submit

Cancel

If the child left mid-term you need to click 'yes' to reallocate funding back to KMBC and enter the number of funded weeks the child had remaining during the term, then click 'Submit.'

## Mid Term Remove

×

This child started at your provision on 03-Jan-2023.

Has this child now left your provision? \*

☒ Yes

☐ No

Reallocate funding back to Knowsley Borough Council? \*

☒ Yes

☐ No

Funded Weeks ? \*

3

Submit

Cancel

## Child with SEND

If a child has SEND, click on the appropriate tab as below but please note some are no longer used and we are awaiting these to be taken off the drop-down list. Please only use the highlighted ones below:

SEN

SEN \*

No Special Educational Need

C O P Stage 1

Education, Health and Care Plan

No Special Educational Need

School Action or Early Years Action

School Action Plus or Early Years Action Plus

SEN Assessment

SEN Support

Proof of Child's Date of Birth

Seen proof of date of birth? \* ?

Edit Funding Details

If you select SEN (Special Educational Needs) Support or Education, Health, and Care Plan you will need to complete this information below:

**SEN**

SEN \*

Education, Health and Care Plan

Start Date \*

01-04-2024

End Date

dd-mm-yyyy

Primary Need \*

Hearing Impairment

Secondary Need

If this child is new to your provision, then use the same start date as when they started at your setting. **Please note** - this box must be kept up to date as this information is important. This is submitted as part of the census data during Spring Term must be updated at any point that the child's circumstances change.

### DAF

If the child is in receipt of DLA, you can get a copy of the current award letter from the parent and upload to the child's record. You need to select DAF as per below and date you saw the letter.

### DAF (Disability Access Funding)


DAF (Disability Access Funding) ☒ Yes ☐ No

DLA Letter Seen \* 

dd-mm-yyyy


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

Search and Filter Facility

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. You can only record children that have funded hours.



Future Starters (0)

Add Child

Filter by category

- Categories
- ☐ Under 2's
  - ☐ 2 Year Olds
  - ☐ 2 Year Olds (Disadvantaged)
  - ☐ 2 Year Olds (Working Parent)
  - ☐ 2 Year Olds (Combined)
  - ☐ 3 Year Olds
  - ☐ 4 Year Olds
  - ☐ Pupil Premium
  - ☐ DAF
  - ☐ Working Parent Entitlement - Receiving
  - ☐ Working Parent Entitlement - Grace Period
  - ☐ Working Parent Entitlement - Due To Confirm
  - ☐ Working Parent Entitlement - Eligible
  - ☐ Funded Hours

Apply

Cancel

You can filter on all tabs

Sort: ▲ Asc | ▼ Desc | Reset

Filter:

Name	Sex	Date Of Birth	Age ?	Days Per Week	Funded Entitlement ?	Working Parent Entitlement ?	Total Hours ?	Delivery Method ?	Info	Alert ?
------	-----	---------------	-------	---------------	----------------------	------------------------------	---------------	-------------------	------	---------

Future Starters (0)
 Add Child

Sort: ▲ Asc | ▼ Desc | Reset

Filter:

Name ▼	Sex	Date Of Birth	Age ?	Days Per Week	Funded Entitlement ?	Working Parent Entitlement ?	Total Hours ?	Delivery Method ?	Info	Alert ?
Jo Clarke	F	02-Mar-2022	3 year old	5	15.0	0.0	15.0	TTO	34 UNI	View

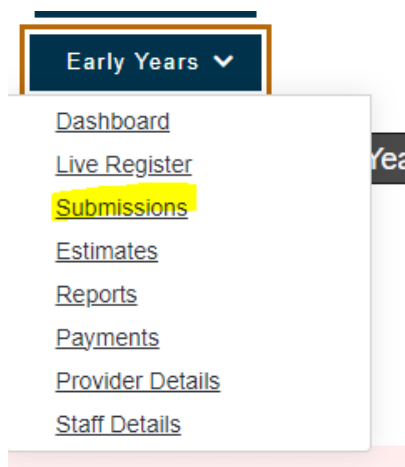
Prev 1 Next

PLEASE NOTE - Remove filter to reset as the reset button doesn't work currently. You can select all on some of the other tabs.

### Submissions – Headcount

When you have updated your live register and have checked all the details you should be ready to submit your current headcount.

Go to Early Years tab and select Submissions.



Your account

Jo Clarke ▾

## Early Years

### Submissions

1  
Start

2  
Census


3  
Headcount

4  
Confirmation

5  
Finish

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.

Click on Next

### **Census**

From January 2026, each term you will need to check and update your provider and staffing details.

Provider Details – follow instructions on page 31.



A Census has been generated below for you to review.

## Provider Details

## Staff Totals



### Main Details

LA Number: 340  
Provider URN: [REDACTED]  
Ofsted URN: [REDACTED]  
Provider Name: Early Years Dummy Setting  
Provider Category: Private  
Setting Type: Early years childcare provider  
EY Day Care: Full Day Care  
Childminder Category: Individual child minder  
Maintained School Relationship: Yes  
Other Establishment Partnership: No  
Funding Weeks: 38.0



### Contact Details

Telephone: 01514435739  
Postcode: [REDACTED]

Check the above details are correct. If not contact [earlyyearsheadcount@knowsley.gov.uk](mailto:earlyyearsheadcount@knowsley.gov.uk) to advise of any changes necessary.

As per below you need to add in the total number of privately funded children (children not on your live register).

Then enter the number of weeks your provision is open per year.

Check and edit, if necessary, your opening hours.



## Pupil Details

Privately funded 2 year olds \*

Privately funded 3 year olds \*

Privately funded 4 year olds \*



## Opening Details

Weeks Open: \*

Open 24 / 7

☐ Yes☒ No

Day	Open	Opening Time ?	Closing Time ?
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	08:00	17:30
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	08:00	17:30
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	08:00	17:30
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	08:00	17:30
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	08:00	17:30
Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No	--:--	--:--

## Staff Totals

Below shows an overview of the staffing. To update the staffing following instructions in the guidance on page 32.



A Census has been generated below for you to review.

Provider Details

Staff Totals

Staff with an  
early years Level  
2 qualification

0

Staff with an  
early years Level  
3 qualification  
(non-managerial  
role)

0

Staff with an  
early years Level  
3 qualification  
(managerial role)

1

Staff with  
qualified teacher  
status

0

Staff with early  
years  
professional  
status

0

Staff with early  
years teacher  
status

0

1

Start

2

Census

3

Headcount

4

Confirmation

5

Finish

Reset

Previous

Next



A Census has been generated below for you to review.

Provider Details

Staff Totals

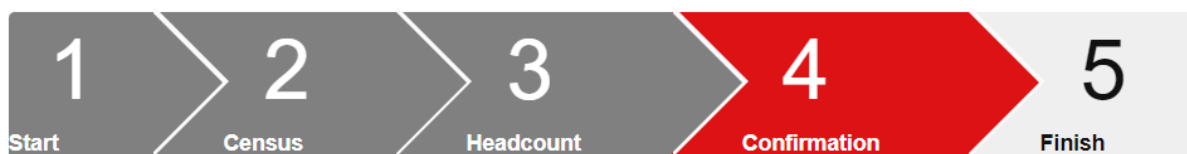
Click on next.

Next click on claim maximum weeks and all the children's details for weeks attended will be updated to the relevant number of weeks for that term i.e. Spring 11 weeks, Summer 13 weeks and Autumn 14 weeks.

Headcount for Spring 2023/24								
Child	Funding Age ?	Delivery Method ?	Weeks	Days Per Week ?	Additional Hours ?	Funded Hours Claimed ?	Working Parent Hours Claimed ?	Early Year Pupil ?
LAURA CARTWRIGHT	3YO	TTO	11.0	3.0	0.0	15.0	0.0	<input checked="" type="checkbox"/>
LUCA JONES	4YO	TTO	10.0	3.0	0.0	15.0	15.0	<input checked="" type="checkbox"/>
OLIVE BENNETT	4YO	TTO	11.0	5.0	0.0	15.0	15.0	<input checked="" type="checkbox"/>

Scroll through and check the number of weeks for each child looks correct. If any children are not accessing the full number of weeks may will need edit the child's record or this may be correct as they may only be attending part of the term.

Click on next once you are happy with all the children's details.



[Reset](#) [Previous](#) [Submit](#)

### Confirmation

It looks like you're ready to submit your headcount. Once you click **Submit** you will no longer be able to make any changes because it will be securely sent to Early Years for approval.

By clicking **Submit** you are confirming that:

- the children on your headcount were attending your setting during Spring 2023/24
- incorrectly claimed funded hours must be repaid
- where parental information has been submitted, signed mandates are held by the setting giving the parent's consent for an Early Years Pupil Premium check to be completed

☐ I Agree \* This field is required

### Headcount for Spring 2023/24

Please review the following headcount details.

#### Term Time Only

0 x 2 Year Olds (Disadvantaged) claiming 0.0 funded hours per week.

10 x 3/4 Year Olds claiming 150.0 universal hours per week and 30.0 working parent hours per week. This adds up to a total of 180.0 hours claimed.

#### Other Totals

0 children claiming Working Parent Entitlement 9 months - 3 Years.

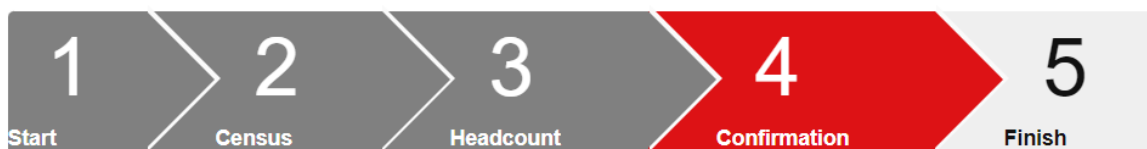
2 children claiming Working Parent Entitlement 3 / 4 years.

This adds up to a total of 2 children claiming Working Parent Entitlement.

3 children claiming Early Years Pupil Premium.

0 privately funded 2 year olds, 0 privately funded 3 year olds and 0 privately funded 4 year olds.

You will need to tick this box before you can proceed any further but please ensure you have read the check list before proceeding as certain changes may not be possible once the headcount has been submitted. Click [here](#) to review the check list.




Reset

Previous

Submit

Sometimes you may get an error message after you have clicked on submit.

 Error

Submission failed:

**LUCA JONES**  
LUCA JONES is not eligible to claim working parent entitlement.

**OLIVE BENNETT**  
OLIVE BENNETT is not eligible to claim working parent entitlement.

You will need to click on reset then go back to the live register and review these children. In the case of these two children above, they are no longer eligible for the working parent entitlement (30 hours funding in this case due to the age of the child) so the code must be removed from the parent/guardian details. Once the children have been updated then you can follow the steps again and submit your headcount.

### Submissions



Return

Submit

 Finished

Thank you, your headcount has been submitted.

### Reports

There are several reports available for you to select and download from the portal:

# Reports



## Reports

Get a report of all Estimates previously submitted.

**Estimates**

Get reports about children on (or previously on) your live register.

All children currently on your live register

**Live Register**

Get a report of all entries from the selected Submission.

Please select a Submission

**Submissions**

Get a report of all Censuses previously submitted.

**Census History**

Get a report of all previous eligibility checks.

All Checks Performed

**Working Parent Entitlement Report**

Get reports about children on (or previously on) your live register.

All children currently on your live register

All children currently on your live register

All children not claiming any hours

All children missing ethnicity data

All children who have been removed from your live register

Get a report of all entries from the selected Submission.

Please select a Submission

Please select a Submission

Spring 2023/24 (Headcount)

Spring 2022/23 (Headcount)

Autumn 2022/23 (Headcount)

Get a report of all previous eligibility checks.

All Checks Performed

All Checks Performed


Current Claims

Expired Claims

Grace Period Claims

Get headcount payment receipts.

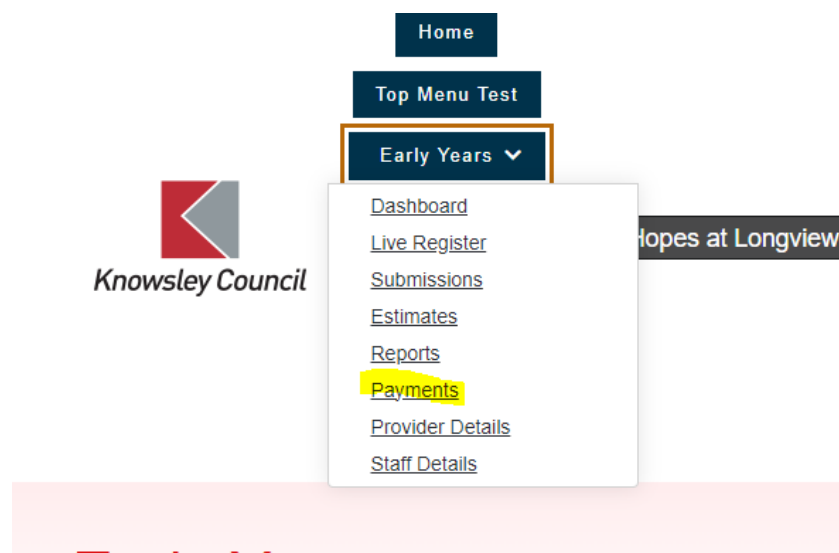
Autumn 2022/23 (Headcount)

 **Payment Receipt**

Please note these reports are no longer available as this has now been moved. See payments information below.

## Payments

There is now a new area where you can view your payments. Please note however that these reports still do not show Deprivation payments or mid term claims. These are still in development so should be available in future.



## Early Years



Payments for Spring 2023/24

Payments

Payment Totals

Payment Rates

Spring 2023/24

☒ 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 (£)
Daniel	[REDACTED]	Headcount	4 Year Old	08-Aug-2019	01-Jan-2024	31-Mar-2024	165.0	11.0	800.25		
Max	[REDACTED]	Headcount	4 Year Old	17-Jan-2019	01-Jan-2024	31-Mar-2024	165.0	11.0	924.00		99.1
Ava	[REDACTED]	Headcount	4 Year Old	04-Jun-2019	01-Jan-2024	31-Mar-2024	165.0	11.0	825.00		
George Samuel	[REDACTED]	Headcount	4 Year Old	21-Sep-2019	01-Jan-2024	31-Mar-2024	165.0	11.0	825.00		

100424



Payments for Spring 2023/24

Payments

Payment Totals

Payment Rates

Total Payment: £29,972.25

Period Start: 01-Jan-2024

Period End: 31-Mar-2024

Estimate

Total

Advance

£0.00

£0.00

Headcount

Universal

Working Parent

Pupil Premium

Total

£29,477.25

£0.00

£495.00

£29,972.25

Mid-Term Changes

Joiners

Leavers

Total

£0.00

£0.00

£0.00

DAF

DAF

£0.00

Cohort Payments

Age

Headcount

Joiners

Leavers

Total

3 year old

£13,101.00

£0.00

£0.00

£13,101.00

4 year old

£16,871.25

£0.00

£0.00

£16,871.25


Total

£29,972.25

£0.00

£0.00

£29,972.25



 Payments for Spring 2023/24

Payments	Payment Totals	Payment Rates
----------	----------------	---------------

Cohort Payment Rates
 

Age	Rate Category	Amount
2 Year Old (Working Parent)	Base rate	£7.00
2 Year Old (Working Parent)	Pupil Premium rate	£0.66
2 Year Old (Disadvantaged)	Base rate	£7.50
2 Year Old (Disadvantaged)	Pupil Premium rate	£0.66
3 Year Old	Base rate	£4.45
3 Year Old	Pupil Premium rate	£0.60
3 Year Old	Quality rate 1	£0.40
4 Year Old	Base rate	£4.45
4 Year Old	Pupil Premium rate	£0.60
4 Year Old	Quality rate 1	£0.40

The function below will export the funding breakdown into an excel spreadsheet.


 Payments for Spring 2023/24

Payments	Payment Totals	Payment Rates
----------	----------------	---------------


Spring 2023/24

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

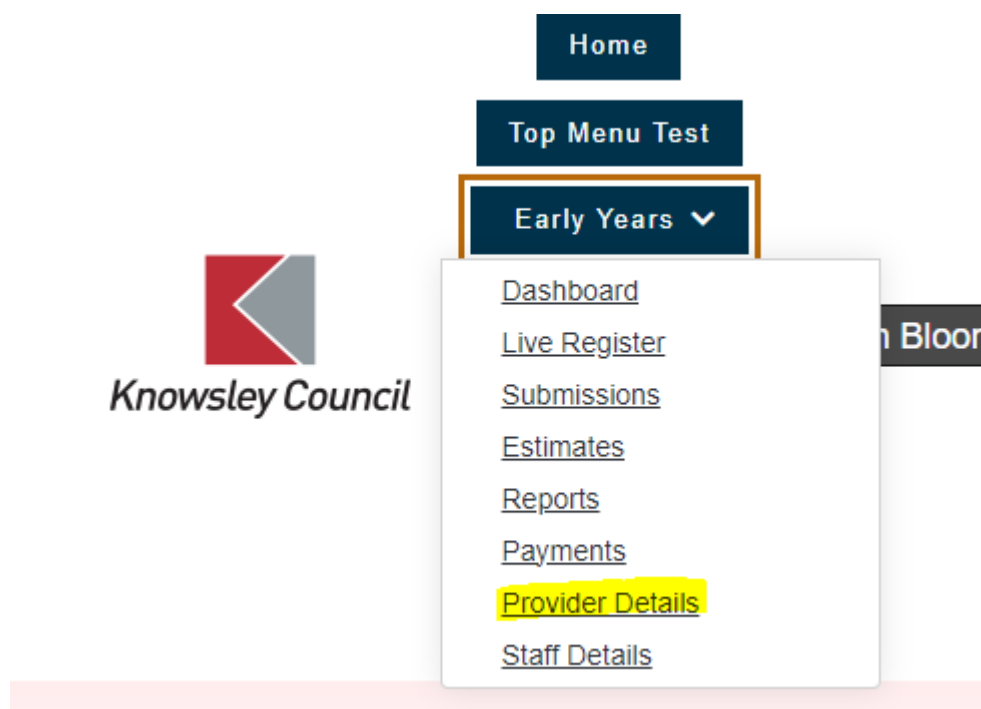
☐ DAF  
☐ Pupil Premium

☒ Headcount  
☒ Mid-Term Joiner  
☒ Mid-Term Leaver

Apply Filter


 Export Payments

## Provider Details



You can view your settings details here and advise [earlyyearsheadcount@knowsley.gov.uk](mailto:earlyyearsheadcount@knowsley.gov.uk) if anything needs to be updated. You can however update your opening times here and your provider availability as per below.

### Opening Times

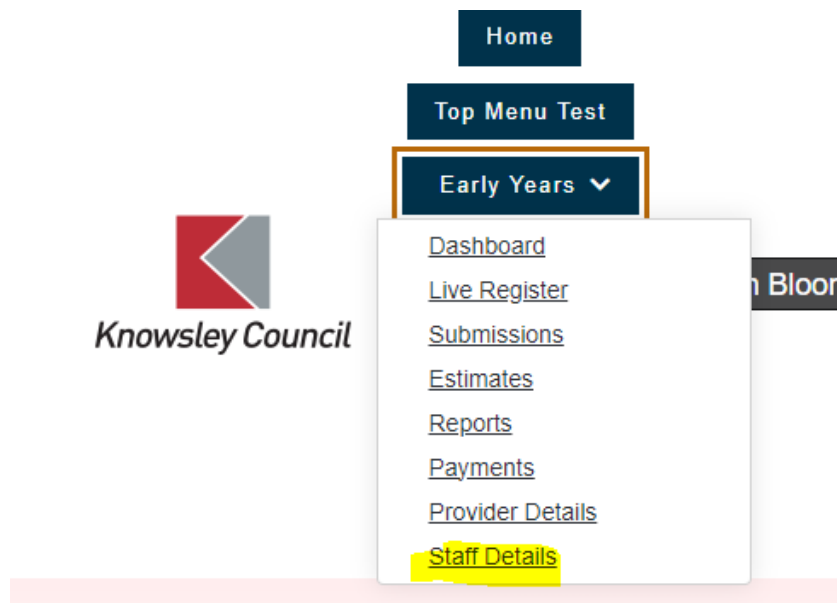
Day	Open	Opening Time ?	Closing Time ?
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	07:30	17:50
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	07:30	17:50
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	07:30	17:50
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	07:30	17:50
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	07:30	17:50
Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No	--:--	--:--
Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No	--:--	--:--

### Provider Availability

- ☒ All Year Round  
☒ Term Time Only

Click on Save once you have made changes.

## Staff Details



You need to add in your staffing including qualifications. Please do not enter any personal details as this is not necessary and we don't want to have this information recorded on the portal. Please keep this information up to date as this will impact on the census for the Spring Term headcount.



## Staff Details

This page allows you to record each member of staff and all of their qualifications. The DfE requires you to report a series of statistics about your staff and their levels of qualification. These statistics are calculated based on the staff details entered on this page.

For staff who do not have contact time with any child, leave un-checked the 'Works with children aged under 5' box e.g. administrative support or kitchen staff. Additionally, you can also check staff who volunteer (e.g. parents on a reading rota). Both volunteers and staff who do not work with children aged under 5 are NOT included in the summary submitted to the DfE.

When you add a member of staff, you can include extra information about their contact details, emergency contact details and any training they have completed. This will not be returned to the DfE or your local authority and are for your records only.

You can add all qualifications a staff member holds from a drop down list from the DfE that are considered 'full and relevant'. If the qualification is not listed then you will not be able to record it. You will need to know whether the qualification was gained before or after September 2014, as this was when major changes took place to align older qualifications.

[Add Staff](#)[Summary](#)

Name	Job Title	Highest Qualification ?	Contact Details ?
Jo Clarke	Manager	Level 5	Email Address - jo.clarke@knowsley.gov.uk Phone Number - 01514435739



## Edit Staff



## Staff Details

Forename *	<input type="text" value="Jo"/>
Surname *	<input type="text" value="Clarke"/>
Previous Surname	<input type="text"/>
Job Title *	<input type="text" value="Manager"/>
Email	<input type="text" value="jo.clarke@knowsley.gov.uk"/>
Phone Number	<input type="text" value="01514435739"/>

Works with children aged under 5 \* ☒ Yes ☐ No

Is a Manager \* ☒ Yes ☐ No

Is an apprentice ☐ Yes ☒ No

Is a volunteer ☐ Yes ☒ No

First Day \*

13-06-2016



Last Day ?

dd-mm-yyyy



#### Staff Address

Building name

Number

Street

Town

Locality

County

Postcode

Search Again



#### Emergency Contact Details

Name

Relationship

Phone Number



#### Qualifications

Name

Level

Before 1st September  
2014


Remove

A Higher National Diploma in: Early Years, Early Childhood Studies,  
Childcare or Playwork

5

Yes

Add Qualification

 Training

Paediatric First Aid

☒ Yes
 ☐ No

Safeguarding

☒ Yes
 ☐ No

Fire Marshall

☒ Yes
 ☐ No

Manual Handling

☒ Yes
 ☐ No

Forest School

☒ Yes
 ☐ No

Save

Cancel

## Help & Funding

# Help & funding

Make an application for SEN panel funding.
 

Apply for SEN panel funding

Make a request for inclusion support.
 

Request inclusion support

For Help & Funding guidance documents go to [Headcount - EYES Provider Portal User Guides](#) | [Knowsley Info](#)

## Family Information Service

# Submit Content for the Family Information Service


[Complete FIS Form](#)

The FIS form will show your setting information for parents to make an informed decision about where they may be interested in placing their child or may help the parents to decide where they wish to visit settings to view for a potential place.


Please complete your details. Once a form has been submitted, you can complete another form, and this will pre-populate information you have previously submitted so you can just go to the information you want to amend and update this information without having to re-enter all the information.

- 1 Contact Details** >
- 2 Age Ranges >
- 3 Opening Hours >
- 4 Costs >
- 5 Local Offer >
- 6 Additional Information >
- 7 Upload Assets for your Page >
- 8 Summary >
- 9 Consent >
- 10 Submit to LA >

There are a few tabs of information to update.

 80% complete

1	Contact Details >	<b>CONSENT</b>
2	Age Ranges >	If you would also like information about your childcare offer/provision available online to parents seeking childcare, could you please indicate below.
3	Opening Hours >	
4	Costs >	I am happy for you to make my information available in writing, in print, by email, phone and face to face *
5	Local Offer >	<input checked="" type="radio"/> Yes <input type="radio"/> No
6	Additional Information >	
7	Upload Assets for your Page >	
8	Summary >	Please include my details in the online childcare directory *
<b>9</b>	<b>Consent &gt;</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
10	Submit to LA >	For the online childcare directory, do you want us to publish your full address or just your postcode? * <input checked="" type="radio"/> Publish my full address <input type="radio"/> Publish my postcode only

 Please note that if you have not ticked any of the boxes above, your information will not be provided to parents seeking childcare.

You need to tick Yes to both as per above if you wish for you setting to be available on the parent portal when a parent is looking for childcare. We are going to ask all providers to update their information to be able to launch the parent portal search facility during the summer term 2024.

## Your Account

# Help & funding

Make an application for SEN panel funding.

[Apply for SEN panel funding](#)

Make a request for inclusion support.

[Request inclusion support](#)



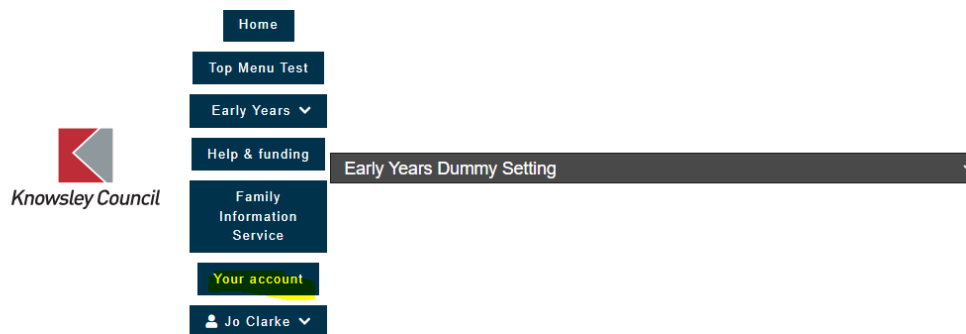
Online Eligibility Checks

[Age / Eligibility Checks](#)

[2 Year Old Application](#)

If you have submitted any of these forms above or done a 2 year old application then these will show in the application tab as per below.

Any portal messages sent out to providers will show in the messages tab.



## Applications

Forms to complete >

Saved Forms >

Messages >

**Applications >**

PEP Forms >

This section lists all the other applications you have made

My Applications

Select Period to View

Last Month


No items

Messages relating to payment receipts or children who may be about to fall out of eligibility will show here:

Dashboard

View Messages (1)

Refresh

 Estimates and Headcounts


A Headcount has already been submitted for Spring term. A Headcount for Summer term can be submitted from 11-Apr-2024.


No Estimate dates set.

Dashboard




Close Messages

Refresh

 Messages

No.	Sent	Expires		Subject
<a href="#">1</a>	08-Mar-2024	15-Mar-2024		Spring 2023/24 - Headcount Payment Summary Published

Messages

No.	Sent	Expires		Subject
<a href="#">1</a>	07-Mar-2024	21-Mar-2024		EY 2 Year Old Application Successful for ██████████
<a href="#">2</a>	07-Feb-2024	31-Mar-2024		██████████ has entered their Grace Period for claiming extended entitlement.
<a href="#">3</a>	21-Jan-2024	31-Mar-2024		██████████ has entered their Grace Period for claiming extended entitlement.