



Knowsley
Early Years and
Education System (EYES)
Provider Portal
User Guide for Schools
and Academies V2
(July 2021)



Knowsley Council

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Scroll through the document on click on the relevant subject

Please read through the whole document though if you have not used the EYES system before

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Logging in

Enter your email and password as previously set up when you registered

Secure login - step 1

New to Establishment Portal UAT2? Register for an account on the right.

Already using Establishment Portal UAT2? Sign in below.

Existing users

Email

Please enter your email address

Password

Please enter your password

For additional security, we will confirm your account by sending an authentication code to your email address.

[Sign in](#) [Cancel](#) [Forgotten password?](#)

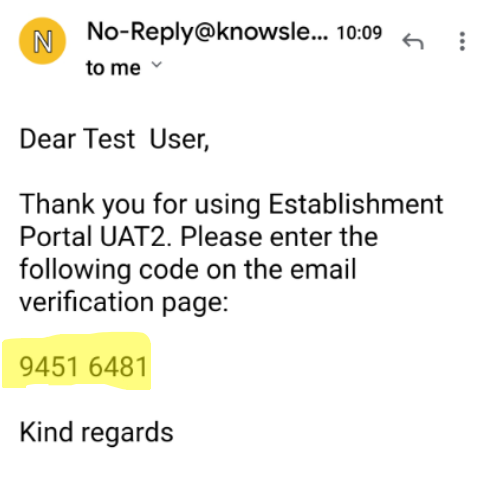
New users

If you're new to Establishment Portal UAT2, sign up for an account here

[Register for new account](#)

You will need to enter the validation code sent to your email address.

Please Note - You will get a different validation code each time you log in as an additional security measure



You will then be taken straight to the dashboard. This shows you an overview of children you have on your live register and any messages you may have received. See screenshot below.

Dashboard



- Home
- Early Years ▾
- Help & funding
- Family Information Service
- Your account
- Jo Clarke ▾

Dashboard

View Messages (0) Refresh

Estimates and Headcounts

A Headcount has already been submitted for Summer term. A Headcount for Autumn term can be submitted from 10-Sep-2021. No Estimate dates set.

2 year olds 0	3 year olds 1	4 year olds 0	Total Children 1
Requested/Receiving EYPP 0 / 0	Receiving Extended Entitlement 1	Receiving DAF 0	

Online Eligibility Checks

- Age Group Check
- Online 2 Year Old Checker
- 2 Year Old Application
- Online 30 Hour Check

A new functionality has been added to the dashboard so when you click on one of these buttons below, you can just view these children separately.

2 year olds 0	3 year olds 1	4 year olds 0
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If you click on the total children tab below you can also filter out children as per below:

Filter by category

Categories

- 2 Year Olds
- 3 Year Olds
- 4 Year Olds
- Pupil Premium
- DAF
- 30H Receiving
- 30H Grace Period
- 30H Due To Confirm
- 30H Eligible
- first
- ninth
- second

Apply Cancel

To get back to the dashboard from any of the areas simply click as highlighted below



See below information regarding the additional options on the drop-down list

2 Year Old Application

This new tab allows you to support parents in applying for the 2YO funding. You will be able to do the application with the parent on your portal if parents are not able to apply themselves. The link will take you to the same screen that is available on the parent portal for the application to be completed. Once the application has been submitted you will see it appear in the application tab as per below:

Applications

- [Forms to complete](#)
- [Saved Forms](#)
- [Messages](#)
- Applications**
- [PEP Forms](#)

Thank You! The application you completed has been submitted to the Education Department.

Your unique reference for the application is: IS-OKEV-HLMH.

You can follow the progress of your application by returning to this page.

You will receive a message soon to inform you of the next steps for your application.

My Applications

Select Period to View: Last Month

Submitted	Applicant	Reference	Type	Status	Info	
1	29-Jun-2021	Jo Clarke	IS-OKEV-HLMH	Establishment Portal EY 2Y Application - sophie clarke	Submitted Successfully	

Once the status has been updated to eligible this will then allow you to add the child either onto the live register or they can be added as a future starter pending the outcome of the status. Having the applications on your portal will allow you to monitor the status.

<u>10</u>	16-Jun-2021	Jo Clarke	LR-PCJY-HEK5	2 Year Funding Application - Marcus Clarke	Eligible
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Dashboard

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

Estimates and Headcounts

A Headcount has already been submitted for Summer term. A Headcount for Autumn term can be submitted from 10-Sep-2021. No Estimate dates set.

2 year olds	3 year olds	4 year olds	Total Children
0	1	0	1

Requested/Receiving EYPP	Receiving Extended Entitlement	Receiving DAF
0 / 0	1	0

Online Eligibility Checks

[Age Group Check](#)
[Online 2 Year Old Checker](#)
[2 Year Old Application](#)
[Online 30 Hour Check](#)

Online 2 Year Old Checker – There are 2 options on the 2YO online checker. PLEASE DO NOT USE THIS OPTION below – 2YO Applications need to be submitted to decide on whether a family can access the funding place or not. The code will either be made eligible then or declined.

2 Year Eligibility Checker ✕

Does the Parent / Guardian have a 2 YR Reference Number from Knowsley Borough Council? Yes No

Add parent / guardian details to carry out the 2 year old funding check from 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), Her Majesty's Revenue and Customs (HMRC) and the Home Office.

Parent / Guardian Surname *

Date Of Birth * 📅

NI number

NASS number

Child's Date Of Birth * 📅

Do you hold signed authorisation from the parent to perform this check? * Yes No

Check Eligibility Reset

Please only use the option below:

2 Year Eligibility Checker



✘ Ref: "LR-ZS3H-XGAS" - Not Eligible, the reference number used could not be confirmed.

Does the Parent / Guardian have a 2 YR Reference Number from Knowsley Borough Council? Yes No

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

Reference No. * LR-ZS3H-XGAS

Child's Forename * Connor

Child's Surname * Gamer

Child's Date Of Birth * 28-03-2019

Proof Seen * 29-06-2021

Check Eligibility

Reset

On this example above the parents code is showing as not eligible so therefore the child will not be able to access the funding.

2 Year Eligibility Checker



✔ Ref: "LR-PCJY-HEK5" - Found and Eligible

Does the Parent / Guardian have a 2 YR Reference Number from Knowsley Borough Council? Yes No

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

Reference No. * LR-PCJY-HEK5

Child's Forename * Marcus

Child's Surname * Clarke

Child's Date Of Birth * 28-03-2019

Proof Seen * 29-06-2021

Check Eligibility

Reset

Add to Live Register

You will also note above that if eligible the child can be added to the live register. This will only be possible to add the child to the live register if the start date is within the term that is currently open. ie if you are trying to add a child to the live register for 01/09/2021 using this option then the term needs to be open.

The checker should only be used where a parent has a 2YO Reference – before checking the code parents need to ensure that their application status shows as below:

9	16-Jun-2021	Jo Garner	LR-ZS3H-XGAS	2 Year Funding Application - Connor Garner	Submitted Successfully
10	16-Jun-2021	Jo Clarke	LR-PCJY-HEK5	2 Year Funding Application - Marcus Clarke	Eligible

Online 30 Hour Check

This information below needs to be completed for a check to be done and you also need to ensure you have written permission for the check from the parent/guardian

'30 Hours Funded Childcare' Checker

! This child was eligible to claim extended entitlement from 30-Mar-2020 until 31-Jul-2020, but they are now in their grace period which ends on 31-Aug-2020. This code will need to be renewed with HMRC before re-checking it.

Child's Date Of Birth*

Parent/Guardian's NI number*

30 hour code*

Do you hold signed authorisation from the parent to perform this check?* Yes No

Check Eligibility

This box below allows you check the age of a child during the current term to ensure they are eligible for either 2YO or 3/4 year old funding

Age Group Checker

Check which age group a child belongs to this term and next term.


Age Group Checker


This child is in the under 2-year-old age group this term. They will be in the 2-year-old age group next term.

Child's Date Of Birth*

The messages box below will show you any messages that you have received from Early Years and/or as per example below it will show if there are any 30 hour codes due to expire.


View Messages (1)

Messages			
Sent	Expires		Subject
1	30-Jun-2021	31-Aug-2021	 A child has entered their Grace Period for claiming extended entitlement.

Sent	Expires		Subject
1	04-Aug-2020	05-Aug-2020	 User Portal

Subject	User Portal
Message	Hi All - Welcome to the provider portal. Please give me a shout if you need support. Regards Jo

If you click on the message it will expand and show you the following. As per this example it will show you which child it relates to.

Messages			
Sent	Expires		Subject
1	30-Jun-2021	31-Aug-2021	 A child has entered their Grace Period for claiming extended entitlement.

A child has entered their Grace Period for claiming extended entitlement.
John Clarke entered their Grace Period for claiming extended entitlement 30-Jun-2021.

Early Years Tab

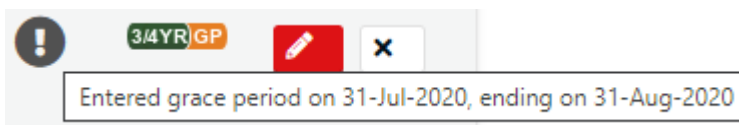
- *Dashboard – as above*
- *Live Register*

Joe Bloggs Nursery										
▼Name	Gender	Date Of Birth	Days Per Week	Additional Hours	Funded Hours Claimed	Extended Hours Claimed	Total Hours	Delivery Method	Info	
Jimmy Clarke	M	10-Jul-2016	5	0.0	15.0	0.0	15.0	TTO	3/4YR	
Jo Clarke	F	03-Jul-2016	5	0.0	15.0	15.0	30.0	TTO	3/4YR GP	
Maisie Clarke	F	04-Mar-2018	5	0.0	15.0	0.0	15.0	TTO	2YO	
Thomas Clarke	M	03-Jul-2016	5	0.0	15.0	15.0	30.0	TTO	3/4YR GP	

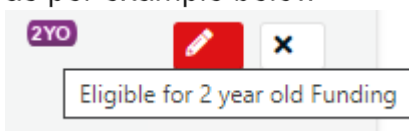
As you can see above, against each child it shows the days per week, funded hours claimed, total hours and delivery method. As we fund your setting term time only this should always show as 'TTO' to ensure funding is calculated correctly.

PLEASE NOTE – Each Autumn Term for the new cohort of children your child data will be fed into EYES automatically so you will need to ensure you enter the days per week and hours claimed against each child. If any details are incorrect this must be updated in your legacy system and EYES will update ie DOB, address etc....

The info tab shows where any child may be in the grace period if you hover over the as per screenshot below

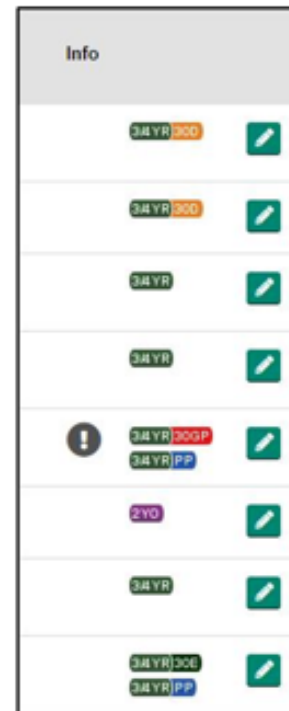


If you hover over these coloured tabs below it will show you what they relate to as per example below




Changes have been made to the tabs as per below:

Changes have been made to how the 30 hour code statuses are displayed in the live register. A RAG rating has been introduced to make the identification of the current state of eligibility easier. A child who is currently eligible and not nearing the start of their grace period will display the flag 30E (green). When a child is nearing the start of their grace period the flag will change to 30D (amber). The default setting for this change to occur is 21 days before the start of the child's grace period, but can be configured locally. When a child has entered their grace period the flag will display as 30GP (red).



Info	
30 YR 30D	
30 YR 30D	
30 YR	
30 YR	
! 30 YR 30GP 30 YR PP	
2 Y0	
30 YR	
30 YR 30E 30 YR PP	

To view a child's details simply click on the highlighted name or to edit a child's details simply click on the  then click on edit child details as per screenshot below



[Edit Child Details](#) [View Submission History](#) [Save](#) [Cancel](#)

Edit Child

Child Details

Forename *

Surname *

Gender *

Date Of Birth

Seen proof of date Of birth? * Yes No

Child Address

Postcode * Search

Select Address *

SEN

SEN *

DAF (Disability Access Funding) Yes No

Edit Funding Details

Edit Funding Details

OK Cancel

If you want to claim Disability Access Fund (DAF) you need to select 'Yes' and you will be asked to select the date the DLA letter was seen. The DLA letter needs to relate to the child being claimed for. The letter will also need to be attached to the child's record (see information further instructions down the document relating to attached documents).

SEN

SEN *

DAF (Disability Access Funding) Yes No

DLA Letter Seen *

Once the child's information has been added click on edit funding details tab

Edit Funding Details

Edit Funding Details

OK Cancel

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

If you are claiming EYPP the parent/guardian details need to be added here

Parent/Guardian Details

Forename*

Surname*

Contact Number

Date Of Birth

NI Number

NASS Number

Consent to EYPP check

30 hour code

Signed Consent Required

Please confirm Tony Clarke has given signed authorisation to perform a '30 hour funded childcare' check.

Please confirm that evidence has been provided by Parent/Guardian to support application made on time

You must also tick consent to check for EYPP

Next enter the following details relating to the days and hours you are claiming:

'30 Hour Funded Childcare' Check

'30 Hour Funded Childcare' Check

Attendance Details

Delivery Method *	<input type="text" value="Term Time Only"/>
Days Per Week	<input type="text" value="5"/>
Additional Hours	<input type="text" value="5.0"/>
Universal Hours Claimed	<input type="text" value="15.0"/>
Extended Hours Claimed	<input type="text" value="0.0"/>
Total Hours at your setting per week	<input type="text" value="20.0"/>

Early Years Pupil Premium

Select 'Yes' below to request an Early Years Pupil Premium receipt for this child when they are eligibly 3 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), Her Majesty's Revenue and Customs (HMRC) and the Home Office.

Check for EYPP eligibility Yes No

EYPP – If you are claiming this select 'yes' will automatically be marked

Early Years Pupil Premium

Select 'Yes' below to request an Early Years Pupil Premium receipt for this child when they are eligibly 3 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), Her Majesty's Revenue and Customs (HMRC) and the Home Office.

Check for EYPP eligibility Yes No

Consenting Parent/Guardian(s).

Tony Clarke (DOB: 01-Jul-1990) - JT234480A

Use this to attach/upload any documents relating to the child you are claiming for – i.e. proof of DLA for DAF claim.

Documents

Upload any related documents here

- **Submissions – (headcount)**

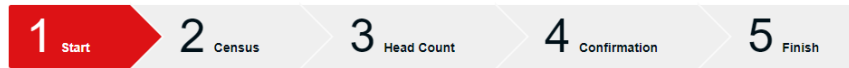
Home **Early Years** Help & funding

Dashboard
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Staff Details

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This tab shows submissions you have already submitted and will show if you have submitted for the current term

Submissions



Refresh Next

Welcome to the Submissions Wizard.

A Headcount already exists for Summer 2020/21

Previous Head Count Submissions

Term	Submission Type	Total Universal Hrs Claimed	Total Universal Hrs Approved	Total Extended Hrs Claimed	Total Extended Hrs Approved	Total Additional Hrs	EYPP Count	Submitted	By
Summer 2020/21	Head Count	135.0	135.0	30.0	30.0	0.0	0	23-Jul-2020	jo.clarke@knowsley.gov.uk

Previous Census Submissions

Term	Date Submitted	Submitted By
Summer 2020/21	23-Jul-2020	jo.clarke@knowsley.gov.uk

If a headcount already exists, then the system will not allow you to submit another one during the current term unless it has been rejected back to you for updating.

It is important to ensure you have checked your live register to ensure all the children at your provision are showing before submitting final figures. The information we hold on EYES will update daily from your school registration system.

If you click on a previous headcount it will show you a summary. The outcome is only shown as accepted once it has been processed for payment. Prior to this it will show as pending.

Head Counts: Summer 2020/21

Back

Child	DOB	Total Hrs	Universal Hrs Claimed	Universal Hrs Approved	Extended Hrs Claimed	Extended Hrs Approved	Days/Week	EYPP	DAF	Outcome
Jimmy Clarke	10-Jul-2016	15.0	15.0	15.0	0.0	0.0	5.0	No	No	ACCEPTED
Jo Clarke	03-Jul-2016	30.0	15.0	15.0	15.0	15.0	5.0	Claimed	No	ACCEPTED
Maisie Clarke	04-Mar-2018	15.0	15.0	15.0	0.0	0.0	5.0	No	No	ACCEPTED
Thomas Clarke	03-Jul-2016	30.0	15.0	15.0	15.0	15.0	5.0	No	No	ACCEPTED
Kaleb Connor	30-Sep-2016	15.0	15.0	15.0	0.0	0.0	5.0	No	No	ACCEPTED

Once the headcount has been processed and a payment requested you will receive a message

- **Estimates**

This option is not used by Knowsley so please ignore

Early Years

Estimates



Welcome to the Total Claimed Hours Estimate Submission Wizard.

It is not currently time for an Estimate.

Previous Estimate Submissions

No previous estimate submissions

- **Reports**

There are a number of reports that can be used by your setting:

Live Register

If you select one of the options this will export the relevant data to an excel spreadsheet for you

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

Submission

Get a report of all entries from the selected Submission.

- Head Counts: Summer 2020/21
- Please select a Submission
- Head Counts: Summer 2020/21

This option above will allow you to export the children during a particular headcount to an excel spreadsheet.

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.

Head Counts: Summer 2020/21

 **Submissions**

Get a report of all Censuses previously submitted.

 **Census History**

Get a report of all previous 30 hour checks.

All Checks Performed

 **Extended Entitlement Report**