

Early Years Provider Hub



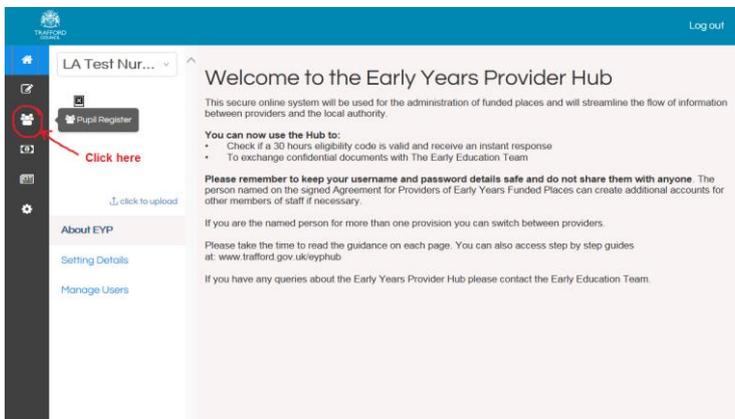
User Guide: Updating Parent and Eligibility Details

Introduction

The Pupil Register is used to maintain a list of children at your setting. When you have added a child's basic information to the register you can update other details about the child, including the **Parent** and **Eligibility** sections. You should ensure these sections are up to date if the child is having extended hours at your setting as the information here will be used for auditing 30 hours codes. If a child's code is not included in this section it will not be audited. You can also check the code is still valid at any time, without having to input the same information each time.

Getting Started: Finding The Pupil Register

Log in to the Early Years Provider Hub. From the main menu on the left hand side click the 'Pupil Register' icon.



Pupil Register Front Page

You will now see the front page of the Pupil Register. This will be blank until you have added children to the register.

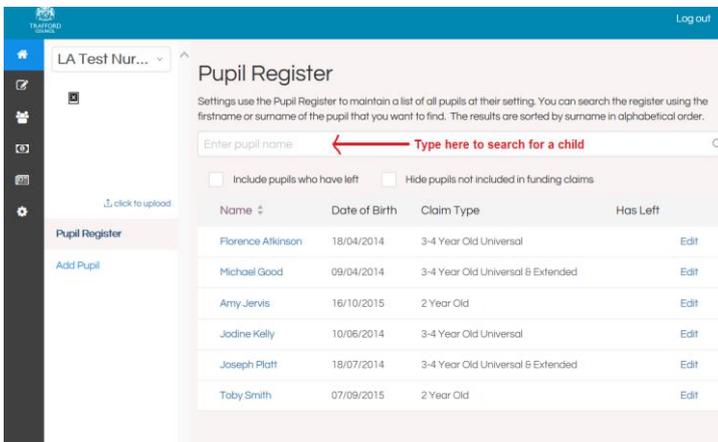
On this page you have the option to:

- Search the register using the child's first name or surname. The results are sorted by surname in alphabetical order. You can also search for children who have left your setting or who you haven't added a claim type for.
- Click on a child to go straight to their individual record.

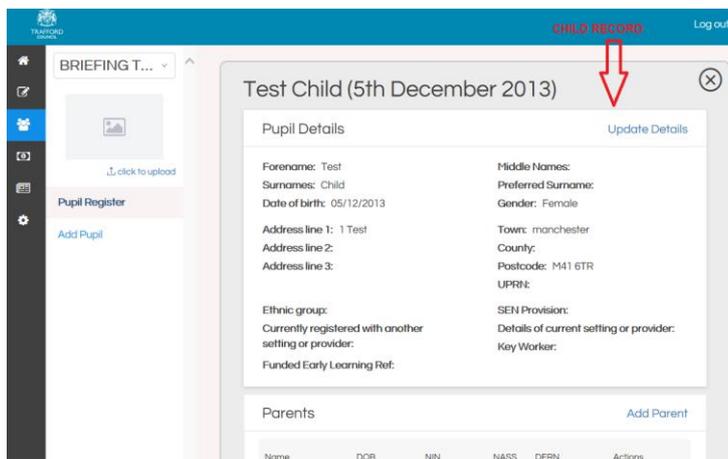
Reminder! You will be unable to claim funding for a child if they have not been added to your register. Please ensure all funded children are added to this list.

Search For A Child

You can update the Parent and Eligibility sections straight away when you add a child to the register or at a later date. To search for a child, enter their name in the search field.

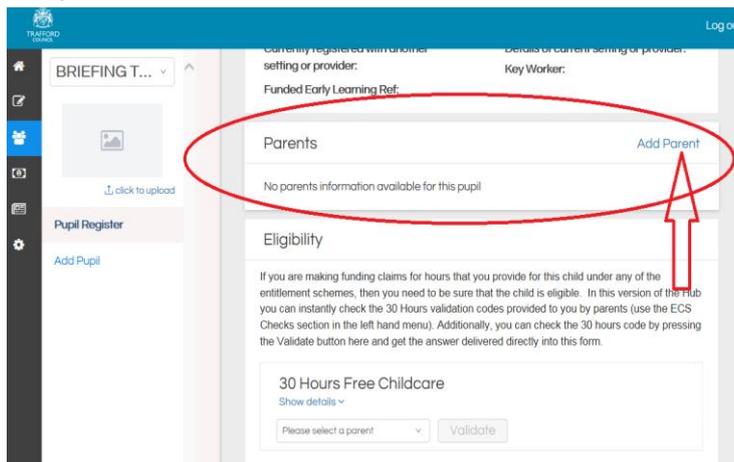


Click on the child's name to go straight to their record.

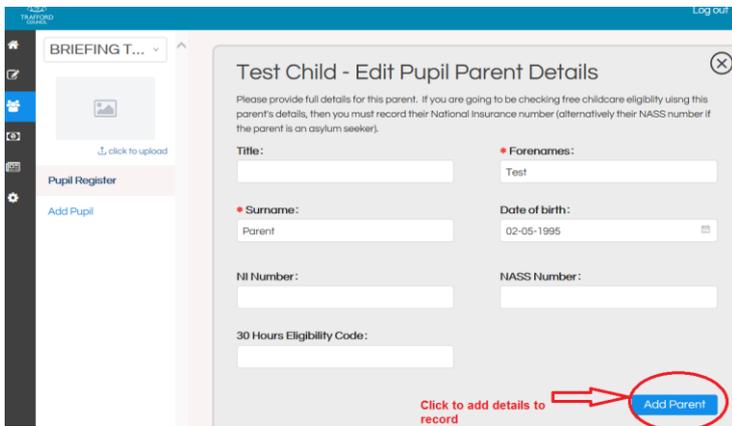


Adding Parent Details To The Record

To update the Parent Details click on 'Add Parent' in the Parents section.



You will then come to the Parent section and be prompted to provide details about the parent. The only required fields here are the parent / carer's name, you will need to include their 30 hours code and National Insurance number if you are claiming extended hours for this child.

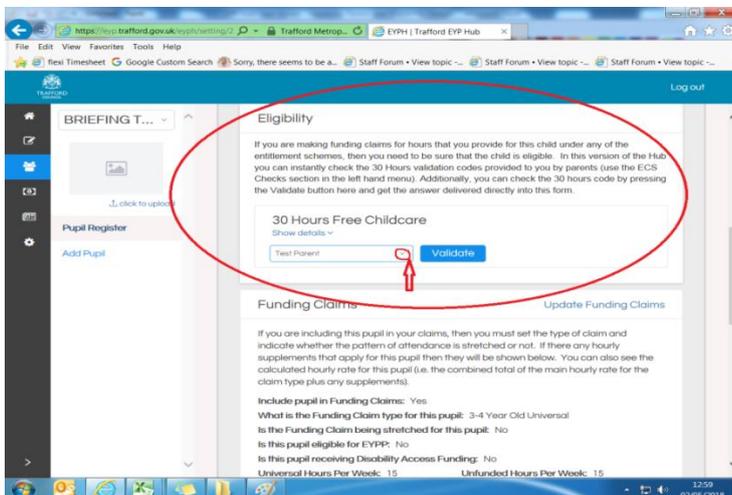


When you have input the required information click on the blue 'Add parent' button to add these details to the child's record. **These details can be changed at any time.**

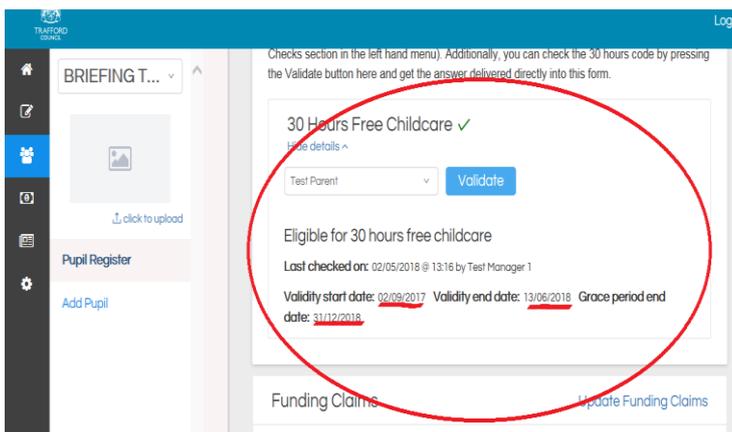
When you go back to the child's record you will see the parent details you added on the main page.

Updating The Eligibility Section

The Eligibility section is below the Parents section. Here you can validate the child's code and check the code is still valid at any time. This section pulls together the information you have provided about the child and the parent to check if the code is valid.



Select the parent name from the drop down list and click the blue 'Validate' button to check if the code is valid. You will then see the results of the check displayed below the validate button.



If the code is valid you will see a message stating the child is eligible for 30 hours childcare. **It is very important to take note of the dates attached to the code.**

Understanding The Dates For A 30 Hours Code

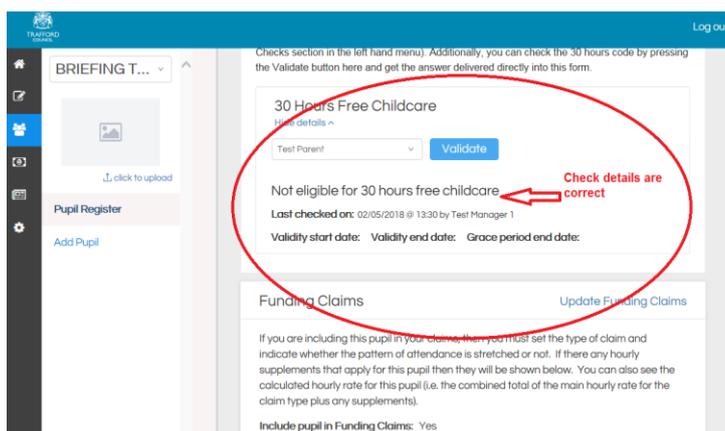
Children are eligible for 30 hours free childcare the term after the following conditions are met a) the child has their 3rd birthday b) the parent is issued with a valid 30 hours code.

- **Validity Start Date:** this is the date the parent was issued with the code by HMRC. This must be before the start of the term that a child is receiving their extended funded hours.
- **Validity End Date:** this is the date the parent must reconfirm their eligibility with HMRC, if eligibility is not reconfirmed by this date the parent falls out of eligibility.
- **Grace Period End Date:** this is the date up to which a child will be guaranteed a 30 hours place, even if the parent should fall out of eligibility. Grace period end dates will always be the end of term so either: 31 December; 31 March or 31 August.

Invalid Results

If a code is not valid you will receive a message to say the child is not eligible for 30 hours childcare. There is no reason a parent would be issued with a code if they are not eligible for 30 hours.

The most likely reason for an invalid result is incorrect information in the system. Check the details you have submitted to ensure it is correct. You can then update the details and re-validate the code.



Tips For Using The Hub

- If you have made a mistake or the information changes, you can always go back and change it.
- Children must be on your Pupil Register to be added to your funding claim.
- Ensure the information is accurate as this will be included in your funding claims.
- Children who are not receiving early education funding can also be added to your pupil register. This means you can have the details for every child stored in one online secure system.

REMEMBER to keep your username and password details safe and do not share them with anyone.