

Early Years Provider Hub



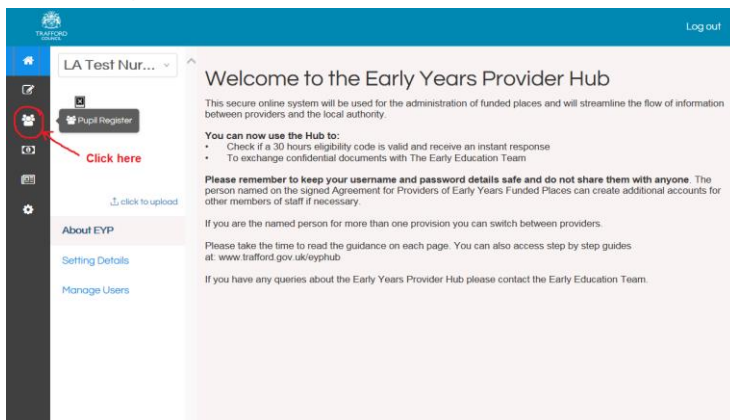
User Guide: Updating The Pupil Register

Introduction

The Pupil Register is used to maintain a list of children at your setting. You can use the register to record funded and non funded children. Any children you want to claim funding for **must** be included on the register.

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.



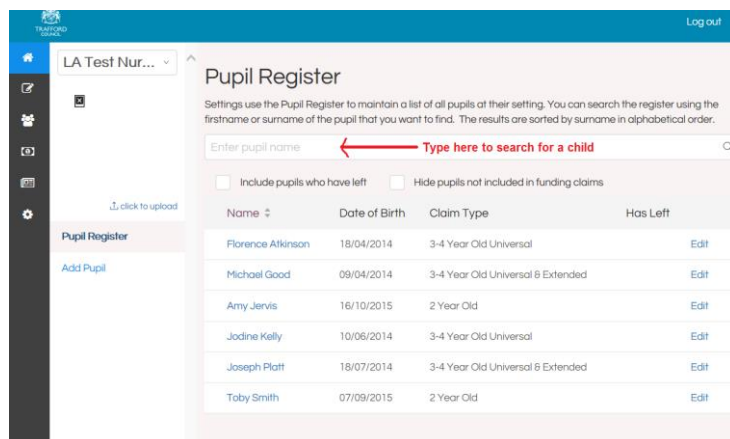
Pupil Register Front Page

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.

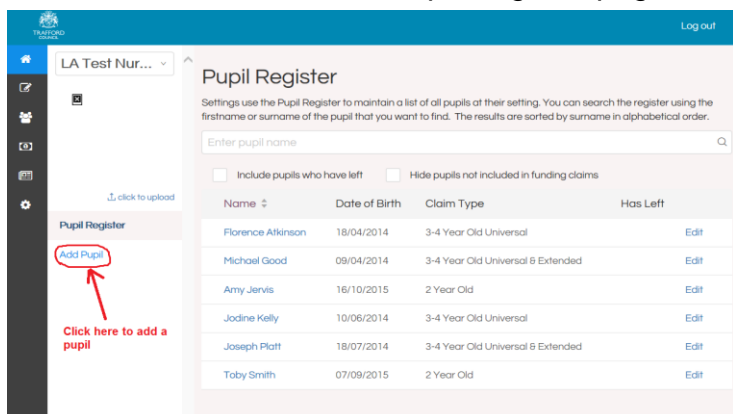
You will be unable to claim funding for a child if they have not been added to your register. Please ensure all funded children are added to this list.



Adding A Child To Your Register

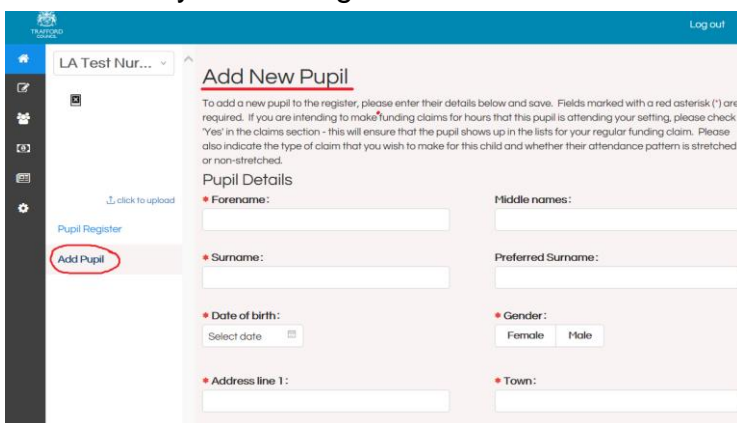
The next step is adding a child to your register. You will need to add every child you want to claim funding for.

On the left hand side of the Pupil Register page click on 'Add Pupil.'



You will then be directed to the Add New Pupil page which is where you input all the relevant information about each child. Fields marked with a red asterisk (*) are required, you will not be able to add the child without this information. The remaining fields are not required but please try to include as much information as possible about the children you add to your register.

It is important the information you provide about children is accurate as this information is the basis for your funding claims.



To add a child onto your register, work through the Add New Pupil page completing all the fields. **The UPRN and Funded Early Learning Ref fields can be left blank.**

Funding Claims

In this section you must state if the child will be funded or not. Select **Yes** to include the child in your funding claims and **No** if they will not be funded. You will only be able to claim funding for children you have confirmed are included in your funding claims.

If you select **Yes** options will appear for you to confirm the type of funding the child will be having:

- **What is the funding claim type for this pupil?** Please select the relevant funding and see below for further information.
- **Is the funding claim being stretched for this pupil?** Select Yes if funding will be stretched over the year. Select No if the funding will be term time only.

If you have selected the funding claim type as 2 year old:

- State the basis for 2 year old funding from the drop down list. You can leave this field blank if you don't know the basis for funding.
- State how many Universal hours per week the child is receiving and how many non-funded hours per week the child attends your setting. You will see the total hours per week calculated - this is the total hours the child attends your setting.

Any of these details can be updated at any time.

If you have selected the funding claim type as 3-4 Year Old Universal:

- Is the pupil eligible for Early Years Pupil Premium (EYPP)? Select Yes if they are or No if they are not. If Yes is selected you will be asked to state the basis for EYPP funding, select an option from the drop down list. This field can be left blank if you don't know any of this information.
- Is the child receiving Disability Access Funding? Select Yes if they are or No if they are not. This field can be left blank if you don't know.
- State how many Universal hours per week the child is receiving and how many non-funded hours per week the child attends your setting. You will see the total hours per week

Any of these details can be updated at any time.

If you have selected the funding claim type as 3-4 Year Old Universal & Extended:

- Is the pupil eligible for Early Years Pupil Premium (EYPP)? Select Yes if they are or No if they are not. If Yes is selected you will be asked to state the basis for EYPP funding, select an option from the drop down list. This field can be left blank if you don't know.
- Is the child receiving Disability Access Funding? Select Yes if they are or No if they are not. This field can be left blank if you don't know.
- State how many Universal hours per week the child is receiving and how many Extended hours per week they are receiving. Please also state how many non-funded hours per week the child attends your setting. You will see the total hours per week calculated - this is the total hours the child attends your setting.

These details can be updated at any time.

You will need to include an admission date for the child. This is the date the child started attending your setting. The leaving date field can be updated at a later date should the child leave. There is also space for you to include a reason for their leaving.

When all the applicable fields have been completed click the blue 'Create Pupil' button on the bottom right hand side. This will create a record for the child. You have now added a pupil to your register. Click on 'Pupil Register' on the left hand side to see this child on your register.

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

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