

Education Portal – EYPP & DAF Eligibility Checks

Contents

Introduction	2
Getting Started.....	2
EYPP – Checking Eligibility.....	3
Step 1: Log in and go to Live Register.....	3
Step 2: Add Parent details	3
Step 3: Complete the eligibility check.....	4
Step 4: Care Leavers	5
Keeping Track of EYPP	6
DAF - Confirming Eligibility	7
Step 1: Input DAF details	7
Step 2: Upload copy of DLA awards letter.....	7
Step 3: Confirm information	7
Keeping Track of DAF.....	9
Help & Support	10



Introduction

This guide explains how to check if a child is eligible for Early Years Pupil Premium and how to record a child is eligible for Disability Access Funding. Both checks can be completed at any time but must be done before the termly headcount submission to receive payment for that term.

Early Years Pupil Premium (EYPP)

This is additional funding for providers to support the education of disadvantaged 3&4 year old children. It is paid at the national rate for eligible children who are accessing universal hours. Further information including the current hourly rate and eligibility criteria is [available on our website](#).

Disability Access Fund (DAF)

This is additional funding to support 3&4 year old children in receipt of Disability Living Allowance (DLA) to access universal hours at an early education provider. Providers receive a one-off payment per financial year, paid in the first term that a child receives funded hours. Further information including the current annual rate and details of how to use the funding is [available on our website](#).

Getting Started

Before making a claim for EYPP and DAF you will need to have:

Early Years Pupil Premium	Disability Access Funding
<ul style="list-style-type: none"> • Written consent from the child's parent / carer giving permission to use their details to check eligibility • Parent / carer National Insurance Number • Parent / carer date of birth • Parent / carer full name as it appears on documentation from HMRC 	<ul style="list-style-type: none"> • Consent from the child's parent / carer giving permission for this funding to be claimed at the provision • A copy of the child's DLA awards letter
<p>The Parent Contract is available to help you collect all the information required for checking / claiming EYPP and DAF.</p>	



EYPP – Checking Eligibility

To complete the EYPP check The Portal contacts the Eligibility Checking System (ECS) which is provided by the Department for Education. The Portal takes the information saved by you on the child record to run the check and give you an immediate result.

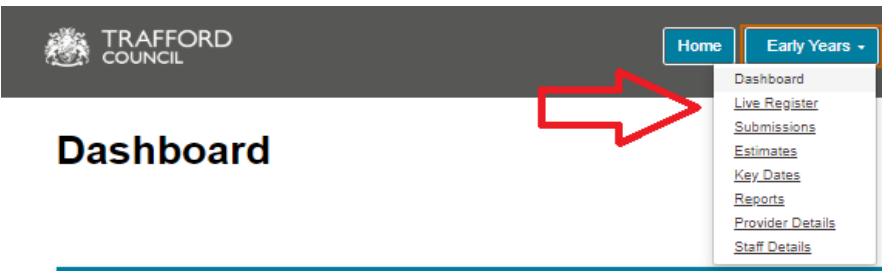
The system uses 3 pieces of information to check eligibility:

- 1. Parent / carer date of birth
- 2. Parent / carer national insurance number
- 3. Parent / carer surname to identify matching eligible parents in HMRC records.

It is important this information is correct. The Portal will give a 'not found' result if the family is not eligible **or** if the data is incorrect, you will not be told the information is incorrect.

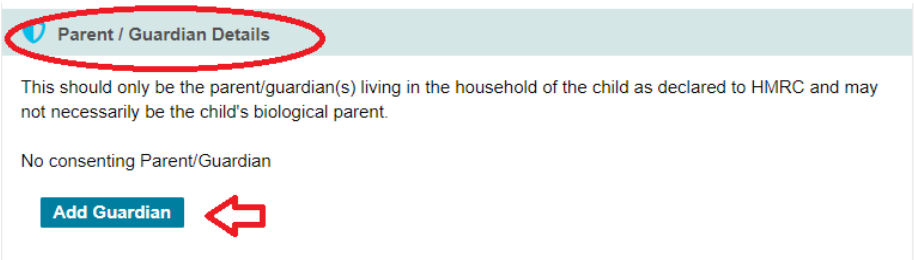
Step 1: Log in and go to Live Register

Log into The Education Portal. From the 'Dashboard' page. Click on the 'Early Years' tab and select Live Register from the drop down list. The EYPP check can be completed while you create the child record or at a later date.



Step 2: Add Parent details

Scroll down to the 'Parent / Guardian Details' section, click 'Add Guardian.' The parent date of birth & National Insurance numbers are required for an EYPP check



A form will pop up. Complete the form; The **Parent** Date of Birth and National Insurance Number fields are not mandatory but **must** be completed for the system to check eligibility. **The 'consent to EYPP' box must be ticked.**

Check the information is correct, click 'OK' to save these details.



Parent/Guardian Details

Forename* Test
Surname* Test
Contact Number* 123456
Date Of Birth 04-12-1998
NI Number AB123456C
NASS Number
 Consent to EYPP check
30 hour code
OK Cancel

The information can then be viewed in the 'Parent/Guardian Details' section of the child record. You can click the pencil icon to edit the details, the X to delete the details or 'Add Guardian' to add another parent / guardian detail.

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.

Name	DOB	Contact No.	NI No.	NAAS No.	30 Hour Code	Consent to EYPP check
Test		0161 912	AB123456C		50012345678	No
Test		5808				

Add Guardian

Step 3: Complete the eligibility check

When the details are saved, the check can be completed. Scroll down to the Early Years Pupil Premium section (under the funding details). If the details required for the EYPP check are saved on the child record a check will be automatically performed each time you submit a headcount.

Click 'Perform ECS Check.' The results of the check appear on screen, above the check button.

Early Years Pupil Premium

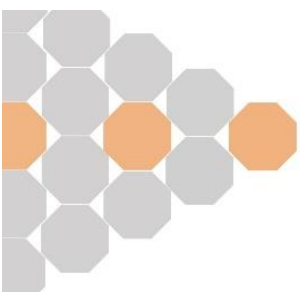
If 'Yes' is selected below then an Early Years Pupil Premium receipt will be requested for this child when they are 3/4 years old. This check will be performed automatically when you submit your next Headcount. If the child is not yet old enough, you can still add the information now and it will be stored 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), Her Majesty's Revenue and Customs (HMRC) and the Home Office.

Check for EYPP eligibility Yes No

Consenting Parent/Guardian(s).
Test Test (DOB: 28-Dec-1986) - AB123456C

Perform ECS Check



The message in this example shows the child is "Eligible for EYPP".

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).

Test EII (DOB: 04-Dec-1998) - PE305801B

Eligible for EYPP



If the check is unsuccessful you will see this message below. This means the child cannot currently be confirmed as eligible. In this case you should check with the parent / carer that the information provided is correct. A 'Not Found' result will be displayed if the information is incorrect. If the information is correct and a 'Not Found' result is showing, the family is not currently eligible for EYPP.

Early Years 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), Her Majesty's Revenue and Customs (HMRC) and the Home Office.

Check for EYPP eligibility Yes No

Consenting Parent/Guardian(s).

Test Test (DOB: 28-Dec-1986) - AB123456C

Not found - Check Date - 24-Apr-2023



Step 4: Care Leavers

Children who have left care through an adoption order, special guardianship order or child arrangement order qualify for early years pupil premium. This may not show in the check using parent/guardian details.

If you know a child is a care leaver you should confirm this in their record in the 'Child Details' section. At the top of the child record page click 'Edit Child Details.' Scroll down to the 'Child Details' section and select 'Yes' to confirm the child was previously in care, confirm the date you saw proof of this. The appropriate documentation is either an adoption certificate or special guardianship order. A copy of this should be uploaded to the child's record and will be required should your setting be audited.

In Care/Previously in Care Yes No



Document Seen *

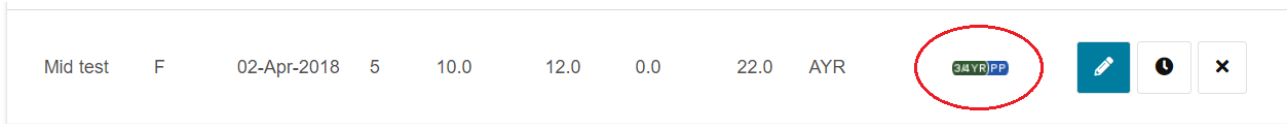
If you have any queries about claiming EYPP for a child that has left care contact the Early Education Team who will be able to support you with this.



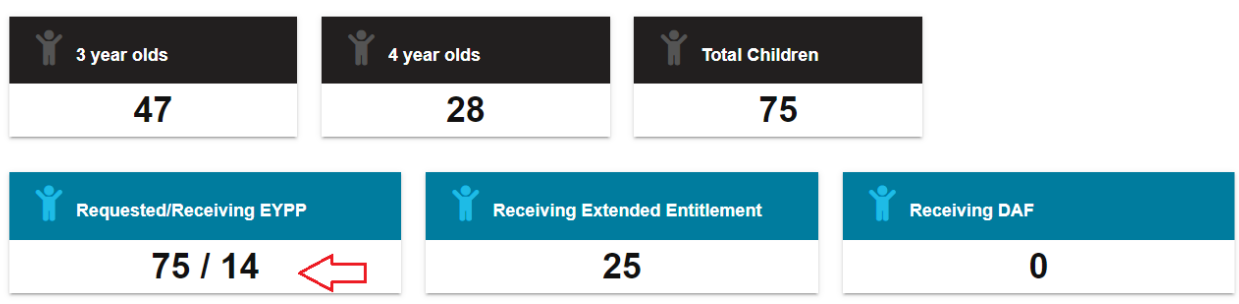
Keeping Track of EYPP

When a child is checked as eligible for EYPP, they will remain eligible regardless of any change in circumstance. The Portal helps you to identify which children have been checked as eligible for EYPP so that you have a list available should you need it. For example: For an Ofsted visit.

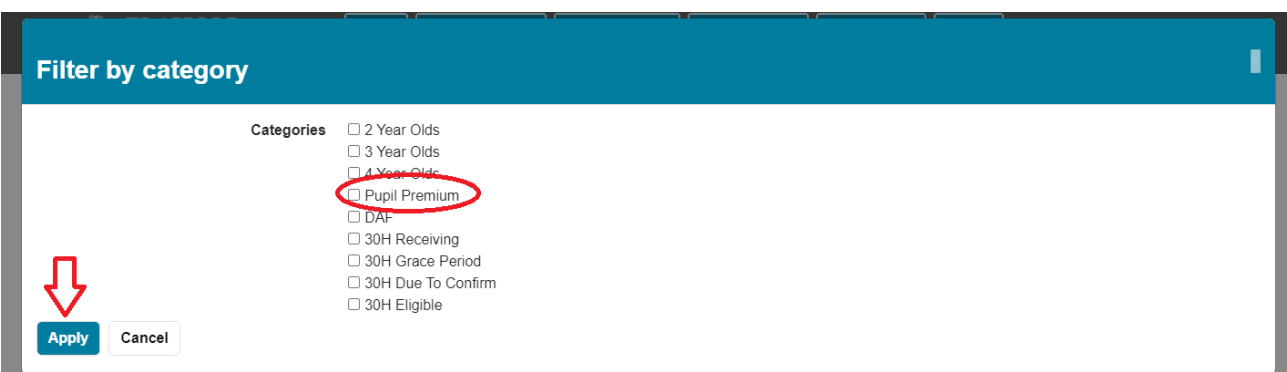
Your live register will show a blue PP flag if a child has been checked by you as eligible for EYPP. You will see this in the list view of the live register.



The 'tiles' on the Dashboard page give a high level view of the number of children Checked and Eligible for EYPP. The below example shows that that 75 children have been checked (requested) and 14 children are eligible (receiving) EYPP.



You can filter on EYPP children only by either clicking on the 'receiving EYPP' tile from the Dashboard Page or filtering by the 'pupil premium' category in the search bar at the top of the live register.



DAF - Confirming eligibility & claiming funding

For a child to be eligible for the Disability Access Fund (DAF) they must be in receipt of Disability Living Allowance (DLA). The awards letter is used to confirm eligibility.

Providers should check with parents/carers to confirm if a child is in receipt of DLA so that DAF can be claimed. When confirmation is received, this must then be recorded in the child record on the live register. A copy of the awards letter must be uploaded as evidence, you cannot confirm a DAF claim without uploading the evidence.

DAF claims are made on a child by child basis by updating the child record and they do not show as part of the headcount claim. However DAF is linked to universal hours, so to receive the DAF payment the child will need to be on your termly headcount and you must confirm they are eligible prior to your headcount submission. You only need to do this once. For example, if you are made aware a child is receiving DAF in September, their record should be updated before the Autumn headcount submission so that you receive payment for the financial year along with the Autumn Claim Payments. Once a child has been confirmed as eligible for DAF they will remain eligible and you will continue to receive payment for as long as they access universal hours at your setting.

Step 1: Input DAF details

At the top of the child record, click 'Edit Child Details' and scroll to the DAF section.

Select 'Yes' to Disability Access Funding. A field will pop up for you to record the date you saw the DLA Awards letter, add the date into the record. There is also a box where any supporting information can be recorded.

Step 2: Upload copy of DLA awards letter

To confirm DAF eligibility, a copy of the DLA awards letter must be uploaded to the child record. Click 'upload document' to upload this. When this is done the document will show above the upload button. Click 'remove' to delete.

Step 3: Confirm information

To confirm the DAF claim, tick the box to confirm that the information is correct, scroll to the bottom of the page and click 'OK' to save the record. If you do not save the record, the claim will not be submitted.



DAF (Disability Access Funding)

DAF (Disability Access Funding) Yes
 No

DLA Letter Seen * 01-09-2020

Supporting Information

Upload any documents here which you wish to be considered with this DAF request (e.g. DLA Aware Letter, Parental Agreement).

Daf 1.png

Remove

Upload Document

I agree all of the above DAF information is correct *

Saving the record generates a claim for DAF that is submitted to the Early Education Team for processing. Should there be any queries with your claim, the team will contact you via the portal. You will receive a message notifying you there is a query. To view the query, go to the child record and scroll down to the DAF section, click view DAF Queries.

DAF (Disability Access Funding)

DAF (Disability Access Funding) Yes
 No

Status Claimed

DLA Letter Seen 01-09-2020

Supporting Information

Documents linked with this DAF request

Daf 2.png

Change DAF Request

View DAF Queries (1)

You will be able to see the query and respond by typing into the response box. Click 'send response' to reply. When this has been sent a message will pop up to say the response has been sent successfully.

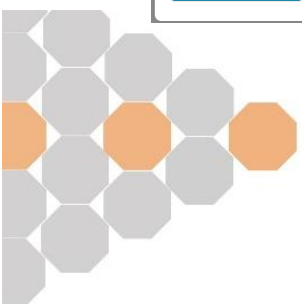
Respond to DAF Query

[Previous Query](#) [Next Query](#) Viewing DAF Query 1 of 1 (Awaiting a response for 1)

Query

Response *

[Send Response](#) [Close](#)



When the Early Education Team have confirmed that the child meets the eligibility criteria and your claim has been approved, this will show in the child record. All DAF is paid annually, there is one payment per financial year. Payment for the financial year will be received the term in which the claim was made and approved.

DAF (Disability Access Funding)

DAF (Disability Access Funding) Yes No

Status: Approved

DLA Letter Seen: 01-09-2020

Supporting Information: [Empty field]

Documents linked with this DAF request

Daf 2.png

Payment Details	Funding Age	Funded Year Start	Funded Year End	Approved	Frequency
	3	01-Sep-2023	31-Dec-2023	07-Sep-2023	One off Payment

[View DAF Queries \(1\)](#)

Keeping Track of DAF

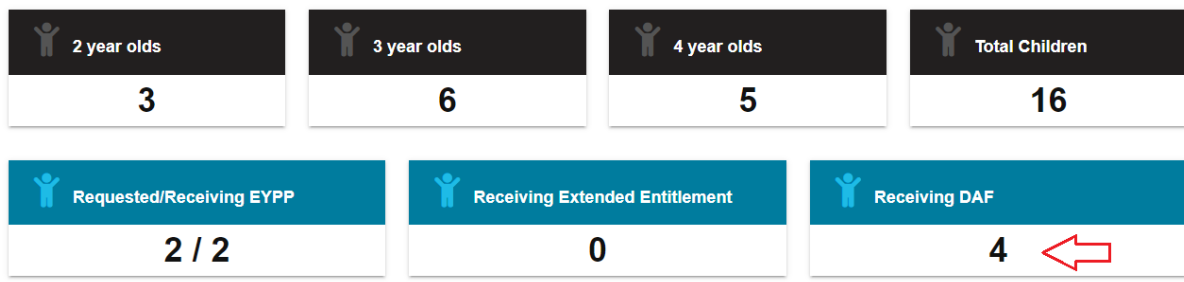
The Portal helps you to identify which children have been confirmed as eligible for DAF so that you have a list available should you need it. For example: for an Ofsted visit.

Your live register will show a green DAF flag if a child has been confirmed by you as eligible for Disability Access Funding. You will see this in the list view of the live register.

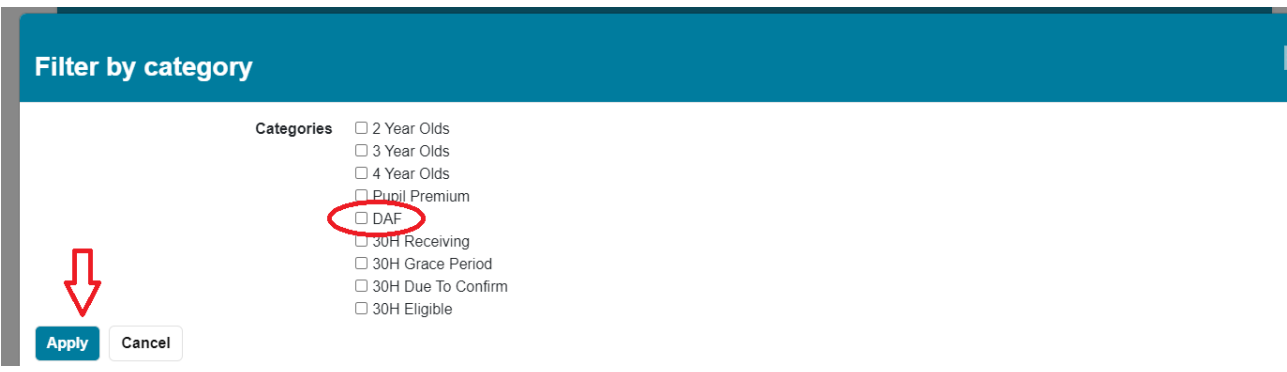
Lisa Simpson	F	01-Apr-2019	5	1.0	15.0	0.0	16.0	TTO	34YR DAF			
--------------	---	-------------	---	-----	------	-----	------	-----	--	--	--	--

The 'tiles' on the Dashboard page give a high level view of the number of children confirmed as eligible for DAF.

The below example shows that 4 children have been claimed for Disability Access Funding.




You can filter on DAF children only by either clicking on the 'receiving DAF' tile from the Dashboard Page or filtering by the DAF category in the search bar at the top of the live register.



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



Help & Support

User guides are available on our [website](#) to help you with using The Education Portal including understanding 30 Hours Codes, submitting a headcount form and checking EYPP & DAF eligibility.

If you have any queries or would like to arrange some training please contact The Early Education Team by email so that the correct person can be assigned to support you:
early.education@trafford.gov.uk

