

Education Portal – Live Register

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Introduction

The Live Register is used to record funded children at your setting. It is the basis for The Headcount and Early Years Census, you must ensure it is kept up-to-date and it includes all the funded children at your provision. You can also use the register to record non funded children. **Children without funded hours in their record will be automatically excluded from the headcount submission.**

Getting Started

The below information is required to create a child record on the live register:

- Child details including full name, date of birth and full address
- Parent / guardian details including full name, date of birth, contact number, National Insurance Number or National Asylum Seeker Service (NASS) number
- SEN details where applicable
- Attendance details including: number of funded hours you will be claiming number of days per week the child attends, number of any additional, non-funded hours the child uses at your setting
- 2 Year Old Funding reference number, where applicable
- Working Parent Entitlement eligibility code, where applicable.
- Parental consent to complete any eligibility checks for Working Parent Entitlement and Early Years Pupil Premium (EYPP), where applicable.

How funding is claimed

Before adding a child to the live register, you must establish what type of funding you are claiming.

2YO Funding for Disadvantaged Families	Eligible families are issued with a reference number. This is required to make a claim for funding.
Working Parent Entitlement	Eligible families are issued with a code. This is required to make a claim for funding
Universal Entitlement for 3&4 Year Olds	All children are entitled to this the term after they turn 3. There is no code required.

If you are delivering 15 hours only of 3&4 year old funding, you must confirm with the parent if you are delivering Universal or Working Parent Entitlement hours. This can be done using the parent contract available on our [website](#).

When entering hours into the child record, you should establish how many hours per week you will be claiming. Funding must be claimed in accordance with the defined term dates which are set in the system. Funding can be claimed on a termly or all year round basis. You can choose to deliver the hours how you want over the term, in line with the [Statutory Guidance](#). The maximum hours per week available are:



	Hours per Week	Weeks per year	Total Hours
Term Time	15	38	570
All Year Round	12	47.5	570

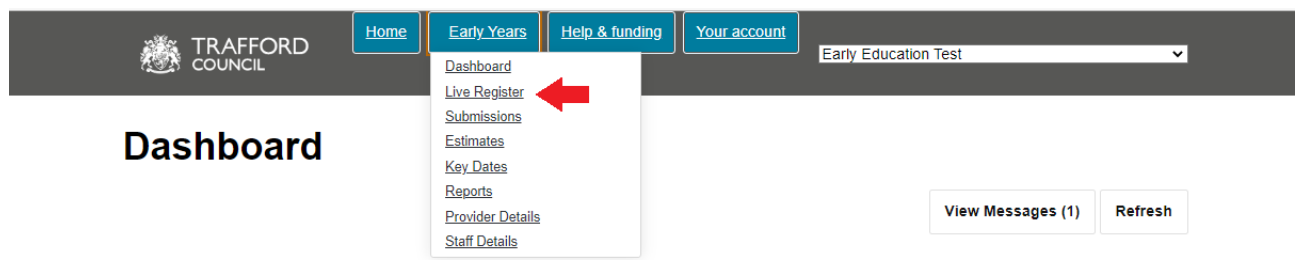
	Term Time Weeks	All Year Round Weeks	Maximum Term Time Hours	Maximum All Year Round Hours
Autumn	14	16	210	192
Spring	12	12	180	144
Summer	12	19.5	180	234

This ensures the maximum number of hours can be claimed for each child.

Adding a child

Step 1: Finding the register

Log into The Education Portal, click on The Early Years Tab at the top of the page, select 'Live Register.'



You will come to the Live Register page where the details of children at your setting are saved. Review the information at the top of the page.

Step 2: Starting the record

Click 'add child' to create a record for a new child. This opens a blank form, input the child details.

Early Years

Live Register

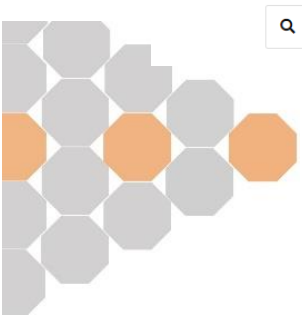
Live Register

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.

If you wish, you can also record younger or older children on your Live Register. These will be automatically excluded from your Headcount.

Future Starters (0)

Add Child



Step 3: Child Details

Complete the child details section. You must confirm a start date for every child. Start dates cannot be in the future. This date determines how much funding is calculated per child for the term. You are entitled to claim a full terms funding for children attending your setting on headcount day. To do this all children should have a start date of the start of the current term or earlier. This means 1 April, 1 September, or 1 January. All fields marked with a red asterisk are mandatory and required for census. You cannot create a record without completing these fields.

The screenshot shows a web interface with a blue header bar. On the left, there are two tabs: 'Add Child' (with a checkmark icon) and 'Child Details' (with a person icon). A red arrow points down to the 'Child Details' tab. Below the tabs is a form with the following fields:

- Forename * (text input)
- Surname * (text input)
- Gender * (dropdown menu)
- Date Of Birth * (text input with placeholder 'dd-mm-yyyy' and a calendar icon)
- Seen proof of date of birth? * (radio buttons for Yes and No, with 'No' selected)
- Ethnicity * (dropdown menu)
- Language (dropdown menu)
- Nationality (dropdown menu)
- Country of Birth (dropdown menu)
- Date Started * (text input with placeholder 'dd-mm-yyyy' and a calendar icon)
- In Care/Previously in Care (radio buttons for Yes and No, with 'No' selected)

Address details

Add the address details. Enter the postcode into into the 'postcode' box, click 'search.' A drop-down list of addresses will appear. Click on the correct address and the fields will automatically populate. If you cannot find the child address from the postcode search, click 'enter address manually' and add in the information.



Child Address

Postcode * M33 7ZF

Q Search

Select Address *
Select an address

Please select the address from the list below.
If you are not able to find the address, click on the link below.

Enter Address Manually

- Select an address
- Town Hall, School Road
- Access Trafford, Sale Waterside, 1 Waterside Plaza
- Sale Library, Sale Waterside, 1 Waterside Plaza

SEN details

Select the relevant SEN category from the drop down list.

SEN

SEN *
No Special Educational Need

- Education, Health and Care Plan
- No Special Educational Need
- School Action or Early Years Action
- School Action Plus or Early Years Action Plus
- SEN Support
- Statement

If you select 'no special educational need,' move on. For any other criteria you must enter some additional information (start date, end date, primary need).

SEN

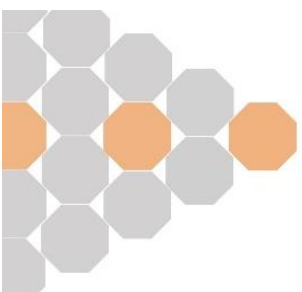
SEN * Education, Health and Care Plan

Start Date * dd-mm-yyyy

End Date dd-mm-yyyy

Primary Need *

Secondary Need



Step 4: Funding details

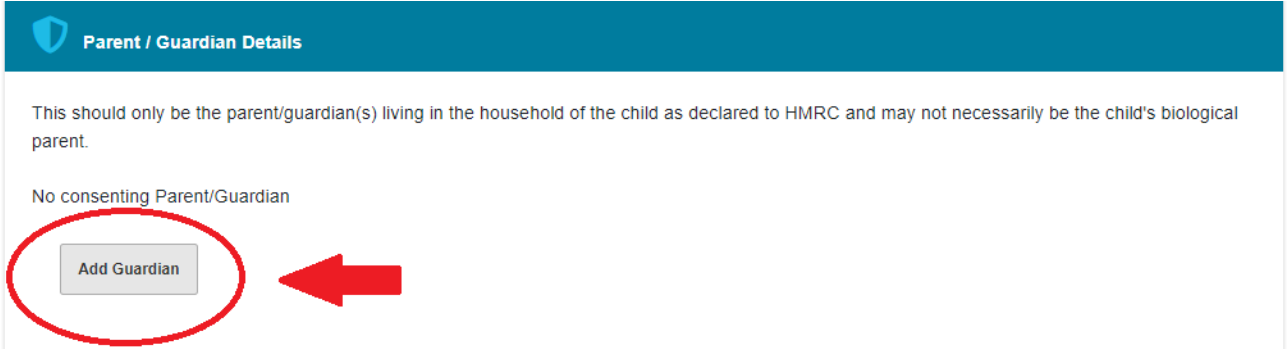
The next section confirms the funding detail. This is the funding you are delivering to the child. The information makes up your termly headcount claim for funded hours, it is very important that it is recorded accurately to ensure you receive the correct amount of funding.

Click 'edit funding details' to open the funding section. Complete each section.



Parent / Guardian Details

This section should be completed for all children. You cannot check eligibility for Early Years Pupil Premium or Working Parent Entitlement if the parent / guardian details are not complete. Click 'add guardian.'



Complete the relevant fields in the pop up form, click 'ok' to save the information. You will then see the details recorded in the 'parent / guardian details section.' You must tick 'consent to EYPP check' to enable the Early Years Pupil Premium Check.



Parent/Guardian Details

Forename

Surname

Contact Number

Date Of Birth

NI Number

NASS Number

Consent to EYPP check

30 hour code

OK
Cancel

Eligibility Check

The next section will show the available eligibility checks, depending on the age of the child.

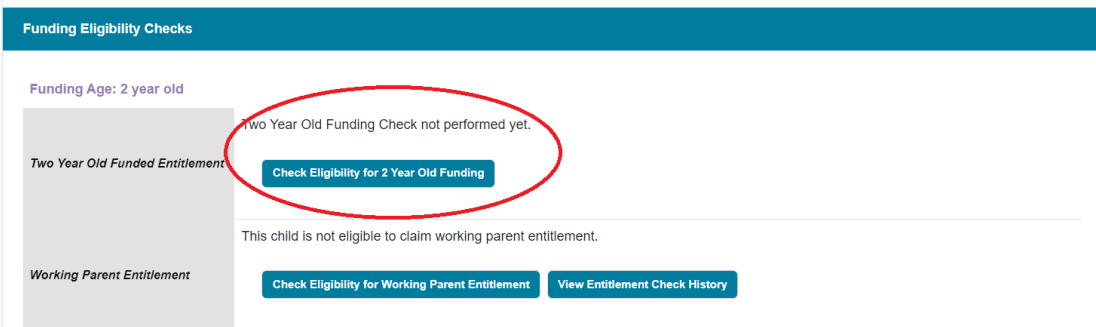
	Available Checks
2 Year Olds	<ul style="list-style-type: none"> 2 Year Old Funded Entitlement (for disadvantaged families) Working Parent Entitlement
3&4 Year Olds	<ul style="list-style-type: none"> Working Parent Entitlement

An eligibility check must be carried out for children having 2 year old funded entitlement or Working Parent Entitlement hours. No check is required for children having Universal hours only. Select the check type you need to perform. For a 3&4 year old having Universal Hours only, move to the 3&4 year old section on page 10.



2 Year Old Funded Entitlement

Click 'check eligibility for 2 year old funding.'

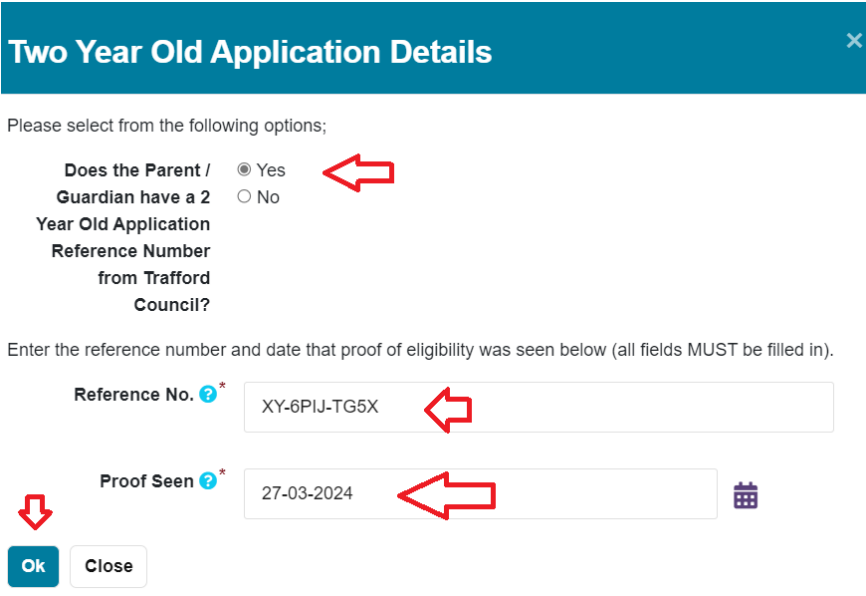


Complete the fields in the pop-up box. All parents / carers claiming 2 year old funding in a Trafford setting must have completed the Trafford application form via the Parent Portal.

Eligible families will have been issued with a reference number, which you can validate in the first instance on the Dashboard page and also at this stage when adding the child to the register. Reference numbers are 10 digits long in the following format: AB-CDEF-GHIJ. Parents / Carers can find their reference number in the messages section of their Parent Portal account. You can ask for a screenshot of their message; it can be printed out or you can request only the reference number.

Select 'yes' to 'does the parent have a 2 YR reference number form Trafford Council.' All children must have a Trafford reference number.

Enter the reference number, confirm the date, then click 'ok' to check the reference number and save the details.



When this information is saved, eligible children will be confirmed in the 'funding eligibility checks' section. If the reference number is not valid, you will not be able to claim any funded hours.

Funding Eligibility Checks

Funding Age: 2 year old

This child is eligible for 2 year old funded entitlement. Two Year Old Ref No: IO-MSBS-ATDE, Proof Seen: 05-Jun-2023

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

Attendance Details: 2 Year Old Funded Entitlement

Complete this section accurately. This is confirmation of the number of weekly funded hours you want to claim for the child. The number of hours per week you can claim depends on the delivery method. Further information can be found in the 'how funding is claimed' section on page 2.

The total hours at your setting will populate based on the information you enter. Check the total hours are correct.

Attendance Details

Delivery Method * Term Time Only

Universal Entitlement From 01-04-2024

Days Per Week * 3

Additional Hours 0.0

2 Year Old Funded Entitlement 15.0

Working Parent Entitlement 0.0

Proposed End Date/School Start Date 01-09-2023

Working Parent Entitlement

Click 'Check eligibility for Working Parent Entitlement

Funding Eligibility Checks

Funding Age: 2 year old

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

Working Parent Entitlement [Check Eligibility for Working Parent Entitlement](#) [View Entitlement Check History](#)

This child is not eligible to claim working parent entitlement.

The consent page will pop up. Select 'perform check' to confirm you have consent to perform the check.



Signed Consent Required

Please confirm test test has given signed authorisation to perform a Working Parent Entitlement check.

The system will run a check on the eligibilty code you have added to the parent / guardian section and you will see the results on screen in the 'funded eligibility checks' section. If the code is not valid you will not be able to enter / claim for any Working Parent Entitlement Hours.

Funding Eligibility Checks

Funding Age: 3 year old



Working Parent Entitlement

This child is eligible to claim working parent entitlement from 19-Apr-2023 until 22-Jun-2024. Their grace period ends on 31-Dec-2024.

Attendance Details: Working Parent Entitlement

When the code check is complete, move to the 'attendance details' section. Complete this section accurately. This is confirmation of the number of weekly funded hours you want to claim for the child. The number of hours per week you can claim depends on the delivery method. Further information can be found in the 'how funding is claimed' section on page 2. The total hours at your setting will populate based on the information you enter. Check the total hours are correct.

Input the number of Universal Hours and / or Working Parent Entitlement Hours you will be claiming each week for the child.

Attendance Details	
Delivery Method *	All Year Round
Days Per Week *	5
Additional Hours ?	0.0
Universal Entitlement ?	12.0
Working Parent Entitlement ?	12.0
Proposed End Date/School Start Date ?	31-08-2024

Universal Hours for 3&4 Year Olds

There is no eligibility check required if a child is only having universal hours at your setting. Move to the 'attendance details' section and input the number of universal hours you require.



Early Years Pupil Premium (EYPP)

EYPP can be claimed for all children accessing any funded hours. The check for EYPP eligibility section is populated based on the information entered into the parent / guardian details section. Where 'consent to EYPP check' is selected, 'yes' will be prepopulated in this section.

Click 'perform ECS check' to check eligibility. The results will be shown on screen, eligible children will show with a 'EYPP' flag on the live register.

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: 01-Apr-2000) - AB123456C

Perform ECS Check



Disability Access Funding (DAF)

DAF can be claimed for all eligible children. Click 'yes' to confirm the child is eligible for DAF and confirm the date that you reviewed the child's Disability Living Awards letter. A copy of this must be uploaded here. Tick to agree the DAF information is correct. When you save the child record the DAF claim is submitted through for processing. You will be contacted if more information is required.

Eligible children will show with a 'DAF' flag on the live register.

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 *



Categories

This section is for your own administration, there is no requirement to use it for funding purposes. The system allocates categories based on the child's funding type, you can also add categories for example; by room or dietary requirement. Multiple categories can be added to each child. Type in your category into the text box and click 'add' to 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

3 Year Olds Pupil Premium vegetarian **x**

Documents

This section is used to save any relevant documents to the child. Click 'upload' document to upload, the uploaded files will show in this section. Click 'remove' to remove them. You can upload multiple documents to the child record.

Documents

Upload any related documents here

register 1.png

Remove

Upload Document

When you have finished entering the child information click 'save' to save the record. You will then be reverted to the list view of the live register, where the child you have added will be listed.

Editing child records

Records can be edited from the list view by clicking the blue 'edit' button. In the child record click 'edit child details' to change details about the child. Click 'edit funding details' to change funding information (for example hours, days per week). You cannot edit a date of birth or start date when they have been entered and saved in the child record. Click the blue 'save' button to save any changes.



Peter Piper	F	10-Oct-2018	5	0.0	15.0	0.0	15.0	TTO	3.4 YR		
Bart Simpson	M	01-Aug-2019	5	1.0	15.0	0.0	16.0	TTO	3.4 YR		

Removing children from the register

Click the 'remove' button to take children off your register, this is the only way to remove children from your register.

Name	Gender	Date Of Birth	Age	Days Per Week	Funded Entitlement	Working Parent Entitlement	Total Hours	Delivery Method	Info	Alert
James Bond	M	02-Feb-2020	3 year old	0	0.0	0.0	0.0	TTO		

Enter the end date. You can also click 'never attended' if the child never attended and you do not require any funding. Click 'confirm.'

Remove Child From Register

Child Details

Name	Aarthur Aamie
Gender	Female
Date Of Birth	01-08-2019
Ethnicity	White and Black Caribbean
End Date	<input type="text" value="31/8/2022"/>

Depending on the point in term the child is removed, you will be prompted for more information. Select 'yes' to confirm the child has left and 'no' to reallocate funding. The number of funded weeks should be 0. Click 'submit' and the child will be removed from your register.



Mid Term Remove

The original Autumn 2023/24 claim for this child was for 12.0 hours per week over 14.0 weeks.

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

Has this child now left your provision? *

Yes

Reallocate funding back to Trafford Council? *

Yes

No

Funded Weeks *

Future Starters

Children cannot be added to the Live Register with a start date in the future. The future starters section can be used to record children who have not yet started to attend. These children must be added to your live register to be claimed for. From the Live Register view click 'future starters'

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.

If you wish, you can also record younger or older children on your Live Register. These will be automatically excluded from your Headcount.

Future Starters (0)

Click 'add future starter' to add a child, complete the pop up form and save the record. The record can then be edited, deleted or accepted. Accepting the record adds the child to the live register. This can only be done when the child has started.

You can record the full funding details about the child in the future starters section, including eligibility checks. You can use this section to record new children that you are not yet able to add to the live register.



Live Register Flags

All funded children added to your live register will have different 'flags' which confirm the type of funding they are receiving. See below information about the flags.

2YO	Child eligible for 2 year old funding
3/4 UNI	Child has universal hours
3/4 E	Child had valid 30 hours code (green)
3/4 D	Child's 30 hours code is about to enter the grace period (amber)
3/4 GP	Child's 30 hours code is in the grace period (red)
DAF	Child has been confirmed as eligible for Disability Access Fund by provider
EY PP	Child has been checked as eligible for EYPP
!	Warning notice for 30 hours code grace period date

Help & Support

User guides are available on our [website](#) to help you with using The Education Portal including understanding Working Parent Eligibility 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

