Guide on how to complete an Actual Headcount

20 Step Process

1 Log on to the Provider Portal with your usual login details

2 Click on 'Funding' at the top of the screen

3 Click 'Actuals' at the top of the screen

4 Click the term you are completing the headcount for (e.g. Summer).

5 Click the age group you are completing the headcount for (e.g. 2 year old).

6 A child you claimed for last term should be listed.

Click on the child's name, check the child & parent carer details are correct.

To claim for a new working family child please go to point 10

To claim for a new 2 year old 'disadvantaged' child (6-character code) please go to point 15.

7 Enter the hours onto the funding details tab.

8 The number of hours will be displayed on the front screen for each child, if correct please click send claim

(Failure to click send claim will result in the LA not receiving your claim and you will not be paid)

9 To add a new working family child

Click 'Add Child'

11 Complete all fields on the following tabs

Child details

Parent/Carer details

12

Funding details tab

Enter the 11 digit code and click the check eligibility button.

If eligible the system should show a green tick, however, the code may not be valid for this term—see notes section below (page 3).

Click 'Save'

13

A list of children with their hours showing in the columns will be displayed.

Once the data has been inserted correctly click 'Send Claim'.

15

To enter a new 2yo 'disadvantaged' child (6-character code)

Click 'EY Voucher'

16

Complete all fields

17

The child should now show on the list

19

Ensure details correct on Child & Parent/Carer tabs

Type hours onto funding details page

20

Check the hours in the columns beside the children's names to ensure they are correct

click 'Send Claim'

To Note: Working parent codes must be valid from the last day of the previous term.

Term you want to use code	Date code must start on or before
Spring	31st December
Summer	31st March
Autumn	31st August

Working parent codes cannot be used in a new setting during a grace period. All working parent codes must be checked and validated prior to offering a place. All codes are only valid from the term after the child turns the age claiming for. Failure to click the send the claim button will result in funding not being received.   For additional support please email:

child.care@croydon.gov.uk or Early.learning@croydon.gov.uk