

## ADDING A CHILD TO THE HEADCOUNT

When you are completing a headcount task, you may have a new child in your setting whose name is not shown in the list. The instructions below describe how to add a new record for the child and, if an ad hoc check has been made on the child’s eligibility code, how to link that code to the record.

1. On the Headcount page click the **Add Child** button. Enter the child’s first and last names when prompted and click **Next**.

**Add Child**  
Please enter the child's forename and surname

Forename

Surname

2. If an ad hoc check has already been run on the child’s eligibility code then the code and the child’s date of birth will be displayed. If this is the relevant child click the **Select** button. If not then click **Add A New Child**.

**Child Found**  
Please select the child from the list below or add a new child if they are not listed

	Forename	Surname	Date of birth	Gender	Current Address	Ethnicity	First Language	Eligibility Code
<input type="button" value="Select"/>	Stella	Rimington	17/06/2014					50012339281

3. To apply for Early Years Pupil Premium (EYPP) you will be prompted to enter information regarding the child’s carer. You can skip this step but EYPP cannot be paid without this information. Click **Save** to proceed. You **must** have the parent/carer’s permission to enter their details here to claim EYPP – this is given on the parent declaration form.

**Add Child**

Personal Details

Carer information is required to allow an economic assessment for Early Years Pupil Premium. If the information is not provided, no EYPP can be paid for this child unless the child qualifies via a non economic route e.g 'Looked-After' status (LAC).

Provide Carer Information  Yes  Decline to provide

**Required field**

- The full Add Child page is now displayed. If the eligibility code is found then the code is shown alongside the validity dates.

Enter information on gender, ethnicity and language as prompted. Enter the child’s postcode and click **Find Address**.

**Add Child**

Personal Details | Carer Details

Forename \* Stella

Middle Name \*

Surname \* Rimington

Gender \*  Male  Female  
The Gender field is required.

Date of birth (dd/mm/yyyy) \* 17/06/2014

Ethnicity \* WSCO - White Scottish (WSC) x v  
The Ethnicity field is required.

First Language \* Gaelic (Scotland) (GAL) x v  
The First Language field is required.

Eligibility Code \* 50012339281 i This eligibility code is valid from 10-Aug-2017 to 11-Nov-2017, with a grace period to 31-Mar-2018.

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type the correct address in the boxes provided. If you do not know the postcode, you can look it up [here](#).

Postcode \* RG14 1BZ x  
Please provide a valid postcode and address.

[Find Address](#) [I don't have a Postcode](#)

- A list of addresses matching the postcode is displayed. Select the correct address from the list and click **Select**.

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type the correct address in the boxes provided. If you do not know the postcode, you can look it up [here](#).

Postcode \* RG14 1BZ

[Find Address](#) [Enter Address Manually](#)

DCT, West Street House, Newbury, Berkshire, RG14 1BZ  
 Avonbank House, West Street, Newbury, Berkshire, RG14 1BZ  
 West Street House, West Street, Newbury, Berkshire, RG14 1BZ  
 West Berkshire Council, West Street House, West Street, Newbury, Berkshire, RG14 1BZ

[Select](#)

- The selected address is displayed. If you've accidentally selected the wrong address click **Use Another Address** to display the list of addresses again.

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type the correct address in the boxes provided. If you do not know the postcode, you can look it up here.

House Number \*

House Name

Street Name

District / Village

Town

County

Postcode \*

\* Required field

- When all the information has been entered click **Save**. You will be prompted to enter any information that you may have missed.

The Headcount page will be redisplayed and will include the new child. If the child has a checked eligibility code then zeroes will be displayed in the Extended Hours columns. Edit the headcount to update the child's hours.

Stella

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	End Date	Weeks Attended for term (from your "weeks per term" form)	Free Entitlement Hours Claimed per week	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term	
<input type="button" value="edit"/>	Stella	Rimington	EH	17/06/2014	3	01/09/2017		0.00	0.00	0.00	0.00	0.00	0.00	<input type="button" value="x"/>

### Children Leaving and Starting mid-term

If a child is leaving, you should enter an end date. If they attended on headcount week, you do not need to zero their hours already claimed.

You can add a child on the adjustment task who is starting with you after headcount week – you must adjust the number of weeks to reflect the proportion of the term they have attended. **Children added or changed on the adjustment task are subject to the criteria outlined on the parent declaration form. You must ensure this criteria is met before submitting a task.**

Version: 1.0  
August 2019

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