

## Guide to completing Early Year Headcount

Your Headcount is your **final termly funding claim**:

- All children you wish to claim for must include full information i.e. correct DOB and all funded hours recorded.
- If you fail to include a validated and eligible 30-hour code, then no extended hours can be funded for this term.
- End date or start dates are for mid-term changes only, therefore only record if a child has started or left in this term and funding will reduce accordingly.
- We will use the version on the Newcastle Support Directory (or for schools on the L Drive) submitted up to the deadline. If a newer version is updated later without written agreement from our team you need to be aware this will not be used.
- Exceptions for late claims if they are accepted will incur the £100 administrative fee.

The first time you open the spreadsheet, you may be asked to enable editing, select yes. We recommend you save it to a secure place and name the document with your setting name, date, and time. When uploading via Support Directory or L Drive once uploaded / saved we suggest you open this version to check it is correct. We will use the version you upload by the deadline and will not check for later versions unless you get agreement from us.

Many fields have been set so you can only enter data in specific format. See the descriptors for each field below in **yellow, bold and underlined to explain**. So please refer to this guidance and make sure you complete all the essential fields.

Headcounts are pre-populated, but it is essential that you ensure this is the correct version and all children's information is included. We remove all hours data, so you must include this. You must add any new children and enter leave / start dates for any children who leave / start within the term. **If you have problems with the return, then email [EarlyYears@newcastle.gov.uk](mailto:EarlyYears@newcastle.gov.uk) or ring 0191 277 4674.**

Below is an example of your Headcount form. You must return this correctly as explained in this guidance. Schools return via the L Drive and PVI providers via the Newcastle Support Directory. **If you do not complete correctly your setting will not be funded for this term.**

DFE Number	Provider Name	Surname	Forename	DOB (dd/mm/yyyy)	Gender	Payment Scheme	Total funded hrs / wk	No of weeks per year	Total hrs/ wk	Start date	Leave date	30-hr code	Ethnicity	SEN
525067	Castle Nurseries @ Shieldfield	Smith	Ed	27/11/2016	M	Two Year Old Offer								

House No.	Street Name	Postcode	Parent surname	Parent forename	DOB (dd/mm/yyyy)	NIorNASSno/	Parent surname	Parent forename	DOB (dd/mm/yyyy)	NIorNASSno/	DLA (Y or N)	LAC (Y or N)	EYPP Result	2YO code
27	Happy Road	NE6 5SY	Smith	Natalie	19/08/1980	JH6123456A								13245

**DFE number and provider name:** We will provide your DFE number, you must include this provider number and name for every row.

## **Child Details**

We require you to provide child level data for all funded two-, three-and-four-year-olds in your care. It is essential that the data you provide is correct and full. This data will be used to inform our funding from the Government, your payments each term including deprivation (annual) and EYPP (termly) and for child's education records with the council.

**Surname:** Full legal surname\*

**Forename:** In full\*, not shortened or familiar versions, for example Charles not Charlie.

**DOB (date of birth):** In the following format DD/MM/YYYY\*. **You will not be able to enter in the wrong format or range!**

\*It is the providers responsibility to check this is correct for instance from a legal document such as a birth certificate or passport.

**Gender:**

Category	Code
Male	M
Female	F

**Payment Scheme:** This informs us which funding a child is eligible for and must be included. There are options are: **2 Year Old, 3-4 year old (15hrs) or 3-4 year old (30 hrs).** If you believe the three-or-four-year-old is eligible for 30-hours with you or across several settings each provider should include the 30-hour code and record the payment scheme as 3-4 Year old (30 hrs).

## **Attendance Data**

This is the area which causes most problems, so we remove the hours each term and ask you to re-input correctly each time. You must only record hours that they are using with your setting, do not record hours attended elsewhere.

**Total Funded hours per week:** **You can only type numbers between 0 and 30 in this column.**

You can claim up to 15 hours for most children and up to 30 hours for children who have a 30-hour code. (Remember these hours may be claimed over several providers but you are only recording the hours they attend with you). If you are claiming as stretched you need to calculate what the claim is i.e. 570 hours over 51 weeks of the year is 11.18 hours.

**Number of weeks per year:** Please record either 38 for children attending term time only or the weeks you stretch the offer over if all year round, either 48, 49, 50, 51, 52. **You can only type numbers between 38 and 52 in this column.**

**Total hours per week:** The total number of hours attending your setting per week (this should include funded hours plus any fee paid hours).

**Start date and Leave date:** Only if the child is a new starter at your provision or has been assessed as eligible for funding part way through a term please let us know the funding start date. Or is leaving before the end of term. **Correct date format is required and can only be a date within the term.**

**30-hour code:** If the child is part of a 30 hour claim you should enter the code. **You must enter the 11-digit code in this field.**

**Ethnicity:** Using the codes on the next page you are asked to record ethnic origin according to how the parent(s) describe the child's ethnicity and not as you perceive the child. Information on the ethnicity of recipients of funded EY places will be used to monitor inclusion strategies and other government and local initiatives. The collection of ethnicity data from parents is not mandatory and parents are not obliged to provide this data if they do not wish to do so. The value of 'NOBT' (Not obtained) should be used if this information has not been collected. If parents have refused to provide the information, then code 'REFU' (did not wish to be recorded) should be used.

**This is now a drop-down list**

Category	Code
White - British	WBRI
White - Irish	WIRI
Traveller of Irish Heritage	WIRT
Gypsy / Roma	WRROM
White - Any Other White Background	WOTH
Mixed - White and Black Caribbean	MWBC
Mixed - White and Black African	MWBA
Mixed - White and Asian	MWAS
Mixed - Any Other Mixed background	MOTH
Asian or Asian British - Indian	AIND
Asian or Asian British - Pakistani	APKN
Asian or Asian British - Bangladeshi	ABAN
Asian or Asian British - Any other Asian Background	AOTH
Black or Black British - Caribbean	BCRB
Black or Black British - African	BAFR
Black or Black British - Any Other Black background	BOTH
Chinese	CHNE
Any Other Ethnic Group	OOTH
Refused	REFU
Information Not Yet Obtained	NOBT

**SEN:** A blank record will be taken to mean N for no SEN, but you must record for other child as below i.e. education, health and care (EHC) or 'SEN support' category as described in the code of practice as part of this regular review.

Category	Code
No special educational need	N or blank field
Education, health and care plan	E
SEN support	K

**House no; Street name and Postcode:** The address information we require relates to the child, **failure to included postcode causes us problems in identifying duplicate children attending multiple settings**. We require you to complete as follows:

- Do not put all the information in one field (if you are cutting and pasting from another report remember to only include in the correct field)
- house number: the house name or number, or where the home is a flat the flat number and building name or number.
- street name only **and full postcode**

## Parent Details

These details are collected so that the council can check the eligibility for the family for two-year-old funding or EYPP. Make sure you provide, where possible the details for both parents as the parent completing the Parental Agreement may not be the eligible parent. We require:

- Parent surname (full legal) – **do not include Parent forename, Mr, Mrs or Ms do not put all in one field**
- Date of Birth **You will not be able to enter in the wrong format or range**
- NI (National Insurance) number or NASS number, an NI number is 2 letters plus 6 numbers and 1 letter (A, B, C or D) for example JK123456B. A NASS number is 9 digits long, please only include the first 9 digits. For example, 01/02/00990/002 would be 010200990.

**We need all 3 pieces of the above in full;** any missing information will mean that we are unable to assess eligibility.

**Disability Living Allowance (DLA):** **You can only record Y or N** for these fields which are used to support additional funding or for evidence for instance when looking at annual DAF payments. **Remember if you are putting Y please get a copy of the DLA award for the EYSS team!**

**Looked after child (LAC):** **You can only record Y or N** if the EYPP result doesn't say Eligible and you think they are eligible, perhaps they are a LAC child with another Local Authority, so to get EYPP we will need evidence so please provide this to the EYSS team if you want this funding.

**EYPP Result:** We will run these checks based on parent information provided, any previous eligible result will be brought forward from the previous term (except for Autumn term). **You cannot type in this field.**

**2YO code:** Record Child ID number given when eligibility for 2YO funding is confirmed.

# HOW TO FREEZE PANES AND PASTING DATA INTO HEADCOUNT FILE

The image shows two screenshots of Microsoft Excel. The top screenshot displays a spreadsheet titled 'Archbishop Runcie C of E First School Pre populated Autumn 2019 pre-headcount.xlsx'. The spreadsheet has columns for DFE Number, Setting, Surname, Forename, DOB (dd/mm/yyyy), Gender, Total funded hours / week, and Universal Funded hours (between 0 and 15). The first row is highlighted in yellow, and the second row (DFE Number 391) has its entire row selected. The bottom screenshot shows the 'View' tab selected, with the 'Freeze Panes' dropdown open. The 'Freeze Top Row' option is highlighted with a red arrow. The spreadsheet below shows the header row frozen at the top.

Once you have opened the spreadsheet you can freeze panes. See example above. Selecting field F3, select the View menu and choose **Freeze Panes** drop down, and choose the first option **Freeze Panes**. This allows you to keep seeing the header row, and the child name as you scroll

We have set this up to automatically freeze on the top row and show the child's name as you scroll along. To unfreeze you can select **Unfreeze** as above once you have selected the first child DOB row.

## Pasting and autofill functions:

- You can use the paste function for most of the information into the headcount but not the locked EYPP result field, and any fields with specified options (see above) can only be pasted into if the data matches one of the options i.e Y or N or correct date of birth range
- You can drag to autofill all or a range of fields i.e. if every child is claiming 15 hours, but we recommend doing so with caution, to avoid errors.
- Do not copy full address details - remember the fields are for House number/name, Street name and Postcode ONLY in each field
- Parent surname – do not include parent forename, Mr, Mrs or Ms do not put all in one field!

## **Stretching hours (only relevant to all year-round settings who wish to claim hours stretched)**

It is important to remember when discussing payments for stretched hours that many children move settings within the financial or school year and so our systems must allow for the likelihood of a significant number of two-, three-and-four-year-old children moving from an all year round setting on a stretched offer to a term time only setting. Due to this we cannot fund for more hours than are allocated for that term – see below:

The terms lengths and hours are:

- Spring term 11 weeks – maximum universal allowance 165 hours and maximum 30-hour entitlement 330 hours
- Summer term 13 weeks – maximum universal allowance 195 hours and maximum 30-hour entitlement 390 hours
- Autumn term 14 weeks – maximum universal allowance 210 hours and maximum 30-hour entitlement 420 hours

For settings who allow parents to take their hours stretched evenly across more than 38 weeks a year, this is done with a series of “banked” or “negative banked” hours.

For instance, if you are offering a parent 11.4 hours over 50 weeks of the year. (15 in Autumn term, 14 in Spring term, 21 in Summer term)

- Autumn term we would allocate 210 hours, the parent might use 15 weeks (i.e. plus 1-week half term)  
They would only use 171 hours - 39 hours are banked.
- Spring term we would allocate 165 hours, but the parent might use 14 weeks including half term and Easter  
They would use 159.6 hours and so they would bank 5.4 additional hours (total banked 44.4 hours).
- Summer term we would allocate 195 hours, but the parent might use 21 weeks  
They would use 239.4 which is 44.4 hours i.e. the number of hours banked in Autumn and Spring term.

If a child starts in Spring or Summer, they may have negative banked hours, and by stretching you need to agree with the parent what would happen if they left with negative banked hours. If parent leaves with positive banked hours you would need to either agree to repay the hours back to the council or discuss with the parent reducing their final bill to show that they have taken the full funded hours.

### **Three Scenarios based on universal hours (you can double these for 30-hour eligible children)**

- a) Claim the maximum termly amount, term time only: if a parent is doing at least 15 (or 30 for 30-hour children) each week, and then you can bill them for more during the holidays and claim the hours term time. Therefore record 38 weeks for this child and we will pay term time amount.
- b) Stretched maximum claim: Child attends 20 hours per week for 50 weeks. You claim 15 hours stretched i.e.  $570 \text{ hrs} / 50 = 11.4 \text{ hours}$ . i.e.  $11.4 \times 50 = 570 \text{ hours}$ . We pay the maximum allocated each term as above. Child attends for 1000 hours ( $20 \times 50$ ). You bill the parent 430 hours for the year. Use the banking or negative banking guidance above. Record as 11.4 hours and 50 weeks per year.
- c) Stretched less than maximum claim: Where a child is attending less than the maximum (i.e. 15 or your equivalent stretch for instance 11.4 hours). We will turn this into a proportion (%) i.e. if a child in above scenario attends for just 10 hours –  $10 \times 50 \text{ weeks} = 500$ .  $500 / 570 = 87.7\%$  we allocated for each term 87.7% of the maximum allocation for that term i.e. 184.17 for the Autumn term.

**Five term children:** Children who start in the Spring, but especially the Summer term in the examples above could potentially get less hours in the school year than those claiming from Autumn. You could consider claiming them as term time only for Spring / Summer term or contact Ed Whitby to discuss a slightly different claim for the Summer (or Spring term) than what you claim for the full school year (i.e. from Autumn).