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**.

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**.

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.

4. 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**.

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

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

7. 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.

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.**