

How to claim 2-year-old funding (Working parents)

1. Sign in with **Existing Account**

Sign In

Sign in with your Ealing My Account

[Sign In with Ealing My Account](#)

or

Sign in with your Parent or Professional Account

Enter your Parent email address or Professional username

[Sign In with Existing Account](#)

[Back](#)

2. Enter your **password** and **Sign in**

Sign in

Enter your password

[Change User](#) [Forgot Password](#) [Sign In](#)

3. Open **Modules** and select **Childcare/Service Provider**

The screenshot shows the Ealing Council website with the 'Apply for a school place' page. The 'Modules' dropdown menu is open, and 'Childcare / Service Provider' is highlighted. The page content includes instructions for applying for a school place, a list of requirements, and a 'Start my application' link.

Ealing
www.ealing.gov.uk

Modules ▾

Shortlist 0 BK

Apply for a school place

Apply for an in-year primary or high school place via the Ealing Parent and Young Person's portal

- your child wants to transfer to a different school in Ealing
- you are moving or have recently moved into the London Borough of Ealing and need a school place for your child

Please ensure that the following applies before continuing with your application:

Your child is without a school place and you wish to apply for a school in Ealing

OR

Your child is in school and you wish to apply for an immediate transfer to a school in Ealing

If you do not want a school place to start immediately please do not submit your application as school places will not be held open, your child will be expected to start within 2 school weeks of an offer being made. Your child must also be resident in the UK for you to apply.

You will need to create an account or log in to your account before starting with an application

Start my application

For more information on in year admissions please visit the in-year admission pages on the council website
www.ealing.gov.uk/info/201116/in-year_admissions

Ealing Family Information Service
last Wednesday

Contact Ealing
622 followers · 26 March

4. Open the Funding tab

The screenshot shows the 'Funding' tab selected in a navigation menu. The page title is 'Summary Head Count Records for 2023/24 - Month 1'. The main content area displays a table with columns for 'Funding Type' and '2yo Funding (Working Parent)'. The table has three rows: '2023/24', 'Month 11', and 'Month 10'. The '2023/24' row is highlighted in blue. The '2022/23' row is also highlighted in blue. The '2023/24' row shows '2yo Funding' and '3 & 4 Year Old Funding'. The 'Month 11' row shows '2yo Funding'. The 'Month 10' row shows '2yo Funding (Working Parent)'. The 'Month 1' row is highlighted in grey. The '2022/23' row shows '3 & 4 Year Old Funding'. The footer contains the text '© 2024 The Access Group' and 'FIS Provider Portal - Part of the Synergy FIS Suite'. The Access Synergy logo is at the bottom center, with the text 'LIVE | © 2024 The Access Group | 23.31.5151.32128' below it.

Organisation: **Testreg**
Provider: **Testprovider2test (Day Nursery)**

Home Forms **Funding** Eligibility Checker Registered Interests

Summary Actuals Adjustments Eligibility Checker Registered Interests

Summary Head Count Records for 2023/24 - Month 1

	Funding Type
2023/24	2yo Funding
Month 11	2yo Funding
Month 10	2yo Funding (Working Parent)
Month 1	3 & 4 Year Old Funding
2022/23	3 & 4 Year Old Funding

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5. Click on **Actuals**. Then select Month from the calendar displayed on the left. Current month would have a 'green arrow' next to it.

Actuals Head Count Records for 2023/24 - Month 1

- 2023/24
 - Month 11
Submission Period: 01-Mar-2024 to 12-Mar-2024
 - Month 10
Submission Period: 01-Feb-2024 to 24-Feb-2024
 - Month 1**
Submission Period: 28-Mar-2024 to 24-Apr-2024
- 2022/23

Funding Type	Office use only	
	Ready To Process	Processed
2yo Funding		
2yo Funding (Working Parent)		
3 & 4 Year Old Funding		



6. Select Funding Type – 2yo Funding (Working Parent)

Actuals Head Count Records for 2023/24 - Month 1

- 2023/24
 - Month 11
Submission Period: 01-Mar-2024 to 12-Mar-2024
 - Month 10
Submission Period: 01-Feb-2024 to 24-Feb-2024
 - Month 1**
Submission Period: 28-Mar-2024 to 24-Apr-2024
- 2022/23

Funding Type	Office use only	
	Ready To Process	Processed
2yo Funding		
2yo Funding (Working Parent)		
3 & 4 Year Old Funding		



7. Click on **Add Child** to add a new child and claim funding

Organisation: **Testreg**
Provider: **Testprovider2test (Day Nursery)**

Home Forms **Funding**

Summary **Actuals** Adjustments Eligibility Checker Registered Interests

Submit Actual: 2023/24 Month 1 - 2yo Funding (Working Parent) CHANGE

Add Child Enter EY Voucher Send Claim

Add Child Enter EY Voucher Send Claim

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8. Click **Continue**

Organisation: **Testreg**
Provider: **Testprovider2test (Day Nursery)**

Home Forms **Funding**

Summary **Actuals** Adjustments Eligibility Checker Registered Interests

Submit Actual: 2023/24 Month 1 - 2yo Funding (Working Parent) CHANGE

Add Child Enter EY Voucher Send Claim

Add Child Enter EY Voucher Send Claim

Add Child / Enter EY Voucher Code

Are you sure you want to continue adding a new child or return to enter an EY Voucher code?

Continue Return

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9. Enter **Child's Details**

Entering 'Child Details':

- a. **'Proof of DOB'** means you have witnessed the child's birth certificate in person.
- b. **'Ethnicity'** is automatically set to the selection **'Information not yet obtained'**. For data analysis purposes, it is essential that this information is inputted as accurately as possible for every child.
- c. **'SEN COP Stage'** please ensure the child's level of SEN need is identified.

10. Enter Postcode and click Search to complete the Address automatically

11. Select Full Address from the drop down list and click **Confirm**

Organisation: **Testreg**
Provider: **Testprovider2test (Day Nursery)**

Home Forms **Funding**

Summary **Actuals** Adjustments Eligibility Checker Registered Interests

Child Details Parent / Carer Details Funding Details Notes

Child Details

Forename*
Middle Name
Surname*
DOB*
Proof of DOB
Gender* Male Female
Preferred Surname
Ethnicity* Information not yet obtained
SEN COP Stage* No Special Educational need

Search for an Address

Primary
Postcode* W5 2HL
Search

Car Park East, 14 - 16 London Borough Of Ealing Perceval House Uxbridge

Address

Address Line 1* Car Park East
Address Line 2 14 - 16 London Borough Of Eal
Address Line 3
Locality
Town Ealing, London
County
Postcode* W5 2HL
Cancel Enter Manually Confirm

Save Cancel *denotes mandatory fields

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12. Click **Enter Manually** if address does not appear on the dropdown list

Organisation: **Testreg**
Provider: **Testprovider2test (Day Nursery)**

Home Forms **Funding**

Summary **Actuals** Adjustments Eligibility Checker Registered Interests

Child Details Parent / Carer Details Funding Details Notes

Child Details

Forename*
Middle Name
Surname*
DOB*
Proof of DOB
Gender* Male Female
Preferred Surname
Ethnicity* Information not yet obtained
SEN COP Stage* No Special Educational need

Search for an Address

Primary
Postcode* W5 2HL
Search

Please select an item from the list ...

Address

Address Line 1*
Address Line 2
Address Line 3
Locality
Town
County
Postcode*
Cancel Enter Manually

Save Cancel *denotes mandatory fields

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13. Go to **Parent/Carer Details** tab and enter parents details

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 Provider: **Testprovider2test (Day Nursery)**

Home Forms **Funding**

Summary **Actuals** Adjustments Eligibility Checker Registered Interests

Child Details **Parent / Carer Details** Funding Details Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.
 Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details		Partner Details	
Forename	<input type="text"/>	Forename	<input type="text"/>
Surname	<input type="text"/>	Surname	<input type="text"/>
DOB	<input type="text"/>	DOB	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Contact Number	<input type="text"/>	Contact Number	<input type="text"/>
<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility

*denotes mandatory fields

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14. Tick NI or NASS Number and add

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 Provider: **Testprovider2test (Day Nursery)**

Home Forms **Funding**

Summary **Actuals** Adjustments Eligibility Checker Registered Interests

Child Details **Parent / Carer Details** Funding Details Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.
 Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details		Partner Details	
Forename	<input type="text"/>	Forename	<input type="text"/>
Surname	<input type="text"/>	Surname	<input type="text"/>
DOB	<input type="text"/>	DOB	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Contact Number	<input type="text"/>	Contact Number	<input type="text"/>
<input checked="" type="checkbox"/> NI or <input checked="" type="checkbox"/> NASS Number	<input type="text"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility

*denotes mandatory fields

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15. Tick **Working Family Eligibility** to give consent for eligibility check

Organisation: **Testreg**
Provider: **Testprovider2test (Day Nursery)**

Home Forms **Funding**

Summary **Actuals** Adjustments Eligibility Checker Registered Interests

Child Details Parent / Carer Details **Funding Details** Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.
Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details		Partner Details	
Forename	<input type="text"/>	Forename	<input type="text"/>
Surname	<input type="text"/>	Surname	<input type="text"/>
DOB	<input type="text"/>	DOB	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Contact Number	<input type="text"/>	Contact Number	<input type="text"/>
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number		<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	
Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility

Consent for Working Family Hours:
The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

Save Cancel *denotes mandatory fields

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16. Follow steps 13,14,15 to add **Partner Details** if available or leave blank

17. Go to **Funding Details** tab

Home Forms **Funding**

Summary **Actuals** Adjustments Eligibility Checker Registered Interests

Child Details Parent / Carer Details **Funding Details** Notes

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Funding Type* Disadvantaged Funding Working Family Funding

Children can only be funded for one funding type, please select which funding type you wish to enter before proceeding.

Attendance Days

Attends Monday Yes No

Attends Tuesday Yes No

Attends Wednesday Yes No

Attends Thursday Yes No

Attends Friday Yes No

Attends Saturday Yes No

Attends Sunday Yes No

Non-Funded Hours per Week

Non-Funded Hours*

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:
Number of Weeks: 2.00

Save Cancel *denotes mandatory fields

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18. Click **Default Term Dates** to add **Start Date** and **End Date**

Organisation: **Testreg**
 Provider: **Testprovider2test (Day Nursery)**

Home Forms **Funding**

Summary **Actuals** Adjustments Eligibility Checker Registered Interests

Child Details Parent/Carer Details **Funding Details** Notes

Funding Details

Start Date* 01-Apr-2024
 End Date* 30-Apr-2024
 Default Term Dates

Weeks Attended in Term*

Present during Census
 Attends Two Days or More
 Nominated for DAF* Yes No

Funding Type*

Disadvantaged Funding
 Working Family Funding

Children can only be funded for one funding type, please select which funding type you wish to enter before proceeding.

Attendance Days

Attends Monday Yes No
 Attends Tuesday Yes No
 Attends Wednesday Yes No
 Attends Thursday Yes No
 Attends Friday Yes No
 Attends Saturday Yes No
 Attends Sunday Yes No

Non-Funded Hours per Week

Non-Funded Hours*

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:
 Number of Weeks: 2.00

Save Cancel *denotes mandatory fields

19. Enter the number of **Weeks Attended in Term**. This is shown at the bottom right corner of the page.

Organisation: **Testreg**
 Provider: **Testprovider2test (Day Nursery)**

Home Forms **Funding**

Summary **Actuals** Adjustments Eligibility Checker Registered Interests

Child Details Parent/Carer Details **Funding Details** Notes

Funding Details

Start Date* 01-Apr-2024
 End Date* 30-Apr-2024
 Default Term Dates

Weeks Attended in Term* 2

Present during Census
 Attends Two Days or More
 Nominated for DAF* Yes No

Funding Type*

Disadvantaged Funding
 Working Family Funding

Children can only be funded for one funding type, please select which funding type you wish to enter before proceeding.

Attendance Days

Attends Monday Yes No
 Attends Tuesday Yes No
 Attends Wednesday Yes No
 Attends Thursday Yes No
 Attends Friday Yes No
 Attends Saturday Yes No
 Attends Sunday Yes No

Non-Funded Hours per Week

Non-Funded Hours*

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:
 Number of Weeks: 2.00

Save Cancel *denotes mandatory fields

20. Tick **Attends Two Days or More** to claim more than 10hours per week

Organisation: **Testreg**
 Provider: **Testprovider2test (Day Nursery)**

Home Forms Funding

Summary Actuals Adjustments Eligibility Checker Registered Interests

Child Details Parent / Carer Details **Funding Details** Notes

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Funding Type*

Disadvantaged Funding

Working Family Funding

Children can only be funded for one funding type, please select which funding type you wish to enter before proceeding.

Attendance Days

Attends Monday Yes No

Attends Tuesday Yes No

Attends Wednesday Yes No

Attends Thursday Yes No

Attends Friday Yes No

Attends Saturday Yes No

Attends Sunday Yes No

Non-Funded Hours per Week

Non-Funded Hours*

If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:

Number of Weeks: **2.00**

*denotes mandatory fields

21. Tick **Yes** or **No** for **Nominated for DAF**: Eligibility for DAF has been extended to all funding age groups, a child is eligible if they are in receipt of Disability living allowance (DLA) and the setting has completed DAF form with the parent. Eligibility will be confirmed once form and supporting evidence has been processed by the early years funding team.

22. For **Funding Type**,select **Working Family Funding**

Home Forms **Funding**

Summary Actuals Adjustments Eligibility Checker Registered Interests

Child Details Parent / Carer Details **Funding Details** Notes

Funding Details

Start Date*

End Date*

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Funding Type* Disadvantaged Funding Working Family Funding

Expanded Funded Hours per Week

Expanded Hours*

Eligibility Code

Eligible for Expanded Hours

Attendance Days

Attends Monday Yes No

Attends Tuesday Yes No

Attends Wednesday Yes No

Attends Thursday Yes No

Attends Friday Yes No

Attends Saturday Yes No

Attends Sunday Yes No

Non-Funded Hours per Week

Non-Funded Hours*

Maximum Values Allowed:

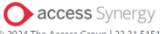
Number of Weeks: 2.00

Expanded Weekly Hours: 10.00

Expanded Termly Hours: 20.00

Expanded Yearly Hours: 500.00

*denotes mandatory fields

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23. In the **Expanded Hours** section, enter the **Number of hours attended per week** maximum of 15hours

Home Forms **Funding**

Summary Actuals Adjustments Eligibility Checker Registered Interests

Child Details Parent / Carer Details **Funding Details** Notes

Funding Details

Start Date*

End Date*

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Funding Type* Disadvantaged Funding Working Family Funding

Expanded Funded Hours per Week

Expanded Hours*

Eligibility Code

Eligible for Expanded Hours

Attendance Days

Attends Monday Yes No

Attends Tuesday Yes No

Attends Wednesday Yes No

Attends Thursday Yes No

Attends Friday Yes No

Attends Saturday Yes No

Attends Sunday Yes No

Non-Funded Hours per Week

Non-Funded Hours*

Maximum Values Allowed:

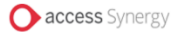
Number of Weeks: 2.00

Expanded Weekly Hours: 15.00

Expanded Termly Hours: 30.00

Expanded Yearly Hours: 750.00

*denotes mandatory fields

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24. Enter the Eligibility Code provided by parent

Home Forms **Funding**

Summary Actuals Adjustments Eligibility Checker Registered Interests

Child Details Parent/Carer Details **Funding Details** Notes

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Funding Type* Disadvantaged Funding Working Family Funding

Expanded Funded Hours per Week

Expanded Hours*

Eligibility Code

Check Eligibility Code

Eligible for Expanded Hours

Attendance Days

Attends Monday Yes No

Attends Tuesday Yes No

Attends Wednesday Yes No

Attends Thursday Yes No

Attends Friday Yes No

Attends Saturday Yes No

Attends Sunday Yes No

Non-Funded Hours per Week

Non-Funded Hours*

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:

Number of Weeks: **2.00**

Expanded Weekly Hours: **15.00**

Expanded Termly Hours: **30.00**

Expanded Yearly Hours: **750.00**

*denotes mandatory fields

Save **Cancel**

25. Click on **Check Eligibility Code** to validate the code

Home Forms **Funding**

Summary Actuals Adjustments Eligibility Checker Registered Interests

Child Details Parent/Carer Details **Funding Details** Notes

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Funding Type* Disadvantaged Funding Working Family Funding

Expanded Funded Hours per Week

Expanded Hours*

Eligibility Code

Check Eligibility Code

Eligible for Expanded Hours

Attendance Days

Attends Monday Yes No

Attends Tuesday Yes No

Attends Wednesday Yes No

Attends Thursday Yes No

Attends Friday Yes No

Attends Saturday Yes No

Attends Sunday Yes No

Non-Funded Hours per Week

Non-Funded Hours*

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:

Number of Weeks: **2.00**

Expanded Weekly Hours: **15.00**

Expanded Termly Hours: **30.00**

Expanded Yearly Hours: **750.00**

*denotes mandatory fields

Save **Cancel**

26. Complete **Eligibility Check** and **Submit**

Eligibility Check

Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Partner Details are optional but if entered then all fields, except Forename, must be filled in.

Eligibility Code*

Child Date of Birth*

Parent/Carer Forename

Parent/Carer Surname

Parent/Carer NI Number*

Consent must be given for this Eligibility Check

Partner Forename

Partner Surname

Partner NI Number

*denotes mandatory fields

Submit
Cancel

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27. Enter **Non Funded Hours**. These are extra hours attended outside the maximum hours funded by the LA. Enter **0** if this does not apply.

Home Forms Funding

Summary Actuals Adjustments Eligibility Checker Registered Interests

Child Details Parent / Carer Details Funding Details Notes

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Funding Type* Disadvantaged Funding Working Family Funding

Expanded Funded Hours per Week

Expanded Hours*

Eligibility Code

Check Eligibility Code

Eligible for Expanded Hours

Attendance Days

Attends Monday Yes No

Attends Tuesday Yes No

Attends Wednesday Yes No

Attends Thursday Yes No

Attends Friday Yes No

Attends Saturday Yes No

Attends Sunday Yes No

Non-Funded Hours per Week

Non-Funded Hours*

🔔 if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

Maximum Values Allowed:

Number of Weeks: **2.00**

Expanded Weekly Hours: **15.00**

Expanded Termly Hours: **30.00**

Expanded Yearly Hours: **750.00**

Save
Cancel

*denotes mandatory fields

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28. Click on **Save**

Home Forms **Funding**

Summary Actuals Adjustments Eligibility Checker Registered interests

Child Details Parent / Carer Details **Funding Details** Notes

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Funding Type*

Disadvantaged Funding

Working Family Funding

Expanded Funded Hours per Week

Expanded Hours*

Eligibility Code

Check Eligibility Code

Eligible for Expanded Hours

Attendance Days

Attends Monday Yes No

Attends Tuesday Yes No

Attends Wednesday Yes No

Attends Thursday Yes No

Attends Friday Yes No

Attends Saturday Yes No

Attends Sunday Yes No

Non-Funded Hours per Week

Non-Funded Hours*

🔔 If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:

Number of Weeks: **2.00**

Expanded Weekly Hours: **15.00**

Expanded Termly Hours: **30.00**

Expanded Yearly Hours: **750.00**

*denotes mandatory fields

Save
Cancel

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29. Click on **Send Claim** tab which appears in place of **Save** to send the claim immediately. Otherwise save all claims and send in bulk.

30. A **Green Banner** should appear at the top of the page to say **'Submission Successful'**. Otherwise follow **instructions in red at the bottom of the page** to correct any errors.