

# Guidance Notes for Submitting Claims For the Early Years Free Entitlement

As you will be aware funding for nursery age children (those in Classes N1 and N2) will now be paid through the Early Years Free Entitlement under the Single Funding Formula (SFF). These children **must** still be included within the school census but will also now have to be included in a separate headcount.

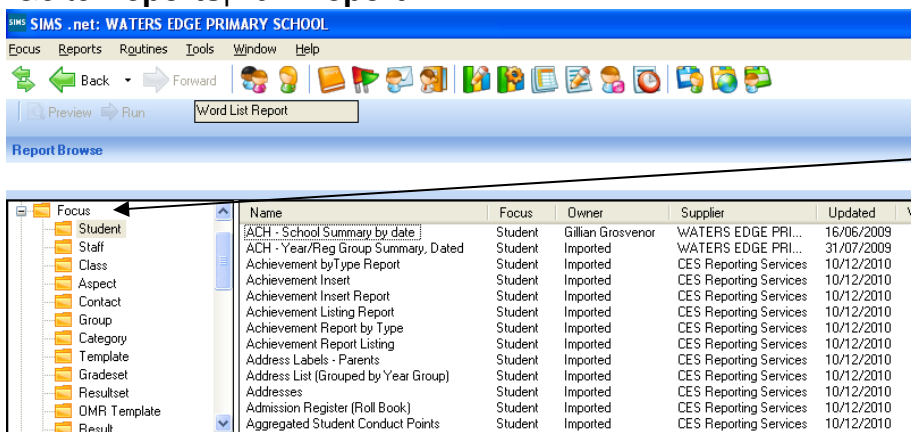
To minimise the amount of work involved our colleagues at EIS have written a report that can be run in headcount week and sent to MIU via EMS online. The report is called the **SFF Headcount Report**. This can be downloaded via the EIS website <http://www.eiskent.co.uk/> (under the school census tab)

This report should be imported into SIMS in the usual way (guidance notes available within SIMS) **Help|Contents** Click on **Search Tab** and type in **Importing Reports**.

## Using the Report

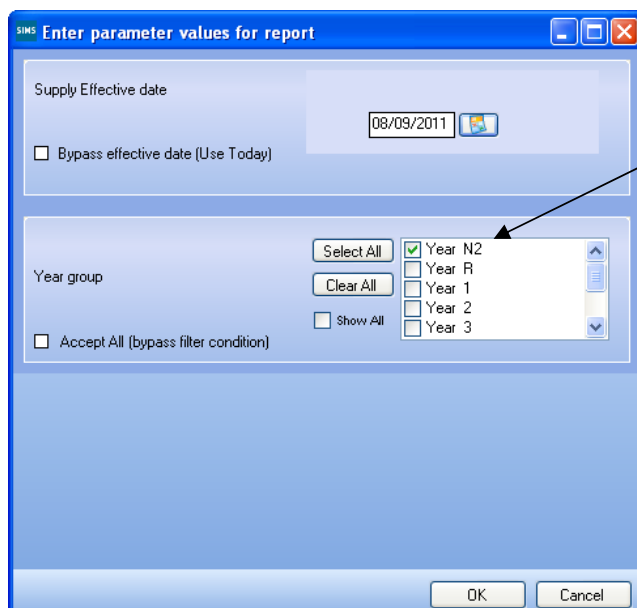
The Early Years Headcount data is produced as an excel spreadsheet and some data entries have to be entered manually.

## Go to Reports|Run Report



Focus|Student

Scroll down the list of reports until you see the **SFF Headcount** double click to run.



Select just your **nursery classes** from the Year Group list – you may need to select N1 and N2

Click OK

The report will create as an excel document click on **SAVE** and we suggest that you create a Headcount Folder in the same drive that you keep your census folder. The file should be called **886XXXX(x being your school number)TermName**

For example:

886????AUTUMN2011.XLS	for Autumn 2011
886????SPRING2012.XLS	for Spring 2012
886????SUMMER2012.XLS	for Summer 2012

**Save** the report to this newly created folder.

*Please make a note where this is saved - you will need to locate the report when sending to Management Information.*

The report shows the Nursery Pupils data.

You will need to complete the form by entering the following data

**Total Hours Per Week** - maximum 15 hours but this should reflect the child's actual attendance pattern as they may also be claiming hours with another provider.

*Please note that the start date will pre-populate with the child's admission date.*

(Information below is produced from training data)

Legal Surname	Legal Forename	DoB	Start Date	Total hrs Per Week
Jackson	Chloe	21 March 2008	1 September 2011	
Ricci	Clara	23 March 2008	1 September 2011	
Roberts	Lauren	26 April 2008	1 September 2011	
Smythe	Vincent	25 May 2008	1 September 2011	
Stock	Peter	27 October 2007	1 September 2011	
Thomson	Tyra	15 September 2007	1 September 2011	
Wong	Janet	11 August 2008	1 September 2011	

*(Please be aware this is only an example of the spreadsheet and does not include all the fields).*

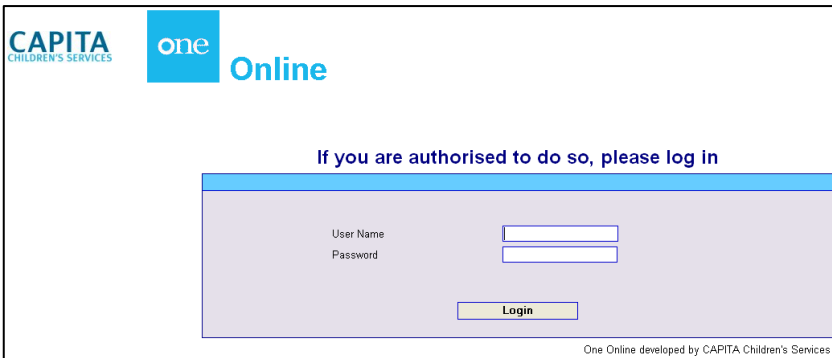
The spreadsheet must be completed fully and saved before sending it to Management Information via EMS Online. Please be aware this report must be returned to Management Information by the published deadline date. Please refer to the letter sent to schools for the current term.

# Instructions for Secure File Transfer

## How to send the file to Management Information

Open Internet Explorer 

Type the website address in the address line <https://emsonline.kent.gov.uk/>  
the following will be displayed:



**Nursery and Primary Schools**  
please use the User Name and your latest password. If your password has expired follow the instructions below.

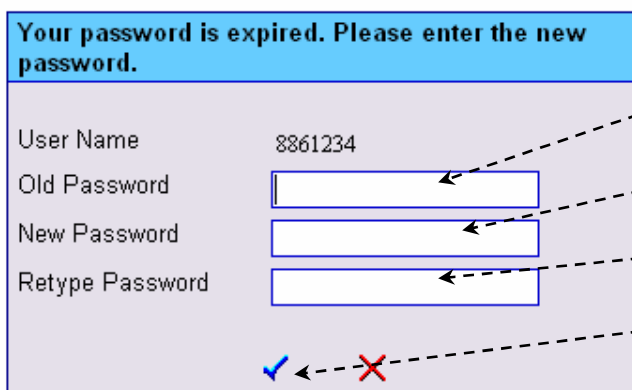
### Password Guidelines

Passwords in EMS can only contain upper and lower case characters (e.g., A-Z, a-z, and numbers 0-9), any other characters will result in an error being displayed

### The system will:

- Restrict passwords to a maximum of 10 characters with a set minimum of 6.
- Not allow any of the last 3 passwords to be used.
- Expire passwords automatically after 42 days.

### If you are authorised to do so, please log in



### **Nursery/Primary/Special Schools Secondary/Middle Schools**

1. Type your latest password in the **Old Password** field. Go to 2
2. Enter a **New Password** of your choice
3. Retype your new chosen Password
4. Click on the blue tick to save



ONE Online developed by CAPITA Education Services

**Please keep a record of your new password in a safe and secure place**

**If you are authorised to do so, please log in**

**Your password is expired. Please enter the new password.**

User Name	8861119
Old Password	<input type="password"/>
New Password	<input type="password"/>
Retype Password	<input type="password"/>

ONE Online developed by CAPITA Education Services

**Password changed successfully.**

You should see a message that your password has been changed successfully, if the screen does not change click on the **red cross** which will take you back to the first log-in screen.

**If you are authorised to do so,  
please log in**

User Name	<input type="text"/>
Password	<input type="password"/>

ONE Online developed by CAPITA Education Services

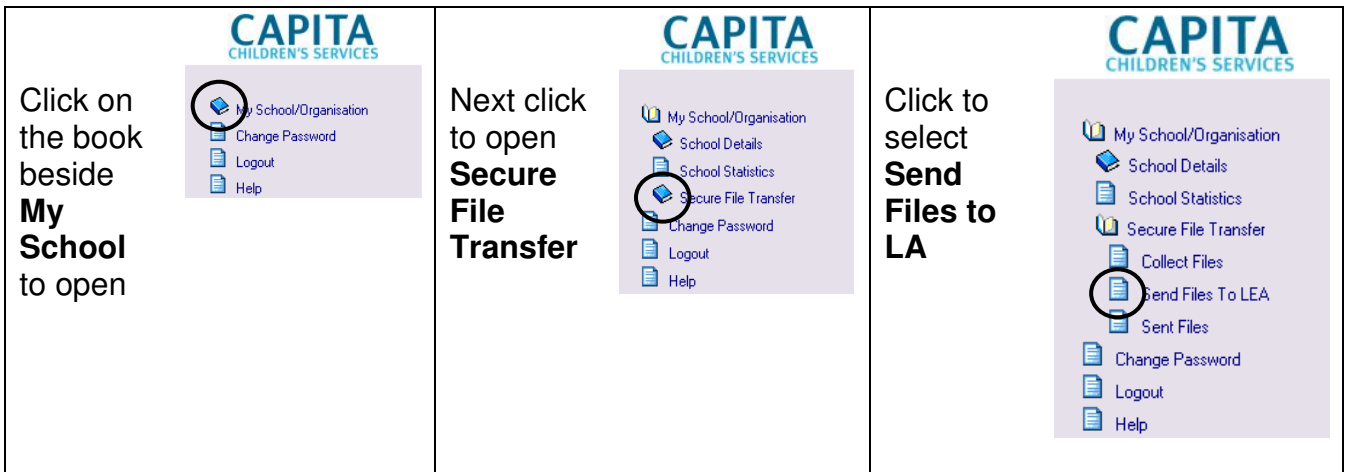
Please enter your user name and your new chosen password you have just saved.

If required further information on password policy & EMS online can be found at:

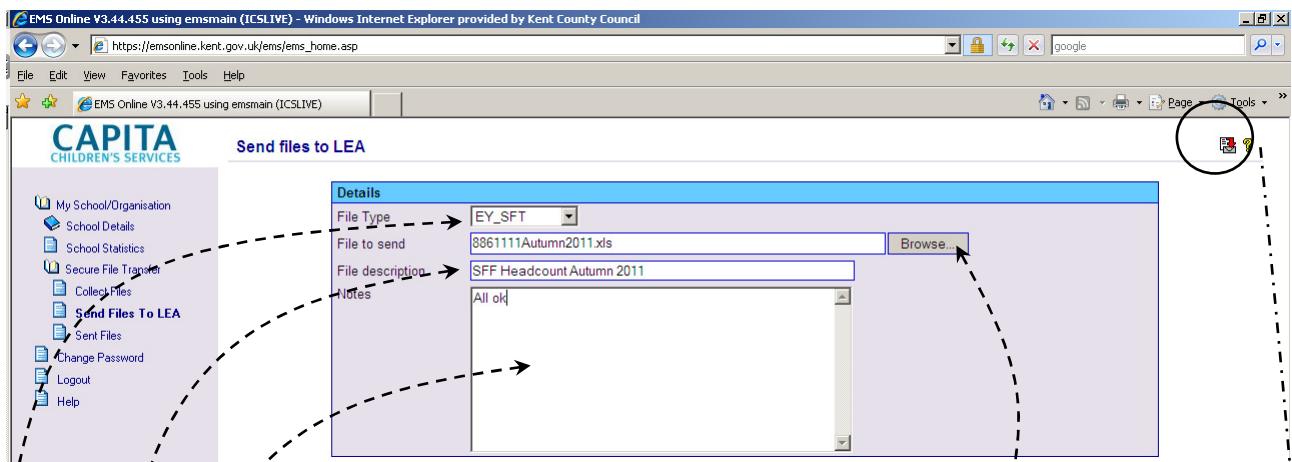
<http://www.kenttrustweb.org.uk/Finance-Assessment/datacollection.cfm>

Please contact your District contact in Management Information if you are having password problems.

Once logged in, the following screen will be displayed:

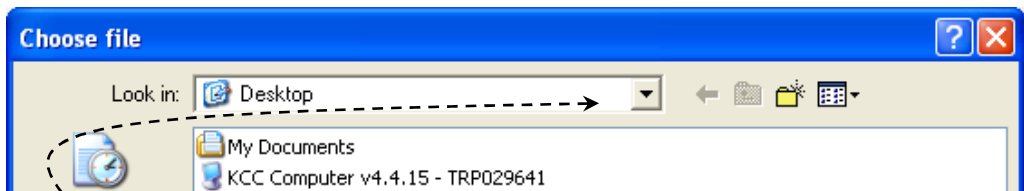


The following screen will appear:



**File Type** Select **EY\_SFT** by clicking the down-arrow. Click on **Browse**.

**File to Send**



In the **Look in** box click on the drop down arrow to select the correct drive. Then locate the Headcount folder, double click and find the folder you created for the current academic term. Highlight the file and click on **Open**.

**File**

Enter a meaningful description of the file such as SFF Headcount and the current term details i.e. Spring 12

**Description**

This description is displayed in the Sent and Collect Files lists.

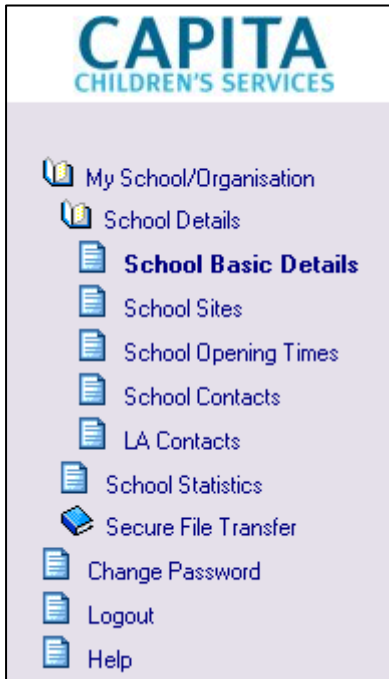
**Notes**

Text entered in the Notes box is included in the notification email sent to the recipient of the file.

When all relevant information is complete click the Send icon located at the top of the page. A message will be displayed informing you that notification has been emailed to the recipient.



You can now click on **Logout** and close Internet Explorer. However if you wish to view the data we have for your school you can click on the book beside School Details which will display:



**Notes:**

- When viewing the School Sites you have to click on your School name to display address information etc.
- As yet School Statistics is not available
- Not all fields have been populated

Should you find that we have any incorrect details could you please email [management.information@kent.gov.uk](mailto:management.information@kent.gov.uk)