

Early Years Web Guidance

This document will show you how to:

- **Log into the Early Years Website**

<https://www.kent.gov.uk/KCC.eGov.NurseryPlaces.Web.Public/Login.aspx>

- **Submit an Estimate Claim**

- **Change your login password**

- **Submit a Headcount Claim**

The application images used in this document are for guidance only and will not always show the current claiming term and dates.

Log into Early Years Website



24 hour helpline 08458 247 247

Contact us

Management Information Unit
Brenchley House 3rd Floor
Week Street
Maidstone
Kent
ME14 1RF
01622 694340
eyfe@kent.gov.uk

Early Years Free Entitlement

Login

Please note: This application requires Javascript to be turned on in your browser. If you have pop up blockers to be disabled for certain functions to work correctly. For help with Internet Explorer [click here](#) or for help with Firefox [click here](#).

AOL users might have problems using this application. If you encounter problems, please use another web browser such as [Internet Explorer](#) or [Firefox](#). These browsers are recommended.

Warning: By logging into this system you acknowledge that the computer complies with your organisation's security policy.

Help and Information

A red asterisk symbol means that you must enter this information

Enter your details for the application

* Login

Enter your username

Password

Enter your password. Please note that your password is case sensitive. Mandatory entry for 'Login'

Forgotten Password

Click the forgotten password button to send a reminder to your registered email account.

Reset

Login

1. Please note this application requires Javascript

2. AOL users might have problems using this application

3. Enter your username

4. Enter your password

5. Click on Login

Change Password

This form may appear automatically when your password has expired or when your account is new.

Alternatively it may appear when you have selected the Change Password option from the Menu.

The screenshot shows the Kent County Council website header with the logo and a 24-hour helpline number (00458 247 247). Below the header, the page title is 'Early Years Free Entitlement' and the sub-heading is 'Change login password'. The instructions state: 'Please choose a new password and confirm the new password below. Please do not use the "Back" button on your browser to return to the previous page.' A link for 'Kent Trust Web' is provided. A legend indicates that a red square symbol means 'you must enter this information'. The form itself has two input fields: 'Password' and 'Confirm Password'. The 'Password' field is labeled 'Enter your preferred new password' and the 'Confirm Password' field is labeled 'Re-enter your new password to confirm'. A 'Next' button is located at the bottom right of the form. Two callout boxes provide instructions: '1. Enter a new password in both fields. It must be a minimum of 6 characters and must contain alpha and numeric characters' and '2. Click Next'.

1. Enter a new password in both fields. It must be a minimum of 6 characters and must contain alpha and numeric characters

2. Click Next

Estimate Claim

This option will appear on the main menu only during a set period suitable for submitting an Estimate Claim.

If you wish to change the Text size click the plus or minus button

Click Estimate Claim

The screenshot shows the Kent County Council website interface. At the top left is the Kent County Council logo. To its right is a 'Text size' control with plus and minus buttons. Below the logo is a blue banner with the text '24 hour helpline 08458 247 247'. The main content area is divided into several sections. On the left, there is a 'Contact us' section with the following text: 'Management Information Unit, Brenchley House 3rd Floor, Week Street, Maidstone, Kent, ME14 1RF, 01622 694340, eyfe@kent.gov.uk'. Below this is a 'Help and Information' section with the text: 'For further help or to access parental declaration forms, click this link. Kent Trust Web'. The main content area on the right has the heading 'Early Years Free Entitlement Main Menu for' and the text 'You may receive an Interim Payment by updating your Estimate Claim by following the link'. The link 'Estimate Claim' is highlighted in blue. Below this is the text 'You may log out by following the link' and the link 'Logout'. At the bottom of the main content area, there is a note: 'Some output from the system will require Adobe Reader to view and print them. If you do not already have this viewer installed on your PC, click Get Adobe Reader to download a copy.' and a 'Get Adobe Reader' button.

Estimate Claim – How to Enter Forecast Numbers

This page shows the following details:

Early Years Free Entitlement
Estimate Claim for

Free Entitlement period 03/09/2009 - 18/12/2009 Terms & Conditions

Eligible children born between 01/09/2009 - 31/08/2010

Your Interim payment will be based on **7 WEEKS** Free Entitlement.

Please remember not to over estimate for your Interim payment as any excess must be repaid to KCC.

To calculate the **Total Hours** for your setting please add all of your children's weekly Free Entitlement hours together.

You will receive your Interim payment automatically, based on your estimate, on 03/09/2009. A Balancing Payment, once secured, will be paid on 02/11/2009. Any adjusted payment will be made on 18/12/2009.

Please complete your Estimate Claim by 07/07/2009. If you do not do so your setting will not receive an Interim payment on the payment date.

If you return to this form within the estimate period and make any additional changes, this will override your previous return.

Please do not use the 'Back' button on your browser to return to the previous page.

For further help or to access parental declaration forms, click this link.

[Kent Trust Web](#)

* This symbol means that you must enter this information.

Estimate Claim

* Total number of eligible children claiming

Enter the total number of eligible children claiming

* Total free entitlement HOURS per week claimed for eligible children at your setting

Enter the total free entitlement hours per week claimed for all eligible children at your setting (not including children who are not eligible for free entitlement)

* Number of weeks your setting will deliver the free entitlement during this period

Enter the number of weeks your setting will deliver the free entitlement during this period. This is the maximum number of weeks your setting can deliver free entitlement during this period.

1. Free Entitlement and Eligibility Dates

2. Number of weeks for the Interim payment

3. Payment Dates

4. Estimate Deadline Date

5. For Parental Declaration forms click the Kent Trust Web link

Warning: Do not use the 'Back' Button on your browser

Print

Back

Submit

Estimate Claim – How to Enter Forecast Numbers

Now enter your forecast numbers

1. Enter Total number of eligible children claiming

Estimate Claim	
* Total number of eligible children claiming <input type="text" value="0"/>	Enter the total number of eligible children claiming
* Total free entitlement HOURS per week claimed for eligible children at your setting <input type="text" value="0"/>	Enter the total free entitlement hours per week claimed for all eligible children at your setting (no more than 2 decimal places)
* Number of weeks your setting will deliver the free entitlement during this period <input type="text" value="0"/>	Enter the number of weeks your setting will deliver the free entitlement during this period. This value should not exceed 14 weeks

Print

Back

Submit

Estimate Claim – How to Enter Forecast Numbers

Now enter your forecast numbers

1. Enter Total number of eligible children claiming

Estimate Claim	
* Total number of eligible children claiming <input type="text" value="25"/>	Enter the total number of eligible children claiming
* Total free entitlement HOURS per week claimed for eligible children at your setting <input type="text" value="0"/>	Enter the total free entitlement hours per week claimed for all eligible children at your setting (no more than 2 decimal places)
* Number of weeks your setting will deliver the free entitlement during this period <input type="text" value="0"/>	Enter the number of weeks your setting will deliver the free entitlement during this period. This value should not exceed 14 weeks

Print

Back

Submit

Estimate Claim – How to Enter Forecast Numbers

Now enter your forecast numbers

2. Enter Total free entitlement HOURS per week claimed for eligible children at setting

Estimate Claim	
* Total number of eligible children claiming	<input type="text" value="25"/> Enter the total number of eligible children claiming
* Total free entitlement HOURS per week claimed for eligible children at your setting	<input type="text" value="0"/> Enter the total free entitlement hours per week claimed for all eligible children at your setting (no more than 2 decimal places)
* Number of weeks your setting will deliver the free entitlement during this period	<input type="text" value="0"/> Enter the number of weeks your setting will deliver the free entitlement during this period. This value should not exceed 14 weeks

Print

Back

Submit

Estimate Claim – How to Enter Forecast Numbers

Now enter your forecast numbers

2. Enter Total free entitlement HOURS per week claimed for eligible children at setting

Estimate Claim	
* Total number of eligible children claiming	<input type="text" value="25"/> Enter the total number of eligible children claiming
* Total free entitlement HOURS per week claimed for eligible children at your setting	<input type="text" value="270"/> Enter the total free entitlement hours per week claimed for all eligible children at your setting (no more than 2 decimal places)
* Number of weeks your setting will deliver the free entitlement during this period	<input type="text" value="0"/> Enter the number of weeks your setting will deliver the free entitlement during this period. This value should not exceed 14 weeks

Print

Back

Submit

Estimate Claim – How to Enter Forecast Numbers

Now enter your forecast numbers

3. Enter Number of weeks your setting will deliver the free entitlement during this period

Estimate Claim	
* Total number of eligible children claiming	<input type="text" value="25"/> Total number of eligible children claiming
* Total free entitlement HOURS per week claimed for eligible children at your setting	<input type="text" value="270"/> Enter the total free entitlement hours per week claimed for all eligible children at your setting (no more than 2 decimal places)
* Number of weeks your setting will deliver the free entitlement during this period	<input type="text" value="0"/> Enter the number of weeks your setting will deliver the free entitlement during this period. This value should not exceed 14 weeks

Print

Back

Submit

Estimate Claim – How to Enter Forecast Numbers

Now enter your forecast numbers

Estimate Claim	
* Total number of eligible children claiming <input type="text" value="25"/>	Enter the total number of eligible children claiming
* Total free entitlement HOURS per week claimed for eligible children at your setting <input type="text" value="270"/>	Enter the total free entitlement hours per week claimed for all eligible children at your setting (no more than 2 decimal places)
* Number of weeks your setting will deliver the free entitlement during this period <input type="text" value="14"/>	Enter the number of weeks your setting will deliver the free entitlement during this period. This value should not exceed 14 weeks

Print

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Submit

Check your Estimate forecast and click Submit

Estimate Claim – How to Enter Forecast Numbers

Now enter your forecast numbers

Warning: If you return to this form within the estimate period and make any additional changes, this will override your previous return.

Thank you, your changes to your estimate claim have been saved and submitted

Estimate Claim	
* Total number of eligible children claiming <input type="text" value="25"/>	Enter the total number of eligible children claiming
* Total free entitlement HOURS per week claimed for eligible children at your setting <input type="text" value="270"/>	Enter the total free entitlement at your setting (no more than 2 decimal places)
* Number of weeks your setting will deliver the free entitlement during this period <input type="text" value="14"/>	Enter the number of weeks your setting will deliver the free entitlement during this period. This value should not exceed 14 weeks

1. A confirmation message will appear

Print

2. Click the Print button so you can print off a report for your own records

Back

Submit

Estimate Claim Report

How to Print and Save

1. There is an option to save a copy

2. There is an option to print

3. Click close when finished

Kent County Council
Early Years Free Entitlement
Estimate Claim for MIU Nursery School

Free Entitlement period 03/09/2009 - 18/12/2009 Terms 1 & 2 Autumn 2009

Eligible children born between 01/09/2004 and 31/08/2006

Total number of eligible children claiming	25
Total free entitlement HOURS per week claimed for eligible children	270.00
Number of weeks and days setting will deliver free entitlement	14

Downloaded (0 B) : Unknown Zone

Estimate Claim

How to Log Out



24 hour helpline 08458 247 247



Early Years Free Entitlement Estimate Claim for MIU Nursery School

Free Entitlement period 03/09/2009 - 18/12/2009 Terms 1 & 2 Autumn 2009

Eligible children born between 01/09/2004 - 31/08/2006

Your Interim payment will be based on **7 WEEKS** Free Entitlement.
Please remember not to over estimate for your Interim payment as any excess must be repaid to KCC.
To calculate the **Total Hours** for your setting please add all of your children's weekly Free Entitlement hours together.

You will receive your Interim payment automatically, based on your estimate, on 03/09/2009. A Balancing Payment, once secured, will be paid on 02/11/2009. Any adjusted payment will be made on 18/12/2009.

Please complete your Estimate Claim by 07/07/2009. If you do not do so your setting will not receive an Interim payment on the published date.

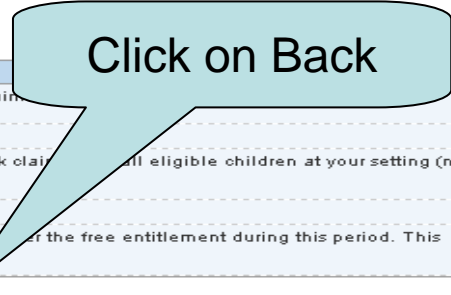
If you return to this form within the estimate period and make any additional changes, this will override your previous return.

Please do not use the 'Back' button on your browser to return to the previous page.

For further help or to access parental declaration forms, click this link.
[Kent Trust Web](#)

* This symbol means that you must enter this information

Estimate Claim		
* Total number of eligible children claiming	<input type="text" value="25"/>	Enter the total number of eligible children claiming
* Total free entitlement HOURS per week claimed for eligible children at your setting	<input type="text" value="270.00"/>	Enter the total free entitlement hours per week claimed for all eligible children at your setting (no more than 2 decimal places)
* Number of weeks your setting will deliver the free entitlement during this period	<input type="text" value="14"/>	Enter the number of weeks your setting will deliver the free entitlement during this period. This value should not exceed 14 weeks




Print

Back

Submit

Estimate Claim

How to Log Out

 + - Text size

24 hour helpline **08458 247 247**

Contact us

Management Information Unit
Brenchley House 3rd Floor
Week Street
Maidstone
Kent
ME14 1RF
01622 894340
eyfe@kent.gov.uk

Help and Information

For further help or to access parental declaration forms, click this link.
[Kent Trust Web](#)

Early Years Free Entitlement


Main Menu for MIU Nursery School

You may receive an Interim Payment by updating your Estimate Claim by following the link
[Estimate Claim](#)

You may change your login password by following the link
[Change Password](#)

You may log out by following the link
[Logout](#)

Some output from the system will require Adobe Reader to view and print them. If you do not already have this viewer installed on your PC, click Get Adobe Reader to download a copy.



Click Logout and you will then be taken to the Kent.gov.uk website

Estimate Claim is now complete

Headcount Claim - Overview

This option will appear on the main menu only during a set period suitable for submitting an Headcount claim.

The screenshot shows the Kent County Council website. At the top left is the Kent County Council logo. To its right is a 'Text size' control with '+' and '-' buttons. Below the logo is a blue banner with a '24 hour helpline 08458 247 247' icon and text. On the right side of the banner is a small crest. Below the banner is a main content area. On the left, there is a 'Contact us' sidebar with the address: Management Information Unit, Brechley House 3rd Floor, Week Street, Maidstone, Kent, ME14 1RF. Contact details include phone number 01622 694340 and email eyfe@kent.gov.uk. Below this is a 'Help and Information' sidebar with text: 'For further help or to access parental declaration forms, click this link. Kent Trust Web'. The main content area has a heading 'Early Years Free Entitlement Main Menu for MIU Nursery School'. Below this heading is a paragraph: 'The Early Years Free Entitlement Database provides each setting a facility to submit the Headcount Claim by following the link'. A blue callout bubble points to the link 'Headcount Claim'. Below this paragraph are two more links: 'Change Password' and 'Logout'. A second paragraph says: 'You may change your login password by following the link'. Below that is another paragraph: 'You may log out by following the link'. At the bottom of the main content area is a 'Get Adobe Reader' button. A second blue callout bubble on the right side of the page contains the text: 'NB. Ensure you have child details to hand prior to starting the process.'

Click Headcount Claim

NB. Ensure you have child details to hand prior to starting the process.

Headcount Claim - Overview

24 hour helpline **08458 247 247**



Early Years Free Entitlement Headcount Claim for MIU Nursery School

1 2 3

Please record the Free Entitlement hours, any Wraparound hours and the total of these (Attended hours) for each child.

You must complete all rows in the table before clicking the 'Next' button to complete this form. If you are unable to complete the headcount claim in one session please complete the current child record and click the 'Update' button to save your progress so far. You may then return later to complete the headcount claim.

To record a child as having left your setting please click the 'Add Child' button for further details later in the process.

Hours entered are decimals not hours and minutes e.g. 12.5 hours 30 minutes.

To add a new child click the 'Add Child' button.
You may save your progress by clicking the 'Update' button.
You may print a summary for audit purposes by clicking the 'Print Summary' button.
Please do not click the 'Next' button on your browser to return to the previous page.

For further help on how to complete parental declaration forms, click this link.
[Kent Trust Website](#)

Name	Date of Birth	Gender	Address	Free Entitlement Hours	Wraparound Hours	Total Attended Hours	Child	Date	
Chapman James	2/2009						<input type="checkbox"/>	1/2009	Edit
Chaudry Jill	12/2008						<input type="checkbox"/>	01/2009	Edit
Parkes Nicola	09/2004	Female	Bren...				<input type="checkbox"/>	01/2009	Edit
Smith Adam	16/11/2005	Male	4 Boot...				<input type="checkbox"/>	15/01/2009	Edit
Sutton Craig	27/01/2006	Male	Invicta H...				<input type="checkbox"/>	05/01/2009	Edit

First Page Previous Page Next Page Last Page

Update Add Child Print Summary Back Next

The grid will display up to ten records at a time.

Update will save your progress so far.

You may Print a Summary for Audit purposes.

Next will validate your Headcount Claim and take you to the next stage of the process. Do not use until all details are entered for your existing children.

You may move around records in the grid by clicking the First Page, Previous Page, Next Page and Last Page links in blue.

Headcount Claim – Updating Existing Children

2. Enter Wraparound Hours

For further help or to access parental declaration forms, click this link.
[Kent Trust Web](#)

1. Enter Free Entitlement Hours
When you click the field will pre-populate to 12.5 or 15 hours
Double click to amend where necessary

3. The Total Attended Hours will automatically calculate

Name	Date of Birth	Gender	Address	Free Entitlement Hours	Wraparound Hours	Total Attended Hours	Child Has Left	Start Date	
Armitage Aaron	10/01/2006	Male	Brenchley House	12.50	3.5	16	<input type="checkbox"/>	09/07/2009	Edit
Beck Andrew	03/05/2005	Male	Kent County Council				<input type="checkbox"/>	09/07/2009	Edit
Bl...							<input type="checkbox"/>	09/07/2009	Edit
							<input type="checkbox"/>	05/01/2009	Edit
							<input type="checkbox"/>	05/01/2009	Edit
							<input type="checkbox"/>	09/07/2009	Edit
Smith							<input type="checkbox"/>	05/01/2009	Edit
Sutton Craig	27/01/2006	Male	Invicta House County Road				<input type="checkbox"/>	05/01/2009	Edit

First Page Previous Page Last Page

Update Add Child

4. Remember to click Update to Save your progress so far.

Headcount Claim – Updating Existing Children

5. If you need to Edit an Address or inform us of any other change Click on Edit.

NB. This box will appear every time regardless of whether changes have been saved or not.

Name	Date of Birth	Gender	Address	Entitlement Hours	Hours	Attended Hours		Start Date	
Armitage Aaron	10/01/2006	Male	Brenchley House	12.50	3.5	16	<input type="checkbox"/>	09/07/2009	Edit
			Kent County Council Invicta House	12.50	3.00	15.5	<input type="checkbox"/>	09/07/2009	Edit
			Brenchley House	12.50	3.00	15.50	<input type="checkbox"/>	09/07/2009	Edit
			Invicta House New Road				<input type="checkbox"/>	05/01/2009	Edit
							<input type="checkbox"/>	05/01/2009	Edit
							<input type="checkbox"/>	09/07/2009	Edit
							<input type="checkbox"/>	05/01/2009	Edit
				12.50	3	15.5	<input type="checkbox"/>	09/07/2009	Edit
			4 Booth Road				<input type="checkbox"/>	05/01/2009	Edit
Sutton Craig	27/01/2006	Male	Invicta House County				<input type="checkbox"/>	05/01/2009	Edit

Microsoft Internet Explorer

If you have not saved your changes please click the Update button now

OK Cancel

6. If you have clicked Update then select OK.

7. If you have NOT recently clicked Update then Cancel and click Update.

Headcount Claim – Updating Existing Children

* This symbol means that you must enter this information

Child's Personal Details	
* Last name	<input type="text" value="Prentice"/> This is the child's last name as per their birth certificate or legal change of name deed.
* First name	<input type="text" value="Teresa"/> This is the child's first name as per their birth certificate or legal change of name deed.
Middle name(s)	<input type="text"/> This is the child's middle name(s) as per their birth certificate or legal change of name deed.
Last Name (known as)	<input type="text"/> to be known by another name.
First Name (known as)	<input type="text"/> to be known by another name.
* Date of Birth	<input type="text" value="07"/> / <input type="text" value="04"/> / <input type="text" value="2006"/>
* Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female

8. If a child has changed address enter the postcode here

Find Child's Address	
Postcode	<input type="text" value="ME4 5SN"/> This postcode will be used for an address search.
Flat number(if applicable)	<input type="text"/> the address search.
House number	<input type="text"/> address search.
House name	<input type="text"/> This house name will be used for an address search.
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

9. Click on Search

Child's Address Details	
Flat number (if applicable)	<input type="text" value="Kent County Council"/> The child's flat number if applicable.
House or building name	<input type="text" value="Invicta House"/> The child's home address house or building name if applicable.
House number	<input type="text"/> The child's house number.
Street name	<input type="text"/> The child's home street name.

Headcount Claim – Updating Existing Children



+ - Text size

24 hour helpline 08458 247 247

10. Select the correct address.

Early Years Free Entitlement Select the Correct Address

If the correct address is not listed below, please click on the 'cancel' button below and return to the previous screen to enter the correct address details manually. Please do not use the 'Back' button on your browser to return to the previous page.

For further help or to access parental declaration forms, click this link.
[Kent Trust Web](#)

Flat No.	Building No	Building Name	Street	Locality	Town/City	County	Postcode	
	1		BOOTH ROAD		CHATHAM	KENT	ME4 5SN	Select
	2				CHATHAM	KENT	ME4 5SN	Select
	3				CHATHAM	KENT	ME4 5SN	Select
	4				CHATHAM	KENT	ME4 5SN	Select
	5				CHATHAM	KENT	ME4 5SN	Select
	6				CHATHAM	KENT	ME4 5SN	Select
	7				CHATHAM	KENT	ME4 5SN	Select
	8				CHATHAM	KENT	ME4 5SN	Select

11. Click Cancel if the address is not there. Either refine your search or manually enter the address in the Child's Address Details panel

First Page Previous Page Next Page Last Page

Cancel

Headcount Claim – Updating Existing Children

Child's Address Details	
Flat number (if applicable) <input type="text"/>	The child's flat number if applicable.
<input type="text"/>	The child's home address house or building name if applicable.
<input type="text"/>	The child's house number.
<input type="text"/>	The child's home street name.
<input type="text"/>	The child's home address district.
<input type="text"/>	The child's additional home address line if required.
<input type="text"/>	The child's home address town.
<input type="text"/>	The child's home address county.
<input type="text"/>	The child's home address postcode.
* Town <input type="text" value="Cha"/>	
* County <input type="text" value="Kent"/>	
* Postcode <input type="text" value="ME4"/>	
Send Adjustment to Child Information	
Adjusted Pupil Information <input type="text"/>	If any of these details require amendment, please enter the details here to ensure that they are updated on the main Council database.

12. If you have name or date or birth changes please enter the details here

13. Click Next.

These changes will be verified and updated by Kent County Council

Exit

Back

Next

Headcount Claim – Updating Existing Children

14. If a child has left your setting then tick the Child Has Left box. This record will appear later to request leaver information.

			Address	Free Entitlement Hours	Wraparound Hours	Total Attended Hours	Child Has Left	Start Date	
			ey House	12.50	3.00	15.50	<input type="checkbox"/>	09/07/2009	Edit
				12.50	3.00	15.50	<input type="checkbox"/>	09/07/2009	Edit
						15.50	<input type="checkbox"/>	09/07/2009	Edit
Chapman James			eta House New Road				<input checked="" type="checkbox"/>	05/01/2009	Edit
Chaudry Jill	09/12/2005	Female	Kroner House				<input type="checkbox"/>	05/01/2009	Edit
Cracknell Nicola	03/06/2005	Female	Brenchley House				<input type="checkbox"/>	09/07/2009	Edit
Parkes Nicola	01/09/2004	Female	Brenchley House Week Street				<input type="checkbox"/>	05/01/2009	Edit
Prentice Teresa	07/04/2006	Female	4 Booth Road				<input type="checkbox"/>	09/07/2009	Edit
Smith Adam	16/11/2005	Male	4 Booth Road				<input type="checkbox"/>	05/01/2009	Edit
Sutton Craig	27/01/2006	Male	Invicta House County Road				<input type="checkbox"/>	05/01/2009	Edit

[First Page](#) [Previous Page](#)

[Next Page](#) [Last Page](#)

Headcount Claim – Updating Existing Children

Name	Date of Birth	Gender	Address	Free Entitlement Hours	Wraparound Hours	Total Attended Hours	Child Has Left	Start Date	
Armitage Aaron	10/01/2006	Male	Brenchley House	<input type="text" value="12.50"/>	<input type="text" value="3.00"/>	<input type="text" value="15.50"/>	<input type="checkbox"/>	09/07/2009	<input type="button" value="Edit"/>
Beck Andrew	03/05/2005	Male		<input type="text" value="12.50"/>	<input type="text" value="3.00"/>	<input type="text" value="15.50"/>	<input type="checkbox"/>	09/07/2009	<input type="button" value="Edit"/>
Bloggs Fred	04/03/2006	Male		<input type="text" value="12.50"/>	<input type="text" value="3.00"/>	<input type="text" value="15.50"/>	<input type="checkbox"/>	09/07/2009	<input type="button" value="Edit"/>
Chapman James	23/02/2006	Male		<input type="text" value="12.50"/>	<input type="text" value="3.00"/>	<input type="text" value="15.50"/>	<input checked="" type="checkbox"/>	05/01/2009	<input type="button" value="Edit"/>
Chaudry Jill	09/12/2005	Female		<input type="text" value="12.50"/>	<input type="text" value="3.00"/>	<input type="text" value="15.50"/>	<input type="checkbox"/>	05/01/2009	<input type="button" value="Edit"/>
Cracknell Nicola	03/06/2005	Female	ley House	<input type="text" value="12.50"/>	<input type="text" value="3.00"/>	<input type="text" value="15.50"/>	<input type="checkbox"/>	09/07/2009	<input type="button" value="Edit"/>
Parkes Nicola	01/09/2004	Female	Brenchley House Week Street	<input type="text" value="12.50"/>	<input type="text" value="3.00"/>	<input type="text" value="15.50"/>	<input type="checkbox"/>	05/01/2009	<input type="button" value="Edit"/>
Prentice Teresa	07/04/2006	Female	4 Booth Road	<input type="text" value="12.50"/>	<input type="text" value="3.00"/>	<input type="text" value="15.50"/>	<input type="checkbox"/>	09/07/2009	<input type="button" value="Edit"/>
Smith Adam	16/11/2005	Male	4 Booth Road	<input type="text" value="12.50"/>	<input type="text" value="3.00"/>	<input type="text" value="15.50"/>	<input type="checkbox"/>	05/01/2009	<input type="button" value="Edit"/>
Sutton Craig	27/01/2005	Male	Invicta House County Road	<input type="text" value="12.50"/>	<input type="text" value="3.00"/>	<input type="text" value="15.50"/>	<input type="checkbox"/>	05/01/2009	<input type="button" value="Edit"/>

15. When you have completed a page click Update to save your progress so far.

16. Then click Next Page and NOT the Next button.

[First Page](#)
[Previous Page](#)

[Next Page](#)
[Last Page](#)

Headcount Claim – Updating Existing Children

17. Complete each page by following Steps 1 – 16 of the Headcount Claim.

Name	Date of Birth	Gender	Address	Free Entitlement Hours	Wraparound Hours	Total Attended Hours	Child Has Left	Start Date	
Sutton Phil	07/12/2005	Male	Brenchley House	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	09/07/2009	<input type="button" value="Edit"/>
Willsher Sandra	21/09/2005	Female	Brenchley House	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	09/07/2009	<input type="button" value="Edit"/>

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Remember to Click on Update otherwise you are at risk of losing your work.

When you complete a page you must click the [Next Page](#).

Headcount Claim – Updating Existing Children

18. When you have completed all pages Click **Update** and then Click the **Next** button.

Name	Date of Birth	Gender	Address	Free Entitlement Hours	Wraparound Hours	Total Attended Hours	Child Has Left	Date	
Sutton Phil	07/12/2005	Male	Brenchley House	<input type="text" value="12.50"/>	<input type="text" value="3"/>	<input type="text" value="15.5"/>	<input type="checkbox"/>	07/2009	<input type="button" value="Edit"/>
Willsher Sandra	21/09/2005	Female	Brenchley House	<input type="text" value="12.50"/>	<input type="text" value="3"/>	<input type="text" value="15.5"/>	<input type="checkbox"/>	07/2009	<input type="button" value="Edit"/>

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Headcount Claim – Children Leaving The Setting

19. If you have Leavers you need to enter the leaving date.

20. Select a destination.

21. Other Reason is optional however, if information is provided here this may reduce the number of queries raised.

* This symbol means that you must enter this information.

Name	Date of Birth	Leaving Date*	Destination	Other Reason
Chapman, James	23/02/2006	20/07/2009	Transfer KCC maintain nursery	

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Exit

Update

Back

Next

22. When completed click Update to save your progress so far.

23. Then click on Next.

Headcount Claim – Recommended Order of Input

Kent County Council

24 hour helpline 08458 247 247

Early Years Free Entitlement
Submit Headcount for MIU Nursery

Thank you for completing this term's Early Years Headcount. To make these changes available to Kent County Council, click 'Submit'. You will not have a chance to make amendments or add newly eligible children once you have submitted.

Please do not use the 'Back' button. For further help or to access Kent Trust Web

Microsoft Internet Explorer

You will not have a chance to make amendments or add newly eligible children once you have submitted

OK Cancel

Exit Print Summary Back Submit

24. Click Submit.

A warning message will appear: You will not have a chance to make amendments or add newly eligible children once you have submitted.

25. If you have completed Click OK and you have completed the Headcount Claim.

26. If you have **not** completed the Headcount Click on **Cancel** and then the **Back** button. **Do not use the Back browser.**

Headcount Claim – Possible Errors

! indicates that an error has occurred somewhere within the grid line, please check other pages of the grid for errors. The list of possible errors are.

- Child Left has been ticked where there are values in Free Entitlement Hours, Wraparound Hours or Total Attended Hours

27. When you click Next you may get a validation error.

Name	Date of Birth	Gender	Address	Free Entitlement Hours	Wraparound Hours	Total Attended Hours	Left		
Armitage Aaron	10/01/2006	Male	Brenchley House	12.50	3.00	15.50	<input type="checkbox"/>	09/07/2009	Edit
Beck Andrew	03/05/2005	Male	Kent County Council Invicta House	12.50	3.00	15.50	<input type="checkbox"/>	09/07/2009	Edit
! Bloggs Fred	04/03/2006	Male	Brenchley House	12.50	3.00	15.50	<input checked="" type="checkbox"/>	09/07/2009	Edit
Cracknell Jill	09/12/2005	Female	Kroner House	12.50	3.00	15.50	<input type="checkbox"/>	05/01/2009	Edit
Cracknell Nicola	03/06/2005	Female	Brenchley House	12.50	3.00	15.50	<input type="checkbox"/>	09/07/2009	Edit
Parkes Nicola	04/01/2004	Female	Brenchley House Week Street	12.50	3.00	15.50	<input type="checkbox"/>	05/01/2009	Edit
Prentice Teresa	07/12/2004	Female	4 Booth Road	12.50	3.00	15.50	<input type="checkbox"/>	09/07/2009	Edit
Smith	07/12/2004	Female	4 Booth Road	12.50	3.00	15.50	<input type="checkbox"/>	05/01/2009	Edit
Sutton	07/12/2004	Female	4 Booth Road	12.50	3.00	15.50	<input type="checkbox"/>	05/01/2009	Edit
Sutton Phil	07/12/2005	Male	Brenchley House	12.50	3.00	15.50	<input type="checkbox"/>	05/01/2009	Edit

28. A red exclamation mark ! Indicates the record with error.

29. Correct the record and remember to Click Update and Next

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Update

Add Child

Print Summary

Back

Next

EY Web – Q&A

- Q) Can I print a summary after I have submitted the headcount?
 - A) Yes, however you must do so before the deadline as the EY Web is no longer accessible after the deadline.
- Q) If I create a duplicate record, how do I delete it?
 - A) You are not able to delete duplicates. If a duplicate exists, please ensure all information is the same for both records ie. Attended hours and free entitlement hours.
- Q) Can I change the headcount data after I have submitted?
 - A) You cannot change the data if you have submitted.
- Q) If I press save and log out, will I lose my data?
 - A) Pressing save allows you to log out and come back at a later stage to complete the headcount. Pressing save and not submitting will also allow you to make changes to the information you have already input but not yet submitted.

Useful Information

For any queries relating to the site, please refer back to the guidance or contact a member of the Management Information Unit.

Early Years Web:

<https://www.kent.gov.uk/KCC.eGov.NurseryPlaces.Web.Public/Login.aspx>

Kent Trust Web Early Years Section:

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

Click here to go back to [guidance](#):