

Suffolk Provider Portal – How to Read Your Headcount Task

	Legal Forename	Legal Surname	Funding	Date of birth	Funding Age	Start Date	End Date	Stretched/EYPP	Weeks Attended for term	Average Hours Attended per week (funded+non-funded)	Hours Attended for term	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
			<input type="checkbox"/>						55.00	75.25	827.75	15.00	165.00	43.25	475.75

The child's basic details. The funding age completes automatically.

The start date will default to the 1st of the month, or the date a disadvantaged/non-economic 2-year-old application was completed. An end date should only be added if the child has left your provision.

The total weeks the child is attending in this term.

This column contains information on the child's funding, in the form of several symbols. These are listed below:

- N** - this means the child is not currently eligible for any funded/universal hours. If you see this, it either means you have not linked a new 2 Year Old to your headcount task using their 'TYF' reference number or they do not qualify for 2 Year Old Funding via the disadvantaged/non-economic criteria.
- 2** - this means the child is or was eligible for 2-year-old funding via the disadvantaged/non-economic criteria.
- P** - this means the child is eligible for Early Years Pupil Premium.
- EH** - this means the child is eligible for the expanded/extended hours. The colour of this symbol will change depending on the code's expiration date.
- S** - this means the child also has an open record at another setting. If you are unsure about this, check with the parent to see if the child is attending anywhere else or has done in the past.

The total number of hours a child attends, including both funded and non-funded hours. These boxes do not have restrictions – you can enter as many hours as you want. They are **not** funded hours columns, and **you will not be paid if you have only entered hours in these columns.**

If you have had an overclaim, these hours will still be populated on your additional task. This does **not** mean you have been paid for the child. The funded columns will be empty, and you must add hours to them after an overclaim.

The funded/universal and expanded/extended hours per week you are claiming. You can enter a maximum of 15 hours into both boxes. **You are paid from these columns and must enter hours into at least one of them if you are claiming for a child.**

The total number of funded/universal and expanded/extended hours you are claiming for the term. These boxes are locked at the maximum funded hours available for each term – 210 in Autumn, 165 in Spring, and 195 in Summer. **You are paid from these columns and must enter hours into at least one of them if you are claiming for a child.**

Full guidance on completing a headcount task is available on [Suffolk Learning](https://www.suffolk.gov.uk/learning). Please email provider.portal@suffolk.gov.uk with any queries.