Knowsley Early Years and Educations System (EYES)
Establishment Portal
User Guide for PVI's and Childminders
(March 2024)

Contents

Please Note

For the purpose of this guidance document, all screenshots are from a test system and bare no correlation with any live personal data.
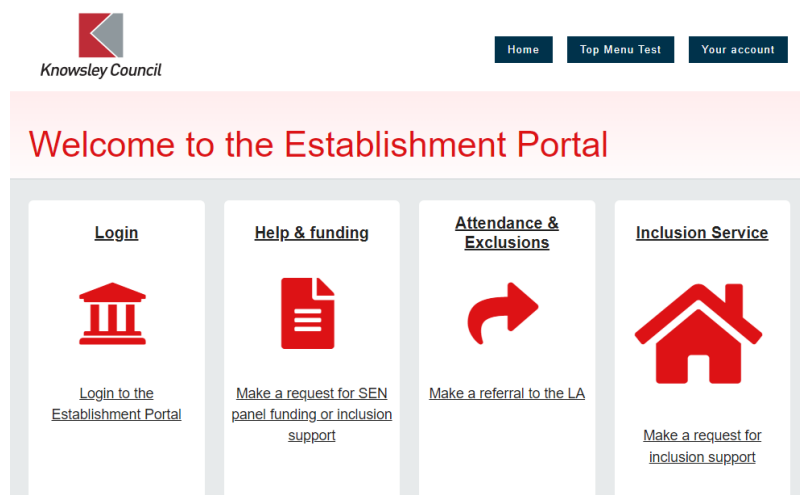
Register/Log In

Link - [Portal Home (knowsley.gov.uk)](knowsley.gov.uk)

If you have not used the system before, you will need to email jo.clarke@knowsley.gov.uk with your own provider email address (generic email addresses are not allowed for access to the system) and purpose for use of the system. Once advised that you are set up you will need to click on register for a new account using this email address. If you need one to one support to use the system, then email jo.clarke@knowsley.gov.uk to arrange this.

Click on Login and enter your email address and password.

Secure login - step 1

New to Establishment Portal UAT2? Register for an account here or use the button below.
Already using Establishment Portal UAT2? Sign in below.

Existing users

Email

jo.clarke@knowsley.gov.uk

Password

••••••••••••••

For additional security, we will confirm your account by sending an authentication code to your email address.

Submit   Cancel

Forgotten password?

New users

If you're new to Establishment Portal UAT2, sign up for an account here

Register for new account

You will then get the following screen.

Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.

If you can't find this email, it may be in your spam/junk email folder.

Code

Finish   Cancel

Please send me a new code

You will need to go to your emails, and you should have received an email like below with a verification code. Please note that you will receive a new code each time you log into the establishment portal. Enter the code in the same format as shown below i.e. xxxx xxxx (add a space between the two sets of numbers).

Your custom code for Establishment Portal UAT2 login

NR No-Reply@knowsley.gov.uk
To Clarke, Jo

Dear Jo Clarke,

Thank you for using Establishment Portal UAT2. Please enter the following code on the login verification page:

4294 3541

Many thanks,
Establishment Portal UAT2

Once logged in you will automatically be directed to the dashboard.

Dashboard

Overview

Below is an example of what your dashboard may look like. This is an overview of the children you currently have on your live register and shows the status of the current/upcoming headcount.

Home
Top Menu Test
Early Years ⌄
Help & funding
Family Information Service
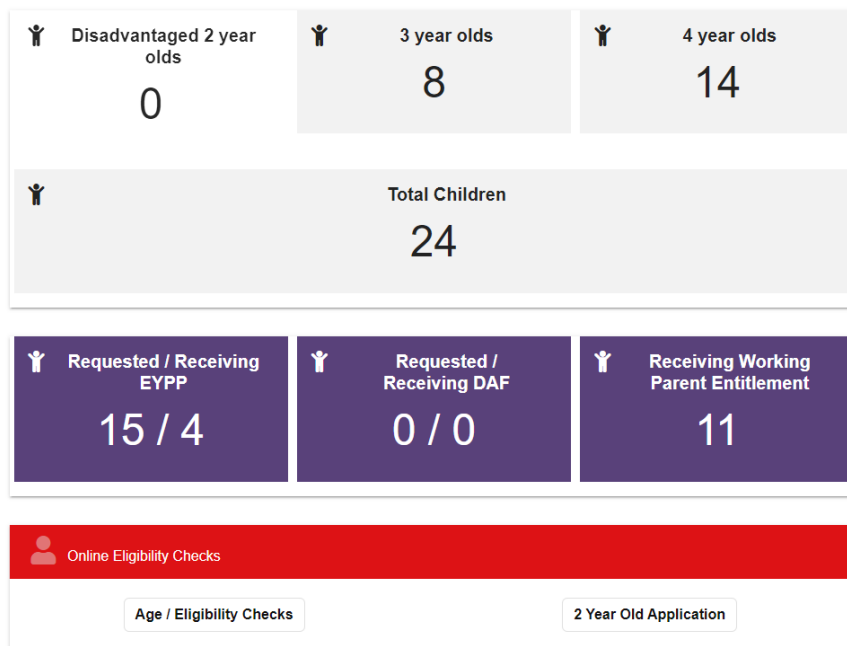Your account
👤 Jo Clarke ⌄

Early Years Dummy Setting

Knowsley Council

Dashboard

View Messages (0)   Refresh

🧍 Estimates and Headcounts

A Headcount for Summer term can be submitted from 11-Apr-2024.
No Estimate dates set.

You can click onto each of the boxes above which will then just show you the children within these criteria i.e. all 3-year-olds. To exit this, you will need to click back on the Early Years tab and click on Dashboard to bring you back to this screen.

From the dashboard you will see there are two tabs at the bottom of the screen one is for online eligibility checks and the other for 2 year old applications (for disadvantaged 2YO only).

Age/Eligibility Checks

Use this tab to check the following:

If you are unsure what the funding age is currently for a particular child, you can use this functionality to check.

Age / Eligibility Checks

This child's Funding Age for the current term is 2 year old, next term they will be 3 year old.

Child's Date Of Birth
03-02-2021

Check Age   Reset

To check a child's code to see if they are eligible for funding use the tabs below:

Eligibility Check ❓
○ 2 Year Old Check
○ Working Parent Eligibility Check

2-Year-Old check – this tab is to check funding entitlements for disadvantaged two-year-olds – current 2YO

Eligibility Check ❓
◉ 2 Year Old Check
○ Working Parent Eligibility Check

✔ Ref: "3A-VRWU-MI1Z" - Found and Eligible

Does the Parent / Guardian have a 2 Year Old Application Reference Number from Knowsley Borough Council?
◉ Yes
○ No

Enter the reference number, date that proof of eligibility was seen, and child details below (all fields MUST be filled in).

Reference No. * ❓
3A-VRWU-MI1Z

Child's Forename *
Tony

Child's Surname *
Testing

Child's Date Of Birth *
01-08-2021

Proof Seen * ❓
01-03-2024

Check Eligibility   Reset   Add to Live Register

Once you have done the check here you can add the child to the live register from here (but only if the term has already started for which the child is due to start). If not, you can just use the functionality to check if the child is eligible ahead of the term starting, then go and add the child to the live register once the term has started or you can add the child as a future starter. Click here to go to guidance to add a child to the live register or click here to go to add a child to future starter.

If you have a two-year-old from a working family under the new funding entitlement or a 30-hour code that needs to be checked then use the 'Working Parent Eligibility Check' tab.

2 Year Old Application

You can submit a 2YO application on behalf of a parent using this option.

Once submitted you can view the application status (see page 36) and check the messages in the dashboard.

Early Years Tab

Live Register

Adding a new child

To add a new child as a Future Starter or to add to the Live Register use the guidance below:

Click on Early Years Tab, then Live Register tab, then to add a child on as a 'Future Starter' click the relevant tab below or to add to the Live Register click on 'Add Child':

Early Years

Live Register

Use the Live Register to record all children attending your provision. It will be used as the basis for your Headcount and Early Years Census so be sure that it's kept up-to-date and it includes all the 2 (if applicable), 3 and 4-Year-Olds at your provision. You can only record children that have funded hours.

Future Starters (1)   Add Child

Add in the child's details

Where a child has SEN please see guidance on page 20

SEN

SEN *		
	U UT Stage T	
	Education, Health and Care Plan	
	No Special Educational Need	
	School Action or Early Years Action	
	School Action Plus or Early Years Action Plus	
	SEN Assessment	
	SEN Support	
	Statement	

Edit Funding Details

Edit Funding Details

OK   Cancel

Edit Funding Details

Edit Funding Details

Save   Cancel

Next click on 'Edit Funding Details' tab, then add in the parent / guardian details. If they are a two-year-old from a working family and have a '500' code or a child with a 30-hour code, please ensure this is entered in the box below called 'Eligibility Code'

Parent/Guardian Details

Field	Value
Forename*	Joan
Surname*	Bloggs
Contact Number	01514435739
Date Of Birth	01-08-2004
NI Number ❓	AB112233C
NASS Number ❓	
Consent to Pupil Premium check	⦿ Yes ○ No
Eligibility Code	

OK

Cancel

If you have received consent on the parent declaration form, then click – Consent to Pupil Premium check – EYPP.

Parent / Guardian Details

This should only be the parent/guardian(s) living in the household of the child as declared to HMRC and may not necessarily be the child's biological parent.

Name	DOB	Contact No.	NI No.	NASS No.	Eligibility Code	Pupil Premium Consent	
Joan Bloggs	01-Aug-2004	01514435739	AB112233C			Yes	✏️ ✖️

Add Guardian

Funding Eligibility Checks

Funding Age: 2 year old

Two Year Old Funded Entitlement	This child is eligible for 2 year old funded entitlement. **Check Eligibility for 2 Year Old Funding**
Working Parent Entitlement	This child is not eligible to claim working parent entitlement. **Check Eligibility for Working Parent Entitlement**

If you have a child who is a '2YO – disadvantaged two-year-old' click on the 'Check Eligibility for 2-Year-Old Funding' tab.

Two Year Old Application Details

Please select from the following options;

Does the Parent / Guardian have a 2 Year Old Application Reference Number from Knowsley Borough Council?

- ◉ Yes
- ○ No

Enter the reference number and date that proof of eligibility was seen below (all fields MUST be filled in).

Reference No. ❓ *

3A-VRWU-MI1Z

Proof Seen ❓ *

08-03-2024

Ok | Close

Enter details the click on 'Ok' then scroll back down to under the parent/guardian field and you should see something like this to show the child is eligible this term:

Funding Eligibility Checks

Funding Age: 2 year old

Two Year Old Funded Entitlement
This child is eligible for 2 year old funded entitlement. Two Year Old Ref No: 3A-VRWU-MI1Z, Proof Seen: 08-Mar-2024

Check Eligibility for 2 Year Old Funding

Working Parent Entitlement
This child is not eligible to claim working parent entitlement.

Check Eligibility for Working Parent Entitlement

If the child is not eligible or if the details are incorrect, you will see this sort of message:

Funding Eligibility Checks

Funding Age: 2 year old

Two Year Old Funded Entitlement	Ref: "3A-VRWU-MI1Y" - Not Eligible, the reference number used could not be confirmed. **Check Eligibility for 2 Year Old Funding**
Working Parent Entitlement	This child is not eligible to claim working parent entitlement. **Check Eligibility for Working Parent Entitlement**

Next, add in the attendance details and scroll down.

If you have ticked the EYPP box in the parent / guardian box as shown previously above, then click on 'Perform Pupil Premium Check as shown below:

Attendance Details

Provider Delivery Method	Term Time Only
Days Per Week *	5
Additional Hours ?	0.0
2 Year Old Funded Entitlement ?	15.0
Working Parent Entitlement ?	0.0

Early Years Pupil Premium

If 'Yes' is selected below then an Early Years Pupil Premium receipt will be requested for this child when they are 3/4 years old. This check will be performed automatically when you submit your next headcount. If the child is not yet old enough, you can still add the information now and it will be stored here until the first term after their 3rd birthday.

Do not carry out an eligibility check unless you hold a signed mandate from the parent/guardian(s) consenting to their details being verified with records held by the Department for Work and Pensions (DWP), Her Majesty's Revenue and Customs (HMRC) and the Home Office.

Check for Pupil Premium eligibility   ◉ Yes   ○ No

Consenting Parent/Guardian(s).

Joan Bloggs (DOB: 01-Aug-2004) - AB112233C

Found and eligible - Check Date - 08-Mar-2024

Perform Pupil Premium Check

If the parent is not eligible for EYPP the following result will show:

Consenting Parent/Guardian(s).

Joan Bloggs (DOB: 01-Aug-2004) - AB112233C

Not found - Check Date - 08-Mar-2024

Perform Pupil Premium Check

Scroll down and add in a category if this is helpful otherwise click on save.

Categories

Use this section to add tags / categories to this child which can then be used to filter on in the Live Register.

Add a category

+ Add

Categories   2 Year Olds   2 Year Olds (Disadvantaged)   Funded Hours

Pupil Premium

Documents

Upload any related documents here   **⬆ Upload Document**

Save   Cancel

You have successfully saved the child's record as per screenshot below:

The details of Tony Testing have been successfully saved.

Add Future Starter   **Back to Register**

🏢 Early Years Dummy Setting

Name	Gender	Date Of Birth	Age ❓	Proposed Start Date	Days Per Week ❓	Funded Entitlement ❓	Working Parent Entitlement ❓	Total Hours ❓	Delivery Method ❓		
Tony Testing	M	01-Aug-2021	2 year old	01-Apr-2024	5	15.0	0.0	15.0	TTO	✏️ Edit	➕ Accep

Updating a future starter

Click on the future starter tab and scroll down to the relevant child.

Live Register

Use the Live Register to record all children attending your provision. It will be used as the basis for your Headcount and Early Years Census so be sure that it's kept up-to-date and it includes all the 2 (if applicable), 3 and 4-Year-Olds at your provision. You can only record children that have funded hours.
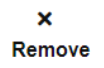
Q   Future Starters (1)   **Add Child**

Drag the grey tab bar at the bottom along to the right to see the boxes below:

Early Years Dummy Setting

Date Of Birth	Age ❓	Proposed Start Date	Days Per Week ❓	Funded Entitlement ❓	Working Parent Entitlement ❓	Total Hours ❓	Delivery Method ❓			
01-Aug-2021	2 year old	01-Apr-2024	5	15.0	0.0	15.0	TTO	✏️ Edit	✚ Accept	✖ Remove

If you need to update any of the records, click on the edit tab and follow the instructions below for updating a child's record.

If you want to add a child to the live register for the term that has just started, click on accept. You will then need to scroll down and add in the date the child started then just scroll down to save.

Proposed Start Date *	01-04-2024	📅
Date Started *	dd-mm-yyyy	📅
In Care/Previously in Care ❓	○ Yes ◉ No	

Make sure that if any other details have changed you will need to edit the child's details using the guidance below.

If the child did not end up starting at your settings, you can click on the remove tab, and you will get this:

Never Attended   ✕

Please confirm that this child never attended your provision.

Ok   Cancel

Live Register

👤 Live Register

Use the Live Register to record all children attending your provision. It will be used as the basis for your Headcount and Early Years Census so be sure that it's kept up-to-date and it includes all the 2 (if applicable), 3 and 4-Year-Olds at your provision. You can only record children that have funded hours.

> **Tony Testing has been successfully marked as never attended.**

Add Future Starter   **Back to Register**

Updating a child's record

To edit/update a child's details go to live register and then click the edit button relating to the child as per below:

Live Register

👤 Live Register

Use the Live Register to record all children attending your provision. It will be used as the basis for your Headcount and Early Years Census so be sure that it's kept up-to-date and it includes all the 2 (if applicable), 3 and 4-Year-Olds at your provision. You can only record children that have funded hours.

🔍   **Future Starters (1)**   **Add Child**

🏢 Early Years Dummy Setting

Name	Gender	Date Of Birth	Age ❓	Days Per Week ❓	Funded Entitlement	Working Parent Entitlement ❓	Total Hours ❓	Delivery Method ❓	Info ❓	Alert ❓
LAURA CARTWRIGHT	F	16-Feb-2020	3 year old	3	15.0	0.0	15.0	TTO	34 UNI	✏️ Edit Rer

If you need to update the parents' details or funding details, you can just scroll down to them.

17

If you need to update the child's details, then click on button as per below.
.

Removing a child from Live Register – If they have left your provision

Click on the remove button in relation to the child as per below:

Add in the date the child left the provision and click confirm:

If the child left at the end of term mark as 'No' to reallocate funding back to KMBC and leave the 'Funded Weeks' tab blank and click 'Submit.'

Mid Term Remove ✕

This child started at your provision on 03-Jan-2023.

Has this child now left your provision? *
◉ Yes
○ No

Reallocate funding back to Knowsley Borough Council? *
○ Yes
◉ No

Funded Weeks ❓ * [|]

[Submit] [Cancel]

If the child left mid-term you need to click 'yes' to reallocate funding back to KMBC and enter the number of funded weeks the child had remaining during the term, then click 'Submit.'

Mid Term Remove ✕

This child started at your provision on 03-Jan-2023.

Has this child now left your provision? *
◉ Yes
○ No

Reallocate funding back to Knowsley Borough Council? *
◉ Yes
○ No

Funded Weeks ❓ * [3|]

[Submit] [Cancel]

Child with SEND

If a child has SEND, click on the appropriate tab as below but please note some are no longer used and we are awaiting these to be taken off the drop-down list. Please only use the highlighted ones below:

If you select SEN (Special Educational Needs) Support or Education, Health, and Care Plan you will need to complete this information below:

If this child is new to your provision, then use the same start date as when they started at your setting. **Please note** - this box must be kept up to date as this information is important. This is submitted as part of the census data during Spring Term must be updated at any point that the child's circumstances change.

Submissions – Headcount

When you have updated your live register and have checked all the details you should be ready to submit your current headcount.

Go to Early Years tab and select Submissions.

Click on Next

Census – spring term only

If this is the spring term you will need to check and update your provider and staffing details.

Provider Details – follow instructions on page 31.

Census for Spring 2023/24

A Census has been generated below for you to review.

Provider Details	Staff Totals

Main Details

LA Number: 340
Provider URN: ▓▓▓▓▓
Ofsted URN: ▓▓▓▓▓
Provider Name: Early Years Dummy Setting
Provider Category: Private
Setting Type: Early years childcare provider
EY Day Care: Full Day Care
Childminder Category: Individual child minder
Maintained School Relationship: Yes
Other Establishment Partnership: No
Funding Weeks: 38.0

Contact Details

Telephone: 01514435739
Postcode: ▓▓▓▓▓

Check the above details are correct. If not contact earlyyearsheadcount@knowsley.gov.uk to advise of any changes necessary.

As per below you need to add in the total number of privately funded children (children not on your live register).

Then enter the number of weeks your provision is open per year.

Check and edit, if necessary, your opening hours.

Pupil Details

Privately funded 2 year olds *	0
Privately funded 3 year olds *	0
Privately funded 4 year olds *	0

Opening Details

Weeks Open: * 38

Open 24 / 7   ○ Yes
              ● No

Day	Open	Opening Time ?	Closing Time ?
Monday	● Yes ○ No	08:00	17:30
Tuesday	● Yes ○ No	08:00	17:30
Wednesday	● Yes ○ No	08:00	17:30
Thursday	● Yes ○ No	08:00	17:30
Friday	● Yes ○ No	08:00	17:30
Saturday	○ Yes ● No	--:--	--:--

Staff Totals

Below shows an overview of the staffing. To update the staffing following instructions in the guidance on page 32.

A Census has been generated below for you to review.

Provider Details	Staff Totals

Staff with an early years Level 2 qualification

0

Staff with an early years Level 3 qualification (non-managerial role)

0

Staff with an early years Level 3 qualification (managerial role)

1

Staff with qualified teacher status

0

Staff with early years professional status

0

Staff with early years teacher status

0

1 Start	2 Census	3 Headcount	4 Confirmation	5 Finish

Reset   Previous   Next

Click on next.

Next click on claim maximum weeks and all the children's details for weeks attended will be updated to the relevant number of weeks for that term i.e. Spring 11 weeks, Summer 13 weeks and Autumn 14 weeks.

	Headcount for Spring 2023/24							
Child	Funding Age ❓	Delivery Method ❓	Weeks	Days Per Week ❓	Additional Hours ❓	Funded Hours Claimed ❓	Working Parent Hours Claimed ❓	Early Year Pupil Prem ❓
LAURA CARTWRIGHT	3YO	TTO	11.0	3.0	0.0	15.0	0.0	☑
LUCA JONES	4YO	TTO	10.0	3.0	0.0	15.0	15.0	☑
OLIVE BENNETT	4YO	TTO	11.0	5.0	0.0	15.0	15.0	☑

Scroll through and check the number of weeks for each child looks correct. If any children are not accessing the full number of weeks may will need edit the child's record or this may be correct as they may only be attending part of the term.

Click on next once you are happy with all the children's details.
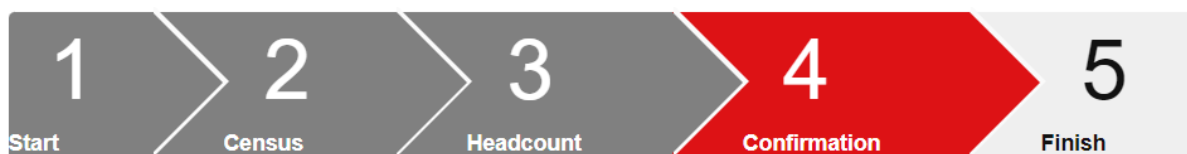
Confirmation

It looks like you're ready to submit your headcount. Once you click **Submit** you will no longer be able to make any changes because it will be securely sent to Early Years for approval.

By clicking **Submit** you are confirming that:

- the children on your headcount were attending your setting during Spring 2023/24
- incorrectly claimed funded hours must be repaid
- where parental information has been submitted, signed mandates are held by the setting giving the parent's consent for an Early Years Pupil Premium check to be completed

☐ I Agree * *This field is required*

Headcount for Spring 2023/24

Please review the following headcount details.

Term Time Only
0 x 2 Year Olds (Disadvantaged) claiming **0.0** funded hours per week.
10 x 3/4 Year Olds claiming **150.0** universal hours per week and **30.0** working parent hours per week. This adds up to a total of **180.0** hours claimed.

Other Totals
0 children claiming Working Parent Entitlement 9 months - 3 Years.
2 children claiming Working Parent Entitlement 3 / 4 years.
This adds up to a total of 2 children claiming Working Parent Entitlement.
3 children claiming Early Years Pupil Premium.
0 privately funded 2 year olds, 0 privately funded 3 year olds and 0 privately funded 4 year olds.

You will need to tick this box before you can proceed any further but please ensure you have read the check list before proceeding as certain changes may not be possible once the headcount has been submitted.   Click **here** to review the check list.

Sometimes you may get an error message after you have clicked on submit.

You will need to click on reset then go back to the live register and review these children. In the case of these two children above, they are no longer eligible for the working parent entitlement (30 hours funding in this case due to the age of the child) so the code must be removed from the parent/guardian details. Once the children have been updated then you can follow the steps again and submit your headcount.

Reports

There are several reports available for you to select and download from the portal:

Reports

Reports

Get a report of all Estimates previously submitted.

[⤓ Estimates]

Get reports about children on (or previously on) your live register.

| All children currently on your live register ▾ |

[⤓ Live Register]

Get a report of all entries from the selected Submission.

| Please select a Submission ▾ |

[⤓ Submissions]

Get a report of all Censuses previously submitted.

[⤓ Census History]

Get a report of all previous eligibility checks.

| All Checks Performed ▾ |

[⤓ Working Parent Entitlement Report]

Get reports about children on (or previously on) your live register.

| All children currently on your live register ▾ |

All children currently on your live register
All children not claiming any hours
All children missing ethnicity data
All children who have been removed from your live register

Get a report of all entries from the selected Submission.

| Please select a Submission ▾ |

Please select a Submission
Spring 2023/24 (Headcount)
Spring 2022/23 (Headcount)
Autumn 2022/23 (Headcount)

Please note these reports are no longer available as this has now been moved. See payments information below.

Payments

There is now a new area where you can view your payments. Please note however that these reports still do not show Deprivation payments or mid term claims. These are still in development so should be available in future.
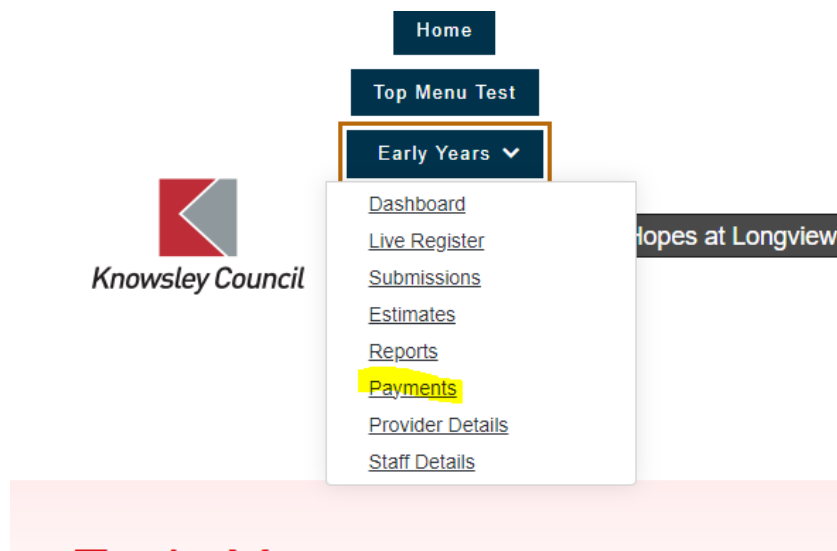
Early Years

Payments	Payment Totals	Payment Rates

Spring 2023/24 ▼

- ☑ Under 2
- ☑ 2 year old (Working Parent)
- ☑ 2 year old (Disadvantaged)
- ☑ 3 year old
- ☑ 4 year old

- ☐ DAF
- ☐ Pupil Premium

- ☑ Headcount
- ☑ Mid-Term Joiner
- ☑ Mid-Term Leaver

Apply Filter

⬇ Export Payments

First Name	Last Name	Type	Cohort	DOB	Start Date	End Date	Total Hours	Total Weeks	Claim Amount (£)	DAF (£)	Pupil Premium (
Daniel	▬▬▬	Headcount	4 Year Old	08-Aug-2019	01-Jan-2024	31-Mar-2024	165.0	11.0	800.25		
Max	▬▬▬	Headcount	4 Year Old	17-Jan-2019	01-Jan-2024	31-Mar-2024	165.0	11.0	924.00		99.0
Ava	▬▬▬	Headcount	4 Year Old	04-Jun-2019	01-Jan-2024	31-Mar-2024	165.0	11.0	825.00		
George Samuel	▬▬	Headcount	4 Year Old	21-Sep-2019	01-Jan-2024	31-Mar-2024	165.0	11.0	825.00		

Payments	Payment Totals	Payment Rates

Total Payment: £29,972.25

Period Start: 01-Jan-2024
Period End: 31-Mar-2024

Estimate

Total	£0.00
Advance	£0.00

Headcount

Universal	£29,477.25
Working Parent	£0.00
Pupil Premium	£495.00
Total	£29,972.25

Mid-Term Changes

Joiners	£0.00
Leavers	£0.00
Total	£0.00

DAF

DAF	£0.00

Cohort Payments

Age	Headcount	Joiners	Leavers	Total
3 year old	£13,101.00	£0.00	£0.00	£13,101.00
4 year old	£16,871.25	£0.00	£0.00	£16,871.25
Total	£29,972.25	£0.00	£0.00	£29,972.25

The function below will export the funding breakdown into an excel spreadsheet.

Provider Details

You can view your settings details here and advise
earlyyearsheadcount@knowsley.gov.uk if anything needs to be updated. You can
however update your opening times here and your provider availability as per below.
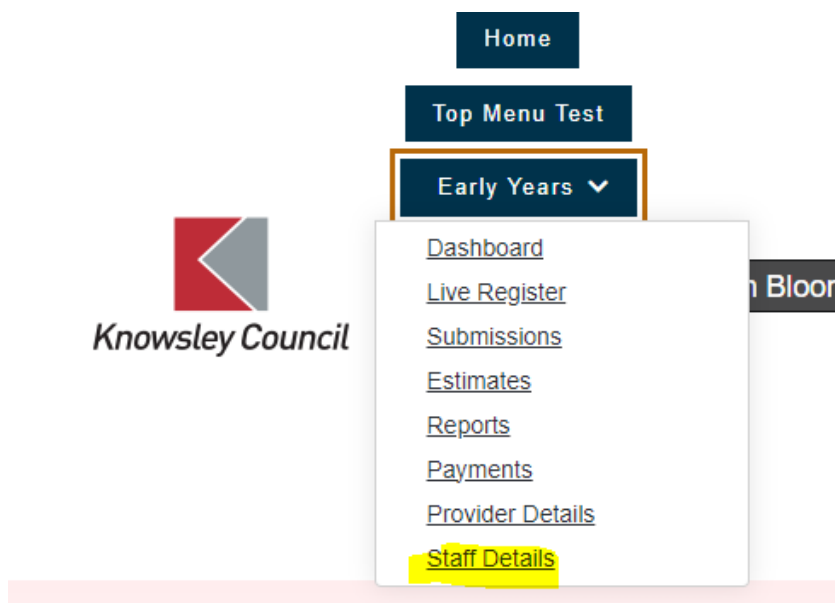
Opening Times

Day	Open	Opening Time ❓	Closing Time ❓
Monday	◉ Yes ○ No	07:30 🕐	17:50 🕐
Tuesday	◉ Yes ○ No	07:30 🕐	17:50 🕐
Wednesday	◉ Yes ○ No	07:30 🕐	17:50 🕐
Thursday	◉ Yes ○ No	07:30 🕐	17:50 🕐
Friday	◉ Yes ○ No	07:30 🕐	17:50 🕐
Saturday	○ Yes ◉ No	--:--	--:--
Sunday	○ Yes ◉ No	--:--	--:--

Provider Availability

☑ All Year Round
☑ Term Time Only

Click on Save once you have made changes.

Staff Details

You need to add in your staffing including qualifications. Please do not enter any personal details as this is not necessary and we don't want to have this information recorded on the portal. Please keep this information up to date as this will impact on the census for the Spring Term headcount.

Edit Staff

Staff Details

Forename *	Jo
Surname *	Clarke
Previous Surname	
Job Title *	Manager
Email	jo.clarke@knowsley.gov.uk
Phone Number	01514435739
Works with children aged under 5 *	◉ Yes ○ No
Is a Manager *	◉ Yes ○ No
Is an apprentice	○ Yes ◉ No
Is a volunteer	○ Yes ◉ No
First Day *	13-06-2016
Last Day ?	dd-mm-yyyy

Staff Address

Building name	
Number	
Street	
Town	
Locality	
County	
Postcode	

🔍 **Search Again**

Emergency Contact Details

Name

Relationship

Phone Number

Qualifications

Name	Level	Before 1st September 2014	Remove
A Higher National Diploma in: Early Years, Early Childhood Studies, Childcare or Playwork	5	Yes	✕

Add Qualification

Training

Paediatric First Aid ● Yes ○ No

Safeguarding ● Yes ○ No

Fire Marshall ● Yes ○ No

Manual Handling ● Yes ○ No

Forest School ● Yes ○ No

Save Cancel

Help & Funding

Help & funding

Make an application for SEN panel funding.

Apply for SEN panel funding

Make a request for inclusion support.

Request inclusion support

For Help & Funding guidance documents go to [Headcount - EYES Provider Portal User Guides | Knowsley Info](#)

Family Information Service

Submit Content for the Family Information Service

Complete FIS Form

The FIS form will show your setting information for parents to make an informed decision about where they may be interested in placing their child or may help the parents to decide where they wish to visit settings to view for a potential place.

Please complete your details. Once a form has been submitted, you can complete another form, and this will pre-populate information you have previously submitted so you can just go to the information you want to amend and update this information without having to re-enter all the information.

1	Contact Details	>
2	Age Ranges	>
3	Opening Hours	>
4	Costs	>
5	Local Offer	>
6	Additional Information	>
7	Upload Assets for your Page	>
8	Summary	>
9	Consent	>
10	Submit to LA	>

There are a few tabs of information to update.

CONSENT

If you would also like information about your childcare offer/provision available online to parents seeking childcare, could you please indicate below.

I am happy for you to make my information available in writing, in print, by email, phone and face to face *	● Yes ○ No
Please include my details in the online childcare directory *	● Yes ○ No
For the online childcare directory, do you want us to publish your full address or just your postcode? *	● Publish my full address ○ Publish my postcode only

⚠ Please note that if you have not ticked any of the boxes above, your information will not be provided to parents seeking childcare.

You need to tick Yes to both as per above if you wish for you setting to be available on the parent portal when a parent is looking for childcare. We are going to ask all providers to update their information to be able to launch the parent portal search facility during the summer term 2024.

Your Account

Help & funding

Make an application for SEN panel funding.

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Online Eligibility Checks

Age / Eligibility Checks	2 Year Old Application

If you have submitted any of these forms above or done a 2 year old application then these will show in the application tab as per below.

Any portal messages sent out to providers will show in the messages tab.

Messages relating to payment receipts or children who may be about to fall out of eligibility will show here:

Dashboard

Close Messages **Refresh**

✉ Messages

No.	Sent	Expires		Subject
1	08-Mar-2024	15-Mar-2024	❗	Spring 2023/24 - Headcount Payment Summary Published

✉ Messages

No.	Sent	Expires		Subject
1	07-Mar-2024	21-Mar-2024	❗	EY 2 Year Old Application Successful for ▓▓▓▓▓ ▓▓
2	07-Feb-2024	31-Mar-2024	❗	▓▓▓▓▓▓▓▓▓▓▓ has entered their Grace Period for claiming extended entitlement.
3	21-Jan-2024	31-Mar-2024	❗	▓▓▓▓▓▓▓ has entered their Grace Period for claiming extended entitlement.