Welcome to the Early Years Provider Hub

Providers new to Merton will receive an invitation to sign up to the Merton Early Years Provider Hub. The EYP Hub will help you handle your pupil information, funding claims, headcount returns. You will also use the Hub to undertake ECS checks to validate the eligibility of unique codes for the Extended Entitlement (30 hours) and check the eligibility of children for Early Years Pupil Premium (EYPP).

You will receive an automated email from no-reply@oohubmail.com. Do check your junk mail if you can’t immediately see it. Please follow the link to create a password and register. It will be important that you remember the password as you will need to log in each time you use the system.

Once you have created a password, you will need to login on the Hub website itself (the link in the email will stop working once you have registered). The website address is:

http://eyp.merton.gov.uk/

IMPORTANT: The site is upgraded from time to time. Once you arrive at the login page please refresh your browser by pressing press Ctrl and F5 key together, this will make sure that you are viewing the latest version.

Home page

When you first log in you will land on your Home Page, like the one below. The menu bar is down the left hand side of the screen (dark grey). Functions on this menu bar include ECS check, pupil registration and funding claims.
If you wish to return to this page at any point you can do this by selecting the house icon that can be found at the top left of the screen, shown below.

**ECS checks**

Please note: these are quick checks. The information you enter into the EYP Hub to make these checks is not stored in the Hub and you will need to re-enter it to submit claims for funding.

**30 hours Validator**

This function allows you to complete a quick check with the Eligibility Checking Service (ECS) that a parent’s 30 hour (Extended Entitlement) code is active and that the child is eligible. This must be done before the child starts taking up their funded Extended Entitlement hours.

To start a check – click on the 30 hours validator link (circled below):

Before undertaking the check, you must make sure the parent signs their Parent Funding Agreement Form declaration giving you permission to complete the check.
Complete the form with the details from the parent. Take care to make sure you input the following information accurately:

- Eligibility code
- National Insurance Number
- Child’s date of birth

Then click the blue Submit button

**Eligible Result**

If the information is correct and the parent is eligible, the following will appear at the bottom of the screen (You may need to scroll down to see this).

Add can the date checked to the Parent Funding Agreement Form for your records.

**Validity Start Date**

This date must be before the start of the funding period in which the parent wants the child to take up their Extended Entitlement.

<table>
<thead>
<tr>
<th>A child born between:</th>
<th>Child will be eligible for funding from:</th>
<th>Validity Start Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 January to 31 March</td>
<td>1 April following the child’s third birthday</td>
<td>No later than 31 March</td>
</tr>
<tr>
<td>1 April to 31 August</td>
<td>1 September following the child’s third birthday</td>
<td>No later than 31 August</td>
</tr>
<tr>
<td>1 September to 31 December</td>
<td>1 January following the child’s third birthday</td>
<td>No later than 31 December</td>
</tr>
</tbody>
</table>
Validity End Date
This is the date by which the parent must reconfirm their eligibility via the Childcare Service.

Grace Period End Date
This is the date that a child can continue up to in a funded place if their parent’s employment circumstances change or if their parent fails to reconfirm their code via the Childcare Service before the Validity End Date.

Any other result (e.g. Invalid DERN) means that information input into the checker on the EYP Hub is incorrect and cannot be validated. Please check all details carefully with the parent as they may have accidently provided the wrong details.

Please direct parents to the Childcare Service which issues the codes if they have any issues with eligibility at https://www.gov.uk/sign-in-childcare-account or they can call the Childcare Service on 0300 123 4097.

Not Eligible result
If a message of ‘Not Eligible’ appears please input the information again to make absolutely sure there were no errors in your data entry.

If you get a Not Eligible result again, this means that the code was previously eligible but has passed the Validity End Date. The parent will need to go back into their Childcare Service account to reconfirm their eligibility.

When you have finished validating codes, click on the house icon (see below) to return to your Home Page.

Early Years Pupil Premium (EYPP)
If you want to check the eligibility of a 3 or 4-year-old child EYPP you can use the ECS checks option to do this.
Before starting the check, you must make sure the parent signs their Parent Funding Agreement Form declaration giving you permission to complete the check.

To undertake the check you will need the following details from the parent:

• Parent’s full name and date of birth
• National Insurance Number or NASS Number
• Child’s full name and date of birth

Complete the form and click the blue Submit button

**Eligible Result**

If the information is correct and the parent is eligible, a notification of eligibility will appear on screen with a green tick, as in the example for 30 hours validation checks on the previous page.

This quick result is not stored in the system. Therefore, you will need to enter the details again into the parents section of the Pupil Register and validate in the eligibility section (as with 30 hours codes) to ensure the correct funding is issued for the child.

When you have finished making EYPP checks, click on the house icon (see below) to return to your Home Page.

**IMPORTANT:** These quick ECS check results are not stored on the EYP Hub. Once a child starts in a place, you will be required to add these details again into the parents section of the Pupil Record and validate Extended Entitlement codes in the eligibility section to ensure the correct funding is issued for the child (See Pupil Registration).

**Pupil Register**

This is where you can input and manage details of all children you have on roll. You will only be able to make funding claims for children who have been added to this Pupil Register.

Go to the Pupil Register by clicking on the icon below.

This will take you to your Pupil Register screen as the example below. If you have already registered children you will see them in the register.
Adding pupils to your register

To add a pupil, click on the Add Pupil option, circled in red below.

This will take you to the registration form for new pupils, like the one below.
Fill in the child’s details. All boxes with * must be completed in order for you to be able to save the record. All the following fields should be completed:

- **Child’s details** – Forename / Surname / DOB / Gender
- **Child’s Address** - Address 1 / Town / Postcode
- **Ethnicity** – please choose the option that parent has indicated on the Parent Funding Agreement form. If there is nothing stipulated by the parent please choose not yet obtained.
- **SEN Provision** – choose either
  - No special educational need
  - SEN Support – if in receipt of this
  - EHCP – if they have an EHCP
- **In receipt of Disability Living Allowance** – choose yes if the parents have indicated this on the Parent Funding Agreement Form.
- **Funded Early Learning Reference** – if a 2-year-old child has a funding voucher/golden ticket, please enter the code here.
- **Registered with another setting** – if the parent has indicated that the child is taking up their entitlement with another setting please indicate and add the details to the box.
- **Opt out of data sharing** – click yes.

If the child is a funded child, you will now be required to complete the funding claims section as below:
• Funding Type
  o 3 & 4-year-old universal and extended – if the child is with you for universal and extended hours or extended hours only then choose this option.
  o 3 & 4-year-old universal
  o 2-year-old
  o Select whether the fund claim is stretched or not
  o Select whether EYPP is being claimed (3 & 4-year-olds only)
  o Select whether DAF is being claimed (3 & 4-year-olds only)

• Funded Hours
  o Add the funded hours that the child receives. You must add the exact number of hours that you offer from your delivery model. The system has two standard options:
    ▪ Term Time Only – 15 hours per week
    ▪ Stretched – 11.22 hours per week
    ▪ IMPORTANT: to see the days and weeks that are part of these two standard delivery models pleased refer to the Funded Early Education Guidance 2019 / 20.
  o If you are providing another delivery model then you will have been issued with a funding calculator which will allow you to enter the weeks and days that you are open each funding period. This will calculate the number of hours per week that you should be offering children, so that they receive their full funding entitlement.

You should ensure that over all the days that you are open, you enter the total number of funded hours per week for your delivery model. See examples below:

Examples:

2-year-old – term time only attending five mornings a week
3-year-old – taking up universal and extended term time only attending 3 days a week

3-year-old – taking up extended only, stretched and attending five days a week. For this option choose, 3 & 4-Year-Old Universal and Extended from the drop down (see below) and then only complete funded hours for the extended line.
3-year-old – taking up their universal and extended entitlement over 4 days, it’s stretched but delivered over 45.8 weeks, therefore, the full entitlement for this child will be 12.45 hours per week.

If the child receives any additional hours which are paid for by the parent, please indicate this in the **Unfunded Hours** box.

Once you have added all the details press the **Create Pupil** button. The child will then be added to your Pupil Register.

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**Making a Funding Claim**

During the Headcount week you will need to make a claim for any child who is receiving a funded entitlement in that funding period.

Press Make / Adjust a Claim as shown above. All the children who are on your Pupil Register and indicated as funded will show on a list.

To add a child to a claim press **add**. You will see the following information about the child.
If the child is receiving their funding hours term time only, then press **save claim** as above.

**Period One (Summer term)** = 13 weeks  
1 April to 23 July (excluding Easter holiday/half term and 2 bank holidays)

**Period Two (Autumn term)** = 14 weeks  
2 Sept – 19 Dec (excluding half term and 4 inset days)

**Period Three (Spring term)** = 11 weeks  
6 Jan to 31 Mar (excluding half term and 2 inset days)

If the child is receiving a stretched offer of funded hours, and you have delivered the hours across all the weeks as laid as below, you can click **save claim**.

**Period One (Summer term)** = 22 weeks  
1 April to 31 Aug (excluding 5 bank holidays)  
Total of hours = 235

**Period Two (Autumn term)** = 17.2 weeks  
1 Sept to 31 Dec (excluding 2 bank holidays)  
Total of hours = 191

**Period Three (Spring term)** = 13 weeks  
1 Jan – 31 Mar (excluding 1 bank holiday)  
Total number of hours = 144

Stretched total number of weeks funded 50.8.  
570/50.8 = 11.22 hours per week.

If you are delivering an alternative model you will now need to adjust the **Total Number of Hours** before you save the claim. The total number of hours that you should add to the claim is that which is indicated by your funding calculator for that period.