

# Coventry Schools and Early Years Portal Guidance (Capita One)

## Extended Entitlement (30 Hours) Validity Checks



# Key Information

- Parents can apply when their child is aged 2 years and 36 weeks
- Foster Carers may be eligible subject to agreement with Social Care
- Parents obtaining a code for the first time must do so before the 31<sup>st</sup> August, 31<sup>st</sup> December or 31<sup>st</sup> March
- Eligible parents receive an 11 digit eligibility code which is valid for 3 months
- The Provider **must** ensure the Parent and Carer Agreement is fully completed prior to the child's details being added onto the portal to meet UK GDPR requirements
- Providers **must** validate the code using the Coventry Schools and Early Years Portal. Providers **must** check the **eligible from** date prior to allowing a child to commence a place
- A code will only be valid from the start of the term after it was approved
- If a child remains at the same provider, they can continue 30 hours during the Grace Period



# Key Information

- Providers **must** regularly check the Coventry Schools and Early Years Portal to clarify validity dates of codes and remind parents to reconfirm
- It is a parent's responsibility to re-confirm their code every 3 months when prompted by HMRC or the school / childcare provider in order to remain eligible
- Please be aware that parents may need to reconfirm their code prior to a child accessing a funded place for the first time
- Parents who do not reconfirm their code, automatically become ineligible and will therefore enter into a grace period
- Once a child enters a grace period, they **cannot** begin a place with a new school or provider
- Parents may fall out of eligibility if their employment circumstances change
- Parents cannot claim 30 hours funded childcare once their child starts a Reception Class place





# Coventry Early Years Provider Portal

[Home](#) [Headcount](#) [30 Hours Free Childcare](#)

[NSHEIKH](#) [Sign out](#)

Welcome to the Provider Portal  
Below, you will see your tasks and messages.  
For further help and guidance click [[here](#)]



30 Hours Free  
Childcare



Headcount





# Coventry Early Years Provider Portal

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## Welcome to the Thirty Hour Entitlement Portal

The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare.



Run a New Check



Review Previous Checks



# Provider Portal – Running a new validation check

## Run a new check

The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare. You may only perform checks where the parent/carer has given consent for you to do so and when they have agreed that this check information can be shared with the Local Authority and any other providers the child attends.

## Useful Information

Please note that a child cannot start a new 30 hour place in their Grace Period. If they remain at the same provider they can continue to claim 30 hours when in their grace period. Please check the **Eligible from** date when running a new check, if the code starts in the current term then the child cannot take up a 30 hour place until the following term. All applications for the 30 hour entitlement must be completed in the previous term.

If you have any queries regarding 30 hour entitlement please email [EYCentral@coventry.gov.uk](mailto:EYCentral@coventry.gov.uk)

Child forename *	Child surname *	Child date of birth *	Parent National Insurance number *	Eligibility code *
Test	Test	for example 30/11/2012	for example NM123456C	for example 5000100501

No results

Child not found

Here you can enter and validate the details given to you by the parent or carer. The Parent and Carer Agreement must be used to provide written consent to add the parents or carers and child's details onto the portal.

Error messages will appear under a box if the wrong format is entered into the boxes for Child's Date of Birth, Parent's NI Number and the 11 digit Eligibility Code.

The 'Find a child' box will only work after the child has been submitted into at least one headcount task after a validity check and the child's record is held in the system.

If this is a new child and you are getting "No Results", then press the "Child Not Found" button at the bottom and it will allow you to add the child as new and continue the checking process.





# Provider Portal – Running a new validation check

Child forename *	Child surname *	Child date of birth *	Parent National Insurance number *	Eligibility code *
<input type="text" value="Test"/>	<input type="text" value="Child"/>	<input type="text" value="03/02/2019"/>	<input type="text" value="JN111111C"/>	<input type="text" value="50000000001"/>

**Eligible**

✓ This eligibility code is valid from 06-Jan-2022 to 09-Jul-2023, with a grace period to 31-Dec-2023


HMRC will manage the notification to parents of the need to reconfirm their eligibility. Please note that children will only be eligible for funding the term after their 3rd birthday. This eligibility code is valid from 06-Jan-2022 to 09-Jul-2023, with a grace period to 31-Dec-2023

A successful validation will return a message similar to this. The extended entitlement place can now be fully discussed, agreed and the Parent and Carer Agreement completed and signed by the Parent and the Provider



# Provider Portal – Running a new validation check

Child forename *	Child surname *	Child date of birth *	Parent National Insurance number *	Eligibility code *
<input type="text" value="Test"/>	<input type="text" value="Child"/>	<input type="text" value="31/12/2019"/>	<input type="text" value="JN111111C"/>	<input type="text" value="50000000001"/>

 **Not eligible**  
This code is not eligible. Check all details are correct

An unsuccessful validation will return a message like this. At this point, you may want to recheck the details given to you by the parent or carer to ensure they have been entered correctly.





# Reviewing any previous validation checks



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### Welcome to the Thirty Hour Entitlement Portal

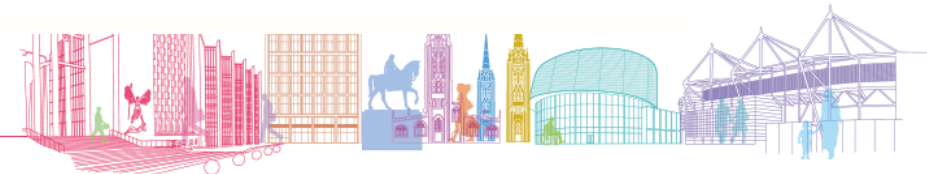
The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare.



Run a New Check



Review Previous Checks



# Reviewing any previous validation checks

Child ↕	Eligibility code ↕	Check last run ↕	Eligible from ↕	Eligible to ↕	Grace period end ↕	Check status ↕
Test Child (03/02/2019) - JN111111C	50000000001	21/03/2023	06/01/2022	09/07/2023	31/12/2023	Eligible

Any checks carried out by the provider will appear on this screen.  
The columns can be sorted by clicking on the relevant title to  
arrange them in ascending or descending order.



# Headcount Data Entry Sheet

## Edit - Headcount (Actual) for 2, 3 & 4 year olds

Status: Edited but not yet submitted

Deadline: 21 March 2023

379Test / 379test\_8555 / Spring Term 2022 (01 Jan 23 - 31 Mar 23)

Legal Name	Funding	Start Date	End Date	Stretched Offer	Weeks Attended for term	Actual Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term
					0.00	0.00	0.00	0.00	0.00	0.00	0.00
Test Child	<b>EH</b>	01/01/2023		✓	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spring Dafstest		07/12/2022		✓	0.00	0.00	0.00	0.00	0.00		
Test Threesevennine		01/01/2023		✓	0.00	0.00	0.00	0.00	0.00		

Cancel

Save

The 'EH' symbol will appear in the Funding column for any child that has had a successful validation check and is recognised on the system. Stretched offer should only be selected if the provider, parent or carer has agreed to offer the entitlements in that way. Leave that box blank if it is a term-time only place. The Extended Hours columns should only be completed by a provider that is claiming that funding entitlement, as agreed on the Parent and Carer Agreement. Otherwise just complete the universal hours Where a child is accessing more than one provider, the shared funding column will appear ticked.



# Local Authority Contacts

Lee Carvell – Data Team Tel: 024 7697 1742 Early Years Portal Enquiries

Lisa Thomas – Finance Team Tel: 024 7697 2193 Payments and Funding Calculations, DAF queries

Early Years Business, Sufficiency and Funding Team Tel: 024 7697 5451

CapitaOneHelp@coventry.gov.uk Login issues with Early Years Portal

