

2 Year old eligible and not claimed process

Hertfordshire Family Centres are required to identify reasons why parents are not taking their entitlement. This helps Hertfordshire County Council understand what the issues are across the county and what can be done to get more parents taking the entitlement. In between funding return week and adjustment week Family Centre staff are required to do the following.

Log into the **Early Years Portal**

Login to Early Years Portal

Username: *

Password: *

[Login »](#)

Powered by WASP

[Change password](#)

[Forgotten password](#)

Click on **Free Early Education**

Children Centre Options

- [Two Year Old Funding Applications](#)
- [Free Early Education](#) ←
- [Centre Service Request Forms](#)
- [Registration Forms](#)

This will then display the following screen in which the most recent **funding return** needs to be selected. Once chosen click **search**.

Free Early Education

[< Main Menu](#)

Select a funding return for the details you wish to view

Select Funding Return: *

Please select

Select Scheme:

- Two year olds
- Three and Four year olds
- 30 Hours Free Childcare

Child First name:

Child Surname:

Child Date of Birth range:

To

dd/mm/yyyy

dd/mm/yyyy

Child Postcode:

Children Centre Codes:

This will then display a link called **view unclaimed children**, Click on this.

Select a funding return for the details you wish to view

Select Funding Return: *

Summer 2018

Select Scheme:

- Two year olds
- Three and Four year olds
- 30 Hours Free Childcare

[View unclaimed children](#)

This will then display all children that haven't been claimed for in the current term. You are able to filter the results.

Enter any criteria to search for a child with an unclaimed two year

Child First name:

Child Surname:

Child Date of Birth range: To
dd/mm/yyyy dd/mm/yyyy

Child Postcode:

Children Centre Codes:

Search

Reset

Reference	Date Submitted	Child Name	M/F	Date of Birth	Centre Code	Postcode	Ethnicity	NHS No.	Earliest Start Date	Reason for Not Taking a Place	Update
ZA113119	07/03/18	[Redacted]	M	16/02/2016	SD	[Redacted]	Any Other Ethnic Group	[Redacted]	01/04/18		<input type="checkbox"/>

Click on the the **child's name** to view parent contact information

Reference	Date Submitted	Child Name
YA113898	01/05/18	[Redacted]

Parent: [Redacted] Phone: [Redacted]

Click on the **postcode** to view the address of the parent

Reference	Date Submitted	Child Name	M/F	Date of Birth	Centre Code	Postcode
YA113898	01/05/18	[Redacted]	M	30/10/2015	SD	[Redacted]

After making contact with the parent and finding out the reason why the child isn't taking up the entitlement. This needs to be recorded in the system. Click on the update box for the relevant child.

Reason for Not Taking a Place	Update
	<input type="checkbox"/>

←

Save Changes

After clicking **update** a dropdown of **reasons** will appear for you to choose the most applicable.

Reason for Not Taking a Place	Update
<input type="text" value="Please select"/>	<input checked="" type="checkbox"/>

→

Save Changes

Once chosen click **save changes**

Reason for Not Taking a Place	Update
<input type="text" value="Starting next term"/>	<input checked="" type="checkbox"/>

→

Save Changes

The reason is then stored in the system. Should anything change the reason can be updated by following the process above.

Reason for Not Taking a Place	Update
Starting next term	<input type="checkbox"/>

Save Changes