STOCKPORT
METROPOLITAN BOROUGH COUNCIL

QUICK GUIDE for EY Provider Portal Headcount

You must complete and retain signed parental agreements which must be available to the local authority for audit purposes. These are important as you have a data protection responsibility to inform parents why we need their information and how we are going to use it.

	WHAT THIS MEANS TO YOU
START OF TERM	
Indicative/Estimated Payment	For group provision this is based on the previous terms information. For Childminders this is based on the estimates of children attending that you have given to us the previous term.
Portal open until end of Headcount week	Adding New Children - The Portal will open for **ALL** providers approximately 1 month before the start of the new term and be open until the Friday of headcount week. In the actuals tab you will see all children carried forward from the previous term. It is important that you input the appropriate information as soon as you can so that it can be checked to enable accurate payments. (See user guide).
Portal Closes	You will **NOT** be able to add any information during this period.
QA processing by the LA	The Local authority will check for any duplicates, inaccurate information and do the checks for EYPP.
Portal reopens for short time for you to input late starters	You can now input any late starters/finishers but the majority of your inputting should already have taken place. In the actuals tab you can now view all the children that are attending your setting.
Portal Closes for the **FINAL** time this	You will **NOT** be able to submit any more information this term. Any further adjustments will have to be done the following term and an Email about this must be sent to EYPortal@stockport.gov.uk
QA processing by the LA	The Local authority will check for any duplicates, inaccurate information and do the checks for EYPP.
Generate Payment	These will be based on the actual children attending your setting and what you submitted via the portal.
Estimates (**Childminders ONLY**)	**CM's ONLY**. All CM's **MUST** use the estimates tab on the Provider Portal to tell us the number of funded hours that children are attending the following term. This will have a direct impact on your first / estimated payment so must be submitted by the given date and must be submitted in hours.
Payment Made	
END OF TERM	
The Portal will re-open **1 MONTH** before the start of the following term	