



# Briefing on Early Years Pupil Premium (EYPP) Eligibility Check Via Wizard

October 23

You can now verify 3- and 4-year-old children's eligibility to EYPP via your [Wizard](#) account. We hope you will agree that this gives you more autonomy in delivering the free entitlement and funded interventions, whilst also efficiently managing your business. This great new module will enable you to plan interventions for eligible children from the day they start at your provision with the knowledge they are eligible to the additional funding (£1.38 per hour 23-24).

## What you will see in your Wizard account

The screenshot shows a web interface for checking EYPP eligibility. On the left is a navigation menu with items like Home, 2YO Eligibility Checker, 2YO Entitlement Summary, EYPP Eligibility Checker (highlighted), 30Hrs Eligibility Checker, 30Hrs Entitlement Summary, Payment Claim, DAF Claim, Funding Breakdown, Code of Practice, Provider Agreement, Key Dates, and Questions. The main content area is titled 'Check Eligibility for Early Years Pupil Premium (EYPP)'. It contains several input fields: 'Child's First Name', 'Child's Surname', 'Child's Date of Birth' (with a date picker), 'Parent's Date of Birth' (with a date picker), 'Parent's Surname', 'Parent's National Insurance Number', and 'National Asylum Support Service Number'. There is also a section for consent: 'Have you received consent from the parent/guardian' with radio buttons for 'Yes' and 'No'.

The screenshot shows a summary page titled 'Summary of Early Years Pupil Premium (EYPP) checks'. It includes a navigation menu on the left with 'EYPP Entitlement Summary' highlighted. The main content area explains that these records are EYPP checks and that once a child is found eligible, they remain so until the end of that academic year. A note states: 'NOTE: Please ensure that you use the remove button to remove any records where children have now left.' Below this is a table with the following data:

EYPP Ref	Child Firstname	Child Surname	Child date of birth	Eligibility	Qualifier
EYPP-XXE-59JG	IM*****	TA*****	29/09/2018	Eligible	<a href="#">Remove</a>
EYPP-XXE-56VZ	EL*****	TH*****	12/08/2019	Eligible	<a href="#">Remove</a>

At the bottom, a light blue box contains the text: '\* Children continuing at your provision across academic years will need to be rechecked for eligibility in preparation for the start of the next academic year.'



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### What you need to do:

- Ensure you have fully completed parent declarations for all 3- and 4-year-olds in your provision.
- Run checks via Wizard for any 3- and 4-year-olds whose parents have consented to their information being checked by fully completing a parent declaration for your provision.
- To understand any actions, you can take to potentially resolve ineligible responses hover over the qualifier response in your summary of check for more information or explanation of qualifier results below.
- A summary of checks is provided so you can keep track of eligible children and their codes to claim funding.
- Once a child is found eligible, they keep their entitlement for one year. The system will automatically recheck eligibility for children after the anniversary of the first check.
- Any children that become eligible after headcount has closed (typically the last few weeks of term) will be funded from the start of the next term.
- Ensure EYPP codes are entered on spring headcount to claim the funding.
- Contact Sophie Downing [sophie.downing@northumberland.gov.uk](mailto:sophie.downing@northumberland.gov.uk) directly to discuss children eligible under criteria that is outside the economic eligibility criteria i.e. LAC (Looked After Child), adoption.
- Remove any children from your summary of checks who transition to Reception or leave your provision.

### Guidance for qualifier responses

**Pending - Keep checking** – It is not possible to provide a result for the check as all the information needed is not yet available. This issue should resolve within 4 – 6 weeks. The system will automatically keep checking and update results when a change is found. Keep checking your summary of checks.

**Manual process** – this means that it is not possible to determine eligibility using the ECS currently. The applicant must be directed to provide manual evidence of eligibility which must be manually assessed. Please contact Sophie Downing [sophie.downing@northumberland.gov.uk](mailto:sophie.downing@northumberland.gov.uk) for advice.

**Check data** – this means that the claimant details were not successfully matched to a living person on OGD systems. This is because of an error in one or more of the three input data items (**Parents NI Number, Date of Birth & Surname**). In this case, verify the personal data with the claimant.

**Found** - Eligible to EYPP

**Not Found** - Not Eligible



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Any question, problems or queries contact [earlyyearsteam@northumberland.gov.uk](mailto:earlyyearsteam@northumberland.gov.uk)