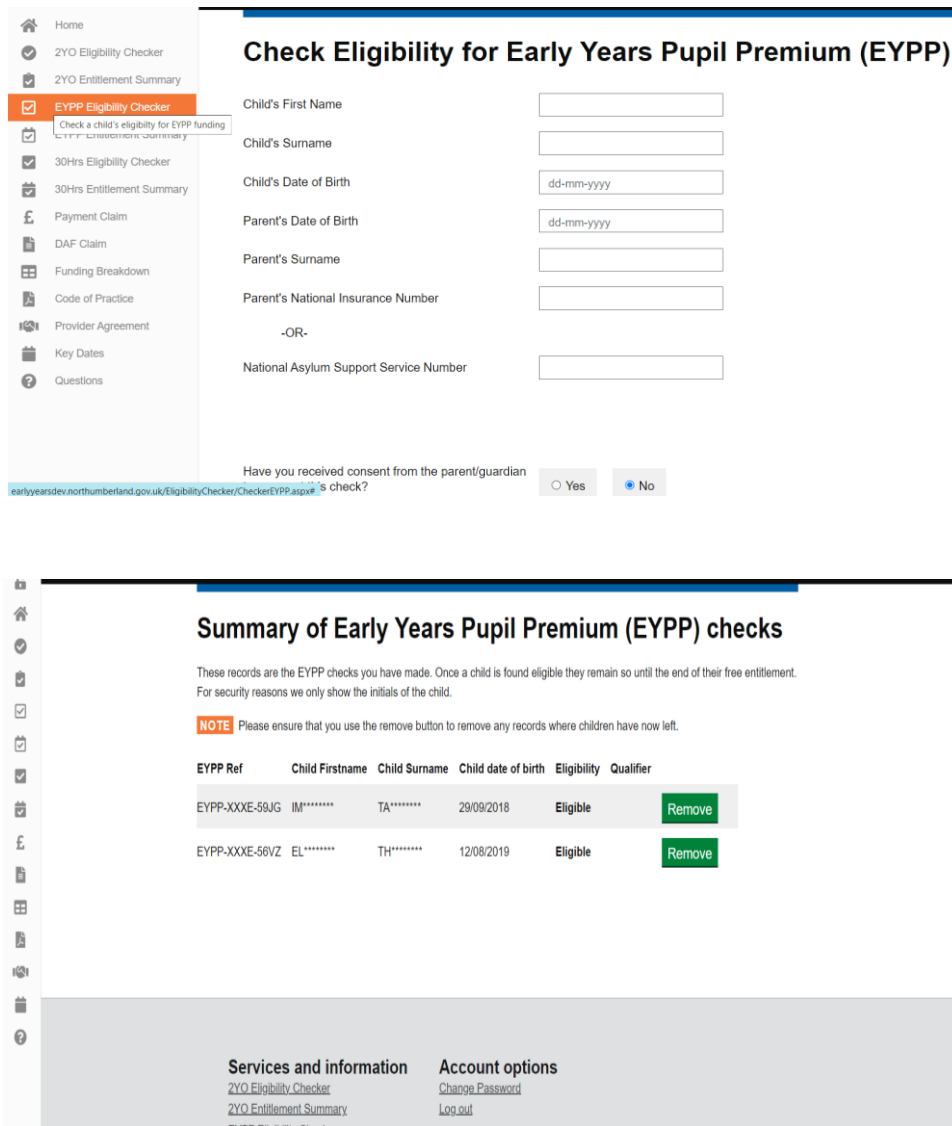


Briefing on Early Years Pupil Premium (EYPP) Eligibility Check Via Wizard

June 25

You can verify all funded 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.

What you will see in your Wizard account



The screenshot displays the Wizard account interface. On the left is a sidebar menu with icons and labels for various functions: 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 a form with the following 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. Below these fields is a question: "Have you received consent from the parent/guardian to do this check?" with radio buttons for "Yes" and "No". The bottom section of the interface is titled "Summary of Early Years Pupil Premium (EYPP) checks". It includes a note: "These records are the EYPP checks you have made. Once a child is found eligible they remain so until the end of their free entitlement. For security reasons we only show the initials of the child." Below the note 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	Remove
EYPP-XXE-56VZ	EL*****	TH*****	12/08/2019	Eligible	Remove

At the bottom of the interface, there are two sections: "Services and information" with links to "2YO Eligibility Checker" and "2YO Entitlement Summary", and "Account options" with links to "Change Password" and "Log out".

What you need to do:

- Ensure you have fully completed parent declarations for all funded children in your provision.
- Run checks via Wizard for any parents have consented to their information being checked by fully completing a parent declaration for your provision.
- 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 until the begin Reception.
- 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 headcount to claim the funding.
- Contact Sophie Downing 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 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

Any question, problems or queries contact earlyyearsteam@northumberland.gov.uk