

Coventry Schools and Early Years Provider Portal

Guidance



Register your account and logging on

After registering with Coventry Early Years to offer funded places, you will receive an email from capitaonehelp@coventry.gov.uk with instructions on how to register your account and verify your log in details.



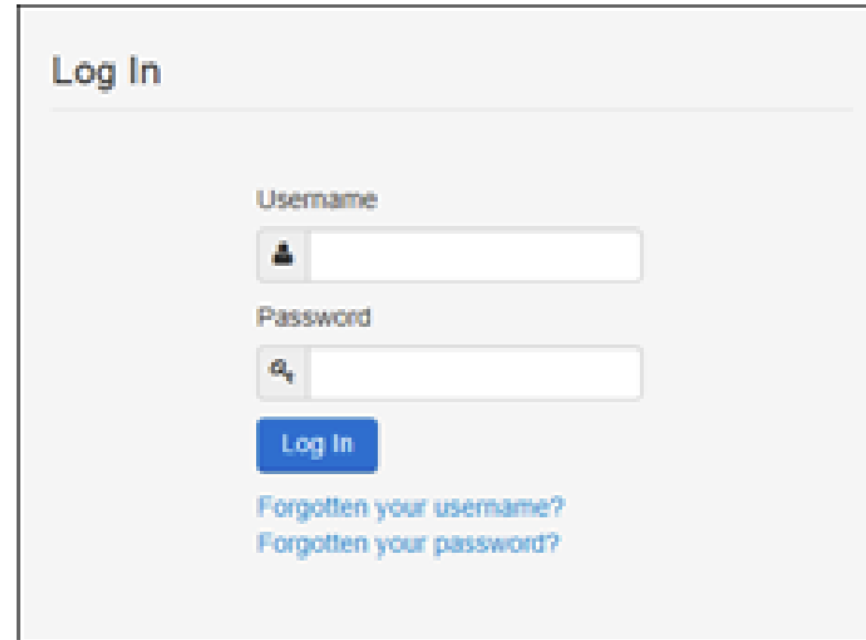
SECTION 1 – LOGIN TO HEADCOUNT PORTAL

Using the Web Address provided in your email.
Select the address or copy and paste into your Internet Browser address bar.

Login to **Headcount Portal** by completing the user name and password fields on the login box; then select.



Note: If you cannot remember either your Username or Password you can Select the links below the Login button and follow the instructions.

A screenshot of the login page for the Headcount Portal. The page has a light gray background. At the top left, the text "Log In" is displayed. Below this, there are two input fields. The first is labeled "Username" and contains a small person icon on the left. The second is labeled "Password" and contains a small eye icon on the left. Below the password field is a blue "Log In" button. Underneath the button are two links: "Forgotten your username?" and "Forgotten your password?".

The first time you login you will be redirected to an information page and an email will be sent to you with a confirmation Web Address, this is to ensure security.



You are now registered onto the Portal

Please go to your email inbox for verification

Each subsequent login to the Headcount Portal you will be directed to the Homepage as detailed in Section 2.

After following the Web Address sent in the confirmation email you will see the confirmation message displayed.



Registration Confirmed

Thanks, you have confirmed your email address and now may log in



After clicking link in the email.....

Change Password

Your password must be changed to allow access to the portal.

Current password *

New password *

Confirm new password *

[Change password](#)

During this login you will be prompted to change your password to a memorable one, this must contain at least 8 characters; and must contain Upper Case, Lower Case and Two Numbers. E.g. **Password01**

Please do not use **Password01** as your new password this is only an example.

Complete the current password, new password, confirm new password fields; and select.

[Change password](#)

At the Security Details prompt select a secret question and provide a memorable answer; then select.

[Save](#)

Security Details

Please choose a secret question and provide an answer

Secret Question *

Secret Answer *

[Save](#)

Congratulations you have now successfully logged in for the first time, and will have access to the Headcount Portal.



The Announcements page

SECTION 2 – HEADCOUNT PORTAL NAVIGATION



CAPITA Nursery - EY Headcount Portal

Home Headcount

Headcount User

Announcements

Announcements (Default)

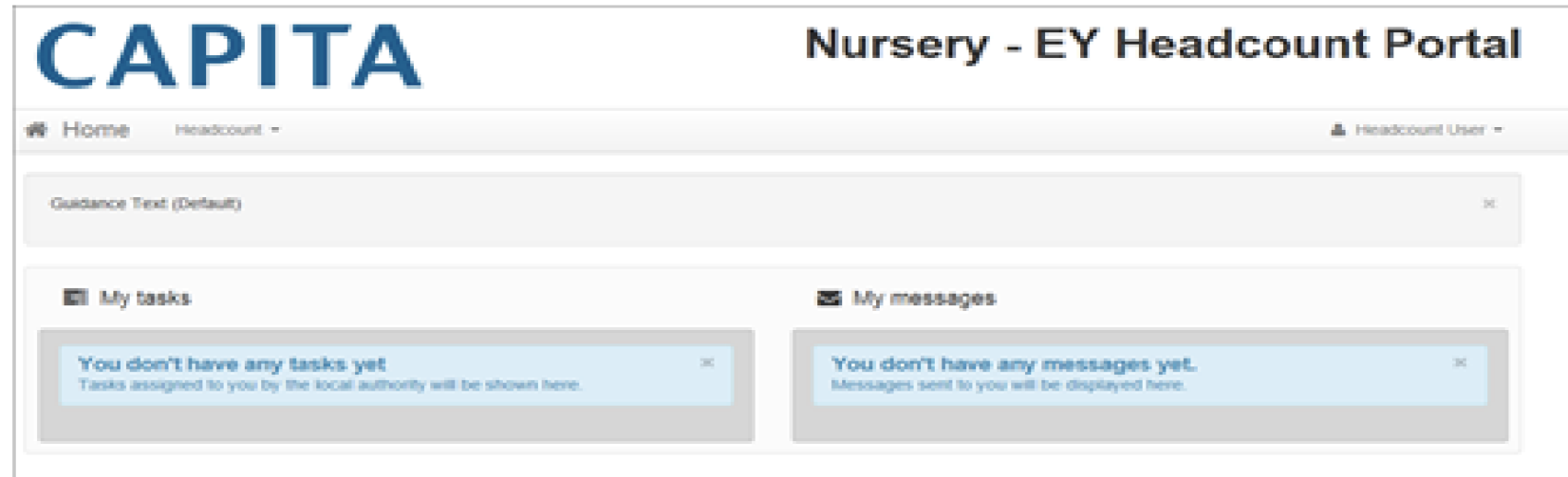
Continue

The Announcements page will be visible at every login, please read these carefully; select **Continue** to proceed to the Homepage.



The Home Page

On initial login you may not have any Tasks to complete or Messages to read, the image below shows an empty new users page.



My Messages

My tasks



Headcount (Actual) for Spring Term 2022 (01 Jan 23 - 31 Mar 23) for 2 year olds, 3 year olds, 4 year olds is required
379Test - 379test_8555

Edited but not yet submitted, Due Today

1

[View all tasks](#)

My messages



Application for Disability Access Funding for a [\$\$ChildAge\$\$] year old child - reference [\$\$ApplicationReference\$\$] Today 15:12
This is to notify you that your application for Disability Access Funding for [\$\$ChildForename\$\$]...

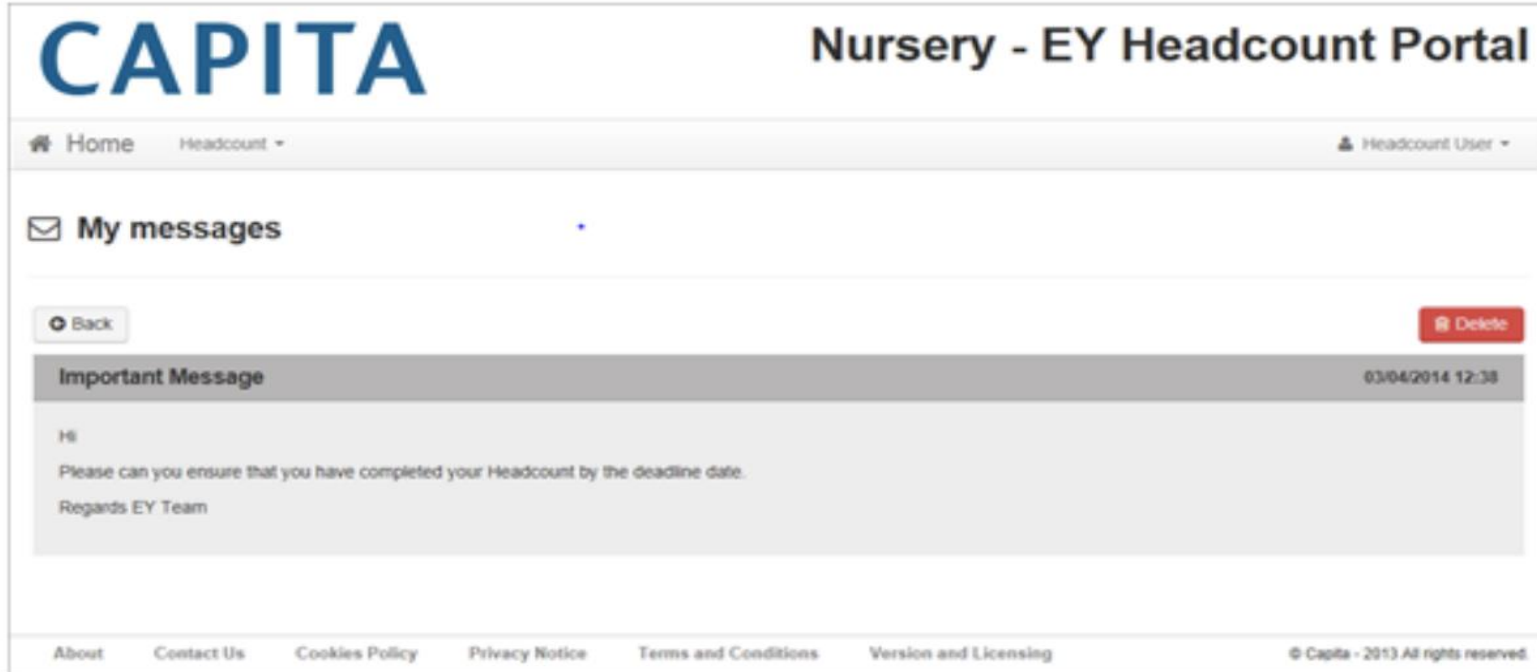


Headcount (Forecast) for Autumn Term 2022 (01 Sep 22 - 31 Dec 22) for 2 year olds, 3 year olds, 4 year olds is required 04/08/2022
Good Morning Thank you for all providers who have already submitted the Autumn 22 Forecast. This ...

8



Selecting a Message in the list allows you to read and; if required, delete this message.



The screenshot displays the CAPITA Nursery - EY Headcount Portal. The header includes the CAPITA logo and the page title. A navigation bar shows 'Home' and 'Headcount' menus, and the user is identified as 'Headcount User'. The main content area is titled 'My messages' and contains a single message. The message is marked as 'Important' and dated '03/04/2014 12:38'. The message text reads: 'Hi', 'Please can you ensure that you have completed your Headcount by the deadline date.', and 'Regards EY Team'. A 'Delete' button is visible in the top right of the message area. The footer contains links for 'About', 'Contact Us', 'Cookies Policy', 'Privacy Notice', 'Terms and Conditions', and 'Version and Licensing', along with the copyright notice '© Capita - 2013 All rights reserved.'

CAPITA

Nursery - EY Headcount Portal

Home Headcount Headcount User

My messages

Back Delete

Important Message 03/04/2014 12:38

Hi

Please can you ensure that you have completed your Headcount by the deadline date.

Regards EY Team

About Contact Us Cookies Policy Privacy Notice Terms and Conditions Version and Licensing © Capita - 2013 All rights reserved.



You do not have to delete messages

My tasks



Headcount (Actual) for Spring Term 2022 (01 Jan 23 - 31 Mar 23) for 2 year olds, 3 year olds, 4 year olds is required
379Test - 379test_8555

Edited but not yet submitted, Due Today

1

[View all tasks](#)

My messages



Application for Disability Access Funding for a [\$\$ChildAge\$\$] year old child - reference [\$\$ApplicationReference\$\$] Today 15:12
This is to notify you that your application for Disability Access Funding for [\$\$ChildForename\$\$]...

8



Headcount (Forecast) for Autumn Term 2022 (01 Sep 22 - 31 Dec 22) for 2 year olds, 3 year olds, 4 year olds is required 04/08/2022
Good Morning Thank you for all providers who have already submitted the Autumn 22 Forecast. This ...



Tasks

☰ My tasks



Headcount (Actual) for Spring Term 2022 (01 Jan 23 - 31 Mar 23) for 2 year olds, 3 year olds, 4 year olds is required
379Test - 379test_8555

Edited but not yet submitted, Due Today

1

🔍 [View all tasks](#)

✉ My messages



Application for Disability Access Funding for a [\$\$ChildAge\$\$] year old child - reference [\$\$ApplicationReference\$\$] Today 15:12
This is to notify you that your application for Disability Access Funding for [\$\$ChildForename\$\$]...

8



Headcount (Forecast) for Autumn Term 2022 (01 Sep 22 - 31 Dec 22) for 2 year olds, 3 year olds, 4 year olds is required 04/08/2022
Good Morning Thank you for all providers who have already submitted the Autumn 22 Forecast. This ...

Not Started,
Due on 16 April
2023



Select a Task

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

Status: Submitted

Deadline: 21 March 2023

379Test / 379test_8555 / Spring Term 2022 (01 Jan 23 - 31 Mar 23)

- You can edit and re-submit this information at any time until the deadline of 21 March 2023.
- If you do make a change don't forget to re-submit.



Add Child

Edit Headcount

Download

Submit

	Legal Forename	Legal Surname	Funding	Date of birth	Funding Age	Start Date	End Date	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
			<input type="checkbox"/>					0.00	0.00	0.00	0.00	0.00	0.00	0.00



Add a Child

Child Details

	Personal Details	Carer Details
Legal Forename *	<input type="text" value="Test"/>	
Middle Name	<input type="text"/>	
Legal Surname *	<input type="text" value="Child"/>	
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Date of birth (dd/mm/yyyy) *	<input type="text" value="03/02/2019"/>	
Ethnicity *	<input type="text" value="NOBT - Info not yet obtained (NOT)"/>	
First Language *	<input type="text" value="Information not obtained (NOT)"/>	
Funded Status	<input type="text" value="Let the system decide."/>	
Eligibility Code	<input type="text" value="for example 50001005014"/>	



If the correct Address is returned select it in the list.

Note: If no suitable Addresses are returned you can select [Enter Address Manually](#) and type the new address in. You can also check the Postcode by clicking on the link above the house number in the screenshot below.

Add Child

[Personal Details](#) [Contact Details](#) [Other](#)

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed for this postcode, you can look it up [here](#).

Postcode *

[Find Address](#) [Enter Address Manually](#)

Church Walk, Marston Moretayne, BEDFORD, Simshire, MK43 0NE
34, Church Walk, Marston Moretayne, BEDFORD, Simshire, MK43 0NE

[Previous](#) [Next](#)

1

2

Add Child

[Personal Details](#) [Contact Details](#) [Other](#)

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed for this postcode, you can look it up [here](#).

House Number *

House Name

Street Name

District / Village

Town

County

Postcode *

[Find Address](#)

[Previous](#) [Next](#)

Add Child

[Personal Details](#) [Contact Details](#) [Other](#)

Ethnicity *

First Language *

[Previous](#) [Next](#)

* Required field

[Cancel](#) [Save](#)

Complete the Ethnicity and First Language fields and select [Save](#)

3



If the child is a 3 or 4 year old, you will be asked to complete the EYPP section. This is additional money you can claim to support the child. This could be up to £342 a year

Personal Details

Contact Details

Other

Carer Details

Carer information is required to allow an economic assessment for Early Years Pupil Premium. If the information is not provided, no EYPP can be paid for this child unless the child qualifies via a non economic route e.g 'Looked-After' status (LAC).

Provide Carer Information *

Yes

Decline to provide

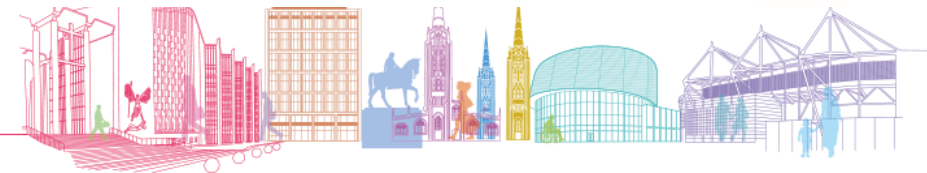
Previous

Next

* Required field

Cancel

Save



Please provide carers details

[Personal Details](#) [Contact Details](#) [Other](#) [Carer Details](#)

Carer information is required to allow an economic assessment for Early Years Pupil Premium. If the information is not provided, no EYPP can be paid for this child unless the child qualifies via a non economic route e.g 'Looked-After' status (LAC).

Provide Carer Information - **Yes**
 Decline to provide

Sindy Packles [+ Add Another Carer](#)

Forename -

Surname -

Date of Birth (dd/mm/yyyy) -

Relationship -

Parental Responsibility - **Yes**
 No
If the carer has legal responsibility for this child select Yes

Reference Number - **National Insurance**
 National Asylum Support Service

The format of all valid National Insurance Numbers is two prefix letters, six numeric digits, and one suffix letter. e.g. AB123456C

[Previous](#)

[Next](#)



Child is now live on portal

📅 Headcount (Actual) for 2, 3 & 4 year olds

Status: Edited but not yet resubmitted

Deadline: 21 March 2023

379Test / 379test_8555 / Spring Term 2022 (01 Jan 23 - 31 Mar 23)

- You can edit and re-submit this information at any time until the deadline of 21 March 2023.
- If you do not wish to re-submit, you can click the 'Submit' button to re-submit.



Filter by Forename or Surname or Age

Add Child

Edit Headcount

Download

Submit

	Legal Forename	Legal Surname	Funding	Date of birth	Funding Age	Start Date	End Date	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	
			<input type="checkbox"/>					0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Test	Child	EH	03/02/2019	3	01/01/2023		0.00	0.00	0.00	0.00	0.00	0.00	0.00	



Add hours and weeks you are claiming for each child

📅 Headcount (Actual) for 2, 3 & 4 year olds

Status: Edited but not yet resubmitted

Deadline: 21 March 2023

379Test / 379test_8555 / Spring Term 2022 (01 Jan 23 - 31 Mar 23)

- You can edit and re-submit this information at any time until the deadline of 21 March 2023.
- If you have made a mistake, you can click the 'X' icon to re-submit.



Filter by Forename or Surname or Age

Add Child

Edit Headcount

Download

Submit

	Legal Forename	Legal Surname	Funding	Date of birth	Funding Age	Start Date	End Date	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	
			<input type="checkbox"/>					0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Test	Child	EH	03/02/2019	3	01/01/2023		0.00	0.00	0.00	0.00	0.00	0.00	0.00	



When complete select 'save' and then 'submit'

📅 Headcount (Actual) for 2, 3 & 4 year olds

Status: Edited but not yet resubmitted

Deadline: 21 March 2023

379Test / 379test_8555 / Spring Term 2022 (01 Jan 23 - 31 Mar 23)

- You can edit and re-submit this information at any time until the deadline of 21 March 2023.
- If you do not re-submit this information before the deadline, it will be submitted for you to re-submit.

X

Filter by Forename or Surname or Age



Add Child

Edit Headcount

Download

Submit

	Legal Forename	Legal Surname	Funding	Date of birth	Funding Age	Start Date	End Date	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	
			<input type="checkbox"/>					12.00	30.00	360.00	15.00	180.00	15.00	180.00	
	Test	Child	EH	03/02/2019	3	01/01/2023		12.00	30.00	360.00	15.00	180.00	15.00	180.00	



SECTION 5 - SUBMISSION

When you have added all your children to the list select

Submit

Submission Declaration

Certification

I certify that the number of hours claimed are correct for each pupil and signed for by the parent (guardian(s)) of the pupils. These hours can/will be substantiated by the official registers. I understand that this claim will be subject to an audit at a later date.

I have read the Local Conditions of Funding and agree to comply with them.

I have checked:

- 1) That all parents have signed & completed the number of hours required.
- 2) That hours claimed are based on hours attended for the term.
- 3) That where I am aware that hours are claimed at my setting and another, that added together they do not exceed the maximum entitlement.

Cancel

Confirm

Select **Confirm** and **Yes** on the confirmation screen.

Submit Headcount ✕

? Are you sure you wish to submit this information?

No **Yes**

✓ Attendance submitted successfully!

Note: You can continue to add children and hours to this list and resubmitting until the deadline date.



What to do when you are logged out of the Early Years Portal

If you have forgotten your password, or you have been locked out of the portal due to incorrectly typing your password, you will see the following information, see picture below.

Please email capitaonehelp@coventry.gov.uk who will unlock your account and send you an email with a temporary password and details how to re-set your account.



Coventry Early Years Provider Portal

Home

Log In

There were problems logging you in
• Account Locked. Please contact the System Administrator.

Username

ppacc

Password

Log In

Forgotten your username?
Forgotten your password?

Welcome to the Early Years Provider Portal

Here you will be able to perform some regular tasks such as headcount returns, assist parents and carers with two year old funding applications and to validate 30 hour eligibility codes.

This portal will also be used by the Early Years team to send key messages related to the funding entitlements. You will receive notifications to the email address provided during portal registration to alert you to any messages so please look out for those.



Local Authority Contacts

- Lee Carvell – Data Team Tel: 02476 971742 – Portal enquiries
- Lisa Thomas – Finance Team Tel: 02476 972193 – Payments and Funding calculations, DAF enquiries
- Early Years Business, Sufficiency and Funding Team Tel: 02476 975451
- capitaonehelp@coventry.gov.uk – Login issues with portal

