

HEADCOUNT RETURNS

SuperFox can produce four Free Entitlement reports that can help you make your Free Entitlement returns. They can be run from the Free Entitlement Calendar sidebar or from **Management Reports > Early Years Reports >**

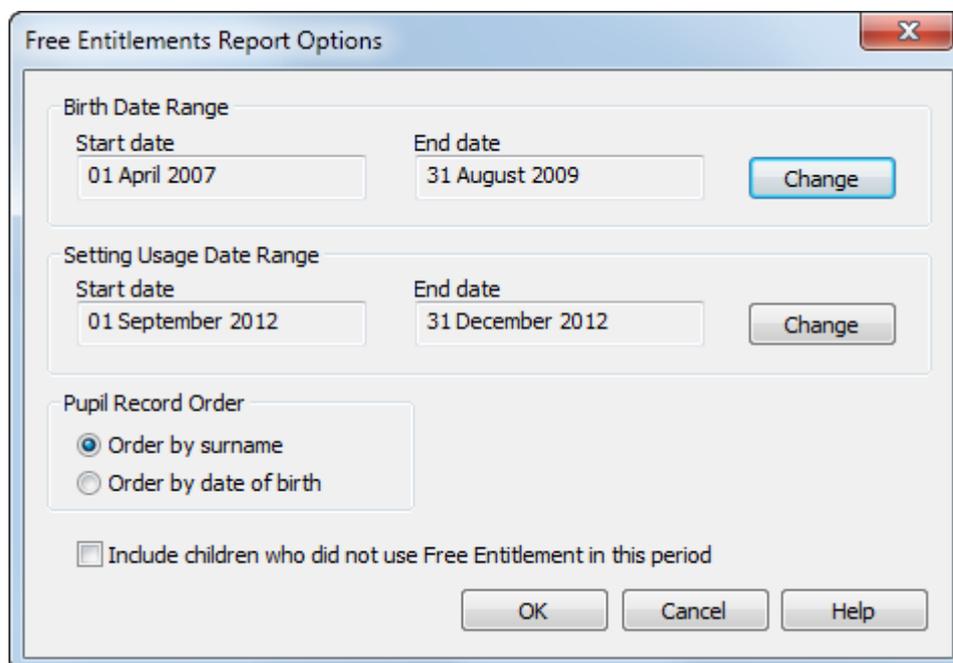
- **Free Entitlement Headcount** - Standard headcount return
- **Free Entitlement Check** - Long period use check (stretched entitlement)
- **Free Entitlement Usage Summary** - Number of children by hours used.
- **Early Years Census Pupil Data** - Pupil level data for the Early Years Census (Plain format to use or copy / paste into a spreadsheet)
- **Headcount Export (CSV)** - Exports a data file to return the Headcount electronically (Only available in some local authority areas)

Headcount Return

Here is an example using the Quick Start tutorial dataset:

Go > Home > Management Reports > Early Years Reports > (Milk Claims are here too.)

The headcount return asks for the birth date range of the eligible children and the period on which you wish to report..



The report adds up the Free Entitlement used by the children in the specified age range, in the same way that you would for your normal return. (You could use the birth date range to report separately on any two year old funding.)

(The program looks for the Free Entitlement tick in the booked services to identify Free Entitlement, so it is vitally important to have those services set up correctly before making the bookings.)

Local Authorities often have different methods for administering the funding, but most ask for an estimate at the beginning of a period and make a part payment of the estimated funding, followed by an accurate return and the balance of the funding due.

The data required for the return varies between local authorities.

(It is possible that your local authority will need less information.)

Free Entitlements
Headcount Summary

Kidspace
 Birth date range: From: 1 January 2000 To: 20 June 2020
 Usage date range: From: 20 June 2000 To: 20 June 2020

Legal Names Used (Known-As Names are shown in italics if different) Report date: 20 June 2012
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Surname	Forename	Midname	Date of Birth	M/F	SEN	Eth	Funded Hours / By Day	Total Hrs	Address	Town of Birth / Other Providers
Ant	Adam		15 Aug 2007	M	N	WBRI	45.00 M 0.00 Tu 0.00 W 0.00 Th 0.00 F 45.00	45.00	1 The Hill West Wood Anytown Northumberland AA1 9ZZ	Anytown Happy Hippos

For each child included the return lists their legal name and any 'known-as' name in italics.

<u>Surname</u>	<u>Forename</u>	<u>Midname</u>
Pangolin	Anita	Rita
<i>Anteater</i>	<i>Anita</i>	<i>Rita</i>

Next we have the child's date of birth, gender, any Special Educational Needs status and their ethnicity code.

Date of Birth M/F SEN Eth
 15 Aug 2007 M N WBRI

Finally the return shows the children's total funded hours with a breakdown by weekday, their total hours, address, town or birth and the names of any other providers from their parental declaration.

<u>Funded Hours / By Day</u>	<u>Total Hrs</u>	<u>Address</u>	<u>Town of Birth / Other Providers</u>
45.00 M 0.00 Tu 0.00 W 0.00 Th 0.00 F 45.00	45.00	1 The Hill West Wood Anytown Northumberland AA1 9ZZ	Anytown Happy Hippos

If you choose the option to include children who did not use the Free Entitlement the report will include all children in the eligible age range.

0.00 M 0.00 Tu 0.00 W 0.00 Th 0.00 F 0.00	45.00	4 Hillside Drive Foxholes Anytown Northumberland AA1 9ZZ	Anytown
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The white space below the printed totals is intended for you to enter your estimates if you would like to use the report as a working document to prepare the initial estimate.

USAGE SUMMARY REPORT

As with the Headcount Summary, start by choosing a birth date range and setting usage date range to examine.

When you press 'OK' the report will appear immediately. The report has two parts.

The first part of the report is a simple list showing the total funded hours during the period for each eligible child.

The two blank columns to the right are intended for use with any calculations required by your local authority. (For example, some authorities require a Part Time Equivalent for each child.)

Free Entitlements			
Usage Summary			
Kidspace			
Birth date range. From : 1 April 2007 To: 31 August 2009		Report date: 21 June 2012	
Usage date range. From : 1 September 2012 To: 31 December 2012		Page 1 of 2	
<u>Child Legal Name (DOB)</u>	<u>Funded Hours</u>	<u>Other:</u>	<u>Other:</u>
Leopard, James Leo (15-Aug-2009)	222.00	_____	_____
Manatee, Elizabeth (23-Jan-2008)	222.00	_____	_____
Marmot, Catherine (07-Nov-2007)	222.00	_____	_____

The second part of the report is more commonly used by local authorities. It is a summary of the number of children using funded hours broken down in to half-hour usage bands.

The two blank columns to the right are intended for use with any calculations required by your local authority. (For example, some authorities require Part Time Equivalent for the funded hours to be multiplied by the number of children in the band.)

Summary Section			
Page 2 of 2			
<u>Funded Hours</u>	<u>Number of Children</u>	<u>Other:</u>	<u>Other:</u>
222.00	9	_____	_____
150.00	5	_____	_____
145.00	3	_____	_____
90.00	3	_____	_____
84.00	1	_____	_____
45.00	1	_____	_____
<u>3,582.00</u>	<u>22</u>	_____	_____

The total number of funded hours provided in the period and the total number of children accessing the funded hours is shown at the bottom of the report.

Free Entitlement Check

The Free Entitlement Check allows you to report on the free entitlement used by the children over a longer timescale. You may find this helpful if you are using the stretched delivery.

Children using the stretched delivery are labeled **STR>** in the report. There are two options.

Summary Only

You can produce a simple summary of the hours used between two dates with one row for each child. If you choose this option the report will include the hours used for the exact date range that you specify.

STR> = Stretched User		>> Childrens legal names are shown in italics if differe.					
Summary Details							
<u>Child</u>	<u>Hours</u>	<u>Days</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>
Adam Ant	24.00	8	0.00	0.00	0.00	0.00	24.00
etc.							
Tallulah Willow Whale	117.00	39	21.00	24.00	24.00	24.00	24.00
Total Funded Hours In This Report:		<u>2,005.00</u>					

Weekly Totals

You can also produce a week-by-week summary for each child. If you choose this option the report will report on the complete weeks that include the date range you specify.

James Leo Leopard		Total used: 117.00						
James Leo Leopard	09-Sep-2012	12.00	4		3.00	3.00	3.00	3.00
James Leo Leopard	16-Sep-2012	15.00	5	3.00	3.00	3.00	3.00	3.00
James Leo Leopard	23-Sep-2012	15.00	5	3.00	3.00	3.00	3.00	3.00
James Leo Leopard	30-Sep-2012	15.00	5	3.00	3.00	3.00	3.00	3.00
James Leo Leopard	07-Oct-2012	15.00	5	3.00	3.00	3.00	3.00	3.00
James Leo Leopard	14-Oct-2012	15.00	5	3.00	3.00	3.00	3.00	3.00
James Leo Leopard	21-Oct-2012	15.00	5	3.00	3.00	3.00	3.00	3.00
James Leo Leopard	28-Oct-2012	15.00	5	3.00	3.00	3.00	3.00	3.00
		117.00	39	21.00	24.00	24.00	24.00	24.00

Headcount Export (CSV)

This export is only available from **Management Reports > Early Years Reports >**.

If your local authority version of SuperFox includes the Headcount Export (CSV) option, the program will generate a pair of files that include your headcount return information.

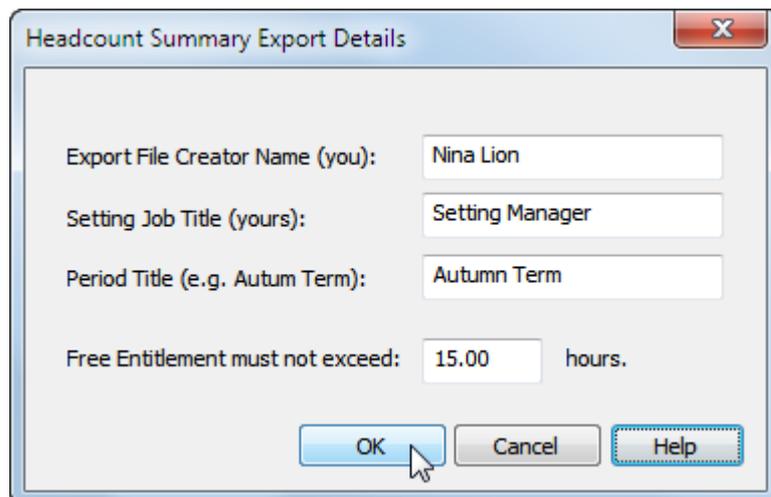
- Filename.txt** - identifies the setting and person making the return
- Filename.csv** - contains the pupil attendance information

Before using this option ensure that you have:

1. Added your setting's DFE URN number to **Setting Details > Setting Details >**
2. In **Family Details > Children >** ensure that you have ticked, where appropriate:
 - Evidence of D.o.B Seen
 - Parental Declaration Returned

When you choose this option you will need to supply the birth date and usage date ranges as shown above, but the 'Include children who did not use the Free Entitlement...' option will be greyed down and unselected.

You will next be asked to provide this extra information about the person making the return (you) which forms part of the standard paper based headcount return.



Finally you will be asked to give the export files a name. If the local authority has a specific name that they need you to use please be sure to use it.

The program will then check your return data for potential problems and if any are found they will be displayed in a printable list. The checks look for many common omissions such as:

- Free Entitlement usage exceeding the guide figure entered above.
- Omitted data (e.g. missing names, postcodes, parental declarations not returned, etc.)

When you have checked the list and confirmed that the data looks correct go ahead and produce the export files.

Note – the program also checks for a number being included in the first line of the address. This is just advisory as some addresses do not include street or flat numbers. It is however a useful check if a house number really has been forgotten.

FREE ENTITLEMENT CALENDAR

You can get very good visibility of any child's use of the Free Entitlement from the Children's Calendar 'Free Entitlement Calendar' tab.

Go > Home > Day Planner (or Family Accounts) > Children's Calendar / Timelines >

This calendar will allow you to see at a glance how many funded hours are being used. It can also produce a couple of reports that can help you check weekly and annual limits.

End