



**OXFORDSHIRE
COUNTY COUNCIL**

Online Early Years Pupil Premium

Application Form

Local Authority and Provider User Guide

<https://www.cloudforedu.org.uk/oeypp/oxfordshire>



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2 Introduction

This guide is designed for local authority (LA) and provider staff who may be required to assist applicants in using the online application form.

The application form is split into a series of pages. Each of these pages represents a specific area of related data entry, e.g. applicant data; child data etc.

After the home (or launch) page, across the top of each of each page is a series of chevrons, indicating progress towards eventual completion. These chevrons have self-explanatory names:

- Declaration;
- Parent/Carer;
- Child;
- Submit; and
- End.

Data from each completed page will be saved until the applicant decides to either:

- Submit the application;
- Save the application details and to return later; or
- Cancel the application.

In general, the data entry pages are split into subsections. Each subsection has a generic heading at the top of the data entry area in **bold** text and the specific field value definition is indicated below the data entry area in normal text.

Required fields are indicated by an asterisk* after the subsection heading.

Please note that if the form is being completed on behalf of the applicant by a proxy, the values entered should be for the applicant and not the proxy.

System URL

This guide is based on the system at

<https://www.cloudforedu.org.uk/oeyp/oxfordshire>

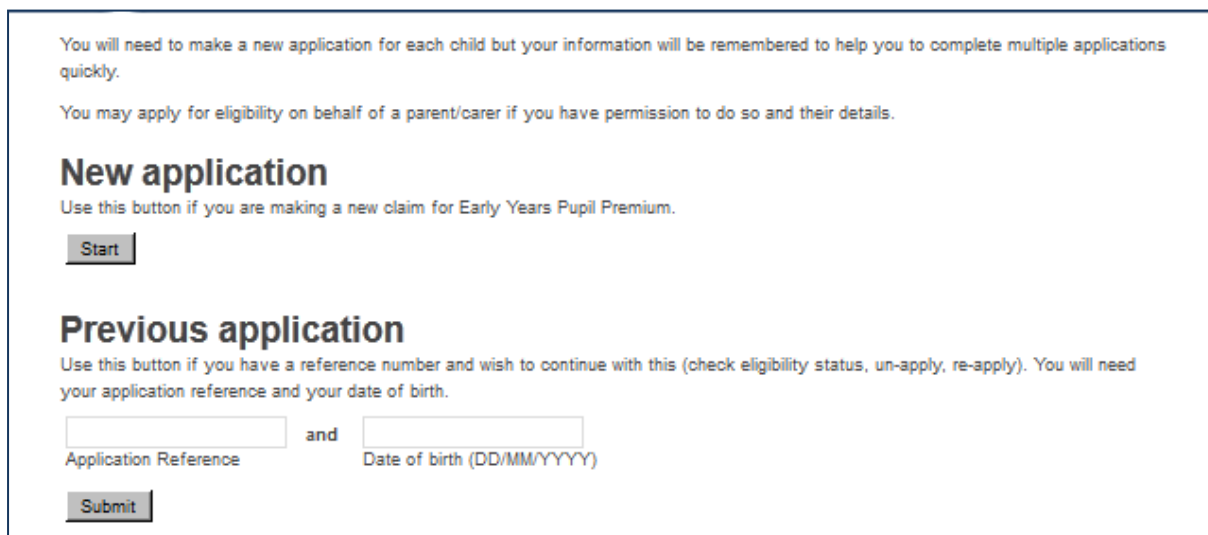
User Guide Data

All the data displayed in this document are fictitious and do not relate to any real person or people.

3 Home Page

The Home Page of the application form is accessible from any browser.

The page that will be seen by the applicant will appear similar to Figure 1 below¹.



You will need to make a new application for each child but your information will be remembered to help you to complete multiple applications quickly.

You may apply for eligibility on behalf of a parent/carer if you have permission to do so and their details.

New application

Use this button if you are making a new claim for Early Years Pupil Premium.

Previous application

Use this button if you have a reference number and wish to continue with this (check eligibility status, un-apply, re-apply). You will need your application reference and your date of birth.

and

Application Reference Date of birth (DD/MM/YYYY)

Figure 1

This page gives the applicant the option to start a **New application** or open a previously submitted one (**Previous application**).

New Application

To start a new application, press the **[Start]** button.

Previous Application

To access a previously saved application, the applicant will require the 6 character application reference number (previously provided by the system) and the applicant's date of birth as previously entered on that application. This option will be given for ALL submitted applications regardless of the outcome. This is different to a save and resume later option for incomplete applications.

Note: It is **ILLEGAL** for anyone who is not the applicant to utilise this facility unless they have the applicant's consent.

¹ The text that appears on this page is customisable by the local authority.

4 Legal Declaration

The Legal Declaration page will appear similar to Figure 2 below².

The screenshot shows a multi-step application process. At the top, a horizontal bar contains five steps: 1. Declaration (highlighted in green), 2. Parent/Carer, 3. Child, 4. Submit, and 5. End. Below this bar, the 'Declaration' section contains the following text:

I am in the receipt and can provide the relevant proof of one of the following benefits :

1. Income Support
2. Income-based Jobseekers Allowance
3. Income-related Employment and Support Allowance
4. Support under Part VI of the Immigration and Asylum Act 1999
5. the guaranteed element of State Pension Credit
6. Child tax credit with an annual gross income into the household that is no more than £16,190, provided you are not entitled to working tax credit. If you are entitled to any part of working tax credit there is no eligibility with the exception of working tax run-on as shown below
7. Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
8. Universal Credit

OR

My child:

1. is In Care
2. is Leaving Care in Special Guardianship, Adoption or Residence Order

I agree that you will use the information provided to process my claim for early years pupil premium and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.

I agree that the information may be used to ensure accuracy of records across the local authority and the check against fraud.

I agree that you can inform the EY provider(s) attended by my child of their initial and ongoing entitlement to early years pupil premium.

You may be aware of our [Privacy Policy](#).

To complete an application you will need to provide:

1. Your own name and date of birth
2. Contact details
3. National Insurance Number or National Asylum Seekers Number
4. Child's name and date of birth
5. EY provider your child is attending/will attend.

At the bottom of the form, there is a button labeled 'Yes, continue'.

Figure 2

This page contains the detail of the information that is required for the completion of the application and information about the process, security and accuracy of the claim. The page also provides hyperlinks to the authority's **Privacy Policy**.

The applicant should press the **[Yes, Continue]** button to confirm agreement with this declaration and proceed with the application. (If an applicant is unwilling to do this then the application cannot proceed.)

² The text that appears on this page is customisable by the local authority.

5 Applicant Information

Figures 3 and 4 below shows the Parent/Carer data entry page.

1. Declaration 2. Parent/Carer 3. Child 4. Submit 5. End

The system will cease to work if no response or activity is detected for a 40 minute period. If this happens anything you have not saved will be lost.

Name *

If you are making this application on behalf of a parent/carers, you must enter their details, not your own.

-- Please Select --

Title Firstname Lastname

Identification Number *

OR

National Insurance Number National Asylum Support Service reference number

Personal information *

If you have legal parental responsibility for the child but your relationship isn't listed, please select 'Legal Parental Responsibility'.

-- Select --

Date of birth (DD/MM/YYYY) Relationship to the child

Contact information

Email Telephone (Landline) Telephone (Mobile)

☒ Yes, I would like email to be my primary communication channel for Early Years Pupil Premium entitlement

[Why use electronic communication ?](#)

Figure 3

Address information *

Enter a postcode Find address

Addresses -- Use the postcode lookup above --

☐ **Manual Address Data**

Flat Number/Name **

House Number/Name **

Street Name *

Locality

Town/City *

Postcode

** One at least of Flat or House Number/Name is required.

* Required.

Save and continue Save and resume later Back

Figure 4

The following lists the data subsections, the fields within each subsection and their data requirements:

Name*

Title	A drop down list is provided which includes all commonly used titles. If the applicants preferred title is not in the list then "Other" should be selected and a further box will appear for free text entry.
Firstname	The full given first name of the applicant should be entered - not common contractions.
Lastname	The full legal surname (derived from family, clan or marital association) of the applicant (as written) should be entered.

Note: As the first three characters of this name will be used as a reference by the Eligibility Checking Service (ECS), the accuracy of the **Lastname** field is of critical importance.

Unique Identification Number*

One of **National Insurance Number** (also known as NI Number or NINO) or **National Asylum Support Service reference number** (also known as NASS number) **must be provided**.

National Insurance Number

The following validation is applied to this field:

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

Neither of the first two letters can be **D, F, I, Q, U** or **V** and the second letter also cannot be **O**. Additionally, the prefixes **BG, GB, NK, KN, TN, NT** and **ZZ** are not allocated.

After the two prefix letters, the six digits are issued sequentially from *00 00 00* to *99 99 99*.

The suffix letter is either **A, B, C** or **D**.

Where applicants enter any alphabetical characters in lowercase the system will automatically amend them to UPPERCASE when the field is exited.

Note: As the **National Insurance Number** or **National Asylum Support Service reference number**, whichever is provided, will be used as a reference by the ECS, the accuracy of this field is of critical importance.

National Asylum Support Service reference number

The following validation is applied to this field:

The format of the number is YY/MM/NNNNN.

YY = Two digit Year (with a leading zero where appropriate) between 00 and 99

MM= Two digit Month (with a leading zero where appropriate) between 01 and 12

NNNNN = Sequence number with leading zeros in the range 00001 and 99999

Note: As the **National Asylum Support Service reference number**, if provided, will be used as a reference by the ECS, the accuracy of this field is of critical importance.

Personal Information*

The following items are required:

Date of Birth In the format DD/MM/CCYY, where:
 DD = Two digit Day (with a leading zero where appropriate)
 MM = Two digit Month (with a leading zero where appropriate)
 CC = Two digit Century (currently should be **19**)
 YY = Two digit Year (with a leading zero where appropriate)
 For example, the Queen's birthday would be 21/04/1926.
 This field is validated against calendar values and the age of the applicant should be 16 or over.

Relationship to the child A drop down list is provided listing the government approved list of relationships.

Note: As the applicant's date of birth will be used as a reference by the ECS, the accuracy of the **Date of Birth** field is of critical importance.

Contact Information

Email Email addresses are checked against the standard email address format, i.e. *local-part@domain-name*.

Telephone (Landline) The telephone number may be entered in either of two formats:
 (a) standard 11 digit UK telephone number format, which will always start with a leading zero, e.g. 02071835700; or
 (b) standard international telephone number format, which will always start with a plus-sign, e.g. +442071835700.
 As the system does not use this number in any automated process it does not matter if applicants introduce spaces into the number

and if the system stores the numbers in this way.

**Telephone
(Mobile)**

The telephone number may be entered in either of two formats:

- (a) standard 11 digit UK telephone number format, which will always start with a leading zero, e.g. 02071835700; or
- (b) standard international telephone number format, which will always start with a plus-sign, e.g. +442071835700.

The default setting for the use of text messaging services is “Off”, i.e. the system will not automatically generate text messages. By default, therefore, it does not matter if applicants introduce spaces into the number. If, in the future, automatic text messaging were to be allowed then spaces would be automatically deleted from entries.

After the email and telephone data entry boxes there is a tick box which allows the applicant to select Email as the primary communication channel. This is ticked by default but the applicant may untick it. (If, in the future, automatic text messaging were to be allowed then an option to select SMS text messaging as an additional communication channel would be displayed.)

Below the tick box is a link which, when clicked, explains some of the advantages of selecting the electronic communication option.

Address Information*

Postcode and address validation is supplied either via Local Land and Property Gazetteer (LLPG) data supplied by the LA or a National Address Lookup (NAL) facility provided by SDA. Applicants should enter their postcode in the box provided. If the postcode is found then the system will generate a drop down lists of residential addresses³ attached to that postcode. The applicant should select the appropriate address from the list. If the postcode is not found, the applicant has two options:

- (a) If the applicant is sure that the postcode entered is correct then it is either not within the LA or is a very recent postcode which has not been included in the LLPG/NAL. In either of these circumstances, the applicant needs to enter the address data manually – see below; or
- (b) The postcode has been entered incorrectly. In this circumstance then the postcode should be re-entered correctly.

Manual Address Entry

If the applicant does not know his/her postcode (or the postcode previously entered was not found) then the address needs to be entered manually. To do this the applicant should click the tick box titled “Manual Address Data”.

The following information should be provided:

³ The underlying database only contains properties which have been classified in the LLPG/NAL as being residential or bed and breakfast/boarding houses/hostels/hotels.

At least one (or both) of **Flat Number/Name** and **House Number/Name**.

“Flat Number/Name” can be any smaller part of a building, including an apartment or room in a hostel. To avoid confusion the full text should be entered, e.g. “Ground Floor Flat”, “Flat 1”, “Room 101” etc.

“House Number/Name” can include both a number and a name, e.g. “Rose Cottage, 1”. For residents of high-rise blocks, the name of the particular block should be entered here, not in “Flat Number/Name”, e.g. “Washington House”.

Street Name*

A Street Name must be entered.

Locality

This is an optional field which may contain extra details such as district or parish area information or, if the postal town is provided (see below), the name of the town or settlement.

Town/City*

The Town/City of the address must be entered. This may be the town or city that is commonly understood in the area or the official postal town (as defined by the Royal Mail).

Postcode

The postcode, if known, should be provided for those applicants who reside outside of the LA area.

The following validation will be applied.

In general, the format is one of "A9 9AA", "A99 9AA", "A9A 9AA", "AA9 9AA", "AA99 9AA" or "AA9A 9AA", where A is an alphabetic character and 9 is a numeric character⁴.

At the end of this page there are the options to:

Save and Continue	This will save the applicant's current data and move to the next page of the form.
--------------------------	--

Save and resume later	This will save the applicant's current data and create a reference so that he/she can resume their application later.
------------------------------	---

⁴ More precisely, the system utilises the government standard validation patterns defined as:
(GIR 0AA|[A-PR-UWYZ]([0-9][0-9A-HJKPS-UW]?|[A-HK-Y][0-9][0-9ABEHMNPRV-Y]?)[0-9][ABD-HJLNP-UW-Z]{2})

(See below for resumption of application.)

Back

This will return the applicant to the legal declaration page as indicated by the chevrons across the top of the screen. Data from this screen will be saved until the form is exited.

6 Child's Information

Figure 5 shows the data input page for information about the child that the application will affect in relation to the receipt of early years pupil premium.

1. Declaration 2. Parent/Carer 3. Child 4. Submit 5. End

The system will cease to work if no response or activity is detected for a 40 minute period. If this happens anything you have not saved will be lost.

Child's name *

Firstname Lastname

Child's details *

Date of birth (DD/MM/YYYY) Gender

Provider *

-- Choose a provider --

Other eligibility criteria *

☐ My child qualifies by other means (In Care/Leaving Care)

My child:

☐ is In Care

☐ is Leaving Care under Special Guardianship Order

☐ is leaving Care under Child Arrangements Order

☐ is leaving Care under Adoption Order

Statement *

☐ I confirm that I have parental responsibility for the child.

OR

☐ I confirm that I have completed this application on behalf of the parent/carer with his/her full knowledge or have the legal status to do so. I confirm that the parent/carer for whom I have given details has parental responsibility for the child.

Save and continue Save and resume later Back

Figure 5

The following lists the fields and their data requirements:

Child's Name*

Firstname

The full given first name of the child should be entered -not common contractions.

Lastname

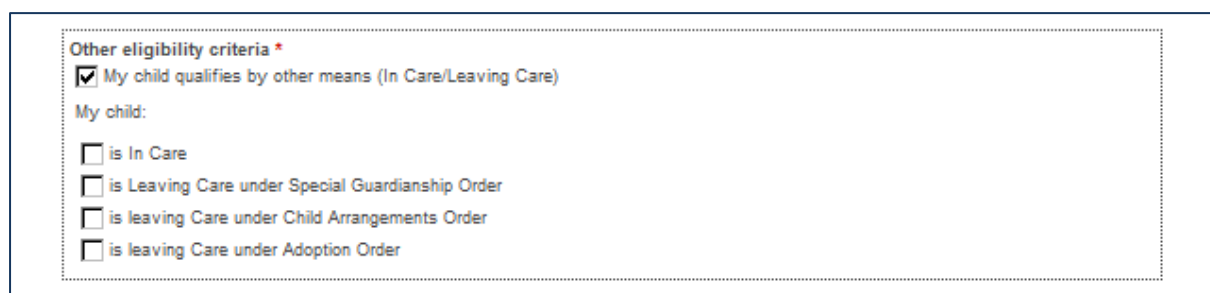
The full legal surname (derived from family, clan or marital association) of the child (as written) should be entered.

Child's Details*

- Date of Birth** In the format DD/MM/CCYY. This field is validated against calendar values. The age of the child is also checked to ensure that an application for early years pupil premium is acceptable – see details on the Home Page. If the child is either too young or too old then an appropriate message will be displayed if the applicant attempts to proceed from the page.
- Gender** The sex of the child. (Male or Female)
- Provider** A pre-defined drop down list is provided by the LA. This list includes all providers which have been approved to use the OEYPP service.

Other eligibility criteria

If the child potentially qualifies for early years pupil premium under the non-economic criteria then the applicant should tick the box next to “My child qualifies by other means (In Care/Leaving Care)”. The following will then be displayed:



Other eligibility criteria *

☒ My child qualifies by other means (In Care/Leaving Care)

My child:

☐ is In Care

☐ is Leaving Care under Special Guardianship Order

☐ is leaving Care under Child Arrangements Order

☐ is leaving Care under Adoption Order

Figure 6

The appropriate box (or boxes) should be ticked to indicate the appropriate qualifying criterion.

Statement*

The statement consists of two options, one of which must be selected to confirm the applicant has the legal right to make the application. These options (indicated by radio buttons) are:

I confirm that I have parental responsibility for the child.

OR

I confirm that I have completed this application on behalf of the parent/carer with his/her full knowledge or have the legal status to do so. I confirm that the parent/carer for whom I have given details has parental responsibility for the child.

One of these options must be selected to proceed.

At the bottom of the page there are the options for continuation, indicated by buttons as follows:

Save and Continue	This will save the current data from the application and move to the next page of the form (Submit Application).
Save and resume later	This will save the current data from the application and create a reference so that the application can be resumed in the future. (See below for resumption of application.)
Back	This will return the applicant to the previous page as indicated by the chevrons across the top of the form. Data from this screen will be saved until the form is exited.

7 Application Submission

Figure 7 shows the submit application page:

The system will cease to work if no response or activity is detected for a 40 minute period. If this happens anything you have not saved will be lost.

Please carefully check all the details below before submitting - after you have submitted your application you will not be able to make any immediate changes. To make any changes after submission you will need to contact your local authority. If you need to change any details before submission use the BACK button at the bottom of this page.

Parent/Carer	Mr Isaac Newton
Date of Birth	12/12/1982
National Insurance Number	NN123456A
Email	[REDACTED]
Address	32 Town Hall Chambers Borough High Street (Flat 1) LONDON SE1 1XU
Child in benefit	Isabelle Newton
Date of birth	12/12/2011
Gender	Female
Parent/Carer's relationship	Father
Provider	Demotown Nursery School
Other eligibility criteria:	None

Statement *

☐ I confirm that the information I have given is, to the best of my knowledge, correct and accurate.

After you click the 'Submit' button your application will be saved and we will check your eligibility. This process may take a few seconds.

The data you provide may be transferred between EY Providers in the Local Authority when your child moves from one EY Provider to another. If you do not wish this to take place please inform your child's current EY Provider.

SUBMIT Save and resume later Back

Figure 7

This page is a review of the data that has been captured on the previous pages. The applicant (or their designated proxy) must tick the box to confirm that the information provided is correct and accurate.

At the bottom of the page there are 3 options:

- | | |
|------------------------------|--|
| SUBMIT | This will save the current data from the application and submit it to the ECS for checking. |
| Save and resume later | This will save the current data from the application and create a reference so that the application can be resumed in the future. (See below for resumption of application.) |
| Back | This will return the applicant to the previous page as indicated by the chevrons across the top of the form. Data from this screen will be saved until the form is exited. |

After submission to the ECS there are four possible outcomes:

Found	The ECS has confirmed the eligibility to early years pupil premium.
Not Found (ECS only)	The ECS has not confirmed the eligibility to early years pupil premium and no other criteria were indicated.
Not Found (Other criteria)	The ECS has not confirmed the eligibility to early years pupil premium but other criteria were indicated.
Service Down	The ECS is unavailable at the current time.

These outcomes are described in more detail in the next four sections.

8 ECS Return - Found

Figure 8 shows the screen which will appear if the ECS has returned a “Found” result:

The eligibility check has confirmed that the parent/carer meets the eligibility criteria.

Your application reference is **R4KF9E**. The reference can be used to re-apply later and for any other communication with the Early Years provider about Early Years Pupil Premium.

You may print your application. You can make an application for another child.

The child's provider will be notified as soon as possible.

Application Reference	R4KF9E
Parent/Carer	Mr Isaac Newton
Date of Birth	12/12/1982
National Insurance Number	NN123456A
Email	roy.hicks@sda-ltd.com
<i>An email has been sent to this email address.</i>	
Address	32 Town Hall Chambers Borough High Street (Flat 1) LONDON SE1 1XU
Child in benefit	Isabelle Newton
Date of birth	12/12/2011
Gender	Female
Parent/Carer's relationship	Father
Provider	Demotown Nursery School
Other eligibility criteria:	None

Figure 8

This confirms that the applicant is eligible to claim for early years pupil premium for their child. The applicant should make a note of the application reference and the LA will be notified automatically of the outcome.

The applicant also has the options to print the application and to apply on behalf of a sibling.

9 ECS Return - Not Found (ECS only)

Figure 9 shows the screen which will appear if the ECS has returned a “Not Found” result and no other criteria have been indicated:

1. Declaration 2. Parent/Carer 3. Child 4. Submit 5. End

The eligibility check has not confirmed that the parent/carer meets the eligibility criteria. It may not mean that the child is not entitled to Early Years Pupil Premium.

Your application reference is **QZ3PH7**. The reference can be used to re-apply later and for any other communication with the Early Years provider about Early Years Pupil Premium.

You may print your application. You can make an application for another child.

Application Reference	QZ3PH7
Parent/Carer	Mr Albert Einstein
Date of Birth	12/12/1982
National Insurance Number	PP123456A
Email	roy.hicks@sda-ltd.com
<i>An email has been sent to this email address.</i>	
Address	32 Town Hall Chambers Borough High Street (Flat 1) LONDON SE1 1XU
Child in benefit	Albertina Einstein
Date of birth	12/12/2010
Gender	Female
Parent/Carer's relationship	Father
Provider	Demotown Nursery School
Other eligibility criteria:	None

Accurate information?

In some circumstances the data used for the eligibility check may not be up to date due to the time it takes for the other Government Departments to process benefit claims. If you have entered all information correctly and believe that your child should be eligible for Early Years Pupil Premium you should contact the Local Authority with the appropriate documentary evidence of benefit and they will be able to confirm your eligibility status.

Inaccurate information?

1. Check that the parent/carer's details are accurate. For example, a first name rather than a surname has been used.
2. Check that the parent/carer's information shows the details of person in receipt of the qualifying benefits.
3. If there is more than one person in the household in receipt of the qualifying benefits, check the eligibility of both.

Figure 9

The ECS has NOT found data that would confirm that the applicant is eligible to claim for early years pupil premium for their child. The application data will be held by the LA.

The applicant should make a note of the application reference and if they wish to dispute this outcome they should contact their child's LA. If the LA, having seen the physical evidence, agree that the application should be deemed eligible, the LA are able to record this decision in the Back-Office system – see separate guide.

10 ECS Return - Not Found (Other criteria)

Figure 10 shows the screen which will appear if the ECS has returned a “Not Found” result and no other criteria have been indicated:

Application Reference	XMT53S
Parent/Carer	Mr Albert Einstein
Date of Birth	12/12/1982
National Insurance Number	PP123456A
Email	roy.hicks@sda-ltd.com
<i>An email has been sent to this email address.</i>	
Address	32 Town Hall Chambers Borough High Street (Flat 1) LONDON SE1 1XU
Child in benefit	Albertino Einstein
Date of birth	12/12/2010
Gender	Male
Parent/Carer's relationship	Father
Provider	Demotown Nursery School
Other eligibility criteria:	• In Care

Figure 10

The ECS has NOT found data that would confirm that the applicant is eligible to claim for early years pupil premium for their child under economic criteria but the applicant has indicated that other (non-economic) criteria apply. The applicant should make a note of the application reference and if they wish to communicate on the issue they should contact their child's LA.

The LA will access the relevant data in other LA systems to determine whether the application meets the qualifying criteria and agree that the application should be deemed either eligible or not – the LA are able to record this decision in the Back-Office system – see separate guide.

11 ECS Return - Service Down

If the ECS is unavailable at the time of submission the following screen will appear:

Application Reference	U99WWZ
Parent/Carer	Mr Isaac Newton
Date of Birth	12/12/1982
National Insurance Number	AB123456A
Email	[REDACTED]
Address	32 Town Hall Chambers Borough High Street (Flat 1) LONDON SE1 1XU
Child in benefit	Ingrid Newton
Date of birth	12/12/2012
Gender	Female
Parent/Carer's relationship	Father
Other eligibility criteria:	None

Figure 11

The ECS may not be functioning due to essential maintenance being carried out. If this screen appears the applicant should take a note of the application reference number.

Applications will be automatically resubmitted when the ECS becomes available and all parties informed of the outcome.

12 Resume Later - Save

If at, any point during the application, the applicant selects to “Save and resume later” then the following will appear:

[Go back to form](#)

A link will be given to you. Along with your password, you will be able to use this link anytime within the next 7 days.

Password *

☐ View Password

Email

☐ I would like to receive an email with the link.

Figure 12

The applicant will be asked to supply a password and, if they wish to be emailed the link, an email address and a check box to confirm this. After clicking **[Save]** the following will appear:

Thank you

Please copy the link below and save it in a safe place. You can use this link anytime within the next 7 days. Without the link and the password you have given, you will have to start from the beginning.

<https://www.cloudforedu.org.uk/oeye/>

Figure 13

Clicking on the link from either the above screen or the link in the email will present this screen:

Please enter your password to continue your application.

Password *

Figure 14

When the applicant has provided the correct password and clicked the **[Resume application]** button they will be returned to the application form – see above.