

Checklist for completing the headcount task in the portal

- Actual task has been submitted by the deadline
- PAFs have been sent, via MOVE IT where possible, by the deadline given (after submitting the task)
- Childcare Sufficiency Team have been informed of any missing PAFs

Names of children whose PAFs missing:

- Where parent/carer information is on the PAF for 3 and 4 year olds these have been entered on the portal
- End dates entered and hours removed for leavers
- 30 hour codes are all verified and valid for the term
- Placement notification done for all new two year olds
- Start dates and weeks have been changed for late starters
- New starters added and hours have been entered
- Funded hours entered for all children
- Evidence for all DOB's has been seen and acknowledged on PAF
- The funding table on all PAFs are fully completed – setting name, start date, hours per day, number of weeks if stretched
- PAFs have been signed by parent and setting
- Actual hours each child attends has been entered on the headcount table (total hours not just funded hours)
- Stretched funding selected where appropriate (not for stretched invoicing)