

Payments and Headcount Schedule 2024-2025

Key Action	Month/Year	Deadline Date
Autumn Term 2024		
Portal opens 1 September 2024		
Deadline for submission of 'Estimate' number of funded hours per week	September 2024	6 September
Deadline for Submission of Sufficiency Tables	September 2024	6 September
Portal re-opened for inputting of children/parents' details	September 2024	9 September
Monthly indicative payment for schools	September 2024	13 September
Interim payment based on estimated number of hours per week submitted	September 2024	19 to 20 September (all headcounts)
Monthly indicative payment for schools	October 2024	15 October
Deadline for submission of 'Actual' funded hours for the term	October 2024	25 October
Funding adjustment period for Autumn Term*	November 2024	28 October to 8 November
Portal closed for processing 11 November to 31 December 2024		
Monthly indicative payment for schools	November 2024	15 November
Final Payment for PVI's	November 2024	2 and 22 November (all headcounts)
Final adjusted payment for schools – Autumn Term 2022	December 2024	13 December
Closure of Autumn Term	December 2024	31 December
Spring Term 2025		
Portal opens 1 January 2025		
Deadline for submission of 'Estimate' number of funded hours per week	January 2025	10 January
Deadline for Submission of Sufficiency Tables	January 2025	10 January
Portal re-opened for inputting of children/parents' details	January 2025	13 January
Monthly indicative payment for schools	January 2024	15 January
EYs/School CENSUS	January 2025	16 January
Interim payment based on estimated number of hours submitted	January 2025	23 and 24 January (all headcounts)
Deadline for submission of 'Actual' funded hours for the term	February 2025	14 February
Monthly indicative payment for schools	February 2025	14 February
Funding adjustment period for Spring Term*	February 2024	17 to 25 February
Portal closed for processing 26 February to 31 March 2025		
Final adjusted payment for schools – Spring Term 2023	March 2025	14 March
Final Payment for PVI's	March 2025	20 and 21 March (all headcounts)
Closure of Spring Term	March 2025	31 March

Summer Term 2025		
Portal opens 1 April 2025		
Deadline for submission of 'Estimate' number of funded hours per week	April 2025	4 April
Deadline for Submission of Sufficiency Tables	April 2025	25 April
Portal re-opened for inputting of children/parents' details	April 2025	7 April
Monthly indicative payment for schools	April 2025	15 April
Interim payment based on estimated number of hours submitted	April 2025	24 and 25 April (all headcounts)
Monthly indicative payment for schools	May 2025	15 May
Deadline for submission of 'Actual' funded hours for the term	May 2025	23 May
Funding adjustment period for Summer Term*	May 2025	26 May to 6 June
Portal closed for processing 9 June to 31 August 2025		
Monthly indicative payment for schools	June 2025	13 June
Final Payment for PVI's	June 2025	26 to 27 June (all headcounts)
Monthly indicative payment for schools	July 2025	15 July
Final adjusted payment for schools – Summer Term 2023	August 2025	15 August
Closure of Summer Term	August 2025	31 August

Note:

1. Dates are subject to change based on term dates, bank holidays and weekends.
2. Pay attention to the portal closure periods as late submissions will **not** be accepted. Failure to submit headcount information on time will result in late payment (following Term).
3. Ensure that you submit any funding adjustments for the given term by the required dates to enable us to make changes to the headcount records before the portal closes. Any Adjustments sent through after the deadline date will **not** be considered until the following term.
4. **All** Early Years settings are required to submit Sufficiency data on a termly basis. By completing this information, you are providing us with a good insight into sufficiency of childcare in your local area. Being able to follow the trends in sufficiency helps us to locate areas of high demand and investigate the need to create more early years places to ensure parents can access their funding entitlement.
5. All 'working Families' codes **must** be validated at the start of term prior to registration/funding or parental agreements forms being signed. This eliminates oversights and loss of funding. Where a setting has made an oversight, this should **not** be charged to the parent.
 - Ensure that all new 'Working Families' codes are received by parents before the 31 August (For start of **Autumn Term**), 31 December (For start of **Spring Term**) and 31 March (For start of **Summer Term**). Codes beyond these dates will not be accepted.
 - Parents of existing 'Working Families' codes must ensure codes are maintained/renewed before the **validity end date** and **not the Grace period**. Failure to renew will result in loss of funding.
6. Parental agreement forms are required for all new starters as well as an updated agreement for existing children at the start of a new academic year. This is an **auditable** requirement. Please ensure the necessary screening checks are undertaken **prior** to the parent signing:

Screening checks include:

 - Checking a child's age to ensure they are within eligible range for funding
 - Verifying address using the Royal Mail postcode checker
 - All 'Working Families' codes
 - Consent has been given on any contractual documents the parent will sign for the purpose of HMRC checks relating to 'Working Families' codes and Early Years Pupil Premium.
 - The parent has provided details of any previous nursery setting. This is required to check that there is no outstanding claim or notice period that will impact a claim for funding once the child has been accepted to attend at your setting.
 - Any documentary evidence to support your claim for funding as in note 7 below

Parental agreements/contractual documents need to be uploaded on to the portal as part of your actual submissions. **Please do not send via unsecure email due to GDPR reasons.**

7. **All** documentary evidence in support of a funding claim must be uploaded against a child's record as part of your actual's submissions. This is an **auditable** requirement and failure to submit will result in your claim not being processed. Evidence **must** be obtained prior to the signing of any agreement/contract forms. **Evidence includes:**
 - Disability Living Allowance letters for children claiming DAF (All Headcounts)
 - 2 YO eligibility letters/Golden Tickets (Disadvantaged Families), Proof of a child in care, proof of child with SEND or on a Health plan, proof of disability. **Do Not** accept 2YO Disadvantaged children without having verified their eligibility as funding will **not** be awarded.
8. If a child has been offered a Reception place for the new term, they will **not** qualify for free entitlement funding unless the reception place has been deferred with the agreement of the headteacher. **i.e.** if a child is starting Reception on 20 September, Free Entitlement funding cannot be claimed by any setting up to that starting point.
9. If a child is in receipt of SEN top-up funding (when inclusion service have undertaken a needs assessment), the child's on-line portal record must reflect this by selecting from the dropdown list within the 'Child Details' tab the appropriate entry against **SEN COP Stage**. These are 'No Special Educational Need' or '**SEN Support**' or 'Education Health and Care Plan'.
10. If you have identified SEN for one of your children and are offering support but awaiting an assessment, please also select '**SEN Support**' in the SEN COP Stage
11. It is mandatory that all **SEN top-up review forms** are uploaded to the child's on-line portal record by the 'Actuals' deadline during the relevant term. Failure to do so will result in a late review and subsequently discontinuation or non-payment of SEN top-up funding.
12. Please ensure 'Present During Census' has been ticked on the child's record where a child was in attendance on 'Census Week'.

School Term and Holiday Dates

2024-2025 Academic Year

Autumn 2024

Autumn Term (1st half)	Monday 2 September 2024 - Friday 25 October 2024
Half Term Holiday	Monday 28 October 2024 - Friday 1 November 2024
Autumn Term (2nd half)	Monday 4 November 2024 - Friday 20 December 2024
School Holiday	Monday 23 December 2024 - Friday 3 January 2025

Spring 2025

Spring Term (1st half)	Monday 6 January 2025 - Friday 14 February 2025
Half Term Holiday	Monday 17 February 2025 - Friday 21 February 2025
Spring Term (2nd half)	Monday 24 February 2025 - Friday 4 April 2025
School Holiday	Monday 7 April 2025 – Monday 21 April 2025

Summer 2025

Summer Term (1st half)	Tuesday 22 April 2025 - Friday 23 May 2025
Half Term Holiday	Monday 26 May 2025 - Friday 30 May 2025
Summer Term (2nd half)	Monday 2 June 2025 - Tuesday 22 July 2025
School Holiday	Wednesday 23 July 2025 - Friday 29 August 2025

Public Holidays

Christmas Day	Wednesday 25 December 2024
Boxing Day	Thursday 26 December 2024
New Year's Day	Wednesday 1 January 2025
Good Friday	Friday 18 April 2025
Easter Monday	Monday 21 April 2025
May Day Bank Holiday	Monday 5 May 2025
Spring Bank Holiday	Monday 26 May 2025
August Bank Holiday	Monday 25 August 2025