

Early Years 2-, 3- and 4-year-old funding process

Term dates: 15th April 24 – 19th July 24

Half term: 24th May 24 – 31st May 24

Stretched Entitlement dates: 15th April 24 – 31st August 24

Summer Term 2023-24 - 12 weeks (for payment)

| Date | Process |
|---|--|
| Wednesday 03/04/2024 | Wizard available for Summer 24 estimated figures for an advanced funding claim. |
| Sunday 21/04/2024 | DEADLINE to submit estimated figures via Wizard. |
| Friday 26/04/2024 | Payment (all providers) Advanced Termly Payment/1st Monthly Instalment Based on estimated figures |
| Thursday 16/05/2024 | HEADCOUNT DAY |
| Friday 17/05/2024 | Submit ALL providers must complete headcount by this date via (Schools360, Census or SIMS) |
| Friday 24/05/2024 | Payment (providers who have chosen monthly payments only) 2nd monthly instalment based on estimated figures |
| Friday to Wednesday 14/06/2024 to 19/06/2024 | Request second headcount To claim funding for 2-year-old children accessing their 15 hours via the deprived entitlement ONLY (codes beginning E) who took up their entitlement or increased their hours after first headcount (email sophie.downing@northumberland.gov.uk to request a second headcount) |
| Friday 28/06/2024 | Submit 2nd Headcount via Schools360 Providers must submit 2nd headcount for 2YOs only (children who took up entitlement after first headcount) |
| Friday 21/06/2024 | Payment (providers who have chosen monthly payments only) 3rd monthly instalment based on estimated figures |
| Friday 19/07/2024 | Payment (all providers) Final termly payment/4th monthly instalment based on full headcount, SEND and 2nd headcount |
| Friday TBC | Systems Available for Autumn term 24 funding claim |

Where providers miss funding deadlines the LA cannot guarantee payment. However, if this is corrected within a given period, it may still be possible to process claims and access the funding. Due to the extra administration involved with late submissions we require providers to pay towards the associated costs as set out in section 6.9 of the Local Code of Practice for the delivery of 2,3 and 4 year old entitlement, below:

6.9 If the Provider fails to submit the headcount forms by the deadline specified the Authority cannot guarantee payment and an administration charge of £50 may be applied. Any headcount forms received



for previous terms or claims made for payments from previous financial years (1st April – 31st March) will not be considered.