

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

Term dates: 2nd September 24 - 20th December 24
Stretched entitlement dates: 2nd September 24 – 31st December 24

Autumn Term 2024 - 14 weeks (for payment)

Date	Process
Monday 12/08/2024	Wizard available for autumn 24 estimated figures for an advanced funding claim.
Sunday 08/09/2024	DEADLINE to submit estimated figures via Wizard.
Friday 13/09/2024	Payment (all providers) Advanced Termly Payment/1st Monthly Instalment Based on estimated figures
Thursday 03/10/2024	HEADCOUNT DAY
Friday 04/10/2024	Submit ALL providers must complete headcount by this date via (Schools360, Census or SIMS)
Friday 18/10/2024	Payment (providers who have chosen monthly payments only) 2nd monthly instalment based on estimated figures
Friday 08/11/2024 - Wed 13/11/24	Request second headcount (disadvantaged 2YO ONLY) To claim funding for disadvantaged 2 year old children who took up their entitlement or increased their hours after first headcount (email sophie.downing@northumberland.gov.uk to request a second headcount)
Friday 02/12/2024	Submit via Schools360 Providers must submit 2nd headcount for disadvantaged 2YOs only (children who took up entitlement after first headcount)
Friday 15/11/2024	Payment (providers who have chosen monthly payments only) 3rd monthly instalment based on estimated figures
Friday 13/12/2024	Payment (all providers) Final termly payment/4th monthly instalment based on full headcount and 2nd headcount
Friday TBC	Systems Available for spring term 25 funding claim

Where providers miss funding deadlines the LA cannot guarantee payment. However, if this is corrected within a given period (1 week of set deadline), 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.