

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

Term dates: 1st September 25 - 19th December 25

Stretched entitlement dates: 1st September 25 – 31st December 25

Autumn Term 2025 - 14 weeks (for payment)

Date	Process
Friday 01/08/2025	Wizard available for autumn 25 estimated figures for an advanced funding claim.
Sunday 07/09/2025	DEADLINE to submit estimated figures via Wizard.
Friday 12/09/2025	Payment (all providers) Advanced Termly Payment/1st Monthly Instalment Based on estimated figures
Thursday 02/10/2025	HEADCOUNT DAY
Friday 03/10/2025	Submit ALL providers must complete headcount by this date via (Schools360, Census or SIMS)
Friday 17/10/2025	Payment (providers who have chosen monthly payments only) 2nd monthly instalment based on estimated figures
Wednesday 05/11/2025 - Wed 12/11/25	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 05/12/2025	Submit via Schools360 Providers must submit 2nd headcount for disadvantaged 2YOs only (children who took up entitlement after first headcount)
Friday 14/11/2025	Payment (providers who have chosen monthly payments only) 3rd monthly instalment based on estimated figures
Friday 12/12/2025	Payment (all providers) Final termly payment/4th monthly instalment based on full headcount and 2nd headcount
Friday TBC	Systems Available for spring term 26 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.