

## **AUT 2025-26 Headcount Return Guidance**

We have made some changes to the Autumn headcount return in School360. Usually, the headcount return would be blank due to it being the beginning of a new Academic year. However, due to the number of children becoming eligible for funded entitlements has increased, we have made the decision to pre-populate the forms.

The AUT headcount form will include children you had claimed for in Summer term and any children whose codes have been validated at your provision (by 22nd July). These children will be listed at the bottom. However, the children who are due to start Reception have been removed.

You will need to:

1. Check pre-populated data in each row and cross reference with your working families summary in Wizard (it is suggested that you have both systems open at the same time to ensure you only add eligible codes to your headcount return)

If the child still attends your provision enter the following required information for each child:

- Payment Scheme
- Number of weeks per year
- Number of weekly funded hours
- Number of total hours

If the child no longer attends:

- mark funding stream as 'unfunded'
- number of hours as 0
- total number of hours as 0

If a new child has been added because you have validated a code for them and they are now attending your provision add:

- funding stream
- number of weeks
- number of hours
- total number of hours
- all other personal data from your completed Parent Declaration form.

If a new child has been added because you have validated a code for them and they are NOT attending your provision:

- mark funding stream as 'unfunded'
- number of hours as 0
- total number of hours as 0

2. Add any additional children who have not been pre-populated to the bottom of the spreadsheet.

3. Process EYPP checks for all new children (you should have already done this for existing children) and add codes for those eligible.

We hope this will ease the administrative burden of claiming early years funding. If you have any problems completing the form, we are holding Headcount drop-in sessions on Wednesday 17<sup>th</sup> September. Instructions for joining/booking a place will be on the Early Years Update. You can also request support from your Early Years Performance Partner.

Guidance videos can be found on the process of claiming EY funding flowchart [here](#) which explain how to complete the headcount form. Please keep an eye on the updates at the beginning of Autumn term which will notify you when the forms are available.