



Early Years

Early Years Funding Process

Term dates: Mon 5th January 26 – Thursday 2nd April 26
Stretched Entitlement dates: 1st January 26 – Friday 17th April 26

Spring Term 26

Date	Process
Monday 22/12/2025	Wizard available for Spring 26 estimated figures for an advanced funding claim.
Monday 05/01/2026	DEADLINE to submit estimated figures via Wizard.
Friday 09/01/2026	Payment (all providers) Advanced Termly Payment/1st Monthly Instalment Based on estimated figures
Thursday 15/01/2026	HEADCOUNT DAY
Friday 16/01/2026	Submit ALL providers must complete headcount by this date via (Schools360, Census or SIMS)
Friday 20/02/2026	Payment (providers who have chosen monthly payments only) 2nd monthly instalment based on estimated figures
Wednesday to Wednesday 18/02/2026 to 04/03/2026	Request second headcount (DISADVANTAGED 2YO ONLY - EY2C CODES) To claim funding for 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 13/03/2026	Submit 2nd Headcount via Schools360 Providers must submit 2nd headcount for disadvantaged 2YOs only with codes beginning EY2 (children who took up entitlement after first headcount)
Friday 27/03/2026	Payment (all providers) Final termly payment/3rd monthly instalment based on full headcount and 2nd headcount
Friday TBC	Systems available for Summer term 26 funding claim

Where providers miss funding deadlines the LA cannot guarantee payment. However, if this is corrected within a short 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.