



Early Years funding process

Term Start: 20th April 26

Summer Term 2026-27

Date	Process
Wednesday 01/04/2026	Wizard available for Summer 26 estimated figures for an advanced funding claim. Claims MUST match codes validated or payments will not be made.
Tuesday 21/04/2026	DEADLINE to submit estimated figures via Wizard.
Friday 24/04/2026	Payment (all providers) Advanced Termly Payment/1st Monthly Instalment Based on estimated figures
Thursday 14/05/2026	HEADCOUNT DAY
Friday 15/05/2026	Submit ALL providers must complete headcount by this date via (Schools360, Census or SIMS) PVI ONLY deadline to complete Questions module in Wizard
Friday 22/05/2026	Payment (providers who have chosen monthly payments only) 2nd monthly instalment based on estimated figures
Friday to Friday 12/06/2026 to 19/06/2026	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.wning@northumberland.gov.uk to request a second headcount)
Friday 26/06/2026	Submit 2nd Headcount via Schools360 Providers must submit 2nd headcount for 15 hours for 2YOs with codes beginning E only (children who took up entitlement after first headcount)
Friday 19/06/2026	Payment (providers who have chosen monthly payments only) 3rd monthly instalment based on estimated figures
Friday 17/07/2026	Payment (all providers) Final termly payment/4th monthly instalment based on full headcount, SEND and 2nd headcount
Friday TBC	Systems Available for Autumn term 26 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 funded 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.