

The Process of Claiming Early Years Funding

02 | CHECK DISABILITY ACCESS FUND (DAF) SECTION

Complete a DAF application via [the Wizard](#) if applicable. [Guidance here.](#)

04 | START DATE

Agree [start date](#) with the parent in line with eligibility rules on date of birth eligibility and validity of codes. Check your working families summary ([guidance here](#)) for code validity before offering a place! **Invalid codes will not be funded**

Key Dates for the Term can be found [here](#).

01 | PARENT EXPRESSES INTEREST

Discuss hours and patterns of attendance with Parents. Guidance on funding models (including stretched entitlements) [here](#). Parent Declaration Form completed [Form here](#).

03 | ELIGIBILITY CHECK

Log into The Wizard. Check for Disadvantaged 2YO's. [Guidance here](#). Check Working Family codes. [Guidance here](#). Check Early Years Pupil Premium (EYPP) [Guidance here](#). [Walkthrough video here](#).

05 | ESTIMATED FIGURES

Complete Estimated Figures claim via the [Wizard \(PVIs only\)](#) Guidance on how to calculate average hours [here](#). [Walkthrough video here](#).

06 | HEADCOUNT RETURN

Complete Headcount Return via [School 360](#) refer to the guidance tab on your spreadsheet, and schools complete via their MIS system.
[Walkthrough video here.](#)

07 | LOCATING YOUR HEADCOUNT FILE

To locate your file, go to my drive and use the search bar to type in your provider ref which will bring up a file with your name on, click on this file, then click on current academic year file > current term file.

08 | COMPLETE 2ND HEADCOUNT

Complete 2nd Headcount via School 360 for disadvantaged 2YO only (EY2C CODES) who have started or increased hours since full headcount (**PVIs only**)

PREPARATION FOR NEXT TERM

Check Working Family entitlement summary for code validity & remind parents to reconfirm before offering a place for next term
[Guidance here.](#)

How to complete your headcount return (School360 submissions only)

[Walkthrough video here](#)

02 | ELIGIBILITY CODES

Open your wizard account to access codes from your summaries

04 | NEW CHILDREN

Add any new children underneath the prepopulated data

01 | GUIDANCE

Refer to the guidance tab, to view instructions on how to complete the provider return tab

03 | PROVIDER RETURN TAB

Change information in the prepopulated data i.e. if a child has changed age range or hours

05 | REVIEW

Click on the review & submit tab, use the checklist to ensure required information has not been missed.

06 | SUBMIT

Complete the declaration by typing your name in the box and selecting yes from the drop-down

