

EARLY YEARS AND CHILDCARE

Important dates and deadlines for two, three and four year old funding

1 April 2024 to 31 March 2025

MAXIMUM NUMBER OF HOURS/WEEKS	FUNDING PERIOD		
	<u>SUMMER 2024</u> 01 Apr - 31 Aug	<u>AUTUMN 2024</u> 01 Sept -31 Dec	<u>SPRING 2025</u> 01 Jan-31 Mar
Maximum number of funded hours if taken 'Term Time Only'	195	210	165
Maximum number of funded hours if taken 'term time' (i.e. over 38 weeks)	13 weeks	14 weeks	11 weeks
Maximum number of funded hours if taken 'Stretched' (i.e. over more than 38 weeks)	22 weeks	17 weeks	13 weeks

AGE OF CHILD	FUNDING PERIOD		
	<u>SUMMER 2024</u> 01 Apr - 31 Aug	<u>AUTUMN 2024</u> 01 Sept - 31 Dec	<u>SPRING 2025</u> 01 Jan - 31 Mar
2 Year old Born between:	01-Apr-2021 and 31-Mar-2022	01-Sep-2021 and 31-Aug-2022	01-Jan-2022 and 31-Dec-2022
3 Year old Born between:	01-Apr-2020 and 31-Mar-2021	01-Sep-2020 and 31-Aug-2021	01-Jan-2021 and 31-Dec-2021
4 Year old Born between:	01-Apr-2019 and 31-Mar-2020	01-Sep-2019 and 31-Aug-2020	01-Jan-2020 and 31-Dec-2020

EARLY YEARS CENSUS	FUNDING PERIOD		
	<u>SUMMER 2024</u> 01 Apr - 31 Aug	<u>AUTUMN 2024</u> 01 Sept - 31 Dec	<u>SPRING 2025</u> 01 Jan - 31 Mar
Headcount Date	-	-	Thursday 16 Jan
Date for Submission	-	-	Friday 24 Jan

NB: Data supplied must be based on the week including headcount date.

DEADLINES	FUNDING PERIOD		
	SUMMER 2024 01 Apr - 31 Aug	AUTUMN 2024 01 Sept - 31 Dec	SPRING 2025 01 Jan - 31 Mar
Actual Headcount Task made Available from	Mon 19 Feb to Fri 23 Feb	Mon 24 Jun to Fri 28 Jun	Mon 04 Nov to Fri 08 Nov
Adjustment period 1 Headcount task made Available from	Mon 22 Apr to Fri 03 May	Mon 09 Sep to Fri 20 Sep	Mon 13 Jan to Fri 24 Jan
Adjustment period 2 Headcount task will be made available once the previous task has been completed. Final Deadline will be: Please note that adjustment 2 will not be available when the Actual task is open,	Fri 09 Aug	Fri 29 Nov	Fri 14 Mar
Actual Payment will be processed	During 1st week of funding period	During 1st week of funding period	During 1st week of funding period
Final Payment will be processed	Final week of funding period	Final week of funding period	Final week of funding period
Extended entitlement Eligibility Codes issued between:	01 Jan and 31 Mar	01 Apr and 31 Aug	01 Sept and 31 Dec
Extended entitlement funding can be accessed from:	01 April	01 September	01 January

SCHOOL TERMS	FUNDING PERIOD		
	SUMMER 2024 01 Apr - 31 Aug	AUTUMN 2024 01 Sept - 31 Dec	SPRING 2025 01 Jan - 31 Mar
Maintained Schools Term Starts	15 April	02 September	06 January
Maintained Schools Half Term	27 May - 31 May	28 Oct - 01 Nov	17 Feb - 21 Feb
Maintained Schools Term Ends	24 July	20 December	04 April
Bank/Public holidays	29 Mar 27 May 01 April 26 Aug 06 May	25 December 26 December	01 January

Please note: All dates are subject to change.

FURTHER INFORMATION - Parental Declaration forms must be completed for all eligible under 2-, 2-, 3- & 4-year-old funded children. All forms must be fully completed, dated and signed by the parent prior to running eligibility checks for the working parent's entitlement and for audit purposes. Please ensure that where children are sharing their funding across more than one provider, their parents indicate on the form the number of hours they are using at each provider and whether they are universal or extended. A copy of the form can be found on the Traded Services website under early years resources - Funding. The Stretched offer should be calculated as follows: The maximum yearly entitlement of 570 hours divided by the number of weeks the provision is open and providing funded hours e.g., 570 hours ÷ 51 weeks = 11.17 hours per week. Weekly hours should then be claimed for each funding period e.g., 11.17 x 22 weeks = 245.74 hours (summer funding period). The eligibility checker on the Provider Portal should be used on a regular basis to track eligibility of working parents' eligibility codes.