

## Information to consider when submitting autumn term 2024 Actuals claims

### Ensuring submissions are correct

When submitting children's details, please ensure that you submit their full addresses (including house names/numbers) and use their full legal names (for example, they may be known as Ted, but Edward is on their birth certificate). This helps to avoid issues with your claim and the possibility of creating duplicate records which could affect the amount of funding you could receive. Incorrect claims may result in you needing to pay back funding if too much has been claimed for the child.

### Age range of eligible children

Children whose dates of birth fall within the following dates are eligible to be claimed for this term:

- 9 months plus: 1 September 2022 - 30 November 2023
- 2 year olds: 1 September 2021 - 31 August 2022
- 3 and 4 year olds: 1 September 2019 - 31 August 2021

### Number of weeks in the term

Please be reminded, that the maximum number of weeks available to be funded each term are set out in the [Provider Declaration](#) (points 4.28 and 4.29).

Settings claiming 38 weeks or fewer a year:

Term	Number of weeks	Term Dates
Summer 2024	12	15/04/24 –23/07/24
Autumn 2024	14	02/09/24 –20/12/24
Spring 2025	12	06/01/25 –04/04/25
Summer 2025	12	22/04/25 –22/07/25

Settings claiming more than 38 weeks a year:

Term	Stretched Claims – maximum number of weeks available	Term Dates
Summer 2024	20 (includes half term and Summer Holidays)	15/04/24 –30/08/24
Autumn 2024	18 (includes half term and Christmas Holidays)	02/09/24 –03/01/25
Spring 2025	15 (includes half term and Easter Holidays)	06/01/25 –18/04/25
Summer 2025	19 (includes half term and Summer Holidays)	21/04/2025 – 29/08/2025

However you claim, it is not possible to reduce the number of weeks in a term and then increase the number of weeks in another term.

It is important that you only claim what you can deliver. Please remember that if you are closed over Christmas, you will need to reduce the number of weeks claimed for each child.

### **Claiming the correct split of funded hours**

For children who split their funding between multiple providers, please ensure you confirm with both the other providers and parents who is claiming what amount of funding. This includes what should be claimed as universal or extended hours for 3 and 4 year old Early Years Funded Entitlement.

When claims are submitted incorrectly, this causes a 'clash of hours' issue. We will then need to investigate this issue with all parties involved and require each of the providers claiming to send through a copy of the child's Parent Declaration Form. These queries can sometimes take a long time to resolve depending on how quickly all parties respond. This can delay the release of the Actuals payment for providers involved.