

## Payments and Headcount Schedule 2021-2022

Key Action	Month/Year	Deadline Date
<b>Autumn Term 2021</b>		
<b>Portal Opens 1<sup>st</sup> September</b>		
<b>Deadline for submission</b> of 'Estimate' number of funded hours per week	<b>September 2021</b>	<b>10<sup>th</sup></b>
Portal re-opened for inputting of children/parents' details	September 2021	13 <sup>th</sup>
Monthly indicative payment for schools	September 2021	15 <sup>th</sup>
Interim payment based on estimated number of hours per week submitted	September 2021	23 <sup>rd</sup> (2-year olds) 24 <sup>th</sup> (3 & 4-year olds)
<b>EYs Supplementary/School CENSUS (Deadline for submission 3<sup>rd</sup> Nov)</b>	<b>October 2021</b>	<b>7<sup>th</sup></b>
Monthly indicative payment for schools	October 2021	15 <sup>th</sup>
<b>Deadline for submission</b> of 'Actual' funded hours for the term	<b>October 2021</b>	<b>22<sup>nd</sup></b>
Funding adjustment period for Autumn Term*	November 2021	25 <sup>th</sup> October - 5 <sup>th</sup> November
<b>Portal Closed for processing 08/11/2021 - 31/12/2021</b>		
Monthly indicative payment for schools	November 2021	15 <sup>th</sup>
Final Payment for PVLs	November 2021	25 <sup>th</sup> (2-year olds) 26 <sup>th</sup> (3 & 4-year olds)
Final adjusted payment for <b>schools</b> – Autumn Term 2020	December 2021	15 <sup>th</sup>
<b>Deadline for Submission</b> of Sufficiency Tables	December 2021	15 <sup>th</sup>
Closure of Autumn Term	December 2021	31 <sup>st</sup>
<b>Spring Term 2022</b>		
<b>Portal Opens 1<sup>st</sup> January</b>		
<b>Deadline for submission</b> of 'Estimate' number of funded hours per week	<b>January 2022</b>	<b>7<sup>th</sup></b>
Portal re-opened for inputting of children/parents' details	January 2022	10 <sup>th</sup>
Monthly indicative payment for schools	January 2022	14 <sup>th</sup>
<b>EYs/School CENSUS (Deadline for submission 16<sup>th</sup> Feb)</b>	<b>January 2022</b>	<b>20<sup>th</sup></b>
Interim payment based on estimated number of hours submitted	January 2022	27 <sup>th</sup> (2-year olds) 28 <sup>th</sup> (3 & 4-year olds)
<b>Deadline for submission</b> of 'Actual' funded hours for the term	<b>February 2022</b>	<b>11<sup>th</sup></b>
Monthly indicative payment for schools	February 2022	15 <sup>th</sup>
Funding adjustment period for Spring Term*	February 2022	14 <sup>th</sup> February - 25 <sup>th</sup> February
<b>Portal Closed for processing 28/02/2022 - 31/03/2022</b>		
Final adjusted payment for <b>schools</b> – Spring Term 2021	March 2022	15 <sup>th</sup>
<b>Deadline for Submission</b> of Sufficiency Tables	March 2022	15 <sup>th</sup>
Final Payment for PVLs	March 2022	24 <sup>th</sup> (2-year olds) 25 <sup>th</sup> (3& 4-year olds)
Closure of Spring Term	March 2022	31 <sup>st</sup>

<b>Summer Term 2022</b>		
<b>Portal Opens 1<sup>st</sup> April</b>		
Monthly indicative payment for schools	April 2022	15 <sup>th</sup>
<b>Deadline for submission</b> of 'Estimate' number of funded hours per week	<b>April 2022</b>	<b>22<sup>nd</sup></b>
Portal re-opened for inputting of children/parents' details	April 2022	25 <sup>th</sup>
Interim payment based on estimated number of hours submitted	May 2022	5 <sup>th</sup> (2-year olds) 6 <sup>th</sup> (3 & 4-year olds)
Monthly indicative payment for schools	May 2022	13 <sup>th</sup>
<b>EYs Supplementary/School Census (Deadline for submission 15<sup>th</sup> June)</b>	May 2022	<b>19<sup>th</sup></b>
<b>Deadline for submission</b> of 'Actual' funded hours for the term	<b>May 2022</b>	<b>27<sup>th</sup></b>
Funding adjustment period for Summer Term*	May 2022	30 <sup>th</sup> May to 3 <sup>rd</sup> June
<b>Portal Closed for processing 06/06/2022 - 31/08/2022</b>		
Monthly indicative payment for schools	June 2022	15 <sup>th</sup>
Final Payment for PVIs	June 2022	23 <sup>rd</sup> (2-year olds) 24 <sup>th</sup> (3 & 4-year olds)
Monthly indicative payment for schools	July 2022	15 <sup>th</sup>
Final adjusted payment for <b>schools</b> – Summer Term 2021	August 2022	15 <sup>th</sup>
<b>Deadline for Submission</b> of Sufficiency Tables	July 2022	15 <sup>th</sup>
Closure of Summer Term	August 2022	31 <sup>st</sup>

**Note:**

1. Dates are subject to change based on term dates, bank holidays and weekends.
2. Pay attention to the portal closure periods as late submissions will **not** be accepted.
3. Failure to submit headcount information on time will result in late payment (following Term) or possibly loss of funding.
4. Ensure that you submit any funding adjustments for the given term by the required dates to enable us to make changes to the headcount records before the portal closes. Any Adjustments sent through after the deadline date will not be considered until the following term.
5. **All** Early Years settings are required to submit Sufficiency data on a termly basis. By completing this information, you are providing us with a good insight into sufficiency of childcare in your local area. Being able to follow the trends in sufficiency helps us to locate areas of high demand and investigate the need to create more early years places to ensure parents can access their funding entitlement.
6. Ensure that all new 30-hour codes are received by parents before the 31 August (For start of **Autumn Term**), 31<sup>st</sup> December (For start of **Spring Term**) and 31<sup>st</sup> March (For start of **Summer Term**). Codes beyond these dates will not be accepted.
7. Parents of existing 30-hour codes must ensure codes are maintained/renewed before the **validity end date** and **not the Grace period**. Failure to renew will result in loss of funding.
8. Parental agreement forms are required for all new starters as well as updated forms for existing children. This is an **auditable** requirement. These are to be uploaded on to the portal as part of your actual submissions.
9. **All** documentary evidence in support of a funding claim must be uploaded against each child as part of your actual's submissions. This is an **auditable** requirement and failure to submit will result in your claim not being processed. Evidence includes but not limited to:
  - Disability Living Allowance letters for children claiming DAF (3&4 YO's only)
  - 2 YO eligibility letters/Golden Tickets, Proof of a child in care, proof of child with SEND or on a Health plan, proof of disability. **Do Not** accept 2YO children without having verified their eligibility as funding will **not** be awarded.
10. If a child has been offered a Reception place for the new term, they will **not** qualify for free entitlement funding unless the reception place has been deferred with the agreement of the headteacher. **i.e.** if a child is starting Reception on 20 September, Free Entitlement funding cannot be claimed by any setting up to that starting point.

# School Term and Holiday Dates

## 2021-2022 Academic Year

### Autumn 2021

Autumn Term (1st half)	Wednesday 1 September 2021 - Friday 22 October 2021
<b>Half Term Holiday</b>	<b>Monday 25 October 2021 - Friday 29 October 2021</b>
Autumn Term (2nd half)	Monday 1 November 2021 - Friday 17 December 2021
<b>School Holiday</b>	<b>Monday 20 December 2021 – Monday 3 January 2022</b>

### Spring 2022

Spring Term (1st half)	Tuesday 3 January 2022 - Friday 11 February 2022
<b>Half Term Holiday</b>	<b>Monday 14 February 2022 - Friday 18 February 2022</b>
Spring Term (2nd half)	Monday 21 February 2022 - Friday 1 April 2022
<b>School Holiday</b>	<b>Monday 4 April 2022 - Monday 18 April 2022</b>

### Summer 2022

Summer Term (1st half)	Tuesday 19 April 2022 - Friday 27 May 2022
<b>Half Term Holiday</b>	<b>Monday 30 May 2022 - Friday 3 June 2022</b>
Summer Term (2nd half)	Monday 6 June 2022 - Friday 22 July 2022
<b>School Holiday</b>	<b>Monday 25<sup>th</sup> July 2022 – Friday 29<sup>th</sup> August 2022</b>

### Public Holidays

Christmas Day Substitute	Monday 27 December 2021
Boxing Day Substitute	Tuesday 28 December 2021
New Year's Day Substitute	Monday 3 January 2022
Good Friday	Friday 15 April 2022
Easter Monday	Monday 18 April 2022
May Day Bank Holiday	Monday 2 May 2022
Spring Bank Holiday	Thursday 2 June 2022
Platinum Jubilee Bank Holiday	Friday 3 June 2022
August Bank Holiday	Monday 29 August 2022