

Payments and Headcount Schedule 2023-2024

Key Action	Month/Year	Deadline Date
Autumn Term 2023		
Portal Opens 1st September		
Deadline for submission of 'Estimate' number of funded hours per week	September 2023	8 th
Deadline for Submission of Sufficiency Tables	September 2023	8 th
Portal re-opened for inputting of children/parents' details	September 2023	11 th
Monthly indicative payment for schools	September 2023	15 th
Interim payment based on estimated number of hours per week submitted	September 2023	21 st (2-year olds) 22 nd (3 & 4-year olds)
Monthly indicative payment for schools	October 2023	13 th
Deadline for submission of 'Actual' funded hours for the term	October 2023	20 th
Funding adjustment period for Autumn Term*	November 2023	23 rd October – 03 rd November
Portal Closed for processing 06/11/2023 - 31/12/2023		
Monthly indicative payment for schools	November 2023	15 th
Final Payment for PVI's	November 2023	23 rd (2-year olds) 24 th (3 & 4-year olds)
Final adjusted payment for schools – Autumn Term 2022	December 2023	15 th
Closure of Autumn Term	December 2023	31 st
Spring Term 2024		
Portal Opens 1st January		
Deadline for submission of 'Estimate' number of funded hours per week	January 2024	12 th
Deadline for Submission of Sufficiency Tables	January 2024	12 th
Portal re-opened for inputting of children/parents' details	January 2024	15 th
EYs/School CENSUS	January 2024	18th
Interim payment based on estimated number of hours submitted	January 2024	25 th (2-year olds) 26 th (3 & 4-year olds)
Deadline for submission of 'Actual' funded hours for the term	February 2024	9 th
Monthly indicative payment for schools	February 2024	15 th
Funding adjustment period for Spring Term*	February 2024	12 th February – 23 rd February
Portal Closed for processing 26/02/2024 - 31/03/2024		
Final adjusted payment for schools – Spring Term 2023	March 2024	15 th
Final Payment for PVI's	March 2024	21 st (2-year olds) 22 nd (3 & 4-year olds)
Closure of Spring Term	March 2024	31 st

Summer Term 2024		
Portal Opens 1st April		
Monthly indicative payment for schools	April 2024	15th
Deadline for submission of 'Estimate' number of funded hours per week	April 2024	19th
Deadline for Submission of Sufficiency Tables	April 2024	19th
Portal re-opened for inputting of children/parents' details	April 2024	22 nd
Interim payment based on estimated number of hours submitted	May 2024	03 rd
Monthly indicative payment for schools	May 2024	15 th
Deadline for submission of 'Actual' funded hours for the term	May 2024	24th
Funding adjustment period for Summer Term*	May 2024	27 th May to 7th June
Portal Closed for processing 10/06/2024 - 31/08/2024		
Monthly indicative payment for schools	June 2024	14 th
Final Payment for PVI's	June 2024	20 th (2-year olds 21 st (3 & 4-year olds)
Monthly indicative payment for schools	July 2024	15 th
Final adjusted payment for schools – Summer Term 2023	August 2024	15 th
Closure of Summer Term	August 2024	31 st

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. Failure to submit headcount information on time will result in late payment (following Term).
3. 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.
4. **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.
5. All 30-hour Codes **must** be validated at the start of term prior to registration/funding or parental agreements forms being signed. This eliminates oversights and loss of funding. Where a setting has made an oversight, this should **not** be charged to the parent.
 - Ensure that all **new** 30-hour codes are received by parents before the 31 August (For start of **Autumn Term**), 31st December (For start of **Spring Term**) and 31st March (For start of **Summer Term**). Codes beyond these dates will not be accepted.
 - 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.
6. Parental agreement forms are required for all new starters as well as an updated agreement for existing children at the start of a new academic year. This is an **auditable** requirement. Please ensure the necessary screening checks are undertaken **prior** to the parent signing:
Screening checks include:
 - Checking a child's age to ensure they are within eligible range for funding
 - Verifying address using the Royal Mail postcode checker
 - All 30-hour codes
 - Consent has been given on any contractual documents the parent will sign for the purpose of HMRC checks relating to 30-hour codes and Early Years Pupil Premium.
 - The parent has provided details of any previous nursery setting. This is required to check that there is no outstanding claim or notice period that will impact a claim for funding once the child has been accepted to attend at your setting.
 - Any documentary evidence to support your claim for funding as in note 7 below

Parental agreements/contractual documents need to be uploaded on to the portal as part of your actual submissions. **Please do not send via unsecure email due to GDPR reasons.**

7. **All** documentary evidence in support of a funding claim must be uploaded against a child's record 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 **must** be obtained prior to the signing of any agreement/contract forms. **Evidence includes:**
 - 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.
8. 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.
9. If a child is in receipt of SEN top-up funding (when inclusion service have undertaken a needs assessment), the child's on-line portal record must reflect this by selecting from the dropdown list within the 'Child Details' tab the appropriate entry against **SEN COP Stage**. These are 'No Special Educational Need' or '**SEN Support**' or 'Education Health and Care Plan'.
10. If you have identified SEN for one of your children and are offering support but awaiting an assessment, please also select '**SEN Support**' in the SEN COP Stage
11. It is mandatory that all **SEN top-up review forms** are uploaded to the child's on-line portal record by the 'Actuals' deadline during the relevant term. Failure to do so will result in a late review and subsequently discontinuation or non-payment of SEN top-up funding.
12. Please ensure 'Present During Census' has been ticked on the child's record where a child was in attendance on 'Census Week'.

School Term and Holiday Dates

2023-2024 Academic Year

Autumn 2023

Autumn Term (1st half)	Monday 4 September 2023 - Friday 20 October 2023
Half Term Holiday	Monday 23 October 2023 - Friday 27 October 2023
Autumn Term (2nd half)	Monday 30 October 2023 - Thursday 21 December 2023
School Holiday	Friday 22 December 2023 - Friday 5 January 2024

Spring 2024

Spring Term (1st half)	Monday 8 January 2024 - Friday 9 February 2024
Half Term Holiday	Monday 12 February 2024 - Friday 16 February 2024
Spring Term (2nd half)	Monday 19 February 2024 - Thursday 28 March 2024
School Holiday	Friday 29 March 2024 - Friday 12 April 2024

Summer 2024

Summer Term (1st half)	Monday 15 April 2024 - Friday 24 May 2024
Half Term Holiday	Monday 27 May 2024 - Friday 31 May 2024
Summer Term (2nd half)	Monday 3 June 2024 - Wednesday 24 July 2024
School Holiday	Thursday 25 July 2024 – Friday 30 August 2024

Public Holidays

Christmas Day	Monday 25 December 2023
Boxing Day	Tuesday 26 December 2023
New Year's Day	Monday 1 January 2024
Good Friday	Friday 29 March 2024
Easter Monday	Monday 1 April 2024
May Day Bank Holiday	Monday 6 May 2024
Spring Bank Holiday	Monday 27 May 2024
August Bank Holiday	Monday 26 August 2024