

Autumn Term 2024-25 Funding Timeline

You may find this useful to print out and keep to hand as a reference document.

Date	Activity
Friday 5 th July 2024	Deadline for all summer term mid-term-changes to be submitted (claims April – August).
July – 31 st August 2024	All working parent codes must be validated within the portal on or before 31 st August 2024. Funded places should not be offered without the working parent code being validated in the portal prior to the start of autumn term.
July – September 2024	All providers to start populating Live registers making sure any children that have left in summer term have an end date prior to or on 31st August 2024.
Wednesday 10 th July 2024	Estimate submission open on the establishment portal for all providers to submit their estimated hours for autumn term (funding claims between September – December).
Monday 5 th August 2024	Deadline date for childminders estimated hours submission. All data for childminders will be taken on this date. Any estimate submissions after this date will not be paid until the main Estimate payment date in September.
Friday 16 th August 2024	Estimate payment for Childminders – based on your submission within the portal.
Monday 2 nd September 2024	Start of autumn term – Countywide INSET DAY
Thursday 5 th September 2024	Deadline for all providers and schools to submit estimated number of hours for autumn estimated payment. This is to be completed on the establishment portal system under Early Years – Estimates.
Thursday 12 th September 2024	Estimated payment for all providers (including any childminders who did not submit a submission by the previous deadline). Please note we will no longer pay based on your indicative budget figures from the previous year – you will be required to submit an estimate submission.
Friday 27 th September 2024	Actual headcount submission made available to all providers. Go to Early Years – submissions within the portal. Note your Live register is not your headcount.
Thursday 3 rd October 2024	Headcount Submission deadline (Including EYPP, DAF& SEN IF) This is to be completed on the Establishment Portal under Early Years – Submissions. You can only submit once.
Monday 7 th October 2024- 9 th December 2024	All providers can make changes to their headcounts for mid-term leavers and mid-term joiners. Please use the edit button on your Live Register to change the children's hours- if this change will be a result within this term, then please press yes to include as an MTC. Not clicking this button will result in the change for next term.
28 th October - 1 st November 2024	Half Term
W/C 28 th October 2024	OCC audit of working parent codes. Providers will be notified of their existing children with a Grace Period end date of the 31st of December 2024. Providers are advised to remind parents to reconfirm, this helps prevent them losing out on funding for the summer term. If you have not yet checked a code through your portal, then we will not pick up any new starters during this check. We advise a working parent place is not to be offered until you have run the code check through the system and manually checked the dates are eligible for the term using the working parent code guidance available on our webpages.
Friday 8 th November 2024	Final Payment (including EYPP, DAF and SEN IF). Remittance will be sent once payment has been made & a payment breakdown will be published within the Establishment portal for providers to check the accuracy. Please allow 3-5 working days after payment has been made for banks to clear the payment.
W/C 18 th November 2024	Autumn Term claim pack available on website
Monday 9 th December 2024	Deadline for mid-term changes for autumn term
Wednesday 18 th December 2024	Mid-term Change Payment. Remittance's will be sent once a payment has been made*. Please allow 3-5 working days after payment has been made for banks to clear the payment. A payment breakdown will also now be provided within the Establishment portal.
Friday 20 th December 2024	Last day of autumn term
Dates TBC	Estimate payment submission and deadline for spring term TBC within autumn term.

* Please check your remittances against your submissions on the Establishment Portal. If you need to change your remittance email address, please do contact us. A reminder - we cannot back date payments that were input incorrectly from a previous term. It is your responsibility to check claims are correct before the term ends.

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