

# Early Education Provider Timeline, Academic Year 2021/22

## Summer 2022

Date	Item	Details
<b>1 April</b>	<b>Start of summer term. Any 30 hour codes issued from today may not be valid in this term.</b>	
Monday 4 April	Prepare your resgister for summer term	<b>Action Required:</b> Remove children who left in spring term (leave date 31/3/2022), add on any new starters (start date 1/4/2022), ensure all children have the correct hours.
	30 Hour Code checks	<b>Action Required:</b> Check that all the 30 hours codes for children at your setting are valid for this term. Please see the "30 Hour Codes" guide for details at <a href="http://www.trafford.gov.uk/establishmentportal">www.trafford.gov.uk/establishmentportal</a>
	Advance payment confirmation email	<b>For Information:</b> Confirms the Advance Payment amount. This is based on your estimate submitted on or before Friday 25 March and is an amount to enable providers to deliver funded places from the start of term. The payment does not relate to individual children.
Wednesday 6 April	Advance payment due in providers bank account	<b>Action Required:</b> Check you have received the payment as per the email from the Early Education Team.
Sunday 1 May	2 Year Old declarations deadline to claim a full term	<b>For information:</b> Forms received on or before this date will be processed and added to your live register by Monday 16 May ready for the headcount period opening. A full terms of funding will be allocated to these children.
Thursday 19 May	<b>Headcount day</b>	
Thursday 19 May to Friday 27 May	<b>Claim Period Opens on the Establishment Portal</b>	
	Headcount to be submitted on the Establishment Portal	<b>Action Required:</b> Submit headcount data for all funded children using the Establishment Portal before Friday 27 May. Remember to review your headcount submission as the system will be open until Wednesday 1 June for any errors to be corrected. User Guides are available at <a href="http://www.trafford.gov.uk/establishmentportal">www.trafford.gov.uk/establishmentportal</a>
	<b>Claim Period Closes on the Establishment Portal</b>	
Monday 6 June	30 Hour Code checks	<b>Action Required:</b> Check that all the 30 hours codes at your setting for next term are valid. Please see the "30 Hour Codes" guide for details at <a href="http://www.trafford.gov.uk/establishmentportal">www.trafford.gov.uk/establishmentportal</a>
Sunday 12 June	2 Year Old mid-term joiner declaration deadline	<b>For information:</b> Forms received on or before this date will be processed and added to your live register by Monday 13 June.
Monday 20 June	2 Year Old mid-term joiner claim deadline	<b>Action Required:</b> Submit a mid term joiner claim for any 2 Year Olds who are new to funding and have started at your setting since Headcount day. If applicable you will receive the funding with your reconciliation payment. This does NOT include 2 year olds who have already received funding and want to move from one setting to another.
Wednesday 22 June	Claim payment confirmation email	<b>For Information:</b> Confirms the amount of your claim payment based on 100% of funding due, minus any payments already received. This payment will also include any supplements.
Friday 24 June	Claim payment & supplements due in providers bank account	<b>Action Required:</b> Check you have received the payment as per the email from the Early Education team.
Wednesday 13 July	Reconciliation confirmation email	<b>Action Required:</b> Check the information to ensure the email is correct and email the Early Education Team before Friday 29 July
Friday 15 July	Reconciliation payment due in providers account (if applicable)	<b>Action Required:</b> Check you have received the payment if applicable as per the email from the Early Education team.
Sunday 21 August	Provider estimates for autumn 2022 term to be submitted	<b>Action Required:</b> Complete the Estimates form for your autumn advanced payment. Please refer to the email which will be sent in advance of this date.
<b>31 August</b>	<b>End of summer term.</b> <b>Parents must have been issued with their 30 hours eligibility code by this date to receive extended hours from 1 September.</b>	

# Early Education Provider Timeline, Academic Year 2021/22

## Spring 2022

Date	Item	Details
<b>1 January</b>	<b>Start of spring term. Any 30 hour codes issued from today may not be valid in this term</b>	
Tuesday 4 January	30 Hour Code Checks	<b>Action Required:</b> Check that all the 30 hours codes at your setting are valid for this term
Wednesday 5 January	Advance payment confirmation email	<b>For Information:</b> Confirms the Advance Payment amount. This is based on your estimate submitted on or before Sunday 12 December and is an amount to enable providers to deliver funded places from the start of term. The payment does not relate to individual children.
Friday 7 January	Advance payment due in providers bank account	<b>Action Required:</b> Check you have received the payment as per the email from the Early Education Team.
Sunday 9 January	2 Year old declarations deadline to claim a full term.	<b>For information:</b> Forms received on or before this date will be processed and added to your live register by Monday 10 January ready for the headcount period opening. A full terms of funding will be allocated to these children.
Thursday 20 January	<b>Headcount day/Census day</b>	
<b>Claim Period Opens on the Establishment Portal</b>		
Thursday 20 January to Friday 4 February	Headcount to be submitted on the Establishment Portal	Action Required: submit headcount data for all funded children using the Establishment Portal before Friday 4 February. Review your submission. User Guides are available.
<b>Claim Period Closes on the Establishment Portal</b>		
Friday 4 February	30 Hour Code Checks	<b>Action Required:</b> Check that all the 30 hours codes at your setting for next term are valid and new starters have applied/received a code. To ensure all codes currently in the grace period are reconfirmed. Provider to remind parents to reconfirm if code not valid.
Wednesday 23 February	Claim payment confirmation email	<b>For Information:</b> Confirms the amount of your claim payment based on 100% of funding due, minus any payments already received. This payment will also include any supplements.
Friday 25 February	Claim payment & supplements due in providers bank account	<b>Action Required:</b> Check you have received the payment as per the email from the Early Education team.
Sunday 27 February	2 Year old mid-term joiner declaration deadline	<b>For information:</b> Forms received on or before this date will be processed and added to your live register by Monday 28 February.
Monday 7 March	2 Year old mid-term joiner claim deadline	<b>Action Required:</b> Any late new 2 Year old joiners to be claimed, if applicable payment will be included with the reconciliation for financial year 2021.22. This does NOT include current funded 2 year olds who want to move from one setting to another.
Wednesday 23 March	Termly reconciliation confirmation email	<b>Action Required:</b> Check the information to ensure the email is correct and email the Early Education Team before Wednesday 30 March.
Friday 25 March	Termly reconciliation payment due in providers account (if applicable)	<b>Action Required:</b> Check you have received the payment if applicable as per the email from the Early Education team.
	Provider estimates for summer 2022 term to be submitted	<b>Action Required:</b> Complete the Estimates form for your summer advanced payment. Please refer to the email we sent you on 17 March on how to submit your estimate.
<b>31 March</b>	<b>End of spring term and academic year 2021/22 as defined for Early Years Funded Places. Parents must have been issued with their 30 hours eligibility code by this date to receive extended hours from 1 April.</b>	

# Early Education Provider Timeline, Academic Year 2021/22

## Autumn 2021

Date	Item	Details
<b>1 September</b>	<b>Start of autumn term. Any 30 hour codes issued from today may not be valid in this term</b>	
Wednesday 1 September	Advance payment confirmation email	<b>For Information:</b> Confirms the Advance Payment amount. This is based on your estimate submitted on or before Sunday 15 August and is an amount to enable providers to deliver funded places from the start of term. The payment does not relate to individual children.
	30 Hour Code Checks	<b>Action Required:</b> Check that all the 30 hours codes at your setting are valid for this term
Friday 3 September	Advance payment due in providers bank account	<b>Action Required:</b> Check you have received the payment as per the email from the Early Education Team.
Sunday 19 September	2 Year old declarations deadline to claim a full term.	<b>For information:</b> Forms received on or before this date will be processed and added to your live register by Monday 4 October ready for the headcount period opening. A full terms of funding will be allocated to these children.
Thursday 7 October	<b>Headcount day/Census day</b>	
Thursday 7 October to Friday 22 October	<b>Claim Period Opens on the Establishment Portal</b>	
	Headcount to be submitted on the Establishment Portal	<b>Action Required:</b> submit headcount data for all funded children using the Establishment Portal before Friday 22 October. Review your submission. User Guides are available.
	<b>Claim Period Closes on the Establishment Portal</b>	
Friday 22 October	30 Hour Code Checks	<b>Action Required:</b> Check that all the 30 hours codes at your setting are valid for this term, and to encourage parents/carers to reconfirm their code if they enter or are due to enter their grace period to receive the extended entitlement next term.
Sunday 7 November	2 Year old mid-term joiner declaration deadline	<b>For information:</b> Forms received on or before this date will be processed and added to your live register by Monday 8 November.
Wednesday 10 November	Claim payment confirmation email	<b>For Information:</b> Confirms the amount of your claim payment based on 100% of funding due, minus any payments already received. This payment will also include any supplements.
Friday 12 November	Claim payment & supplements due in providers bank account	<b>Action Required:</b> Check you have received the payment as per the email from the Early Education team.
Sunday 14 November	2 Year old mid-term joiner claim deadline	<b>Action Required:</b> Any late 2 Year old joiners to be claimed
Wednesday 24 November	2 Year old mid-term joiner payment confirmation email	<b>For information:</b> Confirms the payment amount due for any 2 year olds who applied after headcount period closes
Friday 26 November	2 Year old mid-term joiner payment due in providers bank account	<b>Action Required:</b> Check you have received the payment as per the email from the Early Education Team.
Wednesday 8 December	Termly reconciliation confirmation email	<b>Action Required:</b> Check the information to ensure the email is correct and email the Early Education Team ASAP if it is incorrect.
Friday 10 December	Termly reconciliation payment due in providers account (if applicable)	<b>Action Required:</b> Check you have received the payment if applicable as per the email from the Early Education team.
	Provider estimates for spring 2022 term to be submitted	<b>Action Required:</b> Complete the Estimates form for your spring advanced payment.
Friday 17 December	Termly reconciliation invoices to be raised (if applicable)	<b>For information:</b> If you have been overpaid we will raise an invoice for the amount to be clawed back.
<b>31 December</b>	<b>End of autumn term. Parents must have been issued with their 30 hours eligibility code by this date to receive extended hours from 1 January.</b>	

# Early Education Provider Timeline, Academic Year 2021/22

## Summer 2021

Date	Item	Details
Sunday 4 July	2 Year old mid-term joiner declaration form Deadline	<b>For information:</b> Forms received on or before this date will processed and added to your live register by Tuesday 6 July.
Monday 12 July	2 Year old mid-term joiner claim to be submitted	<b>Action required:</b> Check you have claimed for any newly eligible 2 years olds to receive half a terms funding
Wednesday 21 July	2 Year old mid-term joiner payment confirmation email	<b>For information:</b> Confirms the payment amount due for any 2 year olds who applied after headcount period closes
Friday 23 July	2 Year old mid-term joiner payment due in providers bank account	<b>Action Required:</b> Check you have received the payment as per the email from the Early Education Team.
Sunday 15 August	Provider estimates for autumn term to be submitted	<b>Action Required:</b> Complete the Estimates form for your autumn Advanced Payment.
Wednesday 18 August	Termly reconciliation confirmation email	<b>Action Required:</b> Check the information to ensure the email is correct and email the Early Education Team if it is incorrect.
Friday 20 August	Termly reconciliation payment due in providers account (if applicable)	<b>Action Required:</b> Check you have received the payment as per the email from the Early Education Team - please note, not everyone will be due a payment.
Friday 27 August	Termly reconciliation invoices to be raised (if applicable)	<b>For information:</b> If you have been overpaid we will raise an invoice for the amount to be clawed back.
<b>31 August</b>	<b>End of summer term. Parents must have been issued with their 30 hours eligibility code by this date to receive extended hours from 1 September.</b>	