

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	For information: 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	Action required: 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	For information: 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	Action Required: 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	Action Required: Complete the Estimates form for your autumn Advanced Payment.
Wednesday 18 August	Termly reconciliation confirmation email	Action Required: 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)	Action Required: 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)	For information: If you have been overpaid we will raise an invoice for the amount to be clawed back.
31 August	End of summer term and academic year 2020/21 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 September.	

Autumn 2021

Date	Item	Details
1 September	Start of autumn term. Any 30 hour codes issued from today may not be valid in this term	
Wednesday 1 September	Advance payment confirmation email	For Information: 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	Action Required: 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.
Friday 3 September	Advance payment due in providers bank account	Action Required: 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.	For information: 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	Headcount day/Census day	
Thursday 7 October to Friday 22 October	Claim Period Opens on the Establishment Portal	
	Headcount to be submitted on the Establishment Portal	Action Required: submit headcount data for all funded children using the Establishment Portal before Friday 22 October. User Guides are available.
Claim Period Closes on the Establishment Portal		
Friday 22 October	30 Hour Code Checks	Action Required: 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	For information: Forms received on or before this date will processed and added to your live register by Monday 8 November.
Wednesday 10 November	Claim payment confirmation email	For Information: 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	Action Required: 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	Action Required: Any late 2 Year old joiners to be claimed
Wednesday 24 November	2 Year old mid-term joiner payment confirmation email	For information: 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	Action Required: Check you have received the payment as per the email from the Early Education Team.
Wednesday 8 December	Termly reconciliation confirmation email	Action Required: 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)	Action Required: 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	Action Required: Complete the Estimates form for your spring advanced payment.
Friday 17 December	Termly reconciliation invoices to be raised (if applicable)	For information: If you have been overpaid we will raise an invoice for the amount to be clawed back.
31 December	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.	

Spring 2022

Date	Item	Details
1 January	Start of spring term. Any 30 hour codes issued from today may not be valid in this term	
Tuesday 4 January	30 Hour Code Checks	Action Required: 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.
Wednesday 5 January	Advance payment confirmation email	For Information: 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	Action Required: 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.	For information: 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	Headcount day/Census day	
Claim Period Opens on the Establishment Portal		
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. User Guides are available.
Claim Period Closes on the Establishment Portal		
Friday 4 February	30 Hour Code Checks	Action Required: 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	For Information: 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	Action Required: 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	For information: 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	Action Required: 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	Action Required: 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)	Action Required: 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	Action Required: 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.
31 March	End of spring term. Parents must have been issued with their 30 hours eligibility code by this date to receive extended hours from 1 April.	