

Early Education Nursery School Timeline, Academic Year 2021/22

Summer 2022

Date	Item	Details
1 April	Start of summer term. Any 30 hour codes issued from today may not be valid in this term.	
Monday 4 April	Prepare your register for summer term	Action Required: 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	Action Required: 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 www.trafford.gov.uk/establishmentportal
Sunday 1 May	2 Year Old declarations deadline to claim a full term Only applicable if school offers 2 year old funding	For information: 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	Headcount day	
Claim Period Opens on the Establishment Portal		
Thursday 19 May to Friday 27 May	Headcount to be submitted on the Establishment Portal	Action Required: 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 www.trafford.gov.uk/establishmentportal
Claim Period Closes on the Establishment Portal		
Monday 6 June	30 Hour Code checks	Action Required: 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 www.trafford.gov.uk/establishmentportal
Sunday 12 June	2 Year Old mid-term joiner declaration deadline Only applicable if school offers 2 year old funding	For information: 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 Only applicable if school offers 2 year old funding	Action Required: 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.
31 August	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.	

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.
Tuesday 4 January - Wednesday 19 January	Add new starters to the live register and remove children who no longer require nursery funded hours.	Action Required: Children on the live register with allocated funded hours will pull through to the headcount when the headcount period opens. Ensure all the information is up to date and funded hours have been correctly entered for both universal & extended. This includes EYPP checks and uploading evidence for children eligible for Disability Access Funding (DAF).
Sunday 9 January	2 Year Old declarations deadline to claim a full term Only applicable if school offers 2 year old funding	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 20 January	Headcount day/Census day 20/01/2022	
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. This must match the data you submit via the termly census. 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 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 27 February	2 Year old mid-term joiner declaration deadline Only applicable if school offers 2 year old funding	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 Only applicable if school offers 2 year old funding	Action Required: Any late 2 Year old joiners to be claimed
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	

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	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 1 September to Wednesday 6 October	Add new starters to the live register and remove children who no longer require nursery funded hours.	Action Required: Children on the live register with allocated funded hours will pull through to the headcount when the headcount period opens. Ensure all the information is up to date and funded hours have been correctly entered for both universal & extended. This includes EYPP checks and uploading evidence for children eligible for Disability Access Funding (DAF).
Sunday 19 September	2 Year Old declarations deadline to claim a full term Only applicable if school offers 2 year old funding	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 07/10/2021	
Claim Period Opens on the Establishment Portal		
Thursday 7 October to Friday 22 October	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. This must match the data you submit via the termly census. 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 Only applicable if school offers 2 year old funding	For information: Forms received on or before this date will be processed and added to your live register by Monday 2 November.
Sunday 14 November	2 Year old mid-term joiner claim deadline Only applicable if school offers 2 year old funding	Action Required: Any late 2 Year old joiners to be claimed
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.	

Summer 2021

Date	Item	Details
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.	