

Early Years Funding –After Headcount Claim Guidance

Childminder settings only

*An after-headcount funding claim **can** be made if:*

- A child has moved to your setting after 22 May 2026, who was previously included on Summer Term 2026 headcount with another North Yorkshire funded setting **OR**,
- A child is accessing funding for the first time in North Yorkshire, and the child has moved into North Yorkshire from another local authority area between 22 May 2026 and the week commencing 6th July 2026.

Private, voluntary and independent providers, Schools and Academies

*An after-headcount funding claim **can** be made if:*

- A child is accessing funding for the first time in North Yorkshire AND the child has moved into North Yorkshire from another local authority area between 22 May 2026 and the week commencing 6th July 2026.

How to claim for a child starting after headcount week

Step 1 – Check if an After Headcount claim can be made.

- If a child is joining your setting after 22nd May and meets the criteria stated above, please send an email to eyft@northyorks.gov.uk. You will be sent an after-headcount form to complete and return. The Early Years Funding Team will confirm if you can make an after headcount funding claim . For claims where a child has moved to North Yorkshire between 22 May and week commencing 6th July, you will also be advised what documentary evidence is required to support your claim.

Step 2 – Submitting an After Headcount claim.

- The Early Years funding team will contact you via email when the provider portal is open for after headcount claims to be submitted– this will take place later in term, once the main termly headcount has been processed. The follow up email will also contain term specific guidance including the deadline for submitting your after-headcount claim/s and details of the maximum number of funded weeks to be claimed.
- Log into the provider portal and select the relevant term and open the after-headcount claim – please take care not to select the main headcount.
- Add the details of the child you are claiming for, ensuring you enter the attendance dates and the number of weeks exactly.
- Save the record and send your claim by the deadline.

Points to remember.

- *For childminder providers only* - an after-headcount claim can be made for **new** children only. You cannot use this to adjust the funded hours claimed for a child who was already attending on headcount week with you.
- Working family codes must be valid from the **beginning of the term** you are claiming for, not the date they are starting. After headcount 'Working Parent' funding cannot be claimed for codes that start on or after 1 April 2026
- When contacted later in term to submit your after-headcount claim/s, please check the deadline date of the email – late after-headcount claims submitted after deadline will not be processed.
- You can only claim for children who you have already notified the Early Years Funding team about and received confirmation that a claim can be made.