

## **After Headcount claim process for Early Years Providers Summer Term 2024 Term**

An 'After Headcount' claim can be made for eligible children who have never previously accessed a funded place with a North Yorkshire provider, except for childminders\*, who are able to claim for any child who starts after headcount week.

### **After Headcount claims**

Children who have **never** been funded\* in North Yorkshire before, who start accessing funded hours after the Summer term 2024 headcount week from Monday 20<sup>th</sup> May onwards, can claim either 3 & 4-year-old or 2-year-old funding. This is 'After Headcount' funding and a claim is made by a provider using a separate headcount created on the Synergy FIS Provider Portal, later in Summer term.

Providers who are open and offer funded hours during May half term can also claim funding for children attending their provision during this week\*\*.

A claim can be submitted for an eligible child who begins to access early years funding anytime between 20<sup>th</sup> May 2024 and up to the week commencing 24<sup>th</sup> June 2024. This means that an 'After Headcount' claim can be for a maximum of 6 weeks and a minimum of 2 weeks. As the funding period ends on 5<sup>th</sup> July 2024, the latest date a child could access a funded place is the week commencing 24<sup>th</sup> June 2024. ***Please note, the deadline for submitting your claim is Friday 5<sup>th</sup> July 2024 and you must notify the Early Years Funding Team before the child starts attending.***

\*Childminders can claim for any children who start after headcount week, regardless of their funded status at other providers in North Yorkshire.

\*\*If a child joins, the parental agreement confirms their funding is 'stretched' and they will be attending during May half-term, an After Headcount claim can be for a maximum of 7 weeks.

Please note, childminders who have claimed funding for a child who leaves, or reduces their funded hours after headcount week, must notify a member of the funding team via email. Please include details of the change so their funding can be adjusted accordingly.

### **Claims for holiday or non-funded weeks using any remaining balance of funded hours.**

To support families in accessing their child's maximum termly early years funding, if a parent has any remaining balance of unused funded hours these can be claimed to cover holiday/non-funded weeks in Summer term.

Holiday provision can only be claimed for a child if they **have not** already accessed their full Summer 2024 term funded entitlement. If a child is attending your provision **only** for May half term and/or Summer Holidays they must **only** be claimed for as 'After Headcount' funding. They should not be added or included on your main termly headcount claim, as they were not registered or attending with you for funding on headcount week.

If you are claiming to cover holiday/non-funded weeks only, the parent must declare the number of funded hours their child has already accessed during the Summer 2024 term on your Parental Agreement. They should also confirm the remaining balance hours that are to be claimed by you for **holiday provision only**.

Please ensure that if a parent wishes to access any remaining balance of funded hours with you in Summer term that both parties have agreed beforehand the number of funded hours to be claimed. You should also agree how and when these will be accessed by the parent. There must also be a signed Parental Agreement in place confirming this arrangement. Please note that the total number of hours a child has already accessed in the term will be checked when processing any 'After Headcount' claim. If you require confirmation of any remaining balance of funded hours left, please contact the Early Years Funding Team by email at [eyft@northyorks.gov.uk](mailto:eyft@northyorks.gov.uk).

**Important note:** *If a child was registered and attending with you on headcount week and you have agreed to offer the parent access to their remaining funded hours with you in May half term/ Summer holidays, your main termly headcount claim should already include any remaining balance of funded hours to be claimed.*

*If your main headcount claim **does not** include or take account of any remaining balance of funded hours, then you must amend and re-submit your headcount claim later in Summer term, when the Portal re-opens for checks and amendments to be made. An email will be issued to all providers to confirm when this can be done.*

### **Funding and payment information**

The maximum number of termly funded hours available in Summer Term 2024 is 180 hours for each funding type; 2YO Working Family entitlement, 2YO Disadvantaged funding (both subject to eligibility), 3&4 YO Universal and 3&4 YO Working Family entitlement (subject to eligibility).

To enable an 'After Headcount' claim to be made for Working Family entitlement funding, a parent's 11-digit code from HMRC must be valid for the Summer Term with a start date on or before **31 March 2024**. The validity and start date of a code should be checked by the provider, using the 'eligibility checker' screen on the Portal before offering an 'after headcount' funded place.

To make an 'After Headcount' claim for 2YO Disadvantaged funding, a provider must check the parent has evidence of eligibility by way of a confirmation letter and 6-digit code from North Yorkshire Council to show they are eligible from Summer 2024 term or before. If this is not provided, the parent should be advised to apply directly to North Yorkshire Council to have their eligibility checked, using this link [Early years funding for 2-year-olds | North Yorkshire Council](#).

An 2YO Disadvantaged funded place should not be offered until a provider has seen evidence of the parent's eligibility from North Yorkshire Council. If a child starts before their eligibility is confirmed any 'After Headcount' funding will only be paid from the date the parent received their 6-digit code up to the end of the funding period, for that term. The parent will need to pay for any childcare accessed with a provider beforehand.

If a parent wishes to discuss their eligibility or application for 2YO Disadvantaged Funding, they can contact the Families Information Service via our Customer Contact Centre on 0300 131 2131.

Further guidance for providers on submitting both types of 2YO funding correctly on the Portal can also be found on our website here: [How to Claim 2YO Funding 2024-25.pdf \(northyorks.gov.uk\)](#)

**Payment for 'After Headcount' claims will be made in August 2024.**

## **Next Steps - How to submit an 'After Headcount' claim or remaining balance of hours (holiday) claim.**

- 1) Contact the Early Years Funding Team by email at [eyft@northyorks.gov.uk](mailto:eyft@northyorks.gov.uk) with the details of the child joining you, as early as possible. Please confirm the child's full name, date of birth, start date with you, how many funded hours per week you wish to claim and why the child is joining you now e.g. has moved from another local authority area.
- 2) The Early Years Funding Team will then check the child's details and confirm whether an 'After Headcount' claim can be made. If it can, no further action is required by you at present. A further email will be sent to you later in Summer term, advising when the Synergy FIS Provider Portal is available, and you can login and submit your 'After Headcount' claim.
- 3) When you receive the email notifying you to send your claim, you will then input the child's details onto the Synergy FIS Provider Portal as usual, however you must select the '**After Headcount Claim**' option for Summer Term 2024. Do not add the child to your main termly headcount claim. In the 'Notes' screen we ask that you also confirm you can have a valid parental agreement in place, and your registers would show the child's attendance for the period being claimed. You should also enter the actual attendance dates from when the child started until the end of term and the number of weeks, they are accessing funding.

**Example:** a child who has **not** been previously funded with NYC, claiming 3&4 YO 'Universal' funding, starts on the week of 3<sup>rd</sup> June 2024 for 15 hours per week. They are attending until the end of term on a 'term-time' only basis. You would claim for them on the Portal under 'Summer Term 2024-2025' as '3&4 YO After Headcount' and input their attendance dates of 3<sup>rd</sup> June 2024 – 5<sup>th</sup> July 2024 for **5 weeks**. You would then submit a claim for 15 hours 'Universal' funding for the remaining 5 weeks of funding available.

There are 12 weeks of government funding available for the period 8<sup>th</sup> April-5<sup>th</sup> July 2024. Further information on funded weeks is available on our website - [Early Education Places, Funding and Entitlement | CYPInfo \(northyorks.gov.uk\)](#).

**Please note you must complete all steps above to receive 'After Headcount' funding for a child. If you initially give the child details but do not submit your claim on the Synergy FIS Provider Portal by the deadline below, you will not receive any funding for the child. The deadline for submitting 'After Headcount' claims on the Provider Portal is **Friday 5<sup>th</sup> July**. Providers must contact the Early Years Funding Team in advance of this deadline, to be given access to the 'After Headcount' headcount on the Portal.**