

North Yorkshire Council Early Years Funding Termly Timetable

The table below can be used by early years funded providers to keep up to date with the actions required to ensure deadlines are met to receive accurate payments. Dates are accurate at time of publishing and may be subject to change.

Full list of guidance documents can be found here: <https://cyps.northyorks.gov.uk/early-education-places-funding-and-entitlement>

Month	Date	Event	Term	Action for Providers	Guidance links
June	24th	Online Autumn 2024 estimate form open - deadline 5th July	Autumn	Providers to submit Autumn 2024 estimates via online form	Estimates guidance - Estimates guidance.pdf (northyorks.gov.uk)
	5th	Deadline for Autumn 2024 estimates	Autumn	Providers to submit Autumn 2024 estimates via online form	
July	8th	Portal opens for Autumn term - claims can now be submitted until deadline of 4th October	Autumn	All providers can start submitting headcount actuals for the Autumn term. We recommend that providers submit headcount as soon as possible - changes can be made until the deadline of 4th October	Headcount guidance - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/eyc%20funding/Termly%20Headcount%20Information%20for%20Autumn%20Term%202024.pdf
	31st	Deadline for working family entitlement codes to be obtained by parents from HMRC.	Autumn	Do not accept any children for working family hours for Autumn Term 2024 without a valid code from this date	Government guidance for Providers - https://www.childcarechoices.gov.uk/guidance-and-for-Parents-resources/information-childcare-providers-and-Parent-https://www.gov.uk/check-eligible-free-childcare-if-youre-working
September	2nd	Autumn term funding starts - 14 weeks funding payable	Autumn	Check all children who are being claimed for have a Parental Agreement in place for the Autumn term and where applicable, a valid funding code	
	2nd	Sufficiency Tab opens on Provider Portal - deadline 4th October	Autumn	Submit sufficiency information on the portal. Contact FIS via fis.information@northyorks.gov.uk for more information.	Early Years Key Messages - CYPInfo (northyorks.gov.uk)
	6th	Remittance advice available for September	Autumn	Check remittance advice matches expected payment for September. PVI providers get their remittance via Anycomms+ and Childminders receive theirs via nvey email.	How PVI providers access Remittance - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/eyc%20funding/Anycomms%2B%20guidance%202024-2025.pdf
	13th	First month's payment of Autumn term funding allocation - payment based on estimate submitted by provider, or for PVI providers, indicative from Indicative Budget Statement if no estimate was provided	Autumn	Check monthly payment is as expected	Payment Timetable - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/eyc%20funding/2425%20Early%20Years%20payment%20timetable.pdf
	6th-10th	Online revised Autumn 2024 estimate form opens - deadline 22nd September	Autumn	Providers to submit revised Autumn 2024 estimates via online form if numbers have significantly changed	Estimates guidance - Estimates guidance.pdf (northyorks.gov.uk)
	30th Sep - 4th Oct	HEADCOUNT WEEK Claims to be submitted by 4th October	Autumn	Funded hours should only be claimed for children registered and attending on headcount week. All claims should be for the number of funded hours attended on headcount week.	Headcount guidance - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/eyc%20funding/Termly%20Headcount%20Information%20for%20Autumn%20Term%202024.pdf
October	4th	Deadline for headcount submission and DAF evidence	Autumn	Send headcount claim and DAF evidence if applicable	DAF guidance - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/Sufficiency/Disability%20Access%20Funding%20Information%202024-2025.pdf
	4th	Deadline for sufficiency submission	Autumn	Submit sufficiency information on the portal. Contact FIS via fis.information@northyorks.gov.uk for more information.	Early Years Key Messages - CYPInfo (northyorks.gov.uk)
	7th	After headcount claims can be made for eligible children, from this date up until 13th December. Deadline for submitting claims is 6th December. Minimum length of any after headcount claim is for 2 weeks funding.	Autumn	Contact the EY funding team for after headcount adjustments, do not enter these children onto the Provider Portal	
	8th	Remittance advice available for October	Autumn	Check remittance advice matches expected payment for October	How PVI providers access Remittance - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/eyc%20funding/Anycomms%2B%20guidance%202024-2025.pdf
	15th	Second payment of Autumn term funding allocation - payments based on estimate submitted by provider or indicative budget statement if no estimate was provided	Autumn	Check monthly payment is as expected	Payment Timetable - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/eyc%20funding/2425%20Early%20Years%20payment%20timetable.pdf
	21st-25th	EYPP checks will be carried out by the Funding Team	Autumn		EYPP Guidance - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/eyc%20funding/EYPP%20guidance%20for%20providers%202024-2025.pdf
	28th Oct - 8th Nov	Provider portal opens for checking. Amendments to be submitted by 8th November. Late headcounts can also be submitted now - deadline to be confirmed.	Autumn	Check headcount submission is correct and follow instructions to submit amendments if necessary. Check children receiving EYPP.	
November	8th	Remittance advice available for November	Autumn	Check remittance advice matches expected payment for November	How PVI providers access Remittance - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/eyc%20funding/Anycomms%2B%20guidance%202024-2025.pdf
	11th - 15th	Provider portal opens for after headcount claim	Autumn	Submit after headcount claim, if applicable - deadline 6th December	
	15th	Third payment of Autumn term funding allocation - payment based on estimate submitted by provider or indicative budget statement if no estimate was provided	Autumn	Check monthly payment is as expected	Payment Timetable - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/eyc%20funding/2425%20Early%20Years%20payment%20timetable.pdf
December	2nd - 20th	Providers must ensure all working family codes are checked before term ends for both new and existing parents accessing funding in Spring.	Spring	Check all working family codes are valid for children accessing funding in Spring using the Eligibility Checker on the Provider Portal	Checking Working Family Entitlement Codes - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/eyc%20funding/Guidance%20on%20how%20to%20check%20Working%20Family%20Codes%20-%20Autumn%20Term%202024.pdf
	2nd-6th	Last week for after headcount children to start	Autumn	Submit after headcount claim, if applicable - deadline 6th December. Payment for any after headcount claims will be made in the next available payment month	
	2nd	Online estimate form opens for Spring 2025 - deadline 11th December	Spring	Providers to submit Spring 2025 estimates via online form	Estimates guidance - Estimates guidance.pdf (northyorks.gov.uk)
	11th	Deadline for after headcount claims - payment to be made in January	Autumn	Submit after headcount claim, if applicable	
	9th	Portal opens for Spring term - claims can now be submitted - deadline 17th January	Spring	All providers can start submitting headcount actuals for the Spring term. We recommend that providers submit headcount as soon as possible - changes can be made until the deadline of 17th January	Payment Timetable - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/eyc%20funding/2425%20Early%20Years%20payment%20timetable.pdf
	6th	Remittance advice available for December	Autumn	Check remittance advice matches expected payment for December	How PVI providers access Remittance - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/eyc%20funding/Anycomms%2B%20guidance%202024-2025.pdf
	13th	Final payment of Autumn term funding allocation - payment based on actual headcount submission and will include DAF, EYPP and Deprivation.	Autumn	Check monthly payment is as expected	Payment Timetable - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/eyc%20funding/2425%20Early%20Years%20payment%20timetable.pdf
31st	Deadline for parents getting or reconfirming working family entitlement codes	Spring	Do not accept any children for working family hours for Spring term 2025 without a valid code from this date	Checking Working Family Entitlement Codes - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/eyc%20funding/Guidance%20on%20how%20to%20check%20Working%20Family%20Codes%20-%20Autumn%20Term%202024.pdf	