

Headcount Checking Required – Autumn Term 2024

**Deadline for headcount to be checked and all changes to be submitted is 5pm,
Friday 8th November 2024**

All providers must now check their Under 2's, 2-year-old and 3- & 4-year-old Autumn headcount claims to ensure every child's claim is included. Your main Autumn termly headcount claim is only for children registered and attending during headcount week, 30th September-4th October 2024.

All schools with an early years' direct school provision must also ensure the children and hours on the Synergy FIS Provider Portal are the same and match the number of funded hours submitted on the Autumn Census return.

Headcount Checking Guidance

- Check and ensure all eligible children have the correct **total*** number of weekly funded hours shown as claimed, based upon their attendance on headcount week.
*Please see additional information on page 2 regarding 'Total funded hours'.
- Any child you were expecting to attract EYPP has this indicated in the 'Weightings' column. This must be checked as a priority.
- Deprivation weighting bandings – all funded children should have a banding shown in the Weightings column. This should be one of the following: A, B, C or D. However, if this is missing or there are two bandings shown, please note we are currently updating these. Any missing/duplicate 'weightings' will be corrected by the Funding Team before your Autumn headcount is finalised for payment in December.
- Please ensure any child with zero funded hours shown is deleted or given the correct funded hours if these are to be claimed. Please note that after 8th November 2024, any child with zero hours still shown will be deleted and no funding can be allocated to you in Autumn term.
- Disability Access Funding (DAF) – if you have made a claim on behalf of an Under 2-year-old, 2-year-old or 3 & 4-year-old child and submitted all correct evidence to the Early Years Team by 4th October 2024, please check the indicator is marked 'yes'. Please note if you indicated that a claim was being made on your headcount but **did not** supply all correct supporting evidence required by our deadline, you will be contacted in due course. For those claims where all correct supporting evidence was provided, this will be processed shortly, and payment of DAF will be made in December 2024.

How to amend your Headcount Claim

If you wish to make any amendments to your headcount, please complete the form included at the end of our covering email and provide the information requested. This information/form must be submitted to eyft@northyorks.gov.uk.

You will also need to login to the Synergy FIS Provider Portal and submit these changes/amendments for processing. Please note that no headcount changes submitted on the Portal will be processed unless you have also emailed the information requested in our covering email by **5pm, Friday 8th November 2024.**

If changes are submitted without a corresponding email, your changes will not be processed and will be deleted.

Working Family Entitlement Funding – Under 2-year-old, 2-year-old and 3 & 4-year-old children

As part of our data processing all Working Family Funding Codes have been checked and dates linked to all codes shown on the Portal updated as of **23rd October 2024**. The Eligibility Status column will now show the start, end, and grace period dates on 23rd October 2024.

This is for your information only. If the end date for a code shows eligibility has now ended this will not affect your headcount claim. Working Family funding will still be awarded to you for the child for Autumn term. This is because the code used on your headcount claim was valid on 31st August 2024. However, the warning triangle means that a code is now in its 'grace period' and, at the time of our audit check the parents have not yet reconfirmed their code with HMRC. This information must be used by providers to identify which parents may potentially be unable to access Working Family funding from January 2025.

For Spring Term 2025, to be eligible to claim Working Family Entitlement funding a parent's code must be valid and in place with HMRC on or before **31st December 2024**. Therefore, you should use the information now shown on the Portal in Autumn term to advise those parents who will need to reconfirm their code before the end of term.

If you have any concerns about the validity dates for any child or wish to check a parent has re-confirmed their code, you can use the Eligibility Checker on your Provider Portal at any time. This is a live system linked to HMRC and will tell you the current start, end, and grace period dates for a code at the time your check is carried out. Remember the key information to look for when checking codes is the start and end dates shown. These dates will tell you if a code is valid for use in Spring term before you offer the parent a funded place from January.

EYPP

Automatic EYPP checks were carried out on the 23rd October for any Under 2-year-old, 2-year-old and 3 & 4-year-olds correctly added to headcount, who qualify for EYPP on 'economic grounds'. Any child eligible for EYPP will be identified in the Weightings column on the headcount. For eligible 3- & 4-year-old children EYPP will be paid on Universal hours only. However please note:

To enable a check to be completed, you must have submitted parent details correctly on headcount. This includes name, DOB and NI number and the consent permission box for EYPP must also have been ticked. Therefore, if you would expect to see a child allocated EYPP on 'economic grounds' who is not shown with this, please contact the Early Years Funding Team at eyft@northyorks.gov.uk before **5pm, Friday 8th November 2024** to advise. We can then review the information held.

If a child is looked after or adopted from another local authority and the EYPP indicator is missing from the weighting's column, again please contact the Early Years Funding Team before **5pm, Friday 8th November 2024**. We can advise further and confirm if further evidence is required from you to enable this to be added to the child record. Please note if you contact us after the Autumn Term deadline with an EYPP query, we cannot allocate EYPP funding this term.

Deprivation Banding

Most claims processed will show for each child a 'A', 'B', 'C' or 'D' shown under the 'Child weightings' column. This indicates the level of deprivation linked to that child's postcode. We are still in the process of finalising these, therefore if a 'child weighting' is not shown or there is more than one shown, **there is no need to contact us or re-send your claim**. This will be updated shortly by the Funding Team before your Autumn headcount is finalised.

Disability Access Funding

If you sent all correct supporting evidence and have indicated the child as 'nominated for DAF' on your headcount by 4th October, you will receive payment of DAF in December. If you would like to check you submitted all correct required evidence to enable a claim to be paid, please contact the team via eyft@northyorks.gov.uk.

Total Weekly Funded Hours claimed.

Please check the correct number of total weekly funded hours have been claimed, based upon what the child was registered and attended for on headcount week.

For 3 & 4-year-old funded children, please note where a child accesses funding with two or more providers if we have received an overclaim of a child's 'Working Family' or 'Universal funded' hours, it may also have been necessary for the team to make changes to your claim. To check that the total number of hours shown on your headcount is correct, please check and review the number of funded hours in **both** the 'Universal Hours' and 'Extended Hours' columns added together.

As well as checking the total weekly funded hours claimed is correct, it is also important that all children's details are reviewed to ensure they are correct. This includes names, dates of birth or addresses. We ask that providers check this information too, even if you have already checked that a child's claim has been submitted.

After Headcount Funding

If a child has joined, or will be joining your provision at any time after 7th October 2024, and who **has not been previously funded in North Yorkshire**, Please refer to our email to all providers sent on 10th October or guidance on our website here for information: [After headcount guidance.pdf](#). To find out of a claim can be made please provide the requested information in our guidance to eyft@northyorks.gov.uk.

If you have already been advised by the team that you can make an 'after headcount' claim, you will be contacted by the team later by separate email and guidance will be sent on how to complete this. We expect this email to be sent to you towards mid-November.

Please do not add or include any funding as an amendment to your main Autumn term headcount. This is only to be used to claim funding for children registered and attending with you between 30th September to 4th October. The Portal will be set up later this term from mid-November for 'after headcount' claims to be submitted and you will be notified by further email when to submit these.