



## **Action Required: Spring Term 2026 Headcount Check**

**Deadline: All checks and changes must be submitted by 5pm on Friday 13 February 2026.**

Providers are responsible for checking all Under 2s, 2-year-olds, and 3 & 4-year-olds Spring headcount claims to make sure every child has been included.

Your main Spring term 2026 headcount should only include children who were registered and attending during headcount week: 12<sup>th</sup> – 16<sup>th</sup> January 2026.

Schools and academies with early years provision must also ensure that:

- children and hours recorded on the Synergy FIS Provider Portal match the hours submitted on the Spring Census return.

### **Headcount Checking Guidance**

- Weekly Funded Hours:  
Ensure every eligible child has the correct total weekly funded hours recorded, based on their attendance during headcount week and parental agreement (See page 2 for more detail on "Total funded hours".)
- Early Years Pupil Premium (EYPP):  
Any child expected to receive EYPP must have EYPP shown in the 'Weightings' column. Please check these as a priority.
- Deprivation Weightings:  
All funded children must have a deprivation banding recorded in the Weightings column. This will be DEP A, DEP B, DEP C, or DEP D.
- Children with Zero Hours:  
Any child showing zero funded hours must be:
  - deleted, or
  - updated with the correct funded hours if a claim is needed.After 13 February 2026, any child still showing zero hours will be automatically deleted, and no Spring funding will be paid for them.
- Disability Access Funding (DAF):  
If you submitted a DAF claim for an Under 2, 2-year-old, or 3 & 4-year-old, and provided all required evidence by 16 January 2026, please check the DAF indicator is marked 'yes'.
  - Providers who did not submit all correct required evidence by the deadline will be notified that their claim will not proceed this term.
  - Approved DAF claims will be processed shortly, with payment made in March 2026.

## How to Amend Your Headcount Claim

If you need to make any changes to your headcount:

1. **Complete the amendment form**

Use the form attached to the covering email and provide all requested information.

2. **Email the completed form**

Send it to [eyft@northyorks.gov.uk](mailto:eyft@northyorks.gov.uk) by **5pm, Friday 13 February 2026**.

3. **Submit the same changes on the Synergy FIS Provider Portal**

Log in and enter the amendments for processing by **5pm, Friday 13 February 2026**.

### **Important**

- **Portal changes will NOT be processed** unless the required information/form has also been emailed by the deadline.
- If changes are submitted on the Portal **without the matching email**, those changes will be **deleted**, and no amendments will be made.

---

---

## Working Family Entitlement Funding for Under 2s, 2-year-olds, 3 & 4-year-olds

As part of our checks, all Working Family Funding codes have been reviewed and updated on the Portal as of 30 January 2026. The Eligibility Status column now shows each code's start date, end date, and grace period date as at that point in time.

- This update is for information only.
- If a code now shows that eligibility has ended, this will NOT affect your Spring headcount claim, as funding will still be awarded for the full Spring term.
- This is because the code you submitted on your headcount was valid on 31 December 2025.

## About the Warning Triangle

- A warning triangle means the code is now in its grace period.
- It also means that, at the time of our audit check, the parent had not yet reconfirmed their code with HMRC.
- We are providing this information now to help you identify parents who may lose eligibility from April 2026, so you can notify them ahead of Summer Term 2026.

## Eligibility for Summer Term 2026

- To be eligible for Working Family Entitlement for Summer Term, a parent's code must be valid with HMRC on or before 31 March 2026.
- Please use the information now shown on the Portal to advise parents who need to reconfirm their code before the end of this term.

## Checking a Parent's Code

- If you have any concerns about a code, or want to check whether a parent has reconfirmed, use the Eligibility Checker on your Provider Portal at any time.
- This is a live system linked to HMRC, and will show the current:
  - start date and end date.
  - grace period date.

### Important:

The start and end dates are the key indicators of code validity for Summer Term.

Do not use the grace period date as a validity check.

---

## Early Years Pupil Premium (EYPP)

Automatic EYPP checks have now been completed for all Under 2, 2-year-old, and 3 & 4-year-old children correctly included on your Spring headcount.

- Children eligible for EYPP *on economic grounds* will now show “EYPP” in the Weightings column.
- For 3- & 4-year-olds, EYPP is paid on Universal hours only.

If you expected a child to receive EYPP but they do not have the EYPP in the weightings column

A check can only be completed if:

- the correct parent's name, date of birth, and National Insurance number were provided, and
- the EYPP consent box was ticked.

If you believe a child should qualify for EYPP but “EYPP” is not shown:

- Contact the Early Years Funding Team at [eyft@northyorks.gov.uk](mailto:eyft@northyorks.gov.uk)
- Deadline: **5pm, Friday 13 February 2026**

We will review the information we hold and advise you.

## Looked After or Adopted Children

If a child is looked after, or adopted from another local authority, and the EYPP indicator is missing:

- You must contact the Early Years Funding Team at [eyft@northyorks.gov.uk](mailto:eyft@northyorks.gov.uk) before **5pm, Friday 13 February 2026** and we will confirm whether any additional evidence is required to add EYPP to the child's record.

### Important

Any EYPP queries received after the Spring checking deadline (after **5pm, 13 February 2026**)

- cannot be processed,
- and EYPP cannot be allocated for Spring Term.

---

## **Deprivation Banding**

Headcount claims will show for each child a 'DEP A', 'DEP B', 'DEP C' or 'DEP D' shown under the 'Child weightings' column. This indicates the level of deprivation linked to that child's postcode. Further information on deprivation can be found here: [Deprivation Funding 2025-26\\_0.pdf](#)

---

## **Disability Access Funding**

If you have sent all correct supporting evidence and have indicated the child as 'nominated for DAF' on your headcount by 16<sup>th</sup> January 2026, you will receive payment of DAF in March 2026.

---

## **Total Weekly Funded Hours claimed.**

Please check the correct number of total weekly funded hours have been claimed, based upon what a 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 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 are 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 on or after 19<sup>th</sup> January 2026, who **has not been previously funded in North Yorkshire at any time**, please refer to our email sent on 22<sup>nd</sup> January. Guidance is also available on our website here: [After headcount guidance.pdf](#)

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 in the term by separate email. Further guidance will also be sent at this time on how to complete this claim.

*Please do not add or include any after headcount funding claim as an amendment to your main Spring term headcount. This is only to be used to claim funding for children registered and attending with you between 12<sup>th</sup> – 16<sup>th</sup> January 2026. The Portal will be set up later this term as advised above for 'after headcount' claims to be submitted and you will be notified by further email when to submit these.*