

North Yorkshire Council Early Years Funding Termly Timetable					
Month	Date	Event	Term	Action	Guidance
December	2nd	Online Spring 2025 estimate form opens - deadline 11th December	Spring	Providers to submit Spring 2025 estimates via online form.	Estimates guidance - Estimates guidance.pdf (northyorks.gov.uk)
	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	Headcount guidance - to be published
	11th	Deadline for Spring 2025 estimates	Spring	Providers to submit Spring 2025 estimates via online form.	Estimates guidance - Estimates guidance.pdf (northyorks.gov.uk)
	31st	Deadline for working family entitlement codes to be obtained by parents from HMRC.	Spring	Do not accept any children for working family hours for Spring Term 2025 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
2025					
January	2nd	Sufficiency Tab opens on Provider Portal - deadline 17th January	Spring	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	Census form available for completion on the Provider Portal - deadline 17th January	Spring	Providers to submit Spring 2025 Census Form via Provider Portal before deadline of 17th January	Census guidance - to be published
	6th	Spring term funding starts - 12 weeks funding payable	Spring	Check all children who are being claimed for have a Parental Agreement in place for the Spring term and, where applicable, a valid funding code.	
	9th	Remittance advice available for January	Spring	Check remittance advice matches expected payment for January. PVI providers get their remittance via Anycomms+ and Childminders receive theirs via nyey email.	How PVI providers access Remittance - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/evc%20funding/Anycomms%2B%20guidance%202024-2025.pdf
	13th-17th	HEADCOUNT WEEK Claims to be submitted by 17th January	Spring	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 - to be published
	15th	First month's payment of Spring term funding allocation - payment based on estimate submitted by provider, or for PVI providers from Indicative Budget Statement if no estimate was provided	Spring	Check monthly payment is as expected	Payment Timetable - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/evc%20funding/2425%20Early%20Years%20payment%20timetable.pdf
	17th	Deadline for headcount submission and DAF evidence	Spring	Send headcount claim and DAF evidence if applicable	Headcount guidance - to be published DAF guidance - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/Sufficiency/Disability%20Access%20Funding%20Information%202024-2025.pdf
	17th	Deadline for Census Form submission	Spring	Send Census Form via Provider Portal	Census guidance - to be published
	20th	After headcount claims can be made for eligible children, from 20th January up until 28th March. Deadline for claims is 14th March. Minimum length of any after headcount claim is 2 weeks. Payment made in May 2025	Spring	Contact the EY funding team for after headcount adjustments, do not enter these children onto the Provider Portal	After headcount guidance - After headcount guidance.pdf
	February	6th-7th	EYPP checks will be carried out by the Funding Team	Spring	
7th		Remittance advice available for February	Spring	Check remittance advice matches expected payment for February	How PVI providers access Remittance - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/evc%20funding/Anycomms%2B%20guidance%202024-2025.pdf
10th		Provider portal opens for checking. Amendments to be submitted by Friday 14th February 2025. Late headcounts can also be submitted now - deadline to be confirmed. If you are aware that a child is attending another provider in another local authority please check with parent that you are claiming the correct number of hours.	Spring	Check headcount submission is correct and follow instructions to submit amendments if necessary. Check children receiving EYPP.	Headcount guidance - to be published EYPP Guidance - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/evc%20funding/EYPP%20guidance%20for%20providers%202024-2025.pdf
14th		Second payment of Spring term funding allocation - payments based on estimate submitted by provider or indicative budget statement if no estimate was provided	Spring	Check monthly payment is as expected	Payment Timetable - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/evc%20funding/2425%20Early%20Years%20payment%20timetable.pdf
26th		Checks made by EYFT on cross border funding claims. Providers will be contacted in the even of an overclaim and notified if funding needs to be recovered.			
28th		Indicative Budget Statements will be distributed by EYFT	Annual	View and save the document for your own records	
March	3rd	Providers should ensure all working family codes are checked before term ends for both new and existing parents accessing funding in Summer.	Summer	Check all working family codes are valid for children accessing funding in Summer using the Eligibility Checker on the Provider Portal	Checking Working Family codes - Guidance on how to check Working Family Codes - Autumn Term 2024.pdf
	7th	Remittance advice available for March	Spring	Check remittance advice matches expected payment for March	How PVI providers access Remittance - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/evc%20funding/Anycomms%2B%20guidance%202024-2025.pdf
	10th	Online estimate form opens for Summer 2025 - deadline 14th	Summer	Providers to submit Summer 2025 estimates via online form	Estimates guidance - Estimates guidance.pdf (northyorks.gov.uk)
	14th	Deadline for online estimates	Summer	Providers to submit Summer 2025 estimates via online form	Estimates guidance - Estimates guidance.pdf (northyorks.gov.uk)
	17th	Provider portal opens for after headcount claim - deadline 21st March	Spring	Submit after headcount claim, if applicable - deadline 21st March	After headcount guidance - After headcount guidance.pdf
	17th	Final payment of Spring term funding allocation - payment based on actual headcount submission and will include DAF, EYPP and Deprivation.	Spring	Check monthly payment is as expected	Payment Timetable - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/evc%20funding/2425%20Early%20Years%20payment%20timetable.pdf
	17th-21st	Last week for after headcount children to start	Spring	All after headcount claims should have been submitted for children starting this week	After headcount guidance - After headcount guidance.pdf
	21st	Deadline for after headcount claims	Spring	Submit after headcount claim, if applicable	After headcount guidance - After headcount guidance.pdf
	24th	Portal opens for Summer term - claims can now be submitted until deadline of 16th May	Summer	All providers can start submitting headcount actuals for the Summer term. We recommend that providers submit headcount as soon as possible - changes can be made until the deadline of 16th May	Headcount guidance - https://cyps.northyorks.gov.uk/sites/default/files/Early%20years/evc%20funding/Termly%20Headcount%20Information%20for%20Autumn%20Term%202024.pdf
	31st	Deadline for parents getting or reconfirming working family codes	Summer	Do not accept any children for working family hours for Summer term 2024 without a valid code from this date	Checking Working Family codes - Guidance on how to check Working Family Codes - Autumn Term 2024.pdf