

## **Spring Term 2025 Early Years headcount important information**

This document contains a summary of all aspect of the early years funding, please use this link [Early Education Places, Funding and Entitlement | CYPSinfo](#) for individual guidance documents.

The Provider portal is now available for you to input and submit the Spring Term 2025 headcount. When you log into the portal you will see that the children's details from Autumn Term 2024 have been carried forward into the Spring 2025 headcount.

To be paid funding for the Spring Term 2025 you must now.

- ✓ input children's funded hours for the Spring Term 2025.
- ✓ amend any other details.
- ✓ add new children.
- ✓ delete any children who will not be claiming hours with you in the Spring Term 2025.

**Any child submitted with zero hours will not be funded, and the record will be deleted from your headcount.**

### **Eligibility for Funding**

To be eligible to claim for funding, any 9–23-month-old, 2, or 3 and 4-year-old child must meet the following DOB and entitlement code criteria, where required.

#### DOB range

- 9–23-month-old with DOB between 1<sup>st</sup> January 2023 – 31<sup>st</sup> March 2024
- 2-year-olds with DOB between 1<sup>st</sup> January 2022 – 31<sup>st</sup> December 2022 (also see page 5)
- 3- & 4-year-olds with DOB between 1<sup>st</sup> January 2020 - 31<sup>st</sup> December 2021

**Parents apply for the working family entitlement for 9-23 month and 2-year-old in the same way as the 3 & 4-year-old extended hours** by applying online to HMRC and they must reconfirm every three months.

Further details and eligibility criteria can be found here: [Childcare Choices | 30 Hours Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#).

### **Important points to consider.**

- Early years funding claims **cannot** be made for a child who is also attending a reception class in a state-funded school. However, if a parent defers their child's entry to school, early years funding claims can be made up until the child reaches compulsory school age (the term after they turn 5).
- Maintained and Academy Schools must check their claims are the same on the provider portal as well as their census return as it will be necessary to recover funding where discrepancies are found.
- Claims can only be made for eligible children who are registered **and** attending with the provider during the week of the headcount: **13<sup>th</sup> January to 17<sup>th</sup> January 2025**. The provider must have a signed parental agreement and, where applicable, a valid Working Family Entitlement code **or** if claiming 2YO additional form of government support (Disadvantaged) Funding a letter confirming eligibility from North Yorkshire Council.

- If a child is absent due to sickness or a planned holiday on the week of headcount, you can claim for the hours they would normally have attended.
- Refundable Deposit\_- The statutory guidance states that providers can charge a refundable deposit to parents whose eligible child is accessing funded hours. The purpose of the deposit is to give providers certainty that a parent will take up the place with them. A reasonable timescale from the start of the term would ensure that, where a parent removes their child before headcount, the provider would keep the deposit. Please note: Where charging a refundable deposit prevents a child from accessing their funded place, especially in cases of 2-year-olds receiving additional support funding, it would be recommended that this should not be made a condition of attending your provision.
- Children can access a maximum of 10 government funded hours in one day between the hours of 6am to 8pm. There is no minimum session length. Government funded hours may be split between more than one provider, but no more than two sites in one single day. Parents must indicate this on the parental agreement.
- Parents can choose where their child can use the government funded hours if there are funded places available. For any child accessing 3&4 YO funding, the parent must also make it clear on their parental agreement if they wish to claim either Universal hours (3- & 4-year-old), Working Family Entitlement funded hours, or a combination of both where applicable.
- Parent must ensure all early years providers are aware if their child splits their government funded hours between more than one provider. This includes if a parent is accessing funded hours with a setting in another local authority area. Parents who are found to be claiming at another provider in North Yorkshire or in another local authority may be required to pay for the hours over and above the entitlement.
- Parents who consistently bring their children for fewer hours than what was stated on the parental agreement should be made aware that every effort must be made to ensure their child's attendance is the same as the claimed for hours.
- Where a child is not accessing their full entitlement of 15 or 30 hours, providers cannot claim for hours not taken up within the term. Neither should a provider claim funded hours on behalf of a child to 'hold' their funded place, if they expect the child is joining later in the term, after headcount week.
- Early years providers must see documentation regarding proof of eligibility, i.e., Birth Certificate. For claiming the families of 2-year-olds receiving additional support funding, they must also have a valid letter of confirmation for a funded place from North Yorkshire Council.
- Any 9–23-month-old, 2-year-old, or 3 & 4-year-old accessing Working Family Funding entitlement must also have a **valid code in place on or before 31 December 2024**. It is the responsibility of a provider to ensure the parent holds a valid eligibility code before allowing the child to access Working Family Funding entitlement them each term.
- Providers can determine the specific weeks that funding is covered between the dates of 6<sup>th</sup> January 2025 to 4<sup>th</sup> April 2025. It is a provider's decision to stretch the funding within this period ensuring the child's termly maximum hours does not exceed (180/360 hours).
- The number of funded weeks payable in Spring Term is 12 weeks.

#### **6<sup>th</sup>-7<sup>th</sup> February 2025 (may be subject to change)**

- EYPP checks will be carried out by the Early Years Funding Team. Checks can only be made where, at least one parent name, date of birth and National Insurance number are input, and the permissions boxes are ticked. The results will be shown under the weightings column on the provider portal.
- Working Family Entitlement funding codes will be re-checked, and the current validity dates will be shown on the provider portal under 'Eligibility Status.'

## **Week commencing 10<sup>th</sup> February 2025 (may be subject to change)**

- Providers who submitted headcount in time will now be asked to check their headcount claim/s are correct. If a child was not included in error, or an amendment is required, providers now can submit an updated claim. Please follow the guidance in our email advising how to proceed with this. Once you have contacted the team as per our guidance, you must resubmit any children with amendments.
- This is also an opportunity to check the validity status of any Working Family Entitlement funding codes to remind any parents whose code is in the grace period, to reconfirm their eligibility in plenty of time for the following term (Summer 2025).

***After submitting any changes, providers are responsible for checking that all the funded children appear on the portal with the correct hours.***

- Those providers who did not submit headcount on time will be sent an email and asked to submit their late claim. Please follow the guidance and deadline given in the email.

## **Working Family Entitlement Funding 15 hours per week – for 9–23-month-old, 2 year old and 3&4 year old\*(extended hours) children**

Following the expansion of funded childcare from September 2024, working parents may now be eligible to access up to 15 weekly hours of Working Family Entitlement for a child aged from 9-23 months, 2-year-old as well as the extended 15 hours for 3 & 4-year-olds.

If you are a provider offering working parent entitlement, and a child is eligible for 9–23-month-old Working Family Entitlement, **please claim on headcount as ‘Under 2’s’ funding**. If this is your first time claiming for Under 2-year-olds, then you will have to request permission to have access to Under 2 year old headcount – please send an email to [eyft@northyorks.gov.uk](mailto:eyft@northyorks.gov.uk)

Parents of children who are new to funding must have applied for their Working Family Entitlement funding codes by the end of the month prior to the beginning of each term for 9-23 month, 2-year-olds, and 3 & 4-year-olds.

- Autumn Term - code start date must be before 31<sup>st</sup> August.
- Spring Term - code start date must be before 31<sup>st</sup> December.
- Summer term - code start date must be before 31<sup>st</sup> March.

All parents (those with existing codes and those new to funding) must have applied for or reconfirmed their Working Family Entitlement funding codes with HMRC by **31<sup>st</sup> December 2024** at the latest to ensure that they are valid for use in Spring 2025.

### **Validity Start Dates**

This date is when a code was successfully generated through the childcare service, and not the date the child can take up their Working Family Funding entitlement. As applicable, a child can take up a funded place from the term following them reaching 9 months of age, their second or third birthday or, the term following the date a parent received their Working Family Funding code, whichever is later.

### **Parents Reconfirming Eligibility**

Every three months, parents are required to reconfirm their eligibility and their Working Family Entitlement funding code for 9–23-month-old, 2-year-old and 3- and 4-year-old funding with HMRC. If a parent’s details have not changed, they must log into their childcare service account and tick a box to confirm their details remain the same. It is especially important that parents reconfirm on time, you may want to keep track of code eligibility dates to remind parents who are close to their end date.

## **Grace Period**

The grace period is activated when the end date of a code has passed, this enables parents to keep their childcare place for a short period of time if they become ineligible for Working Family Entitlement funding or have had difficulty when reconfirming their code.

The Provider Portal will show the 'Grace Period' under Eligibility Status on your Spring 2025 headcount. It can also be found by entering the details into the eligibility checker tab.

The Grace Period means the parent has either, fallen out of eligibility, not reconfirmed the code or, in many cases, when HMRC require further information from parents. Please be assured that if a child has a Grace Period of 31<sup>st</sup> March 2025 or later **and was accessing Working Family Entitlement funded hours at your setting in Autumn 2024**, funding may be claimed for Spring 2025. If a child has not received Working Family Entitlement funding at your setting in Autumn 2024, and they are in their grace period, they will not be able to access funding with you in Spring 2025.

Further details on code validity dates and checking codes for Spring term can be found on our website here: [Guidance on how to check Working Family Codes -Spring Term 2025.pdf](#)

NYC will undertake a mid-term audit of codes when all the headcount information has been brought in – this will be done before the confirmation email of headcount is sent out on or around 10<sup>th</sup> February 2025. The result will show any children whose parents are no longer eligible who are in the grace period by showing in the provider portal, a warning triangle. **This is purely for information only and does not affect your claim submitted for Spring term.** This information is updated so any provider can advise a parent of the need to re-confirm their code on time and before 31 March 2025, to access funding in the following Summer 2025 term.

***Please note the eligibility status and code start/end dates shown on headcount will be from the date of the most recent audit, or when you have checked the code on the child record. This date will only change when another audit has been performed and not when the parent reconfirms the code. Therefore, to see the most up to date codes linked to a code you must use the 'eligibility checker' on your provider portal.***

## **Early Years Pupil Premium (EYPP)**

EYPP (£0.68p/hour) provides extra funding for 9–23-month old's, 2, or 3&4-year-old children whose parents are in receipt of certain benefits including Universal Credit, or who have been looked after, or adopted from care. Parents should be encouraged to complete the section on the Parental Agreement, which asks for the parent/carer name, NI number and DOB, and these can be input on the parent/carer tab on the provider portal to allow the checks to be done by the EY Funding Team.

Checks can only be made if all three pieces of information have been submitted, and the parent has given consent to use their personal details and the boxes have been ticked on the parent details tab on the portal.

If you are aware of a child who has been adopted or looked after from North Yorkshire, please contact the Early Years Funding Team to check that the child has the correct system indicator. For children adopted or looked after from another local authority, evidence must be provided in the form of the adoption certificate before EYPP can be added to your headcount claim. EYPP will be paid on Universal hours only if the child is claiming 3&4 YO funding.

## **Disability Access Funding (DAF)**

Disability Access Funding was introduced in April 2017 to support disabled children's access to their early years funding entitlement. For example, the funds could be used to support providers in making reasonable adjustments to their setting and/or helping with building capacity, be that for the child in question or for the benefit of children attending the setting. From September 2024, a lump sum payment of £910 is available once per 12-month period, to providers who have eligible 9–23-month old's, 2 or 3- and 4-year-old children who are in receipt of Disability Living Allowance (DLA).

**All DAF evidence must be submitted to the Early Years Funding Team by **Friday 17<sup>th</sup> January 2025** to enable funding to be paid in Autumn Term. DAF will be paid in March 2025.**

**Full guidance on DAF can also be found on our website here: [Disability Access Funding Information 2024-2025.pdf](#)**

For example, if a child turns two in December 2024 and they take up their Working Family entitlement funding in January 2025, a provider can apply for DAF on their behalf during the Spring Term 2025. If the child continues to access their funded hours with you and eligible for DAF, a further claim can then be made for DAF in the Spring Term 2026, when they become eligible for 3 & 4-year-old funding i.e., 12 months after the initial DAF payment was made.

Children should be registered and attending with a provider by headcount week to qualify for payment to be made. DAF can only be paid to one provider per 12-month period. If a child accesses their funded hours at more than one provider, the parents **must nominate which provider they wish to receive DAF**. This also means that if the child has already claimed DAF at another provider in the previous twelve months, DAF funding cannot be claimed again until 12 months after this claim was paid. Any equipment or resources purchased using DAF will remain the property of the provider should the child leave the setting.

To enable DAF to be paid, your parental agreement must confirm you have been nominated by a parent to claim DAF. You must also submit.

- your Spring headcount claim and ensure you have ticked that the child is 'nominated for DAF.'
- a copy of the parental agreement with the relevant section completed, **signed by the parent after April 2024** (This is necessary for audit reasons, as your DAF will be paid in the 2024/25 Financial Year)
- a copy of the child's most recent Disability Living Allowance (DLA) award confirmation letter from the Department of Work and Pensions (DWP). This award letter must show the child is still receiving Disability Access Funding as of headcount week (13<sup>th</sup> January to 17<sup>th</sup> January 2025).

It is a provider's responsibility to ensure all information and evidence is submitted by the deadline below and this is valid and correct to enable a claim to be paid. If evidence is not submitted on time or invalid, DAF will not be paid in Spring 2025 Term. Providers will then need to re-submit and apply for DAF to be paid in Summer 2025, subject to the child still accessing early years funding with them and receiving DLA.

If you have claimed DAF previously for a child more than 12 months ago, a new claim can now be made. However, providers will need to ensure they re-submit their headcount claim and all supporting evidence again, for this new claim. This is necessary due to audit reasons as this further DAF claim will be processed in a new financial year.

Evidence can be sent either by, uploading using Anycomms+ for PVI providers, Anycomms for schools, or by email using the secure Egress email system to [eyft@northyorks.gov.uk](mailto:eyft@northyorks.gov.uk). Documents can also be uploaded onto the Synergy Provider Portal when adding the child to headcount.

### **2-year-old Funding – there are two types!**

Following the expansion of funded childcare for 2-year-olds from April 2024, parent's may now be eligible to access either Working Family Entitlement funding **or** families of 2-year-olds receiving additional support Funding depending upon their family circumstances. Both types of funding are payable for only 15 hours per week, up to 38 weeks per annum.

If a child is eligible for 2YO Working Family Entitlement **and** families of 2-year-olds receiving additional support funding, **please claim on headcount as** families of 2-year-olds receiving additional support. This is because this type of funding does not need to be re-confirmed by the parent every three months. The child will remain eligible for families of 2-year-olds receiving additional support funding, until the term after their third birthday. However, it is vital Parents must continue to reconfirm their working parent entitlement eligibility code.

To apply for families of 2-year-olds receiving additional support funding, parents must apply online to North Yorkshire Council and can do so using this link [https://onlineadmissions.northyorks.gov.uk/Enrol/Website\\_Live/default.aspx](https://onlineadmissions.northyorks.gov.uk/Enrol/Website_Live/default.aspx). Please direct families who think they may meet the economic criteria, or if their child is in receipt of a valid DLA letter to apply using the link above, or to contact our FIS Team on 0300 131 2131.

Further details and eligibility criteria can be found here: [Childcare Choices | 30 Hours Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#).

You should only submit a headcount claim for families of 2-year-olds receiving additional support funding once **you have seen confirmation of eligibility and details of a 6-digit code from North Yorkshire Council**. If the parent has a letter of eligibility from another Local Authority, they will still need to apply to North Yorkshire, using the link above. Funding cannot be given unless we have conducted our own eligibility checks and issued a letter of confirmation letter to the parent. Once a code is provided, this does not need to be re-confirmed with North Yorkshire. Eligibility remains in place until the term after the child's third birthday.

Depending upon when the parent applies and has their eligibility confirmed for families of 2-year-olds receiving additional support funding by NYC, their funded place begin for the child as follows:

- Applications received and processed by 17<sup>th</sup> January 2025, the child was also registered and attended their provider before 17<sup>th</sup> January – parents can receive 2YO funding from the beginning of Spring Term 2025.
- Applications received and processed after 18<sup>th</sup> January 2025 but before 24<sup>th</sup> March 2025 – parents can receive 2YO funding from the date shown on their funding letter, until the end of the Spring Term funding on 4<sup>th</sup> April 2025. This will be claimed for by the provider using the 'After Headcount' claims process and the minimum claim paid will be for 2 weeks funding.
- Applications received and processed after 25<sup>th</sup> March 2025 – parents will receive 2YO funding from the beginning of Summer Term 2025.

If a place is given before eligibility is confirmed by NYC, parents must be made aware that they will be invoiced if found to be not eligible.

Full details on adding all types of 2YO Funding to the termly headcount can also be found here: [How to Claim 2YO Funding 2024-25.pdf \(northyorks.gov.uk\)](#)

### **Stretching**

North Yorkshire Council have looked at how other local authorities administer the stretched offer and tried to create a process to accommodate the many ways in which providers wish to offer funded places. We recommend that careful consideration is taken before making the stretched offer. Further information can be found on our website here at [Stretched Funding Guidance.pdf \(northyorks.gov.uk\)](#)

### **Eligibility criteria for children claiming funding 'after headcount' week.**

Funding can only be given for children who have not previously received a funded place at a North Yorkshire provider, except for childminders\*.

Funded hours can be claimed for eligible 9–23-month-olds, 2-year-olds and 3 and 4-year-olds who start after headcount week.

\*Childminders must contact the Early Years Funding Team when a child starts leaves or alters their funded hours to allow an adjustment to be done.

### **How to claim after headcount week**

If a child arrives after headcount week and meets the following eligibility.

- The child has **never previously** been funded in North Yorkshire.
- The family has provided proof that they are eligible – 2-year old's claiming families of 2-year-olds receiving additional support funding must have a confirmation letter and 6-digit code from NYC. 9–23-month-olds, 2-year old's or 3 & 4-year old's wishing to access Working Family Entitlement funding must hold a valid code from HMRC for the current term.

To claim 'after headcount' funding please email [eyft@northyorks.gov.uk](mailto:eyft@northyorks.gov.uk) to check if the child has already accessed a funded place in North Yorkshire. Please provide in your email the child's name, date of birth, their start date with you and how many funded hours per week you wish to claim.

We will then confirm if a claim can be made. You will also be given access to the after-headcount for the term on the provider portal. When instructed, you will enter the child's details onto the portal and in the notes tab you will confirm that you can provide a valid parental agreement and a copy of the register to show the child's attendance.

If a child joins you after headcount week and has been previously funded elsewhere by North Yorkshire Council, you cannot make an after Headcount claim unless you are a childminder\*. If you have an available funded place/hours, you should offer the hours and you must stand the charge for the remainder of the funded term. You can of course still charge for any meals/consumables as agreed with the parent upon signing their parental agreement with you.

Should you wish to come to your own arrangement with the other provider to split the funding you may do so. However, this would be a private arrangement between the two providers, and the previously funded provider has no obligation to pass on any funding to the new setting. North Yorkshire would also not be involved in any decisions regarding any such arrangement.

If a child leaves your setting after headcount week (unless you are a childminder\*) you do not need to advise the Early Years Funding Team, and you will retain the funding for the full term.

\*Childminders must contact the Early Years Team by email and confirm the details of any new starters or children leaving after headcount week, to allow their funding to be updated.

### **Child Accessing Funding with two Providers or more.**

A child can split their funding between more than one provider. Please discuss with the parent if they are accessing funding elsewhere, and how they would like you to claim the hours on their behalf. This should also include checking if the parent is accessing early years funding with another local authority whilst accessing funding with you. The parental agreement should be completed to show which type of funding the child will be accessing, for example, Universal or Working Family Entitlement funded hours. Please also take extra care when calculating the number of hours, a child can access in a term where one or both providers are stretching the funding.

Providers must make every effort to avoid an over claim being submitted. If an overclaim is discovered for a 3- & 4-year-old funded child, where possible the Early Years Funding Team may amend the number of Universal or Working Family Entitlement funded hours, to enable funding to be allocated accordingly. For all types of funding claims, if it is not possible to amend the claim/s and allocate the child's funding, the Early Years Funding Team will contact you. If necessary, the parent will also be contacted and asked to confirm how they wish their child's funding to be allocated, which setting they wish to pay, and the child's headcount claim amended.

In the event of a parent overclaiming funded hours between North Yorkshire Council and another local authority, please note this may not be identified until later in term, due to timescales of checking headcount data with neighbouring local authorities. Therefore, please be advised that if this happens and the parent then decides to allocate funding to their other provider/local authority, it will be necessary for North Yorkshire Council to recover any overpaid funding and for the parent to then be charged for childcare hours accessed in that term.

### **Charging Parents**

Government funding is intended to deliver up to 15 or 30 hours a week for up to 38 weeks per year, of high quality, flexible childcare.

Providers must not charge parents top up fees, or charge parents a registration fee as a condition of taking up their child's funded place. You can charge a refundable deposit; further information regarding this is detailed below.

All invoices and receipts should include the provider's full details, be clear, transparent, and itemised allowing parents to see that they have received their funded entitlement, and understand fees paid for additional hours or services.

Providers can charge for meals, consumables such as nappies or sun cream and for additional services such as trips and extra-curricular activities. These charges must be voluntary for the parent. Where a parent is

unwilling, or unable to pay for meals, providers can set their own policy for either giving the parent the option providing their own food and consumables or waiving the charge.

Providers must be completely transparent about any additional charges. All eligible children, including those from disadvantaged families, must have access to a funded session that can be delivered completely free of charge.

If you would like advice or assistance on your charging policy, please contact the Business Support Team using the details at the end of this document.

### **Parental Agreement**

Parents/carers of all early year's children should be asked to complete a Parental Agreement to ensure it is truly clear exactly where they would like their child to receive their funded entitlement. It can be a paper copy or electronic format however the data must be stored securely. As and when a child swaps from 9–23-month-old to 2-year-old funding and then to 3- & 4-year-old funding, a new agreement should also be completed.

This document can be used to reflect your funded sessions and ensure that parents are clear of any services or optional extras available and any additional charges that may be made. An example of a Parental Agreement can be found using this link [NYC Parental Agreement 2024 April 2024.docx \(live.com\)](#)

### **Compliance checks**

All pupil data provided by you will be subject to normal compliance procedures.

### **Ethnicity**

Please note: the ethnic data field in the portal must be completed and is no longer an optional item. Ethnicity should be recorded as stated by the parent/guardian. If you cannot get the ethnicity, please select 'Information Not Yet Obtained' or 'Refused' in the drop-down menu on the provider portal.

### **Checking of NYC email accounts**

It is necessary to check your NYC email or your school admin email if you are a school or an academy on a regular basis, as this route is used for all correspondence. Please pass this information on to the person who is responsible for returning the headcount.

It is possible to access your NYC email account from any device that has access to the internet or have your NYC email automatically forwarded to another email account. If you have difficulties accessing your NYC email account, please contact our NYES Digital Team, contact details can be found on page 9.

If you require copies of any documentation e.g., a Privacy Notice, please contact the Early Years Funding team using the contact details on page 9.

### **Problems accessing to Synergy Web FIS Provider Portal**

For access issues or if you require a password reset, please contact our Families Information Service (FIS). Contact details can be found on page 9.

### **Problems accessing AnyComms+**

For access issues or if you require a password reset, please contact our NYES Digital Team. Contact details can be found on page 9.



## Useful Information

Headcount week for each term is shown in the table below.

Autumn Term	Always first Thursday in October
Spring Term	Always third Thursday in January
Summer Term	Always third Thursday in May

### Contact information.

#### Early Years Funding Team – Government Funding information

Telephone

Mandy Bradley – 01609 532393

Rosie Mackay – 01609 532391

Joanne Webster – 01609 532970

Maddy Atkinson – 01609 533018(Monday-Thursday)

Kate Povall – 01609 798531 (Monday-Friday 8.30am-2.30pm)

Email

eyft@northyorks.gov.uk

#### Families Information Service:

Telephone – Customer Contact Centre

0300 131 2 131

Email

fis.information@northyorks.gov.uk

#### NYES Digital Team:

Telephone

01609 536086, option 1.

Email

NYES.Digital@northyorks.gov.uk

#### Inclusion Funding Team – Element 2 enquiries

Telephone

01609 534010

Email

inclusionFund@northyorks.gov.uk

#### SEN Funding Team – Element 3 enquiries

Telephone

01609 535002

Email

[sen@northyorks.gov.uk](mailto:sen@northyorks.gov.uk)

#### HMRC Customer Interaction Helpline - for parents with Working Family Entitlement code queries:

Telephone - 0300 123 4097

Childcare Choices Website [Homepage](#) | [Childcare Choices](#)

Early Years Entitlement FAQ's from the Department of Education - [Early Years Entitlement FAQ for providers to give to parents \(DfE 2 May 2024\).pdf \(northyorks.gov.uk\)](#)