

Early Years Funding – After Headcount claim guidance.

Providers sometimes have children join their setting after headcount week who wish to take up funded hours. If you have a funded place available, you should offer this to the child and in some cases, you are able to make a claim for the funded hours the child takes up.

- Childminders can claim after-headcount claim funding for any eligible child who starts after headcount week.
- PVI providers and schools can only claim for eligible children who have never previously accessed a funded place in North Yorkshire, in any term.

How to claim for a child starting after headcount week

Step 1 – Check if an After Headcount claim can be made.

- If a child is joining your setting to access funding after headcount week, please send an email to eyft@northyorks.gov.uk. You will then receive an information form to complete and return. Upon receipt of your completed form, we will then confirm if after headcount funding can be claimed by you.

Step 2 – Submitting an After Headcount claim.

- The Early Years funding team will contact you via email when the provider portal is open for after headcount claims to be submitted– this will take place later in term, once the main termly headcount has been processed. The follow up email will also contain term specific guidance including the deadline for submitting your after-headcount claim/s and details of the maximum number of funded weeks to be claimed.
- Log into the provider portal and select the relevant term and open the after-headcount claim – please take care not to select the main headcount.
- Add the details of the child you are claiming for, ensuring you enter the attendance dates and the number of weeks exactly.
- Save the record and send your claim by the deadline.

Points to remember.

- The after-headcount claim is for **new** children only, you cannot use it to adjust hours for a child who was already attending on headcount week.
- Working family codes must be valid from the **beginning of the term** you are claiming for, not the date they are starting.
- Check the deadline date of the email – late after-headcount claims will not be processed.
- You can only claim for children who you have already notified the Early Years Funding team of and received confirmation that a claim can be made.