

Action required - Headcount Checks – Autumn Term 2025

**Deadline for headcount to be checked and all changes to be submitted is 5pm,
Wednesday 5 November 2025**

All providers must now check all 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 should only include funding claims for children registered and attending during headcount week, 29th September-3rd October 2025.

All schools and academy 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 (see additional information on page 2 regarding 'Total funded hours')
- Any child you were expecting to attract Early Years Pupil Premium has EYPP 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: DEP A, DEP B, DEP C or DEP D.
- Please ensure any child with zero funded hours on your headcount is deleted or if you need to make a claim you must enter the correct funded hours. Please note that after 5th November 2025, any child with zero hours on your headcount will be deleted and no funding can be paid 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 3rd October 2025, 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 made in December 2025.

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 by the deadline below.

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, Wednesday 5th November 2025.**

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 16 October 2025. The Eligibility Status column will now show the start, end, and grace period dates on 16 October 2025.

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 all of Autumn term. This is because the code used on your headcount claim was valid on 31st August 2025. However, the warning triangle means that the code is now in its 'grace period' and, at the time of our audit code check the parents have not yet reconfirmed their code with HMRC. This information is therefore being provided now to assist you to identify which parents may potentially be unable to access Working Family funding from January 2026, so you can contact them and notify them in advance of Spring Term 2026.

For Spring Term 2026, 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 2025**. 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 this 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 must 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. The Grace Period date should not be used as a validity check.

Early Years Pupil Premium (EYPP)

Automatic EYPP checks have now been completed for any Under 2-year-old, 2-year-old and 3 & 4-year-olds correctly added to headcount, to identify who qualifies for EYPP on 'economic grounds'. Any child eligible for EYPP will be identified in the Weightings column on the headcount as EYPP. 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 the correct parent's 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 showing as EYPP, please contact the Early Years Funding Team at eyft@northyorks.gov.uk before **5pm, Wednesday 5th November 2025** 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, you must contact the Early Years Funding Team before **5pm, Wednesday 5th November 2025**. 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 checking deadline with an EYPP query, we cannot allocate EYPP funding this term.

Deprivation Banding

Most claims processed 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.

Disability Access Funding

If you have sent all correct supporting evidence and have indicated the child as 'nominated for DAF' on your headcount by 3rd October 2025, you will receive payment of DAF in December.

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 at any time after 6th October 2025, who **has not been previously funded in North Yorkshire**, please refer to our email to all providers sent on 9th October or guidance on our website here for information: [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 Autumn term headcount. This is only to be used to claim funding for children registered and attending with you between 29th September – 3rd October 2025. 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.