

EARLY YEARS FUNDING

Important information and required actions for all Schools and Early Years Providers.
Please ensure this information is shared with all relevant staff.

AUTUMN TERM ACTION CHECKLIST	
Action Required	Complete
Autumn Term Estimates – Closed - Contact Early Years Team if submission missed.	☐
Check all Working Family Eligibility Codes before offering funded place and remind parents to reconfirm eligibility codes by 31 August 2026 if validity not confirmed	☐
Submit Autumn Term Headcount Claim and DAF supporting evidence, if applicable Deadline 5pm - Friday 2 October 2026	☐
Ensure that your charging policy follows the statutory guidance - Early education and childcare - GOV.UK	☐

KEY DATES AT A GLANCE	
Activity	Date
Working Parent Code Deadline (Reconfirm/Obtain)	31 August 2026
DfE Consultation Deadline	14 September 2026
Headcount Submission and DAF evidence Deadline	5:00pm, 2 October 2026
Save the Date – School Census Briefing Session	10:30am, Wednesday 23 September 2026

AUTUMN TERM ESTIMATES	
✔ If you have not submitted an estimate, you will not receive a payment in September. To receive a payment in October, please contact the Early Years Team at eyft@northyorks.gov.uk as soon as possible and you will be sent an estimate proforma for completion.	

Working Family Code Validity Checks	
✔ Check all Working Family Eligibility Codes ✔ Ensure codes have:	
Start Date	On or before 31 August 2026
End Date	After 1 September 2026
Parent Reconfirmation Deadline	31 August 2026
⚠ Some children with currently valid codes may still need to reconfirm before the deadline to remain eligible for Autumn Term funding.	

AUTUMN TERM HEADCOUNT - OPEN	
✔ The Synergy Provider Portal is now open for Autumn Term Headcount submissions.	
Headcount Week	28 September – 2 October 2026
Headcount Submission and DAF evidence Deadline	5:00pm Friday 2 October 2026
✔ Key Rule: Census information on funding page. <u>Always</u> enter '38' weeks for the entitlement being claimed, even if you operate fewer weeks or offer stretched funding. This information must be added to be able to submit your claim. If submitted incorrectly, providers will be contacted and required to re-send.	

Claim Type	Funded Entitlement Weeks	Expanded/ Extended Entitlement Weeks
Under 2's – Working Family funded hours claim	0	38
2YO – Early Learning for 2-year-olds funded hours claim only (formerly FRAS)	38	0
2YO – Working Family funded hours claim only	0	38
2YO – <u>both</u> Early Learning for 2-year-olds and Working Family funded hours claim	38	38
3&4YO – Universal funded hours only	38	0
3&4YO – Working Family (Extended) only	0	38
3&4YO – both Universal and Working Family funded hours claim	38	38

Important Reminder - Please do not wait until Headcount Week to submit your claim.

- ✓ Submit claims as early as possible, early submission allows time to resolve:
 - Eligibility code issues, access problems, additional claims and data queries

SCHOOL CENSUS RETURN

- ✓ **Autumn Term 2026 Headcount must match MIS (e.g. Arbor/Bromcom) and Census return.**
- The early years child data submitted via the **School Census is the primary mechanism used by the Department for Education to fund the local authority for early years entitlements for each term.** Accurate and complete early years data submission is therefore essential to ensure early years funding levels correctly reflect early years pupil attendance and entitlement.
- Schools should **submit the Autumn Term Early Years headcount via the Synergy Provider Portal as early as possible.** Do not wait until headcount week, as submissions can be **amended at any point up to the published deadline.**
- It is essential that **all child data matches across all systems for all funded entitlement**, e.g. 3&4 year old Universal (funded), 3&4 year old Extended (Extended), Early Learning for 2 year old (funded), 2 year old working parent entitlement (Expanded) and 9 -23 month (Expanded) including:
 - School MIS e.g. ARBOR, BROMCOM
 - Synergy Provider Portal
 - School Census via COLLECT
- **Weekly checks on EYPP eligibility should be undertaken**, but this can only be completed once the **headcount on the Synergy Provider Portal has been processed by the Early Years Funding Team (EYFT).** Completing these checks early will significantly reduce issues when uploading Census data.
- Schools may **only claim funded hours for children who are registered and attending during Headcount Week**, which runs from **28 September – 2 October 2026.**
- A **valid Parental Agreement** must be in place **before any funding claim can be made.** Claims submitted without a valid agreement may be rejected.
- Disability **Access Funding (DAF) evidence must be submitted by Friday 2 October 2026.** Late submissions cannot be guaranteed for payment.

✓ **SAVE THE DATE - School Census Briefing Session.**

Taking place at **10:30 - Wednesday 23 September 2026**. Look out for the email invitation being sent out to all schools the first week of term.

COMPLIANCE

- ✓ Review current practices to ensure compliance with DfE statutory guidance, including:
- **No artificial breaks:** Children should be able to access their funded hours in continuous blocks where desired. Providers must not create artificial breaks within funded sessions, such as offering funded hours from 10am to 12pm and 1pm to 3pm, with only paid hours available between 12pm and 1pm.
 - **Invoicing:** Invoices must clearly show funded hours as **£0 at the point of delivery**, with any charges for non-funded hours or consumables listed separately and transparently.
 - **Deposit:** Refundable deposits can be used by providers, and can then be retained by a provider, if the parent does not take up their funded place by headcount week.
 - **Notice Periods:** Providers cannot impose a charge for funded hours within a notice period, if a parent is moving their child from your setting, before headcount week. Providers can however still charge for items not covered by government funding within any notice period.
- ✓ **Compliance Checks**
- Veritau, on behalf of the Funding Team, will shortly be contacting a number of providers to undertake a compliance review. If you are a provider contacted to take part and have any queries about this request, please contact eyft@northyorks.gov.uk

REVIEW DfE FUNDING CONSULTATION DOCUMENTS

- ✓ The consultation seeks views on proposed changes to the early years funding system associated with the current offer of early years entitlements. Responses are requested by **14 September 2026**.

Please use the links below to the Government consultation documents:

[Early year funding proposed changes to the entitlements funding system consultation Annex for early years funding consultation](#)

Response form:

[Early years funding: proposed changes to the entitlements funding system - Department for Education - Citizen Space](#)