

Early Education School Timeline, Academic Year 2023/24

Summer 2024

Date	Item	Details
1 April	Start of summer term. Any eligibility codes issued from today may not be valid in this term	
Monday 3 April	Eligibility Code Checks	Action Required: Check that all the eligibility codes for the Working Parent Entitlement at your setting are valid for this term
Tuesday 2 April	SEND Panel - Application cut off day	Action Required: Submit applications for Early Years SEND funding by this date. Further information and details about how to apply is available at: www.trafford.gov.uk/eysendfunding
Wednesday 17 April	SEND Panel Meeting	For information: Forms received by 2 April will be reviewed at the panel meeting. Details of the outcome and any payment due will be sent within 15 working days from the panel date.
Sunday 28 April	2 Year old declarations deadline to claim a full term (only applicable if school offers 2 year old funding)	For information: Forms received on or before this date will be processed and eligible families issued with a reference number ready for the headcount period opening. You can claim a full term of funding for these children.
Tuesday 30 April	SEND Panel - Application cut off day	Action Required: Submit applications for Early Years SEND funding by this date. Further information and details about how to apply is available at: www.trafford.gov.uk/eysendfunding
Wednesday 15 May	SEND Panel Meeting	For information: Forms received by 30 April will be reviewed at the panel meeting. Details of the outcome and any payment due will be sent within 15 working days from the panel date.
Thursday 16 May	Headcount / Census Day	
Thursday 16 May to Friday 24 May	Claim Period Opens on the Education Portal	
	Headcount to be submitted on the Education Portal	Action Required: Submit headcount data for all funded children using the Education Portal before Friday 24 May. Remember to check your headcount submission and contact the Early Education Team prior to 24 May if there are any errors on your headcount. User Guides are available at www.trafford.gov.uk/Educationportal
	Claim Period Closes on the Education Portal	
Friday 24 May	Eligibility Code Checks	Action Required: Check that all the eligibility codes for the Working Parent Entitlement at your setting are valid for next term, including any codes for under 2s accessing the Working Parent Entitlement. Encourage parents/carers to reconfirm their code if they enter or are due to enter their grace period to receive the extended entitlement next term.
Tuesday 4 June	SEND Panel - Application cut off day	Action Required: Submit applications for Early Years SEND funding by this date. Further information and details about how to apply is available at: www.trafford.gov.uk/eysendfunding
Wednesday 19 June	SEND Panel Meeting	For information: Forms received by 4 June will be reviewed at the panel meeting. Details of the outcome and any payment due will be sent within 15 working days from the panel date.
Tuesday 27 June	SEND Panel - Application cut off day	Action Required: Submit applications for Early Years SEND funding by this date. Further information and details about how to apply is available at: www.trafford.gov.uk/eysendfunding
Sunday 30 June	2 Year old mid-term joiner declaration deadline (only applicable if school offers 2 year old funding)	For information: Forms received on or before this date will be processed and eligible families issued with a reference number by Monday 1 July.
Monday 1 July	2 Year old mid-term joiner claim deadline (only applicable if school offers 2 year old funding)	Action Required: Submit a mid term joiner claim for any 2 Year Olds who are new to funding and have started at your setting since Headcount day. If applicable you will receive the funding with your reconciliation payment. This does NOT include 2 year olds who have already received funding and want to move from one setting to another.
Wednesday 12 July	SEND Panel Meeting	For information: Forms received by 27 June will be reviewed at the panel meeting. Details of the outcome and any payment due will be sent within 15 working days from the panel date.
31 August	End of summer term. Parents must have been issued with their Working Parent Entitlement Eligibility code by this date to receive extended hours from 1 September (start of Autumn term).	

Early Education School Timeline, Academic Year 2023/24

Spring 2024

Date	Item	Details
1 January	Start of spring term. Any Working Parent Entitlement eligibility codes issued from today may not be valid in this term	
Tuesday 2 January	SEND Panel - Application cut off day	Action Required: Submit applications for Early Years SEND funding by this date. Further information and details about how to apply is available at: www.trafford.gov.uk/eysendfunding
Wednesday 3 January	Eligibility Code Checks	Action Required: Check that all the eligibility codes for the Working Parent Entitlement at your setting are valid for this term
Sunday 7 January	2 Year old declarations deadline to claim a full term (only applicable if school offers 2 year old funding)	For information: Forms received on or before this date will be processed and eligible families issued with a reference number ready for the headcount period opening. You can claim a full term of funding for these children.
Wednesday 17 January	SEND Panel Meeting	For information: Forms received by 2 January will be reviewed at the panel meeting. Details of the outcome and any payment due will be sent within 15 working days from the panel date.
Thursday 18 January	Headcount day/Census day	
Thursday 18 January to Friday 26 January	Claim Period Opens on the Education Portal	
	Headcount to be submitted on the education Portal	Action Required: Submit headcount data for all funded children using the Education Portal before Friday 26 January. Remember to review your headcount submission as the system will be open until Tuesday 30 January for any errors to be corrected. Please respond to any queries from Early Education Team by the date stated in your email. User Guides are available at www.trafford.gov.uk/establishmentportal
	Claim Period Closes on the Education Portal	
Tuesday 30 January	SEND Panel - Application cut off day	Action Required: Submit applications for Early Years SEND funding by this date. Further information and details about how to apply is available at: www.trafford.gov.uk/eysendfunding
Wednesday 14 February	SEND Panel Meeting	For information: Forms received by 30 January will be reviewed at the panel meeting. Details of the outcome and any payment due will be sent within 15 working days from the panel date.
Friday 9 February	Eligibility Code Checks	Action Required: Check that all the eligibility codes for the Working Parent Entitlement at your setting are valid for next term, including any codes for new 2 year olds accessing the Working Parent Entitlement. Encourage parents/carers to reconfirm their code if they enter or are due to enter their grace period to receive the extended entitlement next term.
Sunday 25 February	2 Year old mid-term joiner declaration deadline (only applicable if school offers 2 year old funding)	For information: Forms received on or before this date will be processed and eligible families issued with a reference number by Monday 4 March.
Tuesday 27 February	SEND Panel - Application cut off day	Action Required: Submit applications for Early Years SEND funding by this date. Further information and details about how to apply is available at: www.trafford.gov.uk/eysendfunding
Monday 4 March	2 Year old mid-term joiner claim deadline (only applicable if school offers 2 year old funding)	Action Required: Submit a mid term joiner claim for any 2 Year Olds who are new to funding and have started at your setting since Headcount day. If applicable you will receive the funding with your reconciliation payment. This does NOT include 2 year olds who have already received funding and want to move from one setting to another.
Wednesday 13 March	SEND Panel Meeting	For information: Forms received by 27 February will be reviewed at the panel meeting. Details of the outcome and any payment due will be sent within 15 working days from the panel date.
31 March	End of spring term. Parents must have been issued with their Working Parent Entitlement Eligibility code by this date to receive extended hours from 1 April.	

Early Education School Timeline, Academic Year 2023/24

Autumn 2023

Date	Item	Details
Tuesday 29 August	SEND Panel - Application cut off day	Action Required: Submit applications for Early Years SEND funding by this date. Further information and details about how to apply is available at: www.trafford.gov.uk/eysendfunding
Thursday 31 August	30 Hour Code Checks	Action Required: Check that all the 30 hours codes at your setting are valid for this term before children start to access a 30 hours place. Codes should be checked prior to the start of term.
1 September	Start of autumn term. Any 30 hour codes issued from today may not be valid in this term	
Wednesday 13 September	SEND Panel Meeting	For information: Forms received by 29 August will be reviewed at the panel meeting. Details of the outcome and any payment due will be sent within 15 working days from the panel date.
Sunday 24 September	2 Year old declarations deadline to claim a full term (only applicable if school offers 2 year old funding)	For information: Forms received on or before this date will be processed and eligible families issued with a reference number ready for the headcount period opening. You can claim a full term of funding for these children.
Tuesday 3 October	SEND Panel - Application cut off day	Action Required: Submit applications for Early Years SEND funding by this date. Further information and details about how to apply is available at: www.trafford.gov.uk/eysendfunding
Thursday 5 October	Headcount day/Census day	
Claim Period Opens on the Education Portal		
Thursday 5 October to Friday 13 October	Headcount to be submitted on the Education Portal	Action Required: Submit headcount data for all funded children using the Education Portal before Friday 13 October. Remember to review your headcount submission as the system will be open until Wednesday 18 October for any errors to be corrected. User Guides are available at www.trafford.gov.uk/educationportal
Claim Period Closes on the Education Portal		
Wednesday 18 October	SEND Panel Meeting	For information: Forms received by 3 October will be reviewed at the panel meeting. Details of the outcome and any payment due will be sent within 15 working days from the panel date.
Friday 20 October	30 Hour Code Checks	Action Required: Check that all the 30 hours codes at your setting are valid for next term, and advise parents/carers to reconfirm their code if they enter or are due to enter their grace period. Advise families intending to start a 30 hours place to apply for a code.
Tuesday 31 October	SEND Panel - Application cut off day	Action Required: Submit applications for Early Years SEND funding by this date. Further information and details about how to apply is available at: www.trafford.gov.uk/eysendfunding
Sunday 5 November	2 Year old mid-term joiner declaration deadline (only applicable if school offers 2 year old funding)	For information: Forms received on or before this date will be processed and eligible families issued with a reference number by Monday 13 November
Monday 13 November	2 Year old mid-term joiner claim deadline (only applicable if school offers 2 year old funding)	Action Required: Submit a mid term joiner claim for any 2 Year Olds who are new to funding and have started at your setting since Headcount day. If applicable you will receive the funding with your reconciliation payment. This does NOT include 2 year olds who have already received funding and want to move from one setting to another.
Wednesday 15 November	SEND Panel Meeting	For information: Forms received by 31 October will be reviewed at the panel meeting. Details of the outcome and any payment due will be sent within 15 working days from the panel date.
Tuesday 28 November	SEND Panel - Application cut off day	Action Required: Submit applications for Early Years SEND funding by this date. Further information and details about how to apply is available at: www.trafford.gov.uk/eysendfunding
Wednesday 13 December	SEND Panel Meeting	For information: Forms received by 28 November will be reviewed at the panel meeting. Details of the outcome and any payment due will be sent within 15 working days from the panel date.
31 December	End of autumn term. Parents must have been issued with their 30 hours eligibility code by this date to receive extended hours from 1 January.	