

## Free Early Education Funding - Provider Timeline for Academic Year 2015/16



Date	Term	Item	Details
Friday 3 July	Autumn 2015	"Staying On In September" form	You will receive this form which needs to be completed and returned to the Early Education Team.
Friday 17 July			Your completed form must be returned to us by this date.
Monday 10 August	Autumn 2015	Funded Summary report to be sent to providers	You will receive this report and need to check it includes all the children you are expecting to be funded. For any children who are missing but were funded in the previous term, please contact the Early Education Team. For any children who are missing and this is the first time they will be claiming the funding, the parent will need to complete an application form.
<b>Sunday 16 August</b>	<b>Application cut-off for autumn term</b>		
Wednesday 19 August	Summer 2015	Reconciliation confirmation	You will receive an email detailing the amount of funding you were due in the term and the amount of funding you received. This will be supported by a Funded Summary Report for the full term.
Wednesday 26 August	Autumn 2015	Interim payment confirmation	You will receive an email detailing your interim payment information. It will include an updated Funded Summary report to show you the children who have been funded.
Friday 28 August	Summer 2015	Reconciliation payment due in bank account	Any additional funding will be in your bank account (reference PMT3). If you need to pay back any funding, you will be sent an invoice for payment.
Monday 31 August	Autumn 2015	Interim payment due in bank account	Check that you have received the interim payment (reference PMT1) as per the above email.
<b>31 August</b>	<b>End of summer term as defined for Early Education</b>		
<b>1 September</b>	<b>Start of autumn term as defined for Early Education</b>		
Friday 18 September	Autumn 2015	Headcount form	You will receive this form and need to check the information and return it to us.
Friday 25 September	Autumn 2015		Your completed form must be returned to us by this date.
Wednesday 21 October	Autumn 2015	Balancing payment confirmation	You will receive an email detailing your balancing payment information. It will include an updated Funded Summary Report to show you the children who have been funded so far this term. This payment will include any supplements you are due.
Friday 23 October	Autumn 2015	Balancing payment due in bank account	Check you have received the balancing payment (reference PMT2) and supplements (SUPS) as per the above email.
Monday 30 November	Spring 2016	Funded Summary report to be sent to providers	You will receive this report and need to check it includes all the children you are expecting to be funded. For any children who are missing but were funded in the previous term, please contact the Early Education Team. For any children who are missing and this is the first time they will be claiming the funding, the parent will need to complete an application form.
<b>Sunday 6 December</b>	<b>Application cut-off for spring term</b>		
Monday 14 December	Autumn 2015	Reconciliation confirmation	You will receive an email detailing the amount of funding you were due in the term and the amount of funding you received. This will be supported by a Funded Summary Report for the full term.
Tuesday 22 December	Spring 2016	Interim payment confirmation	You will receive an email detailing your interim payment information. It will include an updated Funded Summary report to show you the children who have been funded.
Wednesday 23 December	Autumn 2015	Reconciliation payment due in bank account	Any additional funding will be in your bank account (reference PMT3). If you need to pay back any funding, you will be sent an invoice for payment.
Thursday 31 December	Spring 2016	Interim payment due in bank account	Check you have received the interim payment (reference PMT1) as per our email.
<b>31 December</b>	<b>End of autumn term as defined for Early Education purposes</b>		
<b>1 January</b>	<b>Start of spring term as defined for Early Education purposes</b>		
Friday 15 January	Spring 2016	Headcount form	You will receive this form and need to check the information and return to us.
Friday 22 January	Spring 2016		Your completed form must be returned to us by this date.

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Date	Term	Item	Details
Wednesday 10 February	Spring 2016	Balancing payment confirmation	You will receive an email detailing your balancing payment information. It will include an updated Funded Summary Report to show you the children who have been funded so far this term. This payment will include any supplements you are due.
Friday 12 February	Spring 2016	Balancing payment due in bank account	Check you have received the balancing payment (reference PMT2) and supplements (SUPS) as per the above email.
Monday 7 March	Summer 2016	Funded Summary report to be sent to providers	You will receive this report and need to check it includes all the children you are expecting to be funded. For any children who are missing but were funded in the previous term, please contact the Early Education Team. For any children who are missing and this is the first time they will be claiming the funding, the parent will need to complete an application form.
<b>Sunday 13 March</b>	<b>Application cut-off for summer term</b>		
Monday 21 March	Spring 2016	Reconciliation confirmation	You will receive an email detailing the amount of funding you were due in the term and the amount of funding you received. This will be supported by a Funded Summary Report for the full term.
Friday 1 April	Summer 2016	Interim payment confirmation	You will receive an email detailing your interim payment information. It will include an updated Funded Summary report to show you the children who have been funded.
Thursday 31 March	Spring 2016	Reconciliation payment due in bank account	Any additional funding will be in your bank account (reference PMT3). If you need to pay back any funding, you will be sent an invoice for payment.
Wednesday 6 April	Summer 2016	Interim payment due in bank account	Check you have received the interim payment (reference PMT1) as per our email.
<b>31 March</b>	<b>End of spring term as defined for Early Education purposes</b>		
<b>1 April</b>	<b>Start of summer term as defined for Early Education purposes</b>		
Friday 15 April	Summer 2016	Headcount form	You will receive this form and need to check the information and return to us.
Monday 18 April	Summer 2016		Your completed form must be returned to us by this date.
Wednesday 25 May	Summer 2016	Balancing payment confirmation	You will receive an email detailing your balancing payment information. It will include an updated Funded Summary Report to show you the children who have been funded so far this term. This payment will include any supplements you are due.
Friday 27 May	Summer 2016	Balancing payment due in bank account	Check you have received the balancing payment (reference PMT2) and supplements (SUPS) as per the above email.
Friday 1 July	Autumn 2016	"Staying On In September" form	You will receive this form which needs to be completed and returned to the Early Education Team.
Friday 8 July			Your completed form must be returned to us by this date.
Monday 8 August	Autumn 2016	Funded Summary report to be sent to providers	You will receive this report and need to check it includes all the children you are expecting to be funded. For any children who are missing but were funded in the previous term, please contact the Early Education Team. For any children who are missing and this is the first time they will be claiming the funding, the parent will need to complete an application form.
<b>Sunday 14 August</b>	<b>Application cut-off for autumn term</b>		
Thursday 17 August	Summer 2016	Reconciliation confirmation	You will receive an email detailing the amount of funding you were due in the term and the amount of funding you received. This will be supported by a Funded Summary Report for the full term.
Wednesday 24 August	Autumn 2016	Interim payment confirmation	You will receive an email detailing your interim payment information. It will include an updated Funded Summary report to show you the children who have been funded.
Friday 26 August	Summer 2016	Reconciliation payment due in bank account	Any additional funding will be in your bank account (reference PMT3). If you need to pay back any funding, you will be sent an invoice for payment.
Wednesday 31 August	Autumn 2016	Interim payment due in bank account	Check you have received the interim payment (reference PMT1) as per our email.
<b>31 August</b>	<b>End of summer term as defined for Early Education purposes</b>		