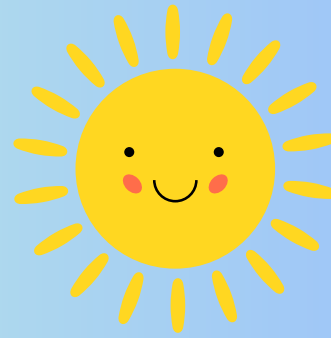


# Preparing for Summer

1 April - 31 August



This is a guide to help you prepare for summer term. Please read carefully, this document details the actions required to receive the correct funding for the term.

## Important Dates

Sunday 24 March	Estimate form due to generate Advance Payment.
Thursday 16 May	Headcount Day. The Claim Period opens today.
Friday 24 May	Headcount Deadline. The Claim Period closes today. Headcounts must be submitted by this date to receive payment.
Monday 1 July	2 Year Old Mid Term Joiner submission deadline.

For an eligibility code to be valid in summer 2024 it must have a start date of 31/3/2024 or earlier and a grace period end date of 31/08/2024 or later. **This applies to codes for 2, 3 & 4 year olds.**

The full provider timeline including payment dates and application deadlines can be found on our [website](#).



## Help & Support

Support is available to help you receive the correct funding at the right time:

- Our [web pages](#) have all the information you need to administer the funding.
- [Step by step guides](#) to using [The Education Portal](#) are available, along with video guides.
- If you have any queries please email The Early Education Team on [early.education@trafford.gov.uk](mailto:early.education@trafford.gov.uk) so that the correct member of the team can be assigned to support you.



## Estimate form

The details submitted on your provider [Estimate Form](#) are used to calculate your advance payment. All providers should submit a form, even if you are not expecting to deliver any funded hours. Providers have been sent an email with details of how to submit. Information can also be found on our [website](#).

**Action:** Submit your estimate form by the deadline.



## Working Parent Entitlement eligibility code - audit & checking

Every child you intend to claim the Working Parent Entitlement (i.e. extended hours) for in summer term **must** have a valid eligibility code. Children should not start without a valid code.

**2 Year Olds:** [A temporary form](#) is available to check codes for 2 year olds eligible for the Working Parent Entitlement. Providers will be notified when [The Education Portal](#) can be used to check codes for 2 year olds.

**3&4 Year Olds:** You can check codes for 3&4 year olds using the any-time code checker on the dashboard page of [The Education Portal](#). If you are delivering 15 funded hours per week or less you will need to know whether you are the universal or 'extended' hours provider. More information about understanding the code audit and how to check codes can be found on our [website](#).

**Action:** Check if you are the universal or extended hours provider. If you are the extended hours provider check the code is valid for summer term using the guide.



## 2 year old funding for disadvantaged children

Every child you intend to claim 2 year old funding for in summer term **must** have a valid 2 year old reference number. Children should not start without a valid reference number. Parents / carers must apply for 2 year old funding using the [Trafford application form](#). Eligible applicants will be sent a reference number that must be given to their provider and validated on [The Education Portal](#). When you have confirmed the reference is valid, the child can be added to your live register. A guide to adding children to the live register can be found on our [website](#).

**Action:** Remind parent / carers to submit their form by the [deadline](#) to ensure that there is time for any applications that cannot be immediately confirmed as eligible by the Parent Portal to be processed.



## Virtual support sessions

To support providers with submitting the headcount we will be holding 3 short virtual sessions where you can see a demonstration of the headcount submission. We will answer any queries about headcount submission. These are virtual sessions using Microsoft Teams you will need to book a place, see details below. Please note: there may be other providers in the session.

**Action:** Book one of the sessions below:

- Thursday 9 May  
10:00 - 10:30 am  
[Click here to join](#)
- Thursday 9 May  
7:00 - 7:30 pm  
[Click here to join](#)
- Monday 13 May  
2:00 - 2:30 pm  
[Click here to join](#)

Click the link on your preferred date to book a place.



## Updating the live register

New children cannot be added to the Live Register until 1 April. There is no requirement to add new starters onto The Portal before summer term starts. However, if you want to record children now in preparation for summer you can either:

- Add the child to the live register with 0 universal / extended hours (you will need to include the days per week and additional hours).
- Add the child to the 'future starters' section with a start date of 1 April 2024, so that when you log into The Portal after this date you will be asked if the child should be added to your live register. If you select 'yes' this will be done automatically. **You will still need to input the number of funded hours required.**

**Action:** Update your live register before Headcount Day, this includes adding new funded children and amending details for existing children. [Guides to using the register are available.](#)



## Parent contract

A model Parent Contract is available to capture the information required from parents for you to administer the funding. You should obtain a signed contract from all parents who have funded children at your provision prior to their funded place starting. A downloadable copy of the contract can be found on our [website](#).

**Action:** Ensure a Parent Contract has been completed and signed for every funded child.



## EYPP & DAF - now available for all eligible funded children

[Early Years Pupil Premium \(EYPP\)](#) and [Disability Access Funding \(DAF\)](#) are available for eligible children at your setting. Details of how to apply for EYPP & DAF can be found on our [website](#).

- EYPP is additional funding available to support the education of disadvantaged children. All children should be checked for EYPP eligibility, prior to the headcount submission. The parent contract (see above) obtains the correct information and permissions to allow you to perform this check.
- DAF supports the education of children in receipt of Disability Living Allowance (DLA). To make a claim you will need a copy of the child's DLA awards letter .

**Action:** Complete an EYPP check for all children at your provision, ensure DAF is confirmed for children in receipt of DLA



## Headcount

**The summer claim period will open on Headcount Day and close on Friday, the week after.** An email will be sent to all providers on Headcount Day with details on how to submit. You should review the [funding process](#) before you submit a claim for funding and ensure you are claiming the correct number of hours.

**Action:** Submit the headcount by the deadline day to ensure payment is received on time

