

Early Education Provider 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 1 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 3 April	Advance payment confirmation email	For Information: Confirms the Advance Payment amount. This is based on your estimate submitted on or before Sunday 24 March and is an amount to enable providers to deliver funded places from the start of term. The payment does not relate to individual children.
Friday 5 April	Advance payment due in providers bank account	Action Required: Check you have received the payment as per the email from the Early Education Team.
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 applications deadline to claim a full term	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 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.
	Claim payment confirmation email	For Information: Confirms the amount of your claim payment based on 100% of funding due, minus any payments already received. This payment will also include any supplements.
Friday 21 June	Claim payment & supplements due in providers bank account	Action Required: Check you have received the payment as per the email from the Early Education team.
Sunday 30 June	2 Year old mid-term joiner application deadline	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	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.
Tuesday 2 July	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 10 July	Termly reconciliation confirmation email	Action Required: Check the information to ensure the email is correct and email the Early Education Team before Wednesday 17 July with any queries.
Friday 12 July	Termly reconciliation payment due in providers account (if applicable)	Action Required: Check you have received the payment if applicable as per the email from the Early Education team.
Wednesday 17 July	SEND Panel Meeting	For information: Forms received by 1 July 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 26 July	Termly reconciliation invoices to be raised (if applicable)	For information: If you have been overpaid we will raise an invoice for the amount to be clawed back.
Sunday 16 August	Provider estimates for autumn 2024 term to be submitted	Action Required: Complete the Estimates form for your autumn advanced payment. Please refer to the email which will be sent in advance of this 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).	

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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	Childcare Choices system goes live for families to apply for the new Working Parent Entitlement for 2 year olds. Families apply via www.childcarechoices.gov.uk	
	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	Advance payment confirmation email	For Information: Confirms the Advance Payment amount. This is based on your estimate submitted on or before Sunday 10 December and is an amount to enable providers to deliver funded places from the start of term. The payment does not relate to individual children.
	Eligibility Code Checks	Action Required: Check that all the eligibility codes for the Working Parent Entitlement at your setting are valid for this term
Friday 5 January	Advance payment due in providers bank account	Action Required: Check you have received the payment as per the email from the Early Education Team.
Sunday 14 January	2 Year old applications deadline to claim a full term	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.
	Update 'Staff Details' on Education Portal	Action Required: Update Staff Details section by this date in preparation for your Early Years Census submission. Guides are available: www.trafford.gov.uk/establishmentportal
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.
Wednesday 21 February	Claim payment confirmation email	For Information: Confirms the amount of your claim payment based on 100% of funding due, minus any payments already received. This payment will also include any supplements.
Friday 23 February	Claim payment & supplements due in providers bank account	Action Required: Check you have received the payment as per the email from the Early Education team.
Sunday 25 February	2 Year old mid-term joiner application deadline	For information: Forms received via Parent Portal on or before this date will 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	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.
Wednesday 20 March	Termly reconciliation confirmation email	Action Required: Check the information to ensure the email is correct and email the Early Education Team before Wednesday 27 March with any queries.
Friday 22 March	Termly reconciliation payment due in providers account (if applicable)	Action Required: Check you have received the payment if applicable as per the email from the Early Education team.
Sunday 24 March	Provider estimates for summer 2024 term to be submitted	Action Required: Complete the Estimates form for your summer advanced payment. Please refer to the email which will be sent in advance of this date.
Friday 29 March	Termly reconciliation invoices to be raised (if applicable)	For information: If you have been overpaid we will raise an invoice for the amount to be clawed back.
31 March	End of spring term. Parents must have been issued with their Working Parent Entitlement Eligibility code for 2, 3 & 4 Year Olds by this date to receive extended hours from 1 April.	

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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
Wednesday 30 August	Advance payment confirmation email	For Information: Confirms the Advance Payment amount. This is based on your estimate submitted on or before Sunday 20 August and is an amount to enable providers to deliver funded places from the start of term. The payment does not relate to individual children.
	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.
1 September	Start of autumn term. Any 30 hour codes issued from today may not be valid in this term	
Friday 1 September	Advance payment due in providers bank account	Action Required: Check you have received the payment as per the email from the Early Education Team.
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	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	
Thursday 5 October to Friday 13 October	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 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/establishmentportal
	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	For information: Forms received on or before this date will be processed and eligible families issued with a reference number by Monday 13 November
Wednesday 8 November	Claim payment confirmation email	For Information: Confirms the amount of your claim payment based on 100% of funding due, minus any payments already received. This payment will also include any supplements.
Friday 10 November	Claim payment & supplements due in providers bank account	Action Required: Check you have received the payment as per the email from the Early Education team.
Monday 13 November	2 Year old mid-term joiner claim deadline	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 6 December	Termly reconciliation confirmation email	Action Required: Check the information to ensure the email is correct and email the Early Education Team before Friday 15 December with any queries.
Friday 8 December	Termly reconciliation payment due in providers account (if applicable)	Action Required: Check you have received the payment if applicable as per the email from the Early Education team.
Sunday 10 December	Provider estimates for spring 2024 term to be submitted	Action Required: Complete the Estimates form for your spring advanced payment. Please refer to the email which will be sent in advance of this date.
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.
Wednesday 20 December	Termly reconciliation invoices to be raised (if applicable)	For information: If you have been overpaid we will raise an invoice by this date for the amount to be clawed back.
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.	