

Early Education Provider Timeline. Academic Year 2025/26

Autumn 2025

Date	Item	Details
Sunday 31 August	Working Parent Entitlement Eligibility Codes	Final date for families to be issued codes for Autumn Term
Start of Autumn Term. Any Working Parent Entitlement eligibility codes issued from today may not be valid in this term		
Monday 1 September		
	Working Parent Entitlement Eligibility Codes	Action Required: Check that all the eligibility codes for the Working Parent Entitlement at your setting are valid for this term. Children should not be allowed to start without a valid code. Contact Early Education Team with any code queries.
Tuesday 2 September	Submission Due - EY SEND Funding	Action Required: September SEND Panel application cut off. 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 September	Submission Due - Estimate	Action Required: Provider estimates for autumn 2025 term to be submitted. Complete the Estimate form for your autumn advanced payment. Please refer to the email which will be sent in advance of this date.
Wednesday 10 September	Payment confirmation email due	For Information: Confirms Estimate Payment 1. This is based on 25% of your estimate submitted on or before 3 September and is an amount to enable providers to deliver funded places. The payment does not relate to individual children.
Friday 12 September	Payment Due - Estimate Payment 1	Action Required: Payment 1 due in providers bank account Check you have received the payment as per the email from the Early Education Team.
Sunday 14 September	2 Year Old Funding For Families Receiving Additional Support (FRAS)	For information: Action for families; 2 Year old application deadline to claim a full term. 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 September	EY SEND Funding - September Panel	For Information: Panel Meeting. Forms received by 2 September 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 7 October	Submission Due - EY SEND Funding	Action Required: October SEND Panel application cut off. 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 .
Autumn Headcount Day - Claim Period Opens on the Education Portal		
Thursday 2 - Friday 10 October	Submission Due - Headcount	Action Required: Autumn Headcount submission on Education Portal. Submit a headcount for all funded children using the Education Portal before Friday 10 October. Remember to check your headcount submission and contact the Early Education Team prior to 10 October if there are any errors on your headcount. User Guides are available at www.trafford.gov.uk/educationportal .
Wednesday 8 October	Payment confirmation email due	For Information: Confirms Estimate Payment 2. This is based on 25% of your estimate submitted on or before 3 September and is an amount to enable providers to deliver funded places. The payment does not relate to individual children.
Autumn Headcount - Claim Period Closes on the Education Portal		
Friday 10 October	Payment Due - Estimate Payment 2	Action Required: Payment 2 due in providers bank account Check you have received the payment as per the email from the Early Education Team.
Wednesday 22 October	EY SEND Funding - October Panel	For Information: Panel Meeting. Forms received by 30 September 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 24 October	Working Parent Entitlement Eligibility Codes	Action Required: Check that all the eligibility codes at your setting are valid for next term. Advise parents/carers to reconfirm their code if they enter or are due to enter the grace period. Advise families intending to start a Working Parent Entitlement place to apply for a code. Children cannot start a place in the grace period.
Sunday 2 November	2 Year Old Funding For Families Receiving Additional Support (FRAS)	For information: Action for families; 2 Year old application deadline to claim funding for 2nd half of term. Forms received by this date will be processed and issued with a reference number by Monday 10 November.
Tuesday 4 November	Submission Due - EY SEND Funding	Action Required: November SEND Panel application cut off. 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 10 November	Submission Due - 2 Year old mid-term joiner claim	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 balancing payment. This does NOT include 2 year olds who have already received funding and want to move from one setting to another. This is for 2 Year Old Funding For Families Receiving Additional Support (FRAS).
Wednesday 12 November	Payment confirmation email due	For Information: Confirms Estimate Payment 3. This is based on 25% of your estimate submitted on or before 3 September and is an amount to enable providers to deliver funded places. The payment does not relate to individual children.
Friday 14 November	Payment Due - Estimate Payment 3	Action Required: Payment 3 due in providers bank account Check you have received the payment as per the email from the Early Education Team.
Wednesday 19 November	EY SEND Funding - November Panel	For Information: Panel Meeting. Forms received by 4 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.
Tuesday 25 November	Submission Due - EY SEND Funding	Action Required: December SEND Panel application cut off. 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 1 December	Submission Due - Estimate	Action Required: Provider estimates for spring 2026 term to be submitted. Complete the Estimates form for your spring advanced payment. Please refer to the email which will be sent in advance of this date.
Wednesday 10 December	Payment confirmation email due	For Information: Confirms Balancing Payment. This is the the total amount of your claim payment based on 100% of funding due, minus any payments already received. This payment will also include any supplements.
	EY SEND Funding - December Panel	For Information: Panel Meeting. Forms received by 25 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.
Friday 12 December	Payment Due - Balancing Payment	Action Required: Balancing Payment due in providers bank account Check you have received the payment as per the email from the Early Education Team.
Wednesday 17 December	Reconciliation email due	Action Required: Check the information to ensure the email is correct and email the Early Education Team before Monday 22 December with any queries.
Friday 19 December	Reconciliation payment due (if applicable)	Action Required: Check you have received the payment if applicable as per the email from the Early Education Team.
Wednesday 31 December	Working Parent Entitlement Eligibility Codes	Final date for families to be issued codes for Spring Term families must have been issued with their Working Parent Entitlement Eligibility Code by this date to receive these hours from 1 January.
	End of autumn term.	

Early Education Provider Timeline. Academic Year 2025/26

Spring 2026

Date	Item	Details
Thursday 1 January	Start of spring term. Any Working Parent Entitlement eligibility codes issued from today may not be valid in this term	
Friday 2 January	Working Parent Entitlement Eligibility Codes	Action Required: Check that all the eligibility codes for the Working Parent Entitlement at your setting are valid for this term. Children should not be allowed to start without a valid code. Contact Early Education Team with any code queries.
Tuesday 6 January	Submission Due - EY SEND Funding	Action Required: January SEND Panel application cut off. 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 7 January	Payment confirmation email due	For Information: Confirms Estimate Payment 1. This is based on 33% of your estimate submitted on or before 1 December and is an amount to enable providers to deliver funded places. The payment does not relate to individual children.
Friday 9 January	Payment Due - Estimate Payment 1	Action Required: Payment 1 due in providers bank account Check you have received the payment as per the email from the Early Education Team.
	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/educationportal
Sunday 11 January	2 Year Old Funding For Families Receiving Additional Support (FRAS)	For information: Action for families; 2 Year old application deadline to claim a full term. 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.
Thursday 15 January	Headcount day /Census day	
	Claim Period Opens on the Education Portal	
Thursday 15 January to Friday 23 January	Headcount to be submitted on the Education Portal	Action Required: Submit headcount data for all funded children using the Education Portal before Friday 23 January. Remember to check your headcount after submission, contact Early Education Team before 23 January if you notice any funding errors so you have time to correct them by the deadline. 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/educationportal
Wednesday 21 January	EY SEND Funding - January Panel	For Information: Panel Meeting. Forms received by 6 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 23 January	Claim Period Closes on the Education Portal	
Tuesday 3 February	Submission Due - EY SEND Funding	Action Required: February SEND Panel application cut off. 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 11 February	Payment confirmation email due	For Information: Confirms Estimate Payment 2. This is based on 33% of your estimate submitted on or before 3 September and is an amount to enable providers to deliver funded places. The payment does not relate to individual children.
Friday 13 February	Working Parent Entitlement Eligibility Codes	Action Required: Check that all the eligibility codes at your setting are valid for next term . Advise parents/carers to reconfirm their code if they enter or are due to enter the grace period. Advise families intending to start a Working Parent Entitlement place to apply for a code. Children cannot start a place in the grace period.
	Payment Due - Estimate Payment 2	Action Required: Payment 2 due in providers bank account Check you have received the payment as per the email from the Early Education Team.
Sunday 15 February	2 Year Old Funding For Families Receiving Additional Support (FRAS)	For information: Action for families; 2 Year old application deadline to claim funding for 2nd half of term. Forms received by this date will be processed and issued with a reference number by Monday 23 February.
Wednesday 18 February	EY SEND Funding - February Panel	For Information: Panel Meeting. Forms received by 3 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.
Monday 23 February	Submission Due - 2 Year old mid-term joiner claim	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 balancing payment. This does NOT include 2 year olds who have already received funding and want to move from one setting to another. This is for 2 Year Old Funding For Families Receiving Additional Support (FRAS).
Tuesday 3 March	Submission Due - EY SEND Funding	Action Required: March SEND Panel application cut off. 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 11 March	Payment confirmation email due	For Information: Confirms Balancing Payment. This is the the total amount of your claim payment based on 100% of funding due, minus any payments already received. This payment will also include any supplements.
Friday 13 March	Payment Due - Balancing Payment	Action Required: Balancing Payment due in providers bank account Check you have received the payment as per the email from the Early Education Team.
Wednesday 18 March	EY SEND Funding - March Panel	For Information: Panel Meeting. Forms received by 3 March 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.
Monday 16 March	Submission Due - Estimate	Action Required: Provider estimates for summer 2026 term to be submitted. Complete the Estimates form for your spring advanced payment. Please refer to the email which will be sent in advance of this date.
Wednesday 25 March	Reconciliation email due	Action Required: Check the information to ensure the email is correct and email the Early Education Team before Friday 27 March with any queries.
Friday 27 March	Reconciliation payment due (if applicable)	Action Required: Check you have received the payment if applicable as per the email from the Early Education Team.
Tuesday 31 March	Reconciliation invoices to be raised (if applicable)	Action Required: If you have been overpaid we will raise an invoice for the amount to be clawed back.
	Working Parent Entitlement Eligibility Codes	Final date for families to be issued codes for Summer Term families must have been issued with their Working Parent Entitlement Eligibility Code by this date to receive these hours from 1 April.
End of spring term.		

Early Education Provider Timeline. Academic Year 2025/26

Summer 2026

Date	Item	Details
Wednesday 1 April	Start of summer term. Any Working Parent Entitlement eligibility codes issued from today may not be valid in this term	
	Working Parent Entitlement Eligibility Codes	Action Required: Check that all the eligibility codes for the Working Parent Entitlement at your setting are valid for this term. Children should not be allowed to start without a valid code. Contact Early Education Team with any code queries.
Tuesday 7 April	Submission Due - EY SEND Funding	Action Required: April SEND Panel application cut off. 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 8 April	Payment confirmation email due	For Information: Confirms Estimate Payment 1. This is based on 25% of your estimate submitted on or before 16 March and is an amount to enable providers to deliver funded places. The payment does not relate to individual children.
Friday 10 April	Payment Due - Estimate Payment 1	Action Required: Payment 1 due in providers bank account. Check you have received the payment as per the email from the Early Education Team.
Wednesday 22 April	EY SEND Funding - April Panel	For Information: Panel Meeting. Forms received by 7 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 3 May	2 Year Old Funding For Families Receiving Additional Support (FRAS)	For information: Action for families; 2 Year old application deadline to claim a full term. 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 5 May	Submission Due - EY SEND Funding	Action Required: May SEND Panel application cut off. 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 May	Payment confirmation email due	For Information: Confirms Estimate Payment 2. This is based on 25% of your estimate submitted on or before 16 March and is an amount to enable providers to deliver funded places. The payment does not relate to individual children.
Friday 8 May	Payment Due - Estimate Payment 2	Action Required: Payment 2 due in providers bank account. Check you have received the payment as per the email from the Early Education Team.
Wednesday 20 May	EY SEND Funding - May Panel	For Information: Panel Meeting. Forms received by 5 May 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 21 May to Friday 29 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 29 May. Remember to check your headcount submission and contact the Early Education Team prior to 29 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 22 May	Working Parent Entitlement Eligibility Codes	Action Required: Check that all the eligibility codes at your setting are valid for next term . Advise parents/carers to reconfirm their code if they enter or are due to enter the grace period. Advise families intending to start a Working Parent Entitlement place to apply for a code. Children cannot start a place in the grace period.
Tuesday 2 June	Submission Due - EY SEND Funding	Action Required: June SEND Panel application cut off. 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 June	Payment confirmation email due	For Information: Confirms Estimate Payment 3. This is based on 25% of your estimate submitted on or before 16 March and is an amount to enable providers to deliver funded places. The payment does not relate to individual children.
Friday 12 June	Payment Due - Estimate Payment 3	Action Required: Payment 3 due in providers bank account. Check you have received the payment as per the email from the Early Education Team.
Wednesday 17 June	EY SEND Funding - June Panel	For Information: Panel Meeting. Forms received by 2 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.
Sunday 21 June	2 Year Old Funding For Families Receiving Additional Support (FRAS)	For information: Action for families; 2 Year old application deadline to claim funding for 2nd half of term. Forms received by this date will be processed and issued with a reference number by Monday 29 June.
Monday 29 June	Submission Due - 2 Year old mid-term joiner claim	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 balancing payment. This does NOT include 2 year olds who have already received funding and want to move from one setting to another. This is for 2 Year Old Funding For Families Receiving Additional Support (FRAS).
Tuesday 7 July	Submission Due - EY SEND Funding	Action Required: July SEND Panel application cut off. 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 8 July	Payment confirmation email due	For Information: Confirms Balancing Payment. This is the the total 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 July	Payment Due - Balancing Payment	Action Required: Balancing Payment due in providers bank account. Check you have received the payment as per the email from the Early Education Team.
Wednesday 22 July	EY SEND Funding - July Panel	For Information: Panel Meeting. Forms received by 7 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.
Monday 17 August	Submission Due - Estimate	Action Required: Provider estimates for autumn 2026 term to be submitted. Complete the Estimates form for your summer advanced payments. Please refer to the email which will be sent in advance of this date.
Wednesday 19 August	Reconciliation email due	Action Required: Check the information to ensure the email is correct and email the Early Education Team before Wednesday 26 August with any queries.
Friday 21 August	Reconciliation payment due (if applicable)	Action Required: Check you have received the payment if applicable as per the email from the Early Education Team.
Monday 31 August	Working Parent Entitlement Eligibility Codes	Final date for families to be issued codes for Autumn Term families must have been issued with their Working Parent Entitlement Eligibility Code by this date to receive these hours from 1 September.
	End of summer term.	

Enquiries: providers can contact the Early Education Team on 0161 912 5808. Parents can contact the Family Information Service on 0161 912 1053.