

Early Education School 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 .
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. Only applicable for schools offering places for 2 year olds.
Wednesday 17 September	EY SEND Funding	Action Required: 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 .
Thursday 2 October	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 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 .
Friday 10 October	Autumn Headcount - Claim Period Closes on the Education Portal	
Wednesday 22 October	EY SEND Funding	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. Only applicable for schools offering places for 2 year olds.
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). Only applicable for schools offering places for 2 year olds.
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
Wednesday 19 November	EY SEND Funding	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
Wednesday 3 September	EY SEND Funding	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.
31 December	End of autumn term. Parents must have been issued with their Working Parent Entitlement Eligibility Code by this date to receive these hours from 1 January.	