

Early Years Education Funding - Summary of Task and Payment Dates from 2024/25 to 2025/26

These are **proposed** task and payment dates and are subject to change, dependent on external factors outside of the Local Authority's control. Monthly payment dates are week ending the third Friday of each month.***

Term Task	Dates	Payment Option 1 * Week Ending	Payment Option 2 ** Week(s) Ending
Summer Forecast 2024/25	11 March 2024 to 21 March 2024	19 April 2024	19 April 2024 17 May 2024 21 June 2024
Spring Amendment 2023/24	10 April 2024 to 16 April 2024	17 May 2024	17 May 2024
FINAL Spring Amendment 2023/24	20 May 2024 to 22 May 2024	21 June 2024	21 June 2024
Summer Actual 2024/25	4 June 2024 to 12 June 2024	19 July 2024	50%: 19 July 2024 50%: 16 August 2024
Autumn Forecast 2024/25	9 July 2024 to 14 August 2024	20 September 2024	20 September 2024 18 October 2024 15 November 2024
Summer Amendment 2024/25	11 September 2024 to 17 September 2024	18 October 2024	18 October 2024
FINAL Summer Amendment 2024/25	21 October 2024 to 23 October 2024	13 December 2024	13 December 2024
Autumn Actual 2024/25	30 October 2024 to 7 November 2024	13 December 2024	13 December 2024
Spring Forecast 2024/25	25 November 2024 to 29 November 2024	17 January 2025	17 January 2025 21 February 2025 21 March 2025
Autumn Amendment 2024/25	11 December 2024 to 17 December 2024	17 January 2025	17 January 2025
Spring Actual 2024/25	13 January 2025 to 21 January 2025	21 March 2025	18 April 2025
FINAL Autumn Amendment 2024/25	11 February 2025 to 13 February 2025	18 April 2025	18 April 2025
Summer Forecast 2025/26	19 March 2025 to 27 March 2025	18 April 2025	18 April 2025 16 May 2025 20 June 2025

KEY NOTES:

***Option 1: (lump sum up front)** Following completion of Forecast Task payment is calculated as 75% up front and payment made in one lump sum, the balance for the term payable on completion of the Actual Task. Further Amendments possible on the Amendment Task with the Final Amendment Task available on request.

****Option 2: (monthly payments)** Following completion of Forecast Task payment is calculated as 75% up front and payment made in three monthly instalments, the balance for the term payable on completion of the Actual Task. Further Amendments possible on the Amendment Task with the Final Amendment Task available on request.

*** Except December 2024 where it has been brought forward to second Friday.

Failure to complete the tasks correctly and on time will result in a delay to your payments.

Early Years Funding Periods and Weeks

Spring Term	1 January to 31 March	11 Weeks (Stretch - 12 Weeks)
Summer Term	1 April to 31 August	13 Weeks (Stretch - 20 Weeks)
Autumn Term	1 September to 31 December	14 Weeks (Stretch - 16 Weeks)

Childcare Settings can determine their own funded weeks within the periods above, subject to the maximum allowable weeks each term. However, Providers must take into consideration the child's start date if the child starts mid-term and count down the remaining weeks of the term offer and can be dependent on weeks claimed elsewhere. Unused hours cannot be banked or carried forward to the following term.

Amendment Tasks

There are two amendment tasks for each term following the Actual headcount.

The first Amendment Task is issued to all Providers.

The FINAL Amendment Task available on request following the production of Final Term Funding Statement. Should Providers require one, they must email to the eeportal@staffordshire.gov.uk quoting their Provider ID.

It is the Local Authority's intention to close the term after the Final Amendment and any requests to amend claim after this will be subject to special consideration by the funding panel.