

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.

From April 2025, monthly payment dates are weeks ending the first Friday of each month***

Term Task	Dates	Payment Option 1 * Week Ending	Payment Option 2 ** Week(s) Ending
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	4 April 2025
FINAL Autumn Amendment 2024/25	11 February 2025 to 13 February 2025	4 April 2025	4 April 2025
Summer Forecast 2025/26	5 March 2025 to 11 March 2025	4 April 2025	4 April 2025 2 May 2025 6 June 2025
Spring Amendment 2024/25	2 Apr 2025 to 8 April 2025	2 May 2025	2 May 2025
FINAL Spring Amendment 2024/25	6 May 2025 to 8 May 2025	6 June 2025	6 June 2025
Summer Actual 2025/26	13 May 2025 to 22 May 2025	4 July 2025	50%: 4 July 2025 50%: 1 Aug 2025
Autumn Forecast 2025/26	2 July 2025 to 6 August 2025	5 September 2025	5 September 2025 3 October 2025 7 November 2025
Summer Amendment 2025/26	3 September 2025 to 9 September 2025	3 October 2025	3 October 2025
FINAL Summer Amendment 2025/26	7 October 2025 to 9 October 2025	7 November 2025	7 November 2025
Autumn Actual 2025/26	15 October 2025 to 23 October 2025	5 December 2025	5 December 2025
Spring Forecast 2025/26	19 November 2025 to 25 November 2025	2 January 2026	2 January 2026 6 February 2026 6 March 2026
Autumn Amendment 2025/26	10 December 2025 to 16 December 2025	6 February 2026	6 February 2026
Spring Actual 2025/26	8 January 2026 to 21 January 2026	6 March 2026	3 April 2026
FINAL Autumn Amendment 2025/26	24 February 2026 to 26 February 2026	3 April 2026	3 April 2026
Summer Forecast 2026/27	4 March 2026 to 10 March 2026	3 April 2026	3 April 2026 1 May 2026 5 June 2026

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.

****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 Adjustments possible on the Amendment Tasks with the Final Amendment Tasks available on request.

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.