

Payments and Headcount Schedule 2025-2026

Key Action	Key Date
Autumn Term 2025	
Portal Opens 1st September	
Deadline for submission of 'Estimate' number of funded hours per week	5 th September 2025
Portal re-opened for inputting of children/parents' details (Actual)	08 th September 2025
Monthly indicative payment for schools	15 th September 2025
Interim payment based on estimated number of hours per week submitted	17 th - 19 th September 2025 All Headcounts
School CENSUS	02nd October 2025
Monthly indicative payment for schools	15 th October 2025
Deadline for submission of 'Actual' funded hours for the term	24 th October 2025
Deadline for Submission of Sufficiency Tables	24 th October 2025
Funding adjustment period for Autumn Term*	27 th October – 07 th November 2025
Portal Closed for processing 10/11/2025 - 31/12/2025	
Monthly indicative payment for schools	14 th November 2025
Final Payment for PVIs	19 th - 21 st November 2025 (All Headcounts)
Final adjusted payment for schools – Autumn Term 2025	15 th December 2025
Closure of Autumn Term	31 st December 2025
Spring Term 2026	
Portal Opens 1st January	
Deadline for submission of 'Estimate' number of funded hours per week	09 th January 2026
Portal re-opened for inputting of children/parents' details (Actual)	12 th January 2026
Monthly indicative payment for schools	15 th January 2026
Early Years/School CENSUS	15th January 2026
Interim payment based on estimated number of hours submitted	21 st – 23 rd January 2026 (All Headcounts)
Deadline for submission of 'Actual' funded hours for the term	13 th February 2026
Deadline for Submission of Sufficiency Tables	13 th February 2026
Monthly indicative payment for schools	13 th February 2026
Funding adjustment period for Spring Term*	16 th February – 27 th February 2026
Portal Closed for processing 02/02/2026 - 31/03/2026	
Final adjusted payment for schools – Spring Term 2026	13 th March 2026
Final Payment for PVIs	18 th - 20 th March 2026 (All Headcounts)
Closure of Spring Term	31 st March 2026

Summer Term 2026	
Portal Opens 1st April	
Deadline for submission of 'Estimate' number of funded hours per week	17 th April 2026
Monthly indicative payment for schools	15 th April 2026
Portal re-opened for inputting of children/parents' details (Actual)	20 th April 2026
Interim payment based on estimated number of hours submitted	29 th April - 01 st May 2026 (All Headcounts)
Monthly indicative payment for schools	15 th May 2026
Early Years/School CENSUS	21st May 2026
Deadline for submission of 'Actual' funded hours for the term	22 nd May 2026
Deadline for Submission of Sufficiency Tables	22 nd May 2026
Funding adjustment period for Summer Term*	25 th May to 5 th June 2026
Portal Closed for processing 08/06/2026 - 31/08/2026	
Monthly indicative payment for schools	15 th June 2026
Final Payment for PVIs	24 th - 26 th June 2026 (All Headcounts)
Monthly indicative payment for schools	15 th July 2026
Final adjusted payment for schools – Summer Term 2026	14 th August 2026
Closure of Summer Term	31 st August 2026

Note:

1. Dates are subject to change based on term dates, bank holidays and weekends.
2. Please note portal closure periods as late submissions will **not** be accepted. Failure to submit headcount information on time will result in late payment (following Term).
3. Ensure that funding adjustments are submitted by the deadline to enable us to make changes to the headcount records before the portal closes. Any Adjustments sent through after the deadline date will **not** be considered unless the change occurred after the adjustment deadline i.e. New Child, leaver or change of hours.
4. **All** Early Years settings are required to submit Sufficiency data on a termly basis. By completing this information, you are providing us with a good insight into sufficiency of childcare in your local area. Being able to follow the trends in sufficiency helps us to locate areas of high demand and investigate the need to create more early years places to ensure parents can access their funding entitlement.
5. All 'working Families' codes **must** be validated before the start of term prior to registration/funding or parental agreements forms being signed. This eliminates oversights and loss of funding. Where a setting has made an oversight, this should **not** be charged to the parent.
 - All **new** 'Working Families' codes must be received by parents before the 31 August (For start of **Autumn Term**), 31st December (For start of **Spring Term**) and 31st March (For start of **Summer Term**). Codes beyond these dates are not accepted.
 - Parents of existing 'Working Families' codes must ensure codes are maintained/renewed before the **validity end date** and **not the Grace period**. Failure to renew will result in loss of funding.
6. Parental agreement forms are required for all new starters as well as an updated agreement for existing children at the start of a new academic year. This is an **auditable** requirement. Please ensure the necessary screening checks are undertaken **prior** to the parent signing:
Screening checks include:
 - Checking a child's age to ensure they are within eligible range for funding
 - Verifying address using the Royal Mail postcode checker
 - All 'Working Families' codes
 - Consent has been given on any contractual documents the parent will sign for the purpose of HMRC checks relating to 'Working Families' codes and Early Years Pupil Premium.
 - The parent has provided details of any previous nursery setting. This is required to check that there is no outstanding claim or notice period that will impact a claim for funding once the child has been accepted to attend at your setting.
 - Any documentary evidence to support your claim for funding as in note 7 below

Parental agreements/contractual documents need to be uploaded on to the portal as part of your actual submissions. **Please do not send via unsecure email due to GDPR reasons.**

7. **All** documentary evidence in support of a funding claim must be uploaded against a child's record as part of your actual's submissions. This is an **auditable** requirement and failure to submit will result in your claim not being processed. Evidence **must** be obtained prior to the signing of any agreement/contract forms. **Evidence includes:**
 - Disability Living Allowance letters for children claiming DAF (All Headcounts). You must also select '**YES**' to '**Eligible for DAF**' in the 'Child Details screen'.
 - 2 YO eligibility letters/Golden Tickets/Free Pass (Families Requiring Additional Support), Proof of a child in care, proof of child with SEND or on a Health plan, proof of disability. **Do Not** accept 2YO children of Families Requiring Additional Support without having verified their eligibility as funding will **not** be awarded.
8. If a child has been offered a Reception place for the new term, they will **not** qualify for free entitlement funding unless the reception place has been deferred with the agreement of the headteacher. **i.e.** if a child is starting Reception on 20 September, Free Entitlement funding cannot be claimed by any setting up to that starting point.
9. If a child is in receipt of SEN top-up funding (when inclusion service have undertaken a needs assessment), the child's on-line portal record must reflect this by selecting from the dropdown list within the 'Child Details' tab the appropriate entry against **SEN COP Stage**. These are 'No Special Educational Need' or '**SEN Support**' or 'Education Health and Care Plan'.
10. If you have identified SEN for one of your children and are offering support but awaiting an assessment, please also select '**SEN Support**' in the SEN COP Stage
11. Please ensure 'Present During Census' has been ticked on the child's record where a child was in attendance on 'Census Week'.
12. Funding submissions are based on school term time of 38 weeks a year. This breaks down termly as follows:
 - Autumn – 13 Weeks
 - Spring – 12 Weeks
 - Summer – 13 Weeks

School Term and Holiday Dates

2025-2026 Academic Year

Autumn 2025

Autumn Term (1st half)	Monday 1 September 2025 - Friday 24 October 2025
Half Term Holiday	Monday 27 October 2025 - Friday 31 October 2025
Autumn Term (2nd half)	Monday 3 November 2025 - Friday 19 December 2025
School Holiday	Monday 22 December 2025 - Friday 2 January 2026

Spring 2026

Spring Term (1st half)	Monday 5 January 2026 - Friday 13 February 2026
Half Term Holiday	Monday 16 February 2026 - Friday 20 February 2026
Spring Term (2nd half)	Monday 23 February 2026 - Friday 27 March 2026
School Holiday	Monday 30 March 2026 – Friday 10 April 2026

Summer 2026

Summer Term (1st half)	Monday 13 April 2026 - Friday 22 May 2026
Half Term Holiday	Monday 25 May 2026 - Friday 29 May 2026
Summer Term (2nd half)	Monday 1 June 2026 - Monday 20 July 2026
School Holiday	Tuesday 21 July 2026 – Tuesday 01 September 2026

Public Holidays

Christmas Day	Thursday 25 December 2025
Boxing Day	Friday 26 December 2025
New Year's Day	Thursday 1 January 2026
Good Friday	Friday 3 April 2026
Easter Monday	Monday 6 April 2026
May Day Bank Holiday	Monday 4 May 2026
Spring Bank Holiday	Monday 25 May 2026
August Bank Holiday	Monday 31 August 2026

Key Contact Information:

Early Years Funding and Sufficiency Team – earlyyearsprovider@haringey.gov.uk

2 YO Applications for children requiring additional Support EarlyEducation@haringey.gov.uk

SEN Enquiries - EYTopUp@haringey.gov.uk

School & Early Years Census Enquiries – SchoolandEYsCensus@haringey.gov.uk

Early Year Team (Quality & Advisory) - Early.Years@haringey.gov.uk