

Early Years Funded Weeks and Payment Schedule

Financial Year: 2024/25

Funding Period	Summer 2024	Autumn 2024	Spring 2025	Summer 2025
EY Funding Period Dates:	01 Apr 2024 to 31 Aug 2024	01 Sep 2024 to 31 Dec 2024	01 Jan 2025 to 31 Mar 2025	01 Apr 2025 to 31 Aug 2025
Headcount date:	Thurs 16 May 2024	Thurs 3 October 2024	Thurs 16 January 2025	Thurs 15 May 2025
Number of LA funded weeks in the period based on 15 hours:	12	14	12	12
Maximum amount of 'stretch weeks' available in the period:	22	17	13	22
9 – 23 months funded hours in the period:	NA	210	180	180
2-year-old, funded hours for Targeted and Expanded places in the period:	180	210	180	180
3- & 4-year-old Universal hours in the period:	180	210	180	180
3- & 4-year-old Extended hours in the period:	180	210	180	180
Combined Universal and Extended hours (30-hour places)	360	420	360	360

	Funding Rates: April 2024 to March 2025		
Funding Type	9- 23 Months	2-Year-olds Targeted & Expanded	3&4-Year-olds Universal & Extended
Base Rate	£10.19	£7.44	£4.93
Deprivation Rate	£3.05	£2.23	£1.48
Average Rate	£10.82	£7.91*	£5.26
Early Years Pupil Premium (Universal hours only)	£0.68	£0.68	£0.68
Disability Access Funding	£910 per year (one setting only)		

Please note: * Providers will receive a proportion of the deprivation rate dependant on their Income Deprivation Affecting Children Index (IDACI) score. In the financial year 2024-25 a deprivation rate for 2-year-olds has been introduced alongside the base rate. Therefore, providers offering places to funded 2-year-olds will receive an increased hourly rate. The average hourly rate for a 2-year-old will be £7.91.

Providers need to clearly state how they will be delivering the child's entitlement, which includes specifying exactly how the funded weeks will be delivered over the academic year. Please remember the funding periods will not always reflect school term dates. Providers must clearly record how the funded hours will be delivered across the year using the Parent Agreement.

Data Collection & Payment Schedule			
Funding Period	Summer 2024	Autumn 2024	Spring 2025
Forecast task opens	Fri 01/03/24	Fri 05/07/24	Fri 22/11/24
Forecast task closes	Sun 10/03/24	Sun 11/08/24	Sun 01/12/24
Interim payment due <i>60% of forecast value for term</i>	Thu 28/03/24	Fri 30/08/24	Tue 31/12/24
Headcount task opens	Thu 25/04/2024	Thu 12/09/24	Thu 02/01/25
Headcount task closes	Fri 17/05/2024	Fri 04/10/24	Fri 17/01/25
Actual payment due <i>Balancing amount due for term</i>	Approximately 7 weeks after headcount date	Approximately 7 weeks after headcount date	Approximately 7 weeks after headcount date
EYPP payment due <i>Early Years Pupil Premium</i>	Approximately 8 weeks after headcount date	Approximately 8 weeks after headcount date	Approximately 8 weeks after headcount date
Amendment task opens* <i>Only for providers with LA approved changes</i>	Fri 21/06/24	Mon 11/11/24	Mon 17/02/25
Amendment task closes* <i>Only for providers with LA approved changes</i>	Fri 28/06/24	Thu 21/11/24	Thu 27/02/25
Amendment payment due	Approximately 3 weeks after amendment task closes	Approximately 3 weeks after amendment task closes	Approximately 3 weeks after amendment task closes
The Summer 2025 Forecast task will open Friday 28th February 2025 and close Sunday 9th March 2025			

Disability Access Funding (DAF) Schedule			
Funding Period	Summer 2024	Autumn 2024	Spring 2025
Data collection opens	Sat 01/04/2024	Fri 01/09/24	Mon 01/01/25
Data collection closes	Thu 16/05/24	Thu 03/10/24	Thu 16/01/25
DAF Payment due	3 weeks after data collection	3 weeks after data collection	3 weeks after data collection

Administration Charge:

Where providers submit late, incomplete or incorrect information, as per the schedules above, Coventry City Council will issue a charge of £97.00 plus VAT. This charge covers the cost of additional administration required to make any necessary adjustments to data and funding claims.

Overpayments:

If money is owed to the local authority, due to an overpayment, it will be deducted from the next payment(s) that you are due. Invoices will be raised for all overpayments that remain outstanding in the final term of the financial year (Spring term).

If a provider owes money and knows they will not have any funded children in subsequent terms, they should contact the Early Years Business Sufficiency and Funding Team in order to arrange for an invoice to be issued.

Preventing Delays to Payments:

Problems submitting information on the Coventry Schools and Early Years Portal - If there is a problem submitting information for the forecast, headcount or amendment tasks on the Coventry Schools and Early Years Portal please contact the Data team, as soon as possible. No payment will be made unless these tasks are completed, and data submitted correctly. Guidance for completing tasks on the portal can be accessed from the following link:

https://www.coventry.gov.uk/downloads/download/4880/early_years_portal_downloads

Change in bank account details - To prevent any delay in payment, please contact a member of the Business, Sufficiency and Funding team via EYProviderfunding@coventry.gov.uk and request a Supplier Set Up/Amendment form. This should be completed well in advance of payment, to allow time for this to be verified before payments are processed.

Local Authority Contacts:	
Early Years Business Sufficiency and Funding Team Tel: 024 7697 5451	Early Years Policy Enquiries
Lee Carvell – Data Team Tel: 024 7697 1742	Early Years Portal Enquiries
Lisa Thomas – Finance Team Tel: 024 7697 2193	Payments and Funding Calculations
EYProviderfunding@coventry.gov.uk	DAF queries
CapitaOneHelp@coventry.gov.uk	Login issues with Early Years Portal