

2, 3 & 4-year-old Early Education Entitlement

Financial Year: 2023/24

| Funding Period | Summer 2023 | Autumn 2023 | Spring 2024 | Summer 2024 |
|--|----------------------------|----------------------------|----------------------------|----------------------------|
| EY Funding Period Dates: | 01 Apr 2023 to 31 Aug 2023 | 01 Sep 2023 to 31 Dec 2023 | 01 Jan 2024 to 31 Mar 2024 | 01 Apr 2024 to 31 Aug 2024 |
| Headcount date: | Thurs 18 May 2023 | Thurs 5 October 2023 | Thurs 18 January 2024 | Thurs 16 May 2024 |
| Number of LA funded weeks in the period based on 15 hours: | 12 | 15 | 11 | 12 |
| Maximum amount of 'stretch weeks' available in the period: | 22 | 17 | 13 | 22 |
| 2 yr old funded hours in the period: | 180 | 225 | 165 | 180 |
| 3 & 4yr old Universal hours in the period: | 180 | 225 | 165 | 180 |
| 3 & 4 yr old Extended hours in the period: | 180 | 225 | 165 | 180 |
| Combined Universal and Extended hours (30 hour places) | 360 | 450 | 330 | 360 |

Please note: 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 each term using the Parent/Carer Agreement.

| Funding Rates: September 2023 to March 2024 | | | |
|---|----------------|-------------------------------------|-----------------------------------|
| Funding Type | 2-Year-olds | 3&4-Year-old Universal Entitlement | 3&4-Year-old Extended Entitlement |
| Base Rate | £7.46 | £4.81 | £4.81 |
| Deprivation Rate | Not applicable | £1.44 | £1.44 |
| Early Years Pupil Premium | Not applicable | £0.66 per hour | Not applicable |
| Disability Access Funding | Not applicable | £858.92 per year (one setting only) | |

| Data Collection & Payment Schedule | | | |
|---|---|---|---|
| Funding Period | Summer 2023 | Autumn 2023 | Spring 2024 |
| Forecast task opens | Fri 03/03/23 | Fri 07/07/23 | Fri 24/11/23 |
| Forecast task closes | Sun 12/03/23 | Sun 06/08/23 | Sun 03/12/23 |
| Interim payment due <i>60% of forecast value for term</i> | Fri 31/03/23 | Thu 31/08/23 | Fri 29/12/23 |
| Headcount task opens | Thu 27/04/2023 | Thu 14/09/23 | Tue 02/01/24 |
| Headcount task closes | Fri 19/05/2023 | Fri 06/10/23 | Fri 19/01/24 |
| 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 23/06/23 | Mon 13/11/23 | Mon 19/02/24 |
| Amendment task closes* <i>Only for providers with LA approved changes</i> | Fri 30/06/23 | Thu 23/11/23 | Thu 29/02/24 |
| 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 2024 Forecast task will open Friday 1st March 2024 and close Sunday 10th March 2024 | | | |

| Disability Access Funding (DAF) Schedule | | | |
|---|-------------------------------|-------------------------------|-------------------------------|
| Funding Period | Summer 2023 | Autumn 2023 | Spring 2024 |
| Data collection opens | Sat 01/04/2023 | Fri 01/09/23 | Mon 01/01/24 |
| Data collection closes | Thu 18/05/23 | Thu 05/10/23 | Thu 18/01/24 |
| 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 £92.00 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 Finance team in order to arrange for an invoice to be issued early.

Preventing Delays to Payments:

Problems submitting information on the Early Years Portal - If there is a problem submitting information for the forecast, headcount or amendment tasks on the Early Years Portal please contact the Data team, as soon as possible. No payment will be made unless these tasks are completed, and the 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 EYcentral@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 |
| EYCentral@coventry.gov.uk | DAF queries |
| CapitaOneHelp@coventry.gov.uk | Login issues with Early Years Portal |