

Early Years Funded Weeks and Payment Schedule

Financial Year: 2025/26

Funding Period	Summer 2025	Autumn 2025	Spring 2026	Summer 2026
EY Funding Period Dates:	01 Apr 2025 to 31 Aug 2025	01 Sep 2025 to 31 Dec 2025	01 Jan 2026 to 31 Mar 2026	01 Apr 2026 to 31 Aug 2026
Headcount date:	Thurs 15 May 2025	Thurs 2 October 2025	Thurs 15 January 2026	Thurs 21 May 2026
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
9 month old funded hours in the period:	180	450	330	360
Targeted 2 yr old funded hours in the period:	180	225	165	180
Expanded 2 yr old funded hours in the period:	180	450	330	360
3 & 4 yr 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: April 2025 to March 2026				
Funding Type	9- 23 Months	2-Year-olds Targeted & Expanded	3&4-Year-olds Universal & Extended	
Base Rate	£10.59	£7.74	£5.21	
Deprivation Rate	£3.18	£2.32	£1.56	
Average Rate*	£11.24	£8.22	£5.55	
Early Years Pupil Premium (Up to a maximum of 15 hours only)	£1.00	£1.00	£1.00	
Disability Access Funding	£938 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.				

Data Collection Schedule				
Funding Period	Summer 2025	Autumn 2025	Spring 2026	
Forecast task opens	Fri 28/02/25	Fri 04/07/25	Fri 21/11/25	
Forecast task closes	Sun 09/03/25	Sun 10/08/25	Sun 30/11/25	
Headcount task opens	Thu 24/04/2025	Thu 11/09/25	Fri 02/01/26	
Headcount task closes	Fri 16/05/2025	Fri 03/10/25	Fri 16/01/26	
Amendment task opens* <i>Only for providers with LA approved changes</i>	Fri 20/06/25	Mon 10/11/25	Mon 16/02/26	
Amendment task closes* <i>Only for providers with LA approved changes</i>	Sun 29/06/25	Thu 20/11/25	Thu 26/02/26	
The Summer 2026 Forecast task will open Friday 27th February 2026 and close Sunday 8th March 2026				

Payment Schedule – Twice a Term Payment Option			
Funding Period	Summer 2025	Autumn 2025	Spring 2026
Interim payment due	Mon 31/03/25	Fri 29/08/25	Wed 31/12/25
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 payment due	Approximately 3 weeks after amendment task closes	Approximately 3 weeks after amendment task closes	Approximately 3 weeks after amendment task closes

Payment Schedule – Monthly Payment Option			
Funding Period	Summer 2025	Autumn 2025	Spring 2026
First Payment	Mon 31/03/25	Fri 29/08/25	Wed 31/12/25
Second Payment	Wed 30/04/25	Tue 30/09/25	Fri 30/01/26
Third Payment	Fri 30/05/25	Fri 31/10/25	Fri 27/02/26
Fourth Payment	Mon 30/06/25	Fri 28/11/25	N/A

Disability Access Funding (DAF) Schedule			
Funding Period	Summer 2025	Autumn 2025	Spring 2026
Data collection opens	Tue 01/04/2025	Mon 01/09/25	Thu 01/01/26
Data collection closes	Thu 15/05/25	Thu 02/10/25	Thu 15/01/26
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 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 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