

Newcastle Provider's Early Years Funding Guide (Updated June 2024)

Purpose of this guide

- a) To understand the Early Years funding process
- b) What providers need to do to make a claim
- c) When to claim
- d) How to check your funding and payments

This guide is detailed with screenshots and examples to help you through the funding process.

For support contact the Early Years Sector Support team:

EarlyYears@newcastle.gov.uk or 0191 277 4674.

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- Working Families' entitlements
- Notice period
- Additional DAF payments

Section 1: Overview of Early Years Funding

1.1 How to claim funding in Advance (see dates in Appendix A)

Advance claim – use The Wizard

Before the start of any term, you need to complete your Advance payment claim on the Wizard.

We will email you a reminder at least two weeks before the end of term to let you know when the payment claim window is open. At this stage you will claim an estimate for the children you expect to attend in the next term.

[75% of funding](#) will be paid in advance and by the first day of the new term.

1.2 How to claim termly balancing payment (see dates in Appendix A)

Headcount claim – Use NSD, L Drive or NCC secure folder

At least two weeks before Headcount Day we will remind you by email to complete your headcount using:

- Newcastle Support Directory (NSD) for PVI providers
- L Drive for Schools
- Newcastle City Council (NCC) secure folder for Castle Nurseries.

You should complete your headcount in full for all children who attend. Please note that you should use the start and leave dates appropriate to the **current** term only. If a child starts in the first week of term it is **not** necessary to complete the start date as the full term's funding will be paid.

Following the headcount, once collated and all information is verified, your balancing payment will be paid, this is approximately 25% or more if you have had new starters after the Advance claim, and less if you have had children leave. Payments will be calculated for the full term using the headcount submission and any Advance payment made will be deducted from the amount due.

Pre-populated headcounts using the data for children in attendance from the previous term will be provided for the Spring and Summer term. The Autumn term's headcount will be blank and will need to be completed in full.

1.3 Adjusting your claim

Any changes after headcount should be emailed as soon as possible to EarlyYears@newcastle.gov.uk so that adjustments to payments can be done.

This includes new children starting mid-term on universal funding and with an eligibility code, if the code is valid by the cut-off date, BUT only once the code has been validated in the Wizard. Also, you need to ensure the parent has signed to say they were not attending somewhere else and in notice period!

You should also let us know about children leaving or children changing their hours of attendance within the current term. Adjustment payments or deductions will be settled alongside your next Advance claim.

1.4 Notice period

Rationale:

Families sometimes need to change provider or leave a provider mid-term. We cannot double fund a child at two providers or pay a provider twice for the same place. However, we recognise that it might take some time to fill an empty place, so we have a maximum four weeks' notice period funding policy where a place is empty, and while a child is in this notice period they cannot be funded at a new provider.

Remember:

- This is in term only; you cannot claim funding or notice period in a term that a child did not attend
- If you have a waiting list and have another child to take the place, you shouldn't claim notice
- It is helpful to make this clear to parents as well

If notice is given:

If a child is leaving your setting and a parent/carer informs you at least four weeks in advance of the leaving date and attends during that period, this is your notice period, and we will stop payment on the day the child leaves.

If a parent/carer informs you between one and three weeks in advance, this date will be the beginning of the four weeks' notice and you must claim accordingly.

If you are aware of a child leaving tell us as soon as you know. Do not wait until the last day of attendance and claim an additional four weeks.

If no notice is given

If a parent/carer has not given notice that a child is leaving or starting with another provider, a period of up to four weeks funding can be claimed. However, this is negotiable and if a child is starting with another provider, you may choose to reduce some of the notice period if it is in the best interest for the child to move, or have no need to claim the notice if you have another child due to start.

Vacancy filled with no gaps

If you have a waiting list for children starting and you fill a funded place immediately, let us know the leaver's last day of attendance and we will pay up to this date without paying any notice period. In this circumstance we are unable to pay notice period if the place has been filled as this is double funding.

How the notice period works

The first week of any notice period is the week in which you have been informed. Even if notice is given on a Friday this is counted as week one. The four weeks' notice period will include any half term weeks.

No notice period will be paid at the end of any term or at the beginning of a new term if the child does not return after a holiday.

If a child is in their notice period, they can attend until the last day.

If a child has a confirmed start date but does not take up the place and therefore has not attended, no notice period will be paid.

Ending a funded place

Providers should have their own policy about non-attendance and should follow that in the first instance. However, if in doubt we would recommend the following advice about funded places:

If a child fails to attend without getting in touch, try and contact the family within the first two days. If after two weeks of non-attendance without explanation (i.e., sickness), contact the parent to end the funded place and give the four weeks' notice period. Inform the Early Years Sector Support team of the leave date.

Concern for a child not attending

Follow the process for children missing from early years services. If you need a copy of this guidance, email the Early Years Sector Support Team.

To discuss any concern for a child, ring the Early Help Advisor for your locality area.

Contacting Early Years Sector Support team EarlyYears@newcastle.gov.uk

When informing the Early Years Sector Support team be clear about the last day of attendance for children and whether you are claiming notice period. This will help to prevent confusion if a child is starting with another provider.

Completing the required paperwork

In all cases you must use an Early Years parent declaration form which should be signed and dated. This must state if the agreement is to claim with you only. If sharing a funded place, it must also state the other provider, how many hours attending and any information about required notice period.

To help resolve any case for a child attending two settings and claiming shared funding at both, the above signed paperwork along with attendance records will be required as evidence.

1.5 When to claim funding

See appendix A at the end of the document. Updates will be sent to providers as and when further dates are confirmed.

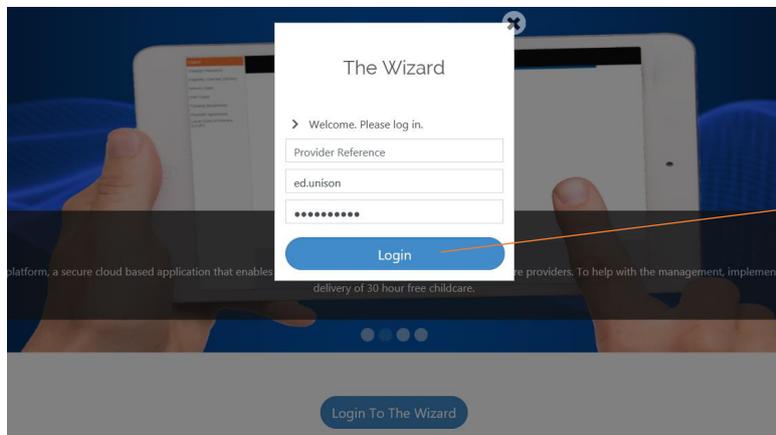
[Return to main menu](#)

Section 2: How to access the required online programmes

2.1 How to access and login to the Wizard

Access using the following link:

<https://providers.newcastle.gov.uk/eligibilitychecker/>



Login using the web address above. You need your Provider reference (establishment number); user name (usually firstname.surname) and your password.

If you need help or to reset your password email EarlyYears@newcastle.gov.uk



You may be asked to sign the Code of Practice. This is to confirm you have signed up for EY funding – which you already have so accept!

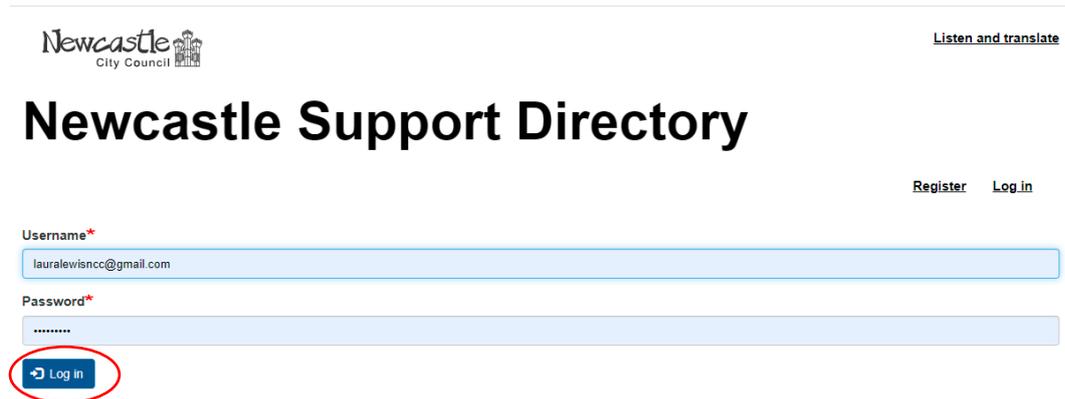
You are now ready to start using the Wizard.

2.2 How to access and login to the NSD

Access using the following link:
<https://www.newcastlesupportdirectory.org.uk/> and login

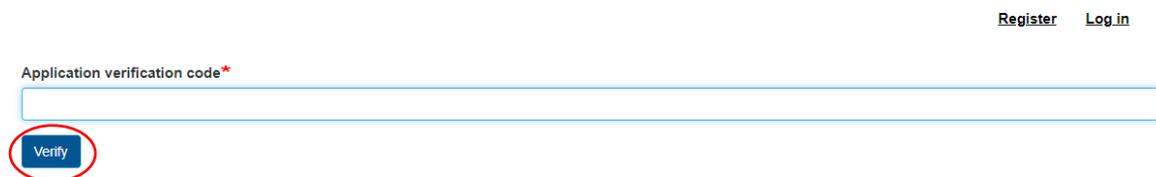


Enter username and password



Click Log in

Newcastle Support Directory



Enter verification code from your authenticator app (google authenticator, or other),
Click Verify

You are now ready to start using the NSD

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Section 3: Completing Advance Claim in Wizard

3.1 Calculating average weekly hours

In the Advance claim you will be asked to show “Average Weekly Hours per child”, see examples below.

You need to claim numbers of children and average hours under the following sections:

- **2 Year Old** – this is for two-year-old disadvantaged funding (with an eligibility code) with a maximum claim of 15 hours
- **2 Year Old Working Families** – this is for two-year-old working families’ funding (with an eligibility code) with a current maximum claim of 15 hours (increasing to 30 hours from September 2025)
- **3-4 Year Old (15hrs)** – this is for three-and-four-year-olds on universal 15 hours funding (without a code) with a maximum claim of 15 hours
- **3-4 Year Old (30hrs)** – this is for three-and-four-year-old working families’ funding (with an eligibility code) with a maximum claim of 30 hours
- **Early Years Pupil Premium (EYPP)** – now available for two-year-olds and three-and-four-year-olds (with an eligibility code) with a maximum claim of 15 hours

Example 1 - All two-year-olds are doing 15 hours:

- 15 hours is your average weekly hours

Example 2 - Nine two-year-olds to claim. Six doing 15 hours and three doing 10 hours:

- $6 \times 15 = 90 + 3 \times 10 = 30$
- Total = 120 total weekly hours for 9 children
- $120 / 9 = 13.33$ average weekly hours

2 Year Olds
Number of children with 2YO funding
Please select the percentage of estimated final payment to be paid in advance (maximum of 75%)

75.00%

Number of Funded Children

Average Weekly Hours per child (Max. 15hrs)

Total Funded Hours (weekly) 119.97

Example 3 – Six three-and-four-year-olds with eligibility codes, three attending 15 hours (sharing hours with another provider) and three attending 30 hours:

- $3 \times 15 = 45 + 3 \times 30 = 90$
- Total = 135 total weekly hours for 6 children
- $135 / 6 = 22.5$ average weekly hours

3-4 Year Olds
Number of children with 30 hours funding
Please select the percentage of estimated final payment to be paid in advance (maximum of 75%)

75.00%

Number of Funded Children

Average Weekly Hours per child (Max. 30hrs)

Total Funded Hours (weekly) 135

Example 4 – Two children eligible for EYPP with 30-hour codes. One attending 30 hours with you, one attending 15 with you and 15 with another provider. When the hours are shared, EYPP will be split between providers:

Child one claims average weekly hours of 15 hours (maximum EYPP)

Child two claims average weekly hours with you of 7.5 hours (i.e. half of 15, as they are claiming the other 7.5 hours EYPP with the second provider).

Average calculation:

- $1 \times 15 + 1 \times 7.5 = 22.5$
- Total $22.5 / 2 = 11.25$ average weekly hours

Early Years Pupil Premium (EYPP)
Early Years Pupil Premium
Please select the percentage of estimated final payment to be paid in advance (maximum of 75%)

75.00%

Number of Funded Children

Average Weekly Hours per child (Max. 15hrs)

Total Funded Hours (weekly) 22.5

3.2 How to submit Advance claim

Login to the Wizard

The examples below are based on Summer term = 13 weeks. The system will change the number of weeks automatically depending on which term you are claiming, i.e. Autumn term = 14 weeks and Spring term = 11 weeks.

Click on Payment claim to start your Advance claim:

Newcastle
The Wizard
12 days left to claim
Summer 2023 Payment
Your payments for this term will be an advanced payment of up to 75% of your claim followed by a final calculated payment.
Please ensure you complete this return before midnight on **Sunday 24 March 2024** as this is the last date you can make a claim.
2-Year Olds
Number of children with 2YO funding
Please select the percentage of estimated final payment to be paid in advance (maximum of 75%)
75.00%
Number of Funded Children: 0
Average Weekly Hours per child (Max 10hrs): 0
Total Funded Hours (weekly): 0
Hourly Rate: 7.59
No of Weeks in Term: 13
Total Claim (Term): £0.00
Estimated Payment: 75.0% £0.00

On the left-hand menu select **£ Payment Claim**

This brings you to the claim page. You can scroll through each of the five sections.

06 March 2024 Advance Payment Window Start Date	
24 March 2024	Advance Payment Window End Date
15 April 2024	Term Start Date
15 April 2024	Advance Payment Date
16 May 2024	Headcount Date
27 May 2024	Half-Term Start Date
02 June 2024	Half-Term End Date
21 June 2024	Payment Date
21 July 2024	Term End Date

You can also review **key dates** for the current term.

12 days left to claim

Summer 2023 Payment

Your payments for this term will be an advanced payment of up to 75% of your claim

Please ensure you complete this return before midnight on **Sunday 24 March 2024** as

The Wizard uses the Academic year system e.g. Autumn 2023 – Summer 2024 these terms will all be known as 2023 in the Wizard i.e. Autumn 2023, Spring 2023 and Summer 2023

Deadline date for submitting this claim. If you miss it, you will not be paid by the start of the term

12 days left to claim

Summer 2023 Payment

Your payments for this term will be an advanced payment of up to 75% of your claim followed by a final calculated payment.

Please ensure you complete this return before midnight on **Sunday 24 March 2024** as this is the last date you can make a claim.

2 Year Olds

Number of children with 2YO funding

Please select the percentage of estimated final payment to be paid in advance (maximum of 75%)

75.00%

Number of Funded Children	4
Average Weekly Hours per child (Max. 15hrs)	13.33
Total Funded Hours (weekly)	53.32
Hourly Rate	7.19
No of Weeks in Term	13
Total Claim (Term)	£4,983.82
Estimated Payment 75.0%	£3,737.87

You can vary the percentage for advance payment. Please leave at 75% unless you have a reason for a lower payment

How many children eligible for two-year-old funding you are claiming (check validated codes on Wizard)

This is an average e.g. three children doing 15hrs and one child doing 8hrs20mins (8.33hrs). i.e. average $(15 \times 3) + (8.33) = 53.33$ divided by 4 children = **13.33**

Estimated amount this term @ 100%

75% claim i.e. advance payment this term.

2 Year Old Working Families (15hrs)

Please select the percentage of estimated final payment to be paid in advance (maximum of 75%)

75.00%

Number of Funded Children	3
Average Weekly Hours per child (Max. 15hrs)	15
Total Funded Hours (weekly)	45
Hourly Rate	7.19
No of Weeks in Term	13
Total Claim (Term)	£4,206.15
Estimated Payment 75.0%	£3,154.61

Remember whole numbers

For average hours ([see example above](#)).

3-4 Year Olds

Number of children with 15hrs funding

Please select the percentage of estimated final payment to be paid in advance (maximum of 75%)

75.00%

Number of Funded Children	5
Average Weekly Hours per child (Max. 15hrs)	15
Total Funded Hours (weekly)	75
Hourly Rate	5
No of Weeks in Term	13
Total Claim (Term)	£4,875.00
Estimated Payment 75.0%	£3,656.25

As above. Remember whole numbers

For average hours ([see example above](#)).

3-4 Year Olds

Number of children with 30 hours funding

Please select the percentage of estimated final payment to be paid in advance (maximum of 75%)

75.00%

Number of Funded Children	7
Average Weekly Hours per child (Max. 30hrs)	30
Total Funded Hours (weekly)	210
Hourly Rate	5
No of Weeks in Term	13
Total Claim (Term)	£13,650.00
Estimated Payment 75.0%	£10,237.50

Remember whole numbers, you can only claim for those with validated eligibility codes

For average hours ([see example above](#)).

Early Years Pupil Premium (EYPP)

Early Years Pupil Premium

Please select the percentage of estimated final payment to be paid in advance (maximum of 75%)

75.00%

Number of Funded Children	<input type="text" value="6"/>
Average Weekly Hours per child (Max.15hrs)	<input type="text" value="15"/>
Total Funded Hours (weekly)	90
Hourly Rate	0.68
No of Weeks in Term	13
Total Claim (Term)	£795.60
Estimated Payment	£596.70
75.0%	

Remember whole numbers, you can only claim for those with checked eligibility codes

For average hours ([see example above](#)). Remember you can only claim EYPP for the first 15 hours!

How we will pay you

You will receive this claim in 4 payments in advance as follows:

2 Year Olds

£3,737.87

2 Year Old Working Families

£3,154.61

3-4 Year Olds

£13,893.75

Early Years Pupil Premium (EYPP)

£596.70

Total (75%) advance claim for disadvantaged two-year-olds

Total (75%) advance claim for two-year-old working families

Total (75%) advance claim for all three-and-four-year-olds

Total (75%) advance claim for EYPP.

NOTE final payment amounts will be calculated by the local authority and may differ from this guide.

I AGREE that the information I have entered is an accurate estimate and complete to the best of my knowledge.

Yes No

Click here to agree to your claim

Click submit to send your advance claim to us

If you think you've made a mistake and want to have your claim deleted so that you can re-submit, please contact EarlyYears@newcastle.gov.uk

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Section 4: Completing Early Years Headcount

4.1 Headcount overview

Your headcount is your **full termly funding claim**:

- All children you wish to claim for must include full information i.e. correct DOB and all funded hours recorded.
- If you fail to include a validated and eligible two-year old reference, working families' eligibility code or EYPP reference, your payment will be reduced accordingly.
- A full address and postcode is required for our annual census, but also to determine which children attract deprivation funding.
- Start dates or Leave dates are for mid-term changes only, therefore only record if a child has started or left in the current term and funding will be amended accordingly.
- We will use the latest version of all headcounts saved on NSD or NCC drives up to the deadline date. If a newer version is updated after the deadline and without written agreement from our team, you need to be aware that this will not be used.
- Exceptions for late claims (if accepted) will be paid at the end of the term or beginning of the following term, sometimes alongside the Advance claim payment.

4.2 Stretching hours (only relevant to all year-round settings who wish to claim hours stretched)

It is important to remember when discussing payments for stretched hours that many children move settings within the financial or school year. So our systems must allow for the likelihood of a significant number of two-, three-and-four-year-old children moving from an all year round setting on a stretched offer to a term time only setting. Due to this we cannot fund for more hours than are allocated for that term – see below:

The terms lengths and hours are:

- Autumn term 14 weeks – maximum universal allowance 210 hours and maximum 30-hour entitlement 420 hours
- Spring term 11 weeks – maximum universal allowance 165 hours and maximum 30-hour entitlement 330 hours
- Summer term 13 weeks – maximum universal allowance 195 hours and maximum 30-hour entitlement 390 hours

For settings who allow parents to take their hours stretched evenly across more than 38 weeks a year, this is done with a series of “banked” or “negative banked” hours.

For instance, if you are offering a parent 11.4 hours over 50 weeks of the year. (15 in Autumn term, 14 in Spring term, 21 in Summer term)

- Autumn term we would allocate 210 hours, the parent might use 15 weeks (i.e. plus 1-week half term).
They would only use 171 hours - 39 hours are banked.

- Spring term we would allocate 165 hours, but the parent might use 14 weeks including half term and Easter.
They would use 159.6 hours and so they would bank 5.4 additional hours (total banked 44.4 hours).
- Summer term we would allocate 195 hours, but the parent might use 21 weeks.
They would use 239.4 hours which includes the 44.4 hours i.e. the number of hours banked in Autumn and Spring term.

If a child starts in Spring or Summer, they may have negative banked hours, and by stretching you need to agree with the parent what would happen if they left with negative banked hours. If parent leaves with positive banked hours, you would need to either agree to repay the hours back to the council or discuss with the parent reducing their final bill to show that they have taken the full funded hours.

Three scenarios based on universal hours (you can double these for 30-hour eligible children)

- a) Claim the maximum termly amount, term time only: if a parent is doing at least 15 (or 30 for 30-hour children) each week, and then you can bill them for more during the holidays and claim the hours term time. Therefore record 38 weeks for this child and we will pay term time amount.
- b) Stretched maximum claim: Child attends 20 hours per week for 50 weeks. You claim 15 hours stretched i.e. $570 \text{ hrs} / 50 = 11.4 \text{ hours}$. i.e. $11.4 \times 50 = 570 \text{ hours}$. We pay the maximum allocated each term as above. Child attends for 1000 hours (20×50). You bill the parent 430 hours for the year. Use the banking or negative banking guidance above. Record as 11.4 hours and 50 weeks per year.
- c) Stretched less than maximum claim: Where a child is attending less than the maximum (i.e. 15 or your equivalent stretch for instance 11.4 hours). We will turn this into a proportion (%) i.e. if a child in above scenario attends for just 10 hours – $10 \times 50 \text{ weeks} = 500$. $500 / 570 \text{ hours} = 87.7\%$. We will allocate for each term 87.7% of the maximum allocation for that term i.e. 184.17 hours for the Autumn term.

Five term children: Children who start in the Spring or Summer, but especially the Summer term in the examples above, could potentially get less hours in the school year than those claiming from Autumn. You could consider claiming them as term time only for Spring / Summer term or contact Ed Whitby to discuss a slightly different claim for the Summer (or Spring term) than what you claim for the full school year (i.e. from Autumn).

4.3 Downloading pre-populated headcount

4.3 (a) PVI providers

Login to NSD



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[View](#) [Edit](#) [Security](#)

1 month 1 week

Your Content

[Edit your The Early Years Team content](#)

Under Your Content, click edit your (name of setting) content – if you have more than one setting you will have a list.



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[Add new content](#)

Published status Type [Apply](#)

Title	Content type	Status	Updated	Operations
Early Years team Summer 2022 headcount	Headcount	Published	19/04/2022 - 16:04	Edit node
The Early Years Team	Service	Published	10/03/2022 - 13:29	Edit node

Your headcount will be listed, click the title to download



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Headcount Form

[The Early Years Team Summer](#) [Headcount.xlsx](#) 2.67 MB

Service

[Open file in new window](#)

[The Early Years Team](#)

Click on the headcount to download, open it (bottom left of your screen on a PC, or from downloads)

Save the file – change the title as you save, for example add the date.

Edit accordingly, save again.

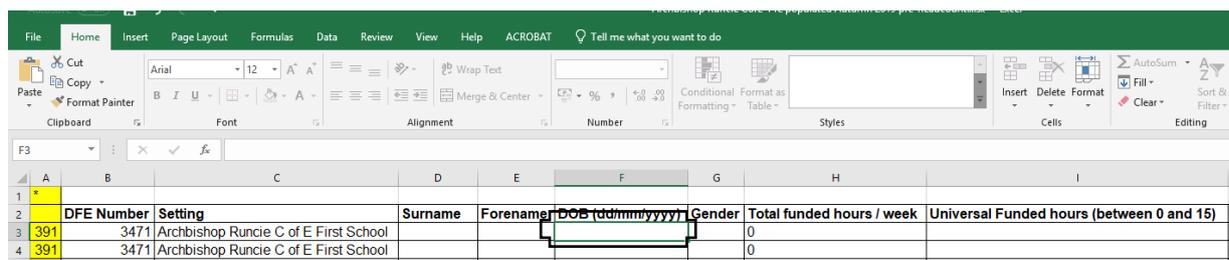
4.3 (b) Downloading pre-populated headcounts for Schools

Schools can access their pre-populated headcount via their L Drive. This can be worked on within the L Drive or saved somewhere else whilst it is being updated.

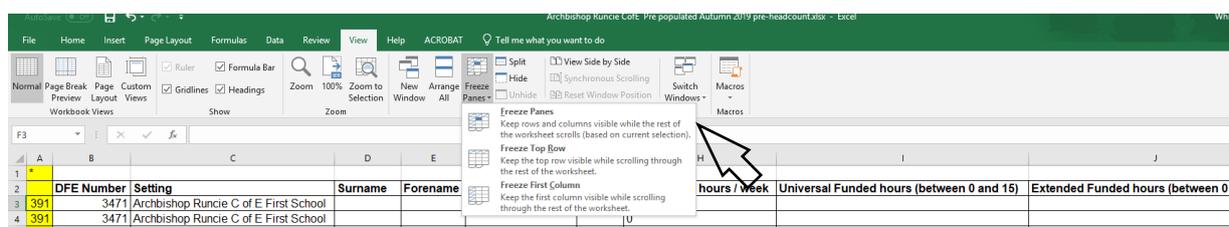
4.3(c) Downloading pre-populated headcount for Castle Nurseries

Castle Nurseries can access their pre-populated headcount via their NCC secure folder. This can be worked on within the relevant folder or saved somewhere else whilst it is being updated.

4.4 How to freeze panes and pasting data into headcount



DFE Number	Setting	Surname	Forename	DOB (dd/mm/yyyy)	Gender	Total funded hours / week	Universal Funded hours (between 0 and 15)
391	3471	Archbishop Runcie C of E First School				0	
391	3471	Archbishop Runcie C of E First School				0	



DFE Number	Setting	Surname	Forename	hours / week	Universal Funded hours (between 0 and 15)	Extended Funded hours (between 0 and 15)
391	3471	Archbishop Runcie C of E First School				
391	3471	Archbishop Runcie C of E First School				

Once you have opened the spreadsheet you can freeze panes. See example above. Selecting field **F3**, select the **View** menu and choose **Freeze Panes** drop down, and choose the first option **Freeze Panes**. This allows you to keep seeing the header row, and the child's name as you scroll.

We have set this up to automatically freeze on the top row and show the child's name as you scroll along. To unfreeze you can select **Unfreeze** as above once you have selected the first child DOB row.

Pasting and autofill functions:

- You can use the paste function for most of the information into the headcount but not fields with specified options (see above) these can only be pasted into if the data matches one of the options i.e. Y or N or correct date of birth range
- You can drag to autofill all or a range of fields i.e. if every child is claiming 15 hours, but we recommend doing so with caution, to avoid errors
- Do not copy full address details - remember the fields are for House number/name, Street name and Postcode ONLY in each field
- Parent surname – do not include parent forename, Mr, Mrs or Ms and do not put all in one field!

4.5 How to complete headcount

The first time you open the spreadsheet, you may be asked to enable editing, select yes. We recommend you save it to a secure place and name the document with your setting name, date, and time. When uploading via NSD, L Drive or NCC secure folder, once uploaded / saved we suggest you open this version to check it is correct. We will use the version you upload by the deadline and will not check for later versions unless you get agreement from us.

Many fields have been set so you can only enter data in specific format. See the descriptors for each field below in **yellow, bold and underlined to explain**. So please refer to this guidance and make sure you complete all the essential fields.

Headcounts are pre-populated (in Spring and Summer terms), but it is essential that you ensure this is the correct version and all children's information is included, especially new starters. We remove all the hours data, so you must include this. You must add any new children and enter leave / start dates for any children who leave / start within the term.

Below is an example of a pre-populated headcount form. You must return this completed correctly as explained in this guidance. PVI providers via the NSD, Schools return via the L Drive and Castle nurseries via the NCC secure folder. **If you do not complete correctly or submit after the deadline, you risk being paid late for this term.**

	DFE Number	Provider Name	Surname	Forename	DOB (dd/mm/yyyy)	Gender
391	525066	Childcare places Ltd	Smith	Ed	27/01/2020	M
391	525066	Childcare places Ltd	Jones	Ellie	31/03/2019	F

Payment Scheme	Funded weekly hours	No of weeks per year	Total hours attending per week	Start date	Leave date	2YO Disadvantaged Ref	Working Families Eligibility Code	EYPP reference
2 Year Old						EY2C-XXX6-DBKV		
2 Year Old Working Families (15hrs)							50105419116	EYPP-XXC-2NSN
3-4 Year Old (30hrs)							50078945612	EYPP-XXC-XBWF

Ethnicity	SEN	House Name	House No.	Street Name	Postcode	Parent surname	DOB (dd/mm/yyyy)	NI or NASS no	DLA (Y or N)	LAC (Y or N)
WBRI	N	Elm Cottage		North Street	NE6 5SY	Smith	19/08/1990	JH124536A	N	
WBRI	N	Flat 2	47	Glebe Close	NE2 1XZ	Chase	13/10/1990	NL132107B		Y

DFE number and provider name: We will provide your DFE number, you must include this provider number and name for every row.

Child details

We require you to provide child level data for all funded two, three-and-four-year-olds in your care. It is essential that the data you provide is correct and full. This data will be used to inform our funding from the Government, your payments each term including deprivation (annual) and EYPP (termly) and for child's education records with the council.

Surname: Full legal surname*

Forename: In full*, not shortened or familiar versions, for example Charles not Charlie.

DOB (date of birth): In the following format DD/MM/YYYY*. **You will not be able to enter in the wrong format or range!**

*It is the provider's responsibility to check this is correct, for instance from a legal document such as a birth certificate or passport.

Gender:

Drop down option for either **M or F** (M = male. F = female).

Payment Scheme: This informs us which funding a child is eligible for and must be included. There are four options: **2 Year Old, 2 Year Old Working Families', 3-4 year old (15hrs), 3-4 year old (30 hrs)**. Where applicable all eligibility codes should be included to receive payment.

If you believe a three-and-four-year-old is eligible for 30-hours with you or across several settings each provider should include the 30-hour code and record the payment scheme as 3-4-year-old (30 hrs).

Funded weekly hours: (attendance data)

You can only type numbers between 0 and 30 in this column.

This is the area which causes most problems, so we remove the hours each term and ask you to re-input correctly each time. You must only record hours that they are using with your setting. **Do not record hours attended elsewhere.**

You can claim up to 15 hours for most children and up to 30 hours for children who have an eligibility code. (Remember these hours may be claimed over several providers but you are only recording the hours they attend with you). If you are claiming as stretched, you need to calculate what the claim is e.g. 570 hours over 51 weeks of the year is 11.18 hours.

Number of weeks per year: Please record either 38 for children attending term time only or the weeks you stretch the offer over if all year round, either 48, 49, 50, 51, 52. **You can only type numbers between 38 and 52 in this column.**

Total hours attending per week: The total number of hours attending your setting per week (this should include funded hours plus any fee paid hours).

Start date and Leave date: Only if the child is a new starter at your provision or has been assessed as eligible for funding part way through a term. Please let us know the funding start date or the child's leave date if they are leaving before the end of term. **Correct date format is required and can only be a date within the term.**

2YO reference: Record child reference number from the Wizard when two-year-old eligibility is confirmed. (i.e. EY2C-XXXX-XXXX).

Working Families' Eligibility code: **The eligibility codes for all ages must be stated** (i.e. 50xxxxxxxx or 11xxxxxxxx). **You must enter the 11-digit code in this field.** If the child is part of a 30 hour claim you should also enter the code.

EYPP reference: **Ensure EYPP codes are entered on headcount to claim the funding** (i.e. EYPP-XXXX-XXXX). Any children that become eligible after headcount week/month will be funded from the start of the next term. Once children

are deemed eligible for EYPP they will stay eligible for the remaining time they are on Early Years funding.

Ethnicity: Using the codes as below you are asked to record ethnic origin according to how the parent(s) describe the child’s ethnicity and not as you perceive the child. Information on the ethnicity of recipients of funded EY places will be used to monitor inclusion strategies and other government and local initiatives. The collection of ethnicity data from parents is not mandatory and parents are not obliged to provide this data if they do not wish to do so. The value of ‘NOBT’ (Not obtained) should be used if this information has not been collected. If parents have refused to provide the information, then code ‘REFU’ (did not wish to be recorded) should be used.

This is a drop-down list on the headcount

Category	Code
White - British	WBRI
White - Irish	WIRI
Traveller of Irish Heritage	WIRT
Gypsy / Roma	WROM
White - Any Other White Background	WOTH
Mixed - White and Black Caribbean	MWBC
Mixed - White and Black African	MWBA
Mixed - White and Asian	MWAS
Mixed - Any Other Mixed background	MOTH
Asian or Asian British - Indian	AIND
Asian or Asian British - Pakistani	APKN
Asian or Asian British - Bangladeshi	ABAN
Asian or Asian British - Any other Asian Background	AOTH
Black or Black British - Caribbean	BCRB
Black or Black British - African	BAFR
Black or Black British - Any Other Black background	BOTH
Chinese	CHNE
Any Other Ethnic Group	OOTH
Refused	REFU
Information Not Yet Obtained	NOBT

SEN: A blank record will be taken to mean N for **no** SEN, but you must record for other child as below i.e. education, health and care plan (EHC) or ‘SEN support’ category as described in the code of practice as part of this regular review.

Category	Code
No special educational need	N or blank field
Education, health and care plan	E
SEN support	K

House name, House no, Street name and Postcode: The address information we require relates to the child, **failure to include the postcode causes us problems in identifying duplicate children attending multiple settings.** We require you to complete as follows:

- Do not put all the information in one field (if you are cutting and pasting from another report remember to only include in the correct field)

- house name: the house name, or where the home is a flat, the flat number and building name
- house number: house or apartment number only
- street name only **and full postcode**

Parent Details

- **Parent surname** (full legal) – **do not include Parent forename, Mr, Mrs or Ms and do not put all in one field**
- **Date of Birth** **You will not be able to enter in the wrong format or range**
- **NI (National Insurance) number or NASS number**, an NI number is 2 letters plus 6 numbers and 1 letter (A, B, C or D) for example JK123456B. A NASS number is 9 digits long, please only include the first 9 digits. For example, 01/02/00990/002 would be 010200990.

Disability Living Allowance (DLA): **You can only record Y or N** for these fields which are used to support additional funding or for evidence, for instance, when looking at annual DAF payments. **Remember if you are putting Y please email a copy of the DLA award notice to EarlyYears@newcastle.gov.uk or you can upload directly to the Wizard.** We pay Disability Access Fund (DAF) once a year at the end of the Spring term to three-and-four-year-olds in receipt of DLA. This is currently worth £910 (subject to change) per child.

New from April 2024 – For Summer term 2024 DAF can be claimed for eligible and funded two-year-olds and from Autumn 2024 DAF can be claimed for eligible funded under twos (claimed on summer / autumn headcount if DLA is recorded on headcount as above)

These two claims are temporary one-off (and for Autumn a part year) claims (see separate email explaining this in more detail). From Spring 2025 all funded children can be considered for DAF funding (as above) and this payment will return to once a year based on the Spring census.

Looked after child (LAC): **You can only record Y or N.** LAC children are eligible for EYPP so if the EYPP check comes back as not eligible and you think they are eligible, perhaps they are a LAC child with another Local Authority. To get EYPP we will need evidence so please provide this to the EYSS team if you want this funding.

4.6 (a) Uploading completed headcount for PVI providers

Login to NSD



[Listen and translate](#)

Newcastle Support Directory

[My account](#) [Register](#) [Log out](#)

View Edit

Headcount Form

The Early Years Team Summer Headcount.xlsx 2.67 MB

Service [Open file in new window](#)

[The Early Years Team](#)

From this screen click on Edit

Remove the old file (the one we sent you)

Newcastle City Council online form

Edit Headcount The Early Years Team Headcount Summer

View Edit

Home » » The Early Years Team Headcount Summer 2022

Title*
The Early Years Team Headcount Summer 2022

Service
The Early Years Team (2124)

Headcount Form
The Early Years Team Summer 2022 Headcount.xlsx **Remove**

Published
Last saved: 21/04/2022 - 13:19
Author: laura.lewis@newcastle.gov.uk
 Create new revision
Revision log message
Briefly describe the changes you have made.

Save Preview

My account Register Log out

Choose your file and open, then save.

Newcastle City Council online form

Edit Headcount The Early Years Team

View Edit

Home » » The Early Years Team Headcount Summer 2022

Title*
The Early Years Team Headcount Summer 2022

Service
The Early Years Team (2124)

Headcount Form
Choose file No file chosen

One file only.
50 MB limit.
Allowed types: xlsx xls numbers.

File name: [] All Files (*.*)

Open Cancel



To check you have uploaded correctly, log out and back in and check the title of the document and that it is your latest version.

4.6 (b) Uploading completed headcount for Schools

When headcount is complete and if you have saved it somewhere else, please save back to the L Drive before the deadline date. If you have worked on the same copy we uploaded to the L Drive, save this as a final document with date.

To check you have saved correctly, log out and back in and check the title of the document and that it is your latest version.

4.6 (c) Uploading completed headcount for Castle Nurseries

When headcount is complete and if you have saved it somewhere else, please save back to the NCC secure folder before the deadline date. If you have worked on the same copy we uploaded to your NCC secure folder, save this as a final document with date.

To check you have saved correctly, log out and back in and check the title of the document and that it is your latest version.

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Section 5: Payments and Reports

5.1 Payments

Payments will be made by BACS transfer or by internal budget transfer and they will be paid by the agreed date on the schedule ([see appendix A](#)). If your payments have not reached your bank or budget code, please get in touch.

For those providers paid by BACS (bank transfer) you should receive a remittance advice from the council with a **reference code** made up to a maximum of 16 characters with the following details:

Term & Year	Payment period	Category	Provider ID
SP23	Spring 2023	A Advance payment	2YO Two-year-old
SU23	Summer 2023	B Balancing payment	3&4 3&4-year-old
AU23	Autumn 2023	C Adjustment payment	EYP Early Years Pupil Premium

Example of what you will see – AU23B2YO628230, AU23B3&4510432 or AU23BEYP3474

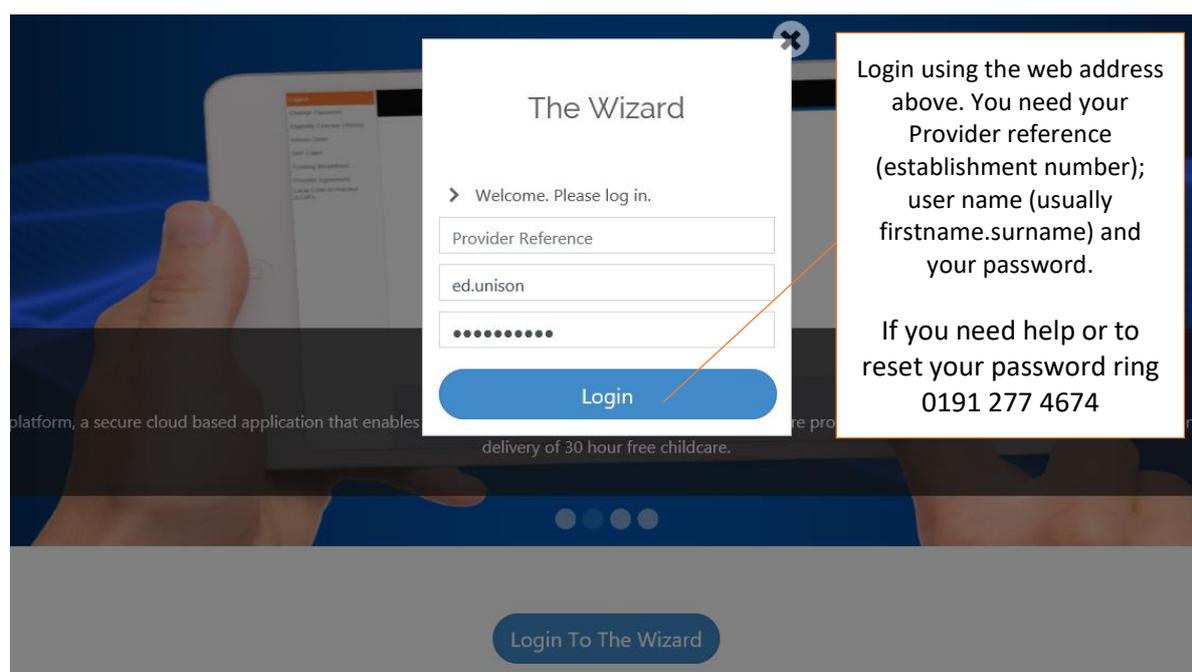
5.2 Payment reports

A detailed child level breakdown will be shared with you and we will give you a deadline date to raise any payment queries.

The children's names will be coded using the first two letters of the first name, first two letters of the surname, first two digits of the date of birth and the three last digits of the postcode.

5.3 Checking termly payments

To check how much you have been paid each term (year etc) you can login to the Wizard: <https://providers.newcastle.gov.uk/eligibilitychecker/>



-  Logout
-  Change Password
-  Eligibility Checker (30Hrs)
-  30Hrs Entitlement Summary
-  Payment Claim
-  DAF Claim
-  **Funding Breakdown**
-  Code of Practice
-  Provider Agreement
-  Key Dates
-  Questions

On the left-hand menu select Funding Breakdown

Funding Breakdown

Entitlement ▼



Entitlements are funding calculations based on the information we receive (such as headcount) which is broken down into funding Payment Schemes: 2YO, EYPP, etc. These entitlements can change over time if further information is provided, this will be indicated by the version and date the system recalculated funding.

Financial Year	Term	Amount	Entitlement Type	Date	Child Count
████	████ Autumn	22759.02	2 Year Olds	25/10/2022	21
████	████ Autumn	7347.60	3-4 Year Olds	25/10/2022	8
████	████ Autumn	630.00	Early Years Pupil Premium (EYPP)	25/10/2022	5

This brings you to the **Funding Breakdown** page and you can select: **Entitlement** this shows you how much your total allocation is for each payment type and the number of children eligible.

Funding Breakdown

Payments ▼



Payments are the financial transactions between the authority and your organisation, detailed at budget giving an indication of what each payment transaction corresponded with.

Financial Year	Term	Amount	Method	Date	Payment Type	Funding Type
████	████ Autumn	7418.25	BACS	24/08/2022	Advance	FY2022-23 3-4yrs Early Years
████	████ Autumn	189.00	BACS	24/08/2022	Advance	FY2022-23 Early Years Pupil Premium (EYPP)
████	████ Autumn	14036.40	BACS	24/08/2022	Advance	FY2022-23 2yrs Early Years
████	████ Autumn	-70.65	BACS	25/10/2022	Normal	FY2022-23 3-4yrs Early Years
████	████ Autumn	441.00	BACS	25/10/2022	Normal	FY2022-23 Early Years Pupil Premium (EYPP)
████	████ Autumn	8722.62	BACS	25/10/2022	Normal	FY2022-23 2yrs Early Years

Or you can select: **Payments** and this will show you how much your Advance payment was and your balancing payment (Normal). The amounts on **Payment** and **Entitlement** options will add up to the same total figure for each term.

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Appendix A When to claim funding

(Updates will be sent to providers as and when further dates are confirmed)

Early Years Funding 2024 – 25

Autumn Term 2024 (14 weeks)

Advance claim opens – **1 July 2024**

Advance claim deadline – **12 July 2024**

Advance payment 75% – **2 September 2024**

Blank Headcount available – **23 September 2024**

Headcount day – **3 October 2024**

Headcount return deadline – **4 October 2024**

Balancing payment 25% – **by 11 November 2024 (week 10)**

Spring Term 2025 (11 weeks)

Advance claim opens – **2 December 2024**

Advance claim deadline – **13 December 2024**

Advance payment 75% – **6 January 2025**

*Pre-populated Headcount available – **6 January 2025**

*Headcount day – **16 January 2025**

*Headcount return deadline – **17 January 2025**

Balancing payment 25% – **by 3 March 2025 (week 8)**

Summer Term 2025 (13 weeks)

Advance claim opens – **24 March 2025**

Advance claim deadline – **4 April 2025**

Advance payment 75% – **28 April 2025**

*Pre-populated Headcount available – **5 May 2025**

*Headcount day – **15 May 2025**

*Headcount return deadline – **16 May 2025**

Balancing payment 25% – **by 30 June 2025 (week 9)**

***Subject to change** (estimated dates as DFE has not confirmed headcount date)

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