

# Understanding the funding calendar

The funding calendar outlines important information and the dates the provider portal is open that providers must adhere to, to receive payments on time.

It is the providers responsibility to be aware of when the funding portal is open for submission of funding claims. Where providers do not comply with the deadline dates set out in the calendar, funding payments may be delayed or withheld.

The academic year is broken down into three terms, **Autumn**, **Spring** and **Summer**.

**Autumn term** funding periods: September/October combined, November and December:

**Autumn Term 30hr Code cut off date - 31st August (210 weekly funded hours available this term)**

Sept / Oct 25										Nov 25					Dec 25					
TT wk	H	1	2	3	4	5	6	7	H	TT wk	8	9	10	11	TT wk	12	13	14	H	H
Mon	1	8	15	22	29	6	13	20	27	Mon	3	10	17	24	Mon	1	8	15	22	29
Tue	2	9	16	23	30	7	14	21	28	Tue	4	11	18	25	Tue	2	9	16	23	30
Wed	3	10	17	24	1	8	15	22	29	Wed	5	12	19	26	Wed	3	10	17	24	31
Thu	4	11	18	25	2	9	16	23	30	Thu	6	13	20	27	Thu	4	11	18	25	1
Fri	5	12	19	26	3	10	17	24	31	Fri	7	14	21	28	Fri	5	12	19	26	2
Sat	6	13	20	27	4	11	18	25	1	Sat	8	15	22	29	Sat	6	13	20	27	3
Sun	7	14	21	28	5	12	19	26	2	Sun	9	16	23	30	Sun	7	14	21	28	4
Total Hrs Available TT = 105										Total Hrs Available TT = 60					Total Hrs Available TT = 45					

**Spring term** funding periods: January/February combined and March:

**Spring Term 30hr Code cut off date - 31st December (165 weekly funded hours available this term)**

Jan / Feb 26								Mar 26							
TT wk	15	16	17	18	19	20	H	TT wk	21	22	23	24	25	H	H
Mon	5	12	19	26	2	9	16	Mon	23	2	9	16	23	30	6
Tue	6	13	20	27	3	10	17	Tue	24	3	10	17	24	31	7
Wed	7	14	21	28	4	11	18	Wed	25	4	11	18	25	1	8
Thu	8	15	22	29	5	12	19	Thu	26	5	12	19	26	2	9
Fri	9	16	23	30	6	13	20	Fri	27	6	13	20	27	3	10
Sat	10	17	24	31	7	14	21	Sat	28	7	14	21	28	4	11
Sun	11	18	25	1	8	15	22	Sun	1	8	15	22	29	5	12
Total Hrs Available TT = 90								Total Hrs Available TT = 75							

**Summer term** funding periods: April/May combined, June and July:

**Summer Term 30hr Code cut off date - 31st March (195 weekly funded hours available this term)**

Summer Term 2016 Code cut on date 31st March 195 weekly funded hours available this term

Apr / May 26								Jul 26					Jun 26					Aug 26					
TT wk	U	26	27	28	29	30	H	TT wk	31	32	33	34	TT wk	35	36	37	38	TT wk	H	H	H	H	H
Mon	13	20	27	4	11	18	25	Mon	1	8	15	22	Mon	29	6	13	20	Mon	27	3	10	17	24
Tue	14	21	28	5	12	19	26	Tue	2	9	16	23	Tue	30	7	14	21	Tue	28	4	11	18	25
Wed	15	22	29	6	13	20	27	Wed	3	10	17	24	Wed	1	8	15	22	Wed	29	5	12	19	26
Thu	16	23	30	7	14	21	28	Thu	4	11	18	25	Thu	2	9	16	23	Thu	30	6	13	20	27
Fri	17	24	1	8	15	22	29	Fri	5	12	19	26	Fri	3	10	17	24	Fri	31	7	14	21	28
Sat	18	25	2	9	16	23	30	Sat	6	13	20	27	Sat	4	11	18	25	Sat	1	8	15	22	29
Sun	19	26	3	10	17	24	31	Sun	7	14	21	28	Sun	5	12	19	26	Sun	2	9	16	23	30
Total Hrs Available TT = 75								Total Hrs Available TT = 60					Total Hrs Available TT = 60										

# Let's take a closer look:

See below for more detail about the colour coded key

Yellow	Portal opens for actuals
Orange	Portal closes for actuals
Grey	Holiday weeks
Blue	Actuals payment week
Red	Unfunded week for term time children
Pink	Interim payments based on providers estimated figures
Green	Portal open for submission of estimates for interim payments
Light Green	Portal closes for submission of estimates for interim payments

Dates in **red** are bank holidays

**U** denotes the unfunded week, which is highlighted in **red**.

The weekly funded hours are offered as 15 funded hours over 38 weeks per year (term time) for all eligible children. Therefore, one week per academic year is unfunded. See below for further information.

Summer Term 30hr Code cut off date - 31st March (195 weekly funded hours available this term)

Apr / May 26							
TT wk	U	26	27	28	29	30	H
Mon	13	20	27	4	11	18	25
Tue	14	21	28	5	12	19	26
Wed	15	22	29	6	13	20	27
Thu	16	23	30	7	14	21	28
Fri	17	24	1	8	15	22	29
Sat	18	25	2	9	16	23	30
Sun	19	26	3	10	17	24	31
Total Hrs Available TT = 75							

Jul 26				
TT wk	31	32	33	34
Mon	1	8	15	22
Tue	2	9	16	23
Wed	3	10	17	24
Thu	4	11	18	25
Fri	5	12	19	26
Sat	6	13	20	27
Sun	7	14	21	28
Total Hrs Available TT = 60				

Jun 26				
TT wk	35	36	37	38
Mon	29	6	13	20
Tue	30	7	14	21
Wed	1	8	15	22
Thu	2	9	16	23
Fri	3	10	17	24
Sat	4	11	18	25
Sun	5	12	19	26
Total Hrs Available TT = 60				

Aug 26					
TT wk	H	H	H	H	H
Mon	27	3	10	17	24
Tue	28	4	11	18	25
Wed	29	5	12	19	26
Thu	30	6	13	20	27
Fri	31	7	14	21	28
Sat	1	8	15	22	29
Sun	2	9	16	23	30

The HMRC Working Family entitlement application cut-off date is shown above the funding period in **red**.









Holiday weeks are marked with an '**H**' and coloured **grey**

Term time weeks of the payment period are numbered.

Total hours available term time (**TT**) is noted at the bottom of each payment period. This is the total number of funded hours available in that funding period. Total hours available should be multiplied by 2 for children who are eligible for the Working Family entitlement (11-digit HMRC code).


Providers must be aware of the total number of funded hours available during each period to ensure accurate claims are made, as overclaiming will result in a re-claim of funding.

# Colour-coded key explained


	Portal opens for actuals
	Portal closes for actuals
	Holiday weeks
	Actuals payment week
	Unfunded week for term time children
	Interim payments based on providers estimated figures
	Portal open for submission of estimates for interim payments
	Portal closes for submission of estimates for interim payments

 Portal Opens       Portal Closes


Dates coded yellow indicate when the provider portal opens for the submission of actuals and orange indicate when the provider portal closes. Providers have until midnight on the closing date to submit their claim, although it is highly recommended that claims are submitted in ample time to allow for any portal entry issues to be resolved.

 Holiday weeks

School holiday periods are indicated with an 'H' and highlighted in grey.

 Actuals payment week

Actuals payment weeks are coloured blue. This is the week in which funding payments are made based upon actuals claims.



 Unfunded week for term time children

One week per academic year is unfunded; and shown in red on the funding calendar. Providers claim funding for up to 38 full weeks of the academic year. The 39<sup>th</sup> week is the unfunded week, which takes account of the five inset days schools close per year for in-service training. Providers opening on inset days can offer these as funded sessions and charge parents for the unfunded week. Or they can charge for the inset days and offer funded sessions during the unfunded week.

Providers who need to submit an adjustment for a funding period, should refer to dates indicated in the box at the bottom of the funding calendar:


PORTAL OPEN FOR ADJUSTMENTS - The Portal will be open for Adjustments for each funding period on the following dates ( <a href="#">See Adjustments guidance via SchoolsNet</a> )								
Period to be adjusted	September/October	November	December	January/February	March	April/May	June	July
Portal opening date	21st October 2025	18th November 2025	2nd January 2026	10th February 2026	21st March 2026	19th May 2026	16th June 2026	14th July 2026
Portal closing date	4th November 2025	30th November 2025	18th January 2026	26th February 2026	26th April 2026	2nd June 2026	28th June 2026	1st August 2026
Payment week	w/c 17th November 2025	w/c 15th December 2025	w/c 9th February 2026	w/c 16th March 2026	w/c 18th May 2026	w/c 15th June 2026	w/c 13th July 2026	w/c 17th August 2026

Adjustments must be submitted as soon as the portal opens for the period in which the adjustment is for.

	Portal open for submission of estimates for interim payments
	Portal closes for submission of estimates for interim payments

Dates coded dark green indicate when the provider portal opens for the submission of estimates. and light green indicates when the portal closes. Estimates are submitted prior to the start of a new term. The estimated total number of funded hours a provider intends to deliver to children during the first two months of the term should be submitted during this time. This submission should be based upon information provided by parents/carers on the FE1 form.

**If you do not have any funded children in any of the of the funding groups for this period, you do not have to submit estimated hours.**

 Interim payments based on providers estimated figures

At the beginning of a new term a 50% interim payment is made based upon the submitted estimated hours of attendance. Interim payment weeks are coloured pink.

Where estimated hours differ from the 'actual' submissions for that period (i.e., the actual number of funded hours accessed by children), payments will be reconciled in the following month.

If 'estimates' are not submitted within the given timescale, Financial Services will assume providers do not have any funded children and no interim funding payment will be made.

## Need more support?

Can't find what you need in our guidance materials?

Then please contact the Early Years Finance Team who will be happy to help:

[CS.enquiries.childminders@derbyshire.gov.uk](mailto:CS.enquiries.childminders@derbyshire.gov.uk)

[CS.enquiries.groupcare@derbyshire.gov.uk](mailto:CS.enquiries.groupcare@derbyshire.gov.uk)

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**Please include your Ofsted registration number, name, and contact details.**