

# 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 are combined, November and December:

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

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

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

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

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

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

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

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

# Let's take a closer look:

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

See below for more detail about the colour-coded key.

The extended or expanded entitlement application cut-off date is shown above the funding period in **red**.

Term time weeks of the payment period are numbered. Holiday weeks are marked with an 'H' and coloured grey.

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

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

**U** denotes the unfunded week. This week 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.

Dates in red are bank holidays.

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 two for 3 & 4-year-old children who are eligible for working families 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 can only be funded for 38 full weeks of the year. The unfunded week is the 39<sup>th</sup> week which cannot be funded, this week 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 within a funding period where a change has taken place after the provider portal has closed for submitting actuals, 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	Sept/Oct	November	December	Jan/Feb	March	April/May	June	July
Portal opening date	22 October 2024	19 November 2024	02 January 2025	11 February 2025	29 March 2025	20 May 2025	17 June 2025	21 July 2025
Portal closing date	5 November 2024	01 December 2024	19 January 2025	27 February 2025	27 April 2025	03 June 2025	29 June 2025	01 August 2025
Payment week	w/c 18 November 2024	w/c 16 December 2024	w/c 10 February 2025	w/c 17 March 2025	w/c 19 May 2025	w/c 16 June 2025	w/c 14 July 2025	w/c 18 August 2025

Adjustments must be submitted as soon as the portal becomes available for the period in which the adjustment is for. All adjustments **must be** submitted by the end of the term in which they occurred.

 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.**