

Funded entitlements - Headcount dates from April 2024 to March 2025

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| **Terms Inc. No of weeks.**  | **Headcount Submission Dates for claiming Funding.** | **Mid Term Claims – 2YO disadvantaged families only.** |
| Summer 2024/25(13 weeks)    | Between 11th April 2024 and 24th May 2024 | **Half term**Monday 27th May – Friday 31st May 2024Mid-term starters MUST be submitted by 7th June 2024. These cannot be added on until after the half term. |
| Autumn 2024/25(14 weeks) | Between 12th September 2024 and 25th October 2024 | **Half term**Monday 28 October – Friday 1 November 2024Mid-term starters MUST be submitted by 8th November 2024. These cannot be added on until after the half term. |
| Spring 2024/25(11 weeks) | Between 16th January 2025 and 14th February 2025 | **Half term** Monday 17 February – Friday 21 February 2025Mid-term starters MUST be submitted by 28th February 2025. These cannot be added on until after the half term. |

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| Please note: The system will be open for you to update the headcount from the start of the term however, you can only submit on these dates as listed above.Validation can only be completed if the information you submitted on the online portal is accurate. This will be within 5 working days of submission. Please also ensure at this stage that if you are claiming Disability Access Funding (DAF) that you submit copies of current award letters against the child on the establishment portal - otherwise this may cause a further delay in processing payments. Following completion of validation, payments will be processed within 7 - 10 working days. Incorrect or incomplete information will result in a delay. You must set your own term dates, but you can refer to Knowsley’s school term dates. These can be found on this website - [Check school term dates | Knowsley Council](https://www.knowsley.gov.uk/residents/education-and-schools/knowsley-school-term-dates) Please ensure that the child/children access their full entitlement during each term (see table below). |

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| **Summer Term** 195 hours if accessing universal 15 hours only.Or 390 hours if accessing the extended entitlements | **Autumn Term** 210 hours if accessing universal 15 hours only.420 hours if accessing the extended entitlements. | **Spring Term** 165 hours if accessing universal 15 hours only.330 hours if accessing the extended entitlements. |