

## Funding dates

Please remember to upload documents for all children to the funding system for this claim or your claim may be rejected. Claims and adjustments should be put on the funding system as soon as they occur.

The deadlines are for correct claims, so the sooner you enter your claim the more chance you will have to rectify any issues we find with your claim such as missing documents or clashes which may cause your claim to be rejected. You can complete one child's claim, then press send claim, and start on the next, rather than waiting until all your children are added to your claim.

**You must submit your claims and adjustment promptly.**

**You must submit a claim/adjustment as soon as a child starts with you and submit any necessary adjustments to reconcile their claim as soon as they leave.**

Remember to reconcile your claim so you are claiming the correct number of hours when adding the Claim and the Adjustment together.

**Funding is paid on the last working day of the month.**

Deadlines are midday on the following days:

**Spring 2026 funding period (1<sup>st</sup> January – 31<sup>st</sup> March)**

**Claim data entry dates:** 1<sup>st</sup> December – 15<sup>th</sup> January 2026.

Payment is split equally into 3 monthly payments from January to March.

**Adjustment data entry dates:** 1<sup>st</sup> February – 31<sup>st</sup> March 2026.

Payment / Claw back is on the April 2026 payment.

**Working family codes:** Should be obtained before 31<sup>st</sup> December and still be in date to work for the Spring funding period.

**Summer 2026 funding period (1<sup>st</sup> April – 31<sup>st</sup> August)**

**Claim data entry dates:** 1<sup>st</sup> March – Wednesday 8<sup>th</sup> April 2026.

Payment is split equally into 5 monthly payments from April to August.

**Adjustment data entry dates:** 1<sup>st</sup> May - 31<sup>st</sup> August 2026.

Payment / Claw back is on the September 2026 payment.

**Term time only settings – please be aware** the claim closes in the Easter holiday. Please put on your claims before you break up. The funding period is different to school term dates, the funding period starts on 1<sup>st</sup> April, not after Easter.

**Working family codes:** Should be obtained before 31<sup>st</sup> March and still be in date to work for the Summer funding period.

**Autumn 2026 funding period (1<sup>st</sup> September – 31<sup>st</sup> December)**

**Claim data entry dates:** 1<sup>st</sup> July – Wednesday 9<sup>th</sup> September 2026.

Payment is split equally into 4 monthly payments from September to December.

**Adjustment data entry dates:** 1<sup>st</sup> October – 31<sup>st</sup> December 2026.

Payment / Claw back is on the January 2026 payment.

**Working family codes:** Should be obtained before 31<sup>st</sup> August and still be in date to work for the Autumn funding period.