

## IMPORTANT DATES TO REMEMBER THIS TERM

### FUNDED EARLY EDUCATION ENTITLEMENT SUMMER TERM 2024

Providers must ensure that copies of all relevant insurance documents clearly stating £10 million for both public and employer's liability are submitted to the FEEE Team as **soon as the renewal is received**.

**NB. Payments cannot be released to settings where we do not have an up-to-date insurance certificate or schedule on file.**

| Dates  | Detail   | Tick Box                 |
|--|--|--------------------------|
| <b>Week Commencing<br/>26 February 2024</b>                                | Online Portal opens for summer term FEEE.<br>Delete children who have left and start to add new claims and hours.                      | <input type="checkbox"/> |
| <b>Week Commencing<br/>26 February 2024</b>                                | Guidance Notes and paperwork emailed to Providers.<br>Save copies and overwrite previous   | <input type="checkbox"/> |
| <b>No later than<br/>8 March 2024</b>                                      | First estimate figures to be submitted via the Portal  | <input type="checkbox"/> |
| <b>31 March 2024</b>   | Deadline for Parents to apply for 30-hour code for the term.<br>(Codes must be valid on 31 March)                                      | <input type="checkbox"/> |
| <b>1 April 2024<br/>1 May 2024<br/>1 June 2024</b>                         | Interim payments   | <input type="checkbox"/> |
| <b>1 April 2024</b>  | <b>Start of the summer term – Maximum no. 13 weeks this term<br/>(195 standard hours plus 195 extended)</b>                            | <input type="checkbox"/> |
| <b>1 April –<br/>30 April 2024</b>   | <b>Update provider details (forms via portal)<br/>Must be done at least once per term and within the first month of<br/>each term.</b> | <input type="checkbox"/> |
| <b>Monthly from 1<sup>st</sup><br/>April, first week in<br/>each month</b> | <b>Update sufficiency data (via portal) in the first week of every month<br/>of each term</b>  | <input type="checkbox"/> |
| <b>1 April 2024</b>  | LA audit of extended offer codes<br>EYPP check<br>(Checks will be carried out weekly throughout the term).                             | <input type="checkbox"/> |
| <b>Thursday<br/>16 May 2024</b>  | <b>HEADCOUNT/CENSUS DAY<br/>(Portal closes 5 pm, 17 May 2024)</b>  | <input type="checkbox"/> |
| <b>Thursday<br/>6 June 2024</b>  | Confirmation email required by this date.  | <input type="checkbox"/> |
| <b>24 May 2024</b>   | LA audit of extended offer codes   | <input type="checkbox"/> |
| <b>Week Commencing<br/>24 June 2024</b>                                    | Audit Week   | <input type="checkbox"/> |
| <b>1 July 2024</b>   | You will receive your Final Payment based on headcount information   | <input type="checkbox"/> |
| <b>Thursday<br/>1 August 2024</b>  | End of term for Funded Entitlement Purposes<br>(Deadline for submission of Exceptional Circumstances Claims)                           | <input type="checkbox"/> |
| <b>Week Commencing<br/>12 August 2024</b>                                  | You will receive your Adjustment Payment no later than this date, if<br>applicable   | <input type="checkbox"/> |
| <b>31 August 2024</b>  | End of term  | <input type="checkbox"/> |

| <b>FEEE Useful Contacts</b>     |   |
|---------------------------------|---|
| Alison Naylor                   | 01744 676542                              |
| Sandra Hughes                   | 01744 676557                              |
| Shell McBride (2-year-old only) | 01744 676541                              |
| Team Email Address:             | earlyeducationentitlement@sthelens.gov.uk |