

## Timetable of procedures for Funded Early Education Entitlement Administration and Payments 2024/2025

|  | Summer 2024                 | Autumn 2024               | Spring 2025               |
|--|-----------------------------|---------------------------|---------------------------|
| Portal opens for the new term.   | 19 February 2024            | 10 June 2024              | 4 November 2024           |
| Term documents emailed to providers  | 19 February 2024            | 10 June 2024              | 4 November 2024           |
| <b>Deadline date for Estimate Figures to be submitted via online Portal</b>  | <b>8 March 2024</b>         | <b>28 June 2024</b>       | <b>29 November 2024</b>   |
| Interim payment to Providers   | 1 April 2024                | 1 September 2024          | 1 January 2025            |
|  | 1 May 2024                  | 1 October 2024            | 1 February 2025           |
|  | 1 June 2024                 | 1 November 2024           |                           |
| Email reminder to be sent to Providers re: Headcount   | 7 May 2024                  | 20 September 2024         | 6 January 2025            |
| Headcount Day - Online portal closed at 5 pm to providers on Friday following headcount.   | <b>16 May 2024*</b>         | <b>3 October 2024*</b>    | <b>16 January 2025*</b>   |
| Portal final checks  | 3 June 2024                 | 14 October 2024           | 27 January 2025           |
| <b>Deadline date for email confirmation - data correct for final payment.</b>  | <b>Thursday 6 June 2024</b> | <b>17 October 2024</b>    | <b>30 January 2025</b>    |
| Final Payment  | 1 July 2024                 | 1 December 2024           | 1 March 2025              |
| Audit of Provision   | w/c 24 June 2023            | w/c 11 November 2024      | w/c 25 February 2025      |
| Close of term for Free Education Entitlement purposes.<br><b>NB. Exceptional Circumstances will not be accepted after this date.</b> | Thursday 1 August 2023      | Thursday 28 November 2024 | Thursday 27 February 2025 |

**\* MAY BE SUBJECT TO CHANGE**