**Early Education Processing and Payment Dates**

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| **Term** | **Headcount or Adjustment week** | **Portal Opens** | **Portal Closes** | **Percentage and Date of payment** | **Information** |
| Summer | Estimates | **4th March 2024** | **3rd April 2024** | **20%** By 18th April 2024 | Providers to submit estimated number of hours this term for 2 Yr. and 3&4 Yr. |
| Summer Headcount | w/c 22nd April 2024 | **15th April 2024** | **29th April 2024** | **20%** By 18th May 2024  **20%** by 18th June 2024 | Providers must record actual sessions attended by all children on census date. |
| Summer Adjustment | w/c 17th June 2024 | **10th June 2024** | **1st July 2024** | **20%** By 18th July 2024 | Providers to advise any adjustments to the headcount claim. |
| Summer Stretch Adjustment – All Year Children only | w/c 22nd July 2024 | **19th July 2024** | **2nd August 2024** | **20%** By 18th August 2024 | Providers to advise any adjustments to the headcount claim. |
| Autumn | Estimates | **1st July 2024** | **4th September 2024** | **25%** By 18th September 2024 | Providers to submit estimated number of hours this term for Under 2s, 2 Yr & 3&4 Yr |
| Autumn Headcount | w/c 16th September 2024 | **9th September 2024** | **30th September 2024** | **25%** By 18th October  **25%** by 18th November 2024 | Providers must record actual sessions attended by all children. |
| Autumn Adjustment | w/c 18th November 2024 | **11th November 2024** | **29th November 2024** | **25%** By 18th December 2024 | Providers must record any adjustments from the headcount. |
| Spring | Estimates | **2nd December 2024** | **3rd January 2025** | **33%** By 18th January 2025 | Providers to submit estimated number of hours this term for Under 2s, 2 Yr. & 3&4 Yr. |
| Spring Headcount (AS CENSUS) | w/c 13th January 2025 | **6th January 2025** | **31st January 2025** | **33%** By 18th February 2025 | Providers must record actual sessions attended by all children on census date. |
| Spring Adjustment | w/c 24th February 2025 | **17th February 2025** | **3rd March 2025** | **34%** By **22nd** March 2025 | Providers must record any adjustments from the headcount. |

Headcount and Adjustment Payments are aligned to actual value of claims submitted