Early Education & Childcare (EEC) and Extended Free Entitlement (EFE) Frequently Asked Questions (FAQ's)

1. How many weeks are in this term?

Our funding terms are fixed as follows:

Spring Term

1st January – 31st March
Number of funded weeks = 11 weeks – 165 Funded Hours
(Universal Entitlement)

Summer Term
1st April – 31st August
Number of funded weeks = 12 weeks – 180 Funded Hours
(Universal Entitlement)

Autumn Term
1st September – 31st December
Number of funded weeks = 15 weeks – 225 Funded Hours
(Universal Entitlement)

2. When do I need to input my estimates and actuals and when will I get paid?

At the end of every term you will be sent an email with dates of when you need to input information on the portal and when payments will be processed.

3. Do I enter an estimate for every child?

You need to complete your estimated for all your children together, for example you have 4 children doing 30 hours your estimate is 120.

4. I have put in my actuals why do I need to enter my estimates?

Your first payment is based on the estimated figure you input on the portal. . If you only enter your actuals this does not calculate your estimates, you must enter your estimates separately. If your estimate is left at 0 you will have to wait until your actuals funding is processed to receive payment.

5. If a child is not attending the whole term how do I enter the funded hours?

In the child records you are able to put the exact weeks attended and dates, please see page 8 of the guide.

6. How can I work out what I am going to get paid?

Once we have accepted your estimate and actuals on the system the details will show on your summary page.

Please allow 48 hours for your estimates/actuals to be processed on our system.

Once actuals have been processed you will see any additional IDACI or EYPP funding on top of the hourly rate.

For a basic calculation (excluding and IDACI or EYPP) multiply the number of funded hours by the number of funded weeks (for the term) by the correct hourly rate for either 2yo or 3&4yo.

For example;

1 (2yo child) 15 hours x 10 weeks x £5.20 (hourly rate) = £780 (total funding for the term)

1 (4yo child) 19 hours x 15 weeks x £3.90 (hourly rate) = £1,111.50 (total funding excluding IDACI and EYPP)

7. I have used the 30 hours checker but my 30 hours are not on the child's record?

The 30 hours checker is used as a quick method to confirm eligibility, this does not add the details to the child record or enter them onto the headcount. The parent's details and the 30 hours code need to be added to the headcount as per page 8 of the user guide and ensure you click 30 Hours Free Childcare on the portal.

8. I have entered my estimates are they correct?

Please log onto the portal and check the information submitted, you can overwrite and resubmit if incorrect up until the estimated closing date.

Once we have accepted your estimate on the system the details will show on your summary page.

Please allow 48 hours for your estimates to be processed on our system.

9. I have a 30 hours code do I need to send proof of eligibility?

You don't need to send us proof of every child's eligibility unless there is an issue and we request it.

10. The parent's 30 hours code is not working and all the details I have are correct who should they contact?

Parents who are having issues with codes please advise to contact HMRC on 0300 123 4097 and not Early Years Team.

11. What's the difference between universal hours and extended hours?

Universal hours are 15 hours a weeks (38 weeks) that all children are eligible for they term after their 3rds birthday. Extended hours are the extra 15 (30 hours) which the parent has to apply for and will be provided with a code.

I have a child who has just turned two are they eligible for 2yo funding?

The term after their 2nd birthday for example a child's date of birth is 20 March 2016 they will be eligible from 1st April 2018 provided they meet the criteria.

12. Do I need to send you proof a child is eligible for 2yo funding?

Please ensure you have a copy of the 2yo eligibility letter for any children accessing 2yo funding. If a child has a confirmation letter from another authority please email this to us as soon as it is received. If you have any queries about children being eligible please email 2yofunding@bury.gov.uk

Any children for whom you are unable to confirm eligibility will be removed from the headcount and these will be processed as adjustments.

13. When do I need to complete a new Starters/Leavers form?

You only need to complete one of these forms after your actuals have been paid and before the portal opens for the next term. Other than that all amendments can be made via your actuals on the portal.

14. What is DAF?

DAF stands for Disability Access Fund please click here to access Bury Directory pages for more information and how to apply.