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| **Tasks and deadlines** | **Date** |
| An email sent to your settings WEYCP will contain your New Headcount Task Alert coming from EY Provider Portal. | 16th January 2025 |
| Complete as much as possible before the headcount date and save and submit your work. You can make changes to the data on portal as many times before the deadline. | ASAP |
| Make final changes to pupil list spreadsheet to reflect the situation as at the headcount day. | 16th January 2025 |
| When complete submit your settings Headcount. Please note: This is the deadline to submit the task, you cannot submit your task after this deadline has passed. | 27th January 2025 |
| Be available (or provide the name of someone who will be available) to communicate with the Local Authority regarding conflicts / queries. | 16th January 2025 |
| Receive Free Entitlement Payment in the 11th week of the Spring 2025 | By 28th Mar 2025 |

# Key dates