

Headcount Guidance – Who to Include

Who to include on your Headcount Task:

- Children with a signed Parental Authorisation Form (PAF) who are present over headcount week*.
- Children with a signed Parental Authorisation Form (PAF) who should be present over headcount week but are temporarily absent. For example, sick or on holiday.

Who not to include on your Headcount Task:

- Unfunded children.
- Children who do not have a signed PAF in place.
- Children whose date of birth has not been confirmed, i.e. appropriate evidence has not been presented and documented on the PAF.
- Children whose family have given formal notice before headcount week that they would no longer like for you to claim their funding.
- Children who are not joining your provision until after headcount week – these children should be included on your additional task after half term.

*Headcount week = the first week that the headcount task is open.