

Provider Portal Census Guidance 2020

Background

The Department of Education (DFE) requires Local Authorities to collect information (data) on each provider who claims Early Education Funding (EEF) in Spring Term for the Annual Early Years Census. The collection of data is a statutory requirement and therefore Private, Voluntary and Independent providers, including childminders, must complete and submit this form by the deadlines shown both within this document and on the provider portal.

Submission of Census data

Thursday 16th January 2020 is Census day – both claims for Spring Term funding payments and data submitted within your Census return are based on this date. Census data on 2, 3 and 4 year olds is submitted via the 'Forms' tab on your provider portal account and this document is a guide to completing the Census 2020 Form.

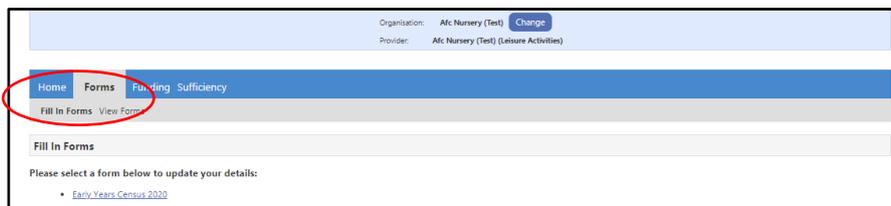
Important – Deadline for submission of census data

The census data must be completed and submitted by 29th January 2020. If the form is not completed and submitted by 29th January, therefore confirming your funding details, your Spring Term payment may be delayed.

If any answers are omitted, do not follow the format requested or are given incorrectly your submission will need to be rejected and you will be asked to resubmit. Any resubmission required may delay your Spring Term payment.

Guidance for submission of census data

1. Log on to the provider portal and click on the 'Forms' Tab
2. Select the form named 'Early Years Census 2020'



Page 1 - Title Page – Information on the completion of the Census Form

Early Years Census - 2020

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Background and Important Information

The Department for Education (DFE) requires the local authority to collect information (data) on each provider who claims Early Education Funding (EEF) for the annual Early Years Census 2020. This collection of data is a statutory requirement and therefore Private, Voluntary and Independent providers must complete and submit this form by the deadline shown below.

Thursday 16 January 2020 is census day. The census will collect data on all children (2, 3 and 4 year olds) on roll at your setting at that date.

This census return must be completed and submitted by 29th January 2020. If the form is not completed by 29th January, thereby confirming your funding details your Spring Term payment may be delayed.

Please read the questions carefully before submitting your answers. Note and follow the guidance given with each question to ensure you can complete and submit the form successfully. If you have any questions about completing the census that are not covered in the guidance within the form please email : early.years@achievingforchildren.org.uk with your question stating 'CENSUS' in the email subject line.

If any answers are omitted, do not follow the format requested or are given incorrectly your submission will need to be rejected and you will be asked to resubmit. Any resubmission required may delay your Spring Term payment.

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Page 2 – Setting Information

Setting Information

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Setting Details

- The setting details shown below are from Ofsted information imported to AFC's system.
- If any of the information is incorrect please amend
- If any information is amended you **MUST** immediately contact Ofsted and inform them of changes to ensure your Ofsted record is correct and upto date
- Amendments made here will not alter your Ofsted record and we cannot do that on your behalf

Setting Name:

Setting Address Line 1:

Setting Address Town:

Setting postcode:

Setting Contact Telephone Number:

Setting Contact Email:

Census contact details

Enter the details of the individual who is the main census contact for your setting:

- Give the name of the individual who is the main census contact for your setting
- Only give the forename and surname of the person - do not add any other text e.g. Mrs, Mr etc
- Only the name of one person must be given - even if the role is shared within the setting

Has the name of the main contact changed since the last census completion (January 2019) Yes No

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1. If the fields are populated, check the data which appears and amend if necessary by following instructions on the page
2. If the fields are blank please complete data – they must be populated
3. **IMPORTANT – The information about your setting – the Setting Name, Address, Telephone number and Email are those held by Ofsted. If the details shown are not correct and you need to amend them within this form you MUST contact Ofsted immediately to update your details on your Ofsted record so they are consistent with data held.**
4. The main contact is the person with responsibility for the Census information submitted and who will be able to answer any queries about your census data from either from Achieving for Children or the Department of Education if required
5. If the name of the main contact has changed from that shown, or if the field is blank, please complete the name field as instructed on the page.
6. Please indicate if the name shown has changed since last year, click 'no' if this is your first census submission – either 'yes' or 'no' must be completed.

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Page 3 - Service Information

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Details of your Offer

- Select Provider Type from drop down
- If you are either an Ofsted childminder or Agency childminder select 'Childminder'
- If in the above question you have selected either 'Private' or 'Voluntary' as Provider Type please select an option from the drop down here
- If you operate for 6 hours or over in a normal day select 'Full day care'
- If you operate for under 6 hours in a normal day please select 'Sessional'

Do you have a contract or partnership agreement with a PVI/Childminder?

Do you have a contract or partnership agreement with a maintained school?

Opening and Closing Times

Is the setting continuously open (24 hours a day / 7 days a week)?

- If you have answered 'No' in the question above regarding continuous opening you must give your settings opening times here
- Only complete a line for the days you are open - do not add any days/lines for days you are closed
- To add a day/line click on the small blue arrow at the bottom of the table
- If you have variable opening times across the year give what you consider your normal opening times
- Only give the initial opening and final closing times - ignore any temporary closures during the day
- You must use a numeric 24 hour clock format exactly as below (with numbers separated by a colon) or your answers will not be accepted by the system
e.g. 08:00 and 18:00 not 8am or 6pm.

Yes No

Yes No

Yes No

Daily Opening Times

Day	Start Time	End Time
Monday	9:00	16:15
Tuesday	8:00	16:00
Wednesday	7:30	16:00
Thursday	9:00	16:30
Friday	9:00	17:00

Insert Item

- How many hours is the setting open in a normal week of delivery?
- The answer must be in numeric value only and not include any text e.g. 50 not '50 hours' or 'Fifty'
- How many weeks is the setting open in a normal year of delivery?
- The answer must be in numeric value only and not include any text e.g. 38 not '38 weeks' or 'Thirty Eight'
- How many weeks a year can parents access funding at the setting?
- If you offer multiple models give the maximum number of weeks available
- If you offer spreadover give the number of weeks the funding is spread (up to 52 weeks) not the number of weeks you claim from the local authority
- The answer must be in numeric value only and not include any text e.g. 38 not '38 weeks' or 'Thirty Eight'

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1. If the fields are populated, check data and amend if necessary following instructions.
2. If the fields are blank please complete data following instructions.
3. **Provider type** – This box describes your type of business, please select from the drop down. If you feel none of the options apply to your setting please contact Early Years for advice.
4. **Type of Day Care** - This box describes the type of delivery from your setting, please select from the drop down. Only complete if Provider Type box has been completed as Private Business or Voluntary, otherwise leave blank. Please ignore all options except 'Full Day Care' or 'Sessional'. Select 'Full Day Care' if a child can attend continuously for 6 hours in a normal day of childcare, irrespective of operating term time or whole year. Select 'Sessional' if a child can only attend continuously for under 6 hours in a normal day, irrespective of operating term time or whole year
5. **Partnership** – Please only tick the relevant 'yes' boxes if you have a formal agreement to work in partnership with a PVI, Childminder or Maintained School. If not please tick no even if children access their funding across yourself and another provider.

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6. **Continuously open** - Only tick yes if children can access childcare with you 24 hours a day for 7 days a week. If not please tick no.
7. **Daily opening times** – Please carefully follow the instructions of how to complete the table or amend times which are already there. It is important to note that you will not be able to submit your form if the format is not correct. Enter your usual opening hours.
8. **Hours and Weeks per Year**- Please follow the instructions and complete the fields concerning hours and weeks. In the final box concerning funding weeks you should enter the number of weeks a parent can access funding hours and not the number of weeks funding you claim from Achieving for Children, so if you stretch funding over 51 weeks, it would be 51 weeks delivered to parents entered and not the 38 weeks you claim via the Portal.

Page 4 – Staff and Child Information

Staff and Child Information

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- Below give the number of PAID staff at your setting working with children under 5. Do not include any unpaid volunteers.
- Staff must not be double counted in boxes A to F where highest qualifications are asked for.
- The totals of boxes A to F must not exceed the number given in the top box of total paid staff.
- The totals of boxes A to F may be lower than the number given in the top box as they may include unqualified paid staff
- All answers must be numeric only and must not include any text e.g. 5 not 'five' or '5 staff'

Total number of paid staff at setting, both qualified and unqualified, who work with children under 5	5
A. Number of staff with full and relevant early years Level 2 as their highest qualification working with children under 5	2
B. Number of staff with full and relevant early years Level 3 as their highest qualification and NOT IN a managerial role working with children under 5	3
C. Number of staff with full and relevant early years Level 3 as their highest qualification IN a managerial role working with children under 5	1
D. How many of these staff have Qualified Teacher Status (QTS) as their highest qualification	0
E. How many of these staff have Early Years Professional Status as their highest qualification	0
F. How many of these staff have Early Years Teacher Status as their highest qualification	0

- Below give the number of children on roll at your setting on 16th January 2020 day both funded and unfunded
- If there were no children in any of the age groups at headcount day enter '0' do not leave the field blank
- Only use numeric values e.g. 10 not 'ten' or '10 children'

Total number of children - funded and unfunded - on roll who were 2 years old as at 31st December 2019	10
Total number of children - funded and unfunded - on roll who were 3 years old as at 31st December 2019	17
Total number of children - funded and unfunded - on roll who were 4 years old as at 31st December 2019	15

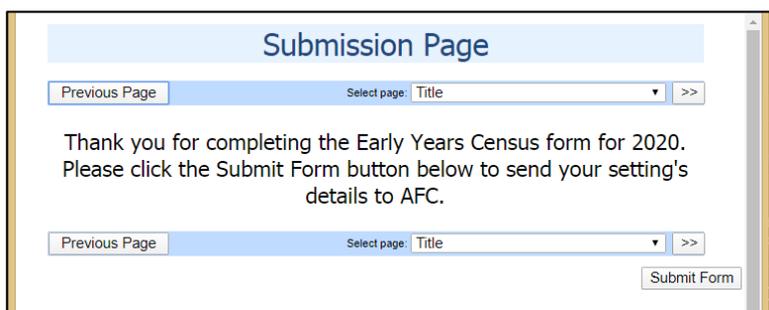
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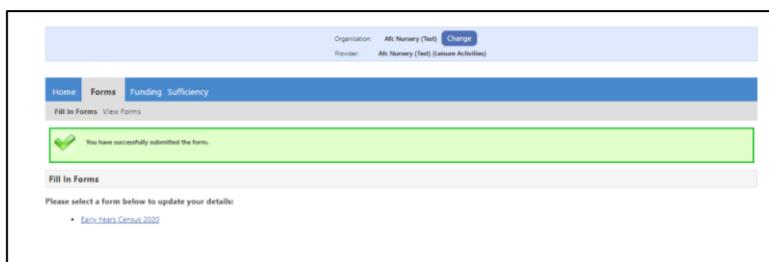
1. **Staff numbers by qualification** – Please complete the boxes following instructions note that the top box is the number of all staff – paid or voluntary employed by the setting as at census day 16th January. Boxes A to F then count the PAID staff by their highest qualification only – not all of their qualifications. As each member of staff with qualifications can only be counted once the total of boxes A – F CANNOT be higher than the top box, but MAYBE lower than the top box if you have unqualified staff that are not counted in boxes A – F.
2. **Children on roll** – Please note that the numbers of children included both funded and unfunded. You should include the headcount of children **on roll** at census date, 16th January, irrespective of if they were actually attending on the 16th.

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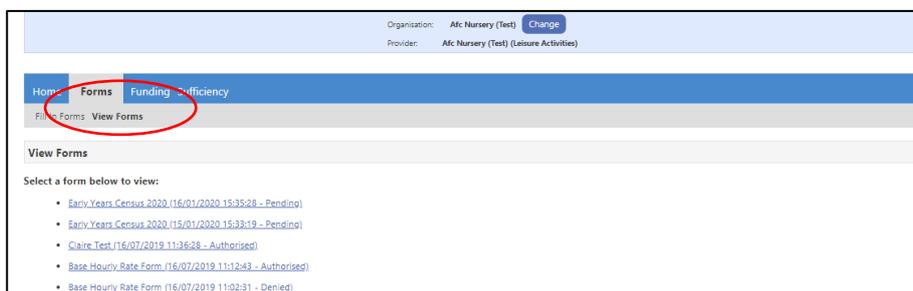
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When you reach this page, and have checked you have completed all fields according to the instructions click on 'Submit Form' to send the information to us. You will see a green submission successful tick – or you will receive details of any errors which mean the form cannot be submitted which you should correct.



Checking Form Status



If you click on 'View Forms' under the 'Forms' tab you can check to see if your form has been submitted and if we have authorised or denied the submission. Each submission of the form you make will be shown as an audit trail for the information you have sent us.

Pending : - You have submitted the form and it is waiting for us to check the details and authorise or deny the details to your record.

Authorised: - We have checked your submission and agreed the information you have sent, no further action to be taken

Denied:- We have checked your submission and there is information we cannot accept, if you see a 'Denied' Census 2020 form you should receive an email or telephone call from us to discuss what was wrong with your submission and asking you to submit a corrected form.

Up to the deadline of the 29th January, if we have authorised a form and then you find the details you sent were incorrect you should submit a new form, this will override previous information submitted.

Any queries regarding the Census form which is not covered within this guidance, please contact;

Early.years@achievingforchildren.org.uk using the word 'CENSUS' in the subject header.