

# Provider Portal Census Guidance 2021

## 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

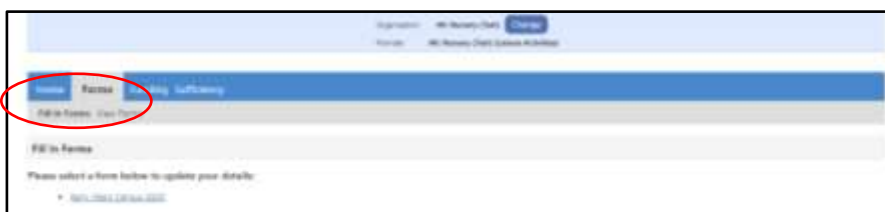
**Thursday 21<sup>st</sup> January 2021 is Census day** – both claims for Spring Term funding payments and data submitted within your Census return are based on this date. Census data on 2, 3 and 4 year olds is submitted via the 'Forms' tab on your provider portal account and this document is a guide to completing the Census 2020 Form. **The Provider Early Years Census Form 2021 will be available on the Provider Portal to complete from Monday 25<sup>th</sup> January 2021.**

## Important – Deadline for submission of census data

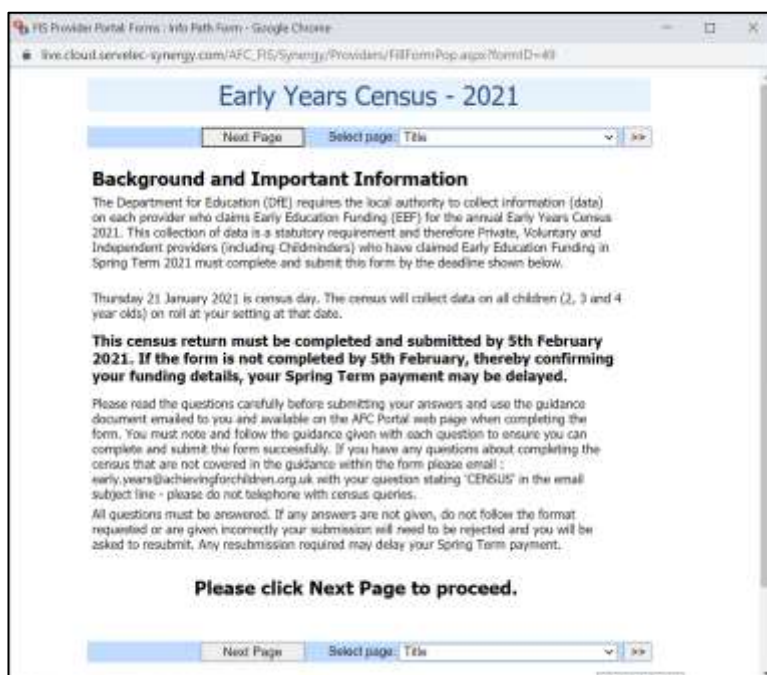
**The census data must be completed and submitted by 5<sup>th</sup> February 2021. If the form is not completed and submitted by 5<sup>th</sup> February therefore confirming your funding details, your Spring Term payment may be delayed.**

Please note - When you submit your form if any answers are not given or do not follow the format set out in guidance 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.

1. Log on to the provider portal and click on the 'Forms' Tab
2. Select the form named '**Provider Early Years Census Form 2021**'



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

A screenshot of the 'Early Years Census - 2021' title page. The page has a light blue header with the title 'Early Years Census - 2021'. Below the header, there is a navigation bar with a 'Next Page' button and a 'Select page: Title' dropdown menu. The main content area is titled 'Background and Important Information' and contains the following text:

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 2021. This collection of data is a statutory requirement and therefore Private, Voluntary and Independent providers (including Childminders) who have claimed Early Education Funding in Spring Term 2021 must complete and submit this form by the deadline shown below.

Thursday 21 January 2021 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 5th February 2021. If the form is not completed by 5th February, thereby confirming your funding details, your Spring Term payment may be delayed.**

Please read the questions carefully before submitting your answers and use the guidance document emailed to you and available on the AFC Portal web page when completing the form. You must 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](mailto:early.years@achievingforchildren.org.uk) with your question stating 'CENSUS' in the email subject line - please do not telephone with census queries.

All questions must be answered. If any answers are not given, 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.

**Please click Next Page to proceed.**

At the bottom of the page, there is another navigation bar with a 'Next Page' button and a 'Select page: Title' dropdown menu.

## Page 2 – Setting Information

Setting Information

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Setting Details - please use guidance when completing this form

- The setting details shown below are from Ofsted. Do not amend any of the information as it will not match up to your Ofsted record.
- 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

Setting Name: Afc Nursery (Text)

Setting Address Line 1: Gukthall 2

Setting Address Town: Kingston Upon Thames

Setting postcode: KT3 1EU

Setting Contact Telephone Number: 000012035

Setting Contact Email: afc@afc.nursery.co.uk

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

- 1. 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 you MUST contact Ofsted immediately to update your details on your Ofsted record.**
- 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
- As per the screen instructions, only give forename and surname, do not include any other text such as titles or job role.
- Only give one name – if role is shared only one person must be nominated as main contact.
- 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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## Service Information

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**Details of your Offer - please use the guidance to complete page**

- Select Provider Type from drop down
- Childminder's should select 'Childminder' and not 'Private Business'
- Only to be completed if you have selected either 'Private' or 'Voluntary' above as Provider Type - please only select either 'Full Day Care' or 'Sessional' - no other options are required.
- 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 formal contract or partnership agreement with a PVI/Childminder?  Yes  No

Do you have a formal contract or partnership agreement with a maintained school?  Yes  No

**Opening and Closing Times**

Is the setting continuously open (24 hours a day / 7 days a week)?  Yes  No

- To add a day/line click on the small blue arrow at the bottom of the table
- To delete a line click on the left hand of the row to be deleted and select delete
- Only complete a line for the days you are open - do not add any days/lines for days you are closed or leave any lines blank
- 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.

Daily Opening Times:

Day	Start Time	End Time
Monday <input type="button" value="v"/>	8:00	18:15
Tuesday <input type="button" value="v"/>	8:00	18:00
Wednesday <input type="button" value="v"/>	7:30	18:00
Thursday <input type="button" value="v"/>	9:00	18:30
Friday <input type="button" value="v"/>	9:00	17:00
<input type="button" value="v"/>		

- How many hours is the setting open in a normal week of delivery for all children, not just funded children?
- 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 for all children, not just funded children?
- The answer must be in numeric value only and not include any text e.g. 38 not '38 weeks' or 'Thirty Eight'
- Maximum weeks a year can parents access funding at the setting?
- If you offer spreadover give the maximum 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'

**Please click Next Page to proceed**

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FIS Provider Portal - Part of the Synergy FIS Suite

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 – Ensure you read and follow guidance on screen** - 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 email Early Years for advice.

4. **Type of Day Care – Ensure you read and follow guidance on screen** - This box describes the type of delivery from your setting, please select from the drop down. **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.
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'

<b>Total number of paid staff at setting, both qualified and unqualified, who work with children under 5</b>	0
A. Number of staff with full and relevant early years Level 2 as their highest qualification working with children under 5	0
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	0
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	0
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

Continued....

• Below give the number of children on roll at your setting on 21st January 2021 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 2020	10
Total number of children - funded and unfunded - on roll who were 3 years old as at 31st December 2020	17
Total number of children - funded and unfunded - on roll who were 4 years old as at 31st December 2020	15

**Please click Next Page to proceed.**

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Submit Form

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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 21<sup>st</sup> January.
2. Boxes A to F then count the PAID staff by **their highest qualification only** – not all of their qualifications. **Each member of staff MUST only be counted once.**
3. As each member of staff with qualifications can only be counted once **the total of boxes 'A – F' MUST NOT be higher than the top 'Total paid staff' box**, but MAYBE lower than the top box if you have unqualified staff that are not counted in boxes A – F.
4. **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, 16<sup>th</sup> January, irrespective of if they were actually attending on the 16<sup>th</sup>.

## Page 5 – End Page

**Submission Page**

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Thank you for completing the Early Years Census form for 2021. Please click the Submit Form button below to send your setting's details to AFC, you will see a green 'submitted successfully' message.

Under the 'View Forms' tab on the portal, your submitted form will show with a status of pending, this means we have received your form and it is waiting to be checked - the status may remain as pending for some time while we process a large number of forms. If the status shows as 'Authorised' your form has been checked as accepted. If the status shows as 'Denied' your form has been rejected and you will receive an email detailing corrections which need to be made.

Text

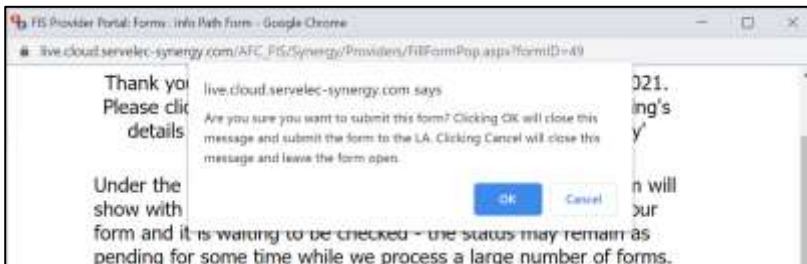
Due to the large number of forms to be processed, we kindly ask that you use the 'View Forms' tab on the portal to check your form submission and status (further details in the guidance). Please do not contact early years to enquire if we have received your form, as answering such queries from individual submissions will reduce our resources available to process those forms submitted - Thank you for your understanding.

Text

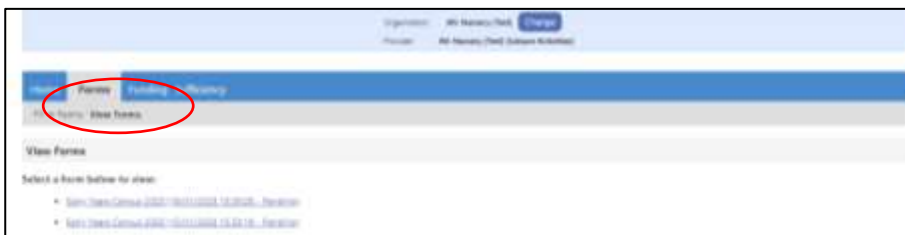
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## Continued.....

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 an 'Are you sure option' to confirm you want to submit, press OK to go ahead. 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 5<sup>th</sup> February, 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](mailto:Early.years@achievingforchildren.org.uk) using the word 'CENSUS' in the subject header. **Please do telephone with Census queries – any calls we receive we be asked to email details of query.**

Thank you.