

# Early Years Provider Hub

## User Guide: Completing Early Years Census



### Introduction

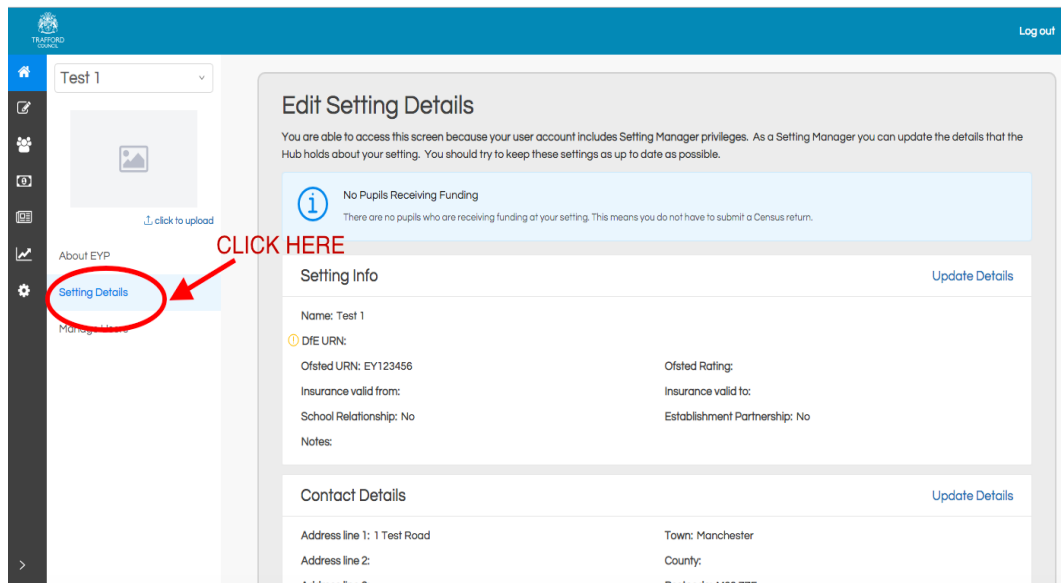
The Early Years Census takes place every January, the data collected is returned to The Department for Education (DfE) and is used to calculate funding in the next financial year. This guide explains how to update your setting records for the Early Years Census. Any member of staff with Manager Privileges can do this.

### Information Collected

The Hub automatically creates your census record from information you have already provided in your Setting Details and on your Pupil Register so all you need to do is review these details and make sure they are correct so that accurate information is submitted to The DfE.

### Setting Details

Your setting details are in the 'Home' section, click the blue 'Setting Details' section.



This page contains all the details on The Hub about your setting. You will see a yellow exclamation mark if there is some information missing which is required for The Census.

You must review the information here to ensure it is all up to date. Please see below for details on how to do this.

**REMINDER!** The DfE URN for your setting is issued by the local authority. This field will be updated for you.

## Updating Setting Info

Setting Info

Name: Test 1

DfE URN: 546789

Ofsted URN: EY123456

Ofsted Rating: [dropdown]

Insurance valid from: [date picker]

Insurance valid to: [date picker]

School Relationship: No

Establishment Partnership: No

Notes:

Contact Details

Address line 1: 1 Test Road

Town: Manchester

Update Details

Click on the blue 'Update Details' button to go to the Setting Info page.

Test 1 - Setting Info

Name: Test 1

DfE URN: 546789

Ofsted URN: EY123456

Ofsted Rating: [dropdown]

Insurance valid from: [date picker]

Insurance valid to: [date picker]

School Relationship: Yes No

Establishment Partnership: Yes No

Notes:

Update

Check the Ofsted URN is correct for your setting. The DfE URN has already been updated please do not change this.

Confirm if you have a school relationship or an establishment partnership by clicking YES or NO underneath the question.

• **School Relationship:** Select 'Yes' if you work with a school through a contract or partnership agreement. This includes local authority maintained, academy or free school.

• **Establishment Partnership:** Select 'Yes' if you work with another PVI provider through a contract or partnership agreement.

Click the blue 'Update' button in the bottom right when you have completed the section.

## Updating Contact Details

In the top right corner of this section click 'Update Details'

Test 1 - Contact Details

CHECK THESE DETAILS ARE CORRECT

Address line 1:  
1 Test Road

Address line 2:

Address line 3:

Contact Email:  
earlyyears.business@trafford.gov.uk

Locality:

Town:  
Manchester

County:

Postcode:  
M33 7ZF

Contact number:  
061 912 5808

Update

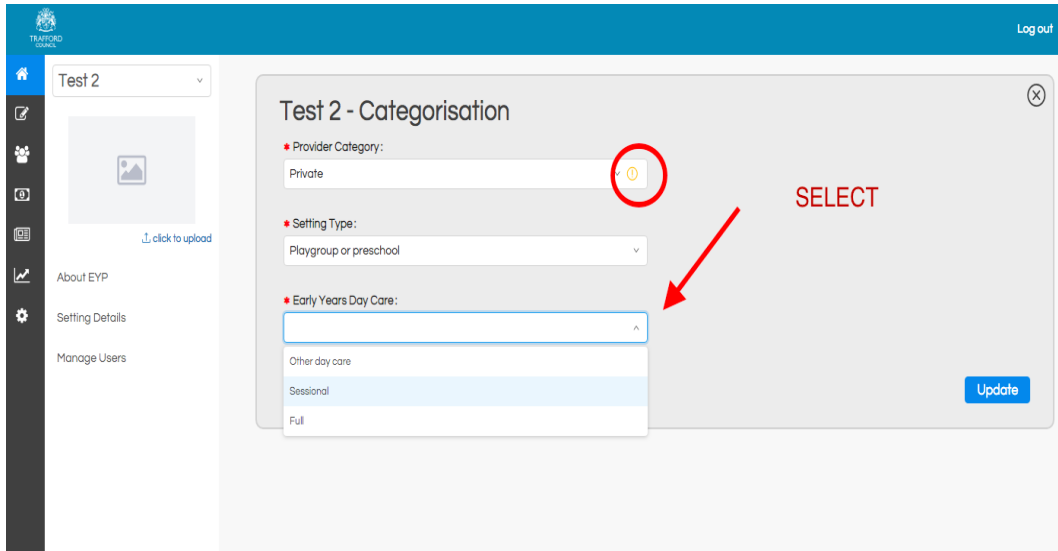
Your contact details have already been added. Please check these details are correct. If any changes are required, enter the correct information and click the blue 'Update' button.

The 'Locality' section can be left blank.

**Click the blue 'Update' button in the bottom right when you have completed the section.**

## Updating Categorisation

In the top right corner of this section click 'Update Details'



This section is to confirm what type of provider you are. There is a yellow exclamation mark against these fields highlighting where you need to provide information.

- **Provider Category:** From the drop down list, select the category your setting falls into. If you select 'Other' you will be prompted to provide details.

Depending on your provider category you will see one or more of the following 3 options:

- **Childminder Category:** This is for childminders only. Select the option that applies to you.

- **Setting Type:** From the drop down list, select the type of provision which is relevant to your setting. If you select 'Other' you will be prompted to provide details.

- **Early Years Daycare:** From the drop down list, select the type of daycare which is relevant to your setting. Full day care is 6 hours per day or more. Sessional is less than 6 hours per day. If you select 'Other' you will be prompted to provide details.

**Click the blue 'Update' button in the bottom right when you have completed the section.**

## Updating Opening Times

In the top right corner of this section click 'Update Details'

Test 2 - Opening Hours

How many weeks are you open per year:

How many funded weeks are you open per year:

Continuously Open:

Yes  No

Update

This section is about the times you are open and delivering funded places.

- **Weeks Open:** Record how many weeks you are open in a calendar year.

- **Funding Weeks:** Record how many weeks in a year you deliver funded places.

- **Continuously Open:** Select 'Yes' if you are open for 24 hours a day and 7 days a week, where your setting does not close. If your setting closes at the end of each day you must select 'No' to this question.

Test 2 - Opening Hours

How many weeks are you open per year:

How many funded weeks are you open per year:

Continuously Open:

Yes  No

UPDATE

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Opening time	Select time	Select time	Select time	Select time	Select time	Select time	Select time
Closing time	Select time	Select time	Select time	Select time	Select time	Select time	Select time

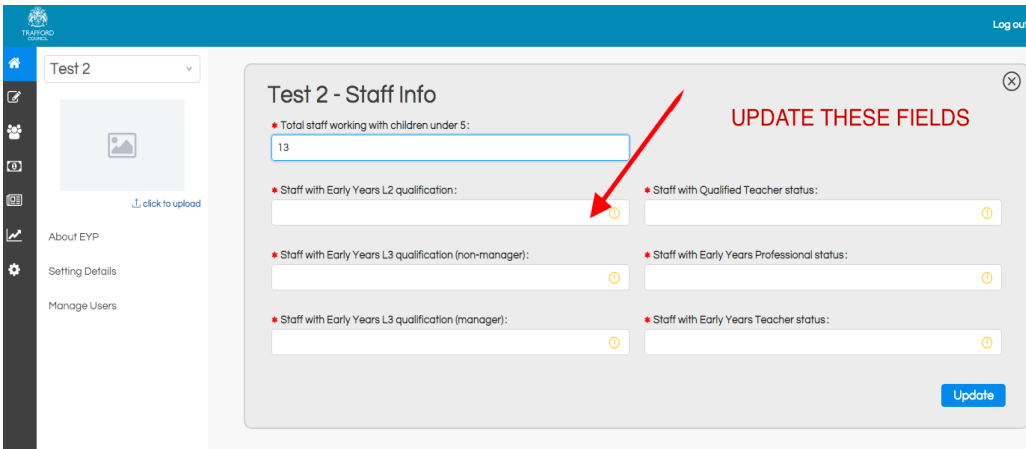
Update

If you select 'No' to Continuously Open, you will be prompted to provide your opening and closing times for the week. For the days you are not open please leave these fields blank.

**Click the blue 'Update' button in the bottom right corner of the screen when you have completed this section.**

## Updating Staff Info

In the top right corner of this section click 'Update Details'



• **Staff with Qualified Teacher status (QTS):** Record the total number of staff where their highest full and relevant qualification is qualified teacher status.

• **Staff with Early Years Professional status (EYP):** Record the total number of staff where their highest full and relevant qualification is early years professional status.

• **Staff with Early Years Teacher status (EYT):** Record the number of staff where their highest full and relevant qualification is early years teacher status.

This section is about staff at your setting who work with children under 5 years. Childminders should include co-childminders and any assistants. Each member of staff must only be recorded once. Do not include volunteers.

• **Total staff working with children under 5:** Record the total number of qualified and un-qualified staff at your setting.

• **Staff with Early Years L2 qualification:** Record the total number of staff where their highest full and relevant qualification is Level 2.

• **Staff with Early Years L3 qualification (non-manager):** Record the total number of staff where their highest full and relevant qualification is Level 3, but they are not a manager.

• **Staff with Early Years L3 qualification (manager):** Record the total number of staff where their highest full and relevant qualification is Level 3, and they are a manager. Childminders are considered to have a managerial role, however if they hold a higher level of qualification they should be recorded under that. Do not include room leaders or senior members who are not the setting manager. Staff with graduate level qualifications **excluding** EYP, EYT and QTS should be recorded as Level 3.

**Click the blue 'Update' button in the bottom right corner of the screen when you have completed this section.**

## Updating Pupils

In the top right corner of this section click 'Update Details'

Test 2 - Pupil Totals

**UPDATE THESE FIELDS**

• Number of 2yo Pupils:

• Number of 3yo Pupils:   
Number of 3 year olds not in the expected range 0 to 55

• Number of 4yo Pupils:   
Number of 4 year olds not in the expected range 0 to 25

This section is about the funded and non funded children at your setting. You must record **all** funded and non funded children at your setting.

• **Number of 2 year old pupils:** Confirm the total number of funded and non-funded children in your setting who have a date of birth between 1 January 2016 and 31 December 2016.

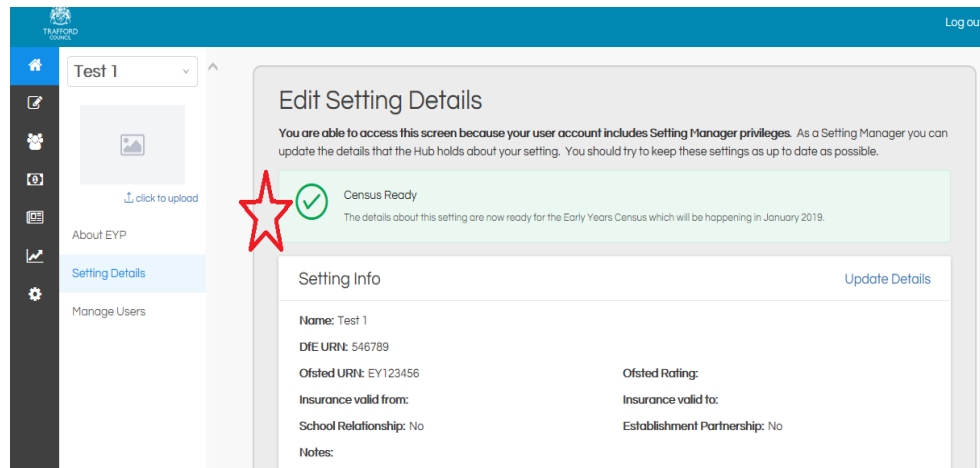
• **Number of 3 year old pupils:** Confirm the total number of funded and non-funded children in your setting who have a date of birth between 1 January 2015 and 31 December 2015.

• **Number of 4 year old pupils:** Confirm the total number of funded and non-funded children in your setting who have a date of birth between 1 January 2014 and 31 December 2014.

**Click the blue 'Update' button in the bottom right corner of the screen when you have completed this section.**

## Check all fields complete

When all the details have been successfully updated in the 'Setting Details' page you will see a "Census Ready" message at the top of the page. If you do not see the message as per the screen shot below, you must review each section again as some information is missing.



**REMINDER! Ensure all information you have provided about your setting is accurate to the best of your knowledge. Once you have done this you can move to the next step.**



## Pupil Register

You will now need to make sure each child on your Pupil Register is census ready by checking each Pupil Record.

The screenshot shows the 'Pupil Register' page in the Trafford Council system. The left-hand menu has a red circle around the 'Pupil Register' icon. A red arrow points to the first row of the table, which contains the following data:

Name	Date of Birth	Claim Type	Has Left	30H Validity End Date	Include in Census?
Joe Bloggs	14/10/2014	3-4 Year Old Universal			Yes
Jane Bloggs	21/10/2014	3-4 Year Old Universal			Yes

Click on the Pupil Register button on the left hand side menu. This will take you to the register which is the list of children you have added.

**IMPORTANT!** Check all children currently funded at your setting are on the register.

All currently funded children should have 'Yes' in Included in Census' column.

Click on each child record to see if it is census ready.

The screenshot shows the details for Jane Bloggs (21st October 2014). A red arrow points to a green box with a checkmark and the text 'Census Ready'. Below this, the 'Pupil Details' section is shown with the following information:

Forename: Jane	Middle Names:
Surnames: Bloggs	Preferred Surname:
Date of birth: 21/10/2014	Gender: Female

If the record is complete you will see a green 'Census Ready' Message. There is no further action on this record.

**Reminder! Ensure all the information you have provided about each child is accurate to the best of your knowledge.**

Test 1

Joe Bloggs (14th October 2014)

**Not Census Ready**  
The pupil's details are not yet ready for the Early Years Census. Please amend the fields highlighted below to ensure you are ready.

Pupil Details ✕ Update Details

Forename: Joe Middle Names:  
Surnames: Bloggs Preferred Surname:  
Date of birth: 14/10/2014 Gender: Female

If the record is not complete you will see a yellow **'Not Census Ready'** message, this means there is some information missing from the record. Click 'Update Details' to add this.

Test 1

Test

Address line 2: County:  
Address line 3: Postcode: WA14 4YQ  
UPRN:  
Ethnic group: Information not yet obtained (with exclamation mark icon)  
Refused  
Any other ethnic group  
Chinese  
Any other Black background  
SEN Provision: No Special Education Need  
Key Worker:  
Currently registered with another setting or provider: No

You will see a yellow exclamation mark identifying fields that are incomplete. Find the incomplete fields in the child's record and enter the correct details. Click the blue 'Update' button in the bottom right to save these changes.

Test 1

Joe Bloggs (14th October 2014)

**Census Ready**  
The pupil's details are now ready for the Early Years Census.

Pupil Details ✓ Update Details

Forename: Joe Middle Names:

When the record has been successfully updated you will see the green 'Census Ready' message.

**Reminder! Ensure all the information you have provided about each child is accurate to the best of your knowledge.**

**When all children are showing as census ready your record is complete.**