2024 Early Years Census Form - Guidance Notes

NB – this form must be completed and submitted no later than **Sunday 21st January 2024**. *Failure to do so will result in your spring term Early Education Funding (EEF) funding being delayed.*

The boxes should already be pre-populated with last year's Early Years Census data. Please update accordingly and ensure all boxes are completed with current data during census week (w/c 15th January 2024) before submitting the census form.

Please ensure when the headcount form is completed that all child information requested is completed (ie child ethnicity) for any eligible 2, 3, 4 year old children who you are claiming EEF for.

If you have no *eligible children to claim for on your spring term headcount form, then you* do not *need to complete the census form.*

In the 'Forms' tab, you will need to select 'Early Years Census'.

Please note, for those providers with more than one provider type, you will need to ensure you select the correct provider type – ie the provider type that relates to the EEF before selecting 'Early Years Census'.

Organisation: **Test Day Nursery**

Provider: Test Day Nursery (Test Provider Type)

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Fill In Forms

Please select a form below to update your details:

- Are we advertising your service correctly
- Change of Bank Details Request
- Change to types of funded places offered
- Early Years Census
- New EEF Provider Registration Form
- Update Your Details

When you click on the census form, the 'Day Care Type' box should be pre-populated for you. Please check the category type is correct and amend using the drop down list if required.

Day Care Type?   Sessional Day ∨

Total Number of 2 Year Olds (Funded and Non-Funded)?   [   ]

Total Number of 3 Year Olds (Funded and Non-Funded)?   [   ]

Total Number of 4 Year Olds (Funded and Non-Funded)?   [   ]

For the purposes of this collection, a 2 year old has a date of birth between 1st January 2021 and 31st December 2021. Indicate the total number of funded **and** non-funded 2 year olds at your setting. '0' means none at this age. This box must be completed.

For the purposes of this collection, a 3 year old has a date of birth between 1st January 2020 and 31st December 2020. Indicate the total number of funded **and** non-funded 3 year olds at your setting. '0' means none at this age. This box must be completed.

For the purposes of this collection, a 4 year old has a date of birth between 1st January 2019 and 31st December 2019. Indicate the total number of funded **and** non-funded 4 year olds at your setting. '0' means none at this age. This box must be completed.

Staff Details:

Notes:

i)   *All boxes must be completed and a '0' inserted in the box(es) where no staff meet the qualification criteria.*
ii)   *Only the **highest** level qualification for each member of staff is to be recorded, double counting must not occur (eg, a member of staff has a level 2 and level 3 – only the level 3 qualification is to be recorded). The order the qualifications are to be returned are as follows:*

Level 2
Level 3
Level 3 – Managerial (ie setting manager. This does not include room leaders or senior members who are not the setting manager)
EYPS
EYTS
QTS

Example: 14 members of paid staff work with children under 5, therefore the total Nos of staff with qualifications must be equal to or less than 14.

2 staff have no relevant qualifications
6 staff have a level 2 (of these, 3 also have a level 3)
4 staff have a level 3 (of these, 3 also have a level 2)
1 member of staff has a level 3 Managerial (this member of staff (setting manager) also has an EYPS)
1 member of staff has an EYPS (this member of staff (setting manager) also has a level 3 Managerial)

Therefore, this would be counted as follows:
Nos of staff with a level 2 = 3
Nos of staff with a level 3 = 4
Nos of staff with a level 3 Managerial = 0
Nos of staff with an EYPS = 1
Total staff with relevant qualifications = 8

iii) *Volunteers should not be included in the staff numbers.*
iv) *Childminders should include themselves in staff numbers. Childminders are considered to have a managerial role, so should be included in Nos of staff with a level 3 Managerial – unless they hold a higher level of qualification, in which case they should be recorded under the relevant qualification (EYPS, EYTS, QTS).*
v) *Staff with graduate level qualifications excluding EYPS, EYTS, QTS (for example BA Early Childhood Studies, Foundation Degree etc) should be recorded as a level 3 as their qualifications allow them to practice at level 3 staffing ratios.*

Indicate the total number of paid staff working with children under 5 at your setting. This box must be completed.

> This includes all the staff in the elements below. For a childminder, this would include themselves, any co-childminders and any assistants. Both qualified and un-qualified staff are included within this total.

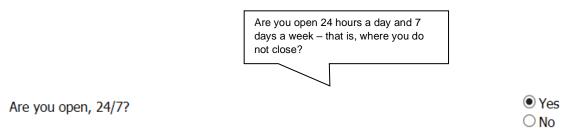Total number of paid staff, working with children under 5 years?

Indicate the total number of paid staff working with children under 5 with a full and relevant early year's level 2 qualification. This box must be completed.

Total number of paid staff working with children under 5 years with a full and relevant level 2 qualification?
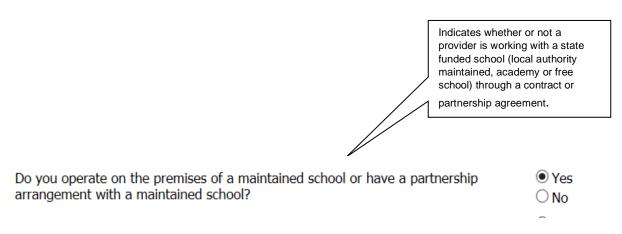
Indicate the total number of paid staff working with children under 5 with a full and relevant early year's level 3 qualification and **<u>not</u>** in a managerial role. This box must be completed.

Total number of paid staff with a full and relevant early years, level 3 qualification and not in a managerial role, who work with children aged under 5 years?

Indicate the total number of paid staff working with children under 5 with a full and relevant early year's level 3 qualification and in a managerial role. This box must be completed.

Staff with graduate level qualifications **<u>excluding</u>** EYPS, EYTS and QTS (for example BA Early Childhood Studies, Foundation Degree) should be recorded as Level 3 as their qualifications allow them to practice at Level 3 staffing ratios.

Total number of paid staff working with a full and relevant early years level 3 qualification and in a managerial role, who work with children aged under 5 years?

Indicate the total number of paid staff working with children under 5 with qualified teacher status. This box must be completed.

Total number of paid staff with qualified teacher status who work with children aged under 5 years?

Indicate the total number of paid staff working with children under 5 with early year's professional status. This box must be completed.

Total number of paid staff with early years professional status who work with children aged under 5 years?

Indicate the total number of paid staff working with children under 5 with early year's teacher status. This box must be completed.

Total number of paid staff with early years teacher status who work with children aged under 5 years?
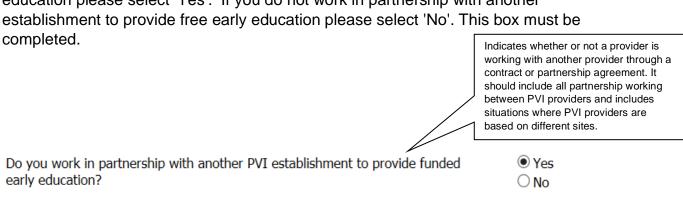
Other Information:

If you are open/offer a childcare service for 24 hours a day and 7 days a week – ie, you do not close, select 'Yes'. If you are **not** open/offer a childcare service for 24 hours a day and 7 days a week please select 'No'. This box must be completed.

Are you open 24 hours a day and 7 days a week – that is, where you do not close?

Are you open, 24/7?

◉ Yes
○ No

If you operate on the premises of a maintained school or have a partnership with a maintained school, please select 'Yes'. If you do not operate on the premises of a maintained school and do not have a partnership arrangement with a maintained school please select 'No'. This box must be completed.

Indicates whether or not a provider is working with a state funded school (local authority maintained, academy or free school) through a contract or partnership agreement.

Do you operate on the premises of a maintained school or have a partnership arrangement with a maintained school?
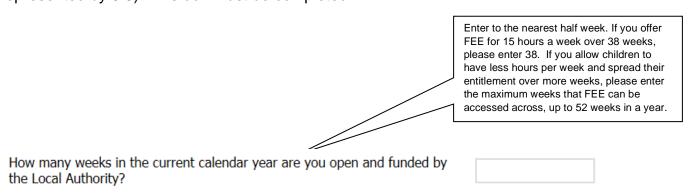
◉ Yes
○ No

If you work in partnership with another establishment to provide funded early education please select 'Yes'. If you do not work in partnership with another establishment to provide free early education please select 'No'. This box must be completed.

Indicates whether or not a provider is working with another provider through a contract or partnership agreement. It should include all partnership working between PVI providers and includes situations where PVI providers are based on different sites.

Do you work in partnership with another PVI establishment to provide funded early education?
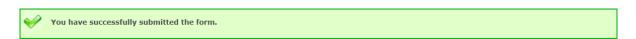
◉ Yes
○ No

Please indicate the total number of weeks you are open per year, to the nearest half week (where a half week is represented by 0.5). This box must be completed.

Enter to the nearest half week.

How many weeks are you open each year?

Please indicate the number of weeks you are open in the current calendar year and funded by the Local Authority, to the nearest half week (where a half week is represented by 0.5). This box must be completed.

Enter to the nearest half week. If you offer FEE for 15 hours a week over 38 weeks, please enter 38. If you allow children to have less hours per week and spread their entitlement over more weeks, please enter the maximum weeks that FEE can be accessed across, up to 52 weeks in a year.

How many weeks in the current calendar year are you open and funded by the Local Authority?

Once you have submitted the form you will see a green tick on screen to indicate the Early Years Census form has been submitted succesfully:

✔ You have successfully submitted the form.

If you select 'View Forms', you will see your Early Years Census form is now 'pending' – showing the time/date you have submitted the form:

- Early Years Census (31/10/2019 10:36:20 - Pending)

Once your Early Years Census form has been authorised, the form will show 'Authorised'– showing the time/date the form has been authorised:

- Early Years Census (31/10/2019 10:32:31 - Authorised)

Please be aware if there are any queries/issue(s) with your Early Years Census form, you will be contacted by telephone or email by a member of the team to resolve the queries/issue(s).

Please ensure this form is submitted <u>no later</u> than Sunday 21st January 2024.