2025 Early Years Census Form - Guidance Notes

NB – this form must be completed and submitted no later than **Sunday 19th January 2025**. Failure to do so will result in your spring term Early Education Funding (EEF) funding being delayed.

Where possible, most of 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 13th January 2025) 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 children who you are claiming EEF for.

If you have <u>no</u> eligible children to claim for on your spring term headcount form, then you <u>do not</u> 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

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
 - <u>New EEF Provider Registration Form</u>
 - <u>Update Your Details</u>

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

| Day Care Type? | Full D ~ | | |
|--|----------|--|--|
| Total Number of 9 month to 23 month olds (Funded only)* | | | |
| * Please note, it is only 9 month old to 23 month old children (ie dob between 1st January 2023 to 31st March 2024) who you are claiming funding for in the spring term. | | | |
| 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 9 month old to 23 month old child has a date of birth between 1st January 2023 and 31st March 2024. Indicate the total number of funded 9 month old to 23 month old children only at your setting. '0' means none at this age. This box must be completed.

For the purposes of this collection, a 2 year old has a date of birth between 1st January 2022 and 31st December 2022. Indicate the total number of funded <u>and</u> non-funded 2 year old children 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 2021 and 31st December 2021. Indicate the total number of funded and non-funded 3 year old children 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 2020 and 31st December 2020. Indicate the total number of funded and non-funded 4 year old children 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 <u>highest</u> 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 <u>should</u> 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 <u>excluding</u> 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 relevant early year's level 2 qualification. This box must be complete. | |
| Total number of paid staff working with children under 5 years with a full and relevant level 2 qualification? | i |
| Indicate the total number of paid staff working with children under relevant early year's level 3 qualification and not in a managerial 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 relevant early year's level 3 qualification and in a managerial role completed. | |
| 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 teacher status. This box must be completed. | 5 with qualified |
| Total number of paid staff with qualified teacher status who work with children aged under 5 years? | |

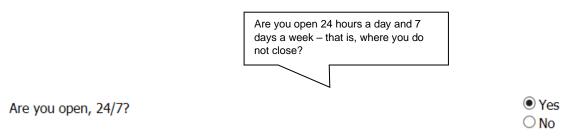
| professional status. This box must be completed. | , , |
|---|----------------|
| Total number of paid staff with early years professional status who work with children aged under 5 years? | |
| Indicate the total number of paid staff working with children under 5 wit teacher status. This box must be completed. | h early year's |
| Total number of paid staff with early years teacher status who work with | |

Indicate the total number of paid staff working with children under 5 with early year's

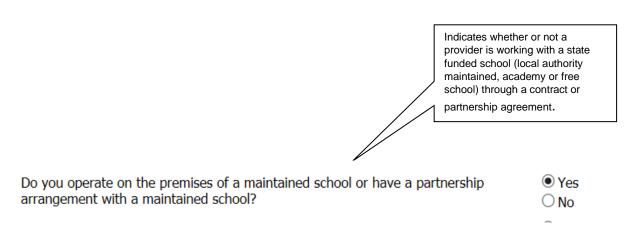
Other Information:

children aged under 5 years?

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.



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.



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

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

| 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 week (where a half week is represented by 0.5). This box must be | |
| How many weeks are you open each year? | Enter to the nearest half week. |
| Please indicate the number of weeks you are open in the current funded by the Local Authority, to the nearest half week (where a 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 so Early Years Census form has been submitted successfully: | creen to indicate the |
| You have successfully submitted the form. | |

establishment to provide free early education please select 'No'. This box must be

completed.

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 19th January 2025.