



# **Provider Guidance - Census**

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### 1. Summary

This guidance is to assist Early Years Providers, including the following:

- Creating and submitting the Census forms
- Reviewing previous submissions

# 2. Accessing, creating, and submitting forms

Once you have logged into the education portal and are in the provider area, click on forms on the top menu.

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Modules -			PV
	Organisati Providen Pr	on: Provider 7 vider 7 (Childminder)	
Home Forms Fundir	ng Sufficiency Reports		
Welcome to FIS Please make a selection	Provider Portal		
Historical Notifica These records were Click here to view	tions drited but never claimed. hese items		
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This will bring up the forms that have been published for you to fill in. Select the relevant form that needs to be completed.

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FIS Provider Portal: Forms : Fill In 🗙 +	$\frown$			`	-	0	×
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This will open the form to be completed in a new window. Click Next to go to the next page.



You may notice the first time you complete this form that a lot of the data isn't there and will require you to input it from scratch. Subsequent years the data will already be there and need to be updated.

The first page is your general information and data shown is taken directly from our system. Anything that is greyed out is read only, the other fields will provide you with the detail that we hold. If there are any discrepancies, please make the changes where you can and advise of the issue within the Data Issues box. The date completed and completed by are mandatory fields. Please ensure that they are updated. Once completed, press the next button.

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0	FIS Provider Portal: F	orms : Info Path Form - Goog	gle Chrome		×
	portsmouth-test	.cloud.servelec-synergy.c	com/Test/SynergyWeb/Providers/FillFormPop.aspx?formID=1	9	Q
		Se	ction 1: Your Details		
		Please review the follow the "Any Data Issues"s inco LA Establishment URN (issued to provider) OFSTED URN (if applicable) Provider name Postcode Telephone Any Data Issues	ing data and advise us in ection of anything that is rectified 654321 123456 Rob Text Eypp Prov ROI 18E 01522 6780671		
		Provider Category Other - Please Provide details:	Select 🗸		
		Day Care Category	Select V		
		Other - Please Provide details:			
		Date Completed	06/11/2023		
		Completed by	Deve		
			Previous Page Next Page		
			Submit Form		
		FIS Pr	ovider Portal - Part of the Synergy FIS Suite		

The second page is the census page, please review the data and add the data as required.

The daily opening times can have rows added by clicking on the "Insert Item" link below the table, so each day has its own row. Please ensure you enter times in 24 hour format with a colon e.g. 15:30.

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ergy.com/Te	est/SynergyWeb,	/Providers/FillFo	rmPop.aspx?fo	rmID=19	
		Section (	Census		
		Section			
	If you are not open on t	he census date please re	cord your hours during	a normal week.	
	Are you open 24 / 7	<b>`</b>	🔿 Yes 🔍 No		
	Daily Opening Times Sta	art Date	17/08/2023		
	Daily Opening Times En	d Date	01/01/2024		<b>11</b>
	Daily Opening Times				
	Day	Start Time	End Time	Funded Places	
	Tuesday V	9:00	) 15: ) 1		_
	Do you operate on the p school or have a contrac agreement with a maint	remises of a maintained t or partnersinp ained school?	isert item	1	
	Do you work in partners establishment to provide	hip with another PVI • funded early education?	● Yes ○ No		
	How many weeks are yo	ou open each year?	15.0		
	How many weeks in the the provider open and for authority?	current calendar year is unded by the local	12.0		
		ST	AFF		
	Total number by headco who work with children	unt of staff at provider under 5?	20		
	Number, by headcount, and relevant early years work with children aged	of staff that have a full level 2 qualification who under 5?	1		
	Number, by headcount, relevant early years leve in a managerial role who under 5?	of staff with a full and d 3 qualification and NOT o work with children aged	3		
	Number, by headcount, relevant early years leve managerial role who wo under 5?	of staff with a full and I 3 qualifications and in a rk with children aged	4		
	Number, by headcount, teacher status who work 5?	of staff with qualified with children aged unde	r 5		
	Number, by headcount, professional status who under 5?	of staff with early years work with children aged	6		
	Number, by headcount, teacher status who work 5?	of staff with early years with children aged unde	g 7		
	Number of funded and u	infunded children by age	(age as at 31st Decemb	ber 2023)	
	Number of 2-year-olds?		8		
	Number of 3-year-olds?		9		
	Number of 4-year-olds?		10		
			Previous	Page Next Pag	e
				Su	ibmit Form

When completing the staff qualification section please only count the highest level of qualification for staff members e.g. a member of staff has both level 2 and level 3 qualifications, only count the level 3.

Once completed, you can click the submit button to send the form to us. If you click the next button, you get the thank you message below. If you have clicked the submit form on either page you will get the confirmation message that you want to send PCC your form and it will close the screen and the form.

	p.aspx?formID=19
The End	portsmouth-test cloud servelec-syneray com says
Thank you for taking the time to complete the form, please submit your form now. Previous Page Subme Fr	Are you sure you want to submit this form? Clicking OX will dose this message and submit the form to the LA. Clicking Carcel will dose this message and leave the form open.
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# 3. Accessing historic forms

If you want to want to find any previous forms that have been submitted, they can be accessed by clicking on the "View Forms" link. This will provide the list of the forms and whether they have been authorised or denied by PCC. Then click the hyperlink on the page to open that submitted form.

If for any reason the form has typo's or has missing data we will need to deny the form and it will need to be re-submitted with the correct data.

	Organisation: Rob Test Provider: Rob Test Eypp Prov (Chijdefninder)
Home Forms Funcing Reports	
View Forms	
Set Ct a form below to view: Census 2024 (07/11/2023 12:00:42 - Pending) Census 2024 (06/11/2021 16:47:33 - Authorised)	
<ul> <li>Census 2024 (06/11/2023 (6:45:59 Authorised)</li> <li>Census 2024 (06/11/2023 10:42:57 Denied)</li> </ul>	
<ul> <li>Census 2024 (06/11/2023 16:2:00 - Authorised)</li> <li>New Census (04/11/2023 22:33:77 Denied)</li> <li>New Census (04/11/2023 22:31:17 Authorised)</li> </ul>	
New Census (04) 11/2023 22:51:17 Authorised)	

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