

# Provider Guidance - Census

## Document Identity

Document Information	
Author	
Issue date	02/01/24
Current version	1.0

## Document History

Initials	Version	Date	Comment
RU	V0.1	08/11/23	Draft Guidance
RU	V1.0	02/01/24	Signed off

---

## Contents

1. Summary .....	2
2. Accessing, creating, and submitting forms .....	2
3. Accessing historic forms.....	5

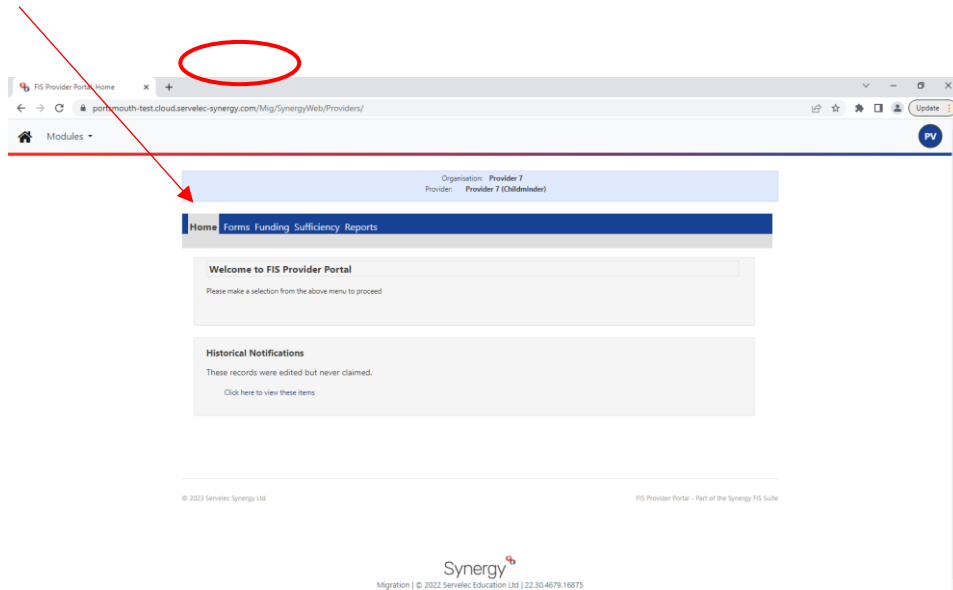
## 1. Summary

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

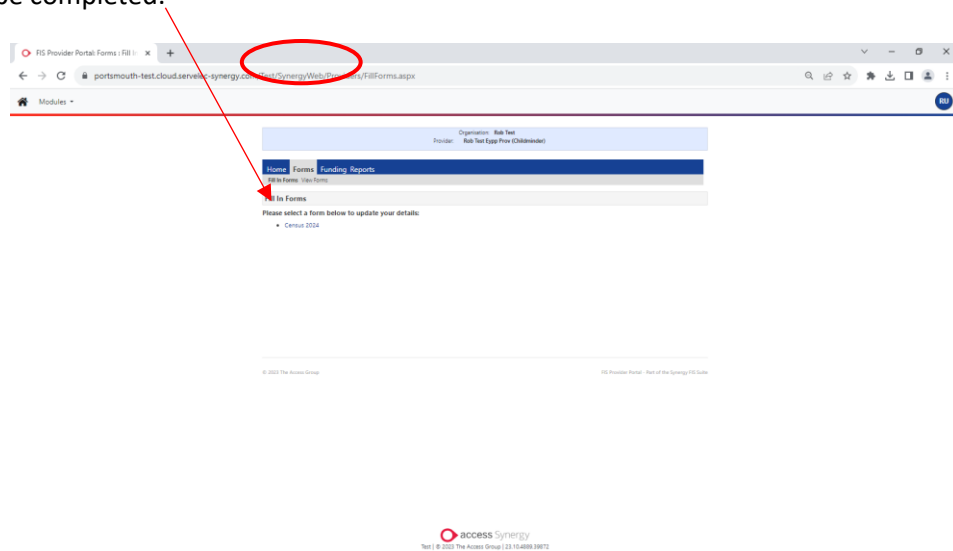
- Creating and submitting the Census forms
- Reviewing previous submissions

## 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.



This will bring up the forms that have been published for you to fill in. Select the relevant form that needs to be completed.

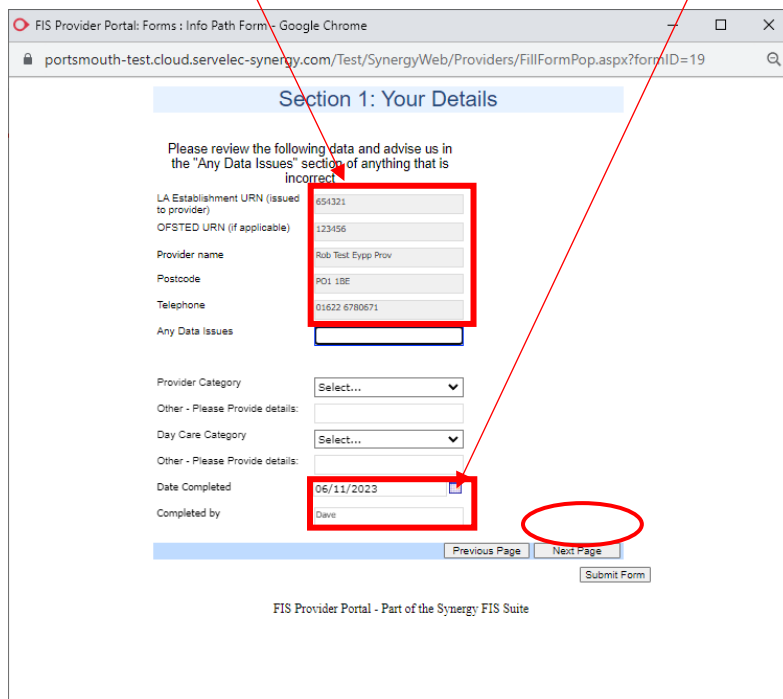


This will open the form to be completed in a new window. Click Next to go to the next page.



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.



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.**

Section 2: Census

If you are not open on the census date please record your hours during a normal week.

Are you open 24 / 7  Yes  No

Daily Opening Times Start Date: 17/08/2023

Daily Opening Times End Date: 01/01/2024

Day	Start Time	End Time	Funded Places
Monday	9:00	15:00	<input type="checkbox"/>
Tuesday	9:00	15:00	<input type="checkbox"/>

Do you operate on the premises of a maintained school or have a contract or partnership agreement with a maintained school?  Yes  No

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

How many weeks are you open each year? 15.0

How many weeks in the current calendar year is the provider open and funded by the local authority? 12.0

**STAFF**

Total number by headcount of staff at provider who work with children under 5? 20

Number, by headcount, of staff that have a full and relevant early years level 2 qualification who work with children aged under 5? 1

Number, by headcount, of staff with a full and relevant early years level 3 qualification and NOT in a managerial role who work with children aged under 5? 3

Number, by headcount, of staff with a full and relevant early years level 3 qualifications and in a managerial role who work with children aged under 5? 4

Number, by headcount, of staff with qualified teacher status who work with children aged under 5? 5

Number, by headcount, of staff with early years professional status who work with children aged under 5? 6

Number, by headcount, of staff with early years teacher status who work with children aged under 5? 7

Number of funded and unfunded children by age (age as at 31st December 2023)

Number of 2-year-olds? 8

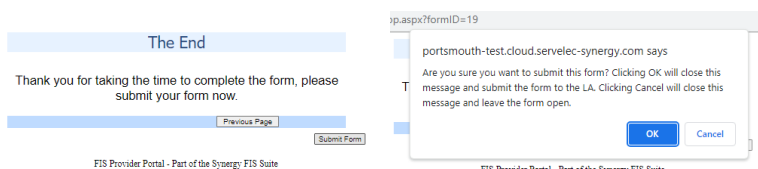
Number of 3-year-olds? 9

Number of 4-year-olds? 10

Previous Page Next Page Submit 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.



### 3. Accessing historic forms

If you 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.

