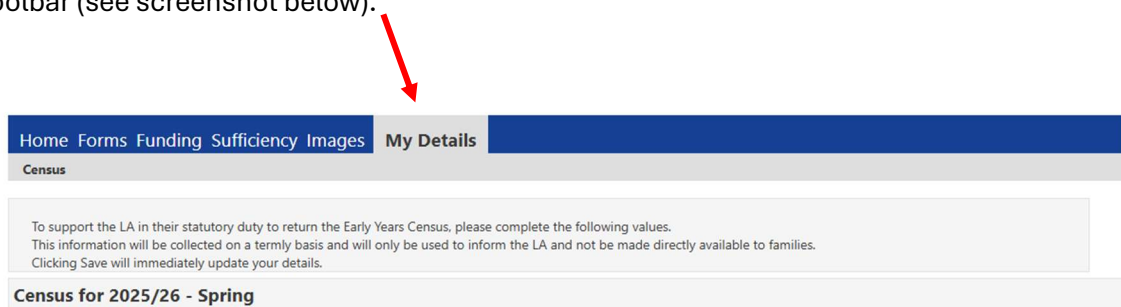


Provider Portal – Early Years Census Changes

From the Spring term 2026, early years census information will be collected on a termly basis via the Provider Portal. **Please note that this does not include school-based settings who will continue to submit their census data in the usual way.**

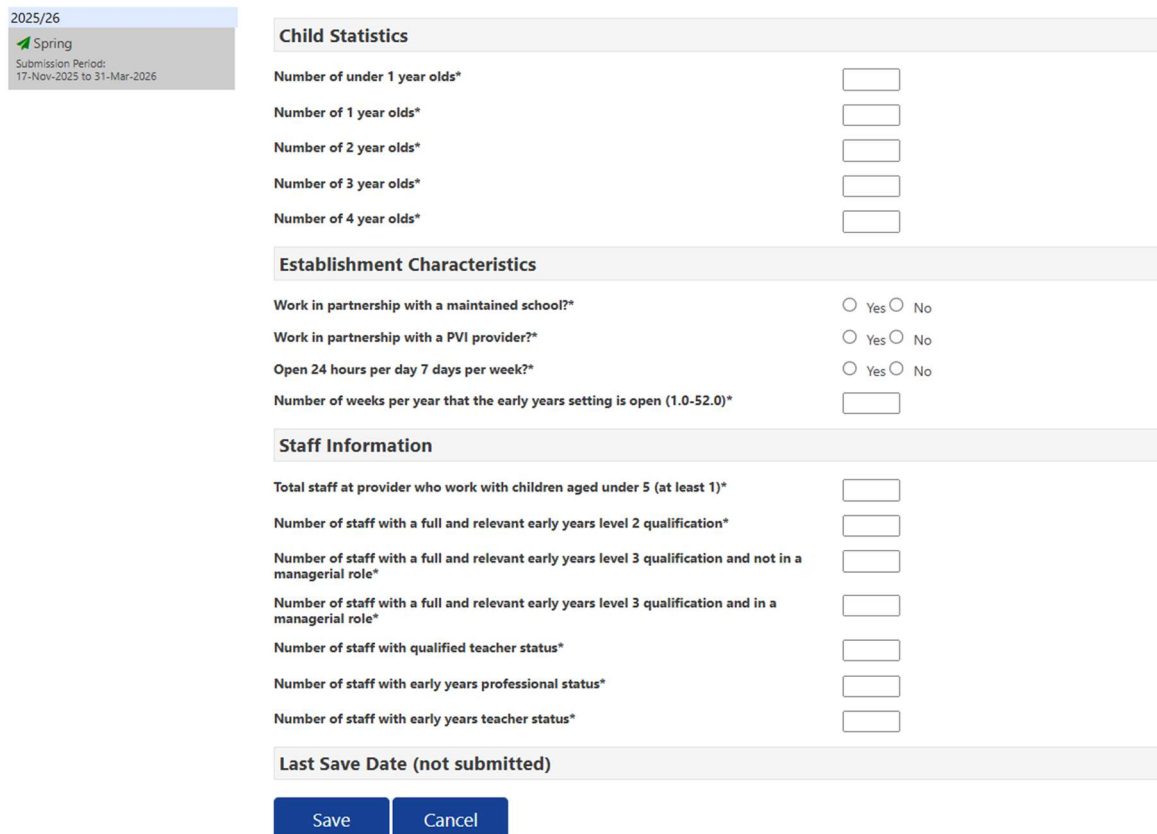
A new page has been added to the Provider Portal which includes the form for you to complete your census data. This form can be accessed via the new 'My Details' tab located along the top toolbar (see screenshot below).



The screenshot shows the top navigation bar of the Provider Portal. It includes tabs for 'Home', 'Forms', 'Funding', 'Sufficiency', 'Images', and 'My Details'. The 'My Details' tab is highlighted in blue, and a red arrow points to it from the text above. Below the tabs is a 'Census' section with a message: 'To support the LA in their statutory duty to return the Early Years Census, please complete the following values. This information will be collected on a termly basis and will only be used to inform the LA and not be made directly available to families. Clicking Save will immediately update your details.' Below this is a header for 'Census for 2025/26 - Spring'.

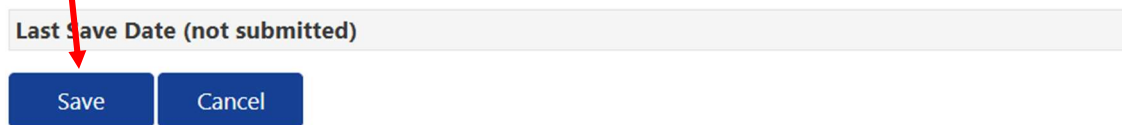
Once you have navigated to the census form, you will be presented with a series of questions to complete for that term. All questions are mandatory, so please just enter '0' for any that aren't applicable to your setting.

Please see below screenshot of the census form.



The screenshot shows the 'Early Years Census' form for the Spring term 2025/26. The form is divided into several sections: 'Child Statistics', 'Establishment Characteristics', 'Staff Information', and 'Last Save Date (not submitted)'. The 'Child Statistics' section includes questions about the number of children under 1 year olds, 1 year olds, 2 year olds, 3 year olds, and 4 year olds. The 'Establishment Characteristics' section includes questions about partnership with a maintained school, PVI provider, and whether the setting is open 24 hours per day 7 days per week. The 'Staff Information' section includes questions about the total staff at the provider, staff with relevant early years level 2 and 3 qualifications, and staff with qualified teacher status. The 'Last Save Date (not submitted)' section is at the bottom. The form includes 'Save' and 'Cancel' buttons.

Once complete, select the 'Save' button at the bottom of the form, which will submit your data to the LA.



Last Save Date (not submitted)

Save Cancel

Each new term the census form will be blank so that providers can submit fresh data for that term.

Important: A validation rule has been set within the system that won't allow your Actual headcount to be submitted during census month until the census form has been completed. You can still edit your headcount as normal but won't be able to submit it without completing the census form first. This is to ensure complete census data collection without requiring LA intervention. The validation rule has been switched off for school-based settings who complete their census return a different way.

The census form will be open each term alongside the Actual headcount window, to allow you to complete and submit both forms at the same time. The data can be updated and saved as many times as necessary whilst the headcount window is open.

For those providers who have already submitted their Spring Actual headcount prior to these census changes coming through, please could we ask you to log back in to your Portal account ahead of the 18th of January deadline, to complete and save your census data for the term.