

**Integrated Prevention and Earliest
Help Service (IPEH)**

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02 January 2019

Dear Colleague

As you may be aware, the annual Department for Education (DfE) Early Years Census return is due this term. The Online Provider Portal (OPP) opens for you to complete your Census form on Wednesday 2 January 2019 and Census day is Thursday 17 January 2019.

The Census information is used to help monitor use of Government funding and to support implementation and development of policy. It also determines the amount of funding the Local Authority receives. The Government will only allocate Free Entitlement (FE) funding to the Local Authority based on the information on the Census. It is therefore essential that you complete all sections of the Census form to ensure sufficient funding levels are allocated by the Government and all eligible children can claim their FE. **If insufficient funds are received we will be unable to guarantee meeting all FE claims from settings.** This will result in some children missing out on their FE.

You should already have a username and password to access the Census form online (it is the same username/password that you use to access the online Termly Childcare Provider Update form, with the exception of most childminders who have one log-on for Census, Provider Update and FE online). To ensure data security and avoid duplication, please do not change your username.

To submit your Census information, firstly please go to our webpage www.westsussex.gov.uk/ecsportal, and click on the "Provider portal – help and guidance" PDF to view the Census 'How to' video and help guide. Once you are ready to complete your Census form, please log on to the [Online Provider Portal](#).

The online Census form comprises of 4 pages, some of the fields will be pre-populated from the information you submitted in last year's Census. You are required to check all answers and update/complete where necessary. A list of the staff qualification questions you will be asked is on the next page. Please ensure you complete all questions accurately. We recommend that you print your completed Census form so that you can keep a copy for your own records.

It is important you adhere to the submission deadline which is close of business **24 January 2019**. **Future payments may be at risk if we do not receive your Census return on time.**

If you have any questions or require assistance, please do not hesitate to contact the Family Information Service on 01243 777807 and ask for the Specialist Team, or e-mail free.entitlement@westsussex.gov.uk

Yours sincerely

Family Information Service

Staff Highest Qualification Questions:

The DfE are requesting the below information on staff qualifications for the Early Years Census 2019:

The following questions apply to each member of staff who work with children under 5 years of age. Please note for each member of staff, only the **highest qualification** is to be recorded. These do **not** include volunteers.

<ul style="list-style-type: none">• The total number of paid staff (both qualified and unqualified) who work at your setting with children aged under 5.
<ul style="list-style-type: none">• Of the total staff counted in the first question above, how many staff have a full and relevant level 2 qualification as their highest qualification?
<ul style="list-style-type: none">• Of the total staff counted in the first question above, how many staff at your setting have Qualified Teacher Status (QTS) as their highest qualification?
<ul style="list-style-type: none">• Of the total staff counted in the first question above, how many staff at your setting have Early Years Professional (EYP) status as their highest qualification?
<ul style="list-style-type: none">• Of the total staff counted in the first question above, how many staff at your setting have Early Years Teacher (EYT) status as their highest qualification?
The next two questions refer to management roles. A 'management role' is defined as controlling the work of others or leading the work of the setting.
<ul style="list-style-type: none">• Of the total staff counted in the first question above, how many staff at your setting have a full and relevant early years level 3 qualification as their highest qualification and are not in management?
<ul style="list-style-type: none">• Of the total staff counted in the first question above, how many staff at your setting have a full and relevant early years level 3 qualification as their highest qualification and are in management?

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