

(01243) 777807  
free.entitlement@westsussex.gov.uk

[www.westsussex.gov.uk/freechildcare](http://www.westsussex.gov.uk/freechildcare)  
[www.westsussex.gov.uk/ecsfreetitlement](http://www.westsussex.gov.uk/ecsfreetitlement)

Early Years Funding Team  
County Hall  
Chichester  
West Sussex  
PO19 1RG



06 January 2025

Dear Colleague

## **Re. Department for Education Early Years Census 2025**

As you may be aware, the annual Department for Education (DfE) Early Years Census return is due this term. The Online Provider Portal (OPP) is now open for you to complete your Census form between 6-31 January 2025 and Census day is Thursday 16 January 2025.

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 allocate Early Years Funded Entitlement (EYFE) 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 EYFE. **If insufficient funds are received we will be unable to guarantee meeting all EYFE claims from settings.** This will result in some children missing out on their EYFE.

To submit your Census information, firstly please go to our webpage [www.westsussex.gov.uk/eycportal](http://www.westsussex.gov.uk/eycportal), and click on 'Annual early years census' where you can view our help guide video and pdf. Once you are ready to complete your Census form, please log on to the [Online Provider Portal](#).

The online Census form includes five 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. You will also be asked about staff qualifications. 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 **31 January 2025 at 5.00pm**. 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](mailto:free.entitlement@westsussex.gov.uk).

Yours sincerely

Early Years Funding Team

## Staff Highest Qualification Questions:

**The DfE are requesting the below information on staff qualifications for the Early Years Census 2025, which you will need to enter onto your census return:**

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
- do **not** include volunteers.
- where stated, a 'management role' is defined as controlling the work of others or leading the work of the setting.

• The total number of paid (both qualified and unqualified) who work at your setting with children aged under 5.
• 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?
• 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 <b>not</b> in management?
• 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 <b>in</b> management?
• 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?
• 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?
• 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?

## Staff Highest Qualification Questions:

Does the member of staff have Early Years Teacher Status?

YES

Include the member of staff in the count for the question "How many staff have early years teacher status (EYT) as their highest qualification?" **only** (aside from total paid staff).

NO

Does the member of staff have Early Years Professional Status?

YES

Include the member of staff in the count for the question "How many staff have early years professional status (EYP) as their highest qualification?" **only** (aside from total paid staff).

NO

Does the member of staff have Qualified Teacher Status?

YES

Include the member of staff in the count for the question "How many staff have qualified teacher status (QTS) as their highest qualification?" **only** (aside from total paid staff).

NO

Does the member of staff have a full and relevant Level 3 qualification?

YES

Include the member of staff in the count for **either** of the following two questions and the total paid staff:

- "How many staff have a full and relevant early years Level 3 qualification as their highest qualification and are **NOT** in management?"

**OR**

- "How many staff have a full and relevant early years Level 3 qualification as their highest qualification and are **IN** management?"

NO

Does the member of staff have a full and relevant Level 2 qualification?

YES

Include the member of staff in the count for the question "How many staff have a full and relevant early years Level 2 qualification as their highest qualification?" **only** (aside from total paid staff).

NO

Include the member of staff in the count for "Total Number of paid staff" but no other question.

**Check that the number specified for "Total number of paid staff" should be greater than or equal to the answers for all other questions combined.**