

Management Information Guidance for providers

Summer Term 2025

This document is issued for the party which commissioned it and for specific purposes connected with the above-captioned project only. It should not be relied upon by any other party or used for any other purpose. We accept no responsibility for the consequences of this document being relied upon by any other party, or being used for any other purpose, or containing any error or omission which is due to an error or omission in data supplied to us by other parties. This document contains confidential information and proprietary intellectual property. It should not be shown to other parties without consent from us and from the party which commissioned it.



Contents

Acronyms & definitions

Slide 3 – click here

About Childcare Works

Slide 4 – click here

Purpose of data collection

Slide 6 – click here

5Process overview

Slide 7 – click here

6Key dates

Slide 8 – click here

7
Survey questions

Slide 9-14 – click here

8
Complete & submit

Slide 15 – click here

9 FAQs Slide 16-17 – click here





1. Acronyms & definitions

Acronym	Definition
AS	After School
BS	Before School
CW	Childcare Works
DfE	Department for Education
DP	Delivery Plan
EHCP	Education, Health & Care Plan
FAQ	Frequently Asked Question
LA	Local Authority
МІ	Management Information
РМО	Programme Management Office
PVI	Private, Voluntary, & Independent organisations
SEND	Special Educational Needs & Disabilities

Term	Definition
ЕНСР	 Children with or expecting to receive an EHCP Data collection focus on how these children & families access wraparound places
Wraparoun d childcare provider	 Anyone who delivers wraparound provision; includes PVIs, schools, childminders, and other early years providers Not mandatory for providers to be Ofsted registered, but LAs can only award DfE funds to Ofsted registered providers
Wraparoun d childcare provision	 Childcare provision directly before & after the school day during school term time for primary school children (reception-year 6) Expect all schools to have wrapround childcare on school site unless reasonable justification not to. If not, schools expected to collaborate with LA to ensure parents signposted to provision; should not require parent/carer to drop off/pick up at provision Programme focus to support wraparound provision for primary school aged children Monday to Friday during term time Expectation that all wraparound provision is 8am-6pm, enabling parents to work full day with travel time unless data shows local demand for different hours (e.g. local labour market patterns) Must be reliable & consistent to support childcare needs Not extracurricular activities for less than 5 days a week
Reporting week	 We are monitoring provision for one week each term throughout this programme to enable consistency of reporting This will typically be near the half-term

Mott MacDonald

Mott MacDonald Restricted



2. About Childcare Works

Childcare Works (CW)

- A partnership including Mott MacDonald, Coram Hempsall's and Coram.
- Extensive experience in early years and childcare provision. Previous track record of delivering national contracts including the Holiday Activities and Food (HAF) programme, 30 hours childcare and Achieving 2 Year Olds (A2YO).
- Work and collaborate with LAs and central government, specialising in expert advice & guidance.
- We were appointed in January 2024 by the DfE as the Delivery Support Contractor for Early Years Entitlements and Wraparound Childcare expansion programme.

To find out more, visit our website: About us - childcareworks.org.uk







3. Key information

DfE purpose statement for Management Information:



To measure the **impact** and **effectiveness** of the Wraparound programme, and to help showcase the work of LAs and their providers in supporting the provision of wraparound childcare places.



What?

- MI is a data collection which aims to gather information from Ofsted registered providers who are receiving funding from LAs to create/expand their wraparound provision offering.
- MI asks providers about their operating times, capacity, attendance
 & fees to parents.
- MI is a termly data collection. This Summer MI is the same process as the Spring term MI. Please note, this is a reporting requirement of the programme as part of your grant agreements.

More information in section 4

When?

- Monday 9th June Friday
 13th June: Summer term reporting week.
- Friday 20th June: Provider survey completion deadline.

More information in section 5

Why?

- To monitor wraparound expansion against policy target of delivering new or expanded wraparound places to enable parents to return to work or increase their working hours
- To monitor the **take up** of places, across both before and after school provision
- To monitor the effectiveness and impact of the programme
- DfE **reporting** to Ministers & Treasury to provide assurance of public money
- Identify areas of growth or slower growth to tailor where and how we can support with learning materials

More information in section 6



4. Purpose of data collection

Aim of data collection:

 The aim of the wraparound programme is to enable parents of primary-aged children to be able to access wraparound childcare and either return to work or increase their working hours

Funding distribution:

LAs have distributed funding to providers to enable the expansion & creation of wraparound places

Purpose of data collection:

- Monitor wraparound expansion activities against the policy target to deliver new or expanded wraparound childcare places
- Data will feed into DfE's reporting to Ministers & Treasury to provide assurances of public money spending
- Data from providers in the MI survey will be shared with the LA from which you have received funding to support their reporting; this will then be shared with us (CW) and DfE

Will the data be published?

Your respective LA & provider responses will **not** be published. However, we may look to publish national level data this year.



5. Process overview

What is MI?

- MI gathers operating details from Ofsted registered providers who are receiving funding from LAs to create/expand their wraparound provision.
- MI will repeat **termly** during the programme. This guidance refers to the **Summer Term** 2025 MI data collection; future MI collections will be accompanied by updated guidance.

MI scope

- The Summer Term 2025 MI data collection should include data from providers who have or will have received confirmation of funding from the LA on or before Friday 13th June 2025.
- Providers who will receive confirmation of their funding from LAs after this date will be required to provide data in future MI data collections.

How do I complete MI?

- The Microsoft Forms survey link is in **Section 7** (*survey questions*) of this document. **This must be completed in one sitting**. Please ensure you have all the details required before completing as you will not be able to save your submission and amend later.
- With all details ready, it should take around 10 minutes to complete.
- After submission, your responses will be available to your LA(s). No further action is needed from you unless contacted.

Reporting requirements

- Providers who submitted place information in the **Spring MI** (February 2025 reporting week) will only need to submit place information for the June 2025 reporting week (to avoid repeating).
- Providers who did not participate in the Spring MI will be asked for place information during the 10th February and 9th June reporting week to enable a before/after comparison. If you reported on an alternative week to 10th February, please state this during the survey and provide the data.
- Providers who reported no changes to their provision in the Spring MI will also need to report on the 10th February and 9th June reporting week, to enable comparison.







Friday 20th June



Summer term reporting week*

Provider survey completion deadline

*We monitor provision for **one week** to enable consistency of reporting.

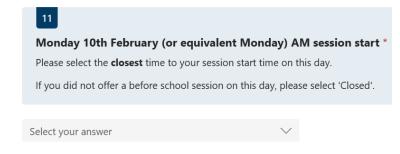
Reporting week

Has your organisation responded to an MI survey before?

- If **yes**, please state whether you reported on **10-Feb-25** (option 1), **03-Feb-25** (option 2) or a **different** week (option 3).
 - Option 2: During the previous Spring term MI data collection, some LAs half term fell during or immediately after our reporting week (w/c 10-Feb-25) and therefore did not provide wraparound childcare during the set reporting week.
 We had encouraged providers to report on 3rd-7th February instead.
- If **no**, if you made changes to provision **after** 14-Feb-25 please leave this question blank and move on. If you made changes **before** 14-Feb-25, please state the date of the Monday of the alternative week reported on.

Throughout the survey for **option 2 & 3** and 'no' respondents, where it asks for details on the week of 10-Feb-25, please fill in appropriate details for your **equivalent** week.

E.g. for this question, you would put the session start time on 03-Feb-25 (or your chosen week).





7. Survey questions

- You should have received the question flow from your LA separately in a PDF, showing different paths through the survey (depending on whether you have completed MI before).
- Slides 10-12 show all survey questions, including descriptions of what we are looking for or the purpose of each question.
- The form may **skip** some questions depending on your answers. This is normal and is intended to avoid you needing to fill in unnecessary information.
- Questions and the structure are largely unchanged from the previous Spring MI and will continue to be through termly reports.

The Microsoft Forms video run-through will be finished w/c 26th May 2025.



Survey questions (1)

	Section 1: Welcome to the Summer WA MI data collection	
	Section 2: Provider Information	
Provider name	The school/organisation/company operating name of the wraparound childcare provider.	
Ofsted URN	If haven't received yet, please put 'pending'.	
Provider type	Please pick which best describes you, if you put 'other' please describe what type of organisation you are in the comments box at the end.	
Provider postcode		
Local Authority	This is a drop down of all local authorities. Please pick the one from which you are receiving funding to expand your wraparound provision. If you are receiving funding from more than one local authority, please complete an additional survey for each additional local authority.	
School served by provision	Your local authority should have provided you a list of schools. Please copy over the school's name-URN combination from that list into this box. Many schools have the same, or very similar names, so by combining the name with their URNs we can confidently link your provision to the right school. Please endeavour to not inclu any spaces between the school's name and the number, e.g. Becontree Primary School-101231 Submit one form per school. If you serve multiple schools, divide the total number of places available by the number of schools equally and submit a form for each.	
	Section 3: Reporting Weeks	
Has your organisation responded an MI survey before?	Please state whether your organisation responded to either or both the Autumn 24 & Spring 25 MI.	
Which week in February 2025 wil you report on?	 Option 1: 10-Feb-25. This is the default week; all questions in the survey reference this week. Option 2: 03-Feb-25. We acknowledge that the school holidays will have impacted the February 2025 reporting week for some providers. In the Spring term collection, we encouraged providers to report on the week commencing 03-Feb-25 if your area closed for half term during w/c 10-Feb-25 or if the week following the 10-Feb-25 (commenced 17-Feb-25) was your half term and you were not working. Option 3: Other. If neither of the above reporting weeks work for you, please state the date of the Monday of the alternative week reported on in this format DD/MM/YYYY. 	
What week are you using as your 'before' reporting week?	 If this is your first time responding to the MI survey, please consider when you made changes to your provision. Post-14th February: Proceed with the questions as they are written. Leave the question blank and please move on. Pre-14th February: We need your 'before the change' data. Instead of reporting on 10-Feb-25 in the following questions, please state the date of the Monday of the alternative week reported on. 	
	Section 4: Before School	
Is this your first time reporting before school places created or expanded using wraparound funding from your LA?	Yes - my organisation has never filled out an MI survey before • Welcome! Please proceed through the questions on your provision during w/c 10-Feb-25 (or equivalent) No - my organisation submitted a form last term, but my funded before school places began after 14-Feb-25 • Thank you! We still need provision information from you on w/c 10-Feb-25 (or equivalent) No - my organisation submitted a form last term and my funded before school places began before 17-Feb-25 • Great! We should have your data for w/c 10-Feb-25 (or equivalent), select this option and proceed to the June reporting week	



Survey questions (2)

In the w/c 10-Feb-25 (or equivalent), did you provide before	
school care?	If you did not, pick 'No' and you will skip the questions on before school provision during this reporting week.
	If your provision started at or before 08:00am every day of the working week, pick yes, otherwise pick no and you can enter the individual times for each day.
February Mon-Fri opening times	Please pick the closest time to your session start time in the week commencing 10th February 2025. If you did not offer a before school session on that day, please pick 'Closed'.
In the w/c 10-Feb-25 (or equivalent), with the staff and space you had available, what was the maximum number of places you were able to offer during a before school session?	We are looking for the maximum you could take on any one day. E.g. if you could accommodate 10 children on a Monday, 20 children Tues-Thurs but were closed on Fridays, please put 20.
In the w/c 10-Feb-25 (or equivalent), what was the maximum number of children in attendance during a before school session?	What was the highest attendance of primary school aged children in the week commencing 10th February 2025? We are looking for the maximum which attended on any one day.
before school session places were taken up by children with additional support needs?	Of the attendees you have put for the previous question, how many of the children have additional support needs? Through this question we are trying to get a sense of the impact of the programme on children with additional support needs. We define additional support needs as when a child or young person needs more or different support than is typically provided in educational settings. This can be for a variety of reasons, such as: learning environment, family circumstances, disability or health, social or emotional factors, long-term learning difficulties or disabilities and/or children with, or expecting to receive, an EHCP.
What was the maximum number of staff working during a before school session in the w/c 10-Feb-25 (or equivalent)?	Appreciating it may vary due to demand, what was the highest number of staff (incl. volunteers) working during a before school session?
Are you aware of any other before school provision starting at 8am or earlier serving this school?	The purpose of this question is to get a sense of all existing provision serving this school.
Are you aware of how many places are available at this before school session?	If you have an idea of how many children they can accommodate please enter it here. This question is optional.
Space for comments on the above before school session if needed	This question is optional.
In which month did/will your funded before school places start?	After receiving funding, tell us which month you began delivering places. If you have not yet started delivering, please tell us when you plan to start delivering. We want to know about all changes to your provision as a result of the funding e.g. longer opening times, more days, greater capacity etc. If your answer is later than 13th June then the survey will skip the before school questions in June as the answers provided previously for the February week will still be valid during the reporting week. Changes made later than the reporting week will be captured as part of the next MI data collection.



Survey questions (3)

In the week of 09-Jun-25, does your before school care start at or earlier than 8am, Monday to Friday?	If your provision started at or before 08:00am every day of the working week, pick yes, otherwise pick no and you can enter the individual times for each day.
June Mon-Fri opening times	Please pick the closest time to your session start time in the week commencing 9th June 2025. If you are not offering a before school session on this day, please pick 'Closed'.
With the staff and space you have available, what is the maximum number of places you are able to offer during a before school session in the w/c 09-Jun-25?	With the staff and space you had available what was the highest number of places you could offer to primary school aged children in the week commencing 9th June 2025? We are looking for the maximum you could take on any one day. E.g. if you could accommodate 10 children on a Monday, 20 children Tues-Thurs but were closed on Fridays, please put 20.
In the w/c 09-Jun-25, what is the maximum number of children in attendance during a before school session?	What was the highest attendance of primary school aged children in the week commencing 9th June 2025? We are looking for the maximum which attended on any one day.
How many, if any in the w/c 09-Jun-25, of your before school session places were taken up by children with additional support needs?	Of the attendees you have put for the previous question, how many of the children have additional support needs? Through this question we are trying to get a sense of the impact of the programme on children with additional support needs. We define additional support needs as when a child or young person needs more or different support than is typically provided in educational settings. This can be for a variety of reasons, such as: learning environment, family circumstances, disability or health, social or emotional factors, long-term learning difficulties or disabilities and/or children with, or expecting to receive, an EHCP.
What is the maximum number of staff working per before school session in the w/c 09-Jun-25?	Appreciating it may vary due to demand, what was the highest number of staff working during a before school session in the week commencing 9th June 2025?
Excluding any discounts, what is the typical fee of before school childcare per session in the w/c 09-Jun-25?	We are looking for the fee for one session only, not the fee for a whole week. If there are multiple session rates, please provide the one which covers the most hours e.g. if it is £5 for one hour, but £7 for two hours please put 7. Do not include sibling discounts.

Section 5: After School	
expanded using wraparound funding from your LA?	Yes - my organisation has never filled out an MI survey before • Welcome! Please proceed through the questions on your provision during w/c 10-Feb-25 (or equivalent) No - my organisation submitted a form last term, but my funded after school places began after 14-Feb-25 • Thank you! We still need provision information from you on w/c 10-Feb-25 (or equivalent) No - my organisation submitted a form last term and my funded after school places began before 17-Feb-25 • Great! We should have your data for w/c 10-Feb-25 (or equivalent), select this option and proceed to the June reporting week
In the w/c 10-Feb-25 (or equivalent), did you provide after school care?	In the week commencing 10th February 2025, did you provide an after school wraparound session to primary school aged children? If your area had already closed for half term break during this week, please report on the week before; 10th February 2025.



Survey questions (4)

In the w/c 10-Feb-25 (or equivalent), did your after school care finish at 6pm or later, Monday - Friday?	If your provision finished at or later than 6pm every day of the working week, pick yes, otherwise pick no and you can enter the individual times for each day.		
February Mon-Fri closing times	Please pick the closest time to your session finish time in the week commencing 10th February 2025. If you did not offer an after school session on that day, please pick 'Closed'.		
In the w/c 10-Feb-25 (or equivalent week), with the staff and space you had available, what was the maximum number of places you were able to offer during an after school session?	With the staff and space you had available what was the maximum number of places you could offer to primary school aged children in the week commencing 10th February 2025? We are looking for the maximum you could take on any one day. E.g. if you could accommodate 10 children on a Monday, 20 children Tues-Thurs but were closed on Fridays, please put 20.		
In the w/c 10-Feb-25 (or equivalent week), what was the maximum number of children in attendance during an after school session?	What was the highest attendance of primary school aged children in the week commencing 10th February 2025? We are looking for the maximum which attended on any one day.		
How many, if any in the w/c 10-Feb-25 (or equivalent week), of your after school session places were taken up by children with additional support needs?	Of the attendees you have put for the previous question, how many of the children have additional support needs? Through this question we are trying to get a sense of the impact of the programme on children with additional support needs. We define additional support needs as when a child or young person needs more or different support than is typically provided in educational settings. This can be for a variety of reasons, such as: learning environment, family circumstances, disability or health, social or emotional factors, long-term learning difficulties or disabilities and/or children with, or expecting to receive, an EHCP.		
What was the maximum number of staff working during an after school session in the w/c 10-Feb-25 (or equivalent week)?	Appreciating it may vary due to demand, what was the highest number of staff working during an after school session in the week commencing 10th February 2025?		
Are you aware of any other after school provision finishing at 6pm or later serving this school?	The purpose of this question is to get a sense of all existing provision serving this school.		
Are you aware of how many places are available at this after school session?	If you have an idea of how many children they can accommodate please enter it here. This question is optional.		
Space for comment on the above after school session if needed	Space for comment on the above after school session if needed This question is optional.		
In which month did/will your funded after school places start?	After receiving funding, tell us which month you began delivering places. If you have not yet started delivering, please tell us when you plan to start delivering. We want to know about all changes to your provision as a result of the funding e.g. longer opening times, more days, greater capacity etc. If your answer is later than 13th June then the survey will skip to the next section as the answers provided previously for the February week will still be valid during the June reporting week. Changes made later than the reporting week will be captured as part of the next MI data collection.		
In the w/c 09-Jun-25, does your after school care finish at 6pm or later, Monday - Friday?	If your provision finished at or later than 6pm every day of the working week, pick yes, otherwise pick no and you can enter the individual times for each day.		



Survey questions (5)

June Mon-Fri closing times	Please pick the closest time to your session finish time in the week commencing 9th June 2025. If you are not offering an after-school session on this day, please pick 'Closed'.
In the w/c 09-Jun-25, with the staff and space you have available, what is the maximum number of places you are able to offer during an after school session?	With the staff and space you had available what was the highest number of places you could offer to primary school aged children in the week commencing 9th June 2025? We are looking for the maximum you could take on any one day. E.g. if you could accommodate 10 children on a Monday, 20 children Tues-Thurs but were closed on Fridays, please put 20.
In the w/c 09-Jun-25, what is the maximum number of children in attendance during an after school session?	What was the highest attendance of primary school aged children in the week commencing 9th June 2025? We are looking for the maximum which attended on any one day.
How many, if any in the w/c 09-Jun-25, of your after school session places were taken up by children with additional support needs?	Of the attendees you have put for the previous question, how many of the children have additional support needs? Through this question we are trying to get a sense of the impact of the programme on children with additional support needs. We define additional support needs as when a child or young person needs more or different support than is typically provided in educational settings. This can be for a variety of reasons, such as: learning environment, family circumstances, disability or health, social or emotional factors, long-term learning difficulties or disabilities and/or children with, or expecting to receive, an EHCP.
What is the maximum number of staff working per after school session in the w/c 09-Jun-25?	Appreciating it may vary due to demand, what was the highest number of staff working during an after-school session in the week commencing 9th June 2025?
Excluding any discounts, what is the typical fee of after school childcare per session in the w/c 09-Jun-25?	We are looking for the fee for one session only, not the fee for a whole week. If there are multiple session rates, please provide the one which covers the most hours e.g. if it is £5 for one hour, but £7 for two hours please put 7. Do not include sibling discounts.

Section 6: Final Comments	
Good news & good practice	If applicable, please comment on good news and/or good practice stories. Please note, this question is optional.
Sustainability	How confident are you in the long-term sustainability of places delivered using the funding of this programme? 10 being strongly confident and 1 being strongly not confident. Please note, this question is optional.
Comments	Please include any additional comments or context you think is relevant to accompany this form. Or if you are taking a phased approach so only part of your provision has changed by 10-Feb-25, but you are planning to adapt your provision further then please let us know. Please note, your LA will review your data. If there is anything you would like them to review on your behalf, or anything else you think they should know, please add that information here. Please note, this question is optional.



8. Complete & submit

Complete & submit survey:

- Click <u>here</u> to enter survey.
- You will need:
 - The schools list sent by your LA
 - Session start/end times; maximum places; maximum attendees; number of attendees with additional support needs;
 how many staff cover session; fees to parents for weeks commencing 10-Feb-25 (if not submitted before) and 09-Jun-25.
- Once you click submit your answers will be available to your LA and to us at Childcare Works

Mott MacDonald Mott MacDonald Restricted



9. FAQs

Question	Answer
Why have I been contacted regarding	This collection is being sent to all providers of wraparound care who have received funding through the programme
this?	to create or expand places. It is a requirement of being in receipt of government funds.
I don't have time for this.	We understand that you have busy schedules, so we have made every effort to ensure this data collection process is as smooth as possible. There is a requirement for all providers receiving government grant funding to participate in data collections. This ensures that public funds are being used appropriately and allows us to track the programme's progress towards its goal of making wraparound care available to all eligible children in England.
How often will MI be collected from providers?	MI will be collected termly across the length of the programme. The next planned MI data collection is Summer term 2025, and then Autumn term 2025.
How do re-submissions work – what happens if I make a mistake or need to make one small change, do I have to start again?	Your Local Authority Wraparound team will receive your survey responses, if you have made an error, you should contact your LA to make any amends to the submission on your behalf. Alternatively, if you would like to submit another response entirely, please do so and let your LA know to delete your initial response.
What should I do if I need help?	Please review these FAQs to support with your queries. If you are still unsure, please contact your LA for more assistance who can then direct any relevant queries to CW as required.
Can schools/providers include details if they don't put on provision every day?	Yes, the questions are structured to ask if your provision meets the wraparound definition of 8am-6pm Monday-Friday. If the answer is yes then you move on to the capacity questions, but if it's no then you will be asked for session starting/ending times for each day of the week. The initial question is there to avoid you needlessly answering the more detailed daily questions.
What if I have received funding but haven't yet changed my provision – how do I fill in the form?	At the start of both the before and after school sections on the February reporting week, the survey asks 'In which month did/will your funded before/after school places start?'. Please pick the month when your changes are planned to come into operation. This will then take you to the next section of the survey as we know the details entered in the February section won't have changed yet. This is data we would like to capture in the next MI collection.



9. FAQs

Question	Answer
How would providers who are expanding in a phased approach e.g. creating/expanding breakfast club first, then moving to after school club fill in the form?	The June reporting section begins with the question 'In which month did/will your funded after school places start?', the answers range from 'Pre-September', to September 2025 or later'. If you choose the latter option, we know that a change is planned but has not occurred yet. Please use the comments box at the end of the form to let us (and your LA) that you are taking a phased approach. This is data we would like to capture in the next MI collection.
What happens if providers are creating places which affect schools in more than one local authority?	You should submit a form to each local authority that you are receiving funding from.
How flexible is the specific week you would like the form submitted about – if I want to submit early can I do that or do I have to submit after the week has elapsed?	We are collecting for w/c 9 th June for a consistent data set at that time. If you know what your offering will be on these dates and prefer to submit early, that is fine. The only thing you won't be able to fill out is the take up/attendance so in this instance we would suggest you liaise with your LA closer to the time and they can edit your response to include that data.
What about things like inset days for providers where they may be closed for a day during that week, how will	Providers should record the week as if there were no inset day that week, then note that there was an inset day in the comments. E.g. if there was an inset day on the Friday, but provision usually runs 8-6 Monday to Friday, confirm that the
this impact and how can they be highlighted?	provision runs Mon-Fri. Not doing this will result in the places being calculated differently.
Why the dates of 10 th – 14 th February / 9 th – 13 th February ?	We are collecting these weeks for consistency, and to get an idea of an average week. We received feedback that this is how provider surveys are usually conducted. It is also the week before many schools will be on half term so we have the best chance at capturing all the new places which have been created in the first half of the term.
Will we be required to report data on spend and will we need to provide receipts.	MI does not ask any funding related questions; we do not require receipts.



10. Support

Your Local Authority

Provides support & guidance for funded childcare providers with regards to the WA programme.

HUB for Providers - childcareworks.org.uk

- Please do access our dedicated site for LAs and providers.
- The HUB provides resources for childcare providers
- Comprehensive library of resources for early years and wraparound childcare expansion



Thank you

For any queries, please contact your **Local Authority**.