

Guidance Notes for Submitting the Early Years Census 2021

To complete the census please click on the link below:
<https://kent.cloud.servelec-synergy.com/Synergy/Providers>

You **must** answer **all** questions.

Information in this survey should relate to headcount week which is Monday 18th January 2021 to Friday 22nd January 2021, EY Census day is Thursday 21st January 2021.

SUBMITTING YOUR EY CENSUS

When you log into Synergy you will see a tab called 'Forms', click on this and you should see a screen similar to the one shown below.

The screenshot shows the Synergy interface. At the top, it displays 'Organisation: Miu Nursery' and 'Provider: Miu Nursery (Day Nursery)'. Below this is a navigation bar with 'Home', 'Forms', and 'Funding' tabs. Under 'Forms', there are links for 'Fill In Forms' and 'View Forms'. A section titled 'Fill In Forms' contains the instruction: 'Please select a form below to update your details:' followed by a bullet point: '• EY Census 2021'.

Click on 'EY Census 2021' to start filling in your census return. If you cannot see the 'Forms' tab or link to the census, please let us know and we can investigate.

When you click on the link it will open a new window that shows the first section of the census. There are 4 sections that need to be filled in before you can submit.

The screenshot shows the 'EY Census 2021' form. At the top, there is a 'Next Page' button, a 'Select page:' dropdown menu set to 'Provider Details', and navigation arrows. Below this is a warning: 'If you are not registered to receive early years funding (FEE) please DO NOT complete this form. If you are registered, even if you have no children currently attending, please continue'. The section is titled 'Section 1A & 1B - Provider details [for ALL returns]'. It contains the following text: 'Local Authority Name: KCC', 'Local Authority Number: 886', and 'Please find your provider details below, if any of the details are incorrect please contact MI Early Years immediately at MIEarlyyears@kent.gov.uk or 03000 421612'. There are four input fields for provider details: 'Miu Nursery', 'ME14 1XX', '03000 421612', and '555555'. Below the fields is the instruction: 'Please click 'Next Page' or select from the dropdown list and click >> to continue'. At the bottom, there is another 'Next Page' button, a 'Select page:' dropdown menu set to 'Provider Details', navigation arrows, and a 'Submit Form' button.

Some details will fill themselves in automatically, please check these are correct before proceeding. Once all questions on a page have been completed you can click 'Next Page', or you can select the dropdown box to pick the section you would like to do next.

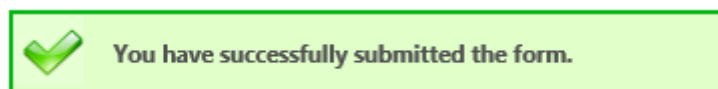
You can move back and forward between sections as you like without losing data but please be aware if you close the window you will lose all the data you have entered.

MI suggests that you take a screenshot of each section once it has been completed as a record of what you have submitted and in case something goes wrong and you lose work as this will make it easier when filling the form in again.

Once you are happy that everything is ok you can press the 'Submit' button and a dialog box will pop up that asks you to confirm if you wish to proceed.

Do not press Submit until **all** questions on **all** sections have been completed.

When your return has been submitted you will see the following message



Please do not contact MI to check your form has been submitted as this is a busy time of year and we will let you know if we do not receive your return.

If you have submitted your return and realise you have made a mistake or press submit by mistake part way through do not worry. You can start again and submit the form again, just contact us to let us know so we can delete your previous submission. You can contact us using our telephone number: 03000 410487 or via email: MIEarlyYears@kent.gov.uk

ADDITIONAL INFORMATION

Below is some additional information to help you in completing the Early Years Census:

<p>Provision details</p> <p>Private or Voluntary A setting that is part of either the private (run by private individuals or groups usually as a means of enterprise for profit) or voluntary sectors (non-profit and charitable organisations). This includes:</p> <ul style="list-style-type: none">• A private or voluntary day nursery, pre-school/playgroup or nursery school on the premises of or as part of a family/combined/integrated centre, please enter a tick in section Private or Voluntary, as appropriate, and then complete the questions that follow.• A private or voluntary provider delivering early years provision as a Sure Start Children's Centre main centre or as a linked provider, please enter a tick in section Private or Voluntary, as appropriate, and then complete the questions that follow.• A nursery school which is not part of a registered independent school please enter a tick in section Private or Voluntary, as appropriate, and then complete the questions that follow. A nursery unit or nursery class which is part of a registered independent school should be classified as Registered Independent School. <p>Registered independent school Defined in Section 463 of the Education Act 1996 as an institution providing full-time education for five or more children of compulsory school age, other than one maintained by a Local Authority or a non-maintained special school.</p> <p>Local Authority day nursery An early year's provider maintained by the Local Authority which excludes provision offered by the Local Education Authority e.g. nursery schools attached to schools. These will still be recognised as part of the Early Years Childcare Development Plan.</p> <p>Childminder Independent childminders registered with Ofsted.</p> <p>Other If your setting does not fall into any of the above.</p>
<p>Full Day Care Facilities that provide day care for children under 8 for a continuous period of 6 hours or more in any day in premises which are not domestic premises.</p> <p>Sessional Day Care Facilities where children under 8 attend day care for no more than five sessions a week, each session being less than a continuous period of 6 hours in any day. Where two sessions are offered in any one day, there is a break between</p>

<p>sessions with no children in the care of the provider.</p> <p>Other This category should only be used when the above options do not apply.</p>
<p>Opening Times</p> <p>24/7 – Please choose Yes if you are open for 24 hours a day and 7 days a week. If you are closed at any point please choose No.</p> <p>Opening times – please record each and every day of the week that you are open in 24 hour format. If there are any days you are not open please leave these blank.</p> <p>Closing times - please record each and every day of the week that you are closed in 24 hour format. If there are any days you are not open please leave these blank.</p>
<p>Staff</p> <p>Please only include the member of staff once, based on their highest qualification. For example, if someone has a level 2 and a level 3 qualification, then they should only be included once as having a level 3.</p> <p>EYPS Early Years Professional Status (EYPS) was an accredited graduate status endorsed by Government between 2007 and 2013. Holders of this status will have met the Early Years Professional Status Standards and hold an EYPS certificate. The status was replaced by Early Years Teacher Status in 2013.</p> <p>EYTS Early Years Teacher Status (EYTS) is an accredited graduate status endorsed by Government since 2013. Holders of this status will have met the Teachers Standards (Early Years) and hold an EYTS certificate issued by DfE. The status is not the same as Qualified Teacher Status (QTS).</p> <p>QTS Qualified Teacher Status (QTS) is an accredited graduate status endorsed by Government. Holders of this status will have met the Teachers Standards, hold a certificate issued by DfE and a teacher reference number (TRN).</p>
<p>Students</p> <p>These relate to ALL children at the setting. Please record the normal situation during the week commencing Monday 18th January 2021. If children are temporarily absent, for example, sick or on holiday, please include them. Your figures for children aged 2, 3 or 4 years old should be equal to or greater than the number of 2, 3 or 4 year olds included on your FF2 claims and the headcount for Spring 2021.</p>