

# Guidance Notes for Submitting the Early Years Census

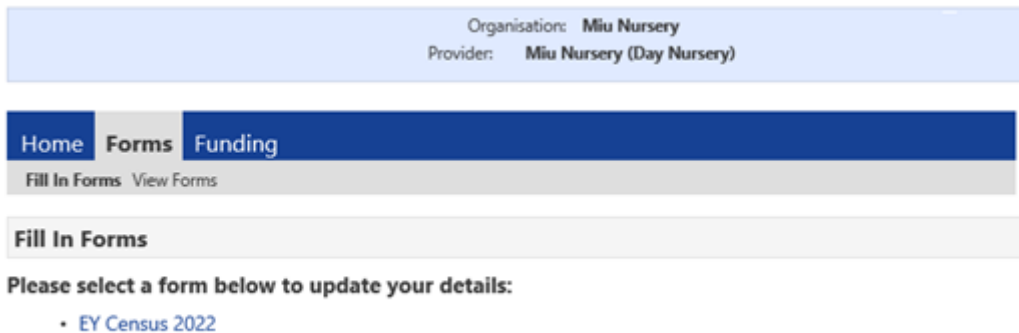
To complete the census please click on the link below:  
<https://kent.cloud.servelec-synergy.com/Synergy/Providers>

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

Information in this survey should relate to headcount week, which is Monday 16<sup>th</sup> January 2023 to Friday 20<sup>th</sup> January 2023, **EY Census Day** is Thursday 19<sup>th</sup> January 2023.

## SUBMITTING YOUR EY CENSUS

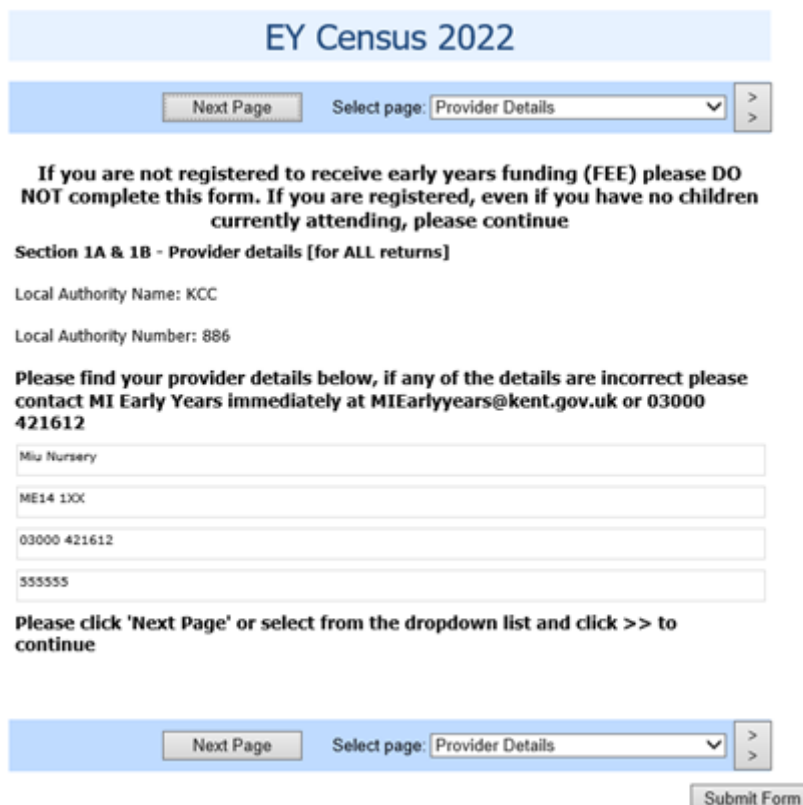
When you log into Synergy you will see a tab called 'Forms', click on this and you should see a screen like the one shown below.



The screenshot shows the Synergy interface for Miu Nursery. 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 for 'EY Census 2022'.

Click on 'EY Census 2023' to start filling in your census return. If you cannot see the 'Forms' tab or link to the census, please contact us using our telephone number: **03000 421612** or via email: [MIEarlyYears@kent.gov.uk](mailto:MIEarlyYears@kent.gov.uk) 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 completed before you can submit.



The screenshot shows the 'EY Census 2022' form. At the top, it says 'EY Census 2022'. Below this is a navigation bar with 'Next Page' and 'Select page: Provider Details' (with a dropdown arrow) and '>' buttons. The main text reads: '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'. Below this is 'Section 1A & 1B - Provider details [for ALL returns]'. The form contains the following fields: 'Local Authority Name: KCC', 'Local Authority Number: 886', 'Please find your provider details below, if any of the details are incorrect please contact MI Early Years immediately at [MIEarlyyears@kent.gov.uk](mailto:MIEarlyyears@kent.gov.uk) or 03000 421612', and four input fields for 'Miu Nursery', 'ME14 1XX', '03000 421612', and '555555'. At the bottom, it says 'Please click 'Next Page' or select from the dropdown list and click >> to continue'. The navigation bar at the bottom has 'Next Page', 'Select page: Provider Details' (with a dropdown arrow), '>' buttons, 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.

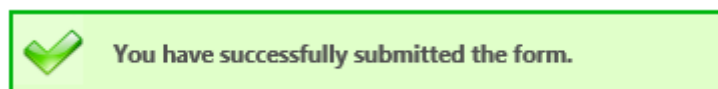
**You can move back and forward between sections as you like without losing data but please be aware if you close the window, you will lose all the data you have entered.**

MI suggests that you take a screenshot of each section once it has been completed as a record of what you have submitted 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



To check that your form has submitted successfully click on 'View Forms' which will show your submitted form with one of three messages

Pending - Your census has been submitted and is waiting to be imported

Authorised - Your census has been imported into our system

Denied - There is a significant issue with your submission, and we will be in contact

**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 pressed submit by mistake part way through do not worry. You can start and submit the form again, if you are doing this after the submission window has closed or you have submitted a return by mistake please contact us to let us know. You can contact us using our telephone number: **03000 421612** or via email: [MIEarlyYears@kent.gov.uk](mailto:MIEarlyYears@kent.gov.uk)

## **ADDITIONAL INFORMATION**

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

<b>Provision details</b>
<p><b>Private or Voluntary</b> 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"><li>• 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.</li><li>• 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.</li><li>• 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.</li></ul>
<p><b>Registered independent school</b> 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><b>Local Authority Day nursery</b> 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><b>Childminder</b> Independent childminders registered with Ofsted.</p>
<p><b>Other</b></p>

If your setting does not fall into any of the above.
<p><b>Full Day Care</b> 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><b>Sessional Day Care</b> Facilities where children under 8 years old 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 sessions with no children in the care of the provider.</p> <p><b>Other</b> This category should only be used when the above options do not apply.</p>
<b>Opening Times</b>
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.
Opening times – please record each day of the week that you are open in 24hour format. If there are any days, you are not open please leave these blank. Please use the colon, for example <b>15:00</b> for 3 pm.
Closing times - please record every day of the week that you are closed in 24hour format. If there are any days, you are not open please leave these blank. Please use the colon, for example <b>09:00</b> for 9 am.
<b>Staff</b>
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><b>EYPS</b> 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><b>EYTS</b> 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><b>QTS</b> 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>
<b>Students</b>
These relate to <b>ALL</b> children at the setting, whether they are funded or non-funded. Please record the normal situation during the week commencing <b>Monday 16<sup>th</sup> January 2023</b> . 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 old, included on your FF2 actuals claim and the 3 & 4 headcount for Spring 2023.