

# Guidance Notes for Submitting the Early Years Census 2019

You will need to login to:

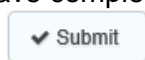
<https://www.kent.gov.uk/EYCensus2019>

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

Information in this survey should relate to headcount week which is Monday 14<sup>th</sup> January 2019 to Friday 18<sup>th</sup> January 2019 and EY Census day is Thursday 17<sup>th</sup> January 2019. If unusual circumstances occur that week (i.e. sickness, holiday, if premises are unavailable) please record usual children numbers/staffing levels.

## SUBMITTING YOUR EY CENSUS

Once you have completed **all** of the questions you can submit to Management Information by clicking on



## ADDITIONAL INFORMATION

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

Provision details
GUIDANCE
<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> If your setting does not fall into any of the above.</p>
<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 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>

Opening Times
GUIDANCE
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 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.
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.
<b>Staff</b>
<b>GUIDANCE</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.
<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.
<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).
<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).
<b>Students</b>
<b>GUIDANCE</b>
These relate to <b>ALL</b> children at the setting. Please record the normal situation during the week commencing 14 <sup>th</sup> January 2019. 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 2019.