

# EY Census 2019 Form Guidance

When you first click on link you will land on the page below:

## Early Years census

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### Reasons we collect and use your information

We work in an integrated way with other children's services teams in KCC and with partner organisations to ensure we deliver the best possible outcomes for children, young people and families in Kent.

We collect and use personal information to comply with our legal obligations under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

### How we use your information:

- check and calculate entitlement to Free Early Education Funding
- meet statutory requirements
- enable financial and policy compliance checks within Early Years Settings.

### Who we share your information with:

- teams within Kent County Council to improve outcomes for children and young people
- commissioned providers of local authority services
- schools
- local or central government bodies
- partner organisations signed up to the Kent and Medway Information Sharing Agreement, where necessary, which may include social workers, health visitors, midwives, housing providers, Police, school nurses, doctors and mental health workers.

### Your consent

I have read the privacy notice and consent to my data being used as outlined in the notice.



[✕ Cancel](#)

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Once you have read through the Privacy notice please tick that you consent before proceeding. Failure to do so will mean that you cannot proceed any further.

You will then be directed to the contact details page. Please fill in your details accurately:

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Your name \*

Email address \*

Confirm email address \*

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On the provider details page please fill in the details as shown on the Ofsted certificate. If your setting comes under ISI please input 555555 in the Ofsted URN field.

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Provider's name \*  ⓘ

ⓘ As shown on Ofsted certificate

Ofsted Unique Reference Number (URN) \*  ⓘ

ⓘ If the URN has 'EY' at the beginning please just enter the numbers that follow. Please enter 555555 if there is no Ofsted URN

Department for Education's URN \*

Provider's phone number \*

Provider's postcode \*  ⓘ

ⓘ Upper case letters please.

When entering provision details please select from the drop down options. The extra boxes will only appear if you are a Private or Voluntary setting.

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Provider category \*  ✓

Provision offered \*  ✓

Day care type provided \*  ✓

Does the provider operate on the premises of, or have a contract or partnership arrangement with, a maintained school? \*  Yes  No ✓

Does the provider work in partnership with another establishment to provide funded places? \*  Yes  No ✓

When you get to the opening times tab please ensure that the number of weeks open each year is equal to or more than the number of weeks you are funded by the LA:

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How many weeks is the provider open each year? \*  ✓

How many weeks in the current calendar year is the provider open and funded by the LA? \*  ✓

Is the provider open 24 hours a day, 7 days a week? \*  Yes ✓  
 No

Days open \*  Monday ✓  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday  
 Sunday

### Monday

Monday opening time \*

Monday closing time \*

### Wednesday

Wednesday opening time \*

Wednesday closing time \*

When inputting staff details the number of staff working with children under 5 must be equal to or more than the total of all in receipt of qualifications.

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### Total number of staff/practitioners:

working with children under 5 \*   
① Including both paid and unpaid staff

with a full and relevant early years level 2 qualification \*

with a full and relevant early years level 3 qualification and not in a managerial role \*

with a full and relevant early years level 3 qualification and in a managerial role \*

with early years professional status \*

with early years teacher status \*

with qualified teacher status \*

When inputting that number of children please input how many you currently have in the setting based on their age as of 31<sup>st</sup> December 2018.

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**Please note:** Each child's age should be determined as of 31 December 2018.

Total number of 2 year olds (funded and non-funded) \*



[Age as of 31 December 2018](#)

Total number of 3 year olds (funded and non-funded) \*



[Age as of 31 December 2018](#)

Total number of 4 year olds (funded and non-funded) \*



[Age as of 31 December 2018](#)

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[✕ Cancel](#)

[✓ Submit](#)

Once you have completed all the questions/tabs please click 'Submit', you will then be taken to the screen below:

## Thank you for submitting the Early Years census.

Your reference number is FS-Case-██████████

A confirmation email will be sent to ██████████@██████████ shortly.

[Continue »](#)

Once you press 'Continue' will be taken to Kent.gov Home Screen and a copy of your EY Census will be sent to the email address you supplied at the start of the survey.