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**Management Information**

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Dear Colleague,

**Department for Education Early Years Census 2020 – setting level data**

As advised in our previous email dated 12/12/2019, it is the time of year when the statutory annual Early Years Census must be collected and sent to the Department for Education (DfE). Your setting level data will be collected via the EY Census form link below, this link can also be found on the 3&4 year old funding page on KELSI. Census day is Thursday 16<sup>th</sup> January 2020 and the census needs to reflect the situation within settings during the headcount week Monday 13<sup>th</sup> to Friday 17<sup>th</sup> January 2020.

The Early Years Census consists of 23 questions. As Kent County Council receives funding from the DfE based on information supplied in the Early Years Census **ALL** questions are mandatory. To secure your funding it is vital that the Census Data Collection is completed accurately and submitted by **5pm on Friday 31<sup>st</sup> January 2020**.

In line with the Provider agreement (Section 15.2; page 17, Section 16.4; page 19 and Section 18.4; page 20) **all settings should submit a Census even if you are not claiming for any children in Spring 2019**, otherwise you may no longer be eligible to claim 2, 3 and 4 year old funding.

The EY Census form can be found here:

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

Guidance notes for how to submit and a link to the survey are available on our KELSI website:

<https://www.kelsi.org.uk/early-years/sufficiency-and-sustainability/free-early-education>

If you have any queries which are not covered in the guidance notes, please contact a member of the Early Years Management Information team on 03000 422828 or email [eyfe@kent.gov.uk](mailto:eyfe@kent.gov.uk)

Yours sincerely,

**Chaileigh Thorne**

Senior Management Information Officer (Synergy)