

Instructions for completing the Early Years Census

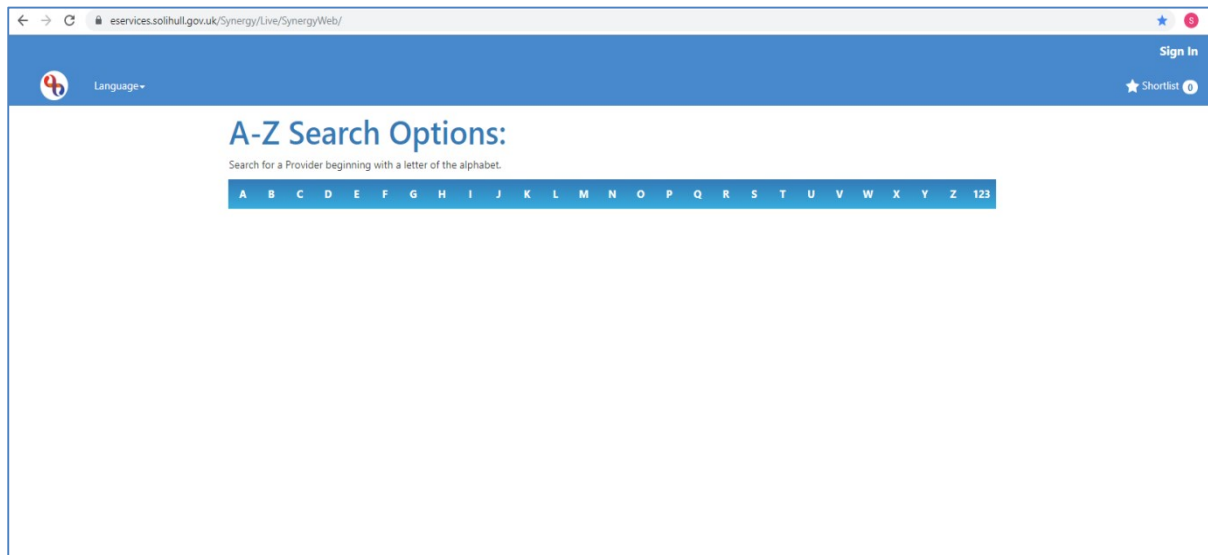
To submit your Early Years Census –

1) Open the Provider Portal

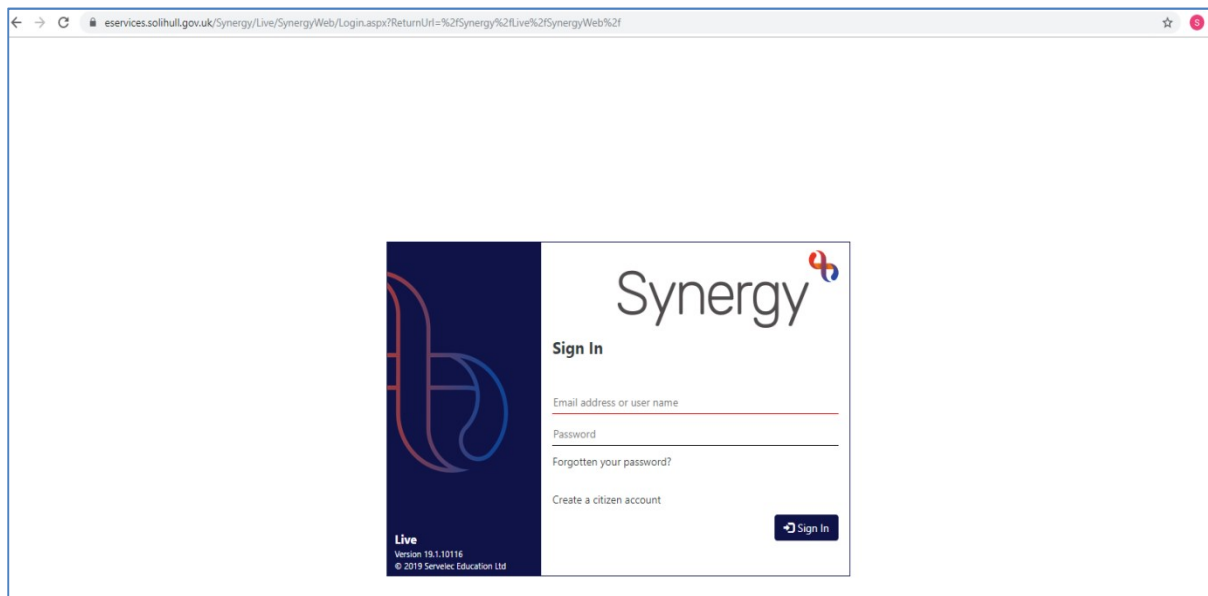
Click: <https://eservices.solihull.gov.uk/Synergy/Live/SynergyWeb/>

2) Login

Click: Sign In in the top right hand corner

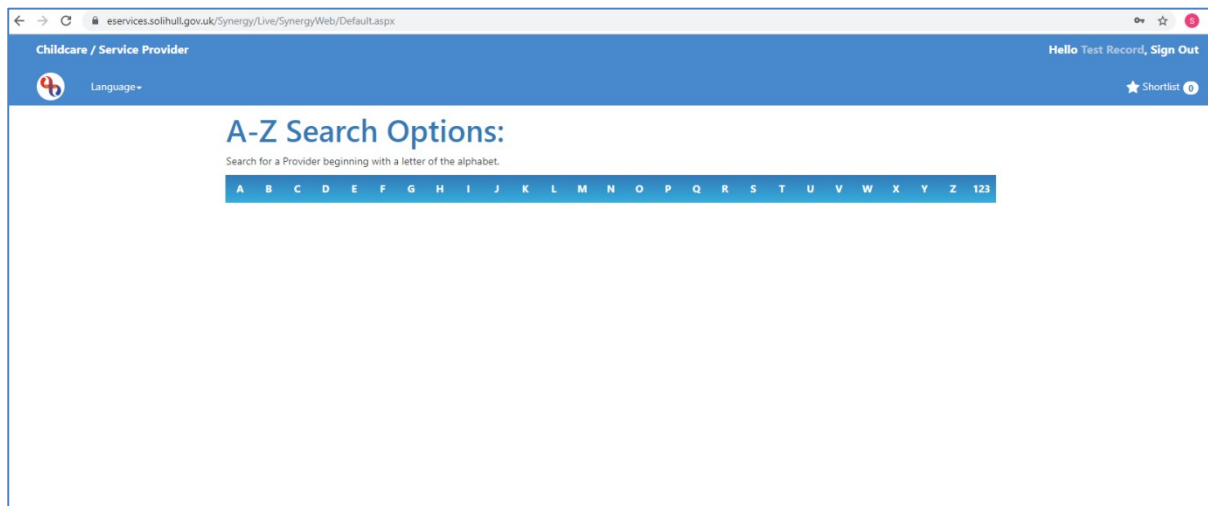


Enter: Username and Password

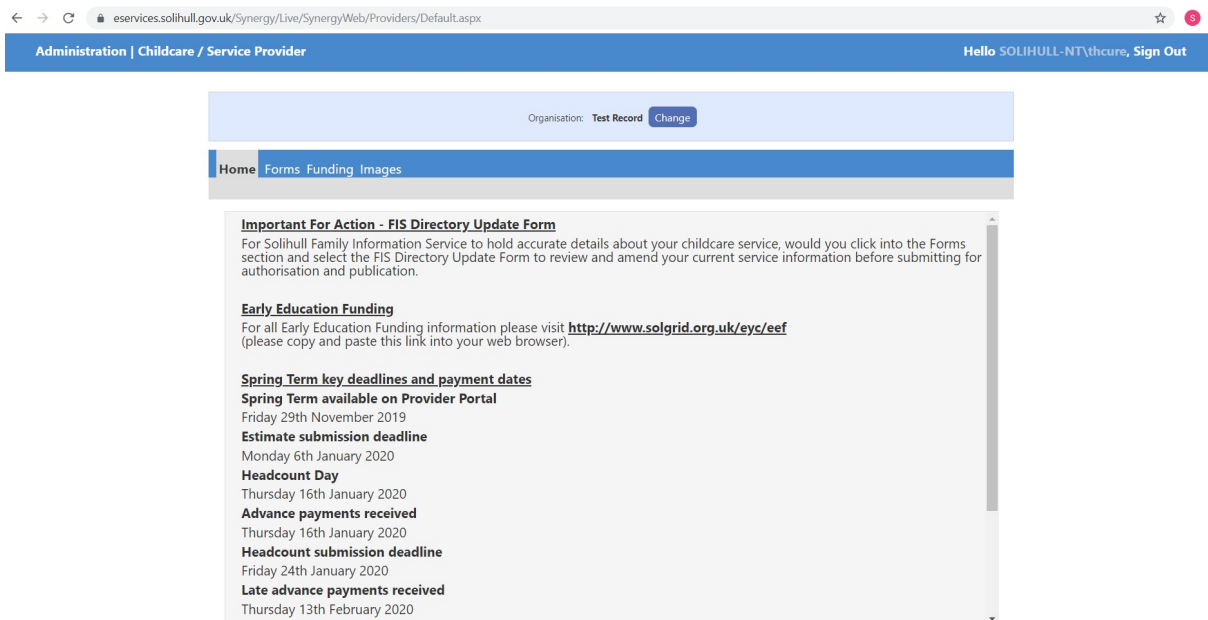


Click: Sign In box

The Home Page is displayed. Click **Childcare/Service Provider** in the top left hand corner.



Check the **name of your setting** is showing next to 'Organisation' at the top of the screen.

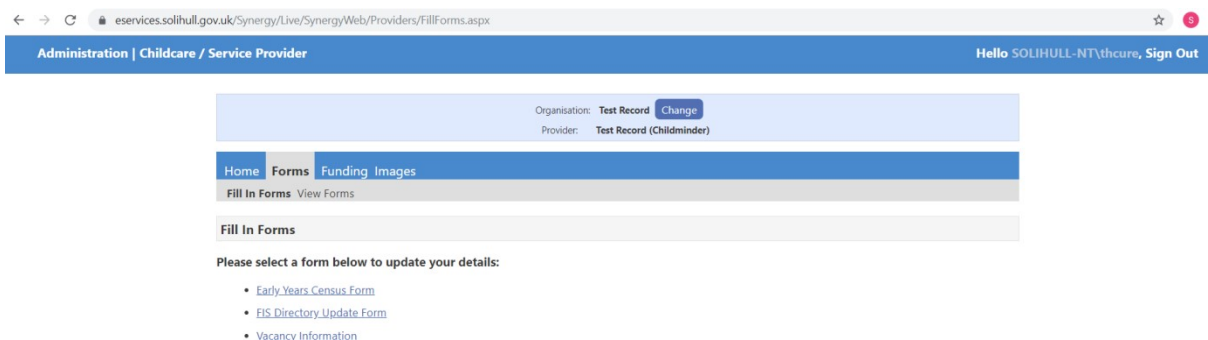


3) Enter Forms

Click: **Forms** from the menu bar

The forms available for completion are displayed.

Click on the form named **Early Years Census Form** to load in a new window.



4) Check and enter data

Some fields may already be populated with data currently held by the Local Authority. Please ensure these details are checked carefully and amended where appropriate.

Early Years Census Form

Next Page

Select page: Early Years Census Data

>>

Data collection for private, voluntary and independent providers of early years education for children aged two, three and four years old

Census Day: 16th January 2020

Please refer to guidance on the following webpage prior to completing this return


Please record the normal situation during the week beginning 13th January 2020

General details of provision

If you are not open during Census week please record your hours during a normal week

Daily Opening Times (click on Insert item to add further days of the week)

Day	Start Time	End Time	Funded Places
Monday ▼	7:30	18:30	<input type="checkbox"/>
Tuesday ▼	7:30	18:30	<input type="checkbox"/>
Wednesday ▼	7:00	18:30	<input type="checkbox"/>
Thursday ▼	7:00	18:00	<input type="checkbox"/>
Friday ▼	7:00	18:00	<input type="checkbox"/>
Saturday ▼	7:30	18:30	<input type="checkbox"/>

 Insert item

How many weeks are you OPEN each year?

How many weeks in 2020 are you OPEN and FUNDED by the LA? Only enter more than 38 weeks if at least 1 child is stretching funding

Staff working with children under 5 (count only the highest qualification as per the order below)

Graduate level qualifications excluding QTS, EYPS and EYTS should be recorded as level 3. If unusual circumstances occur during Census week please record usual staffing levels.

TOTAL STAFF at provider, who work with children aged under 5, including setting manager, qualified and non qualified staff	<input type="text"/>
Number of staff with a full and relevant Early Years LEVEL 2 qualification	<input type="text"/>
Number of staff with a full and relevant Early Years LEVEL 3 qualification and NOT IN A MANAGERIAL ROLE	<input type="text"/>
Number of staff with a full and relevant Early Years LEVEL 3 qualification and IN A MANAGERIAL ROLE (defined as "setting manager/childminder", not including room leaders/senior members)	<input type="text"/>
Number of staff with EARLY YEARS PROFESSIONAL STATUS	<input type="text"/>
Number of staff with EARLY YEAR TEACHER STATUS	<input type="text"/>
Number of staff with QUALIFIED TEACHER STATUS	<input type="text"/>

Number of FUNDED and UNFUNDED children by age

If children are temporarily absent, i.e. sick or on holiday, please include them on this return

Two Year Olds (DOB 1st January 2017 - 31st December 2017)	<input type="text"/>
Three Year Olds (DOB 1st January 2016 - 31st December 2016)	<input type="text"/>
Four Year Olds (DOB 1st January 2015 - 31st December 2015)	<input type="text"/>

<input type="button" value="Next Page"/>	Select page: <input type="text" value="Early Years Census Data"/>	<input type="button" value=" >>"/>
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It is possible to quickly switch between pages either by clicking next page or by selecting the applicable page name in the drop-down and clicking the double arrow box

When you have finished don't forget to click **Submit Form**.

The form should not take more than 15 minutes to complete. Please call or email the Family Information Service if you need any support.