

## Instructions for completing the Early Years Census Form

1. Open the Provider Portal via  
<https://edportals.solihull.gov.uk/Synergy/Live/SynergyWeb/Providers/Default.aspx>
2. Login to the Provider Portal – Enter your username and password

### Sign In

Sign in or create an account with us.

Enter your username

!

You must enter a username to continue

Next

Create Account

### Sign in

Enter your password

!

You must enter a password to continue

Change User

Forgot Password

Create Account

Sign In

Click Sign In.

### 3. Click on Forms from the menu

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**Latest News**  
**Adding new children and amending headcount records Autumn 2024 Term**  
The Portal is now closed for Autumn term. For late starters or early leavers please send us the paperwork and don't forget to send a Parental Declaration Form with your late starter form.  
The Portal opens for Spring term on Friday 29th November 2024.  
**Helpline for Funding Enquiries**  
From Monday 9th September for all Early Education Funding enquiries please contact the Family Information Service on 0121 704 6015 or [eefenquiries@solihull.gov.uk](mailto:eefenquiries@solihull.gov.uk).  
Our new helpline telephone number will be open Monday-Friday 9am-3pm.  
Please don't use any other telephone numbers or email addresses in the Family Information Service as this helpline is for all funding enquiries.

### 4. Click on Early Years Census Form 2025

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[Fill In Forms](#) [View Forms](#)

**Fill In Forms**  
Please select a form below to update your details:

- [Early Years Census Form 2025](#)
- [FIS Directory Update Form](#)
- [Vacancy Information](#)

### 5. 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

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Select page: Early Years Census Data

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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 2025**

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

Please record the normal situation during the week beginning 13th January 2025

## General details of provision

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

**Provider Name**

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

Day	Start Time	End Time	Funded Places
Monday	7:30	17:30	<input checked="" type="checkbox"/>
Tuesday	7:30	17:30	<input checked="" type="checkbox"/>
Wednesday	7:30	17:30	<input checked="" type="checkbox"/>
Thursday	7:30	17:30	<input checked="" type="checkbox"/>

 Insert item

How many weeks are you OPEN each year?

How many weeks in 2024 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

Number of staff with a full and relevant Early Years LEVEL 2 qualification

Number of staff with a full and relevant Early Years LEVEL 3 qualification and NOT IN A MANAGERIAL ROLE

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)

Number of staff with EARLY YEARS PROFESSIONAL STATUS

Number of staff with EARLY YEAR TEACHER STATUS

Number of staff with QUALIFIED TEACHER STATUS

### 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 2022 - 31st December 2022)

Three Year Olds (DOB 1st January 2021 - 31st December 2021)

Four Year Olds (DOB 1st January 2020 - 31st December 2020)

### Provider Agreement

I have read and will adhere to the terms and conditions in the Provider Agreement

☐ Yes

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Select page: Early Years Census Data

Submit Form

FIS Provider Portal - Part of the Synergy FIS Suite

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

# Early Years Census Form

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Select page: End



Thank you for completing the Early Years Census form. Please click 'Submit Form' at the bottom of this page in order for the Family Information Service to receive your completed form.

If you experience any difficulties in completing this form please contact us as below;

Family Information Service 0121 704 6015 [eefenquiries@solihull.gov.uk](mailto:eefenquiries@solihull.gov.uk)

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Select page: End



Submit Form

FIS Provider Portal - Part of the Synergy FIS Suite

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 – 0121 704 6015 or [eefenquiries@solihull.gov.uk](mailto:eefenquiries@solihull.gov.uk)