

**PVI Providers**

**Management Information**

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Our ref: EYCensus 2012  
Date: January 2012

Dear Colleague

**Early Years Census 2012**

As previously advised we will now be collecting the setting information for this statutory return electronically. To complete this online census, please go to our page on Kent Trust Web (link below) and under the heading **Early Years Census 2012**, click on Early Years Census Data Collection. This will take you to the web site needed to submit your census information. Detailed guidance notes are also available from our page on Kent Trust Web.

<http://www.kenttrustweb.org.uk/Finance-Assessment/earlyyears.cfm>

Please note you will need the following information for the census. All information collected is based on the situation during census week.

- Your Ofsted Registration Certificate
- Your DfE Unique Reference Number (URN) - the six digit number beginning with 5
- Number of 2 year olds in the setting
- Number of 3 year olds in the setting
- Number of 4 year olds in the setting
- Details of staff qualifications

Kent County Council receives funding from the DfE based on information supplied in the Early Years Census. It is vital that the Census Data Collection is completed and submitted by 5pm on Friday 27<sup>th</sup> January 2012 to secure your funding. Your child level data will be taken from the headcount submitted via the Early Years Web (please note the cut off date for the child level data is 5pm on Tuesday 24<sup>th</sup> January).

Should you need to go direct to the census website the URL is

<https://www.kent.gov.uk/af3/an/default.aspx/RenderForm/?F.Name=n9cpjwo3FYc>

If you require any further information or for help please contact your Management Information representative,

Yours sincerely



Katherine Atkinson  
Management Information Service Manager (ELS)