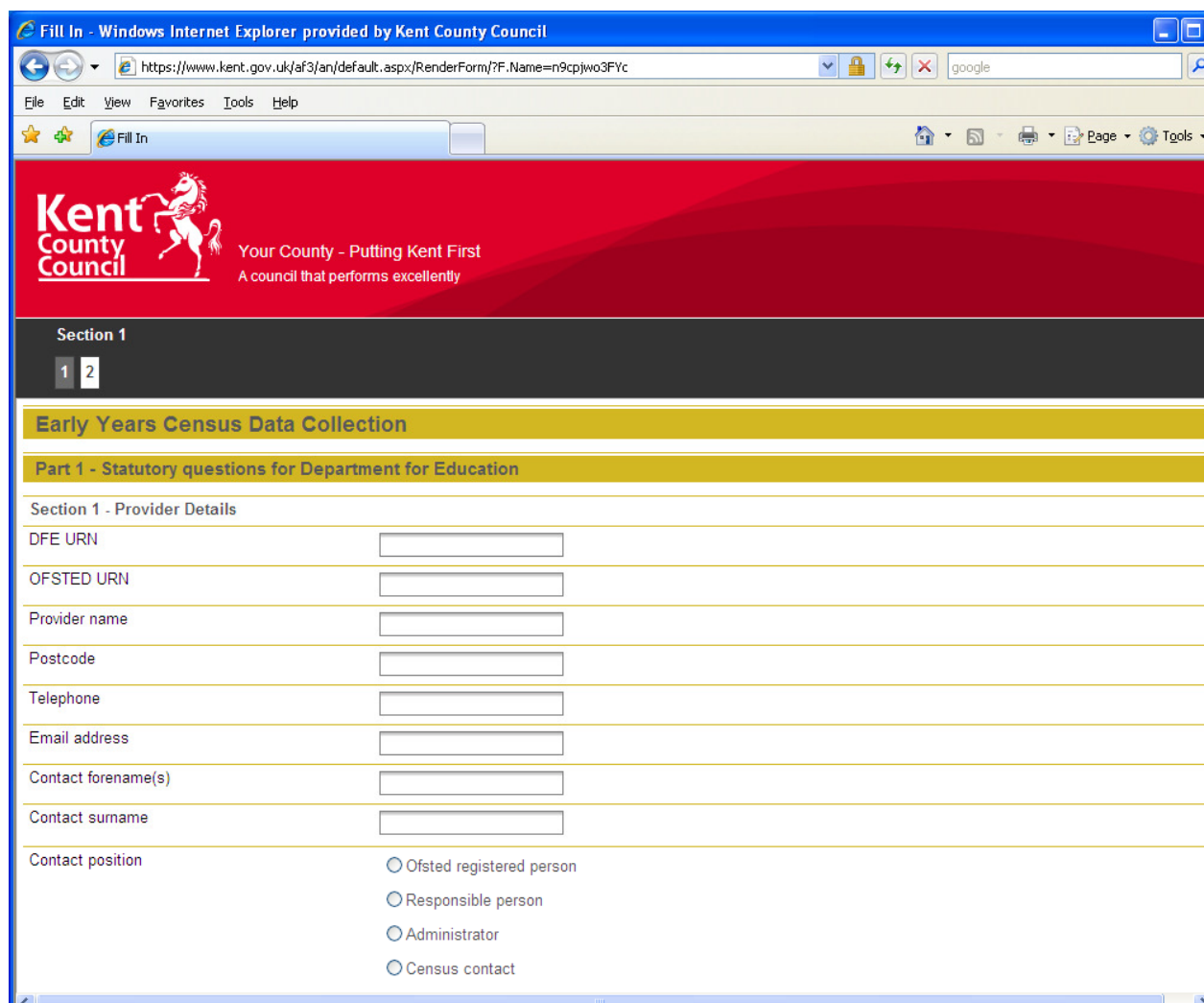


## Guidance Notes for Submitting the Early Years Census Data Collection

You will need to go to the website

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



The screenshot shows a web browser window with the URL <https://www.kent.gov.uk/af3/an/default.aspx/RenderForm/?F.Name=n9cpjwo3FYc>. The page header features the Kent County Council logo and the slogan "Your County - Putting Kent First". Below the header, there is a navigation bar with "Section 1" and a tab indicator showing "1" and "2". The main content area is titled "Early Years Census Data Collection" and "Part 1 - Statutory questions for Department for Education". The form is titled "Section 1 - Provider Details" and contains the following fields:

DFE URN	<input type="text"/>
OFSTED URN	<input type="text"/>
Provider name	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email address	<input type="text"/>
Contact forename(s)	<input type="text"/>
Contact surname	<input type="text"/>
Contact position	<input type="radio"/> Ofsted registered person <input type="radio"/> Responsible person <input type="radio"/> Administrator <input type="radio"/> Census contact

### Section 1 – Provider Details

**DFE URN** – The six digit unique reference number beginning with 5 (this will be shown in the address panel of the letter sent to you).

**Ofsted URN** – The registration number shown on your Ofsted certificate.

**Provider Name** – Name of the setting – as shown on your Ofsted Certificate.

**Postcode** – The postcode of the setting

**Telephone** – The setting telephone number

**E-mail address** – The setting e-mail address

**Contact Forename(s)** – The forename(s) of the person Kent County Council or the DfE should contact in the event of any queries with the information supplied in the Early Years Census Data Collection.

**Contact Surname** – The surname of the person Kent County Council or the DfE should contact in the event of any queries with the information supplied in the Early Years Census Data Collection.

**Contact Position** – The position held by the person responsible for the information supplied in the Early Years Census Data Collection - please choose from one of the following:

- Ofsted Registered Person – If you are the individual named on the Ofsted certificate;
- Responsible Person – Person responsible for the day to day management of the setting where the Ofsted Certificate shows an organisation such as a company, committee or partnership as the registered person;
- Administrator – the person designated by the setting as being responsible for the completion of the headcount and / or the census;
- Census Contact – if none of the above.

## Section 2 – General details of Provision

### Section 2a Category of Provider - All types of provider must complete this section

Section 2a - Category of Provider	
Please select one:	<input type="radio"/> Private
	<input type="radio"/> Voluntary
	<input type="radio"/> Registered Independent School
	<input type="radio"/> Local Authority Day Nursery
	<input type="radio"/> Childminder
	<input type="radio"/> Other

Please indicate your setting type having read the guidance given below.

#### Private or Voluntary

A setting that is part of either the private (run by private individuals or groups usually as a means of enterprise for profit) or voluntary sectors (non-profit and charitable organisations). This includes:

- A private or voluntary day nursery, pre-school/playgroup or nursery school on the premises of or as part of a family/combined/integrated centre, please enter a tick in section Private or Voluntary, as appropriate, and then complete section 2B.
- A private or voluntary provider delivering early years provision as a Sure Start Children's Centre main centre or as a linked provider, please enter a tick in section Private or Voluntary, as appropriate, and then complete section 2B.

Please note: a Sure Start Children's Centre is a provider that provides a range of easily accessible and flexibly tailored services for children from conception until the age of 5. It may have been developed from a Sure Start local programme, neighbourhood nursery, early excellence centre, maintained nursery, primary school or private and voluntary sector provision. The children's centre model can be on a single-site, split-site (with buildings in pram-pushing distance of each other), campus or linked provider.

- A nursery school which is not part of a registered independent school please enter a tick in section Private or Voluntary, as appropriate, and then complete section 2B. A nursery unit or nursery class which is part of a registered independent school should be classified as Registered Independent School.

**Registered independent school** - As defined in Section 463 of the Education Act 1996 as an institution providing full-time education for five or more children of compulsory school age, other than one maintained by a Local Authority or a non-maintained special school.

**Local authority day nursery** - An early year's provider maintained by the local authority which excludes provision provided by the local education authority e.g. nursery schools attached to schools. These will still be recognised as part of the Early Years Childcare Development Plan.

**Childminder** - An early year's provider who is also part of a Childminding Network. A childminding network is a group of childminders who each have a development programme. Each network has

an employed coordinator whose role is to support the childminders, monitor the quality of care provided by the networked childminder, identify training needs and provide coaching on a regular basis.

**Other** - If your setting does not fall into any of the above. Please specify details.

**Section 2b: Private or Voluntary Providers Only.**

**This section will only be viewed if either Private or Voluntary has been selected in section 2a.**

In our example the setting is a Voluntary Pre-School offering Sessional Day Care

Section 2 - General Details of Provision	
Section 2a - Category of Provider	
Please select one:	<input type="radio"/> Private <input checked="" type="radio"/> Voluntary <input type="radio"/> Registered Independent School <input type="radio"/> Local Authority Day Nursery <input type="radio"/> Childminder <input type="radio"/> Other
Section 2b	
Please select the type of provision offered	<input type="radio"/> Day nursery <input checked="" type="radio"/> Playgroup or Pre-School <input type="radio"/> Nursery School <input type="radio"/> Family/Combined/Integrated Centre <input type="radio"/> Sure Start Children's Centre - Main Centre Site <input type="radio"/> Sure Start Children's Centre - Linked provider <input type="radio"/> Other
Is it	<input type="radio"/> Full day care <input checked="" type="radio"/> Sessional day care <input type="radio"/> Other

**Please select the type of provision offered –**

Please enter the type of provision you offer. Please note that the status of “Other” (7<sup>th</sup> on the list) should only be used where your setting does not fall into the category of either; Day Nursery; Playgroup or Pre-School; Nursery School; Family/Combined/Integrated Centre; Sure Start Children’s Centre - Main; Sure Start Children’s Centre – Linked

**Is it** - Please enter if you are Full Day Care, Sessional Day Care or Other. These are defined as:

**Full Day Care:** Facilities that provide day care for children under 8 for a continuous period of 4 hours or more in any day in premises which are not domestic premises.

**Sessional Day Care:** Facilities where children under eight attend day care for no more than five sessions a week, each session being less than a continuous period of four hours in any day. Where two sessions are offered in any one day, there is a break between sessions with no children in the care of the provider.

**Other:** This category should only be used when a provider definitely does not fit into Full Day Care or Sessional Day Care.

## Section 2c – Hours and Weeks of Opening

Please note that these questions are based on the opening pattern of the setting and not just the hours in which you claim the Free Entitlement.

Section 2c - Hours and Weeks of Opening	
Are you continuously open during the day?	<input type="radio"/> Yes <input type="radio"/> No
Do you operate on the premises of a maintained school or have a contract or partnership agreement with a maintained school?	<input type="radio"/> Yes <input type="radio"/> No
Do you work in partnership with another establishment to provide free early education?	<input type="radio"/> Yes <input type="radio"/> No
How many hours are you open each week?	<input type="text"/>
How many weeks are you open each year?	<input type="text"/>
Which days of the week are you open?	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
What are your opening hours? (In the format 8am - 12pm)	

**Are you continuously open during the day?** - Please answer yes or no.

**Do you operate on the premises of a maintained school or have a contract or partnership agreement with a maintained school?** - Please answer yes or no.

**Do you work in partnership with another establishment to provide free early education?** - Please answer yes or no.

**How many hours are you open each week?** - Please enter the total number of hours you are open to children each week.

**How many weeks are you open each year?** - Please enter the total number of weeks you are open to children each year.

**Which days of the week are you open?** - Please be aware that where a day is not selected then the opening hours fields will not show for that day.

**What are your opening hours?** – Please enter the hours your setting is open using the format 8am – 12pm

The following two pages contain examples of ways hours may be entered.

Example 1 - The setting is not continuously open during the day. Opening hours are as follows:

Monday morning	9am -12pm
Monday afternoon	12:30pm - 3:30pm
Tuesday morning	9am -12pm
Tuesday afternoon	12:30pm - 3:30pm
Wednesday morning	CLOSED
Wednesday afternoon	CLOSED
Thursday morning	9am -12pm
Thursday afternoon	CLOSED
Friday morning	9am -12pm
Friday afternoon	12:30pm - 3:30pm

Section 2c - Hours and Weeks of Opening	
Are you continuously open during the day?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Do you operate on the premises of a maintained school or have a contract or partnership agreement with a maintained school?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you work in partnership with another establishment to provide free early education?	<input type="radio"/> Yes <input checked="" type="radio"/> No
How many hours are you open each week?	<input type="text" value="21"/>
How many weeks are you open each year?	<input type="text" value="40"/>
Which days of the week are you open?	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday
What are your opening hours? (In the format 8am - 12pm)	
Monday mornings	<input type="text" value="9am - 12pm"/>
Monday afternoons	<input type="text" value="12:30 pm - 3:30pm"/>
Tuesday mornings	<input type="text" value="9am - 12pm"/>
Tuesday afternoons	<input type="text" value="12:30 pm - 3:30pm"/>
Thursday mornings	<input type="text" value="9am - 12pm"/>
Thursday afternoons	<input type="text"/>
Friday mornings	<input type="text" value="9am - 12pm"/>
Friday afternoons	<input type="text" value="12:30 pm - 3:30pm"/>

Example 2 - The setting is open continuously and opening hours are as follows:

Monday morning	7:30am - 12pm
Monday afternoon	12pm - 6pm
Tuesday morning	7:30am - 12pm
Tuesday afternoon	12pm - 6pm
Wednesday morning	7:30am - 12pm
Wednesday afternoon	12pm - 6pm
Thursday morning	7:30am - 12pm
Thursday afternoon	12pm - 6pm
Friday morning	7:30am - 12pm
Friday afternoon	12pm - 6pm

Section 2c - Hours and Weeks of Opening

Are you continuously open during the day?  Yes  No

Do you operate on the premises of a maintained school or have a contract or partnership agreement with a maintained school?  Yes  No

Do you work in partnership with another establishment to provide free early education?  Yes  No

How many hours are you open each week?

How many weeks are you open each year?

Which days of the week are you open?

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

What are your opening hours? (In the format 8am - 12pm)

Monday mornings	<input type="text" value="7:30am - 12pm"/>
Monday afternoons	<input type="text" value="12pm - 6pm"/>
Tuesday mornings	<input type="text" value="7:30am - 12pm"/>
Tuesday afternoons	<input type="text" value="12pm - 6pm"/>
Wednesday mornings	<input type="text" value="7:30am - 12pm"/>
Wednesday afternoons	<input type="text" value="12pm - 6pm"/>
Thursday mornings	<input type="text" value="7:30am - 12pm"/>
Thursday afternoons	<input type="text" value="12pm - 6pm"/>
Friday mornings	<input type="text" value="7:30am - 12pm"/>
Friday afternoons	<input type="text" value="12pm - 6pm"/>

**Where your opening hours are the same each day it is possible to copy and paste your entries from one field to another.**

## Section 3 - Staff Information

### Section 3 - Staff

Total number of teaching staff, both paid and unpaid?	<input type="text"/>
Total number of teaching staff that have Qualified Teacher Status (QTS)?	<input type="text"/>
Total number of teaching staff that have Early Years Professional Status (EYPS)?	<input type="text"/>
How many teaching staff, both paid and unpaid, do you have who are directly involved with the care of 3 and 4 year old children?	<input type="text"/>
How many teaching staff, both paid and unpaid, do you have who are directly involved with the care of 3 and 4 year old children and have Qualified Teacher Status (QTS)?	<input type="text"/>
How many teaching staff, both paid and unpaid, do you have who are directly involved with the care of 3 and 4 year old children and have Early Years Professional Status (EYPS)?	<input type="text"/>

### Section 4 - Number of Children at Setting

Please record all children attending your setting, regardless of whether they receive funding from the Local Authority

Number of 2 year olds?	<input type="text"/>
Number of 3 year olds?	<input type="text"/>
Number of 4 year olds?	<input type="text"/>

Information about staff in this survey should relate to those who have been present in the week beginning 16 January 2012. If unusual circumstances occur that week (i.e. if premises were unavailable), please record usual staffing levels.

- **Qualified Teacher Status** is the recognised level of qualification for teachers in most schools. Staff may have followed different routes to achieve this status including the successful completion of an approved course of initial teacher training.
- **Early Years Professional Status (EYPS)** is a new professional status for practitioners working in early year's settings to recognise their expertise as practitioners and professional leaders. The status of EYPS will be equivalent in level to Qualified Teacher Status (QTS), but each status will be based on a different set of skills and knowledge.

***The first 3 questions relate to all staff working directly with children of any age at your setting.***

**Total number of teaching staff, both paid and unpaid?** - The number of staff at the setting, both paid and unpaid.

**Total number of teaching staff that have Qualified Teacher Status (QTS)?** – The number of staff, at the setting who have Qualified Teacher Status.

**Total number of teaching staff that have Early Years Professional Status (EYPS)?** - The number of staff at the setting who have Early Years Professional Status.

***Please note that the following 3 questions are about staff who work directly with the 3 and 4 year old children and therefore these figures will be less than, or equal to, those recorded above.***

**How many teaching staff, both paid and unpaid, do you have who are directly involved with the care of 3 and 4 year olds children?** – The number of teaching staff both paid and unpaid who work directly with the 3 and 4 year old children.

**How many teaching staff, both paid and unpaid, do you have who are directly involved with the care of 3 and 4 year old children and have Qualified Teacher Status (QTS)?** – The number

teaching staff both paid and unpaid, with Qualified Teacher Status, who work directly with the 3 and 4 year old children.

**How many teaching staff, both paid and unpaid, do you have who are directly involved with the care of 3 and 4 year olds children and have Early Years Professional Status (EYPS)? –**

The number teaching staff both paid and unpaid, with Early Years Professional Status, who work directly with the 3 and 4 year old children.

#### Section 4 Number of Children at the Setting

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##### Section 4 - Number of Children at Setting

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Please record all children attending your setting, regardless of whether they receive funding from the Local Authority

---

Number of 2 year olds?

---

Number of 3 year olds?

---

Number of 4 year olds?

---

**This relates to ALL children at the setting. Please record the normal situation during the week beginning 16 January 2012. If children are temporarily absent, for example, sick or on holiday, please include them.**

**Number of 2 year olds** – Number of 2 year olds who attend the setting irrespective of whether they receive funding through the LA.

**Number of 3 year olds** – Number of 3 year olds who attend the setting irrespective of whether they receive funding through the Early Years Free Entitlement. This figure should be greater than or equal to the number of 3 year olds included on your headcount for terms 3&4 (Spring) 2012.

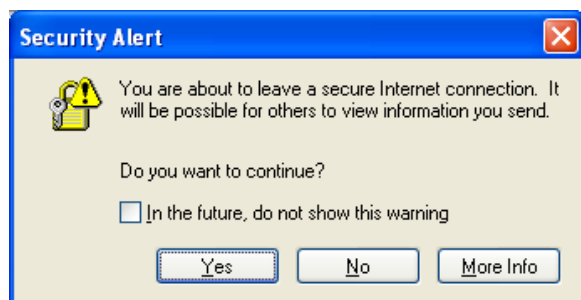
**Number of 4 year olds** – Number of 4 year olds who attend the setting irrespective of whether they receive funding through the Early Years Free Entitlement. This figure should be greater than or equal to the number of 4 year olds included on your headcount for terms 3&4 (Spring) 2012.

When all the relevant sections of page one have been completed click on next

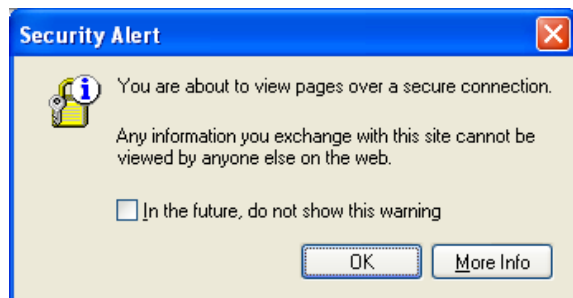
Next

Cancel

You may receive the message below – click on Yes,



You may then receive the following message – click on ok



This will take you to part 2 of the Early Years Census Data Collection.

## Part 2 – Statutory questions for KCC Finance

**Kent County Council** Your County - Putting Kent First  
A council that performs excellently

Section 2  
1 2

**Part 2 - Statutory questions for KCC Finance**

Answers to the following questions will affect your hourly rate for 2012-13  
If your setting does not answer these questions in full and correctly it will not qualify for a supplementary rate that it may be entitled to.  
Random checks will be made to confirm the data provided and if found to be incorrect the hourly rates will be amended and any resulting overpayments recovered.

**Section 1 - Flexibility of Offer**

Is your setting open, as a minimum, from 8am to 6pm?  Yes  No

Is the free entitlement only available at your setting in defined/pre-set sessions?  Yes  No

Can a parent access the full free entitlement (i.e. up to 15 hours) without having to pay any additional charges?  Yes  No

**Section 2 - Qualified Leader Information**

Please provide the full name of the person you are identifying as your setting's qualified leader.

What is the full-time equivalent for the qualified leader?

Please identify the leader's qualification from the following:

- Qualified Teacher (employed and paid under the Statutory Teachers Pay and Conditions – see notes)
- Qualified Teacher (but NOT employed and paid under the Statutory Teachers Pay and Conditions – see notes)
- Early Years Professional Status (Full Pathway)
- Other qualification (please specify below)

Close Window © Kent County Council 2011

**Answers to the questions in the following sections will affect your setting's hourly rate for 2012-13**

### Section 1 – Flexibility of Offer

**Answers to the following 3 questions will determine whether or not a setting qualifies for the flexibility supplement under the Early Years Single Funding Formula.**

**Is your setting open, as a minimum, from 8am to 6pm?** - Answer Yes if your setting opens from 8.00 am (or before) until 6 pm (or after). Otherwise answer No.

**Is the free entitlement only available at your setting in defined/pre-set sessions?** –Answer Yes if your setting only allows the free entitlement to be taken in defined\pre-set sessions (i.e. 3 hours or more). Answer No if your setting does not restrict a parent to taking up their free entitlement hours in defined\pre-set sessions.

**Can a parent access the full free entitlement (i.e. up to 15 hours) without having to pay any additional charges?** - Answer Yes if your setting allows a parent to take up their full free entitlement (i.e. 15 hours) before any charges are made. Otherwise answer No.

### Section 2 – Qualified Leader Information

**Please provide the full name of the person you are identifying as your setting's qualified leader** - Please note for the purposes of the Early Years Single Funding Formula the Qualified Leader is not necessarily the setting's manager\owner. However, the person identified: must be a paid employee of the setting; must hold a position that can demonstrate as having significant influence over the learning within the setting; and must be working for at least 50% of their employable hours at the setting (e.g. if the setting is open for 15 hrs a week the qualified leader must be employed for at least 7.5 hrs). The Qualified Leader identified should be in post at the time

of answering these questions. However, if your setting has an employee who will achieve either QTS or full EYPS as your Qualified Leader before 30<sup>th</sup> April please contact Kent County Council so that we may amend your details.

**What is the full-time equivalent for the qualified leader?** - The full-time equivalent (FTE) is required as this will be applied to the qualified leader supplement. Full-time should be recorded as 1.0 but where the qualified leader is not full time you will need to calculate their FTE (e.g. if the setting is open for 15 hrs a week, and the qualified leader is employed for 9 hrs, the FTE should be recorded as 0.6 9hours divided by 15 hours).

**Please identify the leader's qualification from the following:** -

- Qualified Teacher (employed and paid under the Statutory Teachers Pay and Conditions) Qualified Teachers paid under the Statutory Teachers Pay & Conditions will be paid in line with the statutory pay scale, will be members of the Teacher's Pension Scheme and will be working no more than 1265 hrs (full-time) in a year with an allowance of at least 10% PPA time.
- Qualified Teacher (but NOT employed and paid under the Statutory Teachers Pay and Conditions)
- Early Years Professional Status (Full Pathway)
- Other – please enter details

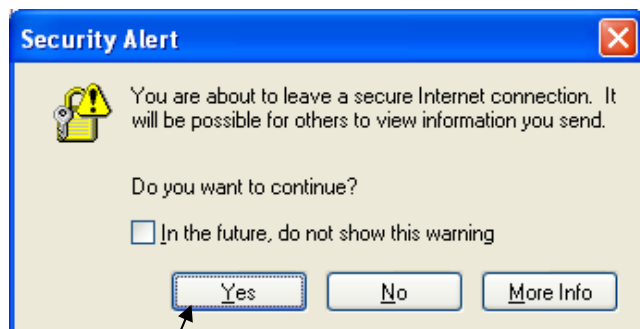
Please be aware that when you select one of the qualifications a further field will be displayed for you to enter one of the following:

- Qualified Teacher – the DfE registration number
- Early Years Professional Status – EYPS Reference Number
- Other – field to enter details

When all relevant fields of the EY Census Data Collection have been completed click on the submit button

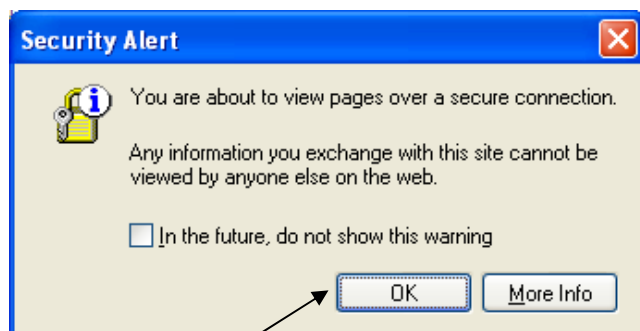


You may receive the following message



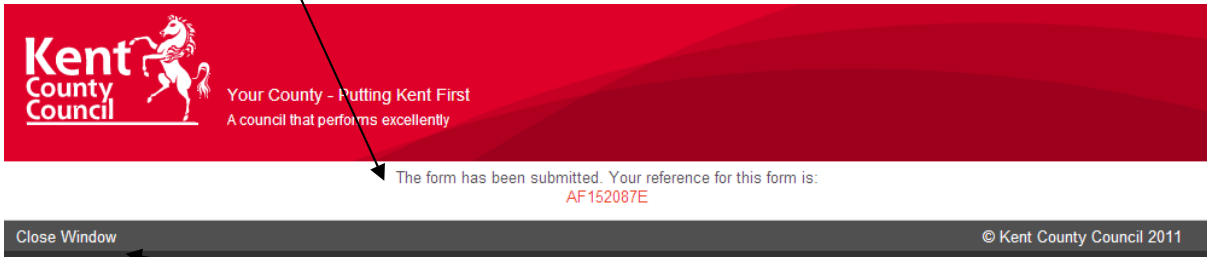
Click on Yes

You may then receive a the following message



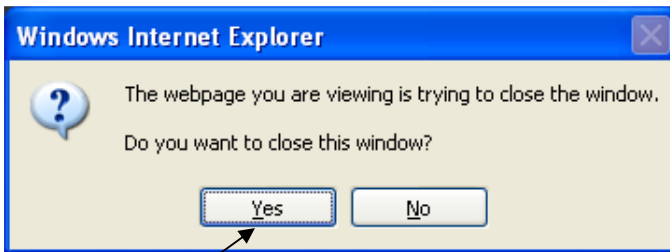
Click on OK

You will receive a notification message that the form has been submitted please make a note of the reference number.



Click on Close Window

You will receive the following message



Click on Yes and you have completed your submission of the 2012 Early Years Census Data Collection.