Haringey PVIs Early Years Census Completion Guidance

Section 1: How Early Years Census data is collected in Haringey

All data relating to the Early Years Census will be completed via Haringey Provider Portal in two parts:
- Provider information which relates to the provider/setting, staffing, qualifications and total numbers of children therein.
- Pupil/children information which relates to all details about individual children taking up free early education place in each setting.

Section 2: Completing the Early Years Census via the Provider Portal
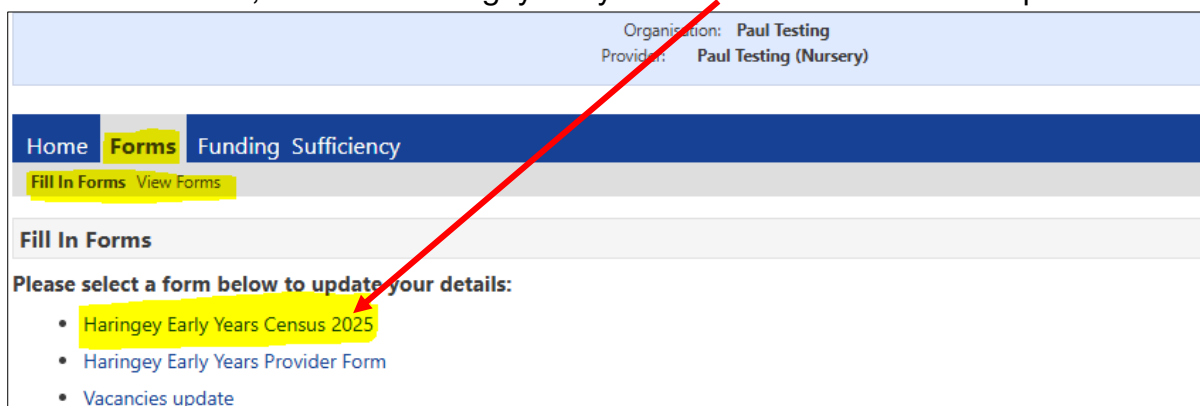
Select **Forms** tab, and click Haringey Early Years Census 2025 link to open form

Start completing form:

Haringey Early Years Census

| Next Page | Select page: Haringey Early Years Census ▾ | >> |

Data collection template for private, voluntary and independent providers of early education for children aged two, three and four years old as at 31 December 2024.

Haringey LONDON

January 2025
Action by: 31st January 2025

Section 1A - Provider details

Local authority:	Haringey
Local authority number:	309
LA Establishment URN:	
OFSTED URN:	
Provider Name:	Paul Testing
Postcode:	N22 8ZW
Telephone:	

Note: Section 1A is Read only – you don't need to do anything.

Sections 2A and 2B will be pre-populated for you.

Section 2 - General details of provision

Please note: This relates to ALL children in your care

Section 2A - Category of provider

Category of provider	Private ⌄

Section 2B - to be completed by private or voluntary providers only

Type of care (as specified in your OFSTED registration document)

Provider Type	Childcare on Non-Domestic Premises ⌄

In this section - 'continuously open' is where a provider is open for 24 hours a day and 7 days a week.

Section 2C

If you are not open during census week due to unforeseen circumstances, please record your hours during a normal week.

Are you continuously open 24hrs a day 7days/week?	○ Yes ⦿ No

Opening times – select each day of the week you are open and add the opening and closing times (recorded in using 24-hour format).

Daily Opening Times			
Day	**Start Time**	**End Time**	**Funded Places**
Monday ⌄	8:00	18:00	☑
Tuesday ⌄	8:00	18:00	☑
⌄			☐

☑ Insert item

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 PVI establishment to provide funded early education?	○ Yes ● No

How many weeks are you open each year?
Please enter numbers ONLY in this box - no text.

45.0

How many weeks in the current calendar year are you funded by the local authority?
Please enter numbers ONLY in this box - no text.

38.0

This section is for recording numbers, by headcount, of staff, their qualifications, within your setting who work with children under 5 years of age. For each member of staff, only the highest qualification needs to be recorded and double-counting must not occur. Information about staff should relate to those that have been present during census week. If unusual circumstances occur, such as the premises are not available, then usual staffing levels should be provided.

If any of the information asked for doesn't apply to your setting – please enter zero, and volunteers should not be included in this section

Note: Total number of staff at a setting/provider who work with children under 5 – should equate to all the staff in the elements below:

Staff Information

Total number, by headcount, of staff at provider who work with children under 5? **Please enter numbers ONLY in this box - no text.**	10
Number, by headcount, of staff that have a full and relevant early years level 2 qualification who work with children aged under 5? **Please enter numbers ONLY in this box - no text.**	2
Number, by headcount, of staff with a full and relevant early years level 3 qualification and not in a managerial role who work with children aged under 5? **Please enter numbers ONLY in this box - no text.**	2
Number, by headcount, of staff with a full and relevant early years level 3 qualifications and in a managerial role who work with children aged under 5? **Please enter numbers ONLY in this box - no text.**	1
Number, by headcount, of staff with qualified teacher status who work with children aged under 5? **Please enter numbers ONLY in this box - no text.**	1
Number, by headcount, of staff with early years professional status who work with children aged under 5? **Please enter numbers ONLY in this box - no text.**	2
Number, by headcount, of staff with early years teacher status who work with children aged under 5? **Please enter numbers ONLY in this box - no text.**	2

Number of funded and unfunded children by age

Please enter total number of 2 year olds (funded and unfunded) **All children Aged 2 years old as at 31 December 2024 - Numbers ONLY.**	10
Please enter total number of 3 year olds (funded and unfunded) **All children Aged 3 years old as at 31 December 2024 - Numbers ONLY.**	25
Please enter total number of 4 year olds (funded and unfunded) **All children Aged 4 years old as at 31 December 2024 - Numbers ONLY.**	15

If you have no children for any of the above age groups, please enter zero in the fields.

Make sure the form is fully completed, then click Submit Form.

Next Page	Select page: Haringey Early Years Census ⌄	>
		>
		Submit Form

This message comes up asking for confirmation before submission:

live.cloud.servelec-synergy.com says

Are you sure you want to submit this form? Clicking OK will close this message and submit the form to the LA. Clicking Cancel will close this message and leave the form open.

OK   Cancel

✔ **You have successfully submitted the form.**

You can view the status of submitted forms by clicking - Forms/View Forms.

Section 3: Actual children's data submitted via headcount claim

In this section, only children marked as 'Present during Census' on the Actuals headcount return will be submitted for the census count to the Department for Education (DfE).

Therefore, pay particular attention when completing your returns ensuring this field/box is checked/ticked for all children – as failure to do so could result in a loss of funding to Haringey (Early Years).

Full details are required for all funded children aged 9 months up to and including 4-year-olds. For *non-funded* children no detailed information is required.

Pupil/ Child/ren information required:
- Surname
- Forename
- Middle name
- Child preferred surname
- Date of birth
- Sex
- Child ethnicity – check here for correct ethnicity code.
- Number of funded hours
- Number of extended hours
- Number of Expanded hours
- Eligibility code
- Disability Access Fund (DAF)
- Hours at setting
- Special Education Needs (SEN) Provision – *See notes below on how to record information about children with SEND
- Early Years Pupil Premium (EYPP) – Make sure parent/care details are entered for this to be checked in the system (EYPP provides additional funding for early years settings to improve the education they provide for disadvantaged children aged 9 months to 4-year-olds.)
- Full address and Postcode must be entered on all children's records.
- Record actual attendance dates for those children starting or leaving after census week
- Remember to submit your headcount return upon completion ideally before the deadline.

*Recording Children with SEND on the Early Years Census
Settings/providers need to record ALL children whom you identify as having a Special Educational Need on the headcount returns.

Below are the codes used to record these pupils/children:
1. E – for any child who has an Education, Health and Care Plan (these children have undergone a needs assessment by the local authority and have received an Education Health and Care Plan which is a statutory document describing their needs and the support they require to meet these needs).

2. K – for children who are SEN Supported. These are children who do not have an Education, Health and Care Plan (EHCP); but have a learning difficulty or disability which requires additional support through the Assess-Plan-Do-Review Process. Some but not all these children will receive additional funding from the local authority through the Early Years Inclusion Fund or Early Support Places.

3. N – for children who have No Special Educational Need.