Online Provider Portal help guide
How to complete your annual Early Years Census

About this guide

This is a step-by-step guide for how to complete your annual census using the Online Provider Portal. The census is a form, which will take approximately 15 minutes to complete.

Contents

Before you start

You cannot save your progress to continue at a later time. If this is your first census we recommend opening the form to see what information is needed, then close it without submitting it.

Some of the data that constitutes your census return comes from your termly updates. If you've not completed a Termly Childcare Provider Update form recently, we ask that you complete one as soon as you can after your census form.

Have these things ready

- The numbers of children aged 2, 3 and 4 year (all children, whether funded or not) usually attending your provision during the week of the census, **by year of birth**
- The highest qualification level of each member of staff

If you require assistance logging on to the portal

- Find help online

Note on internet browsers

It is recommended you use an up to date internet browser. If you experience technical difficulties, try updating or use an alternative browser, such as Google Chrome, Microsoft Edge, Mozilla Firefox etc.

How to find and open the form

1. <u>Sign in</u> to the portal

    > If your account has access to more than one provider, choose the appropriate one from the list at the top of the screen (either day nursery, pre-school or childminder) then press the **Proceed** button

 | Please select an Organisation below |
    | --- |
    | As you are linked to multiple Organisations you will need to select one in order to proceed. |
    | Select Organisation: --Please select-- ▾   Proceed |

2. If you run multiple provisions ie. Day Nursery and Holiday Scheme under the same registration, select the relevant provider from the drop down menu.

    Organisation: **Testy Testy Test Test Reg**
    Provider: Test Fsd Record (Proposed FSD) ▾

3. Choose **Forms** in the top menu
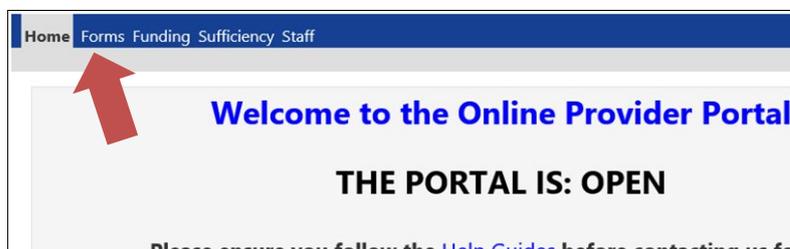
    Home Forms Funding Sufficiency Staff

    Welcome to the Online Provider Portal

    THE PORTAL IS: OPEN

    Please ensure you follow the Help Guides before contacting us for

4. Choose **Census Form**

    Home **Forms** Courses Funding Sufficiency Staff
    Fill In Forms View Forms

    Fill In Forms

    Please select a form below to update your details:

    *   Census form
    *   Termly Childcare Provider Update

Completing the form

5. A new census form opens in a separate window consisting several short pages, numbered at the top. If you submitted a census previously, the form will be pre-populated with that information.

> Any data on a light grey background cannot be changed by you – if any are incorrect, please contact us separately to query. Where we do not currently have information relating to a specific question, the field will be blank.

6. Read each question on a page carefully and amend or enter the correct data as appropriate. Questions may have an explanation to help you. When you complete a page, move on to the next using the **Next Page** button at the end of each page.


> Watch out for these common errors:
>
> **Staff Qualifications questions** - For each staff member only the highest qualification is to be recorded. Please read the explanatory notes carefully. Refer to this flowchart to calculate how a staff member's qualification should be recorded if you are unsure.
>
> **Numbers of children by age** – Read the explanatory notes carefully. Children are counted based on year of birth, and the totals of each must be equal to or greater than the number you have on your Free Entitlement actuals claim for the term.
>
> **Weeks open and fund by the LA** – If you claim Free Entitlement for all children over standard weeks (regardless of whether or not you then provide the hours over more weeks than standard) then your answer should be 38. Your answer should be in the range 39-52 only if you claim stretched on Actuals (meaning you raise the number of weeks claimed for at least one child above the standard number for the term).

Submitting your form to us

7. When you have completed all pages, tick Yes on the final question to say that your census form is complete, then press the **Submit Form** button
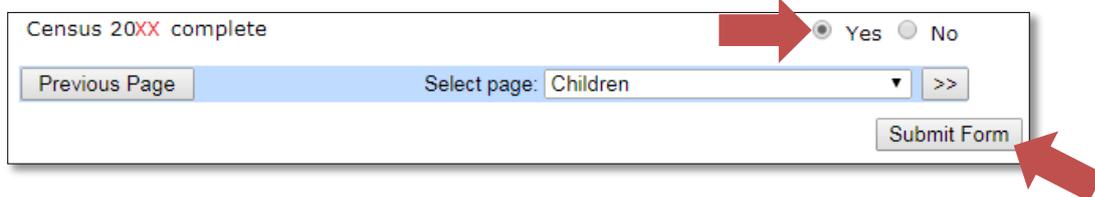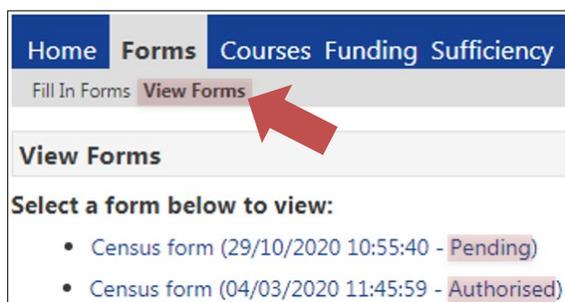

8. Agree to the prompt
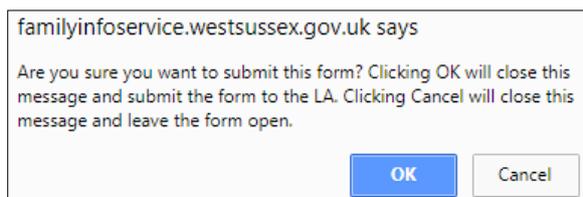
9. A green banner confirms that your form has been submitted

Changing a submitted form, or checking you've submitted a form

You can check if you've submitted a census form, or change your census up to the deadline

Go to **View Forms** in the **Forms** sub menu and look for your last submitted census form, noting the date forms were submitted

If the form shows as:

- **Pending** - we've yet to process your form, you can edit it by clicking it but remember to submit it otherwise we won't see your changes
- **Authorised** - we've accepted the form, you cannot edit it – submit a new form instead
- **Rejected** - we've rejected the form, you cannot edit it – submit a new form instead

If no census form shows, we don't have one – submit a new form

END