

## EARLY CENSUS COLLECTION PORTAL GUIDANCE

Completing the census via the portal requires 2 actions. 1. Census Information and 2. Additional Questions

### 1. Census Information



Select **Self Update** to access the Self Update Provider page

Providers - Self Update			
▼	Has Changes <input type="checkbox"/>	Search	
Provider Name	Census Information	Email	Changes
▶ Markness	Early Years Census		

1 Record(s) Total

The Early Years Census link will be available only when the Census data is being collected, if you think this should be visible and you do not have this link contact your Early Years lead and they will be able to answer any questions

Select [Early Years Census](#)

Enter or make corrections for Funded Weeks, Weeks Open, Each Day's Opening and Closing Time, or if you are continuously open 24/7 you can override the times with the selection

Self Update / Markness / Early Years Census

Guidance Notes  
Early Years Census 2018 Details

Availability and Opening Times

No. of Funding Weeks *	<input type="text"/> 38
No. of Weeks Open *	<input type="text"/> 48
Monday opening time	<input type="text"/> 09:00
Monday closing time	<input type="text"/> 18:00
Tuesday opening time	<input type="text"/> 09:00
Tuesday closing time	<input type="text"/> 18:00
Wednesday opening time	<input type="text"/> 09:00
Wednesday closing time	<input type="text"/> 18:00
Thursday opening time	<input type="text"/> 07:00
Thursday closing time	<input type="text"/> 19:00
Friday opening time	<input type="text"/> 07:00
Friday closing time	<input type="text"/> 17:00
Saturday opening time	<input type="text"/> HH:MM (24hr)
Saturday closing time	<input type="text"/> HH:MM (24hr)
Sunday opening time	<input type="text"/> HH:MM (24hr)
Sunday closing time	<input type="text"/> HH:MM (24hr)
Continuously Open	<input checked="" type="checkbox"/>

Next, populate the Staff Total and Highest Qualification that each staff member holds, e.g. if there are 10 staff there should be one qualification per staff member, i.e. 10 Qualifications in total

Total Staff Information

Total Number of Staff*	<input type="text" value="12"/>
Level 2 Qualification *	<input type="text" value="3"/>
Level 3 Qualification - Non-managerial*	<input type="text" value="2"/>
Level 3 Qualification - Managerial*	<input type="text" value="1"/>
Qualified Teacher Status*	<input type="text" value="2"/>
Early Years Professional Status*	<input type="text" value="3"/>
Early Years Teacher Status *	<input type="text" value="1"/>

Number of Children By Age

Number of 2 year olds*	<input type="text" value="3"/>
Number of 3 year olds*	<input type="text" value="3"/>
Number of 4 year olds*	<input type="text" value="5"/>
Comments for Local Authority	<input type="text"/>

[Back](#) No Changes Required Save Draft Submit

Populate the number of 2, 3 and 4 Year Old Children Attending and select when you are ready to send the data

Note: If the initial details are correct and you have no changes to make, select No Changes Required to inform the Early Years Team that the data is already correct, if you make any changes you must them

Note: The details can be stored at any time by selecting and you can return and complete them later, before submitting your finalised return

If you have saved the Provider Census icon will show

Providers - Self Update			
Has Changes <input type="checkbox"/>			
Provider Name	Census Information	Email	Changes
➤ Markness	Early Years Census		

After submission the Census Icon will show

Providers - Self Update			
Has Changes <input type="checkbox"/>			
Provider Name	Census Information	Email	Changes
➤ Markness	Early Years Census		

Once approved by the Early Years Team the icon will then not appear

Providers - Self Update			
Has Changes <input type="checkbox"/>			
Provider Name	Census Information	Email	Changes
➤ Markness	Early Years Census		

## 2. Additional Questions



Again select **Self Update** to access the Self Update Provider page

This time select your own **Provider Name** and then your **Service Name** to go into the service details.

Select the **Additional Information** tab

On this page, please indicate using the tick boxes if there are any changes to the following questions

- 1. Do you work in partnership with another PVI establishment to provide funded early education?**  
Select Yes or No

- 2. Do you operate on the premises of a maintained school or have a contract or partnership with a maintained school?**

Select Yes or No

Note: If the initial details are correct and you have no changes to make, select **No Changes Required** to inform the Early Years Team that the data is already correct, if you make any changes you must **Submit** them. You can select **Clear** to remove any changes that you have submitted

Note: Once information has been changed the will Data Changed Icon will display on the self-update page until the Early Years team has authorised it – Then it will have disappeared.

Providers - Self Update

Provider Name	Census Information	Email	Changes
Markness	Early Years Census		

1 Record(s) Total

You have now completed both steps required for the Early Years census. Thank you