

How to Guide – Sufficiency (Day Nurseries, Nursery Classes and Pre-Schools)

The Local Authority is collecting place and vacancy information each Spring Term for all 2, 3 & 4 year old places available via the Synergy Online Portal **Sufficiency** tab.

By completing this information you are giving us a good insight into sufficiency in your local area. Being able to follow the trends in sufficiency helps us to locate areas of high demand and investigate the need to create more early years places to ensure parents can access their funding entitlement.

Please note - this information must be completed each Spring Term during the Headcount period. Your final payment may be delayed if we have not received your information.

Figures should be taken from the Headcount week in the Spring Term as advised in the Termly Information Letter.

The Sufficiency tab will be open and available for updating during the same period as your Headcount claim.

How to enter

Please use this guide to help you complete the Sufficiency information. **We would advise that you prepare your vacancy figures in advance, as the system times out after 20 minutes of inactivity.**

Places Offered

These are the maximum number of places you would be able to offer to parents, per age range on each day of the week, morning and afternoon (funded and paid for). For further support regarding the places you offer please contact your Business Support Officer:

earlyyears@warwickshire.gov.uk

Example:

If you have one room for all age ranges you **MUST** allocate places to each of the particular age ranges to ensure places are not double counted.

For Example: if your setting caters for 40 children (2-5yrs), for sufficiency purposes you must identify how many children you would offer places to per age range. Do **NOT** put 40 in each age range as this will distort the actual number of places on offer.

Example – 40 places

Age	Places	Places
2 to 3	15	40
3 to 4	25	40
TOTAL	40 ✓	80 X

If you are closed or do not offer places on a particular day or time of day, you need to insert a zero in the relevant box. If your offered places change each day depending on the age ranges you have, you must show the changes each day.

Vacancies

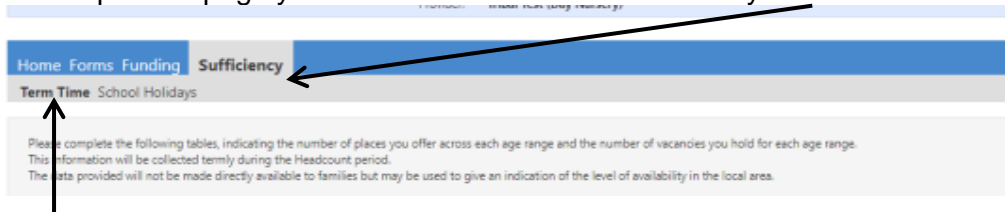
You need to complete the number of vacancies you have for each age range, for each day of the week and time (morning or afternoon).

Example: You offer **20** places and your actual occupancy is **15** children. Your vacancy number to enter is $20 - 15 = 5$.

Inputting Data – Term Time

Log on to the Online Portal in the usual way.

At the top of the page you will see a tab labelled Sufficiency – **CLICK here**



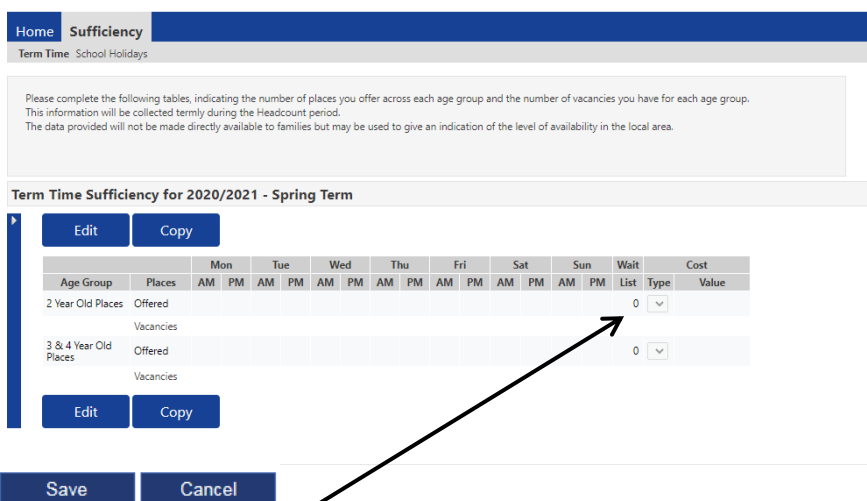
Click - Term Time

Select the Term and Year - you should be completing

CHECK the Age Group List – if there are some ages in the list that you do not offer (for example you only take 3 & 4 year olds and there is a row for 2 year olds) please contact **01926 742233**. We can amend this information for you.

Making these changes before you start the process will save time now and in future terms.

Click Edit

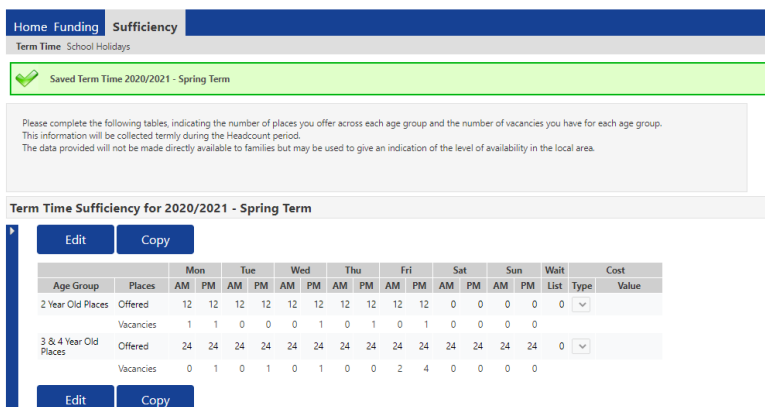


The **Wait List** box allows you to insert the number of children on your waiting list by age for the term of input. Put 0 where you do not have a waiting list

Insert the places you offer in the **OFFERED** box across each day and time. Press the **TAB** button to move across the page. Put a zero where you do not offer the places.

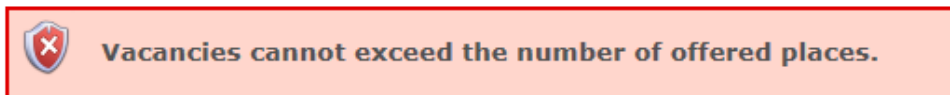
Insert the **Vacancies** you have per age, per day per time. Press the **TAB** button to move across the page. Put a zero where you do not offer the places.

CLICK SAVE



NOTE

- You **MUST** insert a value against each item even if it is zero.
- If you insert more vacancies than places offered you will not be able to **SUBMIT** the information and the following error message will be shown.



Once saved the information input will show as below and will automatically be uploaded to Synergy.

Inputting Data – School Holidays

Before completing this, please read Copying Information from Term to Term below

Check Sufficiency, Term Time and Holiday Club– choose the Year and Term

Click – School Holidays

A screenshot of a web application interface. At the top, there are navigation tabs: "Home", "Funding", "Sufficiency", and "Term Time". The "Sufficiency" tab is selected. Below the tabs, there is a heading "Term Time School Holidays". A paragraph of text explains that the user should complete tables indicating the number of places offered and vacancies held for each age range. Below this text is a section titled "Select Year and Term" with a dropdown menu showing "2019/2020".

Undertake the **input** activities as detailed in **Inputting Data - Term Time**

Copying Information from Term to Term

You can copy the information from one term or school holidays to the next term. Therefore if your place numbers remain the same you just need to amend the vacancies.

You can also amend place numbers if these have changed.

Click – Copy this opens a window which allows you to select which term you want to copy to.

A dialog box titled "Copy all the Sufficiency entries from Term Time 2019/2020 - Autumn Term to:". It contains a note: "Note: There are no available Year/Terms to copy into because there are no open Submission Periods." Below the note, there are two radio buttons for "Availability *": "Term Time" (unselected) and "School Holidays" (selected). There is a "Year/Term *" dropdown menu. At the bottom, there are "Submit" and "Cancel" buttons.

Select the Year and Term and Term Time or School Holidays

Click Submit – the information will then be copied to the term you have selected. If you need to change anything click edit make the amends and then save.