



Early Years Census Guidance January 2022

for

Maintained Nursery Schools, Maintained Nursery Classes, Academies and
Schools with State Funded Governor Run (SFGR) nursery provision

Contents

Introduction	3
Maintained Nursery Schools & Maintained Nursery Classes	4
Maintained Nursery Schools/Classes + State Funded Governor Run Provision (SFGR)	5
Academies	5
Schools with State Funded Governor Run (SFGR) nursery provision	6
Maintained school with state funded governor run provision (early years children are not registered pupils).....	6
Academy with early years provision (early years children are not registered pupils)	6
Contacts	7

Introduction

The Department for Education (DfE) requires Local Authorities to carry out an annual Early Years Census of all providers of funded 2, 3 & 4 year old places in the private, voluntary and independent sectors and school run provision (excluding maintained nursery classes and maintained nursery schools). The Early Years Census is a statutory census that takes place every January and the information submitted is used to inform early education funding allocations to local authorities. There may be additional Census collections as required by the Department for Education.

The Early Years Census information is collected using the Synergy Provider Portal in the Spring Term each academic year. A Census form will need to be completed; this can be found under the 'Forms' tab in the Synergy Provider Portal. For further information please refer to the Synergy FIS Provider Portal Guidance which can be found on our website here: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds>

The Census form must be completed by the Submission deadline date as detailed in the Termly Funding Information Letter for the Spring Term.

It is vitally important that schools keep their SIMS system up to date, as this will be used to create the statutory school census returns in October, January and May. Registered pupils of the school (2, 3 and 4-year-olds depending on the statutory age range of the school) **must** continue to be included in these returns.

Please refer to the DfE Census Guide for Schools with Early Years provision for full details of how to complete the Early Years Census:

<https://www.gov.uk/guidance/complete-the-early-years-census/which-children-to-include>

A summary is detailed below:

- Schools **must** be aware of their statutory age range to be able to decide which census their children should be added to
- Where the school has 2, 3 and 4 year olds as registered pupils (included in the school's age range) they will need to be included on the Schools Census via SIMS
- Children attending the school who are **not** within the statutory age range (not included in the school's age range) of the school need to be counted as attending a state funded governor run provision and included in the Early Years Census, **do not** include them in the school census – an Early Years Census form must be completed via the Synergy Provider Portal in the Spring Term
- For schools who only have a maintained nursery class, (without a state funded governor run provision), the children **must** be included in the School's Census via SIMS
- For schools who have a maintained nursery class and a state funded governor run provision, the children who are pupils of the school (within the Published Admission Number (PAN)) must be added to the School Census (SIMS). Any children above the PAN will need to be

counted as attending the state funded governor run provision and included in the Early Years CENSUS (Synergy Provider Portal)

- Children may appear on the 2 different censuses where their funding entitlement hours are split between 2 different settings. In which case, the number of free entitlement hours for each child across all provision is limited to 15 hours or where eligible 30 hours

If schools have any queries regarding the completion of the Early Years Census they should contact their School Finance Officer and or MIDAS team on 01926 745122 for pupils of the school and for state funded governor run provision (children not included in the school's age range), the Early Years Funding Team at eyfunding@warwickshire.gov.uk

Maintained Nursery Schools & Maintained Nursery Classes

Maintained Nursery Schools and Maintained Nursery Classes whose nursery children are classed as pupils of the school (included within the school's age range) will need to be reported via the school's CENSUS using SIMS or alternative reporting system. It is essential that schools continue to keep their reporting systems up to date as this is used to create the statutory school census returns in October, January and May. Registered pupils of the school (2, 3 and 4 year olds depending on the statutory age range of the school) **must** continue to be included in these returns as per the example tables below:

Maintained Nursery Schools		
Age Range	SIMS	Synergy Provider Portal
Age range includes 2, 3 & 4 year olds – however 2 year olds are not classed as registered pupils of the school. A Provider Agreement is completed for this element	All 3 & 4 year olds to be recorded via SIMS for CENSUS. 2 year olds must not be included on SIMS.	All 3 & 4 year olds to be included on Synergy for funding ONLY. 2 year olds to be included for CENSUS and funding via state funded governor run provision.
Age range includes 3 & 4 year olds ONLY	All 3 & 4 year olds to be recorded via SIMS for CENSUS. 2 year olds must not be included on SIMS.	All 3 & 4 year olds to be included on Synergy for funding ONLY. 2 year olds to be included for CENSUS and funding via state funded governor run provision.

Maintained Nursery Classes		
Age Range	SIMS	Synergy Provider Portal
Age range includes 2, 3 & 4 year olds	All nursery children to be recorded via SIMS for CENSUS.	All children included on Synergy for funding ONLY.
Age range includes 3 & 4 year olds ONLY	All 3 & 4 year olds to be recorded via SIMS for CENSUS.	All 3 & 4 year olds to be included on Synergy for funding ONLY.

	2 year olds <u>must not</u> be included on SIMS.	2 year olds to be included on EY CENSUS and funding via state funded governor run provision.
--	---	--

Maintained Nursery Schools/Classes + State Funded Governor Run Provision (SFGR)

Where a school takes more children than their designated PAN via state funded governor run provision the children over and above the allocated PAN **must not** be reported on the school's CENSUS, they **must** be reported via the early years CENSUS via the Synergy Provider Portal. Please refer to the example table below:

Maintained Nursery Classes + state funded governor run provision			
Age Range	PAN	SIMS	Synergy Provider Portal
Age range includes 3 & 4 year olds ONLY	26 places	Children up to 26 places <u>must</u> be reported via the school's CENSUS ONLY, <u>do not</u> include children from place 27+.	Children up to 26 places are included on Synergy for funding ONLY under the maintained class. Children 27+ places <u>must</u> be reported via the EY CENSUS on Synergy using state funded governor run provision.
Age range includes 3 & 4 year olds ONLY Morning – Maintained Afternoon - SFGR	13 am places	Children attending the morning only maintained nursery class <u>must</u> be reported via the school's CENSUS ONLY. Any children attending an afternoon SFGR place <u>must not</u> be included on the school's CENSUS.	Children attending the morning places via the maintained nursery class are included on Synergy for funding ONLY under the maintained class. Children attending an afternoon SFGR place <u>must</u> be reported via the EY CENSUS on Synergy using state funded governor run provision.

Academies

Academies whose nursery children are registered as pupils of the school (included within the school's age range) will need to be reported via the school's CENSUS using SIMS or alternative reporting system. It is essential that schools continue to keep their reporting systems up to date as this is used to create the statutory school census returns in October, January and May. Registered pupils of the school (2, 3 and 4 year olds depending on the statutory age range of the school) **must** continue to be included in these returns as per the example tables below:

Academy		
Age Range	SIMS or alternative system	Synergy Provider Portal
Age range includes 2, 3 & 4 year olds	All nursery children to be recorded via SIMS or alternative system for CENSUS.	All children included on Synergy for funding ONLY.
Age range includes 3 & 4 year olds ONLY	All 3 & 4 year olds to be recorded via SIMS or alternative system for CENSUS. 2 year olds must not be included.	All 3 & 4 year olds to be included on Synergy for funding ONLY. 2 year olds to be included on EY CENSUS and funding via state funded governor run provision.

Schools with State Funded Governor Run (SFGR) nursery provision

Maintained school with state funded governor run provision (early years children are not registered pupils)

A maintained school with state funded governor run provision is where:

- The provision is set up by a maintained school (not an academy) as a community or charitable service using powers under Section 27 of the Education Act 2002
- The provision is delivered directly by the school (that is under the auspices of the school's governing body)
- Children are not registered pupils of the school
- Staff are employed by the school or local authority

Academy with early years provision (early years children are not registered pupils)

An academy with early years provision is where:

- The provision is set up by an academy as a charitable objective in the academy Grant Funding Agreement or delivered through a wholly-owned subsidiary
- The provision is delivered directly by the academy (that is under the auspices of the academy trust) and exempt from separate registration with Ofsted as early years provider
- Children are not registered pupils of the academy
- Staff are employed by the academy or academy trust

Where early years funding is delivered via state funded governor run provision either by a maintained school or academy and the children are not registered as pupils of the school (within the school's age range) they **must not** be included on the schools CENSUS via SIMS or alternative reporting system. All nursery children **must** be included on the early years CENSUS via the Synergy Provider Portal ONLY. Please see the example table below:

Schools with State Funded Governor Run nursery provision – Maintained & Academy Schools	
Age Range	Synergy Provider Portal
4 – 11 year olds	All 2, 3 & 4 year olds attending nursery provision to be included on Synergy for EY CENSUS and funding

Where schools require the nursery children to be added to SIMS or alternative reporting system to support with registration, payments etc. they will need to ensure that the nursery children are added as “Guests” so that they are not included on the school’s CENSUS. For further information on how to add children as “Guests” please contact MIDAS or the alternative reporting system operators.

Contacts

If you need further help and support with completing the Early Years Census, refer to the **Synergy FIS Provider Portal Guidance** which can be found on our website here:

<https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds> or contact the Early Years Funding Office:

Email: eyfunding@warwickshire.gov.uk

Telephone: 01926 742233