How to Guide

Sufficiency tab guidance for Day Nurseries, Nursery Classes, Pre-Schools and Childminders.

The Local Authority is collecting place and vacancy information each Summer Term for all Under 2's, 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 Summer 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 Summer 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 the sufficiency data
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.**

Both the "**Term Time"** tab and the **"School Holidays"** tab will need to be completed.

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 Early Years & Childcare Sustainability Officer: earlyyears@warwickshire.gov.uk

Place allocation example:
You **MUST** allocate places to each of the separate age ranges to ensure places are not double counted.

For Example: if your setting caters for 40 children (0-5yrs), 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	Offered Places	Offered Places
Under 2's	6	40
2 year olds	10	40
3 & 4 year olds	24	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 **40** places and your actual occupancy is **36** children. Your vacancy number to enter is 40 – 36 = **4.**

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 - Sufficiency**

CLICK - Term Time

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 email eyfunding@warwickshire.gov.uk, the information will then be amended for the setting.

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

> ❗ **Childminders please note:** Please do not include any children attending school who access wraparound care at your setting.

SELECT the correct term - The following page is displayed:

CLICK - Edit and the following page will appear. Enter the number of places offered or vacancies in the boxes, remembering to complete each box even if it is with a 0.

Home   Funding   **Sufficiency**

Term Time School Holidays

Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range.
This information will be collected termly during the Headcount period.
The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.
Please ensure you refer to the guidance for the Sufficiency Tab in Section 8 of the Synergy FIS Provider Portal Guidance. This can be found at
https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-entitlements/2

Term Time Sufficiency for 2024/2025 - Summer Term

		Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait		Cost
Age Group	Places	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value
2 Year Old Places	Offered															0	∨	
	Vacancies																	
3 & 4 Year Old Places	Offered															0	∨	
	Vacancies																	
Under 2's	Offered															0	∨	
	Vacancies																	

❗

Please 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.

  ⊗ **Vacancies cannot exceed the number of offered places.**

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See example below:

Home   Funding   **Sufficiency**

Term Time School Holidays

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Term Time Sufficiency for 2024/2025 - Summer Term

		Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait		Cost
Age Group	Places	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value
2 Year Old Places	Offered	10	10	10	10	10	10	10	10	10	10	0	0	0	0	5	∨	
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
3 & 4 Year Old Places	Offered	15	15	15	15	15	15	15	15	15	15	0	0	0	0	0	∨	
	Vacancies	3	1	0	0	0	0	0	0	1	2	0	0	0	0			
Under 2's	Offered	5	5	5	5	5	4	4	4	4	4	0	0	0	0	3	∨	
	Vacancies	0	0	0	0	0	0	0	0	1	1	0	0	0	0			

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
Enter the number of places available for each age range, in the **OFFERED** box across each day, AM and PM. Press the **TAB** button to move across the page. Put a zero where you do not offer the places.
Enter the **Vacancies** you have per age range, per day per, AM and PM. Press the **TAB** button to move across the page. Put a zero where you do not offer the places.
The **Value** of your session (hourly rate, or session cost) can be added to the Value box but is not mandatory.

CLICK - Save – the green tick bar will show to confirm the data has been saved.

Home Funding **Sufficiency**

Term Time School Holidays

✔ Saved Term Time 2024/2025 - Summer Term

Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range.
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Term Time Sufficiency for 2024/2025 - Summer Term

Edit	Copy

Age Group	Places	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Sun AM	Sun PM	Wait List	Type	Cost Value
2 Year Old Places	Offered	10	10	10	10	10	10	10	10	10	10	0	0	0	0	5	˅	
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
3 & 4 Year Old Places	Offered	15	15	15	15	15	15	15	15	15	15	0	0	0	0	0	˅	
	Vacancies	3	1	0	0	0	0	0	0	1	2	0	0	0	0			
Under 2's	Offered	5	5	5	5	5	4	4	4	4	4	0	0	0	0	3	˅	
	Vacancies	0	0	0	0	0	0	0	0	1	1	0	0	0	0			

Edit	Copy

School Holidays

It is important that the School Holidays details are completed as the information is not registered as being completed if there are blank boxes.

If you are not open or offering places during school holidays you must **enter a 0**.

Please follow the instructions below if you want to copy the same information for Term Time to the School Holidays tab. These details can be edited later if they are not the same.

Copying details from Term Time tab to School Holidays tab

SELECT – Copy The details can be copied to another return available in the drop-down box.
SELECT the return you want the details to be copied to from the drop-down box as shown below:

CLICK – Submit and the green tick bar will appear to confirm it has been saved on the required set of data you requested:

This will copy the same information. If any of the information needs changing, click on **Edit** make any changes required.

Please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range.
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School Holidays Sufficiency for 2024/2025 - Summer Term

Save	Cancel

Age Group	Places	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Sun AM	Sun PM	Wait List	Type	Cost Value
2 Year Old Places	Offered	10	10	10	10	10	10	10	10	10	10	0	0	0	0	5	⌄	
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
3 & 4 Year Old Places	Offered	15	15	15	15	15	15	15	15	15	15	0	0	0	0	0	⌄	
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Under 2's	Offered	5	5	5	5	5	4	4	4	4	4	0	0	0	0	3	⌄	
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

Save	Cancel

Click on Save. Once saved, the information inputted will automatically be uploaded to Synergy.