


## 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 if you are an all year round setting. If you are set up as a term time setting on the system the “**School Holidays**” tab will be greyed out.

### 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](mailto:earlyyears@warwickshire.gov.uk)

**This section is asking for your maximum capacity, not your current attendance.**

### Place allocation example:

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 (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
<b>TOTAL</b>	<b>40 ✓</b>	<b>40 X</b>



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

Please complete the number of vacancies you currently have available for each age range, for each day of the week, and for morning and afternoon sessions. This is the number of empty places you have available at present.

**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**



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>

### 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 email [eyfunding@warwickshire.gov.uk](mailto: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:

		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																	



**CLICK - Edit** and the following page will appear.

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

Save Cancel

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait		Cost
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value
2 Year Old Places	Offered	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value=""/>
	Vacancies	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
3 & 4 Year Old Places	Offered	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value=""/>
	Vacancies	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Under 2's	Offered	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value=""/>
	Vacancies	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Save Cancel

See example below:

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

Save Cancel

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait		Cost
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value
2 Year Old Places	Offered	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value=""/>	<input type="text" value=""/>
	Vacancies	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3 & 4 Year Old Places	Offered	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/>
	Vacancies	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Under 2's	Offered	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value=""/>	<input type="text" value=""/>
	Vacancies	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Save Cancel

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 maximum capacity 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** (places currently available) 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.



**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.**

**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. 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**

**Edit** **Copy**

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Type	Cost Value
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM			
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	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	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	0		

**Edit** **Copy**



**Copying details from Term Time tab to School Holidays tab for settings set-up as all year round provision.**

**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:

Copy all the Sufficiency entries from Term Time 2024/2025 - Summer Term to:

Note: for the selected Availability and Year/Term, this will overwrite entries for existing Age Groups and insert entries for missing Age Groups.

Availability \*  Term Time  School Holidays

Year/Term \* 2024/2025 - Summer Term

Submit Cancel

Term Time Sufficiency for 2024/2025 - Summer Term

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Type	Cost Value	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM				
2 Year Old Places	Offered	10	10	10	10	10	10	10	10	10	10	0	0	0	0	0	5		
	Vacancies	0	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	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	0	1	1	0	0	0	0			

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

Copied to School Holidays 2024/2025 - Summer Term

Term Time Sufficiency for 2024/2025 - Summer Term

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Type	Cost Value	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM				
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	0	1	2	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	1	1	0	0	0				



This will copy the same information. If any of the information needs changing, click on **Edit** and then **Save**.

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>

**School Holidays Sufficiency for 2024/2025 - Summer Term**

Save
Cancel

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait		Cost
		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	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

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

