



# Reference Guide

## Early Years Census Return

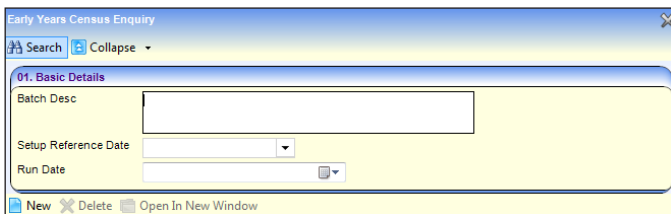
The Early Years census is a statutory return that must be run on the third Thursday in January. It produces an XML file listing early years information about selected providers, as recorded in the v4 Client. The census is generated in the v4 Client via **Focus | Early Years | Census Return**.

### Viewing Existing Returns

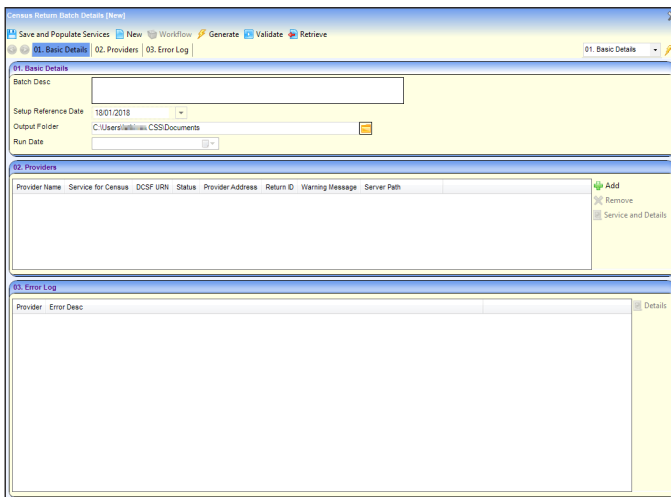
To view previous census returns, select **Focus | Early Years | Census Return**, enter information into the search fields on the **Early Years Census Enquiry** page and then click the **Search** button. The search results are displayed in the panel at the bottom.

### Generating a New Return

1. Select **Focus | Early Years | Census Return** to display the **Early Years Census Enquiry** page.



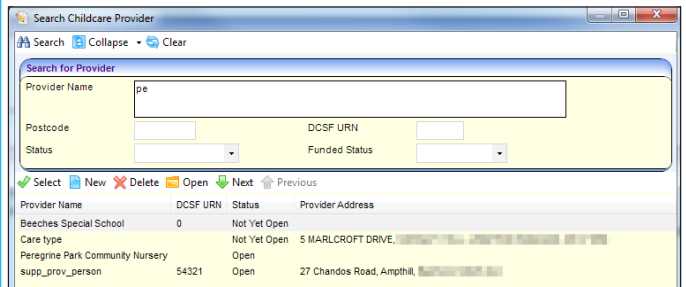
2. Click the **New** button to display the **Census Return Batch Details** page.



3. Enter a **Batch Description**.

The **Setup Reference Date** is automatically set to the census return date (third Thursday in January).

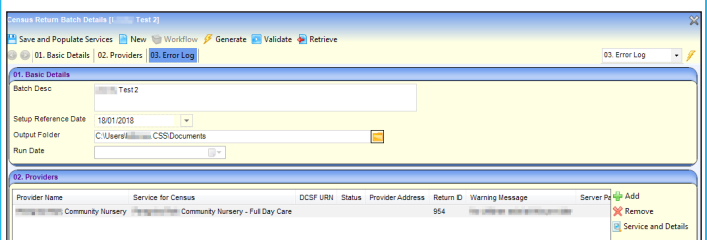
4. Select an **Output Folder**. This is the folder to which the XML file generated by the return is saved.
5. Select the providers to be returned:
  - a. In the **Providers** panel, click the **Add** button to display the **Search Childcare Provider** dialog.
  - b. Enter search criteria and then click the **Search** button to display a list of matching providers.



- c. Highlight the required providers and click the **Select** button to select the providers and close the dialog.
6. Click the **Save and Populate Services** button to save the census details and update the **Service for Census**.
  7. If required, to select a different service:
    - a. Highlight the provider in the **Providers** panel.
    - b. Click the **Service and Details** button to display the **Census Details** page.



- c. Select a **Service for Census**.
- d. Click the **Save** button.



8. Click the **Generate** button to display a confirmation message.
9. Click the **Yes** button to pre-populate the census details and display a message in **My Workflow Messages**.



10. Click the link on the message to display the **Census Return Batch Details** page.
11. Highlight the required provider in the **Providers** panel and click on the **Service and Details** button to display the pre-populated **Census Details** page.



# Reference Guide

## Early Years Census Return

**02. Census Return Establishment Details**

Edit/Edited Establishment Details

**01. Basic Details**

LEA: 010 URN: [ ]  
 OFSTED URN: 4587236  
 Establishment Name: Peregrine Park Community Nursery  
 Phone No: [ ]  
 Post Code: [ ] EY Provider Category: PRIV  
 EY Provider Category Other: [ ]  
 EY Childminder Category: [ ] EY Setting Type: DNS  
 EY Setting Type Other: [ ]  
 EY Day Care: F  
 EY Day Care Other: [ ]  
 EY School Relationship: 0 EY Establishment Partnership: 0

**02. Availability and Opening Times**

No. of Weeks Open: 0 No. of Funding Weeks: 0  
 Continuously Open:  (By selecting continuously open, existing opening and closing times will be cleared. Do you want to continue...)  
 Monday Open Time: [ ] Monday Close Time: [ ]  
 Tuesday Open Time: [ ] Tuesday Close Time: [ ]  
 Wednesday Open Time: [ ] Wednesday Close Time: [ ]  
 Thursday Open Time: [ ] Thursday Close Time: [ ]  
 Friday Open Time: [ ] Friday Close Time: [ ]  
 Saturday Open Time: [ ] Saturday Close Time: [ ]  
 Sunday Open Time: [ ] Sunday Close Time: [ ]

**03. Total Staff Information**

Total Number of Staff: 0 Level 2 Qualification: 0  
 Level 3 Qualification Non-Manual: 0 Level 3 Qualification Managerial: 0  
 Qualified Teacher Status: 0 Early Years Professional Status: 0  
 Early Years Teachers Staff: 0

12. Select (tick) the **Edit/Edited Establishment Details** check box to enable the fields on the **Availability and Opening Times**, **Total Staff Information** and **Children by Age** panels.

**02. Availability and Opening Times**

No. of Weeks Open: 0 No. of Funding Weeks: 0  
 Continuously Open:  (By selecting continuously open, existing opening and closing times will be cleared. Do you want to continue...)  
 Monday Open Time: [ ] Monday Close Time: [ ]  
 Tuesday Open Time: [ ] Tuesday Close Time: [ ]  
 Wednesday Open Time: [ ] Wednesday Close Time: [ ]  
 Thursday Open Time: [ ] Thursday Close Time: [ ]  
 Friday Open Time: [ ] Friday Close Time: [ ]  
 Saturday Open Time: [ ] Saturday Close Time: [ ]  
 Sunday Open Time: [ ] Sunday Close Time: [ ]

**03. Total Staff Information** (Please record the highest qualification of each staff member)

Total Number of Staff: 0 Level 2 Qualification: 0  
 Level 3 Qualification Non-Manual: 0 Level 3 Qualification Managerial: 0  
 Qualified Teacher Status: 0 Early Years Professional Status: 0  
 Early Years Teachers Staff: 0

**04. Number of Children By Age**

Number of 2 year olds: 0 Number of 3 year olds: 0  
 Number of 4 year olds: 0

13. Change the census information as required and click the **Save** button to display the **Census Return Batch Details** page.

14. Click the **Validate** button to display a confirmation dialog.

15. Click the **OK** button to validate the information against the DfE schema and display a message in **My Workflow Messages**.

Due	Subject	Task	Due	Assigned By	Post	Assigned On	Message
Due Today	Early Years Cen.	Today	06/12/2017			06/12/2017	Early Years Census Generated for batch: description
Due Today	Early Years Cen.	Today	06/12/2017			06/12/2017	Early Years Census Validated for batch: description
Due Today	Early Years Cen.	Today	06/12/2017			06/12/2017	Early Years Census Generated for batch: description

16. Click on the workflow message to open the **Census Return Batch Details** page.

The **Run Date** is updated and the list of providers is updated with the **ReturnId** and **ServerPath**.

**NOTE:** Any errors generated during the generation of the return are displayed in the **Error Log** panel.

17. Click the **Retrieve** button to retrieve the return and save the file to the output folder selected in the **Basic Details** field.

**01. Basic Details**

Batch Desc: description  
 Select Reference Date: 13/07/2018  
 Output Folder: C:\Users\...Documents  
 Run Date: 06/12/2017 10:30:06

**02. Providers**

Provider Name	Service for Census	DCSF URN	Status	Provider Address	Return ID	Warning Message	Server Path
Community Nursery	Community Nursery - Full Day Care		57				C:\Windows\TEMP\271A.tmp

**03. Error Log**

Provider	Error Desc
Community Nursery	The CDF element is invalid. The value '57' is invalid according to its datatype 'EnglishLanguage' - The pattern constraint failed.
Community Nursery	The OFSTEDURN element is invalid. The value '4587236' is invalid according to its datatype 'OFSTEDURNType' - The pattern constraint failed.
Community Nursery	The Provider element is invalid. The value 'is invalid according to its datatype 'String' - The pattern constraint failed.
Community Nursery	The ProviderCode element is invalid. The value 'is invalid according to its datatype 'ProviderCodeType' - The pattern constraint failed.
Community Nursery	The URN element is invalid. The value 'is invalid according to its datatype 'URNType' - The string 'is not a valid integer value.
Community Nursery	The element Provider is unnecessary. http://www.gov.uk/standards/education-services-basic-data and the acceptable content. List of possible elements expected: Provider id name space title

**NOTE:** If errors are raised during the validation and the information is updated, the census must be regenerated. Any updates already made to the pre-populated census details will not be overwritten unless the **Edit/Edited Establishment Details** check box is deselected (unchecked).

### Related Reference Guides

- EY\_Search for Provider
- EY\_Displaying Provider Details
- EY\_Updating Provider Basic Details
- EY\_Updating Provider Staff
- EY\_Service Provision Availability and Capacity
- EY\_Maintain Service Provision Details and Contacts
- EY\_Payments Viewing Funded Service Details