**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.
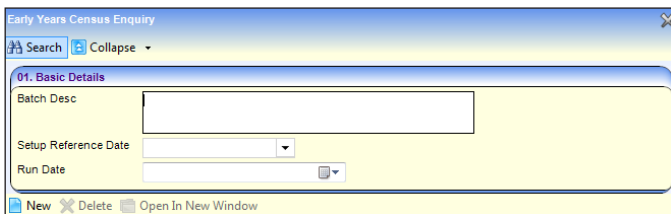
2. Click the **New** button to display the **Census Return Batch Details** page.
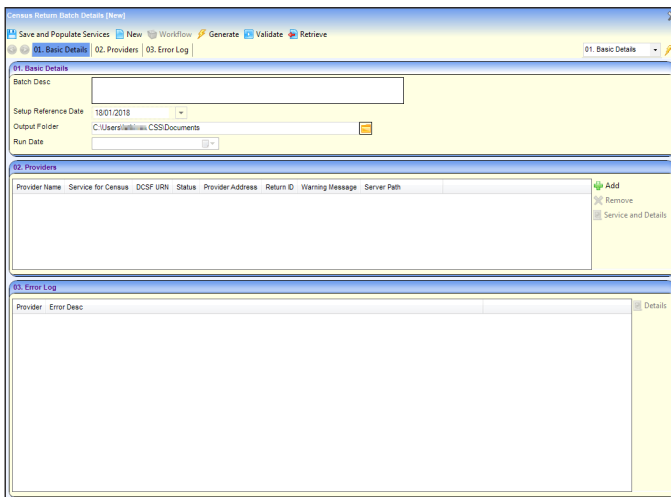
3. Enter a **Batch Description.**

   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.
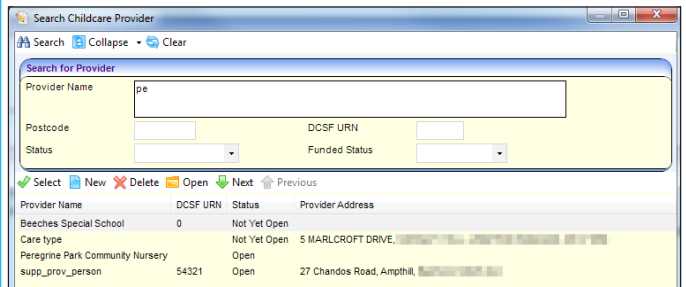
   c. Highlight the required providers and click the **Select** button to select the providers and close the dialog.

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.
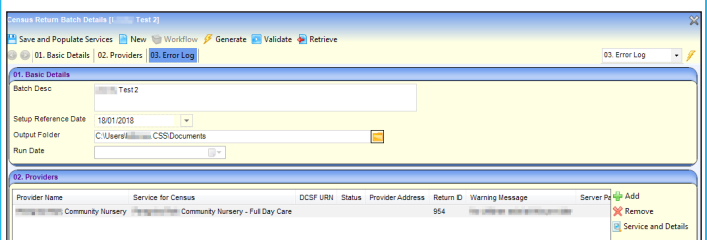
8. Click the **Generate** button to display a confirmation message.

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.

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.

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**.

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.

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

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