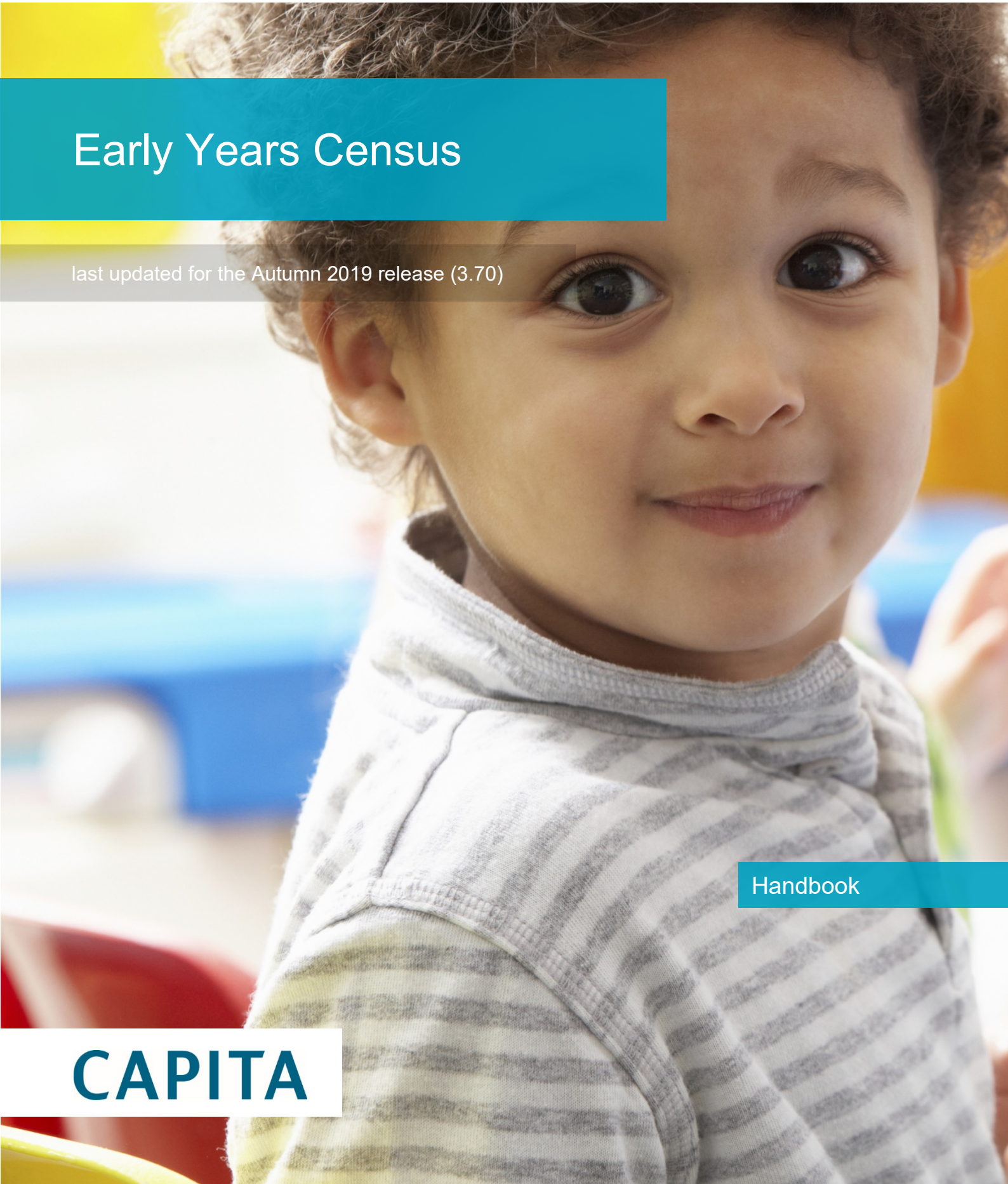
oneeducation

Early Years Census

last updated for the Autumn 2019 release (3.70)



Handbook

CAPITA

Revision History

Version	Published on
Autumn 2019 (3.70) - 1.0	05/11/2019

Doc Ref

Early Years Census Handbook/Autumn 2019/05-11-2019

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01 | Document Change Control

Date	Release	Description
Autumn 2019	**3.70**	The following changes have been made for the 2020 Census: ■ From the 2019-20 financial year, all children will be capped at 15 hours universal entitlement. ■ The Census Date, collection dates and submitted dates have been updated. ■ The link to the XML Message Structure has been updated. ■ The dates of birth of 2yr, 3yr and 4yr olds have been redefined. ■ The <ContinuouslyOpenIndicator> has been renamed to <OpenIndicator> to indicate where a provider is open for 24hrs a day and 7 days a week. ■ DAF Indicator no longer generated for 2yr olds. ■ Validation updated for 30 Hours Code and Extended Hours data items.
Autumn 2019	**3.70**	The *Early Years Census 2020 Guide* is available from: https://www.gov.uk/government/publications/early-years-census-2020-guide The *Early Years Census 2020 Business & Technical Specification* is available from: https://www.gov.uk/government/publications/early-years-census-2020-technical-specification The *Early Years Census Guide to Submitting Data* is available from: https://www.gov.uk/guidance/early-years-census Cont'd……..

Date	Release	Description
Autumn 2019	**3.70**	■ *Lookup Table_ID 0719* (Ownership Type) <EYProviderCategory> now contains: • CHMD – Childminder • INDS – Registered Independent School • LADN - LA Day Nursery • PRIV – Private • OTHR – Other • SFGR – State-Funded Governor-Run • VOLY – Voluntary. ■ *Lookup Table_ID 0423* (Children Act Registration <EYSettingType>now consists of: • EYP – Early Years Childcare Provider • OTH – Other • SSC – Sure Start Children's Centre. ■ *Lookup Table_ID 0423* EXT codes have been remapped: • EYP DNS – Day Nursery PPS – Play Group or Pre-School NUR - Nursery • OTH FCI – Family/Combined/Integrated Centre • SSC SSM – Sure Start Children's Centre - Main SSL – Sure Start Children's Centre – Linked.

Autumn 2018	**3.67**	The following changes have been made for this release: This release supports changes to the return year for 2019. ■ The following changes have been made to the census data items: • Previously the EY Funding weeks were calculated for financial year and now this has been changed to calculate for calendar year. For e.g. funding weeks for return year 2019 are calculated for the calendar year 2018 • Pupil / child statistics will now verify the school history start and end dates • Previously telephone number of an establishment provider is exported from the provider entity address telephone number and now is exported from the establishment linked base site telephone number • As per the DfE, all the SEN Statements are to be transferred to EHC Plans by 31st March 2018, with any non-transferred SEN Status' of 'S' being returned as 'E' EHC Plan • EY Census students who are eligible for early years pupil premium are now returned as in receipt of early years pupil premium as per the mapping provided in the System funding basis code changes • **Please Note**: As per the late change of the specification from the DfE, the Ofsted unique reference number for an EY provider can be 6 or 7-digit number prefixed by 'EY'. Ofsted URN with 7 digits (e.g. EY9999999) is currently truncated to 6-digit number (e.g. EY999999) in the EY census. As a workaround, a script will be provided as part of **KB-479998** to give the list of the truncated Ofsted URN providers, please update the respective census return file manually to have correct Ofsted URN before uploading to DfE COLLECT. ■ A section has been added in relation to the **General Data Protection Regulation (GDPR**). For more information, see *Data Protection and Data Sharing* on page *5*. The latest DfE Early years census guide, technical specifications and validation rules can be found here: https://www.gov.uk/government/publications/early-years-census-2019-guide The latest technical specifications (including the XML Message Structure) and validation rules can be found here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/730963/2019_EYC_Specification_V1_2.pdf

02 | Introduction to the Early Years Census

Overview

The Department for Education (DfE) mandates that an early years census is returned of private, voluntary and independent (PVI) providers and children. This enables Local Authorities (LAs) and those, such as software suppliers working on their behalf, to prepare the necessary processes and data to ensure compliance.

Childminder Agencies enable individual childminders a choice as to whether to register directly with a LA and submit an individual return direct to the LA. Or to register with a Childminder Agency where the agency will submit an individual return for each individual childminder that is registered with that agency

The Early Years census is a statutory return that is run on the third Thursday in January. It collects data on all children receiving early years education during census week.

Local Authorities can generate the census return in the One v4 Client via **Focus | Early Years | Census Return**

The successful generation process pre-populates the census data from the information currently held in One and enables the following to be updated:

- Availability and opening times.
- Staff numbers and qualifications.
- Number of children by age.

If the Local Authority has purchased the Provider Self Update portal, the census data can be viewed and amended by the provider. For more information, refer to the *One Early Years Self Update Provider Portal* handbook available on the One Publications website.

After the data has been validated against the DfE schema, an XML file is produced. The Local Authority uploads the return to the DfE via the COLLECT system and further validation takes place. After all errors have been resolved, the LA submits the final return via COLLECT.

Using this Handbook

This handbook is intended for Local Authority administrators who are submitting data for the Early Years census to the DfE.

The first chapter provides an overview of the generation process and the data collected in the Early Years census.

The second chapter describes how to generate the return in the v4 Client.

Data Protection and Data Sharing

Personal data, such as that collected in the Early Years Census Return, must be managed in accordance with the requirements of the **General Data Protection Regulation** (GDPR).

GDPR gives rights to those (known as data subjects) about whom data is held, such as pupils, their parents and staff. This includes:

- the right to know the types of data being held
- why it is being held
- to whom it may be communicated.

Census Dates

Every local authority is required to provide an individual child level early years census return in 2020 to the DfE.

Every funded PVI EY setting in England is required to provide the necessary information to their local authority to enable them to complete this return. The EY Census is required from any PVI setting where one or more of their children are reveiving early education that is funded by the department.

The census day is Thursday 16th January 2020. The census will collect data on all children receiving early education during census week (13th – 17th January 2020).

The deadline for submission of data to the department is Friday 6th March 2020.

Data Collected in the Early Years Census

The Early Years census collects two sets of data:

- Establishment level data relating to early years providers.
  - **Establishment Characteristics** – contains the following information: LA number, LA URN, OFSTED URN, establishment name, postcode, contact details, EY Provider category, EY Setting type. EY daycare, maintained school relationship, establishment partnership, weeks open per year, EY funding weeks, opening and closing times.
  - **Staff Information** – contains the following information about the staff working at the early years setting: number of staff with relevant qualifications, teacher status, professional status. It does not include volunteers.
  - **Child Statistics** – information collected is based on those PVI settings that have any funded children (aged 2, 3 or 4 as at 31st December 2019) at the time of the census. In such settings, a separate count is required of 2, 3 and 4-year-old children, both funded and unfunded.
- Child level data relating to children accessing funded early years education.
  - **Child Identifiers** – contains the child's name, date of birth and gender.
  - **Child Characteristics** – contains the child's ethnic code (optional), the number of universal and extended hours, thirty hours codes, disability access fund, number of hours at the setting, total funded hours (Spring), and the EY pupil premium.
  - **Child SEN** – contains the child's special educational needs and disability (SEND) provision.
  - **Home Information** – contains the child's home address.

Provider Eligibility

A provider is eligible to be included in the census return if the following conditions are met:

- They have at least one funded service that has an active registration during the census week and is registered for the Nursery Education Grant/Fund.
- The registration start date, if recorded, must be on or before the end of the census week and the registration end date, if recorded, must be on or after the start of the census week.

Provider Availability and Opening Times

Provider service availability and opening times are collected as follows:

- There must be an active Opening Dates and Times record with a start date that is on or before the census date.

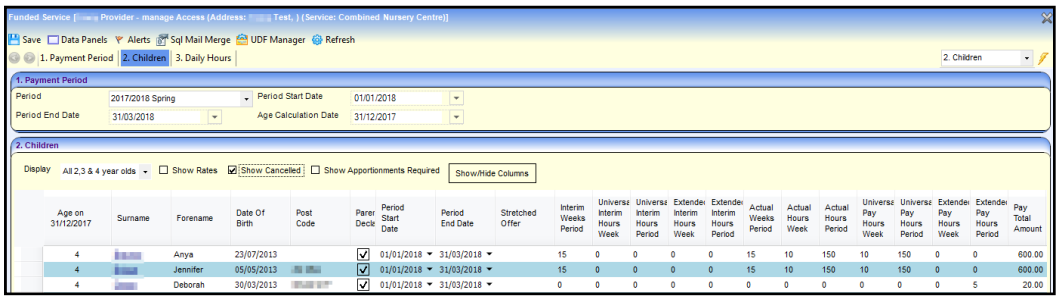
- The end date of the Opening Dates and Times record, if recorded, must be on or after the census date.

The census collects the earliest start time and latest end time for each day.

Child Eligibility

Children are included in the census return if all of the following conditions are met:

- They have an active school history with the provider.
- Their school history start date is on or before the end of the census week.
- Their school history end date is on or after the start of the census week or is blank.
- They are displayed on the **Children** panel in the v4 Client via **Focus | Early Years | Search for Funded Services** and:
  - Their **Period Start Date** is on or before the end of the census week.
  - Their **Period End Date** is on or after the start of the census week.
  - Their **Status** is not cancelled (CANC).
  - 2-year-old children have both **Actual Hours Week** and **Universal Pay Hours Week** recorded.
  - 3 and 4 year-old children have both **Actual Hours Week** and **Universal Pay Hours Week** or **Extended Pay Hours Week** recorded.



For the purposes of this collection, the following ages are defined as:

- a 2-year-old has a date of birth between 1st January 2017 and 31st December 2017.
- a 3-year-old has a date of birth between 1st January 2016 and 31st December 2016.
- a 4-year-old has a date of birth between 1st January 2015 and 31st December 2015.

03 | Generating the Early Years Census

Introduction

The Early Years census is generated in the v4 Client via **Focus | Early Years | Census Return**.

During the generation process, the census details are initially pre-populated with the establishment level information held for the current funded service and the following information can be updated:

- Availability and opening times.
- Staff numbers and qualifications.
- Number of children by age.

If required, a different funded service can be selected and the census regenerated.

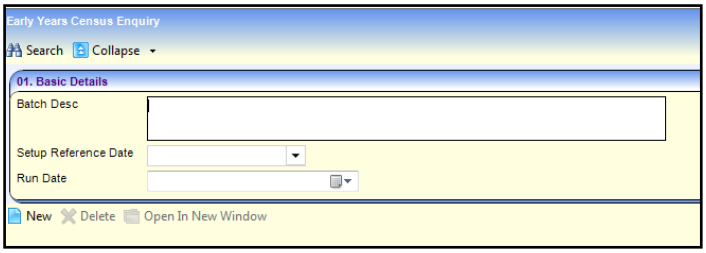
NOTE: The information can be updated in the v4 Client. Alternatively, if the Local Authority has purchased the Provider Self Update portal, they can configure the portal to enable providers to view and amend the details held about their services.

For more information, refer to the Early Years Self Update Provider Portal handbook on the One Publications website.

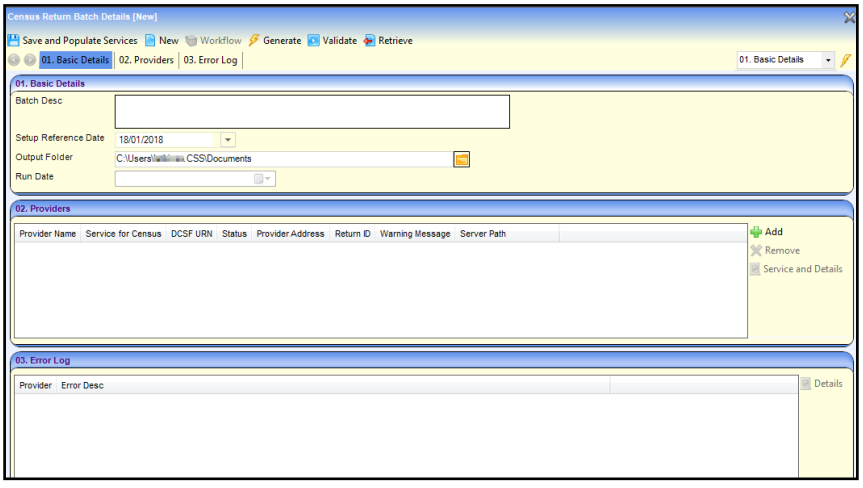
Generating a New Return

Pre-populating the Census Details

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**.

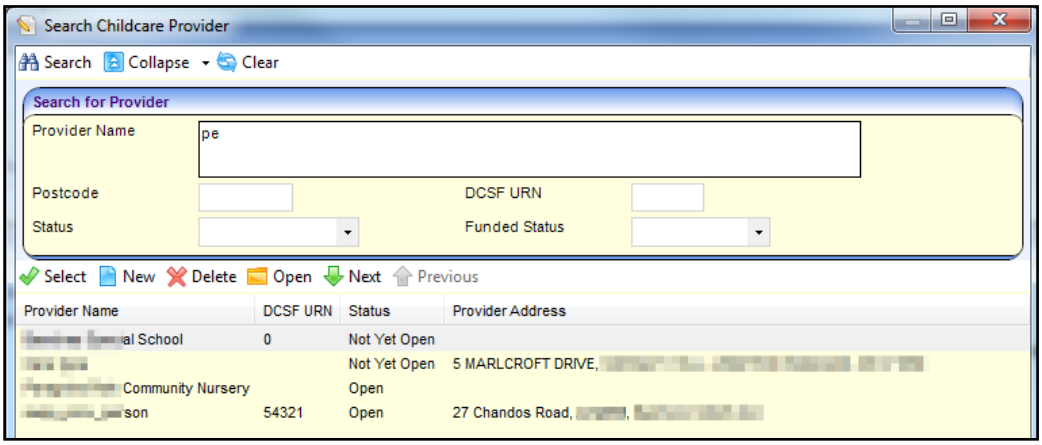
   The **Setup Reference Date** is automatically set to the census return date (third Thursday in January).

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:

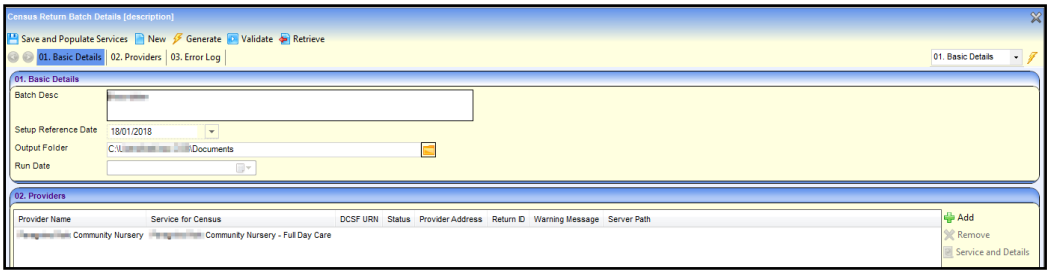
   a. In the **Providers** panel, click the **Add** button to display the **Search Childcare Provider** dialog.

   b. Enter search criteria and then click the **Search** button to display a list of matching providers.



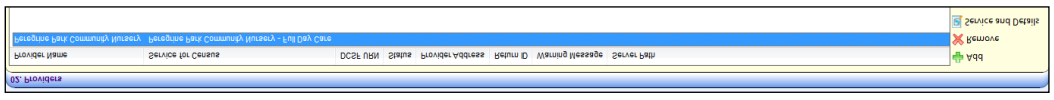
6. Highlight the required providers and click the **Select** button to select the providers and close the dialog.

7. Click the **Save and Populate Services** button to save the census details and update the **Service for Census**.

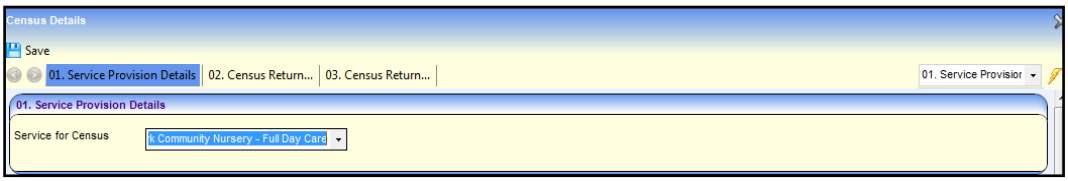


8. If required, to select a different service for the census:

   a. Highlight the provider in the **Providers** panel.

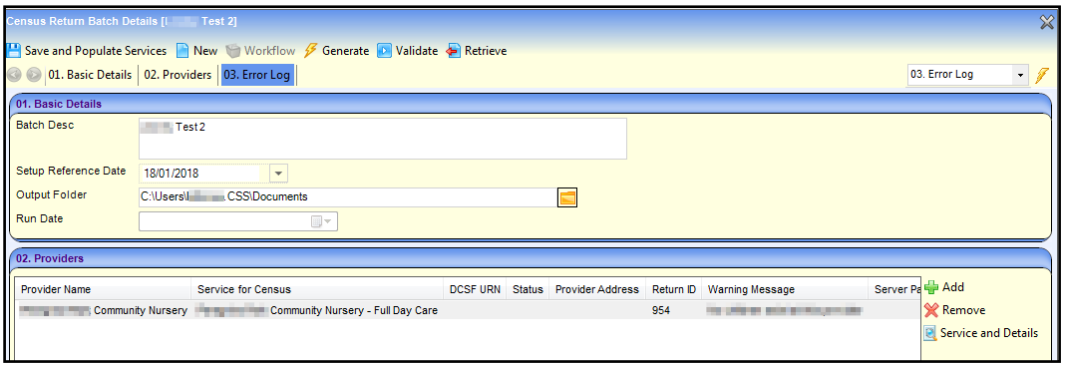


   b. Click the **Service and Details** button to display the **Census Details** page.



   c. Select a **Service for Census**.

   d. Click the **Save** button.



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

Updating the Census Details in the v4 Client

Census details for the selected providers are pre-populated using the information currently held in One v4. For more information, see Pre-populating the Census Details on page 9. A message is displayed in **My Workflow Messages** on the home page.

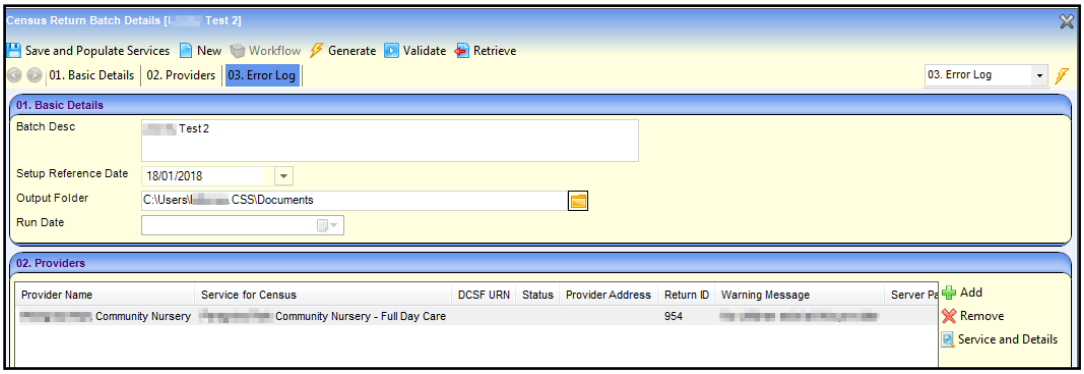
The following information can be updated in the v4 Client:

- Availability and opening times.
- Staff numbers and qualifications.
- Number of children by age.

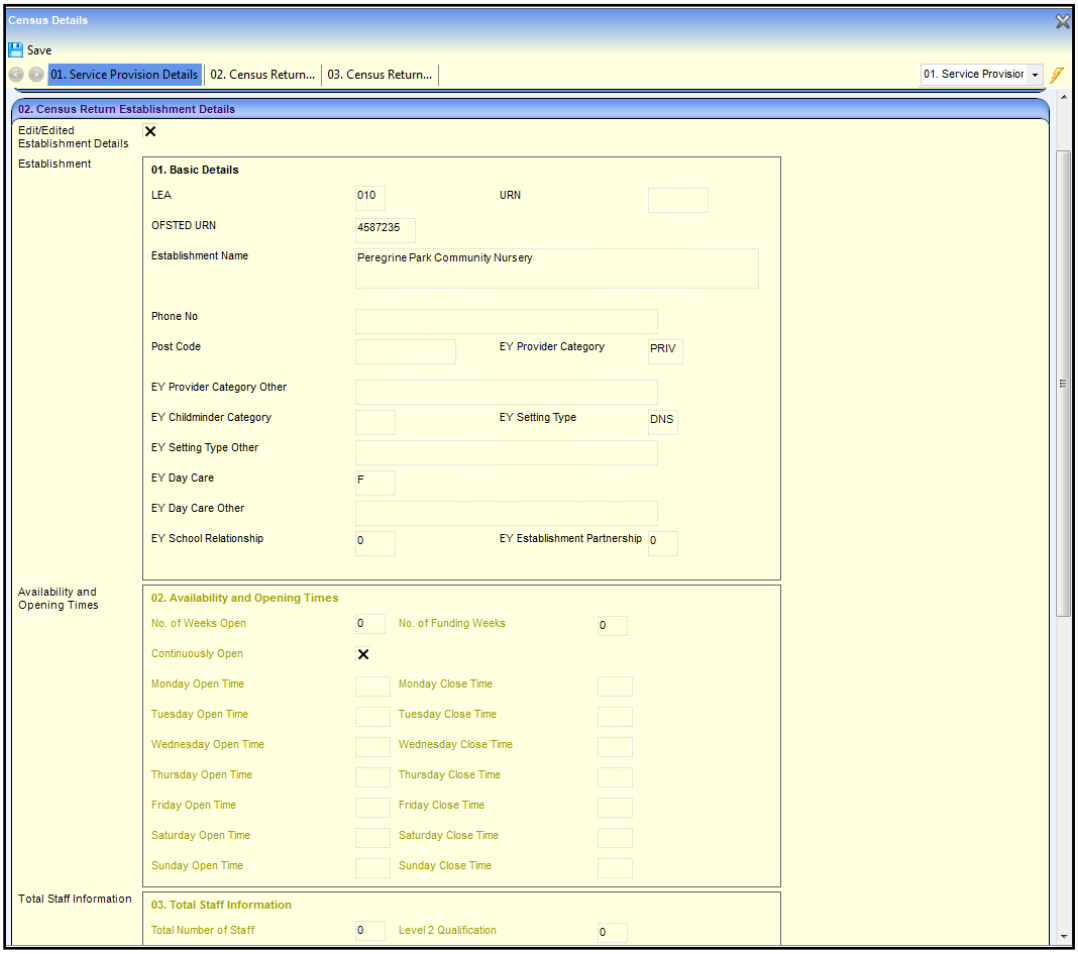
NOTE: If the Local Authority has purchased the Provider Self Update portal, they can configure the portal to enable providers to view and amend the details held about their services.

For more information, refer to the Early Years Self Update Provider Portal handbook on the One Publications website.

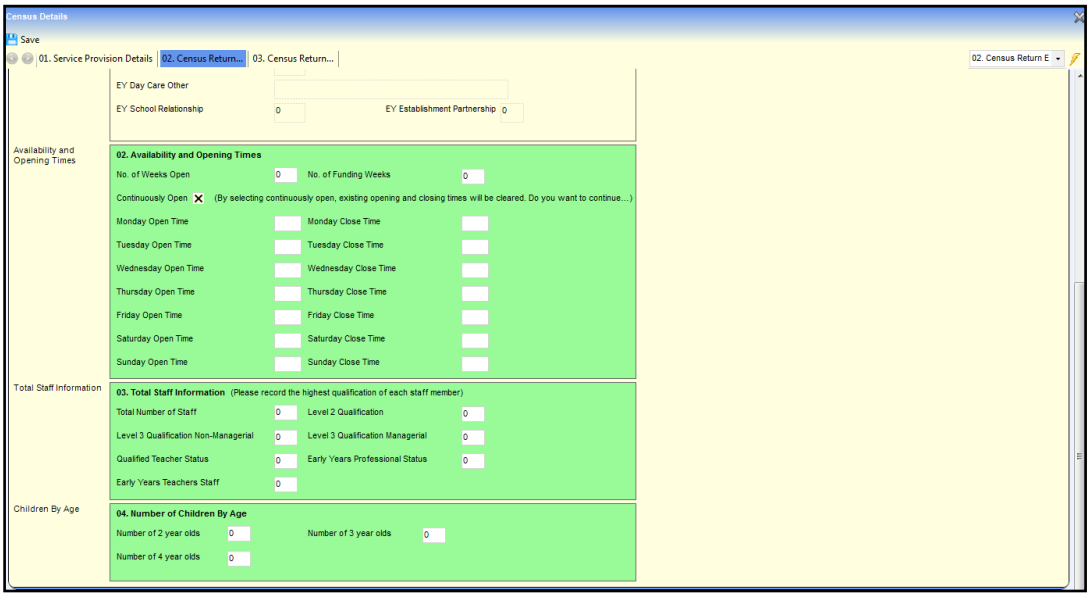
1. Click the workflow message to display the **Census Return Batch Details** page.



2. Highlight the required provider in the **Providers** panel and click on the **Service and Details** button to display the pre-populated **Census Details** page.

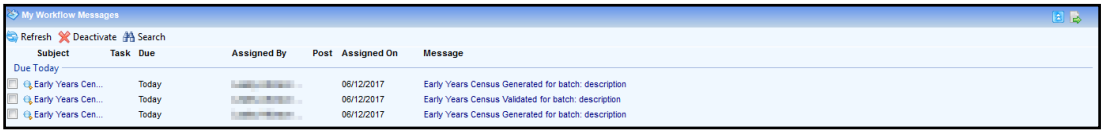


3. Select (tick) the **Edit/Edited Establishment Details** check box to enable the fields on the **Availability and Opening Times**, **Total Staff Information** and **Children by Age** panels.

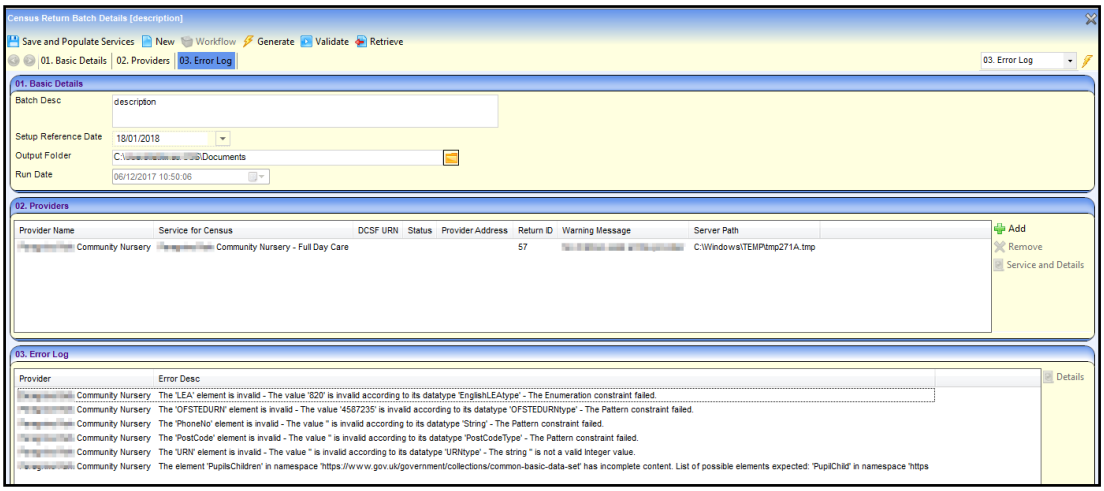


4. Change the census information as required and click the **Save** button to display the **Census Return Batch Details** page.
5. Click the **Validate** button to display a confirmation dialog.

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



7. Click on the workflow message to open the **Census Return Batch Details** page.
8. The **Run Date** is updated and the list of providers is updated with the **Returnid** and **ServerPath**.



9. Any errors generated are displayed in the **Error Log** panel.
10. Click the **Retrieve** button to retrieve the return and save the file to the **Output Folder** selected in the **Basic Details** panel.

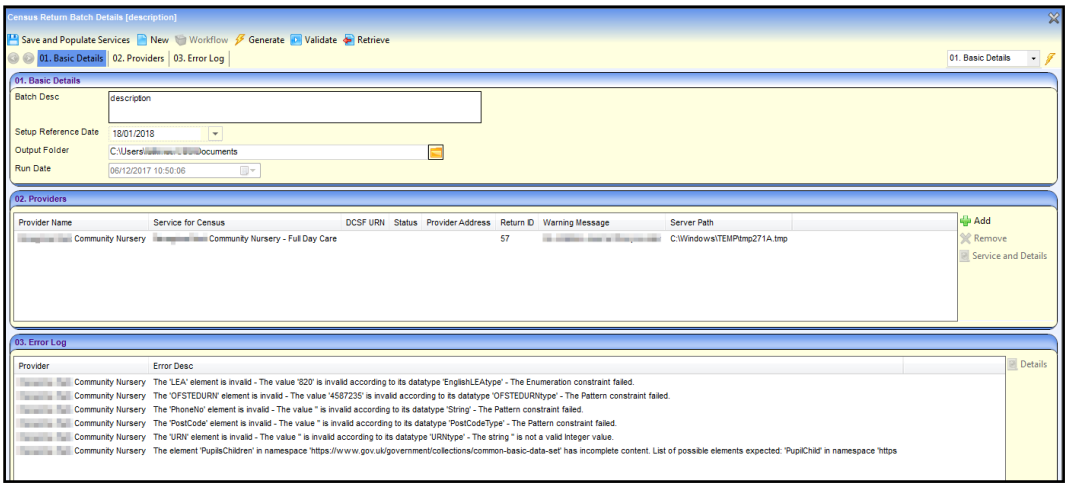
> ***NOTES:*** *If the service is open for 24 hours a day and 7 days a week, it should be recorded with an open time of 00:00 and a close time of 23:59 for all 7 days. When the census is generated, the* ***Continuously Open*** *check box is automatically selected and the individual times are disabled.*
>
> *If the service is open for less than 7 days a week, the respective days start and end times should be recorded.*

Regenerating the Census

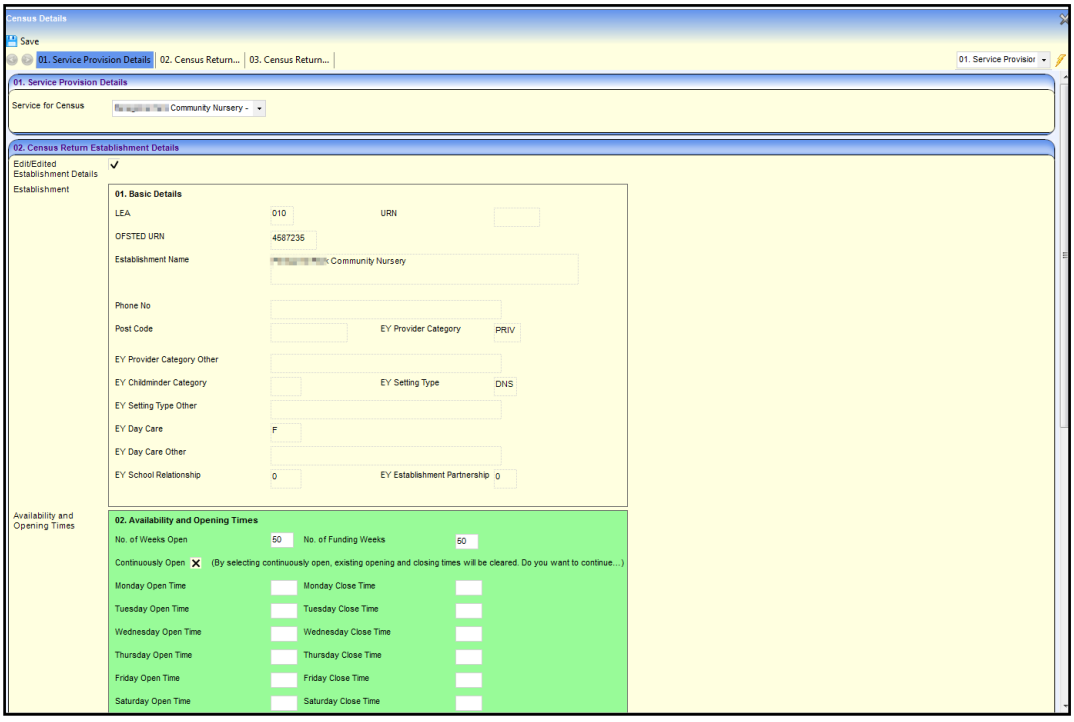
If the **Service for Census** is changed the census must be regenerated for the new service.

If errors are raised during the validation process 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 unchecked on the **Census Details** page.

1. Click on the message in **My Workflow Messages** to display the **Census Return Batch Details** page.



2. Highlight the required provider and click the **Service and Details** button to display the **Census Details** page.



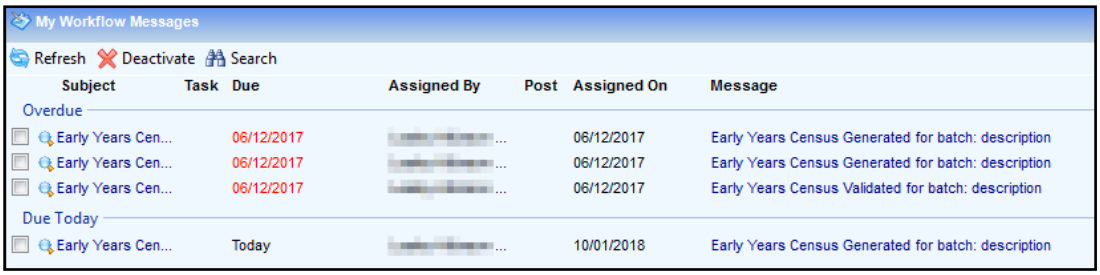
3. If required, update the census information.

> ***NOTE:*** *Any updates already made to the pre-populated census details are not overwritten unless the* ***Edit/Edited Establishment Details*** *check box is deselected (unchecked).*

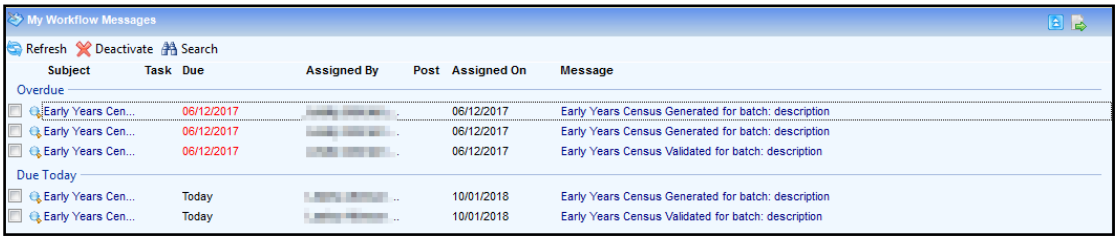
4. If required, select a different **Service for Census**.

> ***NOTE:*** *If a different service is selected, any updates already made to the pre-populated census details are overwritten.*

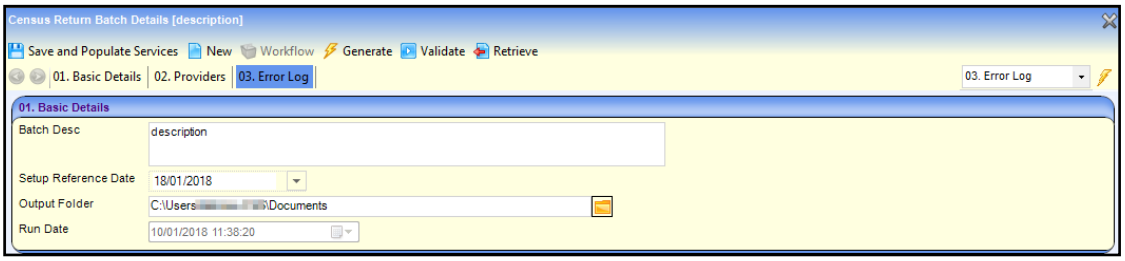
5. Click the **Save** button to display the **Census Return Batch Details** page.
6. Click the **Generate** button to display a confirmation message.
7. Click the **Yes** button to generate the census and display a message in **My Workflow Messages**.



8. Click on the workflow message to open the return in the **Census Return Batch Details** page.
9. Click the **Validate** button to display a confirmation dialog.
10. Click the **OK** button to validate the information against the DfE schema and display a message in **My Workflow Messages**.



11. Click on the workflow message to open the **Census Return Batch Details** page.
12. The **Run Date** is updated and the list of providers is updated with the **Returnid** and **ServerPath**.



13. Any errors generated are displayed in the **Error Log** panel.
14. Click the **Retrieve** button to retrieve the return and save the file to the **Output Folder** selected in the **Basic Details** panel.

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