How to Guide – Sufficiency Data Collection (Schools with Nursery Classes)

To support the Local Authority in its duty to ensure there are sufficient early years and childcare places, the Childcare Sufficiency Team will collect childcare places and vacancy information on a termly basis. The data you provide will not be made directly available to families but will be used to give an indication of the level of availability in the local area - this will help to assess and monitor the supply and demand for childcare places and also contribute towards the council's Annual Childcare Sufficiency Assessment.

This guide will provide you with the information you need to complete the **Sufficiency Data** using the Provider Portal.

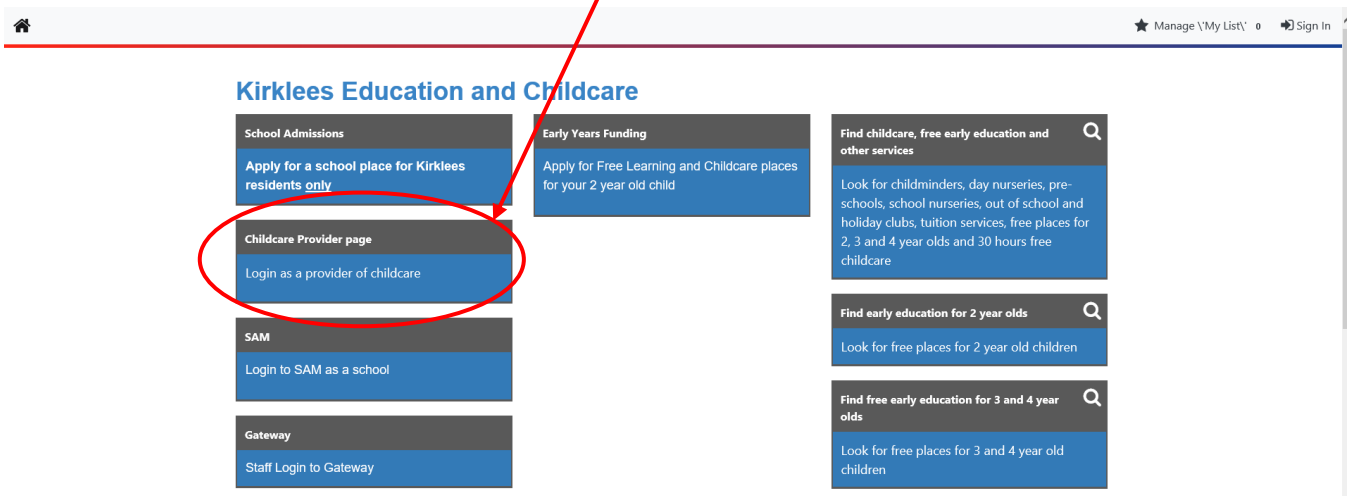
Before starting the process of inputting your vacancies you must identify the number of places you offer.

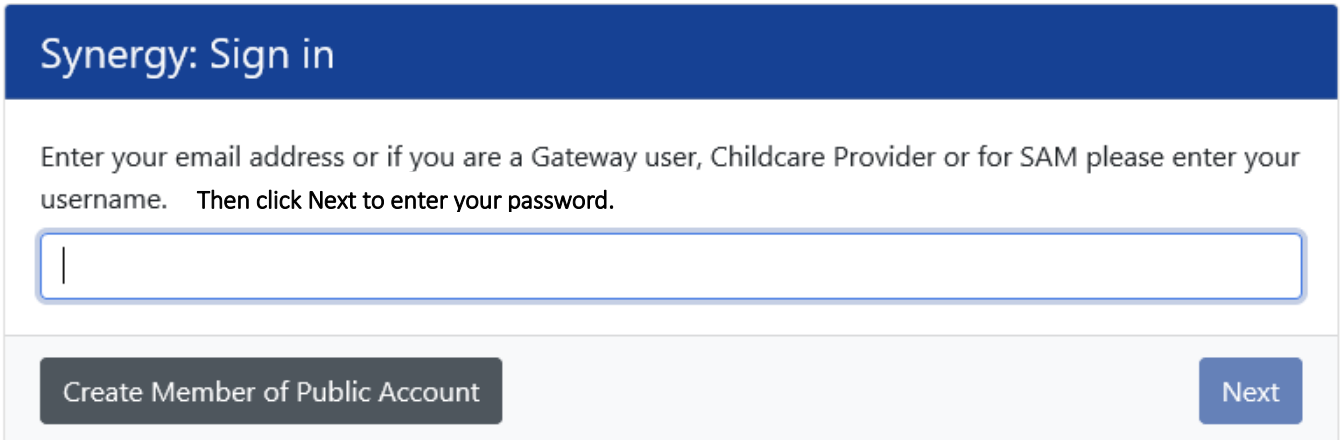
Places Offered
These are the maximum number of places you would offer to parents in your nursery class. You will be asked about the places you offer across each day of the week, mornings and afternoons. If you are closed or do not offer places on a particular day you need to insert a zero in the box, for example if you do not open at the weekend put a zero in each of these days

Vacancies
You need to complete the number of vacancies you have morning and afternoon and day of the week. If you have this information to hand prior to completing the form it will be quicker.

Inputting Data – Term Time

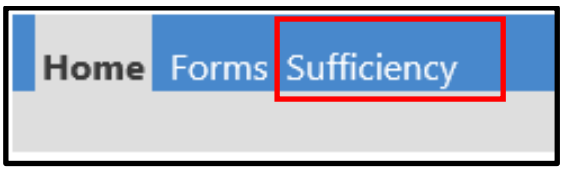
Log into the Provider Portal > select Childcare Provider page



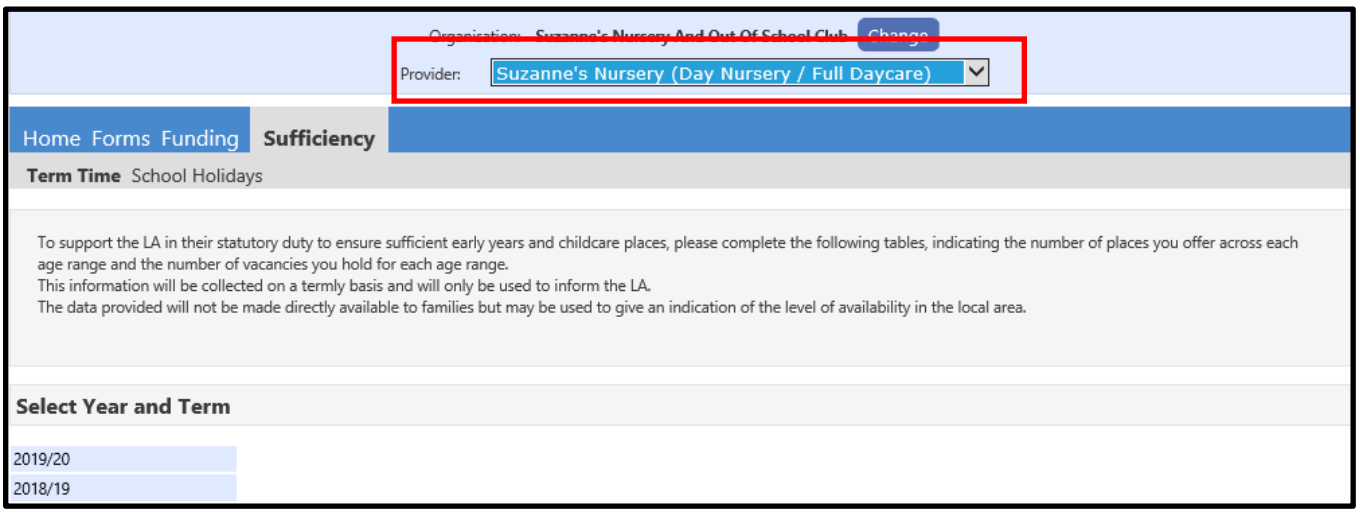


The **Home** page will then be displayed

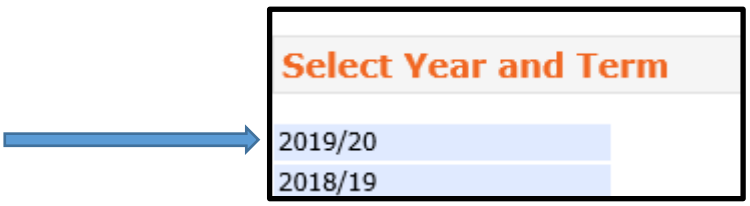
Select Sufficiency

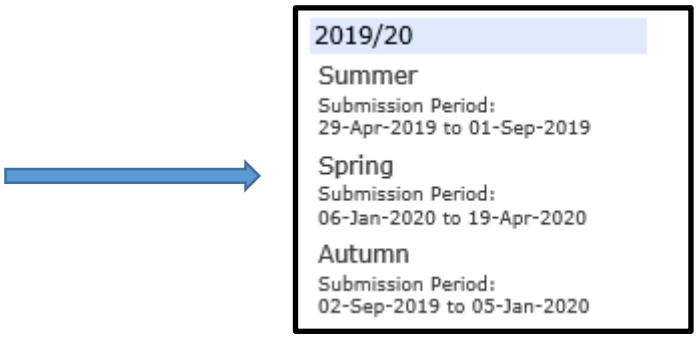


Please ensure the correct provider type is selected, for example if your setting also runs an out of school club/holiday scheme, you will be able to select the different provider type from here.

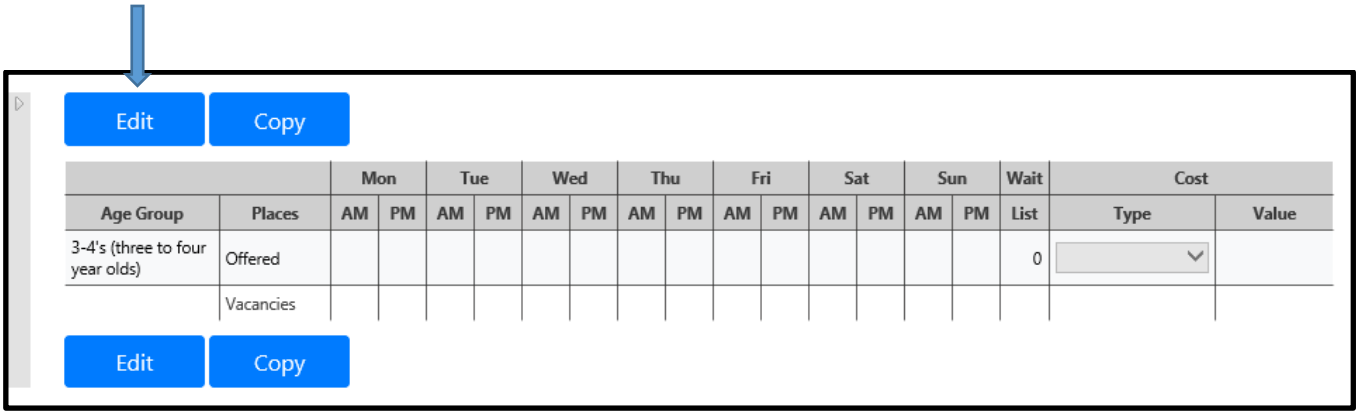


Select relevant Year and Term



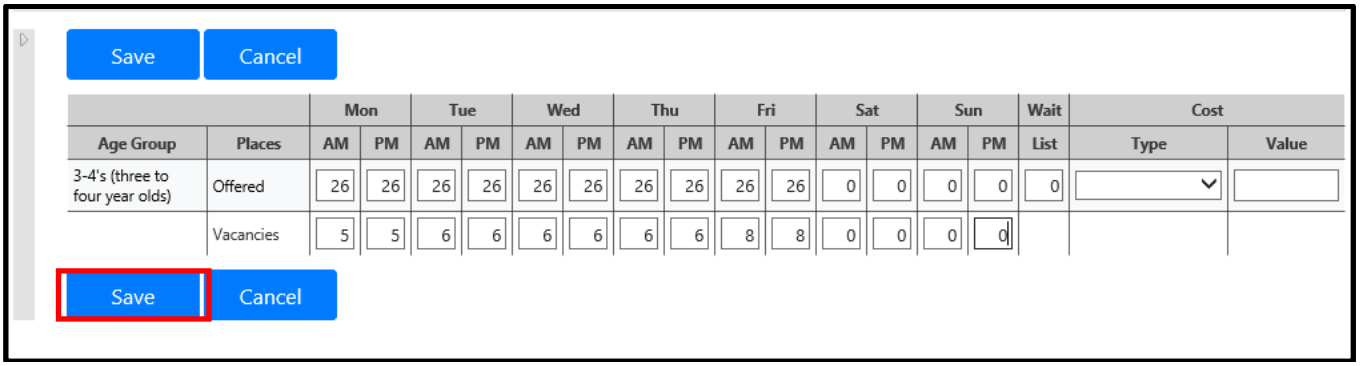


Select EDIT



Enter the places you offer in the **Offered** box across each day am and pm.
Enter the **Vacancies** you have across each day am and pm.
Enter a zero where you do not offer the places or have no vacancies.
The Wait list box allows you to enter the number of children on your waiting list – please enter a zero (0) where you do not have a waiting list.
Cost – click the down arrow for a list and select a cost type then enter the charge relating to the cost type you have chosen or **leave blank**.

The example below shows a school that is offering 26 places in a morning and afternoon along with the actual number of vacancies per morning/afternoon session. It shows that out of the 26 places offered on a Monday there are 5 vacancies and so on. The 'Offered' places should be the TOTAL number of places you could offer if you were full.



Once all the data has been entered please click SAVE

The following warning message will appear if any of the data is incorrect.

- You **MUST** enter a value against each item even if it is a zero
- If you enter more vacancies than places offered you will not be able to submit the information and the following error message will be shown.

Once saved the data will automatically be uploaded to our database.

Queries or problems submitting the data - please contact the Childcare Sufficiency Team on 01484 456837. Thank you.

Updated January 2020.