

How to Guide – Sufficiency Data Collection - Childminders

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 places you offer and the ages you offer these places in as well as if you open all year round or just term time.

Places Offered

These are the maximum number of places you would offer to parents, per age range.

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 across each age range, 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](#)

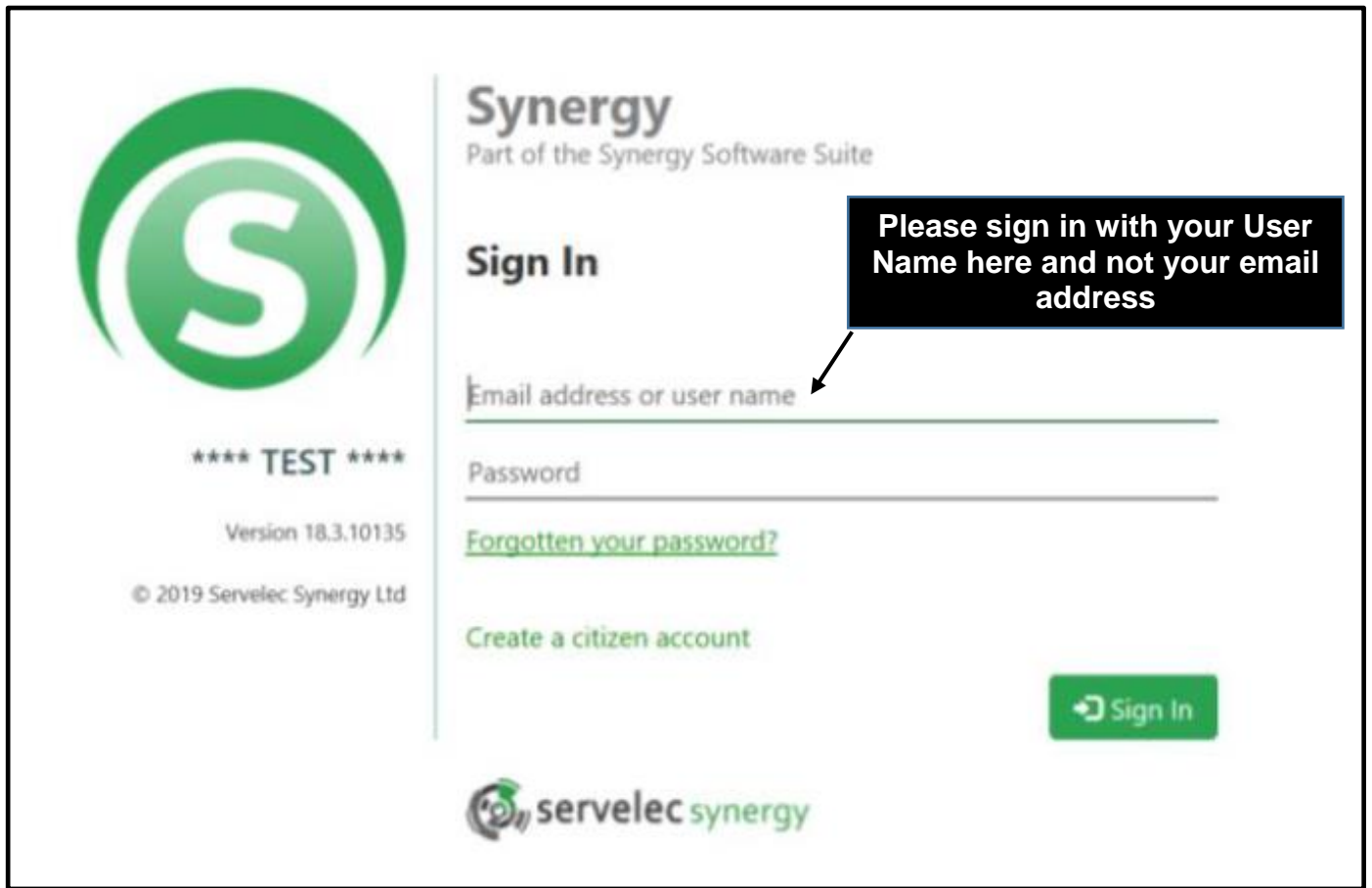


Kirklees Learning and Childcare Directory and Provider Portal

Can't find childcare to meet your needs? Contact the Family Information Service fis@kirklees.gov.uk or telephone 01484 414887

Problems logging into the Provider Portal? Contact the FEEC Team feecetteam@kirklees.gov.uk or telephone 01484 225752

The following page will display to enter your user name and password



The image shows the Synergy Sign In page. On the left is a large green circular logo with a white 'S'. Below it, the text reads: '**** TEST ****', 'Version 18.3.10135', and '© 2019 Servelec Synergy Ltd'. The main heading is 'Synergy Part of the Synergy Software Suite'. Below this is the 'Sign In' section with two input fields: 'Email address or user name' and 'Password'. A callout box with a black background and white text says 'Please sign in with your User Name here and not your email address', with an arrow pointing to the 'Email address or user name' field. Below the fields are links for 'Forgotten your password?' and 'Create a citizen account'. A green 'Sign In' button is at the bottom right. The footer features the 'servelec synergy' logo.

Once logged in you will see the screen below; to access the Provider Portal click on 'Childcare/Service Provider' in the top left hand corner.



The image shows the Kirklees Learning and Childcare Directory and Provider Portal. The top navigation bar is blue and contains 'Childcare / Service Provider' (highlighted with a red box), 'Hello suzannemoorhouse, Logout', and '★ Manage My List!'. The main content area has the title 'Kirklees Learning and Childcare Directory and Provider Portal'. Below the title, there are two lines of contact information: 'Can't find childcare to meet your needs? Contact the Family Information Service fis@kirklees.gov.uk or telephone 01484 414887' and 'Problems logging into the Provider Portal? Contact the FEEC Team feecetteam@kirklees.gov.uk or telephone 01484 225752'.

The Home page will then be displayed

Select Sufficiency



The image shows a navigation menu with three items: 'Home', 'Forms', and 'Sufficiency'. The 'Sufficiency' item is highlighted with a red box.

Select relevant Year and Term



Organisation: Suzanne's Superstar Childminding [Change](#)
 Provider: Suzanne's Superstar Childminding (Childminder)

Home Forms Funding **Sufficiency**

Term Time School Holidays

To support the LA in their statutory duty to ensure sufficient early years and childcare places, 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 on a termly basis and will only be used to inform the LA.
 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.

Select Year and Term

2019/20
 2018/19



2019/20

Summer
 Submission Period:
 29-Apr-2019 to 01-Sep-2019

Spring
 Submission Period:
 06-Jan-2020 to 19-Apr-2020

Autumn
 Submission Period:
 02-Sep-2019 to 05-Jan-2020

Select EDIT



Term Time Sufficiency for 2019/20 - Summer

[Edit](#) [Copy](#)

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	Type	Value			
0-5's (under 5's)	Offered															0		
	Vacancies																	
5-8's	Offered															0		
	Vacancies																	
Over 8's	Offered															0		
	Vacancies																	

[Edit](#) [Copy](#)

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.

See example below.

Term Time Sufficiency for 2019/20 - Summer

Save Cancel


Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		Type	Value
0-5's (under 5's)	Offered	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0	Full day	30.00
	Vacancies	1	1	1	1	0	0	0	0	1	1	0	0	0	0			
5-8's	Offered	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0	Hourly cost	3.90
	Vacancies	1	1	1	1	1	1	2	2	2	2	0	0	0	0			
Over 8's	Offered	1	1	1	1	1	1	1	1	1	1	0	0	0	0	1	Hourly cost	3.90
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

Save Cancel

Once all the data has been entered please click SAVE



- 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.

 **Vacancies cannot exceed the number of offered places.**

Once saved the information input will automatically be uploaded to our database.

Copying Information from Term to Term

You can copy the information from one term to the next term. Therefore if your place numbers remain the same you just need to amend the vacancies when an update is requested.

You can also amend places numbers if these have changed.

Click – Copy this opens a window which allows you to select which term you want to copy to.

Term Time Sufficiency for 2019/20 - Summer																			
		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	
0-5's (under 5's)	Offered	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0	Full day	£30.00	
	Vacancies	1	1	1	1	0	0	0	0	1	1	0	0	0	0				
5-8's	Offered	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0	Hourly cost	£3.90	
	Vacancies	1	1	1	1	1	1	2	2	2	2	0	0	0	0				
Over 8's	Offered	1	1	1	1	1	1	1	1	1	1	0	0	0	0	1	Hourly cost	£3.90	
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0				