

## 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

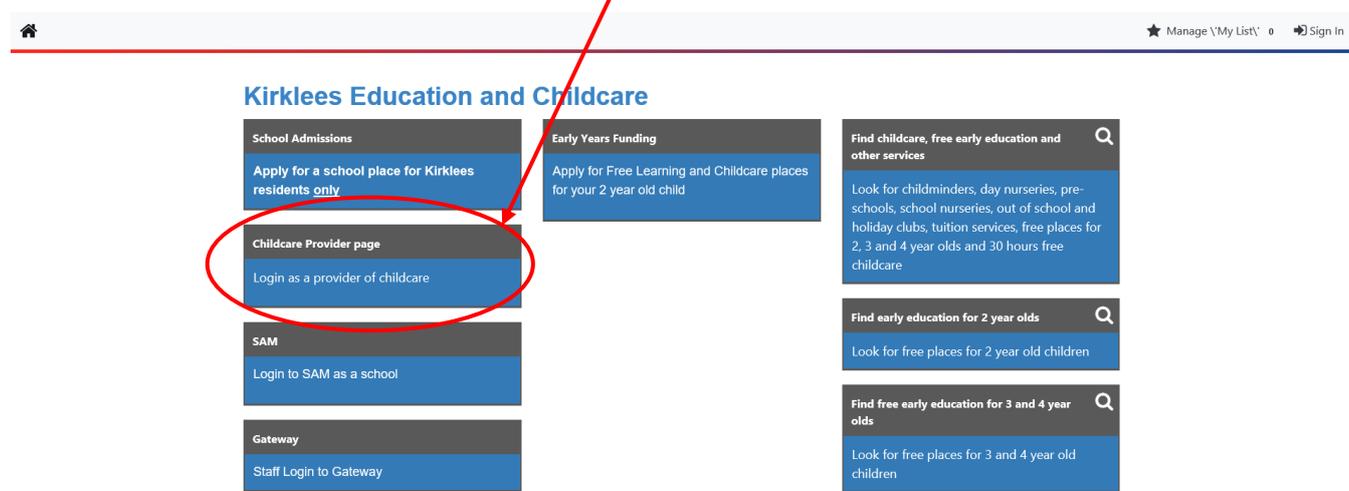
These are the maximum number of places you would offer to parents in your nursery class. You will be asked about the places you offer across each day of the week, mornings and afternoons. If you are closed or do not offer places on a particular day you need to insert a zero in the box, for example if 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 screenshot shows the Kirklees Education and Childcare website. The main navigation menu includes:

- School Admissions: Apply for a school place for Kirklees residents only
- Childcare Provider page: Login as a provider of childcare (circled in red)
- SAM: Login to SAM as a school
- Gateway: Staff Login to Gateway

Other services listed include:

- Early Years Funding: Apply for Free Learning and Childcare places for your 2 year old child
- Find childcare, free early education and other services: Look for childminders, day nurseries, pre-schools, school nurseries, out of school and holiday clubs, tuition services, free places for 2, 3 and 4 year olds and 30 hours free childcare
- Find early education for 2 year olds: Look for free places for 2 year old children
- Find free early education for 3 and 4 year olds: Look for free places for 3 and 4 year old children

## Synergy: Sign in

Enter your email address or if you are a Gateway user, Childcare Provider or for SAM please enter your username. Then click Next to enter your password.

Create Member of Public Account

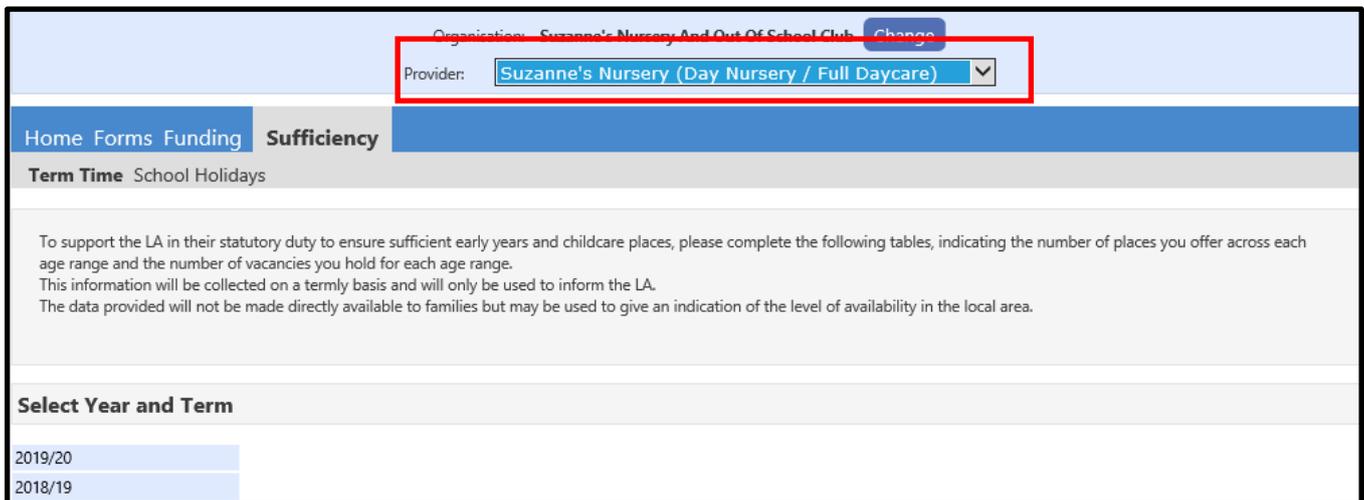
Next

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.

A screenshot of the 'Sufficiency' page. At the top, there is a navigation bar with 'Home', 'Forms', 'Funding', and 'Sufficiency'. Below this, there is a section for 'Term Time' with 'School Holidays' selected. A dropdown menu for 'Provider' is highlighted with a red box, showing 'Suzanne's Nursery (Day Nursery / Full Daycare)'. Below the dropdown, there is a section for 'Select Year and Term' with two options: '2019/20' and '2018/19'.

Organisation: Suzanne's Nursery And Out Of School Club [Change](#)

Provider: Suzanne's Nursery (Day Nursery / Full Daycare) ▼

Home Forms Funding **Sufficiency**

Term Time School Holidays

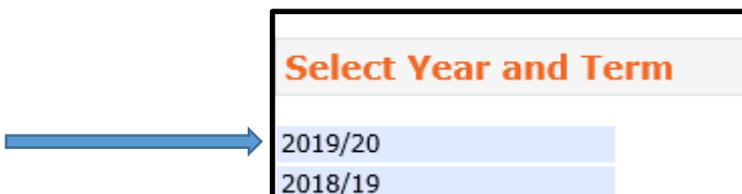
To support the LA in their statutory duty to ensure sufficient early years and childcare places, please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range.  
This information will be collected on a termly 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

### Select relevant Year and Term

A diagram showing a blue arrow pointing from the left towards a dropdown menu. The dropdown menu is titled 'Select Year and Term' and has two options: '2019/20' and '2018/19'. The dropdown menu is highlighted with a black border.

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

		Edit		Copy															
Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait	Cost		
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value	
3-4's (three to four year olds)	Offered															0	<input type="text"/>	<input type="text"/>	
	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 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.

		Save		Cancel															
Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait	Cost		
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value	
3-4's (three to four year olds)	Offered	26	26	26	26	26	26	26	26	26	26	0	0	0	0	0	<input type="text"/>	<input type="text"/>	
	Vacancies	5	5	6	6	6	6	6	6	8	8	0	0	0	0				
		Save		Cancel															

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.



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

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.