

## How to Guide – Sufficiency Data Collection (PVI Day Nurseries and Pre-Schools)

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. It is also the maximum number of children you would take which might be different to your registered number (Ofsted may state a maximum of 10 under 2's but your business model might set this number as a maximum of 6 under 2's)

If you have one room for all age ranges you **MUST** allocate places to the particular age ranges to ensure places are not double counted.

For Example, if Ofsted has registered your setting as a 40 place 0-5 nursery for sufficiency purposes you must identify how many children you would offer places to per age range. Do **NOT** put 40 in each age range as this will distort the actual number of places on offer.

### Example – 40 places

Age	Places	Places
0 to 2	12	40
2 to 3	12	40
3 to 5	16	40
<b>TOTAL</b>	<b>40 ✓</b>	<b>120 X</b>

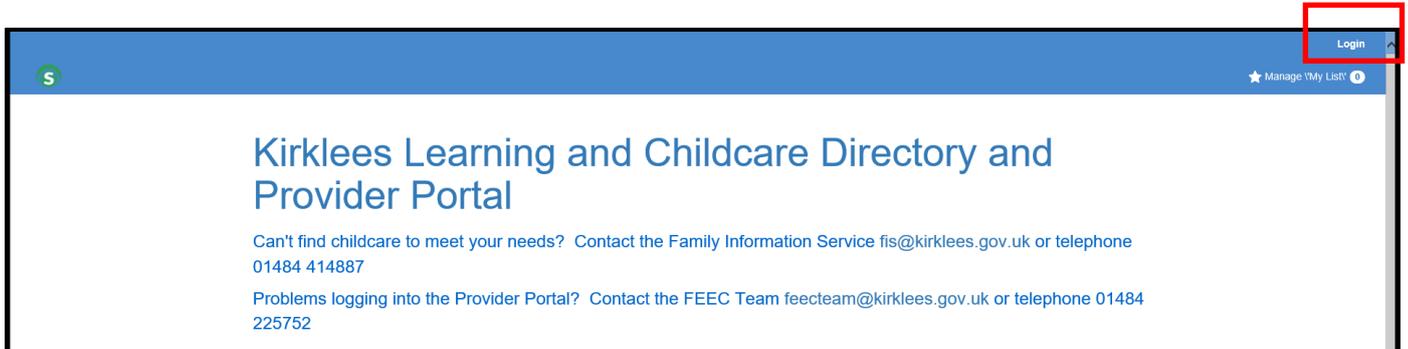
You will be asked about the places you offer across each day of the week, mornings and afternoons. If you are closed or do not offer places on a particular day you need to insert a zero in the box, for example if you do not open at the weekend put a zero in each of these days

## 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.

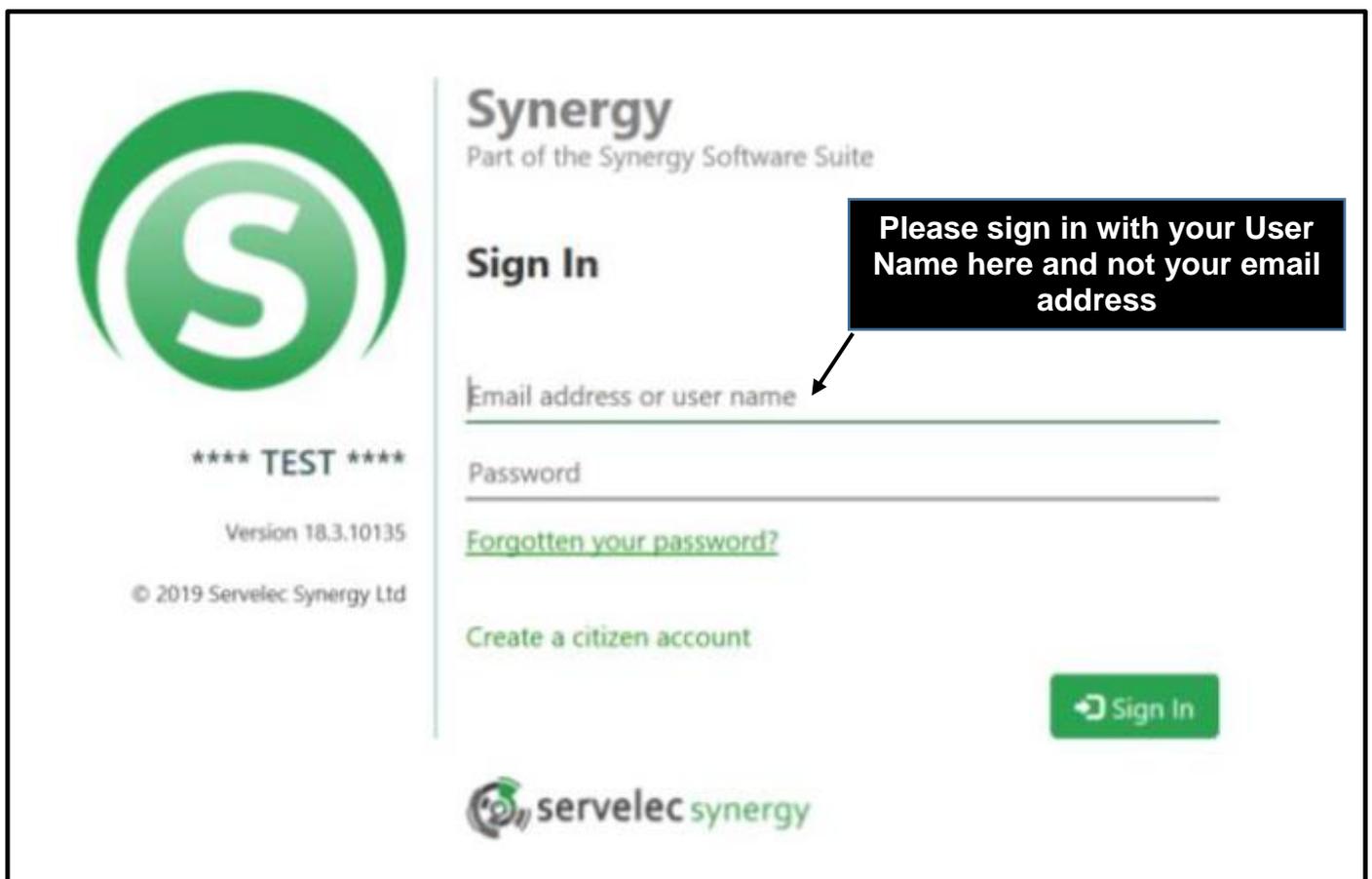
## Inputting Data – Term Time

Log into the [Provider Portal](#)



The screenshot shows the top navigation bar of the Kirklees Learning and Childcare Directory and Provider Portal. The navigation bar is blue and contains a 'Login' button on the right, which is highlighted with a red box. Below the navigation bar, the page title 'Kirklees Learning and Childcare Directory and Provider Portal' is displayed in blue. Underneath the title, there are two lines of text providing contact information for the Family Information Service (FIS) and the FEEC Team. The FIS contact information is 'Can't find childcare to meet your needs? Contact the Family Information Service fis@kirklees.gov.uk or telephone 01484 414887'. The FEEC Team contact information is 'Problems logging into the Provider Portal? Contact the FEEC Team feecetam@kirklees.gov.uk or telephone 01484 225752'.

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



The screenshot shows the Synergy Sign In page. On the left side, there is a large green circular logo with a white 'S' inside. Below the logo, the text '\*\*\*\* TEST \*\*\*\*' is displayed, followed by 'Version 18.3.10135' and '© 2019 Servelec Synergy Ltd'. On the right side, the word 'Synergy' is displayed in a large font, followed by 'Part of the Synergy Software Suite'. Below this, the text 'Sign In' is displayed in a large font. There are two input fields: 'Email address or user name' and 'Password'. A black callout box with white text points to the 'Email address or user name' field, stating 'Please sign in with your User Name here and not your email address'. Below the input fields, there is a link for 'Forgotten your password?' and a link for 'Create a citizen account'. At the bottom right, there is a green 'Sign In' button. At the bottom center, there is a logo for 'servelec synergy'.

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.

Childcare / Service Provider

Hello suzannemoorhouse, Logout

★ Manage My List

## 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](mailto:fis@kirklees.gov.uk) or telephone 01484 414887

Problems logging into the Provider Portal? Contact the FEEC Team [feec@kirklees.gov.uk](mailto:feec@kirklees.gov.uk) or telephone 01484 225752

The **Home** page will then be displayed

### Select Sufficiency

Home Forms 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.

Organization: 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

**Select Year and Term**

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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



		Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait		Cost
Age Group	Places	AM	PM	List	Type	Value												
0-2 years (under 2's)	Offered															0	▼	
	Vacancies																	
2's (two year olds)	Offered															0	▼	
	Vacancies																	
3-4's (three to four year olds)	Offered															0	▼	
	Vacancies																	

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.

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost	
		AM	PM		Type	Value												
0-2 years (under 2's)	Offered	12	12	12	12	12	12	12	12	12	12	0	0	0	0	0	Full day	£45
	Vacancies	0	0	0	0	3	3	4	4	5	5	0	0	0	0			
2's (two year olds)	Offered	12	12	12	12	12	12	12	12	12	12	0	0	0	0	0	Full day	£40
	Vacancies	4	4	4	4	5	5	5	5	6	6	0	0	0	0			
3-4's (three to four year olds)	Offered	16	16	16	16	16	16	16	16	16	16	0	0	0	0	0	Full day	38
	Vacancies	1	1	2	2	2	2	3	3	3	3	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.

If you operate an Out of School and/or Holiday Club you will be able to input your places and vacancies using the Online Portal by altering to another site on the Portal Home Screen (see **Page 6** for further details)

### 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.

## Out of School/Holiday Club

With the Sufficiency Tab highlighted, select the relevant Provider type

The screenshot shows the Synergy FIS Provider Portal interface. At the top, there is a search bar and a welcome message for Suzanne Moorhouse. Below this, the user's organization is listed as Kirklees Council, and the provider is set to Young Peoples Activity Team Out Of School Care (Holiday Scheme). The main navigation bar includes tabs for HOME, FUNDING, and SUFFICIENCY, with SUFFICIENCY being the active tab. Underneath, there are sub-tabs for Term Time and School Holidays. A text box explains the purpose of the data collection: to support the LA in their statutory duty to ensure sufficient early years and childcare places. Below this, there is a section titled 'Select Year and Term' with a list of years from 2019/20 to 2007/08.

htjaaaavfx3nyz5j))/Sufficiency.aspx?Tab=SH

Welcome **Suzanne Moorhouse (suzannemoorhouse)**  
[User Settings](#) | [Sign Out](#)

Organisation: **Kirklees Council** [Change](#) [Open New Tab](#) [?](#)

Provider: **Young Peoples Activity Team Out Of School Care (Holiday Scheme)**

**HOME 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
- 2017/18
- 2016/17
- 2015/16
- 2014/15
- 2013/14
- 2012/13
- 2011/12
- 2010/11
- 2009/10
- 2008/09
- 2007/08

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FIS Provider Portal - Part of the Synergy FIS Suite

## Choose the Year and Term

Click – Term time for out of school club and School Holidays for holiday club

This image is a close-up of the navigation bar from the screenshot above. It shows the 'HOME FUNDING SUFFICIENCY' tabs and the 'Term Time School Holidays' sub-tabs. Two blue arrows point to the 'Term Time' and 'School Holidays' sub-tabs, indicating where to click for different provider types.

**HOME FUNDING SUFFICIENCY**

Term Time **School Holidays**

## Select EDIT

HOME FORMS **SUFFICIENCY**

Term Time School Holidays

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### Term Time Sufficiency for 2019/20 - Summer

Edit
Copy

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost	
		AM	PM		Type	Value												
Before/after school places/holiday	Offered															0	<input style="width: 90%; border: none;" type="text"/> <span style="float: right; font-size: 0.8em;">▼</span>	
	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.

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