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**

<table>
<thead>
<tr>
<th>Age</th>
<th>Places</th>
<th>Places</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 2</td>
<td>12</td>
<td>40</td>
</tr>
<tr>
<td>2 to 3</td>
<td>12</td>
<td>40</td>
</tr>
<tr>
<td>3 to 5</td>
<td>16</td>
<td>40</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>40 ✓</strong></td>
<td><strong>120 X</strong></td>
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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 following page will display to enter your user name and password

Please sign in with your User Name here and not your email address
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 **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.

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 yearly 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 relevant Year and Term

Select Year and Term

2019/20
2018/19

Select EDIT

<table>
<thead>
<tr>
<th>Edit</th>
<th>Copy</th>
</tr>
</thead>
</table>

| Age Group | Places | Mon AM | Mon PM | Tue AM | Tue PM | Wed AM | Wed PM | Thu AM | Thu PM | Fri AM | Fri PM | Sat AM | Sat PM | Sun AM | Sun PM | Wait 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.
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.

\[\text{Vacancies cannot exceed the number of offered places.}\]

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

Choose the Year and Term

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

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.

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

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Mon AM</th>
<th>Mon PM</th>
<th>Tue AM</th>
<th>Tue PM</th>
<th>Wed AM</th>
<th>Wed PM</th>
<th>Thu AM</th>
<th>Thu PM</th>
<th>Fri AM</th>
<th>Fri PM</th>
<th>Sat AM</th>
<th>Sat PM</th>
<th>Sun AM</th>
<th>Sun PM</th>
<th>Wait</th>
<th>Cost Type</th>
<th>Value</th>
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<tbody>
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<td>Offered</td>
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<td>Vacancies</td>
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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.

### Copying Information from Term to Term

You can copy the information from one term or school holidays 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.