



SURREY

Statutory Early Years Census Submission 2025 information

Before you start

Please ensure where you have more than one early years Ofsted registration or more than one site, that you claim for children against the site and Ofsted registration where they attend. If a child moves to another site within your nursery (for example if under 2s and over 2s are accommodated on different sites or under different registrations) an end date must be entered against the account/site, they are leaving and then they should be added to the new account when they start.

Census Week

The census submission should include all children who have started during or before census week which is 13-17 January 2025.

Information on Early Years portal

All children from previous terms are carried over to the following term, unless an end date is entered. You will still need to submit a headcount and Census by the deadline to receive payment for existing children for the next term.

Please ensure every parent/carer completes a Parent Declaration Form and re-signs this at the start of each funded period, once the child has attended their first funded session with you. Without a signed declaration form the claim for funded entitlement is invalid, you may be invoiced for any funding payments made and parents may be required to pay for the hours attended at your setting. You should keep your declaration forms for a period of 7 years should these be requested for audit.

Only children who receive funding need to be added to the Live Register. Please also record their unfunded hours in the Additional Hours field. The Census screen will have a separate section for you to enter the number of children attending your setting who do not access any funded hours at your setting and parents therefore pay for their place with you.

If any children join after the headcount has been submitted, they should be added to the Live Register and will then be included in the mid-term payment for the following month.

Please ensure that you have included every child claiming funding at your setting during Census week on your headcount and census return. If you forget to add a child to your Census and Headcount, please email fundedearlyeducation@surreycc.gov.uk and copy in censusfee@surreycc.gov.uk

For any children added as Future Starters, you will need to select to move to the Live Register and enter a Start Date. All details will then be copied over. Always check funding details before saving on the Live Register.

Unfunded hours

Unfunded hours need to be added in the Additional Hours field on the Child's record in the Live Register. This is required as part of the Statutory Census information. Please record the number of hours parents/carers pay for each week in addition to their funded hours.

Update details on the Early Years Portal

If any of your setting details are incorrect on the Portal please complete the registration form here with the new details <https://customer.surreycc.gov.uk/funded-early-education-enquiry> If you notice that the setting details are still incorrect on your Census pages, please email censusfee@surreycc.gov.uk

You will also need to contact Ofsted to advise them of any change of details.

Completing Early Years Census on Early Years Portal

There are three 'Weeks' sections for you to complete as part of Census. In the Weeks Open, you must enter the total number of weeks you are open for the whole year. In Census Weeks you should click 'claim maximum' and this will populate automatically with 38 weeks - please do not amend this as all funding is claimed on a term time only basis. For individual children you should record the number of weeks they will be attending with you in that term as it may differ depending on when the child starts.

As part of the Census, you will be required to submit the number of staff with each level of qualification, and the total number of staff working with children (including unqualified staff). If you are unsure about how to record your staff qualifications, please check the DfE Full and Relevant qualification checking spreadsheet which is available online.

If your setting runs 2 sessions per day and closes for lunch, please record the time you open for your first session, and the time you close your last session in the Opening Times section of Census.

You cannot save your Census/Headcount submission and return to it so please ensure you have all the information you need before starting your submission and do not leave this until the last date. The funding information is pulled through from the Live Register to make your submission easier.

Two census sufficiency forms have been created - one for Childminders, and one for all other settings.

When completing the sufficiency census form, if you do not break down your places by age group, please provide a best fit answer giving the typical number of children of each age group you accommodate based on space and staffing.