



Early Years Census

**Submitting data using the Synergy
Provider Portal**



Agenda

1. Introduction to Synergy and EY census requirements, deadlines and setting level form (10 mins)
2. Adding and updating 2, 3, 4 year old data for the spring window - step-by-step guide (40 mins)
3. Common issues from 2, 3 4 year old autumn term data and reminders for this term (10 mins)
4. Q&A (census queries) (10 mins)
5. Going forward: doing an ad hoc eligibility check (5 mins)
6. Going forward: spring term adjustments, summer term estimates (10 mins)
7. Q&A (any other queries) (5 mins)



Contacts

General enquiries - freechildcare@hackney.gov.uk

2 year old eligibility - Claudia Thomas, Business Support Officer, Early Years
Claudia.Thomas@hackney.gov.uk

3 & 4 year old eligibility - Lesley Mills, Finance & Administration Manager, Early Years
Lesley.Mills@hackney.gov.uk

Early Years Pupil Premium / DAF funding - Lesley Mills or Claudia Thomas

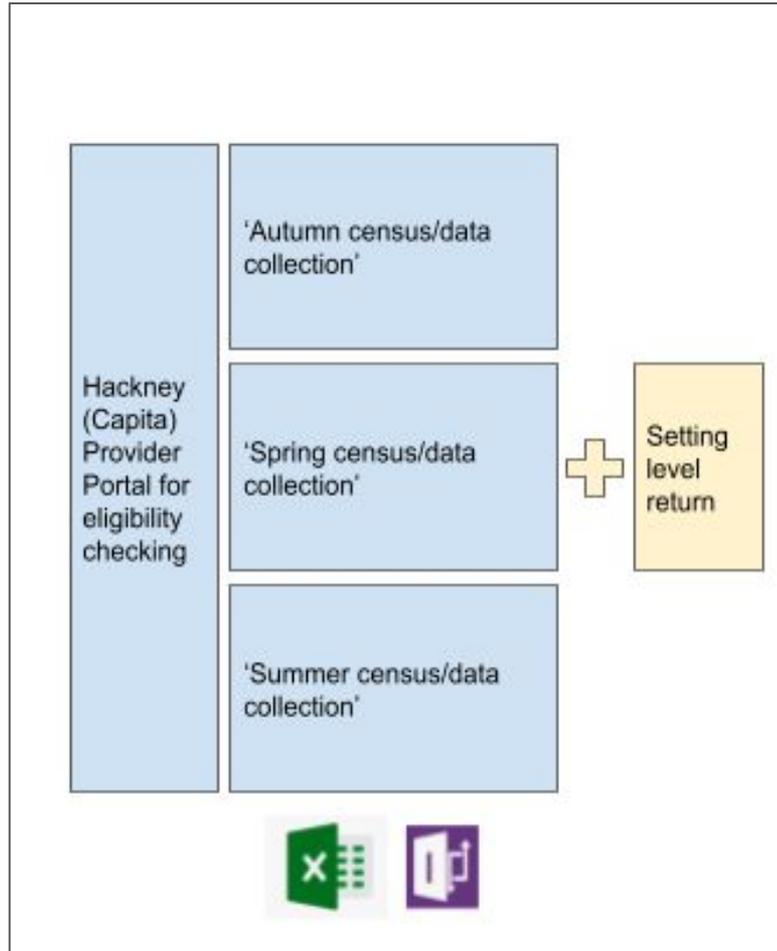
Early Years Census statutory data return - Ben Brennan, Deputy Head of Management Information Systems & Analysis (MISA), Ben.Brennan@hackney.gov.uk

Access to the Hackney Provider Portal - Chris Marriott, Synergy System Manager, MISA ,
Christopher.Marriott@hackney.gov.uk or Jodie Busby, Systems Analyst, MISA,
Jodie.Busby@hackney.gov.uk

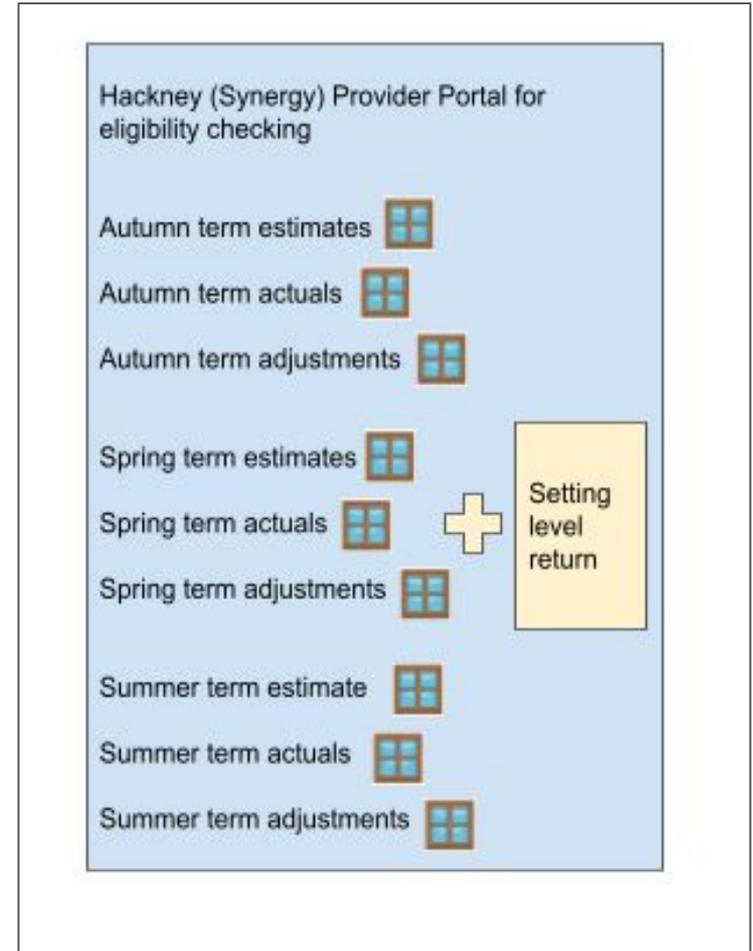
ICT Trainer - Hester Alleyne

The Synergy Provider Portal: a new and improved system

Previously ...



New!



Synergy Provider Portal and the Early Years Census

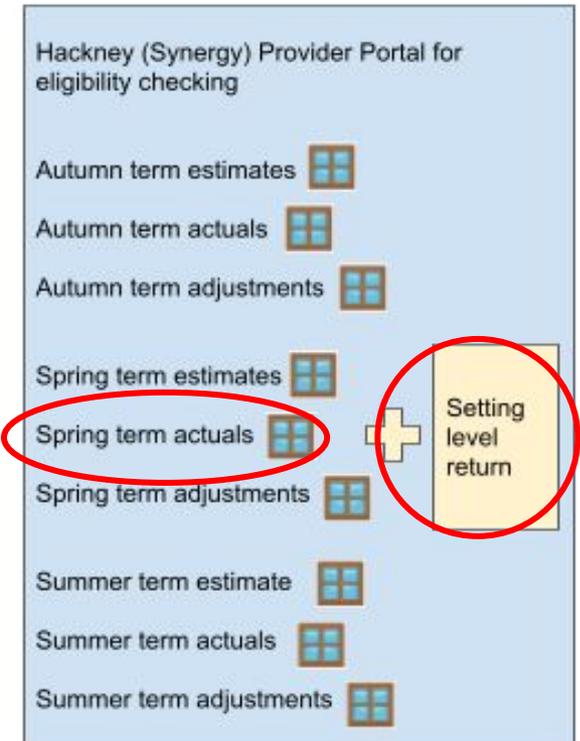
- We will be moving to a system where we open a series of three distinct 'windows' in the Provider Portal each term to allow you to claim funding and ensure you are paid the correct amount:

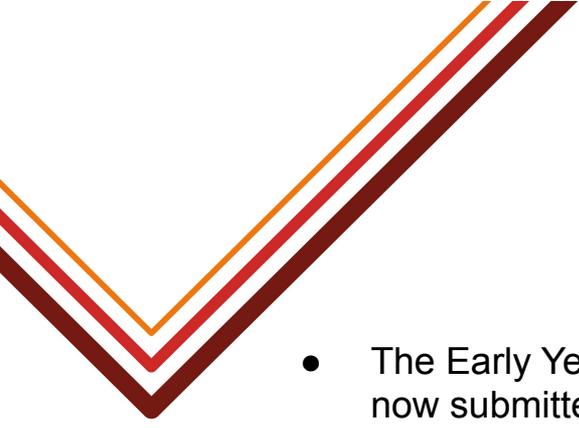
An **estimate** of the number of funded hours you expect to offer at the start of term (a number of hours)

During the middle of the term, a new window opens to submit details of the **actual** children attending

Later in the term, a new window will open to allow you to claim for '**adjustments**' (new children)

- The Early Years Census is the return Hackney Education has to make to the DfE to make sure we claim all the funding we need to pay settings, and is made of your child level 'Spring term actuals' and the annual Setting level return. So it is vital all the children are added to the system in this window.





Early Years Census - January 2021

Requirements

- The Early Years Census itself is unchanged for last year, the same information, but now submitted using our new Synergy Provider Portal system. There have been some Covid adjustments (next slide)
- **Thursday 21st January 2021** was census day. You need to submit data on all children taking up free entitlement during census week (w/c 18 January).
- The Early Years Census contains two parts:

Part 1: Your setting level Early Years Census 2021 Form. This is 'Setting Level Data'. When you log in to the Provider Portal to submit your data, for Part 1, you will see the data you submitted last year. **Please complete ASAP.**

Part 2: Headcount submissions of details of children attending your setting during census week. This is 'Child Level Data', your spring term actuals. When you log in to the Provider Portal to submit your data, for Part 2, you will see the data you submitted last term, which forms the starting point for you to check, update and add to as necessary. **Please complete by 19 February**



Early Years Census - January 2021

Covid-19 adjustments

- Please record the **expected weekly hours** a child usually would have received in situations where the child is:
 - self-isolating due to exposure to coronavirus (usually a period of 10 days) in census week.
 - ill in census week.
 - absent due to the parent/guardian choosing to care for a child at home, only if the provider remains open to the child and the parent/guardian has not altered their parental declaration relating to expected hours with the provider.
 - clinically extremely vulnerable and is therefore shielding in line with government advice.
- Where the child is unable to attend due to restrictions on attendance made by the provider, the setting is considered closed to that child and therefore you shouldn't claim for funded hours

Early Years Census

Part 1 - Setting Level Form

The form is the same info as last year, submitted via the new Portal

The guidance document has details on all the info required - there is a table that can be completed by hand first so you have all the figures ready, then you can log in and update in the Portal

Or just log in and update if you are confident!

You will see your info from last year in most places - if this is incorrect, please update

Some of the info on qualifications is used for funding, so please ensure it is accurate

Two pages - click submit at the end!

It won't change immediately - needs to be processed centrally

