

# DEPARTMENT FOR EDUCATION (DFE) EARLY YEARS CENSUS 2025 RETURN: GUIDE

## For the attention of the Private, Voluntary and Independent (PVI) setting Head or Manager

### PURPOSE

The purpose of this guide is to assist funded early years settings to provide the necessary information to Waltham Forest's [Early Years Provider Portal](#) to enable the completion of this statutory return

### KEY DATES

<b>Thursday 16 January 2025</b>	Census Day. The census will collect data on all children taking up free provision during census week. Providers must ensure <b>CHILD</b> data is accurately maintained on Waltham Forest's <a href="#">Early Years Provider Portal</a> to reflect funded children aged 9 months to 4 years olds (as at 31st December 2024) during census week (w/c 13th January 2025), as directed by the Early Years Team. See section <b>1) CHILD-LEVEL DATA</b> .
<b>By Friday 24 January 2025</b>	Providers must complete the <b>DFE EY Census 2025 Provider Data Form</b> on Waltham Forest's <a href="#">Early Years Provider Portal</a> : <ol style="list-style-type: none"><li>1) for additional information required for the statutory return. See section <b>2) PROVIDER INFORMATION FORM</b>; and</li><li>2) to authorise and submit the form information to the Local Authority. See section <b>3) MANAGER AUTHORISATION/SIGN-OFF</b>.</li></ol>

### SCOPE

All English providers of free early education in the private, voluntary and independent (PVI) sectors are within the scope of the early years census.

You must provide data for the early years census at individual child level for children taking up a free place.

You must only include data from early years providers that have funded children. Do not include data from any provider in your area that does not have funded children at the time of the census.

For the purposes of this collection, ages are defined as:

- a child eligible after reaching 9 months old has a date of birth between 1 January 2024 and 31 March 2024
- a 1-year-old has a date of birth between 1 January 2023 and 31 December 2023
- a 2-year-old has a date of birth between 1 January 2022 and 31 December 2022
- a 3-year-old has a date of birth between 1 January 2021 and 31 December 2021
- a 4-year-old has a date of birth between 1 January 2020 and 31 December 2020

## 1) CHILD-LEVEL DATA

The information required for the statutory return will be based on what your setting has recorded to Waltham Forest's [Early Years Provider Portal](#), as directed by the Early Years Team for Spring 2025. Ensure that all child information is completed (i.e., child ethnicity) for all eligible children for whom you are claiming.

- On the “**Child Details**” tab, please ensure the correct “SEN COP Stage” is selected from the dropdown menu. Where the child has an EHCP, select ‘Education, Health and Care Plan’ option.

Where the child has a SENIF funded SEN support plan or an unfunded SEN support plan (child is supported via inclusive practice/quality first teaching) in place, then please select 'SEN Support' option. Where the child has no special educational needs, please select "No Special Educational Need" option from the dropdown menu.

- On the "Funding Details" tab, ensure the "Present during Census" box are ticked where relevant, to indicate all children taking up free provision during census week. Please record the normal situation during the week. If children are temporarily absent, for example, sick or on holiday, include them. If the provider was temporarily closed, record the situation which would have applied during the week.

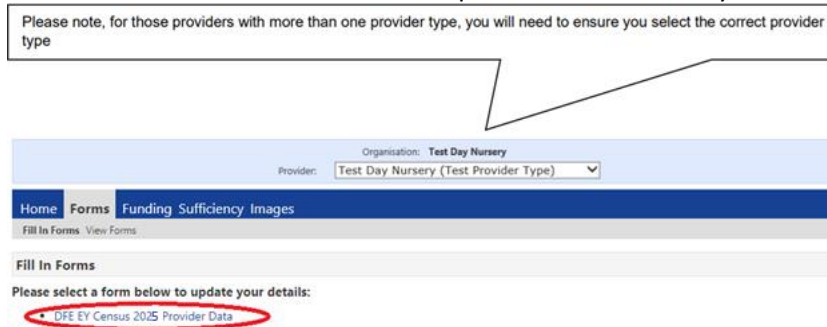
- For each child present at your setting on Census Day (16 January 2025), you must provide the number of "Funded Entitlement Weeks" in the Census Information area. Please input 51.81 weeks for all children who are stretching their entitlement, or 38 weeks for children who claim funding term time only. Please update both the "Funded" and "Extended" sections with the number of Funded Entitlement Weeks for children that are claiming 30 hours funding.

Maximum Values Allowed:	
Number of Weeks:	11.80
Funded Weekly Hours:	15.00
Funded Termly Hours:	177.00
Funded Yearly Hours:	570.00
Extended Weekly Hours:	15.00
Extended Termly Hours:	177.00
Extended Yearly Hours:	570.00

## 2) PROVIDER INFORMATION FORM

Record the normal situation during the census week. If children are temporarily absent, for example, sick or on holiday, please include them. If the provider was temporarily closed, record the situation which would have applied during the week.

- Sign into the Waltham Forest's [Early Years Provider Portal](#).
- Select the 'Forms' tab, and
- Select the link to the form i.e., 'DFE EY Census 2025 Provider Data' to generate a form to provide the additional information required for the statutory return.



### a) PROVIDER INFORMATION AND OPENING & CLOSING TIMES

**Section 1A / 1B: Provider details / Childminder agency details** (where providers are registered with an agency) - This section is for information only. Contact the Early Years Team if any if this information needs to be amended.

**Section 2A: Category of Provider** - This section is for information only. Contact the Early Years Team if any if this information needs to be amended.

**Section 2B: Type of Care Provided (to be completed by "Private" or "Voluntary" providers only).**

#### Section 2B: To be completed by private or voluntary providers only

Type of Daycare Provided

Full Day Care	▼
Full Day Care	
Other Day Care	
Sessional Day Care	

This section is to be completed for "Private" or "Voluntary" providers only (as indicated in Section 2A). If not "Private" or "Voluntary" leave blank. The 'Type of care' is specified in your OFSTED registration document.

**Section 2C:** If you are not open on the census date, record your hours during a normal week.

- **Are you open 24/7?** (Yes/No)

Are you open 24/7?

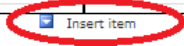
Yes  No

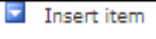
If you are open/offer a childcare service for 24 hours a day and 7 days a week – i.e., you do not close, select 'Yes'. If you are not open/offer a childcare service for 24 hours a day and 7 days a week select 'No'

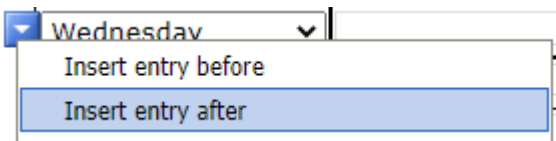
- **Daily Opening and Closing Times (Monday – Sunday):**

**Daily Opening and Closing Times (Monday – Sunday). Use the 'Insert Item' button to add days and times for each day of the week. Tick 'Funded Places' to indicate that the times provided are for funded places.**

Day	Opening Time	Closing Time	Funded Places
Monday	9:00	17:00	<input checked="" type="checkbox"/>
Tuesday	9:00	17:00	<input checked="" type="checkbox"/>
Wednesday	9:00	17:00	<input checked="" type="checkbox"/>
Thursday	9:00	17:00	<input checked="" type="checkbox"/>
Friday	9:00	17:00	<input checked="" type="checkbox"/>
Saturday			<input type="checkbox"/>
Sunday			<input type="checkbox"/>



Use the 'Insert Item'  or arrow on the left-hand side of table ...



... to insert a new row in the table (if required).

All days of the week (Monday – Sunday) should have a corresponding Opening and Closing time provided, as per the screenshot below. For each day open, the 'Funded Places' box should be ticked to indicate times provided are for funded places.

For days where the provision is not open, leave the Opening Time and Closing Time blank and 'Funded Places' unticked.

- **Do you operate on the premises of a maintained school or have a contract or partnership agreement with a maintained school? (Yes/No)**

Do you operate on the premises of a maintained school or have a contract or partnership agreement with a maintained school?  Yes  No

If the provision operates on the premises of a maintained school or have a partnership with a maintained school, select 'Yes'. If you do not operate on the premises of a maintained school and do not have a partnership arrangement with a maintained school, select 'No'. This question must be completed.

- **Do you work in partnership with another PVI establishment to provide funded early education? (Yes/No)**

Do you work in partnership with another PVI establishment to provide funded early education?  Yes  No

If you work in partnership with another establishment to provide funded early education, select 'Yes'. If you do not work in partnership with another establishment to provide free early education, select 'No'. This question must be completed.

- **How many weeks are you open each year?**

How many weeks are you open each year?

Indicate the total number of weeks you are open per year, to the nearest half week (where a half week is represented by 0.5). This box must be completed.

## b) STAFF INFORMATION

All boxes must be completed and a '0' inserted in the box(es) where no staff meet the qualification criteria.

- **Total number by headcount of staff at provider who work with children under 5?**

Total number by headcount of staff at provider who work with children under 5?

- **Number, by headcount, of staff that have a full and relevant early years level 2 qualification who work with children aged under 5?**

Number, by headcount, of staff that have a full and relevant early years level 2 qualification who work with children aged under 5?

- **Number, by headcount, of staff with a full and relevant early years level 3 qualification and NOT in a managerial role who work with children aged under 5?**

Number, by headcount, of staff with a full and relevant early years level 3 qualification and NOT in a managerial role who work with children aged under 5?

- **Number, by headcount, of staff with a full and relevant early years level 3 qualifications and IN a managerial role who work with children aged under 5?**

Number, by headcount, of staff with a full and relevant early years level 3 qualifications and IN a managerial role who work with children aged under 5?

- **Number, by headcount, of staff with qualified teacher status who work with children aged under 5?**

Number, by headcount, of staff with qualified teacher status who work with children aged under 5?

- **Number, by headcount, of staff with early years professional status who work with children aged under 5?**

Number, by headcount, of staff with early years professional status who work with children aged under 5?

- **Number, by headcount, of staff with early years teacher status who work with children aged under 5?**

Number, by headcount, of staff with early years teacher status who work with children aged under 5?

**Note:**

- a) Only the **highest** level qualification for each member of staff is to be recorded, double counting must not occur (e.g., a member of staff has a level 2 and level 3 – only the level 3 qualification is to be recorded). The order the qualifications are to be returned are as follows:

QTS
EYTS
EYPS
Level 3 – Managerial (i.e., setting manager. This does not include room leaders or senior members who are not the setting manager)
Level 3
Level 2



- b) Volunteers should not be included in the staff numbers.
- c) Childminders should include themselves in staff numbers. Childminders are considered to have a managerial role, so should be included in Nos of staff with a level 3 Managerial – unless they hold a higher level of qualification, in which case they should be recorded under the relevant qualification (EYPS, EYTS, QTS).
- d) Staff with graduate level qualifications excluding EYPS, EYTS, QTS (for example BA Early Childhood Studies, Foundation Degree etc) should be recorded as a level 3 as their qualifications allow them to practice at level 3 staffing ratios.

**c) NUMBER OF FUNDED AND UNFUNDED CHILDREN BY AGE (AGE AS AT 31ST DECEMBER 2024)**

‘Unfunded Hours’ are those hours which the parent/carer pays for and are not funded through the FEEE. All boxes must be completed and a '0' inserted in the box(es) where none are at the age.

- Number of 2-year-olds?
- Number of 3-year-olds?
- Number of 4-year-olds?

Number of funded and unfunded children by age (age as at 31st December 2024 )

Number of 2-year-olds?	<input type="text"/>
Number of 3-year-olds?	<input type="text"/>
Number of 4-year-olds?	<input type="text"/>

### 3) MANAGER AUTHORISATION/SIGN-OFF AND SUBMISSION

#### a) MANAGER AUTHORISATION/SIGN-OFF

Once all information has been completed the form is ready for authorisation by the Manager of the provision.

##### Manager Authorisation

**I confirm by checking the below box that all of the information on this form is correct and up to date as well as the child level data which is submitted via the Early Years Providers Portal**

All information correct & present

Enter name of person authorising this form

For support contact: [EDU.Performance@walthamforest.gov.uk](mailto:EDU.Performance@walthamforest.gov.uk)

Tick the **All information correct & present** box to confirm that all the information in the form is correct. Ticking the box also confirms that the child level data submitted via the Early Years Providers Portal is also correct.

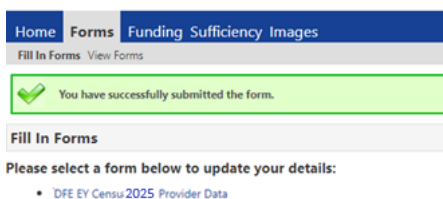
Enter the name of the Manager authorising the form.

#### b) SUBMITTING THE FORM TO THE LOCAL AUTHORITY

Once the form has been authorised, click the 'Submit Form' button to submit the form to the Local Authority.

[Submit Form](#)

Once you have submitted the form you will see a green tick on screen to indicate the Early Years Census form has been submitted successfully.



If you select 'View Forms', you will see your Early Years Census form is now 'pending' – showing the time/date you have submitted the form:



Once your Early Years Census form has been authorised, the form will show 'Authorised' – showing the time/date the form has been authorised.



## SUPPORT

Team	Support	Telephone	Email
Business Intelligence Team	DfE Early Years Census support	020 8496 6024	<a href="mailto:edu.performance@walthamforest.gov.uk">edu.performance@walthamforest.gov.uk</a>
Early Years Team	Child funding data	020 8496 3565	<a href="mailto:FEEprovision@walthamforest.gov.uk">FEEprovision@walthamforest.gov.uk</a>