

# 2026 Early Years Census - Guidance Notes

*The early years census must be completed (and saved) prior to submission of the headcount, before the Provider Portal closes on Sunday 18th January 2026.*

*You will not be able to submit a headcount without the early years census being completed.*

*The early years census is in the 'My Details' tab within the Provider Portal.*

*Please ensure all boxes (which are blank) are completed with current data during census week (w/c 12<sup>th</sup> January 2026).*

*The Provider Portal will open Thursday 1<sup>st</sup> January and will close at 23:59 on Sunday 18<sup>th</sup> January.*

*Please ensure when the headcount is completed that all child information requested is completed (eg child ethnicity) for any eligible children who you are claiming early education funding (EEF) for.*

*If you have no eligible children to claim for on your spring term headcount, then you do not need to complete the census.*

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Once you have logged into the Provider Portal you will see this screen below:

*(NB, please note, for those providers with more than one provider type, you will need to ensure you select the provider type that is linked to your EEF).*

**Please select an Organisation below**

As you are linked to multiple Organisations you will need to select one in order to proceed.

Select Organisation:

Once the relevant provider type has been selected and you click the 'Proceed' button, you will see the screen below.

Click on the 'My Details' tab:

Organisation: **Test Day Nursery**

Provider:

[Home](#) [Forms](#) [Funding](#) [My Details](#)

Once you have clicked 'My Details', you then need to select the correct year and term, as per screen shot below:

Organisation: **Test Day Nursery**

Provider: **Test Day Nursery (Test Provider Type)**

Home Forms Funding

**My Details**

Census

To support the LA in their statutory duty to return the Early Years Census, please complete the following values.  
This information will be collected on a termly basis and will only be used to inform the LA and not be made directly available to families.  
Clicking Save will immediately update your details.

Select Year and Term

2025/26

Spring

Submission Period:  
01-Dec-2025 to 31-Mar-2026

Autumn

Submission Period:  
01-Sep-2025 to 31-Dec-2025

The following information is then required for the census:

Child Statistics

Number of under 1 year olds\*

Number of 1 year olds\*

Number of 2 year olds\*

Number of 3 year olds\*

Number of 4 year olds\*

Child age ranges for the above age categories as at 31<sup>st</sup> December 2025:

\*For the purposes of this collection, an under 1 year old has a date of birth between 1<sup>st</sup> January 2025 and 31<sup>st</sup> March 2025. Indicate the total number of funded **and** non-funded under 1 year old children at your setting. '0' means none at this age range. This box must be completed.

\*For the purposes of this collection, a 1-year-old has a date of birth between 1<sup>st</sup> January 2024 and 31<sup>st</sup> December 2024. Indicate the total number of funded **and** non-funded 1 year old children at your setting. '0' means none at this age range. This box must be completed.

\*For the purposes of this collection, a 2-year-old has a date of birth between 1<sup>st</sup> January 2023 and 31<sup>st</sup> December 2023. Indicate the total number of funded **and** non-funded 2-year-old children at your setting. '0' means none at this age range. This box must be completed.

\*For the purposes of this collection, a 3-year-old has a date of birth between 1<sup>st</sup> January 2022 and 31<sup>st</sup> December 2022. Indicate the total number of funded **and** non-funded 3-year-old children at your setting. '0' means none at this age range. This box must be completed.

\*For the purposes of this collection, a 4-year-old has a date of birth between 1<sup>st</sup> January 2021 and 31<sup>st</sup> December 2021. Indicate the total number of funded **and** non-funded 4-year-old children at your setting. '0' means none at this age range. This box must be completed.

### Staff Information

Total staff at provider who work with children aged under 5 (at least 1)*	<input type="text"/>
Number of staff with a full and relevant early years level 2 qualification*	<input type="text"/>
Number of staff with a full and relevant early years level 3 qualification and not in a managerial role*	<input type="text"/>
Number of staff with a full and relevant early years level 3 qualification and in a managerial role*	<input type="text"/>
Number of staff with qualified teacher status*	<input type="text"/>
Number of staff with early years professional status*	<input type="text"/>
Number of staff with early years teacher status*	<input type="text"/>

### Staff Information notes:

- i) All boxes must be completed and a '0' inserted in the box(es) where no staff meet the qualification criteria.
- ii) Only the **highest** level qualification for each member of staff is to be recorded, double counting must not occur (eg, 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:
  - Level 2
  - Level 3
  - Level 3 – Managerial (ie setting manager. This does not include room leaders or senior members who are not the setting manager)
  - EYPS
  - EYTS
  - QTS

*Example: 14 members of paid staff work with children under 5, therefore the total Nos of staff with qualifications must be equal to or less than 14.*

*2 staff have no relevant qualifications*

*6 staff have a level 2 (of these, 3 also have a level 3)*

*4 staff have a level 3 (of these, 3 also have a level 2)*

*1 member of staff has a level 3 Managerial (this member of staff, setting manager, also has an EYPS)*

*1 member of staff has an EYPS (this member of staff, setting manager, also has a level 3 Managerial)*

*Therefore, this would be counted as follows:*

*Nos of staff with a level 2 = 3*

*Nos of staff with a level 3 = 4*

*Nos of staff with a level 3 Managerial = 0*

*Nos of staff with an EYPS = 1*

*Total staff with relevant qualifications = 8*

- iii) Volunteers should not be included in the staff numbers.*
- iv) Childminders should include themselves in staff numbers. Childminders are considered to have a managerial role, so if they hold a level 3 managerial role they 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).*
- v) 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.*

### Establishment Characteristics

Work in partnership with a maintained school?\*

☐ Yes ☐ No

Work in partnership with a PVI provider?\*

☐ Yes ☐ No

Open 24 hours per day 7 days per week?\*

☐ Yes ☐ No

Number of weeks per year that the early years setting is open (1.0-52.0)\*

### Establishment Characteristics notes:

\*If you operate on the premises of a maintained school or have a partnership with a maintained school, please 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 please select 'No'. This box must be completed.

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

\*If you are open/offer a childcare service for 24 hours a day and 7 days a week – ie, 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 please select 'No'. This box must be completed.

\*Please indicate the total number of weeks you are open per year (upto 52 weeks), to the nearest half week (where a half week is represented by 0.5). This box must be completed.

Once you have clicked the 'Saved' button you will see a green tick on screen (see below) to indicate the Early Years Census has been saved successfully:



Saved Census for 2025/26 - Autumn

This will then enable you to submit your headcount once completed.

**Please ensure this is completed (and saved) no later than Sunday 18th January 2026.**