

# Early Years Termly Census - Guidance Notes

## Purpose of the Early Years Termly Census

The Early Years Termly Census must be completed each term before you can submit your Early Education Funding (EEF) headcount. The census collects key information about your setting, children and (in Spring term only) staffing. The census must be completed and saved before the Provider Portal closes for the term. **If you are not claiming EEF for any children, you do not need to complete the census.**

## When to Complete the Census

- Complete the census during the census week for the relevant term.
- Ensure all information reflects your setting as it was during that census week.
- The census must be saved successfully before you can submit your headcount.

You can find further information regarding the headcount dates and deadlines at [Lancashire.gov.uk/Childcare](http://Lancashire.gov.uk/Childcare)

## Accessing the Census

1. Log in to the [Provider Portal](#).

**Please select an Organisation below**

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

Select Organisation:

2. Select the relevant organisation and click Proceed. **If you have more than one provider type, select the provider type linked to your EEF claim.**

Organisation:

Provider:

Home Forms Funding **My Details**

### 3. Select the My Details tab.

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


**Home Forms Funding My Details**


Census Costs


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.

**Census for 2025/26 - Summer**

2025/26

 **Summer**  
Submission Period:  
01-Apr-2026 to 31-Aug-2026

 **Spring**  
Submission Period:  
22-Jan-2026 to 31-Mar-2026

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

### 4. Choose the current term (this will be clearly highlighted with a green arrow).

## Information You Must Complete

The census requires information for **both funded and non-funded children**.

### 1. Child Numbers by Age:

#### Child Statistics

<b>Number of under 1 year olds*</b>	<input type="text"/>
<b>Number of 1 year olds*</b>	<input type="text"/>
<b>Number of 2 year olds*</b>	<input type="text"/>
<b>Number of 3 year olds*</b>	<input type="text"/>
<b>Number of 4 year olds*</b>	<input type="text"/>

You must enter the total number of children attending your setting during the census week, grouped by age. Ages are calculated based on specific reference dates for each term. See below for reference:

**Summer 2026 (age at 31-03-2026):**

- A child eligible after reaching 9 months old has a date of birth between 01-04-2025 and 30-06-2025 (inclusive)
- A 1-year-old has a date of birth between 01-04-2024 and 31-03-2025 (inclusive)
- A 2-year-old has a date of birth between 01-04-2023 and 31-03-2024 (inclusive)
- A 3-year-old has a date of birth between 01-04-2022 and 31-03-2023 (inclusive)
- A 4-year-old has a date of birth between 01-04-2021 and 31-03-2022 (inclusive)

**Autumn 2026 (age at 31-08-2026):**

- A child eligible after reaching 9 months old has a date of birth between 01-09-2025 and 30-11-2025 (inclusive)
- A 1-year-old has a date of birth between 01-09-2024 and 31-08- 2025 (inclusive)
- A 2-year-old has a date of birth between 01-09-2023 and 31-08- 2024 (inclusive)
- A 3-year-old has a date of birth between 01-09-2022 and 31-08- 2023 (inclusive)
- A 4-year-old has a date of birth between 01-09-2021 and 31-08- 2022 (inclusive)

**Spring 2027 (age at 31-12-2026):**

- A child eligible after reaching 9 months old has a date of birth between 01-01-2026 and 31-03-2026 (inclusive)
- A 1-year-old has a date of birth between 01-01-2025 and 31-12-2025 (inclusive)
- A 2-year-old has a date of birth between 01-01-2024 and 31-12-2024 (inclusive)
- A 3-year-old has a date of birth between 01-01-2023 and 31-12-2023 (inclusive)
- A 4-year-old has a date of birth between 01-01-2022 and 31-12-2022 (inclusive)

**2. Establishment Characteristics**

**Establishment Characteristics**

Work in partnership with a maintained school?\*

Yes  No

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

**You must complete all fields in this section.**

Select Yes if you operate on the premises of a maintained school or have a partnership with one. Otherwise select No.

Enter the total number of weeks you are open, up to 52 weeks, rounded to the nearest half week (use 0.5 where applicable).

### 3. Staff Information (Spring Term Only)

#### 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"/>
Number of staff without a full and relevant early years qualification (excluding volunteers)	<input type="text"/>
Number of staff with a level 3 early years special educational needs coordinator qualification or SENCO national profession qualification (NPQ)	<input type="text"/>

**Staffing data is collected in the Spring term only.**

Only include staff who:

- Are paid, and
- Work directly with children under five.

#### Key Rules

- All boxes must be completed – enter 0 where applicable.
- Record only the highest qualification per staff member.
- Do not double count qualifications.
- Volunteers must not be included.

#### Qualification Categories (in reporting order)

- Level 2
- Level 3
- Level 3 Managerial (setting manager only)

- EYPS
- EYTS
- QTS

### Additional Guidance

- Childminders must include themselves in staff numbers.
- Childminders are considered managerial unless they hold a higher qualification.
- Graduate qualifications excluding EYPS, EYTS or QTS (for example, BA Early Childhood Studies) should be recorded as Level 3.

### Example

If 14 staff work with children under five:

- 3 staff counted at Level 2
- 4 staff counted at Level 3
- 0 staff at Level 3 Managerial
- 1 staff with EYPS


Total staff with relevant qualifications = 8.

### Saving the Census

Save

Cancel

1. Once all questions are completed, click Save at the bottom of the screen.

 Saved Census for 2025/26 - Autumn

2. A green tick will confirm that the census has been saved successfully. **You can now proceed to submit your headcount.**

### Important Reminders

- The census must be completed and saved before the Provider Portal closing date.
- A headcount cannot be submitted without a completed census.
- Ensure all child details in the headcount (such as ethnicity) are fully completed.