

# Early Years Census

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release

Handbook

**CAPITA**

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# Contents

<b>01 / Introduction to the Early Years Census .....</b>	<b>1</b>
Overview .....	1
What's New in this Release .....	1
Using this Handbook.....	1
Data Collected in the Early Years Census.....	1
<b>02 / Generating the Early Years Census.....</b>	<b>3</b>
Introduction .....	3
Generating a New Return .....	3
Pre-populating the Census Details .....	3
Updating the Census Details in the v4 Client .....	6
Regenerating the Census .....	9
<b>Index .....</b>	<b>12</b>

# 01 / Introduction to the Early Years Census

## Overview

The Early Years census is a statutory return that is run on the third Thursday in January. It collects data on all children receiving free early years education during census week.

Local Authorities can generate the census return in the One v4 Client via **Focus | Early Years | Census Return**

The successful generation process pre-populates the census data from the information currently held in One and enables the following to be updated:

- Availability and opening times.
- Staff numbers and qualifications.
- Number of children by age.

If the Local Authority has purchased the Provider Self Update portal, the census data can be viewed and amended by the provider. For more information, refer to the *One Early Years Self Update Provider Portal* handbook available on the One Publications website ([www.onepublications.com](http://www.onepublications.com)) and on My Account.

After the data has been validated against the DfE schema, an XML file is produced. The Local Authority uploads the return to the DfE via the COLLECT system and further validation takes place. After all errors have been resolved, the LA submits the final return via COLLECT.

**More Information:** *Early Years Census Mapping v4* available from the *Statutory Returns* page on the One Publications website (<http://www.onepublications.com>).

## What's New in this Release

This is a new handbook for the 2018 census.

The latest DfE Early years census guide, technical specifications and validation rules can be found here:

<https://www.gov.uk/government/publications/early-years-census-2018-guide>

## Using this Handbook

This handbook is intended for Local Authority administrators who are submitting data for the Early Years census to the DfE.

The first chapter provides an overview of the generation process and the data collected in the Early Years census.

The second chapter describes how to generate the return in the v4 Client.

## Data Collected in the Early Years Census

The Early Years census collects two sets of data:

- Establishment level data relating to early years providers.
- Child level data relating to children accessing free early years education.

## Provider Eligibility

A provider is eligible to be included in the census return if the following conditions are met:

- They have at least one funded service that has an active registration during the census week and is registered for the Nursery Education Grant/Fund.
- The registration start date, if recorded, must be on or before the end of the census week and the registration end date, if recorded, must be on or after the start of the census week.

## Child Eligibility

Children are included in the census return if all of the following conditions are met:

- They have an active school history with the provider.
- Their school history start date is on or before the end of the census week.
- Their school history end date is on or after the start of the census week or is blank.
- They are displayed on the **Children** panel in the v4 Client via **Focus | Early Years | Search for Funded Services** and:
  - Their **Period Start Date** is on or before the end of the census week.
  - Their **Period End Date** is on or after the start of the census week.
  - Their **Status** is not cancelled (CANC).
  - 2 year-old children have both **Actual Hours Week** and **Universal Pay Hours Week** recorded.
  - 3 and 4 year-old children have both **Actual Hours Week** and **Universal Pay Hours Week** or **Extended Pay Hours Week** recorded.

Age on 31/12/2017	Surname	Forename	Date Of Birth	Post Code	Parent Declared	Period Start Date	Period End Date	Stretched Offer	Interim Weeks Period	Universal Interim Hours Week	Universal Interim Hours Period	Extended Interim Hours Week	Extended Interim Hours Period	Actual Weeks Period	Actual Hours Week	Actual Hours Period	Universal Pay Hours Week	Universal Pay Hours Period	Extended Pay Hours Week	Extended Pay Hours Period	Pay Total Amount
4	[REDACTED]	Anya	23/07/2013	[REDACTED]	<input checked="" type="checkbox"/>	01/01/2018	31/03/2018		15	0	0	0	0	15	10	150	10	150	0	0	600.00
4	[REDACTED]	Jennifer	05/05/2013	[REDACTED]	<input checked="" type="checkbox"/>	01/01/2018	31/03/2018		15	0	0	0	0	15	10	150	10	150	0	0	600.00
4	[REDACTED]	Deborah	30/03/2013	[REDACTED]	<input checked="" type="checkbox"/>	01/01/2018	31/03/2018		0	0	0	0	0	0	0	0	0	0	0	5	20.00

## Provider Availability and Opening Times

Provider service availability and opening times are collected as follows:

- There must be an active Opening Dates and Times record with a start date that is on or before the census date.
- The end date of the Opening Dates and Times record, if recorded, must be on or after the census date.

The census collects the earliest start time and latest end time for each day.



# 02 / Generating the Early Years Census

## Introduction

The Early Years census is generated in the v4 Client via **Focus | Early Years | Census Return**.

During the generation process, the census details are initially pre-populated with the establishment level information held for the current funded service and the following information can be updated:

- Availability and opening times.
- Staff numbers and qualifications.
- Number of children by age.

If required, a different funded service can be selected and the census regenerated.

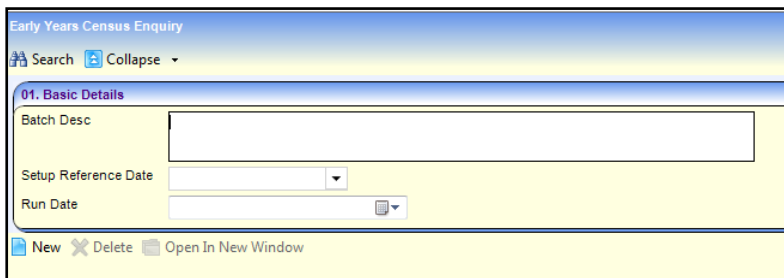
**NOTE:** The information can be updated in the v4 Client. Alternatively, if the Local Authority has purchased the Provider Self Update portal, they can configure the portal to enable providers to view and amend the details held about their services.

For more information, refer to the Early Years Self Update Provider Portal handbook on the One Publications website and on My Account.

## Generating a New Return

### Pre-populating the Census Details

1. Select **Focus | Early Years | Census Return** to display the **Early Years Census Enquiry** page.



2. Click the **New** button to display the **Census Return Batch Details** page.

## Generating the Early Years Census

Census Return Batch Details [New]

Save and Populate Services New Workflow Generate Validate Retrieve

01. Basic Details 02. Providers 03. Error Log 01. Basic Details

01. Basic Details

Batch Desc

Setup Reference Date 18/01/2018

Output Folder C:\Users\... CSS\Documents

Run Date

02. Providers

Provider Name	Service for Census	DCSF URN	Status	Provider Address	Return ID	Warning Message	Server Path
---------------	--------------------	----------	--------	------------------	-----------	-----------------	-------------

Add  
Remove  
Service and Details

03. Error Log

Provider	Error Desc
----------	------------

Details

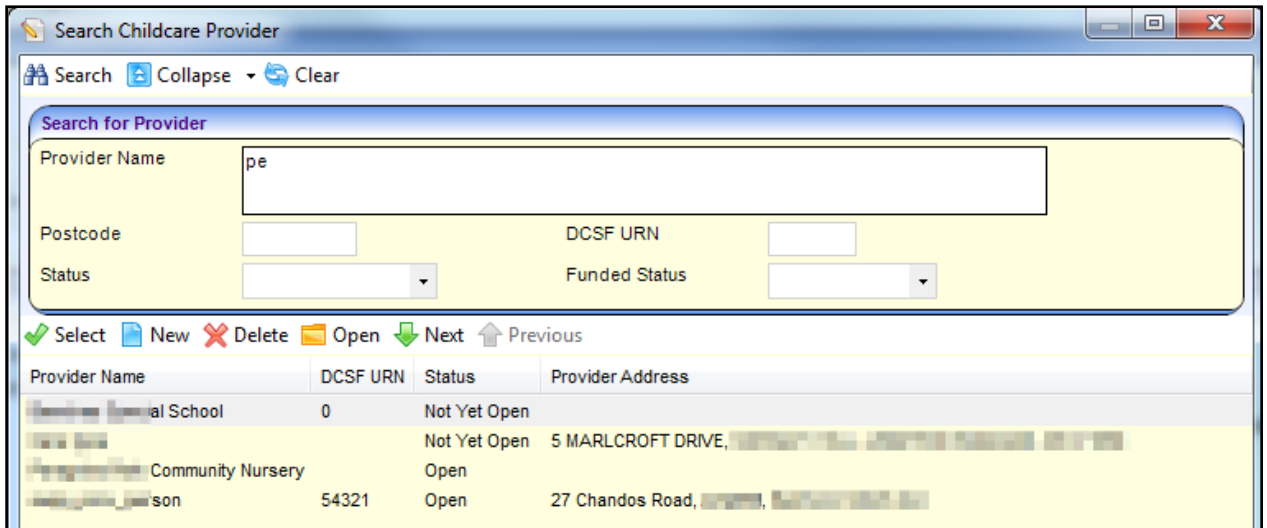
3. Enter a **Batch Description**.

The **Setup Reference Date** is automatically set to the census return date (third Thursday in January).

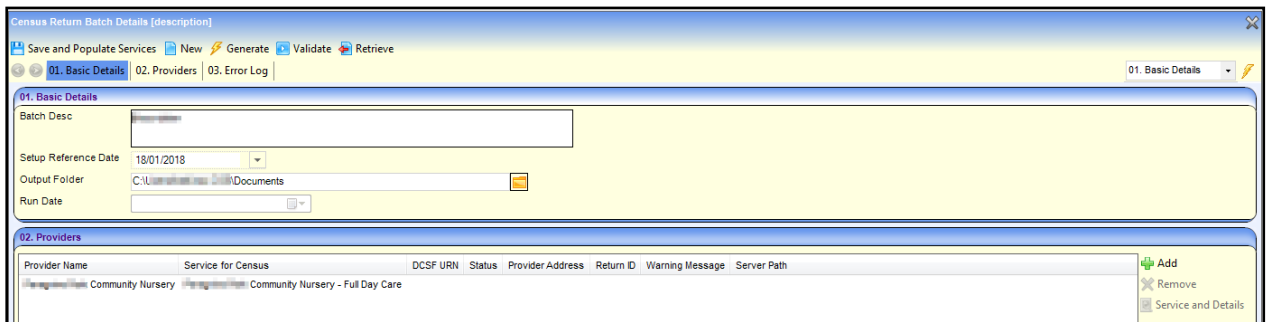
4. Select an **Output Folder**. This is the folder to which the XML file generated by the return is saved.

5. Select the providers to be returned:

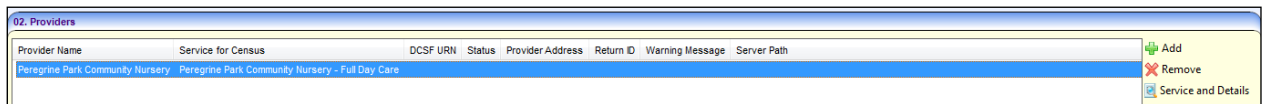
- In the **Providers** panel, click the **Add** button to display the **Search Childcare Provider** dialog.
- Enter search criteria and then click the **Search** button to display a list of matching providers.



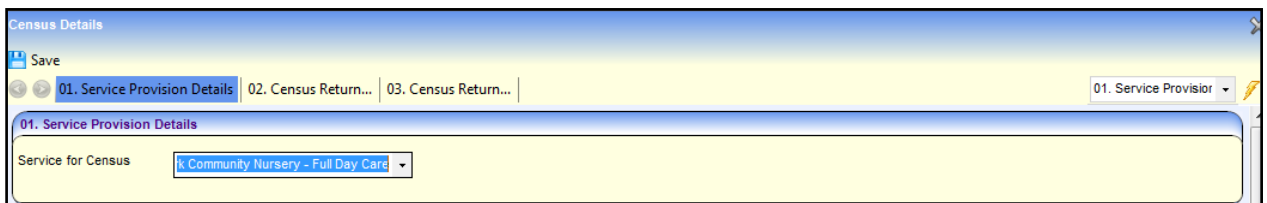
6. Highlight the required providers and click the **Select** button to select the providers and close the dialog.
7. Click the **Save and Populate Services** button to save the census details and update the **Service for Census**.



8. If required, to select a different service for the census:
  - a. Highlight the provider in the **Providers** panel.



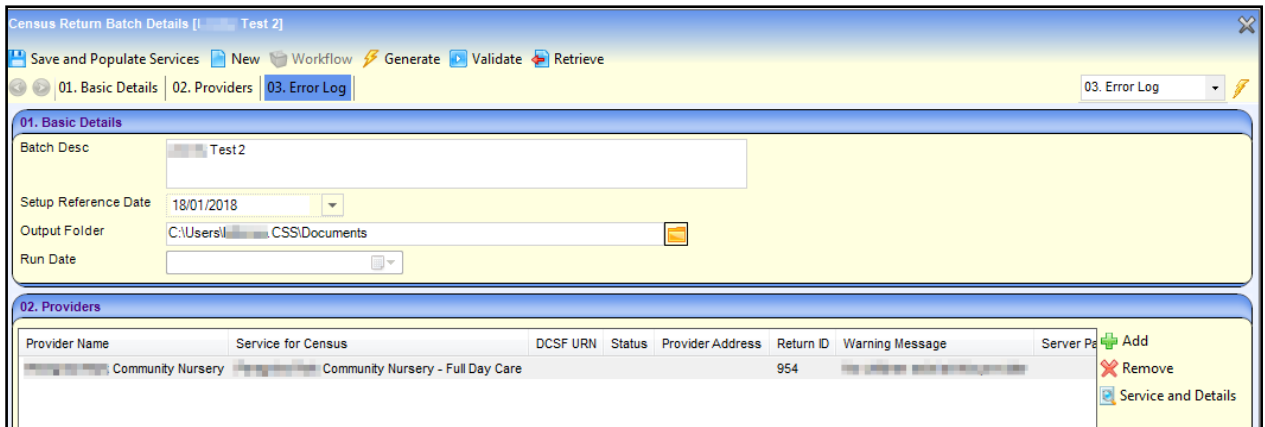
- b. Click the **Service and Details** button to display the **Census Details** page.



- c. Select a **Service for Census**.
    - d. Click the **Save** button.



## Generating the Early Years Census



9. Click the **Generate** button to display a confirmation dialog.
10. Click the **Yes** button pre-populate the census details and display a message in **My Workflow Messages**.



## Updating the Census Details in the v4 Client

Census details for the selected providers are pre-populated using the information currently held in One v4. For more information, see [Pre-populating the Census Details](#) on page 3. A message is displayed in **My Workflow Messages** on the home page.



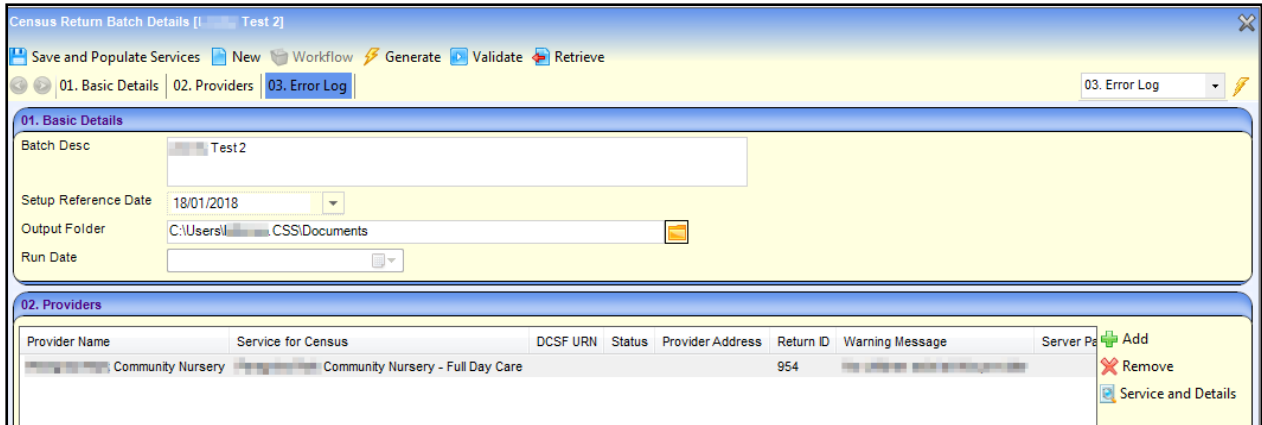
The following information can be updated in the v4 Client:

- Availability and opening times.
- Staff numbers and qualifications.
- Number of children by age.

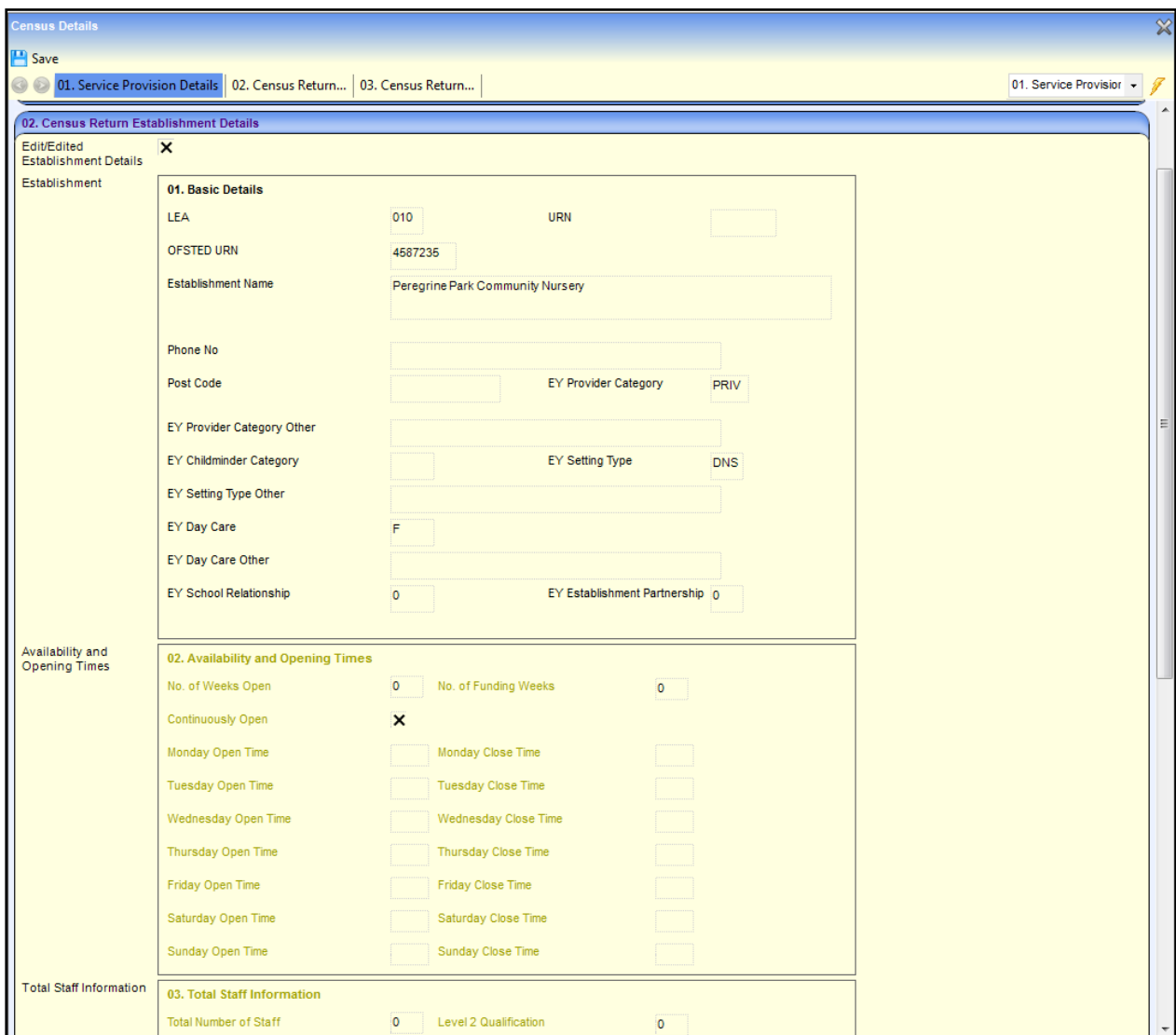
**NOTE:** If the Local Authority has purchased the Provider Self Update portal, they can configure the portal to enable providers to view and amend the details held about their services.

For more information, refer to the Early Years Self Update Provider Portal handbook on the One Publications website and on My Account.

1. Click the workflow message to display the **Census Return Batch Details** page.



- Highlight the required provider in the **Providers** panel and click on the **Service and Details** button to display the pre-populated **Census Details** page.



- Select (tick) the **Edit/Edited Establishment Details** check box to enable the fields on the **Availability and Opening Times**, **Total Staff Information** and **Children by Age** panels.

## Generating the Early Years Census

4. Change the census information as required and click the **Save** button to display the **Census Return Batch Details** page.
5. Click the **Validate** button to display a confirmation dialog.
6. Click the **OK** button to validate the information against the DfE schema and display a message in **My Workflow Messages**.

Subject	Task	Due	Assigned By	Post	Assigned On	Message
Early Years Cen...	Today	06/12/2017			06/12/2017	Early Years Census Generated for batch: description
Early Years Cen...	Today	06/12/2017			06/12/2017	Early Years Census Validated for batch: description
Early Years Cen...	Today	06/12/2017			06/12/2017	Early Years Census Generated for batch: description

7. Click on the workflow message to open the **Census Return Batch Details** page.
8. The **Run Date** is updated and the list of providers is updated with the **Returnid** and **ServerPath**.

9. Any errors generated are displayed in the **Error Log** panel.

- Click the **Retrieve** button to retrieve the return and save the file to the **Output Folder** selected in the **Basic Details** panel.

**NOTES:** If the service is open for 24 hours a day and 7 days a week, it should be recorded with an open time of 00:00 and a close time of 23:59 for all 7 days. When the census is generated, the **Continuously Open** check box is automatically selected and the individual times are disabled.

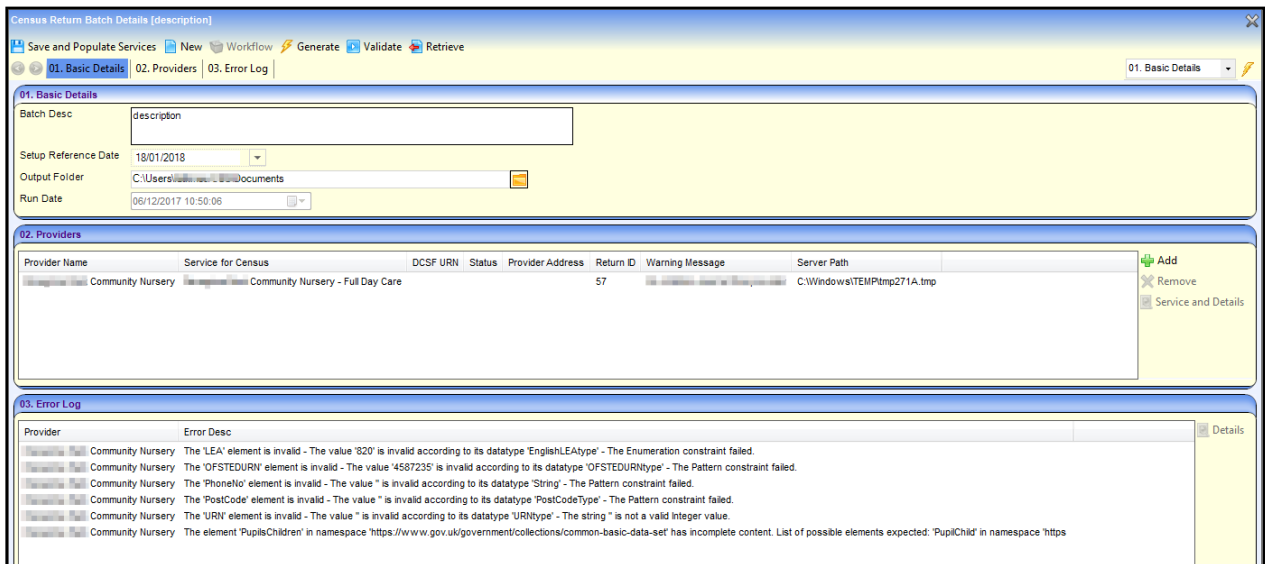
If the service is open for less than 7 days a week, the respective days start and end times should be recorded.

## Regenerating the Census

If the **Service for Census** is changed the census must be regenerated for the new service.

If errors are raised during the validation process and the information is updated, the census must be regenerated. Any updates already made to the pre-populated census details will not be overwritten unless the **Edit/Edited Establishment Details** check box is unchecked on the **Census Details** page.

- Click on the message in **My Workflow Messages** to display the **Census Return Batch Details** page.



- Highlight the required provider and click the **Service and Details** button to display the **Census Details** page.

## Generating the Early Years Census

- If required, update the census information.

**NOTE:** Any updates already made to the pre-populated census details are not overwritten unless the **Edit/Edited Establishment Details** check box is deselected (unchecked).

- If required, select a different **Service for Census**.

**NOTE:** If a different service is selected, any updates already made to the pre-populated census details are overwritten.

- Click the **Save** button to display the **Census Return Batch Details** page.
- Click the **Generate** button to display a confirmation message.
- Click the **Yes** button to generate the census and display a message in **My Workflow Messages**.

Subject	Task	Due	Assigned By	Post	Assigned On	Message
<b>Overdue</b>						
Early Years Cen...		06/12/2017			06/12/2017	Early Years Census Generated for batch: description
Early Years Cen...		06/12/2017			06/12/2017	Early Years Census Generated for batch: description
Early Years Cen...		06/12/2017			06/12/2017	Early Years Census Validated for batch: description
<b>Due Today</b>						
Early Years Cen...		Today			10/01/2018	Early Years Census Generated for batch: description

- Click on the workflow message to open the return in the **Census Return Batch Details** page.
- Click the **Validate** button to display a confirmation dialog.
- Click the **OK** button to validate the information against the DfE schema and display a message in **My Workflow Messages**.

Subject	Task	Due	Assigned By	Post	Assigned On	Message
<b>Overdue</b>						
Early Years Cen...		06/12/2017			06/12/2017	Early Years Census Generated for batch: description
Early Years Cen...		06/12/2017			06/12/2017	Early Years Census Generated for batch: description
Early Years Cen...		06/12/2017			06/12/2017	Early Years Census Validated for batch: description
<b>Due Today</b>						
Early Years Cen...		Today			10/01/2018	Early Years Census Generated for batch: description
Early Years Cen...		Today			10/01/2018	Early Years Census Validated for batch: description

11. Click on the workflow message to open the **Census Return Batch Details** page.
12. The **Run Date** is updated and the list of providers is updated with the **Returnid** and **ServerPath**.

Census Return Batch Details [description]

Save and Populate Services | New | Workflow | Generate | Validate | Retrieve

01. Basic Details | 02. Providers | 03. Error Log

03. Error Log

**01. Basic Details**

Batch Desc: description

Setup Reference Date: 18/01/2018

Output Folder: C:\Users\...Documents

Run Date: 10/01/2018 11:38:20

13. Any errors generated are displayed in the **Error Log** panel.
14. Click the **Retrieve** button to retrieve the return and save the file to the **Output Folder** selected in the **Basic Details** panel.



## Index

child eligibility .....	1
data collected .....	1
generating the census .....	3
pre-population.....	3
updating census details .....	6
overview .....	1
new functionality .....	1
provider eligibility.....	1
regenerating the census.....	9