

EARLY EDUCATION

Early Years Census 2023

v. Jan-23

Spring 2023 CensusWeek: **16 to 20 January 2023** inclusive**Deadlines**Part 1: Child level data – Spring 2023 Actuals **20 January 2023**Part 2: Establishment level data **27 January 2023**

The Early Years Census is collected in two parts, child level data (Part 1) which is your Spring 2023 Actuals claim for funded early education hours and establishment level data (Part 2) which is the completion of the Early Years Census & Provider Update form on the portal.

The form and/or funding claim, should be completed as if it is a normal working week/situation. Therefore, where –

- Children are temporarily absent, for example, sick or on holiday, please include them
- The setting is temporarily/partially closed for any reason, record the situation which would have applied during the week including usual staff numbers

Age Range

For the purposes of this census the following ages are defined as:

- 2-year-old has a date of birth between 1 January 2020 and 31 December 2020
- 3-year-old has a date of birth between 1 January 2019 and 31 December 2019
- 4-year-old has a date of birth between 1 January 2018 and 31 December 2018

Who should complete the Early Years Census?

All private, voluntary and independent providers operating in England who will claim Early Education funding during census week are required to complete Parts 1 and 2 of the Early Years Census.

It is not compulsory for schools offering early education to complete the Early Years census (Parts 1 and 2), **unless** the age range of the school determines that the funded child is not a registered pupil of the school and/or the early education offer to families is part of the community facilities/services provided under Section 27 of the Education Act.

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The following table determines which census should be completed for child level data (Part 1) by schools

Registered pupils of the school (2, 3- and 4-year-olds depending on the statutory age range of the school)	School Census
Registered pupils of the school (2, 3- and 4-year-olds depending on the statutory age range of the school) attending provision which is s27 governor run or managed by an academy or trust under charitable objectives	
Attending provision which is s27 governor run or managed by an academy or trust under charitable objectives and not registered pupils of the school	Early Years Census
Children (aged 2, 3 and 4) attending a separate Ofsted registered PVI provider on a school site	

If you are uncertain, please contact the Early Years Finance team via email at earlyyearsfinance@norfolk.gov.uk so that confirmation can be provided.

Child Level Data (Part 1)

When private, voluntary, independent, and Section 27 (not registered pupil) providers submit their Spring 2023 early education funding claim the **Present during Census field must be ticked** to confirm that the child was expected to attend or attended on or between 16 and 20 January 2023.

Funding Details Tab

Present during Census	<input checked="" type="checkbox"/>
Attends Two Days or More	<input type="checkbox"/>
Nominated for DAF*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Stretching Entitlement	<input type="checkbox"/>

All schools submitting their child level data via the school's census **should not have the Present during Census field ticked.**

Funding Details Tab

Present during Census	<input type="checkbox"/>
Attends Two Days or More	<input type="checkbox"/>
Nominated for DAF*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Stretching Entitlement	<input type="checkbox"/>

Please note: Schools must submit their Spring 2023 Actuals via the portal to receive funding payments.

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Establishment Level Data (Part 2)

The form contains a combination of questions directly for the census and others for the Local Authority (LA). Some fields may already contain data, this is the information that the LA currently holds about your setting. Each field **MUST** be checked and amended if necessary. Fields, which are coloured grey, are read only. To update this information, it may be necessary to contact Ofsted or Family Information.

Pages 6 and 7 provides the opportunity to update information that is shared via the Norfolk Community Directory if consent has been given. It is not mandatory to update these pages, but it is recommended as an annual update.

Your provider details can be found by searching the directory via the webpage – [Search results | Norfolk Community Directory](#)

How the Local Authority uses the data

The data collected is collated and submitted to the Department for Education to meet our statutory requirement. The additional information collected will help inform future support and strategy for the Early Years' Service.

Deadlines

Part 1: Child level data – Spring 2023 Actuals **20 January 2023**

Part 2: Establishment level data **27 January 2023**

Data Protection and Data Sharing

Source:

<https://www.gov.uk/guidance/complete-the-early-years-census/statutory-requirement-data-sharing-and-regulations>

The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018) mandate certain safeguards regarding the use of personal data by organisations, including DfE, local authorities and early years settings. Both give rights to those (known as data subjects) about whom data is processed, such as children, parents and staff. These rights include (amongst other information that the DfE is obliged to provide) the right to know:

- the types of data being held
- why it is being held
- to whom it may be communicated

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As data processors and controllers in their own right, it is important that schools process all data (not just that collected for the purposes of the census) in accordance with the full requirements of the UK GDPR. Further information on the UK GDPR can be found in the Information Commissioner's Office (ICO) overview of the [UK General Data Protection Regulation \(UK GDPR\)](#).

Legal duties under the UK General Data Protection Regulation and the Data Protection Act 2018: privacy notices

Being transparent and providing accessible information to individuals about how schools and local authorities will process their personal data is a key element of UK GDPR and the DPA 2018. The most common way to provide such information is through a privacy notice. See the Information Commissioner's Office (ICO) website for [further guidance on privacy notices](#).

DfE provides suggested wording for [privacy notices](#) that early years settings and local authorities may wish to use. However, where the suggested wording is used, you must review and amend the wording to reflect local business needs and circumstances. This is especially important, as early years settings and local authorities will process data that is not solely for use within census data collections.

It is recommended that the privacy notice:

- is included as part of an induction pack for parents and staff
- is made available on the early years setting's website for parents
- features on the staff notice board or intranet

Privacy notices do not need to be issued on an annual basis, where:

- new parents and staff are made aware of the notices
- the notices have not been amended
- they are readily available in electronic or paper format

However, it remains best practice to remind parents of the early years setting's privacy notices at the start of each term (within any other announcements and correspondence to parents), and it is important that any changes made to the way the early years setting processes personal data are highlighted to data subjects.

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Legal duties under the UK General Data Protection Regulation and the Data Protection Act 2018: data security

Local authorities and early years settings have a legal duty under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 to ensure that any personal data they process is handled and stored securely. Further information on data security is available from the [Information Commissioner's Office](#).

Where personal data is not properly safeguarded, it could compromise the safety of individuals and damage an early years setting's reputation. Your responsibility as a data controller extends to those who have access to your data beyond your organisation where they are working on your behalf – for example, where external IT suppliers can remotely access your information.

It is vital that all staff with access to personal data understand the importance of:

- protecting personal data
- being familiar with your security policy
- putting security procedures into practice

As such, early years settings should provide appropriate initial and refresher training for their staff.

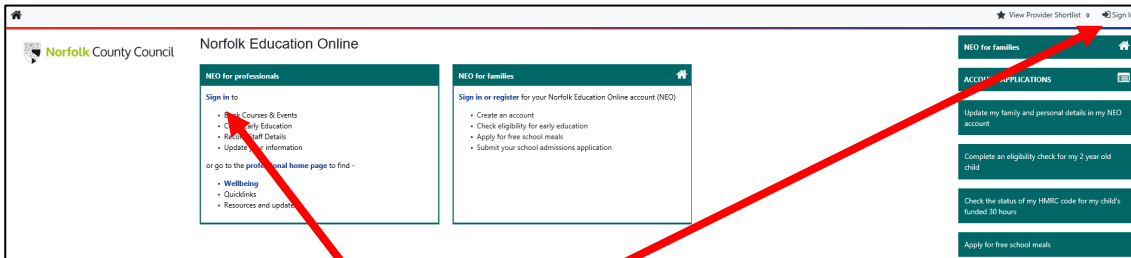
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To submit Part 2 of your census return–

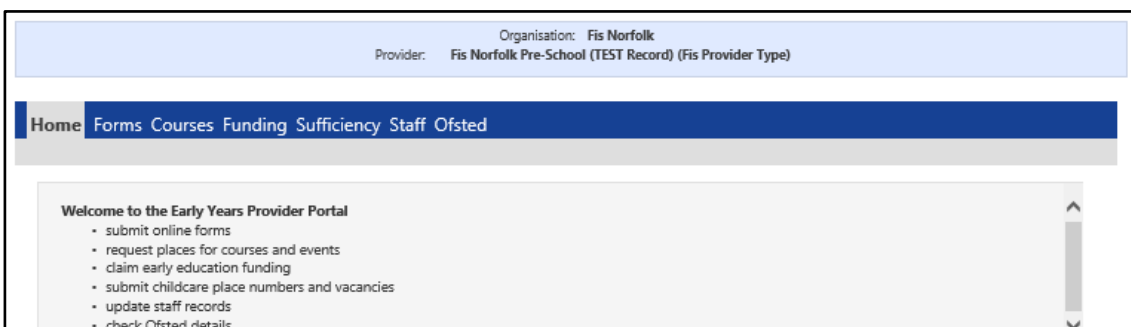
Open the Provider Portal: www.norfolk.gov.uk/eyproviderportal



Click Sign In (here OR here)

Enter your username and click NEXT

Enter your password and click SIGN IN to open the Home Page

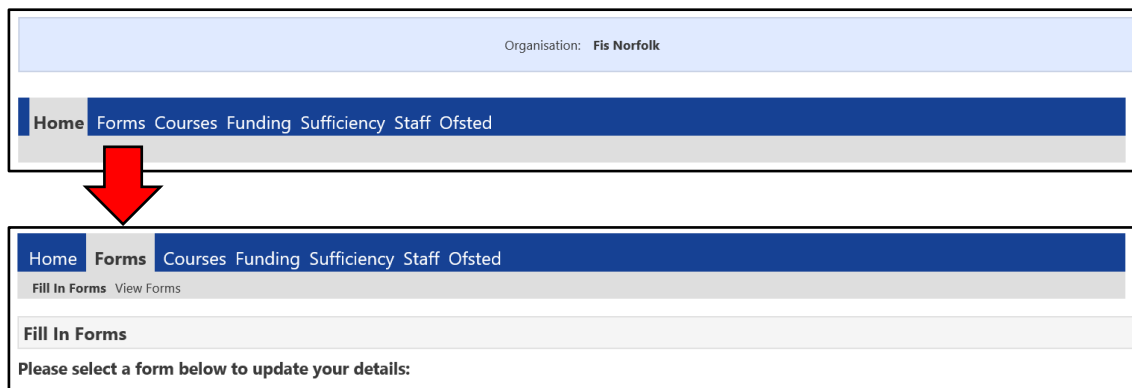


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Select the FORMS module.



Click on the form named Early Years Census & Provider Update (form will load in a new window).



There are 7 pages to review and / or update.

- **Page 1 – Registration Details**

All these fields are read only

Listed on the Early Years Registers	NOT Listed on the Early Years Registers
<p>This data has been shared with the Local Authority by Ofsted. Please check that the information is complete and correct.</p> <p>If amendments are required, the Nominated Individual must contact Ofsted directly to resolve.</p>	<p>Please check that the information is complete and correct. If amendments are required, please contact the Family Information team.</p>

- **Page 2 – Provider**

There are some greyed-out fields which are read only, it is not possible to amend them. If this information is incorrect, please contact Family Information.

This section is a combination of questions and dropdown lists collecting information about your childcare and early education offer to families.

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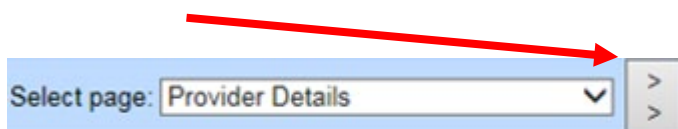
- **Page 3 – Staff**
This section is a combination of questions collecting information about staff qualifications and recruitment.
- **Page 4 – Child Numbers**
This section is a combination of questions collecting information about child numbers on roll, occupancy, waiting lists and SEND.
- **Page 5 – Data Sharing and Consent Options**
An opportunity to review and update your consent status and main contact details.
- **Page 6 – Norfolk Community Directory**
An opportunity to review and update your business narrative.
- **Page 7 - SEND Local Offer**
An opportunity to review and update your SEND Local Offer narrative

All “open” fields should be completed with information. Some fields may already be populated with data currently held by the Local Authority. Please ensure this detail is checked carefully and amended where appropriate.

It is possible to quickly switch between pages either by selecting



or by selecting the applicable page name in the drop-down and clicking the double arrow box



The form should take no more than 40 minutes to complete. Please call or email the Family Information team (FIS team) if you need any support or request a call via the portal on 16 January 2023.

01603 223501 or fis@norfolk.gov.uk

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Page 1: Ofsted Record

Your Registration Record		Your Provider Record	
Name	Fis Norfolk	Fis Norfolk Pre-School (TEST Record)	
Postcode	NR1 2DL	NR1 2DL	
Tel No.	01603 222 300	01603 222 300	
Mobile			
Email	earlyyearsfinance@norfolk.gov.uk	fis@norfolk.gov.uk	

This section is read only.

If any details are incorrect, please contact Ofsted if your provision is listed on the Early Years Register, otherwise please contact the FIS team.

Page 2: Provider

these records are READ ONLY	
Sector	Childminder
Provider Type	Fis Provider Type
Daycare Type	Full Daycare

This section is read only.

If any details are incorrect, please contact the FIS team.

All questions in this section must be completed.

Q3: The Daily Opening Times relate to the general opening and closing times of the provider, **not** the times when early education is offered.

A closure for lunch **should not** be recorded.

Please tick "funded places" if early education is offered at any time during the times stated.

Please ensure the time format is 24 hours. e.g. 15:30

Where the setting is not open on any particular day, this day should be left blank.

Do not use weekdays from the drop down for "day".

Opening Times																											
Q1	How many weeks are you open each year?	45.0																									
Q2	TOTAL number of hours open each week? (to the nearest 0.5)?	45.0																									
Q3	<p>If you have consented (ticked YES in Q3 Section 5) your information will be shared on the Norfolk Community Directory.</p> <p><input checked="" type="radio"/> All Year <input type="radio"/> School Holiday Only <input type="radio"/> Term Time</p> <p>Opens at = Time setting opens in the morning (eg. 08:00) Closes at = Time setting closes in the afternoon (eg. 18:00)</p> <p>Daily Opening Times</p> <table border="1"> <thead> <tr> <th>Day</th> <th>Opens at</th> <th>Closes at</th> <th>Funded Places</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>8:00</td> <td>18:00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Tuesday</td> <td>8:00</td> <td>18:00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Wednesday</td> <td>8:00</td> <td>18:00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Thursday</td> <td>8:00</td> <td>18:00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Friday</td> <td>8:00</td> <td>18:00</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>			Day	Opens at	Closes at	Funded Places	Monday	8:00	18:00	<input checked="" type="checkbox"/>	Tuesday	8:00	18:00	<input checked="" type="checkbox"/>	Wednesday	8:00	18:00	<input checked="" type="checkbox"/>	Thursday	8:00	18:00	<input checked="" type="checkbox"/>	Friday	8:00	18:00	<input checked="" type="checkbox"/>
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Thursday	8:00	18:00	<input checked="" type="checkbox"/>																								
Friday	8:00	18:00	<input checked="" type="checkbox"/>																								
Q4	Are you continuously open 7 days a week for 24 hours a day?	<input type="radio"/> Yes <input checked="" type="radio"/> No																									
Q5	<p>.Does Your Setting Run A Parent & Toddler Group? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>if YES, when?</p> <p>TBC</p>																										

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<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Age Range</p> <p>Earliest Age Child Can Attend</p> <p>1 <input type="text"/> Years 10 <input type="text"/> Months</p> <p>Oldest Age Child Can Attend</p> <p>5 <input type="text"/> Years 4 <input type="text"/> Months</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Childcare Costs</p> <p>If you have consented (ticked YES in Q3 Page 5) your information will be shared on the Norfolk Community Directory.</p> <p>Please leave blank if the fee does not apply to your setting</p> <p>Fee per Hour for a 3 or 4 year old <input style="width: 100px;" type="text"/></p> <p>Fee per Session for a 3 or 4 year old <input style="width: 100px;" type="text"/> £10.00</p> <p>Fee per Day for a 3 or 4 year old <input style="width: 100px;" type="text"/> £25.00</p> <p>. Do You Charge For Consumables? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Are You Registered To Offer Tax Free Childcare? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If YES, how many families use this scheme to pay for their childcare?</p> <p>April <input style="width: 150px;" type="text"/></p> <p>Visit the Childcare Choices webpage to find out more about Tax Free Childcare and their communications toolkit.</p> <p style="text-align: center;">Click the link to visit the Childcare Choices webpage.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Early Education Offer</p> <p>Q1 .Can Early Education Be Claimed At Any Point During Your Opening Hours? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Q2 .Does A Parent/carer Have The Option To Claim 2 Year Old Funding - AM & PM? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Q3 .Does A Parent/carer Have The Option To Claim 3&4 Year Old Funding - AM & PM? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>	<p>All questions in this section must be completed.</p> <p>The fees should be the cost charged to families for a 3 or 4 year non funded hour, session and / or day. If not applicable, please leave the field blank.</p> <p>Q1: Answer NO, if families can only select certain times to receive their child's entitlement</p>
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Q4 This information has been collected from your 2022-23 Funding Agreement. It is READ ONLY

The number of weeks stated will be used to calculate the maximum hours available each claim period for a stretched offer

Number of weeks Early Education is offered each claim period (A+B+C=D)

. EYF - Open In AUTUMN? Yes No

A If YES, how many weeks is Early Education offered (eg. 14)

. EYF - Open in SPRING? Yes No

B If YES, how many weeks is Early Education offered (eg. 11.4)

. EYF - Open In SUMMER? Yes No

C If YES, how many weeks is Early Education offered (eg. 12.6)

D Total number of weeks Early Education is available to families

Q5 .Do You Close For A Lunch Break? Yes No

Q6 .Can Early Education Funding Be Claimed During Your Lunch Period? Yes No

Q7 Do you work in partnership with another PVI or CM establishment to provide early education? Yes No

Q8 Do you work in partnership with a maintained school to provide early education? Yes No

Support

NB: The local authority does not endorse any of the products listed below

.Do You Use A SALT Assessment Tool? Yes No

If YES, which one? (eg. ECAT, Wellcomm)

.Do You Use An Assessment Tool To Track A Childs Progress? Yes No

If YES, which one? (eg. Tapestry, Parenta, Famly, Excel S/S)

.Do You Have A Sensory Suitcase? Yes No

Q4: This is read only

This information has been collated from your current Funding Agreement.

The number of weeks will be used by the Finance team to determine the maximum number of hours available if a stretched offer is claimed.

If the information is incorrect, please email Early Years Finance.

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Page 3: Staff

When recording staff numbers please count their highest qualification only.
Staff should not be double counted.

Staff Numbers	
<p>This section must record the number of paid staff members / childminders who work with children under 5 years of age and their highest qualification.</p> <p style="background-color: #ff0000; color: white; padding: 5px;">Staff should not be double counted where they hold more than one full and relevant early years qualification.</p> <p style="background-color: #ff0000; color: white; padding: 5px;">For example - If a staff member has a Level 2 and Level 3 full and relevant early years qualification and do not have a managerial role, then they should be counted once, and included in the total for Q3</p> <p style="background-color: #ff0000; color: white; padding: 5px;">Qualification List</p> <p style="background-color: #ff0000; color: white; padding: 5px;">Please insert zero where the question is not applicable</p>	
Q1	Total staff at provider who work with children under 5 <input style="width: 50px;" type="text" value="10"/>
Q2	Number of staff with a full and relevant early years Level 2 qualification <input style="width: 50px;" type="text" value="2"/>
Q3	Number of staff with a full and relevant early years Level 3 qualification and not in a managerial role <input style="width: 50px;" type="text" value="1"/>
Q4	Number of staff with a full and relevant early years Level 3 qualification and in a managerial role <input style="width: 50px;" type="text" value="1"/>
Q5	Number of staff with early years professional status <input style="width: 50px;" type="text" value="1"/>
Q6	Number of staff with early years teacher status <input style="width: 50px;" type="text" value="1"/>
Q7	Number of staff with qualified teacher status <input style="width: 50px;" type="text" value="4"/>
Q8	<p>.Do you employ an Apprentice? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>if YES, how many? <input style="width: 50px;" type="text" value="0"/></p>
Q9	<p>Childminders Only -</p> <p>Do You Employ Childminding Assistants? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>if YES, how many? <input style="width: 50px;" type="text" value="5"/></p>
Staff Recruitment	
Q1	<p>.Has It Been Necessary To Recruit New Staff In The Past 12 Months? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If YES, please briefly explain why. (eg. promotion, increased occupancy, resignation) <input style="width: 80%; border: 1px solid black;" type="text" value="Promotion"/></p>
Q2	<p>.Did You Experience Any Difficulties Recruiting The New Staff Members? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If YES, please briefly explain the reason. (eg. applicants not sufficiently qualified , no applicants) <input style="width: 80%; border: 1px solid black;" type="text" value="No applicants"/></p>

All questions in this section must be completed.

Volunteers should not be included in the count

The answer to **Q1 must** equal the total sum of Q2 to Q7

Examples

- A member of staff holds an Early Years Level 2 and Level 3 qualification and does not have a managerial role. Please count this member **once** and include them in question 3.
- Another member of staff holds an Early Years Level 3 and EYPS qualification. Please count this member **once** and include them in question 5.

If your answer is YES, please provide a BRIEF narrative.

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Waiting Lists

Q1 .Do You Have A 2 Year Old Waiting List For Spring? Yes No

.Do You Have A 3 And 4 Year Old Waiting List For Spring? Yes No

Q2 .Do You Have A 2 Year Old Waiting List For Summer? Yes No

.Do You Have A 3 And 4 Year Old Waiting List For Summer? Yes No

Q3 .Do You Have A 2 Year Old Waiting List For Autumn? Yes No

.Do You Have A 3 And 4 Year Old Waiting List For Autumn? Yes No

Number of SEN Children and their Primary Area of Need

Please count all children receiving help that is in addition to, or different from the support generally given to all children of the same age.

Children counted in Q2, Q3, & Q4 should be included in Q1

Q1 .Do You Have Any Children With SEND? Yes No

If YES, how many?

Q2 .Do You Have Any Children With EHCP's? Yes No
(Please include all children with a plan agreed or issued)

If YES, how many?

Q3 .Do You Have Any Children In The Referral or Assessment Stage Of The EHCP Process? Yes No

If YES, how many?

Q4 .Do You Have Any Children That You Plan To Submit An EHCP Referral For? Yes No

If YES, how many?

Please indicate whether you have a waiting list for 2-, 3- and 4-year-olds.

Please indicate the number of children receiving help that is in "addition to, or different from" the support generally given to all children of the same age.

The number of children in Q1, **should include** those counted in Q2, Q3 and Q4.

Please do not include any narrative in your answer.

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A child may have needs in multiple areas, please count them once in the area you consider is their main (primary) need.

NB: Number of children counted in Q5 + Q6 + Q7 + Q8 = Q1

Q5 .Do Any Children With SEND Have A Primary Need In Cognition And Learning? Yes No
If YES, how many?

Q6 .Do Any Children With SEND Have A Primary Need In Communication And Interaction? Yes No
If YES, how many?

Q7 .Do Any Children With SEND Have A Primary Need in Physical and/or Sensory Needs? Yes No
If YES, how many?

Q8 .Do Any Children With SEND Have A Primary Need In Social, Emotional And Mental Health Difficulties? Yes No
If YES, how many?

For each child counted in Q1, please determine their main (primary) need and total these together.

Totals in Q5, Q6, Q7 and Q8 should equal the total in Q1

Number of Places
Each term we request that your sufficiency data is reviewed and updated using the SUFFICIENCY MODULE. The vacancy data submitted is used by the family Information team to help families searching for childcare.
In addition, it is possible for you to add a note, which will be displayed on the Norfolk Community Directory if you have given consent (Q3 – Page 5)

Number of Childcare Places

.Have You Reduced The Number Of Places Available Compared To The Max Your Registration Would Allow? Yes No
If YES, why? (eg. staffing issues, needs of children attending, demand)

Via the provider portal, please use the SUFFICIENCY MODULE to review and update your place numbers and vacancy details each term
If you would like to add any notes in relation to your vacancies, please provide a short paragraph below.
eg. Please call for current availability

We have spaces, please contact us to find out more

If you have consented (ticked YES in Q3 Page 5) this information will be shared on the Norfolk Community Directory

Please indicate whether you are restricting the number of children that can attend compared to the maximum that could.

This is an opportunity to add a narrative about vacancies.

- Examples:
- Please call for current availability
 - We have spaces, please contact us to find out more
 - Book a visit, we have spaces

NB: Please avoid adding a date or time

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Page 5: Data Sharing and Consent Options

ALL QUESTIONS MUST BE ANSWERED

I AGREE -

Q1 . To Issuing Privacy Notices Yes No

This means issuing Privacy Notices to all individuals where personal data is held and that these individuals are aware of their rights.

Q2 . To Keeping Data Shared With The Local Authority Up-To-Date Yes No

This means your setting will have persons tasked with updating data to support the Local Authority to meet their Statutory Duty regarding both the universal and extended early education entitlement, securing sufficient childcare for working parents, providing information advice /assistance to parents' and providing information, advice and training to childcare providers.

This will include:

- Sufficiency data for place numbers and vacancies
- Staff records for training and communication
- Online Forms and Surveys
- Funding claims
- Newsletter subscriptions
- Registration and provider details

In accordance with GDPR, all data requested by Early Years will be used to meet the statutory duty as detailed above and help inform future strategy.

Q3 . To My Setting Details Being Made Public Yes No

This means your information will be available on the Local Authority's Norfolk Community Directory for families to locate childcare and other services or facilities that may be of benefit to parents, prospective parents, children or young persons.

Required for Childminders Only

Q4 . To My Setting Details Being Shared With My District Council For Food Safety Legislation Yes No

This section provides you with the opportunity to review and amend if necessary, the consent currently held and provide main contact details for specific roles.

BEFORE MOVING TO THE NEXT PAGE, please remember to add the date to confirm each question has been checked

Please enter date consent is given from

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MAIN CONTACT DETAILS

I AGREE for the person named below to be recorded as the main contact to receive messages and data from Early Years in relation to the purposes listed.

Q5 . - Being 2 Purposes (eg. Guidance And Reports) Yes No
 if YES, please provide name of main contact

Q6 . - Communication Purposes (eg. Newsletters, Surveys, Alerts) Yes No
 if YES, please provide name of main contact

Q7 . - Finance Purposes (eg. Funding) Yes No
 if YES, please provide name of main contact

Q8 . - Training Purposes (eg. Newsletter, Staff Records) Yes No
 if YES, please provide name of main contact

NB: The staff record held by the Local Authority will be updated if applicable with the above details. This data can also be updated by the provider via the Staff Module (post field) and online form INFO - Update Your Details via for the Forms Module between February and December.

Please indicate the person who is the main contact and contacted or sent early years information.

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Page 6: Norfolk Community Directory

The Norfolk Community Directory provides residents and families with information, advice, services and activities across Norfolk. It also provides information which supports the Local Offer, Care Act and Childcare Act.

Your information will not be shared on the Norfolk Community Directory if consent has NOT been agreed (ticked YES in Q3 Page 5) but it will be used by the Family Information team to support families in their search for childcare.

[Click on the link to find your record on the Directory](#)

ALL ABOUT YOUR SETTING

Please provide a narrative about your setting to help families in their search to find childcare which meets their needs. The directory is also used by Family Information when supporting a family to find childcare.

We recommend that the detail is no more than 150 words so that searches on a mobile device can be viewed easily.

When creating the narrative, you may wish to consider:

- Experience, training & staffing
- What the setting environment offers
- Options available eg. TFC, 2-year-old and 30 hours funded places
- Partnership working
- Supporting the home learning environment
- Settling in/transition arrangements
- Key person role
- How a child's learning & development is supported
- Sharing progress updates regularly
- Access to outdoor space
- Reference to website
- Any unique selling points
- Best way to contact setting / enquire about a place

Max Word Count: 150

tip! Create the narrative in Word, then copy and paste it into the box below

The nursery is a small rural setting located on a school site for children aged between 2 and 5 years old.

Each child is valued as an individual and we work in partnership with parents and carers to ensure that the transition from home to nursery is an enjoyable experience for all.

We provide an environment that nurtures children whilst promoting all areas of their development; using the children's interests to plan fun and interesting activities to help them learn and develop. Our outdoor space includes sensory and wooded areas for children to explore.

We accept Tax Free Childcare as a method of payment and support families to claim their early education funding entitlements.

Costs vary according to age range, please visit our website for further information and a gallery of pictures to find out more or call to arrange a visit.

NB: The narrative is checked to ensure it is suitable content for the Norfolk Community Directory. It may be altered where needed to avoid repetition and maximise search results.

Website

We recommend that at least annually your Directory record is checked for accuracy.

Records can be corrected / updated by submitting a Provider Update Form via the FORMS MODULE between February and December.

The narrative **should not exceed 150 words**. Your submission will be checked to ensure it contains suitable content. It may be altered to avoid repetition and maximise search results.

TIP! It may be easier to copy and paste the narrative to the form from a Word (or similar) document.

EARLY EDUCATION

Early Years Census 2023

v. Jan-23

Page 7: SEND Local Offer

All providers have a duty under the Equality Act 2010 to provide an inclusive service that meets the needs of children with SEND.

Your information will not be shared on the Norfolk Community Directory if consent has NOT been agreed (ticked YES in Q3 Page 5) but it will be used by the Family Information team to support families in their search for childcare.

[Click on the link to find your record on the Directory](#)

[Click on the link to find out more about Norfolk Local Offer](#)

Please use the text box to detail how your setting supports the needs of children with SEND.

The information should demonstrate how your setting supports the Norfolk Local Offer and meets the legal duty relating to services for children with SEND

We recommend that the detail is no more than 150 words so that searches on a mobile device can be viewed easily.

When creating the narrative, you may wish to consider:

- Desire to welcome every child & family, regardless of their level of need, enabling them to thrive and progress
- What support and training do you access to ensure all children are positively included
- Any specialist resources available and routinely used
- Accessibility met & any practical, environmental factors to consider
- Commitment to understanding & meeting children's needs by making reasonable adjustments
- Practical experience, including personalised planning to support individuals
- Engagement with professional partners and links with specialist support services
- Pro-actively seek out support from Early Years team to ensure the needs of all children are met
- Experience of supporting children and families with EAL
- Experience of supporting children and families who have trauma, behavioural or emotional needs
- Effective information sharing with families about progress to plan next steps
- Your engagement with the Flourish Pledge

Max Word Count: 150

tip! Copy and paste your existing narrative currently on the Directory to the box below and amend

We recommend that at least annually your Directory record is checked for accuracy.

Records can be corrected / updated by submitting a Provider Update Form via the FORMS MODULE between February and December.

The narrative **should not exceed 150 words**. Your submission will be checked to ensure it contains suitable content. It may be altered to avoid repetition and maximise search results.

TIP! Copy the existing narrative from the Directory and amend if needed.

Once this final page is complete, the form can be submitted.

EARLY EDUCATION

Early Years Census 2023


v. Jan-23

Contact details of person completing this form -

Name

Telephone:

Email:

Please enter date form was completed 

Enter the name and contact details of the person completing the form, together with the date.

Click Submit Form

Previous Page Select page: >>

You may get a pop-up screen to confirm that you wish to submit the form, click ok.

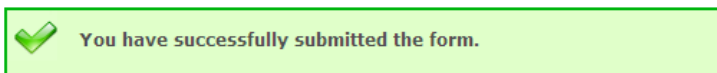
Early Years Settings Data Protection
For further information on Data Processing please refer to the Norfolk Schools Website
[Norfolk Schools](#)

* Remember to click submit form before closing this screen *

Message from webpage ✕

Are you sure you want to submit this form? Clicking OK will close this message and submit the form to the LA. Clicking Cancel will close this message and leave the form open.

Once you receive the green tick the form has been submitted for approval.



Once a form is submitted you can view the status - Click View Forms.

Home **Forms** Courses Funding Sufficiency Staff Ofsted

Fill In Forms [View Forms](#)

Fill In Forms

Please select a form below to update your details:

TIP!

If the form is marked PENDING, it is possible to re-open the form (click on the form marked PENDING from the list), to make any adjustments and then submit again.