

# GUIDANCE ON EARLY YEARS CENSUS RETURN – MY DETAILS

EARLY YEARS PROVIDER PORTAL

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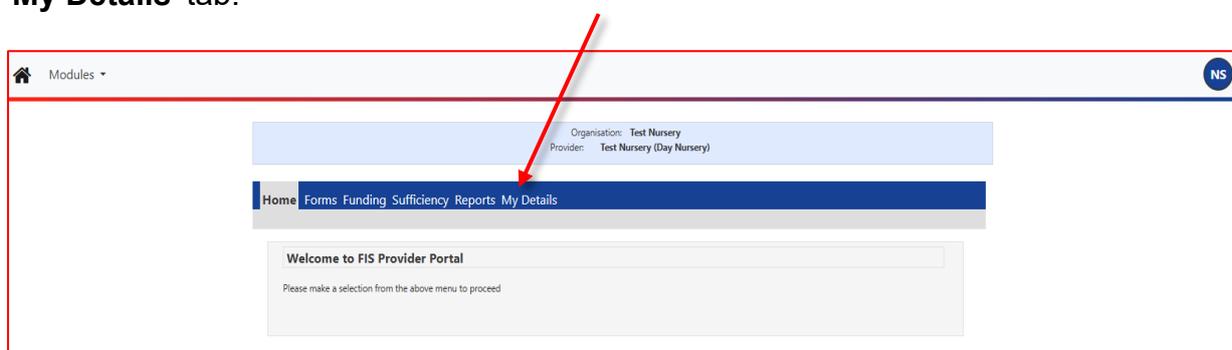
## General Information

A new method for completing the census return is now available within the Provider Portal. Previously, providers completed a separate form which was submitted to the FEEE Team. This process has now been replaced by a new “My Details” tab within the Provider Portal.

Providers on school sites who submit their census via the school census will not have the “My Details” tab available to them.

## How to complete the Census Return

After logging in to the system and selected your setting, from the homepage click on ‘My Details’ tab.



The census will display the current open headcount period for census submission (for example, Autumn or Spring).

Only the active headcount period will be available to view and complete.

The screenshot shows the 'My Details' tab with the 'Census' section active. The page title is 'Census'. Below the title, there is a message: '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.' The main heading is 'Census for 2025-2026 - Autumn'. On the left, there are two tabs for '2025-2026': 'Spring' (Submission Period: 16-Jan-2026 to 31-Mar-2026) and 'Autumn' (Submission Period: 01-Sep-2025 to 31-Dec-2025). The 'Autumn' tab is selected. The form is divided into several sections: 'Child Statistics' with input fields for 'Number of under 1 year olds (0-15)\*' (2), 'Number of 1 year olds (0-50)\*' (2), 'Number of 2 year olds (0-50)\*' (4), 'Number of 3 year olds (0-55)\*' (1), and 'Number of 4 year olds (0-30)\*' (5); 'Establishment Characteristics' with radio buttons for 'Work in partnership with a maintained school?' (Yes/No), 'Work in partnership with a PVI provider?' (Yes/No), and 'Open 24 hours per day 7 days per week?' (Yes/No), and a text input for 'Number of weeks per year that the early years setting is open (1.0-52.0)\*' (50.0); and 'Staff Information' with input fields for 'Total staff at provider who work with children aged under 5 (at least 1)' (8), 'Number of staff with a full and relevant early years level 2 qualification' (3), 'Number of staff with a full and relevant early years level 3 qualification and not in a managerial role' (2), 'Number of staff with a full and relevant early years level 3 qualification and in a managerial role' (1), 'Number of staff with qualified teacher status' (0), and 'Number of staff with early years professional status' (0). A red arrow points from the 'My Details' tab in the previous screenshot to the 'Census' section.

If you have previously submitted census information (either via the FEEE team or an earlier form), the details will be pre-populated.

If no previous data exist, the fields will appear blank.

Please ensure that all mandatory fields, which are marked by an \*, are completed before submission, as failure to do so will result in you not being able to submit the form.

By clicking Save, you are submitting your census return for that headcount period.

### Census for 2025-2026 - Autumn

2025-2026

Spring  
Submission Period:  
16-Jan-2026 to 31-Mar-2026

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

#### Child Statistics

Number of under 1 year olds (0-15)*	<input type="text" value="2"/>
Number of 1 year olds (0-50)*	<input type="text" value="2"/>
Number of 2 year olds (0-50)*	<input type="text" value="4"/>
Number of 3 year olds (0-55)*	<input type="text" value="1"/>
Number of 4 year olds (0-30)*	<input type="text" value="5"/>

#### 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)\*

#### Staff Information

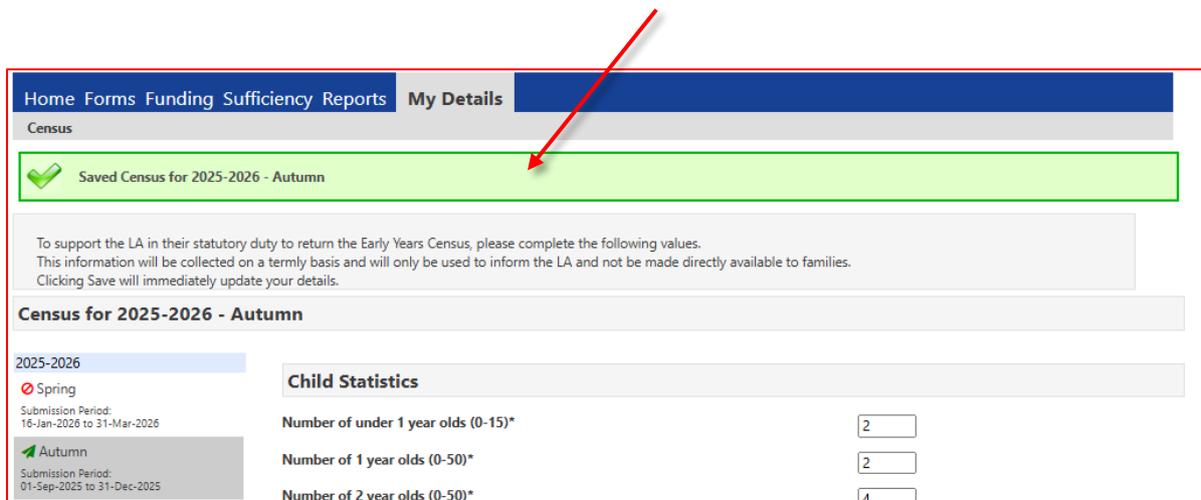
Total staff at provider who work with children aged under 5 (at least 1)	<input type="text" value="8"/>
Number of staff with a full and relevant early years level 2 qualification	<input type="text" value="3"/>
Number of staff with a full and relevant early years level 3 qualification and not in a managerial role	<input type="text" value="2"/>
Number of staff with a full and relevant early years level 3 qualification and in a managerial role	<input type="text" value="1"/>
Number of staff with qualified teacher status	<input type="text" value="0"/>
Number of staff with early years professional status	<input type="text" value="0"/>
Number of staff with early years teacher status	<input type="text" value="0"/>

Last Save Date (not submitted)

Once submitted, you will not be prompted to submit the census again.

If changes are required, reopen the census via 'My Details' tab, make the necessary amendments, then click Save again to submit the updated version.

The portal will accept the most recently saved version as your current submission.



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Census

 Saved Census for 2025-2026 - Autumn

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 2025-2026 - Autumn**

2025-2026

Spring  
Submission Period:  
16-Jan-2026 to 31-Mar-2026

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

**Child Statistics**

Number of under 1 year olds (0-15)*	<input type="text" value="2"/>
Number of 1 year olds (0-50)*	<input type="text" value="2"/>
Number of 2 year olds (0-50)*	<input type="text" value="4"/>