**REFERENCE GUIDE:**

# Headcount Portal User Guide

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
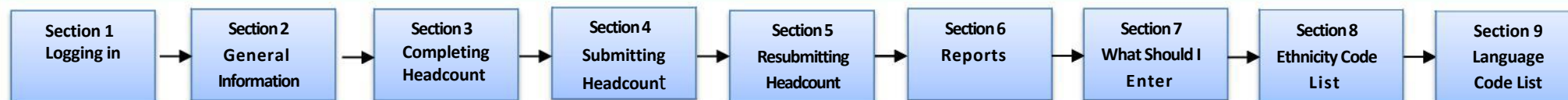
## SECTION 1 – LOGGING IN

Using the Web Address provided in your email.
https://emsonline.leics.gov.uk/ProviderPortal_LIVE/Account/Account/Login

Select the address or copy and paste into your Internet Browser address bar.

Login to **Provider Portal** by completing the user name and password fields on the login box; then click [ Log In ] button.

Note: If you have logged in previously and cannot remember either your Username or Password you can select the links below the Login button and follow the instructions.

### Log In

Username

[ 👤 ]

Password

[ 🔑 ]

[ Log In ]

Forgotten your username?
Forgotten your password?

**PLEASE NOTE**: Each time you login the portal, you will need to answer your Secret Question.

## SECTION 2 – GENERAL INFORMATION

- As with the current process, you only need to enter children who you are claiming FEEE for. **Please do not include non-funded children on this form.**

- Any children on your previous headcount submission will have some of their information pre-filled e.g. the start date.

- Please note all children (2/3/4 years) will all go onto the same headcount form.

- You no longer need to input the CURN number (2 year old funding) However if the child has an Out of County eligibility code this will need to be submitted via Anycomms + so the Capita record can be updated manually.

- The first time you use the portal, you will need to input details eg ethnicity/first language etc of children that have left the previous term that the Local Authority were unaware of.

- **Only** enter an end date for children who have left or who are leaving the setting. Do not enter an end date if the child will be claiming with you next term, otherwise you will not receive an initial payment for this child.

- Remember you can submit your headcount as many times as you like between the date it is released to you and the deadline date. In fact, we are encouraging you to do so! There is no longer a need for you to leave all you're inputting until the end of the headcount period – you can add/end children and update hours/weeks as many times as you like. It is only the final submission before the deadline that will be used to calculate payments. Please only submit once a day to allow the system to catch up.

**Important information**
The portal will log you out after a period of inactivity. When you return to the screen , it will prompt you to log in again and you will be able to resume from the last screen you accessed.

# SECTION 3 – COMPLETING HEADCOUNT
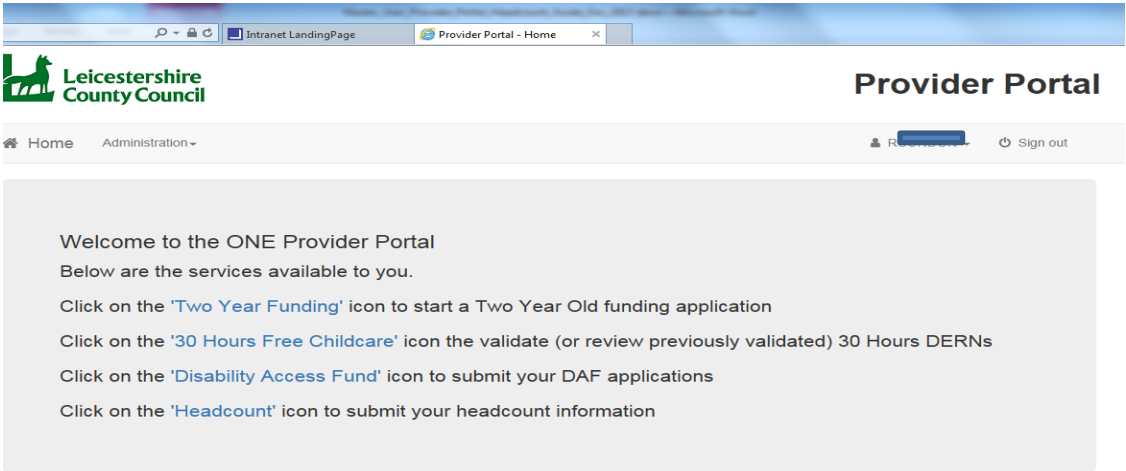


To complete the headcount, select  to continue.

The image on the next page shows the headcount page, on the left are the tasks you can complete, on the right are two messages showing as read and unread If you do not have any messages, nothing will be shown here.

Headcount forms will appear under 'My tasks' - To open the headcount task, click onto the individual task and your headcount form will be displayed. A not started

headcount task will show the red status indicator:

When you open the headcount form, it will either have some child details already in it (if you had children in the previous term who are still eligible for funding) OR it will be blank (if you did not have any children in the previous term or if you are a new provider). You should take the following steps, depending upon which scenario applies:
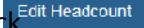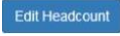
1. **Blank form and no claims to make**

   Ignore the task, the notification will disappear after the deadline date.

2. **Populated /Blank form and children to add**

   To start adding your children click [Add Child] button and input information.

3. **Populated form and changes to make**

   - For children who have left, click [Edit Headcount] button and enter an end date. **Only enter an end date for children who have left or who are leaving the setting.**

   - For children that are leaving your setting mid-term, click [Edit Headcount] button to input hours attended/claimed and enter an end date.

   - For children who are at the setting click [Edit Headcount] button to input hours attended and claimed. **Do not enter an end date if the child will be claiming with you next term otherwise you will not receive an initial payment for this child.**

   - To add new children, click 'Add Child' button and input information. **Do not enter an end date if the child will be claiming with you next term otherwise you will not receive an initial payment for this child.**

   4. **Populated form and no children**

      Click [Edit Headcount] button to enter an end date for all the children.

**Specific guidance for completion of the headcount**



1 – To change child details – click the button to edit a child's record i.e. change of name, address or correcting spelling errors or adding the DERN number

2 – To add a new child – click the 'Add Child' button

3 – To enter hours/weeks or to end a child – click the 'Edit Headcount' button

4 – To Submit the headcount – click the 'Submit' button. This can be done as many times as necessary before the deadline date, however please submit no more than once a day to allow the system to catch up.

5 – The status indicator shows unsubmitted as no changes have yet been made, nor has it been submitted.

## Change existing children's details

To edit the record for an existing child, i.e. change of name, address, or correcting errors with dates of birth or spellings, click [✎] button in the first column next to the child's forename, make the changes and click the 'Save' button.

| ▶ | Forename ⇕ | Surname ⇕ | Funding ☐ | Date of birth ⇕ | Start Date ⇕ | End Date | Weeks Attended for term | Average Hours Attended per week | Hours Attended for term | Hours Claimed per week | Hours Claimed for term | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| [✎] | Verity | Blamange | | 22/12/2013 | 24/04/2017 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | ✖ |

## Adding children

To add new starters, click [Add Child] button at the top of the form. The following screen will appear which you will need to input the child's legal forename and surname and click the [Next] button.

## Add Child

Please enter the child's forename and surname

| Forename | ✎ | [ | ] | ❶ |
| Surname | ✎ | [ | ] | Child's legal forename |

[Cancel] [Next]

![Leicestershire County Council logo]

**Provider Portal**

🏠 Home    Headcount ▾    30 Hours Free Childcare ▾    Two Year Old Funding ▾         👤 ▮▮▮▮▮    ⏻ Sign out

## Add Child

| | | |
|---|---|---|
| Forename * | ✏️ | Celine |
| Middle Name | ✏️ | |
| Surname * | ✏️ | Vutton |
| Gender * | ○ **Male** | |
| | ◉ **Female** | |
| Date of birth (dd/mm/yyyy) * | 📅 | |
| Ethnicity * | 👥 | Please select ▾ |
| First Language * | 🌐 | Please select ▾ |
| SEND Status | 🌐 | Please select ▾ |
| Eligibility Code | ✏️ | e.g. 50001005014 |

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type the correct address in the boxes provided. If you do not know the postcode, you can look it up here.

| | | |
|---|---|---|
| Postcode * | 🏠 | |

[Find Address]   I don't have a Postcode

* Required field

[Cancel]   [Save]

**Eligibility code** – This is the DERN number for the 30 hours, please note the eligibility check must have been done prior to submitting the headcount. If you enter an invalid DERN number it will display the following error message

'No eligible checks have been found for eligibility code 5001234569! Please complete a thirty hour entitlement check for this code.'

**Please note - We no longer require you to submit the 2 year old CURN on the headcount**

**Please note** – If you try and enter a date of birth which is not eligible for the funding, an error message will be displayed in red as shown below:

Date of birth (dd/mm/yyyy)    📅 31/05/2017
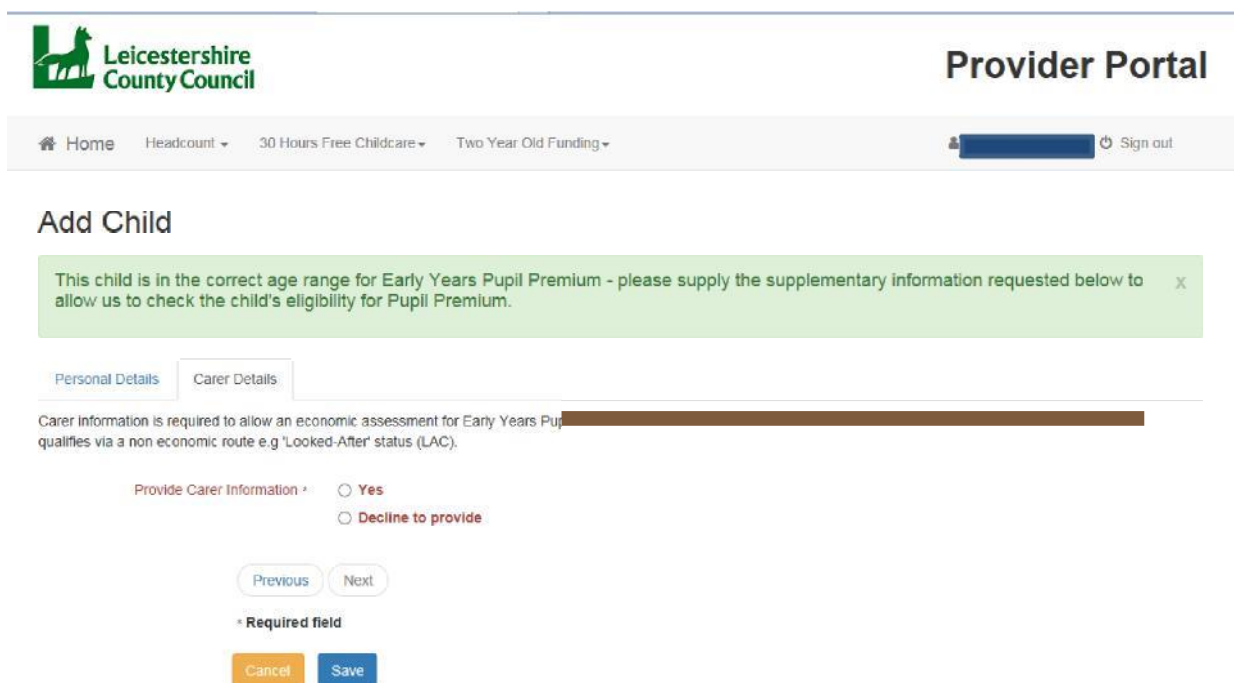
*An age of 1 is not permitted for this task. This task is for age(s): 2 , 3 , 4*

Once details have been inputted click the **Save** button at the bottom of the screen.

**If the child is in the correct age range for EYPP (Early Years Pupil Premium)** the following screen will appear:

**Please note if you select 'Decline to provide' you will not be able to enter parent/carer details until the following headcount, therefore it's important you enter this information as the child will not be checked for EYPP and therefore this funding will not be available for this term and will not be backdated for the term.**



If you select 'Yes' you will need to input the following details in the screen below and click the 'save' button. If the child is at more than 1 setting, the EYPP will be apportioned.

If you select 'Decline to provide' and 'Save' you will be redirected back to the headcount form and the child will not be checked for EYPP.

| | |
|---|---|
| Title * | [👥] [ ▼ ] |
| Forename * | [✏️] [ ] |
| Surname * | [✏️] [ ] |
| Gender * | ○ Male |
| | ○ Female |
| Date of Birth (dd/mm/yyyy) * | [📅] [ ] |
| Relationship * | [👥] [ ▼ ] |
| Parental Responsibility * | ○ Yes |
| | ○ No |
| | If the carer has legal responsibility for this child select Yes |
| Reference Number * | ⦿ National Insurance |
| | ○ National Asylum Support Service |
| | [🏛️] [ ] |
| | The format of all valid National Insurance Numbers is two prefix letters, six numeric digits, and one suffix letter. e.g. AB123456C |
| Address * | Does the applicant live at the same address as the child ? |
| | ○ Yes   9 Victoria Drive, Woodville, Swadlincote, Derbyshire, DE11 8DY |
| | ○ No |

[ Previous ]  [ Next ]

**\* Required field**

[ Cancel ]  [ Save ]

Please note parent/carer information is required to allow an economic assessment for Early Years Pupil Premium. If parent/carer information is not provided, no EYPP can be paid for this child. **The My Early Learning website is no longer available to use**.

Unfortunately we are unable to process **non-economic EYPP checks** via the Headcount. If a child qualifies for EYPP via a non-economic route e.g. they are 'Looked-After' or have been 'Looked-After' (LAC) we would still prefer you to add the parent/carer details. If the child has been in local authority care in Leicestershire, EYPP should automatically be paid each term. If this is the first term that you are making a claim, you may wish to contact us on 0116 305 6208 to check that we have a record of this child. Please note that where a child is in the care of a different local authority (i.e. not Leicestershire) you will need to contact that LA to arrange payment, as they will be responsible for paying the EYPP. If a child has left care through an adoption, special arrangement order or child arrangement order, EYPP will not be paid automatically and you will need to upload evidence of this via AnyComms. Please add 'EYPP' into the description box when uploading, so that we know what the evidence relates to. If evidence is uploaded before the headcount closing date, the EYPP can then be paid with your FEEE final payment.

**How will I know which children will receive EYPP?**
A report will be sent via the Provider Portal each week when a task is open. The report will appear in 'My messages' section on the home page (see **Section 6 Reports**) or you can click on 'Headcount' in the top tab on the home page and click on 'Reports'. If you have any unviewed reports, you will see a highlighted number of them waiting to be viewed. This report will show you which children you have included on your submitted headcount/adjustment task , who are eligible for EYPP and parent/carer details were provided.
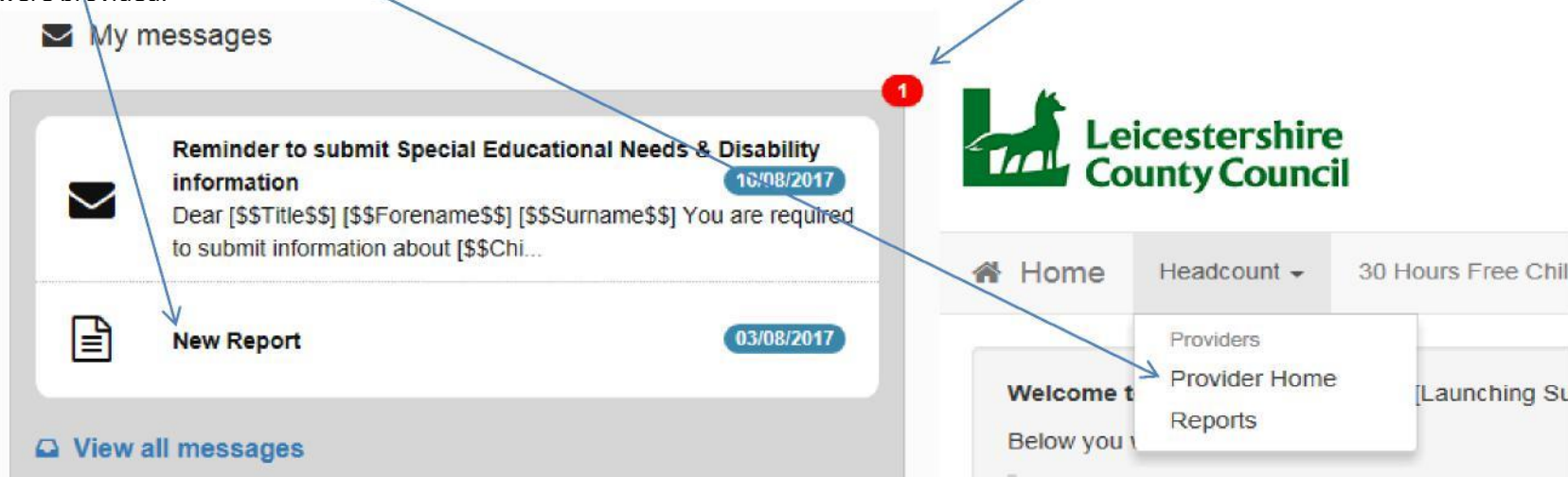
**Editing/inputting weeks and hours**

To input/edit the weeks and hours for the term, click the [Edit Headcount] button and the following screen will appear. You will now notice that the status indicator is now amber:-

**Leicestershire County Council**

**Provider Portal**

🏠 Home    Headcount ▾    30 Hours Free Childcare ▾    Two Year Old Funding ▾      👤 ▬▬▬▬▬    ⏻ Sign out

📅 **Edit - Headcount (Actual) for 2, 3 & 4 year olds**    `Status: Edited but not yet submitted`   `Deadline: 15 August 2017`

Autumn Term 2017 (01 Sep 17 - 31 Dec 17)

| Legal Name | Funding | Start Date | End Date | Stretched Offer | Weeks Attended for term | Average Hours Attended per week | Hours Attended for term | Hours Claimed per week | Hours Claimed for term |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Verity Blamange | | 24/04/2017 | | ▾ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Barnaby Button | | 01/01/2017 | | ▾ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Natalie Lowe | ② | 09/01/2017 | | ▾ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Marmaduke Marmalade | | 09/01/2017 | | ▾ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Florence Munday | Ⓟ | 09/01/2017 | | ▾ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Henry Popolopous | | 01/01/2017 | | ▾ | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

[Cancel] [Save]

These are the fields that appear on the form and what each one should contain:

| Field | Description |
|---|---|
| Funding (This column cannot be amended and is for information only) | 2 – The child is/was eligible for 2 year funding<br><br>S – The child claims at another provider<br><br>P – The child is eligible for pupil premium (EYPP)<br><br>EH – The child is eligible for extended hours – Green – End date ok    Amber – End date approaching<br><br>Red – End date expired |
| Start Date | This is pre-populated for existing children and cannot be amended. You will need to input/amend the start date for new children from the date they first want to claim funding. |
| End Date | For any child  that has left or will be leaving your setting this term, you should add the end date.<br><br>**If a child will be claiming the following term, please DONOT input an end date.** |
| Stretched Offer | For children using banked hours from a previous term (this is not applicable to the autumn term), please select '52 weeks offer (52)' from the drop down menu. Please note this also does not apply to those providers that stretch the funding over the term/year through invoicing. |
| Weeks Attended for term | The number of funded weeks the child has attended in this term (if a child is banking hours to use in non-term time you will also need to include these weeks) |
| Average Hours Attended per week | **Refer to further instructions (below)** | Average number of hours (**both funded and non-funded**) the child attends each week. We require non-funded hours to report back to the DfE. |
| Hours Attended for term | | Total hours (**both funded and non-funded**) the child attends for this term. We require non-funded hours to report back to the DfE. |
| Hours Claimed per week | | Average number of **FUNDED** hours the child claims each week |
| Hours Claimed for term | | Total **FUNDED** hours the child is claiming for this term |

**As you begin to complete the weeks and hours fields, other fields will automatically populate based on whatever you have already inputted. It is important that you understand this and ensure that you add the data in the correct order and check that any data automatically calculated by the system is correct.**

Our recommendation is that you complete the fields in this order:

1. Add the number of funded weeks the child has attended for THIS TERM into 'Weeks Attended for term' (if a child is banking hours to use in non-term time you will also need to include these weeks)

2. Tab TWICE into 'Hours Attended for term' and enter the total number of hours (funded and non-funded) attended for THIS TERM

   - This will then automatically calculate the following fields: 'Average Hours Attended per week', 'Hours claimed per week' and 'Hours claimed per term'.

3. You **must** check that the data in 'Hours Claimed per week' and 'Hours Claimed for term' is correct for each individual child. If these need amending you can:

   - update 'Hours Claimed for term' with the total number of FUNDED hours you wish to claim for the term (and this will automatically update the 'Hours Claimed per week' field)
   - If you are offering the 'stretched offer' the hours claimed per week may not be correct. This will not affect the total hours claimed, please make sure that these are correct.

4. **End dates**; Please be aware that the system does not recognise the final date of the funding period as an end date ie 31$^{st}$ December, 31$^{st}$ March or the 31$^{st}$ August.

   If these dates are entered the children will roll over to the following term regardless and an overpayment will result.

5. **DERN numbers**, please remember to put the DERN number in the box in the Childs Details screen. The system will only pick up eligibility codes from the

   headcount task form even if the code has been validated in the 30 hors Validation section of the portal.

**Please ensure that all the columns are completed, this includes the average hours and the hours attended boxes. If these are not completed then the following terms initial payment will be affected.**

If you follow our recommended completion, this is what the fields will look like as you go along:

| Weeks Attended for term | Average Hours Attended per week | Hours Attended for term | Hours Claimed per week | Hours Claimed for term | |
|---|---|---|---|---|---|
| | | | | | *Fields that you are updating* |
| 15.00 | 0.00 | 0.00 | 0.00 | 0.00 | Weeks added<br>No other fields have changed |
| 15.00 | 40.00 | 600.00 | 30.00 | 450.00 | Tab TWICE, enter 'Hours Attended for term' as 600<br>'Average Hours Attended' automatically updated to 40 (= 600 total ÷ 15 weeks)<br>both 'Hours Claimed' fields automatically populated with maximum for term (in example, using a 3 year old, this would be 15 weeks x 30 hours) |
| 15.00 | 40.00 | 600.00 | 10.00 | 150.00 | Tab TWICE, update 'Hours Claimed for term' to correct amount (assume 3 year old, not eligible for 30 hours and attending another setting - using 150 funded hours for the term with you)<br>'Hours Claimed per week' automatically updated to 10 (= 150 total ÷ 15 weeks) |

# SECTION 4 – SUBMITTING HEADCOUNT

Click the **Submit** button when you have completed the form. **Please remember that you can submit your headcount as many times as you like up until the deadline date.**

## Provider Portal

Leicestershire County Council

Home     Headcount ▾     30 Hours Free Childcare ▾     Two Year Old Funding ▾          Sign out

### Submission Declaration

**Certification**

I certify that the number of hours claimed are correct for each pupil and signed for by the parent /guardians(s) of the pupils. These hours can/will be substantiated by the official registers. I understand that this claim will be subject to an audit at a later date.

I have read the Local Conditions of Funding and agree to comply with them.

**I have checked:**

1) That all parents have signed & completed the number of hours required.

2) That hours claimed are based on hours attended for the term.

3) That where I am aware that hours are claimed at my setting and another, that added together they do not exceed the maximum entitlement.

Cancel     Confirm

Click the **Confirm** _____ button to submit or cancel button to amend the form further.

**Submit Headcount** ✕

❓ Are you sure you wish to submit this information?

No     Yes

Click the **Yes** _____ button and your headcount form is now submitted.

# SECTION 5 – RE-SUBMITTING HEADCOUNT

The headcount form will appear under 'My tasks' for you to resubmit as many times as necessary up until the deadline date. Please only submit once per day to allow the system to catch up on amendments. The form can be overwritten by changes and additions. We would encourage you to submit the form several times rather than leave it until the deadline date. It is only the final submission before the deadline that will be used to calculate payments.

Once the deadline date has passed the headcount form will no longer appear in 'My tasks'. You can view your submission by clicking on 'View all tasks'

Select Historical from the drop down list and all of the tasks that you have completed will be available to view.

# SECTION 6 – Reports

Please find below example copies of reports that we will be sending out. (Subject to change)

**The EYPP Report:**

Date Run: 03/08/2017  11:43:24

2017/2018 Summer Term

Period Start Date: 01/04/2017        Period End Date:  31/08/2017

Leicestershire
County Council

## Children who are eligible to receive Early Years Pupil Premium (EYPP)

| Forename | Middle Name | Surname | DOB | EYPP Start Date |
|---|---|---|---|---|
| Florence | | Munday | 10/10/2013 | 26/07/2017 |

**Free Early Education Entitlement Funding Summary for : Autumn**


Leicestershire
County Council

This report details a breakdown of the funding that you have received for the funding period and also includes any Disability Access Fund (DAF) and Early Years Pupil Premium (EYPP) payments.

**Funding Summary**

|  | 2 Year Olds | 3 / 4 Year Olds |  |
|---|---|---|---|
| Unit Cost by Age per Hour   (B) | £4.93 | £3.97 |  |
| Total Paid Hours per Period (C) | 0.00 | 450.00 |  |
| DAF Payment              (D) |  | £0.00 |  |
| EYPP Payment             (E) |  | £0.00 |  |
| Final Payment for the Period (F = (B x C) +D +E) | £0.00 | £1,786.50 |  |
| Final Payment minus the Initial Payment | £0.00 | £119.10 |  |
| Total Final Payment Payable |  |  | £119.10 |
| Deprivation Payment * |  |  | £0.00 |
| Total Payment For Period |  |  | £119.10 |

 *A separate deprivation report listing eligible children will be sent through in due course.

# Final Payment Breakdown Report

**Free Early Education Entitlement Funding Summary for : Autumn 2017**

**Leicestershire County Council**

This report details a breakdown of the funding that you have received for the funding period and also includes any Disability Access Fund (OAF) and Early Years Pupil Premium (EYPP) payments.

| Child's Name | Date Of Birth | Address | Hours Per Term (H) | Base Rate (B) | Amount (A1=HxB) | EYPP Hours Term (E) | SFF Rate (R) | Amount (A2=ExR) | DAF Amount (D) | Paid Amount (A1+A2+D) |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | 225.00 | 3.97 | 893.25 | | | | 0.00 | £893.25 |
| | | | 225.00 | 3.97 | 893.25 | | | | 0.00 | £893.25 |
| | | **Totals:** | 450.00 | | £1,786.50 | 0.00 | | £0.00 | £0.00 | £1,786.50 |

2 1

21/11/2017

## Free Early Education Entitlement - Initial Payment Confirmation

Payment

A payment of £ _____ has been calculated in respect of an initial payment of the Free Early Education Entitlement for the Autumn Term 2017. This will arrive in your account on or by 11/07/2017, but may differ if there are any outstanding payments on your account.

A further amount (Final Payment) will be calculated and paid into your account during the second half of the term on the published date. This payment will be calculated on the data you submit to us via the online Headcount task minus your initial payment.

# Section 7 – What Should I Enter?

| Field Name | What Should I Enter? |
|---|---|
| **Adding a child** | |
| Forename | Child's legal name - required |
| Surname | Child's legal surname - required |
| Middle Name | Child's middle name(s) - optional |
| Gender | Select child's gender (M or F) - required |
| Date of Birth | Child's date of birth (DD/MM/YYYY) - required |
| Ethnicity | Child's ethnicity (select from the drop down list or start typing word and it will filter) - required |
| First Language | Child's first language (select from the drop down list or start typing word and it will filter) - required |
| SEND Status | The special educational needs for this child - optional |
| Eligibility Code | For 3/4 Year Olds Only – The child's DERN confirming eligibility for 30 hours |
| Postcode | Child's postcode – required |
| Address | Child's home address – required |
| **Headcount form fields** | |
| Start Date | This is pre-populated for existing children and cannot be amended. You will need to input/amend the start date for new children from the date they first want to claim funding. |
| End Date | **Only** input a date if the child has left/is leaving the setting. **If a child will be claiming the following term please ensure you do not input an end date.** |

| | |
|---|---|
| Stretched Offer | Only select if child is stretching/banking hours. Use the drop down option of 52 weeks (this is an indicator only, we are aware that you may be open for less than 52 weeks) |
| Weeks attended for Term | How many funded weeks the child has attended during the term (if the child is banking hours to use in non term time you will also need to include these weeks) |
| **Either** Average hours attended per week/**or** | Child's total number of FEEE funded **and** non-funded hours per week. We require non-funded hours to report back to the DfE. |
| Hours attended for term | Child's total number of FEEE funded **and** non-funded hours for term. We require non-funded hours to report back to the DfE. |
| Hours claimed per week | Total number of FEEE funded hours **only** per week (this field will automatically populate when you fill in the 'Average hours attended per week' or 'Hours attended for term' columns, but it can be overwritten if the child is not claiming their full entitlement, e.g. child only attends 9 hours per week) |
| Hours claimed for term | Total number of FEEE funded hours **only** for this term that the child is claiming (this field will automatically populate when you fill in the 'Average hours attended per week' or 'Hours attended for term' columns but it can be overwritten if the child is not claiming their full entitlement, e.g. child only attending 135 hours for the term) |
| **Carer Details** | |
| Title | Carer's title - required |
| Forename | Carer's Forename - required |
| Surname | Carer's Surname - required |
| Gender | Select Carer's (M or F) - required |
| Date of Birth | Carer's date of birth (DD/MM/YYYY) - required |
| Relationship | Select your relationship to child from list - required |
| Parental Responsibilty | Select if you have parental responsibilty - required |
| Reference Number | National Insurance Number or National Asylum Support Service number - required |
| Address | Select if Carer lives at the same address as child - required |

# SECTION 8 – Ethnicity Code List

| Code | Description |
|------|-------------|
| AAFR | African Asian |
| ABAN | Bangladeshi |
| AIND | Indian |
| AKAO | Kashmiri Other |
| AKPA | Kashmiri Pakistani |
| AMPK | Mirpuri Pakistani |
| ANEP | Nepali |
| AOPK | Other Pakistani |
| AOTA | Other Asian |
| AOTH | Any Other Asian Background |
| APKN | Pakistani |
| ASLT | Sri Lankan Tamil |
| ASNL | Sri Lankan Sinhalese |
| ASRO | Sri Lankan Other |
| BAFR | Black African |

| Code | Description |
|------|-------------|
| BCON | Black Congolese |
| BCRB | Black Caribbean |
| BEUR | Black European |
| BGHA | Black Ghanaian |
| BNAM | Black North American |
| BNGN | Black Nigerian |
| BOTB | Other Black |
| BOTH | Any Other Black Background |
| BSLN | Black Sierra Leonean |
| BSOM | Black Somali |
| BSUD | Black Sudanese |
| CHKC | Hong Kong Chinese |
| CHNE | Chinese |
| CMAL | Malaysian Chinese |
| COCH | Other Chinese |

| Code | Description |
|------|-------------|
| MABL | Asian and Black |
| MACH | Asian and Chinese |
| MAOE | Asian and Other Ethnic |
| MBCH | Black and Chinese |
| MBOE | Black and Other Ethnic |
| MCOE | Chinese and Other Ethnic |
| MOTH | Any Mixed Other Background |
| MOTM | Other Mixed Background |
| MWAI | White and Indian |
| MWAO | White and Any Oth Asian |
| MWAP | White and Pakistani |
| MWAS | White and Asian |
| MWBA | White and Black African |
| MWBC | White and Black Caribbean |
| MWCH | White and Chinese |

| Code | Description |
|------|-------------|
| OAFG | Afghan |
| OARA | Arab Other |
| OEGY | Egyptian |
| OFIL | Filipino |
| OIRN | Iranian |
| OIRQ | Iraqi |
| OJPN | Japanese |
| OKOR | Korean |
| OKRD | Kurdish |
| OLAM | Latin/South/C American |
| OLEB | Lebanese |
| OLIB | Libyan |
| OMAL | Malay |
| OMRC | Moroccan |
| OOEG | Other Ethnic Group |

| | | | | | | | |
|------|----------------------|------|----------------------------|------|-----------------------------|------|------------------------|
| BANN | Black Angolan | CSNG | Singaporean Chinese | MWOE | White and Any Other Ethnic | OOTH | Any other Ethnic Group |
| BAOF | Other Black African | CTWN | Taiwanese | NOBT | Info not yet obtained | OPOL | Polynesian |
| OTHA | Thai | WEEU | White Eastern Europea | WKOS | Kosovan | WSCO | White Scottish |
| OVIE | Vietnamese | WENG | White English | WOTH | Any Other White Background | WSER | Serbian |
| OYEM | Yemeni | WEUR | White European | WOTW | White Other | WTUC | Turkish Cypriot |
| REFU | Refused | WGRC | Greek Cypriot | WOWB | Other White British | WTUK | Turkish |
| WALB | Albanian | WGRE | Greek/Greek Cypriot | WPOR | Portugese | WTUR | Turkish/Turkish Cypriot |
| WBOS | Bosnian-Herzegovinian | WGRK | Greek | WROG | Gypsy | WWEL | White Welsh |
| WBRI | White British | WIRI | White Irish | WROM | Gypsy/Roma | WWEU | White Western Europea |
| WCOR | White Cornish | WIRT | Traveller – Irish Heritage | WROO | Other Gypsy/Roma | | |
| WCRO | Croatian | WITA | Italian | WROR | Roma | | |

# SECTION 9 – Language Code List

| Code | Description | Code | Description | Code | Description | Code | Description |
|------|-------------|------|-------------|------|-------------|------|-------------|
| ACL | Acholi | ARAI | Arabic (Iraq) | BEM | Bemba | CAT | Catalan |
| ADA | Adangme | ARAM | Arabic (Morocco) | BNG | Bengali | VSYS | Cebuano/Sugbuanon |
| AFA | Afar-Saho | ARAS | Arabic (Sudan) | BNGA | Bengali (Any Other) | CGA | Chaga |
| AFK | Afrikaans | ARAY | Arabic (Yemen) | BNGC | Bengali (Chittagong/Noakhali) | CGR | Chattisgarhi/Khatahi |
| AKAF | Akan (Fante) | ARM | Armenian | BNGS | Bengali (Sylheti) | CHE | Chechen |
| AKAT | Akan (Twi/Asante) | ASM | Assamese | TMZT | Berber (Tamashek) | CWA | Chichewa/Nyanja |
| AKA | Akan/Twi-Fante | ASR | Assyrian/Aramaic | TMZA | Berber/Tamazight (Any Other) | CHI | Chinese |
| ALB | Albanian/Shqip | AYM | Aymara | TMZK | Berber/Tamazight (Kabyle) | CHIA | Chinese (Any Other) |
| ALU | Alur | AZE | Azeri | BHO | Bhojpuri | CHIC | Chinese (Cantonese) |
| OAMK | Ambo (Kwanyama) | BAL | Balochi | BIK | Bikol | CHIK | Chinese (Hakka) |
| OAMN | Ambo (Ndonga) | BLT | Balti Tibetan | SCBB | Bosnian | CHIH | Chinese (Hokkien/Fujianese) |
| OAM | Ambo/Oshiwambo | MANB | Bambara | BSL | British Sign Language | CHIM | Chinese (Mandarin/Putonghua) |
| AMR | Amharic | BAI | Bamileke (Any) | BUL | Bulgarian | CTR | Chitrali/Khowar |
| AYB | Anyi-Baule | BSQ | Basque/Euskara | BMA | Burmese/Myanma | CKW | Chokwe |
| ARA | Arabic | BEJ | Beja/Bedawi | CAM | Cambodian/Khmer | ZZZ | Classification Pending |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ARAG | Arabic (Algeria) | BEL | Belarusian | CCE | Caribbean Creole English | SWAC | Comorian Swahili |
| ARAA | Arabic (Any Other) | ENB | Believed other than English | CCF | Caribbean Creole French | CRN | Cornish |
| SCBC | Croatian | PRSA | Farsi/Persian (Any other) | GUN | Gurenne/Frafra | ISK | Itsekiri |
| CZE | Czech | FIj | Fijian | GUR | Gurma | JPN | Japanese |
| DGA | Dagaare | TGLF | Filipino | HAU | Hausa | JAV | Javanese |
| DGB | Dagbane | FIN | Finnish | HEB | Hebrew | JIN | Jinghpaw/Kachin |
| DAN | Danish | FON | Fon | HER | Herero | KLN | Kalenjin |
| PRSD | Dari Persian | FRN | French | VSYH | Hiligaynon | KAN | Kannada |
| DIN | Dinka/Jieng | FUL | Fula/Fulfulde-Pulaar | HIN | Hindi | KAU | Kanuri |
| DUT | Dutch/Flemish | GAA | Ga | HDK | Hindko | KAR | Karen (Any) |
| MANJ | Dyula/Jula | GAL | Gaelic (Scotland) | HGR | Hungarian | KAS | Kashmiri |
| DZO | Dzongkha/Bhutanese | GAE | Gaelic/Irish | IBA | Iban | KCH | Katchi |
| EBI | Ebira | GLG | Galician/Galego | ISL | Icelandic | KAZ | Kazakh |
| EDO | Edo/Bini | GEO | Georgian | IDM | Idoma | KHA | Khasi |
| EFI | Efik-Ibibio | GER | German | IGA | Igala | KHY | Kihaya/Luziba |
| ENG | English | GGO | Gogo/Chigogo | IGB | Igbo | KAM | Kikamba |
| ESA | Esan/Ishan | GRE | Greek | IJO | Ijo (Any) | KON | Kikongo |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| EST | Estonian | GREA | Greek (Any Other) | ILO | Ilokano | GKY | Kikuyu/Gikuyu |
| EWE | Ewe | GREC | Greek (Cyprus) | MLYI | Indonesian/Bahasa Indonesia | KMB | Kimbundu |
| EWO | Ewondo | GRN | Guarani | NOT | Information not obtained | KME | Kimeru |
| FAN | Fang | GUJ | Gujarati | ITA | Italian | KNY | Kinyakyusa-Ngonde |
| KIN | Kinyarwanda | LIT | Lithuanian | MAK | Makua | NAM | Nama/Damara |
| KGZ | Kirghiz/Kyrgyz | LOZ | Lozi/Silozi | MLG | Malagasy | NDB | Ndebele |
| KIR | Kirundi | LBA | Luba | MLYA | Malay (Any Other) | NDBS | Ndebele (South Africa) |
| KIS | Kisi (West Africa) | LBAC | Luba (Chiluba/Tshiluba) | MLY | May/Indonesian | NDBZ | Ndebele (Zimbabwe) |
| KSI | Kisii/Ekegusii (Kenya) | LBAK | Luba (Kiluba) | MLM | Malayalam | NEP | Nepali |
| KSU | Kisukuma | LGA | Luganda | MDV | Maldivian/Dhivehi | NWA | Newari |
| KNK | Konkani | LGB | Lugbara | MLT | Maltese | NOR | Norwegian |
| KOR | Korean | LGS | Lugisu/Lumasaba | MAN | Manding/Malinke | NBN | Nubian (Any) |
| KPE | Kpelle | LUY | Luhya (Any) | MANA | Manding/Malinke (Any Other) | NUE | Nuer/Naadh |
| KRI | Krio | LUN | Lunda | MNX | Manx Gaelic | NUP | Nupe |
| KRU | Kru (Any) | LUO | Luo (Kenya/Tanzania) | MAO | Maori | NZM | Nzema |
| KUR | Kurdish | LSO | Lusoga | MAR | Marathi | OGN | Ogoni (Any) |
| KURA | Kurdish (Any Other) | LUE | Luvale/Luena | MSC | Mauritian/Seychelles Creole | ORI | Oriya |

| | | | | | | | |
|------|------------------------|------|----------------------|------|---------------------------|------|---------------------------|
| KURM | Kurdish (Kurmanji) | LTZ | Luxemburgish | MYA | Maya (Any) | ORM | Oromo |
| KURS | Kurdish (Sorani) | MAS | Maasai | MEN | Mende | OTL | Other Language |
| LNG | Lango (Uganda) | MKD | Macedonian | MNG | Mongolian (Khalkha) | OTH | Other than English |
| LAO | Lao | MAG | Magahi | MOR | Moore/Mossi | PHR | Pahari (Pakistan) |
| LTV | Latvian | MNA | Magindanao-Maranao | MUN | Munda (Any) | PHA | Pahari/Himachali (India) |
| LIN | Lingala | MAI | Maithili | NAH | Nahuatl/Mexicano | PAM | Pampangan |
| PAG | Pangasinan | RMS | Romansch | SLO | Slovak | TEL | Telugu |
| PNJ | Panjabi | RME | Romany/English Romanes | SLV | Slovenian | TEM | Temne |
| PNJA | Panjabi (Any Other) | RNY | Runyakitara | SOM | Somali | TES | Teso/Ateso |
| PNJG | Panjabi (Gurmukhi) | RNYN | Runyankore-Ruchiga | SSO | Sotho/Sesotho | THA | Thai |
| PNJM | Panjabi (Mirpuri) | RNYO | Runyoro-Rutooro | SSOT | Sotho/Sesotho (Northern) | TIB | Tibetan |
| PNJP | Panjabi (Pothwari) | RUS | Russian | SSOO | Sotho/Sesotho (Southern) | TGE | Tigre |
| PAT | Pashto/Pakhto | SAM | Samoan | SPA | Spanish | TGR | Tigrinya |
| PRS | Persian/Farsi | SNG | Sango | SUN | Sundanese | TIV | Tiv |
| POL | Polish | SRD | Sardinian | SWAA | Swahili (Any Other) | TPI | Tok Pisin |
| POR | Portugese | SCO | Scots | SWAT | Swahili (Bajun/Tikuu) | TNG | Tonga/Chitonga (Zambia) |
| PORA | Portugese (Any Other) | SCBS | Serbian | SWAM | Swahili (Brava/Mwiini) | TON | Tongan (Oceania) |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| PORB | Portugese (Brazil) | SCB | Serbian/Croatian/Bosnian | SWAK | Swahili (Kingwana) | TRI | Traveller Irish/Shelta |
| QUE | Quechua | SHL | Shilluk/Cholo | SWA | Swahili/Kiswahili | TSO | Tsonga |
| RAJ | Rajasthani/Marwari | SHO | Shona | SSW | Swazi/Siswati | STS | Tswana/Setswana |
| REF | Refused | SID | Sidamo | SWE | Swedish | TUL | Tulu |
| RMI | Romani (International) | SIO | Sign Language (Other) | TGLG | Tagalog | TUM | Tumbuka |
| RMN | Romanian | SND | Sindhi | TGL | Tagalog/Filipino | TUR | Turkish |
| RMNM | Romanian (Moldova) | SNH | Sinhala | PRST | Takiki Persian | TUK | Turkmen |
| RMNR | Romanian (Romania) | SRK | Siraiki | TAM | Tamil | UKR | Ukrainian |
| UMB | Umbundu | VIE | Vietnamese | WCP | West-African Creole Portugese | YOR | Yoruba |
| URD | Urdu | VSY | Visayan/Bisaya | WPE | West-African Pidgin English | ZND | Zande |
| URH | Urhobo-Isoko | VSYA | Visayan/Bisaya (Any Other) | WOL | Wolof | ZUL | Zulu |
| UYG | Uyghur | WAP | Wa-Paraok (South-East Asia) | XHO | Xhosa | | |
| UZB | Uzbek | VSYW | Waray/Binisaya | YAO | Yao/Chiyao (East Africa) | | |
| VEN | Venda | CYM | Welsh/Cymraeg | YDI | Yiddish | | |