

Sufficiency Instructions

The sufficiency tab is the equivalent of the Self Update module in the previous provider portal. We will ask you to update these details each term.

Click on the Sufficiency menu item and select Year and Term to enter the number of places offered on each day in each age group.

Home **Forms** **Funding** **Sufficiency** **Reports**

Term Time School Holidays

To support the LA in their statutory duty to ensure sufficient early years and childcare places, please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range.
This information will be collected on a termly basis and will only be used to inform the LA.
The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

Select Year and Term

2022 to 2023

Summer
Submission Period:
01-Apr-2022 to 31-Aug-2022

Spring
Submission Period:
27-Dec-2022 to 31-Mar-2023

Autumn
Submission Period:
01-Sep-2022 to 26-Dec-2022

2021 to 2022

2020 to 2021

2019 to 2020

2018 to 2019

2017 to 2018

You will need input data for both term time and school holidays if your setting is open all year round, however, you can copy from one to the other if the numbers are the same, as described below:

Organisation: XXX Notts Test Headcount Provider
Provider: XXX Notts Test Headcount Provider (Childminder)

Home **Forms** **Funding** **Sufficiency** **Reports**

Term Time School Holidays

To support the LA in their statutory duty to ensure sufficient early years and childcare places, please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range.
This information will be collected on a termly basis and will only be used to inform the LA.
The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

Term Time Sufficiency for 2022 to 2023 - Spring

Edit Copy

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Type	Cost Value
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM					
Age group 0-2 years	Offered	5	5	5	5	5	5	5	5	5	5	0	0	0	0	0		
	Vacancies	1	2	3	3	1	1	1	1	1	1	0	0	0	0	0		
Age group 2-3 years	Offered	8	8	8	8	8	8	8	8	8	8	0	0	0	0	0		
	Vacancies	2	2	4	4	4	4	2	2	2	2	0	0	0	0	0		
Age group 3-5 years	Offered	32	32	32	32	32	32	32	32	32	32	0	0	0	0	0		
	Vacancies	1	1	2	2	3	3	4	4	5	5	0	0	0	0	0		
Age group 5 years and over	Offered	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

Edit Copy

Click Edit to enter data in the grid

Put zeros in for Saturday and Sunday if you are only open for 5 days per week

This setting offers
5 Age 0-2 places,
8 Age 2-3 places,
32 Age 3-5 places, and
zero Age 5+ places each day

Enter the number of CURRENT vacancies you have on each day of the week in am and pm sessions

Important: DON'T double count any places offered or vacancies. If you are unsure how to count your places offered/vacancies, drop us an email to arrange a call back to discuss.

When you have finished the term time sufficiency table you can copy it across to School Holidays:

Click the **copy** button and you can copy the sufficiency entries from term time to school holidays. Try not to overwrite any previous terms. Press **submit**.

Copy all the Sufficiency entries from
Term Time 2022 to 2023 - Spring
to:

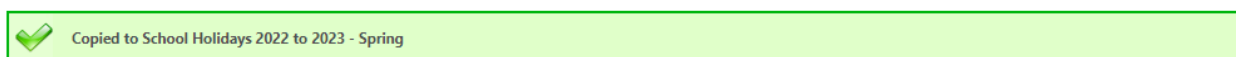
Note: for the selected Availability and Year/Term, this will overwrite entries for existing Age Groups and insert entries for missing Age Groups.

Availability * ☐ Term Time ☒ School Holidays

Year/Term * 2022 to 2023 - Spring

Submit **Cancel**

You will get a confirmation message when it has been done:



To copy last term's data to the current term:

Click on the term where you want to copy the data from e.g. Autumn Term 2022 and click Copy:

Term Time Sufficiency for 2022 to 2023 - Autumn

2022 to 2023	Copy		
Summer			
Submission Period: 31-Apr-2022 to 31-Aug-2022			
Spring			
Submission Period: 27-Dec-2022 to 31-Mar-2023			
Autumn			
Submission Period: 31-Sep-2022 to 26-Dec-2022			
2021 to 2022			
2020 to 2021			
2019 to 2020			
2018 to 2019			
2017 to 2018			

Age Group	Places	Mo
Age group 0-2 years	Offered	5
	Vacancies	1
Age group 2-3 years	Offered	8
	Vacancies	2
Age group 3-5	Offered	3

Then in the pop up window select the term you want to copy to (this will automatically be the current term, e.g. Spring Term 2023 and press submit.

Copy all the Sufficiency entries from
Term Time 2022 to 2023 - Autumn
to:

Note: for the selected Availability and Year/Term, this will overwrite entries for existing Age Groups and insert entries for missing Age Groups.

Availability * ☐ Term Time ☒ School Holidays

Year/Term * 2022 to 2023 - Spring

Submit **Cancel**