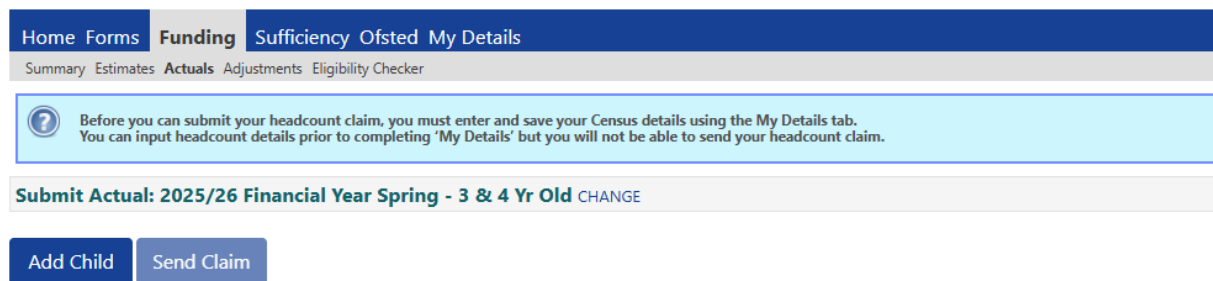


Synergy Web Provider Portal – for Early Years Funding

How to complete Census information

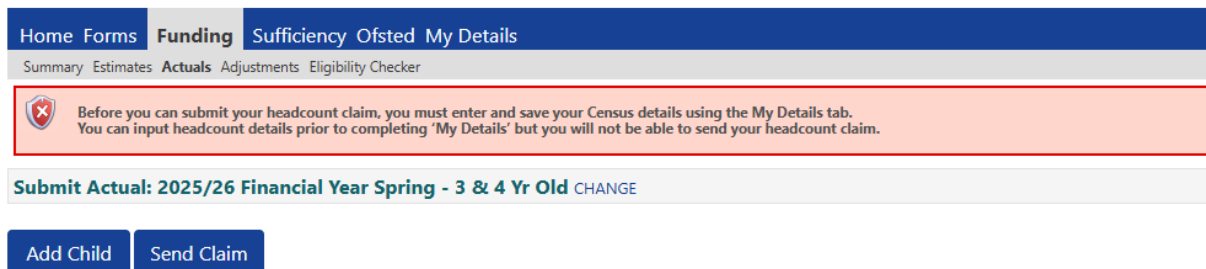
For Childminders and PVI providers to submit a headcount it is mandatory to provide Census information to the Local Authority. Therefore, you must complete the **‘My Details’** tab on the portal before sending your headcount. Please note, you can input headcount details on your ‘Actuals’ prior to completing ‘My Details’ but you will not be able to send your headcount claim.

When viewing your ‘Actuals’ you will see the following message which alerts you of the requirement to complete your Census information



The screenshot shows the Synergy Web Provider Portal interface. At the top, there is a navigation bar with tabs: Home, Forms, Funding, Sufficiency, Ofsted, and My Details. Below this, there is a sub-navigation bar with links: Summary, Estimates, Actuals, Adjustments, and Eligibility Checker. A light blue message box with a question mark icon contains the text: "Before you can submit your headcount claim, you must enter and save your Census details using the My Details tab. You can input headcount details prior to completing 'My Details' but you will not be able to send your headcount claim." Below the message box, there is a button labeled "Submit Actual: 2025/26 Financial Year Spring - 3 & 4 Yr Old" with a "CHANGE" link. At the bottom, there are two buttons: "Add Child" and "Send Claim".

If you attempt to send your headcount you will see the following error message and your submission will not be sent to the Local Authority. If you receive this message you must complete the **‘My Details’** section then return to the ‘Actuals’ screen and send your claim.



The screenshot shows the Synergy Web Provider Portal interface. At the top, there is a navigation bar with tabs: Home, Forms, Funding, Sufficiency, Ofsted, and My Details. Below this, there is a sub-navigation bar with links: Summary, Estimates, Actuals, Adjustments, and Eligibility Checker. A red message box with a red 'X' icon contains the text: "Before you can submit your headcount claim, you must enter and save your Census details using the My Details tab. You can input headcount details prior to completing 'My Details' but you will not be able to send your headcount claim." Below the message box, there is a button labeled "Submit Actual: 2025/26 Financial Year Spring - 3 & 4 Yr Old" with a "CHANGE" link. At the bottom, there are two buttons: "Add Child" and "Send Claim".

Step 1

Log into the portal, click My Details and select the relevant term. ***You will only be able to complete this section when the headcount is open.***


Home	Forms	Funding	Sufficiency	Ofsted	My Details
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Census


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.

Select Year and Term

2025/26 Financial Year

 Spring

Submission Period:
16-Nov-2025 to 16-Jan-2026

 Autumn

Submission Period:
17-Oct-2025 to 03-Oct-2025

Step 2

Complete all information on the 'My Details' page

Child Statistics

- Include children in the relevant age bracket based on the age they were on the last day of the previous term. For example, for Spring term children must have had their birthday before 1st January, e.g. a child who turns 2 on the 3rd January 2026 will be included in the 1 year old category
- Include funded and non-funded children in this section
- Only include each child once

Establishment Characteristics

- Include the total number of weeks your setting is open – not funded weeks only

Staff Information

- Total number of staff should include all staff employed who work with under 5-year-olds – including unqualified staff
- For each staff member only record their highest level of qualification. For example, a manager with level 2 and 3 qualifications should only be recorded as holding level 3 in a managerial role – do not include them in your level 2 staffing
- The total number of staff should be equal to or more than the sum of all other categories

[Home](#) [Forms](#) [Funding](#) [Sufficiency](#) [Ofsted](#) [My Details](#)

Census

To support the LA in their statutory duty to return the Early Years Census, please complete the following values.
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Clicking Save will immediately update your details.

Census for 2025/26 Financial Year - Spring

2025/26 Financial Year

Spring

Submission Period:
16-Nov-2025 to 16-Jan-2026

Autumn

Submission Period:
17-Oct-2025 to 03-Oct-2026

Child Statistics

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

Establishment Characteristics

Work in partnership with a maintained school?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Work in partnership with a PVI provider?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Open 24 hours per day 7 days per week?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Number of weeks per year that the early years setting is open (1.0-52.0)*	<input type="text"/>

Staff Information

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

Last Save Date 20-Nov-2025 12:51:58

Save


Cancel

Step 3

Click save and you will see the following confirmation message.

[Home](#) [Forms](#) [Funding](#) [Sufficiency](#) [Ofsted](#) [My Details](#)

Census

 Saved Census for 2025/26 Financial Year - Spring

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 2025/26 Financial Year - Spring

Step 4

Return to the Funding > Actuals screen, select the relevant term and submit your headcount return.

[Home](#) [Forms](#) [Funding](#) [Sufficiency](#) [Ofsted](#) [My Details](#)

[Summary](#) [Estimates](#) [Actuals](#) [Adjustments](#) [Eligibility Checker](#)

Submit Actual: 2025/26 Financial Year Spring - 3 & 4 Yr Old [CHANGE](#)

[Add Child](#) [Send Claim](#)

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
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