

Sufficiency Tab Guidance for Childcare Providers

The following guidance will help you with completion of the termly Sufficiency Tab data entry.

Sufficiency data is collected in advance, at the end of every term, for the term ahead. The data is collected for both term time and school holidays for Early Years providers and for Term Time for school-aged childcare (wraparound) childcare providers.

Please see data collection dates and the term that they refer to below:

Data is collected in:	Sufficiency Data period:
July	Autumn Term (1 st September – 31 st December)
December	Spring Term (1 st January – 31 st March)
March	Summer Term (1 st April – 31 st August)

What is sufficiency data?

Sufficiency data is your childcare provision's occupancy information and forms part of your funding agreement. The data supports the Local Authority's statutory duty to ensure there is sufficient childcare across the county.

Please read this guidance in full before entering your sufficiency data on the provider portal.

If you have read the guidance and still need support, email FIS: fis.information@northyorks.gov.uk
For the purposes of this guidance, we have created a 'fis test' account which you will see referred to throughout this guidance document.

Definitions:

Early Years - refers to pre-reception early years childcare for children aged 0-4 years.

Wraparound Childcare – refers to = before and after school childcare for school-aged children.

The data is collected in **financial years**, not academic years.

1. Log onto your Synergy Provider Portal via the following link: [Sign In - Portal for parents, schools and providers](#)

You will need your own login details to log onto the portal.

- Please do not log in using a colleagues login details. If you do not have your own details, you can email FIS to ask for one to be created for you. Multiple accounts are permitted for each childcare provision.
- If you cannot access your account or need your password to be reset, email FIS to ask for assistance.

2. Find the 'Sufficiency' tab on the top of the page and click on it.

At the top of the page you will see your organisation name and provider name as seen in the example below:

Organisation:	Fis Test Day Nursery
Provider:	Fis Test Day Nursery (Day Nursery) ▼

If you only offer one type of childcare, you can skip to step 3.

If you offer more than one type of childcare (you are an early years provider and a wraparound childcare provider), select the provider type from the dropdown list that you wish to enter data for.

You must enter sufficiency data separately for each provision type listed on your account - Early Years and Before & After School Club Provision.

The screenshot shows a form with the label 'Organisation: Fis Test Day Nursery'. Below it, a dropdown menu is open, showing the following options: 'Fis Test Day Nursery (Day Nursery)' (highlighted with a yellow border), 'Fis Test Day Nursery (Day Nursery)', 'Fis Test Holiday Club (Pvi Holiday Club (SAC))', and 'Fis Test Out Of School Club (Pvi Before & After School Cub (SAC))'.

IMPORTANT: Please ensure that all childcare provision types offered at your setting are listed. If there are any childcare options that you offer that are missing, please email FIS to have your account amended.

For example, if you are a day nursery but you also offer After School Club childcare, and this option does not appear in the drop-down box as seen above, please let us know so that we can add the correct settings to your account.

You need to enter all relevant data that applies for your childcare provision as follows:

Early years childcare providers

- **All** Early Years childcare providers must enter Term Time sufficiency data.
- Early years providers who operate all year round, including during school holidays, must also enter School Holiday data on the provider portal. Data sets are submitted separately.

Before & After School Club (Wraparound) childcare providers

- Only enter Term Time sufficiency data.

School-aged Holiday Club childcare providers

- This data is **not** currently collected via the provider portal. **However**, you still need to have the provider type listed in the dropdown box on your synergy account.
- To provide school holiday sufficiency data, you will receive a separate link with a form to complete prior to each school holiday.

3. Go to the Year and Term section down the left-hand side of the page, as seen in the image below. Click on the financial year that you would like to enter the data for, to open up the terms within that financial year.

The screenshot shows a dropdown menu titled 'Select Year and Term' with the following options: '2026/27 Financial Year', '2025/26 Financial Year', '2024/25 Financial Year', '2023/24 Financial Year', '2022/23 Financial Year', '2021/22 Financial Year', '2020/21 Financial Year', '2019/20 Financial Year', '2018/19 Financial Year', and '2017/18 Financial Year'.



The screenshot shows a dropdown menu titled 'Select Year and Term' with the following options: '2026/27 Financial Year', 'Summer', 'Submission Period: 09-Mar-2026 to 27-Mar-2026', '2025/26 Financial Year', 'Summer', 'Submission Period: 10-Mar-2025 to 05-Apr-2025', 'Spring', 'Submission Period: 01-Dec-2025 to 18-Dec-2025', 'Autumn', 'Submission Period: 30-Jun-2025 to 23-Jul-2025', and '2024/25 Financial Year'.

4. **IMPORTANT STEP!** You need to click on the previous term, to 'open up' data entry for the next term. If you try to enter data for the term currently being collected, without first copying the data across, the data entry table will not appear (the screen will remain blank).

For example, if you would like to enter Autumn Term data, you need to first open up Summer Term to 'copy' the data across to the new term.

4a. Click copy (either of the blue copy buttons – they both work)

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Cost	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		Type	Value
0-23 months	Offered															0		
	Vacancies																	
24-35 months	Offered															0		
	Vacancies																	
36-59 months	Offered															0		
	Vacancies																	

The following box will appear:

Copy all the Sufficiency entries
from
Term Time 2026/27 Financial Year - Summer
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 * 2026/27 Financial Year - Autumn

Submit
Cancel

First, select the year/term that you would like to submit sufficiency data for, from the drop-down box.

Early Years providers

Ensure that you select the correct availability type for the data you are going to input:
Term Time / School Holidays.

- *Early Years providers will need to complete BOTH of these options, separately, if the provision operates during both school term time and school holidays. (Even if the number of places offered is the same).*
- *If the early years provision only operates during term time, you do not need to complete the school holiday submission. However – please ensure that your synergy account is set to term time only by completing the V3 form on the forms tab. Otherwise, you will receive reminders to submit school holiday sufficiency data.*

By completing both sets of data for term time and school holidays correctly, this helps the local authority to identify which childcare provisions operate all year and which are only open during school holidays.

Before and after school childcare providers

Only need to submit term time sufficiency data.

4b. Press submit.

5. Edit the sufficiency data.

You can now go into the year/term on the left of the page and select the term that you would like to enter data for. If the year/terms are not visible, click the blue bar on the left side of the page. The following box should appear:

Edit
Copy

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait	Cost	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		List	Type
0-23 months	Offered															0		
	Vacancies																	
24-35 months	Offered															0		
	Vacancies																	
36-59 months	Offered															0		
	Vacancies																	

Edit
Copy

Click 'edit'. The table should then open up for you to enter / amend the data.

Please ensure that each entry is correct to the best of your knowledge at the time of completion. Data entries can be amended any time up until the submission deadline.

Save
Cancel

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait	Cost	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		List	Type
0-23 months	Offered	9	9	9	9	9	9	9	9	9	9	0	0	0	0	1	Per Hour	9.00
	Vacancies	1	2	3	1	2	3	1	2	3	1	0	0	0	0			
24-35 months	Offered	10	10	10	10	10	10	10	10	10	10	0	0	0	0	0	Per Hour	7.50
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
36-59 months	Offered	16	16	16	16	16	16	16	16	16	16	0	0	0	0	0	Per Hour	6.50
	Vacancies	1	0	1	1	0	1	0	1	0	1	0	0	0	0			

Save
Cancel

Please ensure that the correct ages appear in the 'age group' column that apply to your childcare provision. If there is an age range missing, or, if an age range shows that you don't offer, please contact FIS to have your account amended.

How to correctly enter the data:

Definitions:

- Offered means the maximum number of places in each age range offered. This is usually your registered capacity. Or, if you will not be operating at full capacity, enter the number of places that you are staffed to deliver in that term.
- Vacancies means 'of the offered places, how many are unoccupied?'
- Age ranges 0-59 months are for pre-reception early years aged children.
- Age ranges 5-14 years includes all school aged children. Children in reception aged 4 are included within the 5-7 years age range.

Enter the number of places offered into the offered row for each age range. Enter both AM and PM numbers. If you are closed on a particular day, please ensure you enter 0 into the offered box on that day.

Enter the number of unoccupied places into the vacancy row for each day.

In the waitlist column, enter the number of children currently on the waiting list for a place in each age range.

Entering cost information:

- Cost type must be entered **per hour**. Please do not enter cost type as per day, per session or per week as you will be asked to complete the data submission again.
- The value is your hourly rate. Please enter it in the following format: 9.00

Do not enter a £ sign as the system won't accept it.

If you do not have an hourly rate, please take your day rate or session rate and divide it by the number of hours to create an average.

For example, if you charge £80 for a 10-hour day, your hourly figure is 8.00

Cost information entered on the sufficiency tab is not shared externally with parents or other childcare providers. The data is used for creating averages, lobbying for better funding rates for Early Years providers, and for LA data submissions to the Department for Education (DfE).

Early Years providers who do not charge private fees outside of the government funded entitlements, please enter the funding rate for the term that applies for the submission period. This information is provided by the Early Years Funding Team.

Once you have completed all entry fields, click save. (all entry fields must be completed).

The following message will appear at the top of the page.



Saved Term Time 2026/27 Financial Year - Autumn

Once you see this green banner, your sufficiency data entry is complete. You can amend your data as many times as you need to during the submission period.

Before you close the provider portal, please go to the 'forms' tab at the top of the page and open up the Provider Updates Form V3.

Home Forms Sufficiency Staff

Fill In Forms View Forms

Fill In Forms

Please select a form below to update your details:

- Provider Updates Form V3

Please ensure that all of the details on this form are up to date. Please check the information on all pages 1-4. If there are any changes to be made, please make the amendments and press 'submit form'.

Your insurance records must be kept up to date (section 3). If this section is left blank or not up to date, your form will be rejected, and you will be asked to complete it again.

Please also ensure that any changes to management or ownership are notified via the 'staff' tab.

Childminders must enter details of ALL assistants on the staff tab.

If you have any questions about completing the Sufficiency tab data entry, or the provider update form, please attend one of the support drop-in sessions held on Teams. Details of how to attend these sessions are shared via email, in advance to each data submission period.

Alternatively, you can contact FIS on fis.information@northyorks.gov.uk.