The Sufficiency Tab data return is for pre-reception Early Years and Wraparound Childcare only.

INSTRUCTIONS: **Log in to your provider portal.**

Step 1: Open the sufficiency Tab.

Step 2: Click on the blue Financial Year tabs to drop down each term within the current and previous Financial Year.

Step 3: Click into the last term in which you successfully entered sufficiency data. On this example sheet it shows this as Autumn 2023/2024. **If you have never entered sufficiency data you will need to stop and email fis.information@northyorks.gov.uk for support.**

Step 4: Click 'Copy' - this will open a pop-up box as seen when following the red arrow in the image.

Step 5: Ensure the Year/Term is set at the term you would like to enter data for, and the availability is set to Term Time.

Click 'Submit'

Step 6: Now when you go into the term in which you are trying to submit Sufficiency Data, you will see entry fields as below in step 7.

Step 7: Click 'Edit'

Step 8: Enter your data in the entry fields as follows:

- Ensure every entry field has a number typed into it.
- OFFERED: Your registered places for that age range. (If you cap numbers due to staffing then this number will be the maximum number of children you could have in this age range.) If there shows an age range which you do not offer, type 0 in all boxes.
- VACANCIES: How many of these offered places are currently vacant / not taken within each session?
- Please ensure you provide waitlist and fee information. Fees are for fee paying children and not the government funded sessions. i.e., how much would a fee-paying parent pay for this session / day / hour?

Step 9: Click Save

Step 10: When the green banner appears, we have successfully received your Sufficiency Tab Data. Thank you.

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