

### Step 1

Home Sufficiency

Term Time School Holidays

To support the LA in their statutory duty to ensure sufficient early years and childcare places, please complete 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

#### Select Year and Term

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  
2017/18 Financial Year  
2016/17 Financial Year  
2015/16 Financial Year  
2014/15 Financial Year

2024/25 Financial Year  
Summer  
Submission Period: 02-Apr-2024 to 25-May-2024  
Spring  
Submission Period: 02-Dec-2024 to 20-Dec-2024  
Autumn  
Submission Period: 02-Sep-2024 to 09-Oct-2024  
2023/24 Financial Year  
Summer  
Submission Period: 22-May-2023 to 26-May-2023  
Spring  
Submission Period: 08-Jan-2024 to 27-Jan-2024  
Autumn  
Submission Period: 23-Oct-2023 to 07-Dec-2023  
2022/23 Financial Year  
2021/22 Financial Year  
2020/21 Financial Year  
2019/20 Financial Year  
2018/19 Financial Year

Step 2

Step 3

Term Time Sufficiency for 2023/24 Financial Year - Autumn

Year/Term	Age Group	Places	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	AM	PM
2024/25 Financial Year - Summer	0-23 months	Offered										
2023/24 Financial Year - Autumn	0-23 months	Vacancies										
2022/23 Financial Year - Summer	11-14 years	Offered										
2020/21 Financial Year - Spring	11-14 years	Vacancies										
2019/20 Financial Year - Autumn	24-35 months	Offered										
2018/19 Financial Year - Summer	24-35 months	Vacancies										
2017/18 Financial Year - Spring	36-59 months	Offered										
2016/17 Financial Year - Autumn	36-59 months	Vacancies										
2015/16 Financial Year - Summer	36-59 months	Offered										
2014/15 Financial Year - Spring	36-59 months	Vacancies										

Step 4

Copy all the Sufficiency entries from Term Time 2023/24 Financial Year - 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 \* 2024/25 Financial Year - Spring

Submit Cancel

Step 5

### Step 6

### Step 7

2024/25 Financial Year - Summer

2023/24 Financial Year - Autumn

2022/23 Financial Year - Summer

2021/22 Financial Year - Spring

2020/21 Financial Year - Autumn

2019/20 Financial Year - Summer

2018/19 Financial Year - Spring

2017/18 Financial Year - Autumn

2016/17 Financial Year - Summer

2015/16 Financial Year - Spring

2014/15 Financial Year - Autumn

Age Group	Places	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	AM	PM
0-23 months	Offered										
	Vacancies										
11-14 years	Offered										
	Vacancies										
24-35 months	Offered										
	Vacancies										
36-59 months	Offered										
	Vacancies										
5-7 years	Offered										
	Vacancies										
8-11 years	Offered										
	Vacancies										

### Step 10

Saved Term Time 2024/25 Financial Year - Spring

## 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](mailto: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.

Save Cancel

### Step 8

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait	Type	Cost	Value
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM						
0-23 months	Offered	9	9	9	9	9	9	9	9	9	9	0	0	0	0	1	Per Day	65.00	
	Vacancies	1	1	0	0	0	0	0	0	1	2	0	0	0	0	0			
11-14 years	Offered	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Per Day	65.00	
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
24-35 months	Offered	15	15	15	15	15	15	15	15	15	15	0	0	0	0	0	Per Day	65.00	
	Vacancies	2	3	2	4	5	1	1	5	5	5	0	0	0	0	0			
36-59 months	Offered	22	22	22	22	22	22	22	22	22	22	0	0	0	0	0	Per Day	65.00	
	Vacancies	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0			
5-7 years	Offered	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Per Day	65.00	
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
8-11 years	Offered	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Per Day	65.00	
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

Save Cancel

Step 9