





Sufficiency data is collected for pre-reception Early Years children.

Link: Sign In - Portal for parents, schools and providers

You must log in with your own portal account and login details.

Sharing accounts breaches data protection. If you do not have your own personal login details, you can email FIS to have this set up for

**Step 1**: Open the sufficiency Tab.

you: fis.information@northyorks.gov.uk.

**Step 2:** Click on the 'Financial Years' to drop down each year and term.

**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 your setting has never entered sufficiency data, you will need to stop and email FIS 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 (this is the term ahead of the one you are currently in), 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. The year/terms may have disappeared. If this happens, there is a thin blue bar on the left hand side you can click on to re-open them.

Step 7: Click 'Edit'

**Step 8:** Enter your data in the entry fields as follows: You should only have the age ranges that you actually offer. If these are incorrect, please email <a href="mailto:fis.information@northyorks.gov.uk">fis.information@northyorks.gov.uk</a>

- Ensure every entry field has a number typed into it.
- OFFERED: Your maximum places for that age range. (This is your registered capacity unless you cap numbers due to staffing. In this case offered will be the maximum number of children you are staffed to have in each age range.)
- VACANCIES: How many of these offered places are currently vacant (not occupied) within each session?
- Please ensure you provide waitlist and fee information.
   Fees are for fee paying children and not the government funded sessions.
   Please input the cost type as per hour. If you only offer government funded sessions, you can input the funding amount into these boxes.

Step 9: Click Save

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

