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 comple[t]
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 th[e]

Select Year and Term

2024/25 Financial Year	2024/25 Financial Year
2023/24 Financial Year	Summer
2022/23 Financial Year	Submission Period:
2021/22 Financial Year	02-Apr-2024 to 25-May-2024
2020/21 Financial Year	Spring
2019/20 Financial Year	Submission Period:
2018/19 Financial Year	02-Dec-2024 to 20-Dec-2024
2017/18 Financial Year	Autumn
2016/17 Financial Year	Submission Period:
2015/16 Financial Year	02-Sep-2024 to 09-Oct-2024
2014/15 Financial Year	2023/24 Financial Year

Step 2

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

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.
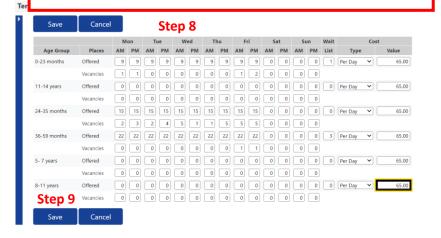
Step 7: Click 'Edit'

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.

Term Time Sufficiency for 2023/24 Financial Year - Autumn

Step 3

2024/25 Financial Year
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
2017/18 Financial Year
2016/17 Financial Year
2015/16 Financial Year
2014/15 Financial Year

Copy **Step 4**

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

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

Step 5 Year/Term *   2024/25 Financial Year - Spring ▼

Submit **Cancel**

Step 6

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
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

Step 7

Edit **Copy**

Age Group	Places	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	AM
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							

Edit **Copy**

Save **Cancel** **Step 8**

Age Group	Places	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Sun AM	Sun PM	Wait List	Type	Value
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			
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			
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			
36-59 months	Offered	22	22	22	22	22	22	22	22	22	22	0	0	0	0	3	Per Day	65.00
	Vacancies	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			
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			

Step 9

Save **Cancel**

Step 10

✓ Saved Term Time 2024/25 Financial Year - Spring