# Childcare sufficiency guidance on provider portal

The Local Authority will collect place and vacancy information from funded Early Years providers, each term, via the Synergy Online Provider Portal **Sufficiency** tab for 2 year old and 3 and 4 year entitlement places. **Additional data tabs are included for fee paying 0 to 1 year olds and 1 to 2 year olds**. This information is for internal use only and will support us in planning for the expansion of childcare from April 2024 to working parents of 2 year olds and September 2024, 15 hours of childcare for working parents of 9 months to primary school age.

By completing this information, you are providing us with a good insight into sufficiency of childcare in your local area. Being able to follow the trends in sufficiency helps us to locate areas of high demand and investigate the need to create more early years places to ensure parents can access their funding entitlement.
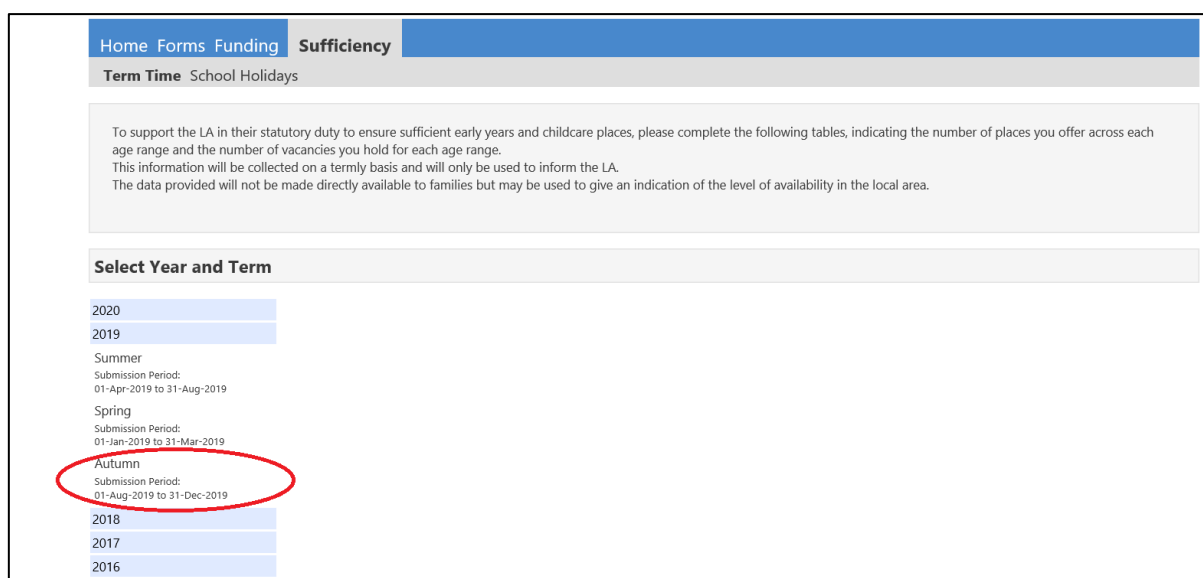
This information must be completed each term during the Estimates period on the provider portal. Please make sure that you complete the information by **the key dates on the head count schedule.** Your final payment may be delayed if we have not received your information for the term.
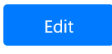
For help with completing the Sufficiency information, please refer to the Sufficiency Guidance document below:

1. Click on the 'Sufficiency' tab from the main menu.
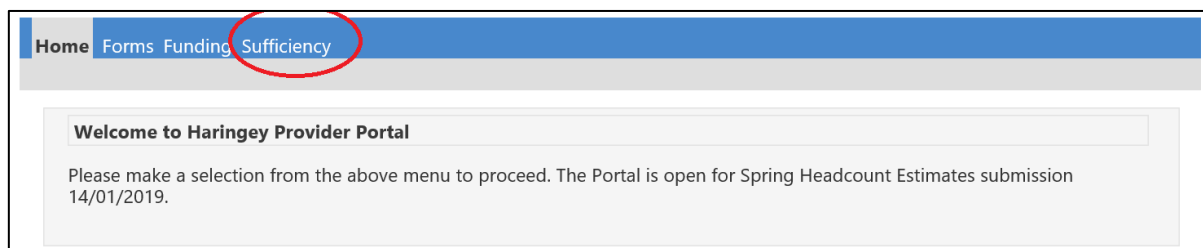
2. Click on the term and year for which you wish to fill in the sufficiency table for:
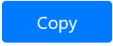
3. Click on the **Edit** button. This will allow you to fill in the table.

Term Time Sufficiency for 2019 - Autumn

	Edit	Copy																	

		Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait	Cost	
Age Group	Places	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value
0 - 1yrs	Offered															0	⌄	
	Vacancies																	
1 - 2yrs	Offered															0	⌄	
	Vacancies																	
2 - 3yrs	Offered															0	⌄	
	Vacancies																	
3 - 4yrs	Offered															0	⌄	
	Vacancies																	
4 - 5yrs	Offered															0	⌄	
	Vacancies																	

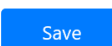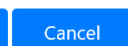|	Edit	Copy																	

4. Fill in the table with the number of places offered and number of vacant places for each age group listed.

'Offered' boxes should be filled in with your **capacity** for that age group – **not** how many places have been taken up.

Do not leave any fields blank. If you do not offer any places for the relevant age group or do not have any vacant places you should enter a 0 into the appropriate box:

Term Time Sufficiency for 2019 - Autumn

	Save	Cancel														

		Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait
Age Group	Places	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List
0 - 1yrs	Offered	2	5	4	4	5	6									0
	Vacancies	0	0	0	3	1	7									
1 - 2yrs	Offered															0
	Vacancies															
2 - 3yrs	Offered															0

You will only need to fill in the table fully once. In following terms, you will have the option of copying a table from term to term and amending the numbers only as needed. See steps 8-9 for full details.

5. Under the 'Cost' column choose the "Hourly" option and enter your hourly rate in the 'Value' column.
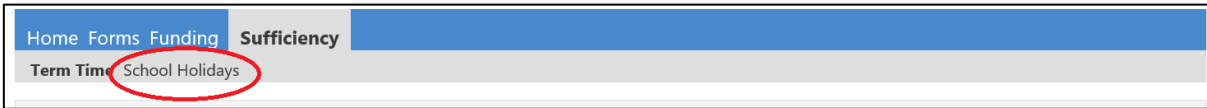
Cost	
Type	**Value**
	500
Daily	
Hourly	
Sessional	
Weekly	

If you do not charge by the hour, please enter your **hourly equivalent rate**. For example, if you charge using a daily rate, then divide your day rate by the number of hours and use this as your **hourly equivalent rate**.
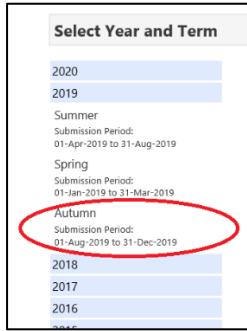
6. Click on the **Save** button once you have completed the table. On successful completion you will see the message:

Saved Term Time 2019 - Autumn

7. If you offer childcare during school holidays, you will also need to click on the 'School Holidays' subtab and repeat steps 3-6:

Home Forms Funding **Sufficiency**
Term Time School Holidays

8. To copy a table to another term, select the year and term who's table you wish to copy

Select Year and Term

2020
2019
Summer
Submission Period:
01-Apr-2019 to 31-Aug-2019
Spring
Submission Period:
01-Jan-2019 to 31-Mar-2019
Autumn
Submission Period:
01-Aug-2019 to 31-Dec-2019
2018
2017
2016

and then click the **Copy** button. This will save you from having to fill in an entire table and you will only need to amend the table as neeeded.

9. Select wether you wish to copy to a 'Term Time' or 'School Holiday' sufficiency table. Choose the term (from the dropdown list) you wish to copy this table to and clic **Submit** :

Copy all the Sufficiency entries
from
Term Time 2019 - Autumn
to:

Availability *   ● Term Time ○ School Holidays
Year/Term *

Submit   Cancel

Example on how to fill in the sufficiency table:

Example: I have the capacity to take 10 children aged 1-2yrs on a Thursday afternoon. I manage to fill 6 of these places. This means I have 4 vacant places. I charge an hourly rate of £5.12. I will fill in the table as follows.

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 - 1yrs	Offered															0		
	Vacancies																	
1 - 2yrs	Offered								10							0	Hourly	£5.12
	Vacancies								4									
2 - 3yrs	Offered															0		