

**Schools Data Team**

Additional Notes – Early Years  
For: All schools

## What is being collected?

Any Early Years pupil in attendance at a Maintained Nursery or a Special School **AND** currently on an EHC Plan must continue to be recorded via the School Census to ensure complete funding is received by the school.

For the school census, schools need to record (to the nearest half hour) both the hours a child actually attends the school for education purposes, and the number of hours funded by the LA (up to 30 hours for 2 and 3 year olds, up to 30 hours for 4 year olds). Please remember to also record whether a pupil is full or part-time.

### EARLY YEARS – **ACADEMIES ONLY**

**All early year's pupils attending early years provision led by an academy must be recorded as registered pupils of the school and must be recorded on the school census.**

### To enter Hours data

(Hours data can also be updated through **Tools | Statutory Return Tools | Update Early Years**).

To access the Hours information, click **Edit**.

3 Early Years

 Edit

| Name        | Date of Birth | AdNo.  | YTI | Reg | Age at 31/08/2019 | Age at 31/12/2019 | Hours at Setting | Funded Hours |
|-------------|---------------|--------|-----|-----|-------------------|-------------------|------------------|--------------|
| Chana,Riya  | 25/06/2016    | 001755 | N2  | PM  | 3                 | 3                 |                  |              |
| Chava,Arjun | 10/07/2016    | 001756 | N2  | PM  | 3                 | 3                 |                  |              |

Click **OK** to the message displayed in the example below

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30 Hour Code values have been brought forward from previous census.

Please review, edit and save.

OK

You can alter the pupils you wish to view here – the most useful filter is **Year Taught In (YTI)**.

**Update Early Years**

Save Undo

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**Census** Term: Spring 2026 Update Hours

**Pupils View** Age at 31/12/2025: All YTI: All Reg: All Status: All

**Pupils**  
 Expanded Hours are collected for pupils aged 9 months to 2 at 31/12/2025 if they have an Eligibility Code.  
 Extended Hours are collected for pupils aged 3 & 4 at 31/12/2025 if they have an Eligibility Code.

| Name                 | Date of Birth | AdNo.  | YTI | Reg | Age at 31/12/2025 | Hours at Setting | Funded Hours | Disability Access Fund | Eligibility Code | Extended Funded Hours | Expanded Funded Hours |
|----------------------|---------------|--------|-----|-----|-------------------|------------------|--------------|------------------------|------------------|-----------------------|-----------------------|
| Ahmad, Carina        | 01/09/2021    | 002084 | N2  | AM  | 4                 | 15               | 15           | Yes                    |                  |                       |                       |
| Bridges, Stephen     | 26/12/2021    | 002134 | N2  | PM  | 4                 | 15               | 15           |                        |                  |                       |                       |
| Caldwell, Ley        | 04/01/2022    | 002088 | N2  | AM  | 3                 |                  |              |                        |                  |                       |                       |
| Cheadle, Lauren      | 26/02/2022    | 002135 | N2  | PM  | 3                 |                  |              |                        |                  |                       |                       |
| Christian, Laura     | 08/08/2021    | 002091 | N2  | AM  | 4                 |                  |              |                        |                  |                       |                       |
| Cracknell, Luke      | 15/01/2022    | 002136 | N2  | PM  | 3                 |                  |              |                        |                  |                       |                       |
| Dean, Rosanna        | 20/05/2022    | 002137 | N2  | PM  | 3                 |                  |              |                        |                  |                       |                       |
| Franklinson, Alexis  | 14/05/2022    | 002138 | N2  | PM  | 3                 |                  |              |                        |                  |                       |                       |
| Franklinson, Tyreece | 14/05/2022    | 002139 | N2  | PM  | 3                 |                  |              |                        |                  |                       |                       |
| Fucilla, Mario       | 06/12/2021    | 002105 | N2  | AM  | 4                 |                  |              |                        |                  |                       |                       |

If your school has any N2 pupils with an EHCP, additional panels will display.

### Please remember to Save any changes.

To bulk update the record of every pupil in this screen, right-click over the header of the column you wish to edit and choose **Select All**. You can then enter the Hours in the column for any child, and all pupils will change to this value.

When the hours are complete for all pupils click **Save** then **OK** to close the window to return to the census.

### How to record the hours for a pupil attending more than one school – Example

*A 3 year old pupil attends two different schools, spending 12 hours a week in a classroom situation (i.e. 'Education hours') at school A and 8 hours a week in a classroom situation at school B. The Local Authority (and the DfE) will only fund this pupil for 15 hours in total.*

*Because the pupil spends more time at School A, they will record the pupil as Dual Registered – Main.*

*School B will have the pupil recorded as Dual Registered – Subsidiary.*

*School A will receive funding for all 12 hours, so would record 12 in both columns.*

*School B would only be funded for the remaining 3 hours available, so they would put 8 in Hours at Setting, but only 3 in Funded Hours.*

The above example would require liaison between schools (and the parents of the pupil) – the Headteachers may agree to have 7.5 hours each and so would need to record that accordingly. Pupils will only ever be funded for 15 hours in total in a nursery class and 25 hours in total in a reception class.