

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

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

SIMS .net ×

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

Please review, edit and save.

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

Update Early Years
 Save Undo

Census
 Term Summer 2026 Update Hours

Pupils View
 Age at 31/03/2026 All YTI All Reg All Status All

Pupils
 Expanded Hours are collected for pupils aged 9 months to 2 at 31/03/2026 if they have an Eligibility Code.
 Extended Hours are collected for pupils aged 3 & 4 at 31/03/2026 if they have an Eligibility Code.

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/03/2026	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	4						
Cheadle, Lauren	26/02/2022	002135	N2	PM	4						
Christian, Laura	08/08/2021	002091	N2	AM	4						
Cracknell, Luke	15/01/2022	002136	N2	PM	4						
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.