



Department
for Education

Early Years Census 2014

**Business and technical specification –
version 1.0**

May 2013

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Version History

<p>1.0</p>	<p>References throughout the document to DfE’s Data and Statistics Division updated to Education Data Division to reflect the new name for the division. Dates and years updated throughout the document.</p> <p>References throughout the document for the child level data required for funded 3 and 4 year olds, updated to also include funded 2 year olds.</p> <p>Assumptions for 2014 made in creating this specification</p> <ul style="list-style-type: none"> ▪ the assumption that there will be no separate expected list exercise removed as an expected list exercise is planned to take place a couple of months prior to the collection. <p>1.1 Purpose and audience</p> <ul style="list-style-type: none"> ▪ clarification of what is meant by LA team in figure 1 <p>1.2 Scope</p> <ul style="list-style-type: none"> ▪ updated to indicate that child level information is required for 2 year olds as well as 3 and 4 year olds ▪ references to <i>accredited</i> childminding networks removed as no longer appropriate ▪ advice regarding the use of category of EY provider removed as new category has been introduced for use by individual childminders ▪ clarification of the establishments not include in the Early Years Census <p>1.5 Changes for 2014</p> <ul style="list-style-type: none"> ▪ explanation of the change in scope to include child level data for funded 2 year olds ▪ new data items for the basis on which a 2 year old has been funded for an early education place; Establishment Unique Reference Number; category of EY Provider; teaching staff participating in EY education; EY staff with QTS; EY staff with EYPS and number of 2 year olds 	<p>Gill Turner 15 May 2013</p>
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	<p>2. Guidance Section – Header Details</p> <ul style="list-style-type: none"> ▪ missing CBDS numbers inserted and field names updated to be consistent with CBDS data items <p>4.1 Overall description and scope</p> <ul style="list-style-type: none"> ▪ updated to include child level data on funded 2 year olds as well as 3 and 4 year olds <p>4.2.2 Pupil / Child Characteristics module</p> <ul style="list-style-type: none"> ▪ updated to include new data item for the basis on which a 2 year old has been funded for an early education place <p>5.2.2 XML header</p> <ul style="list-style-type: none"> ▪ missing CBDS numbers inserted <p>5.2.3 Establishment XML Message Structure</p> <ul style="list-style-type: none"> ▪ CBDS numbers updated to reflect new data items <p>5.2.4 Pupil / Child XML Message Structure</p> <ul style="list-style-type: none"> ▪ addition of extra column to show cardinality ▪ addition of <FundingBasisItem> and <FundingBasisItems> data containers ▪ addition of <FundingBasis> (100510) data item <p>5.3 CSV format</p> <ul style="list-style-type: none"> ▪ addition of a paragraph to explain that Basis for Funding would not be provided by an early years setting if they were using the structure provided <p>5.3.1 CSV header</p> <ul style="list-style-type: none"> ▪ CBDS numbers inserted where missing and field names updated to be consistent with CBDS data items <p>5.3.2 CSV Establishment Record</p> <ul style="list-style-type: none"> ▪ CBDS numbers updated to reflect new data items ▪ field names updated to be consistent with CBDS data items <p>5.3.3 CSV Pupil / Child Record (single setting and one child)</p>	
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- addition of basis for funding (100510)
- 200003 changed to 200635
- field names updated to be consistent with CBDS data items
- three additional rows added for basis for funding to allow for all four possible values to be returned
- example updated to include blank values for basis for funding
- additional example added for when the structure is used by an early years setting

5.3.4 CSV Pupil / Child Record (single setting and two children)

- addition of basis for funding (100510)
- CBDS numbers updated to reflect new data items
- CBDS number inserted where missing and field names updated to be consistent with CBDS data items
- additional row added for basis for funding to allow for all four possible values to be returned
- example updated to include blank values for basis for funding
- additional example added for when the structure is used by an early years setting

6.2 Establishment Level Validation

- addition of error 8261 to check number of 2 year old records is less than or equal to the number of 2 year olds in the establishment
- CBDS numbers updated to reflect new data items

6.3 Pupil / Child Level Validation:

- 8210Q deleted and two new validation rules added to check that <FundedHours> are provided and in valid ranges for the age of child
- addition of error 8255 to check that <FundingBasis> (100510) is a valid value
- addition of error 8265 to check that each

	<p>occurrence of <FundingBasis> (100510) for an individual child is different</p> <ul style="list-style-type: none">▪ addition of error 8270 to check that <FundingBasis> (100510) is provided for all 2 year olds▪ addition of error 8275 to check that <FundingBasis> (100510) is not provided for 3 or 4 year olds	
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This specification must be read in conjunction with the Excel workbook giving the current version of the revised [Common Basic Data Set](#) (CBDS).

Assumptions for 2014 made in creating this specification

A1	The census will use COLLECT as the data collection mechanism
A2	DfE Education Data Division will only accept submissions in XML format, but a CSV to XML converter will be provided to convert fixed format CSV data into the required XML format.
A3	<p>For the purposes of this collection the following ages are defined as:</p> <ul style="list-style-type: none"> ▪ A 2 year old has a date of birth between 1 January 2011 and 31 December 2011 ▪ A 3 year old has a date of birth between 1 January 2010 and 31 December 2010; and ▪ A 4 year old as have a date of birth between 1 January 2009 and 31 December 2009. <p>See scope in section 1.2 for more information.</p>

1. Introduction

1.1 Purpose and Audience

This specification describes the 2014 Early Years Census of private, voluntary and independent (PVI) providers and children. The document will enable local authorities (LAs), and those such as software suppliers working on their behalf, to prepare the necessary processes and data to ensure compliance.

The specification covers the expected census return to the Department for Education (DfE) and the validation rules which will be applied.

The following diagram outlines the overall scope of the collection:

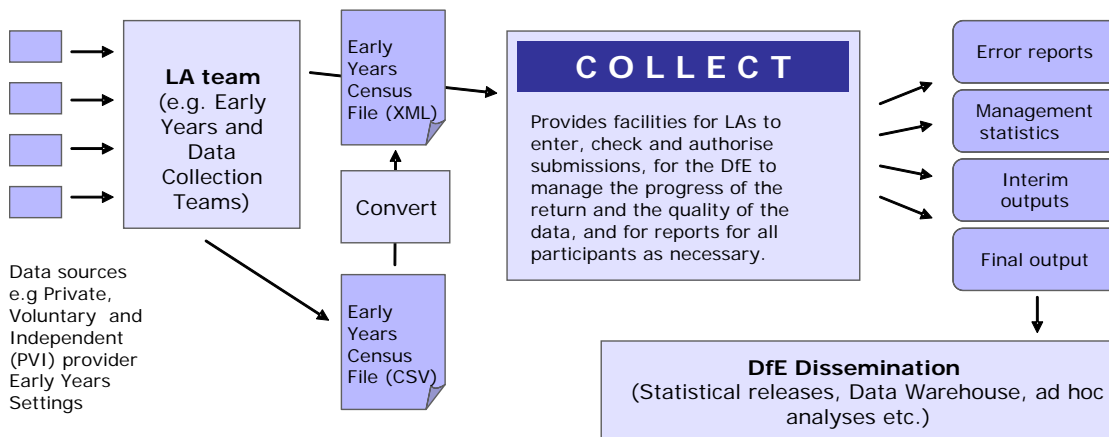


Figure 1: High level data collection process

This requirements specification consists of three documents:

- This Word document containing a narrative; sample XML message structures and CSV records; and validation rules;
- The Common Basic Data Set (CBDS) Excel workbook;
- XML Schemas which will be supplied separately.

1.2 Scope of the Early Years Census

Scope

The 2014 Early Years Census consists of Establishment and Pupil / Child level data (as detailed in Sections 3 and 4 respectively). Pupil / Child level information is collected for 2, 3 and 4 year old children.

Private, Voluntary and Independent Settings (PVI)

The Early Years Census is required from any PVI setting where one or more of their children (aged 2, 3 and 4 years as at 31 December 2013) are receiving Early-Education that is funded by DfE.

Any setting which has no children aged 2, 3 or 4 receiving funding should **not** make an EYC return.

Childminding Networks

Childminders that are funded to deliver early years provision would normally be expected to be part of a childminding network. As such, the Department expects Census data to be returned from childminding networks rather than from the individual childminders within a network. A childminding network should be treated as a single provider as part of the Early Years Census.

From September 2012, it will be possible for childminders who are not in a childminding network to deliver funded places if they meet other quality criteria set out in statutory guidance. In these cases, the childminder can make a single EYC return without being grouped into a network. The childminder and any colleagues should be recorded as the number of staff. For example, a childminder working with another childminder and assistant would be recorded as having three staff

Note: The Childcare Act indicates that if you provide childcare and work with three or more people on domestic premises after 1 September 2008 then you are either classified as an early or later years childcare provider or both but **not** as a childminder. Therefore, a individual childminder working with three or more adults will need to be recorded as an Early Years Provider (Private, Voluntary or Other) in the Census and shouldn't be returned as a childminder Network.

Establishments not included

This Census does **not** cover local authority maintained nursery schools or nursery classes in maintained schools and academies which are included as part of the School Census. Additionally, an Early Years Census return is **not** required from those PVI Settings without funded children aged 2, 3 or 4 years.

Census Date

The Early Years Census is collected annually. The census date is the third Thursday in January. Unless otherwise stated, the terms ‘Census date’, ‘Census day’ in this document will refer to 16 January 2014 and ‘the week of the Census’ refers to the week beginning 13 January 2014.

1.3 Business Rationale

The business rationale behind this approach is the principle that local authorities and EY settings are expected to hold / manage data for their own purposes, or have data held on their behalf so that they can access and extract it.

1.4 Structure of the Early Years Census

The 2014 Early Years Census consists of two levels, namely a Pupil / Child level and an Establishment level. Each level comprises one or more modules (the term “module” is used to describe a subset of a data level). Both levels will be returned together as a single data return for each EY Setting.

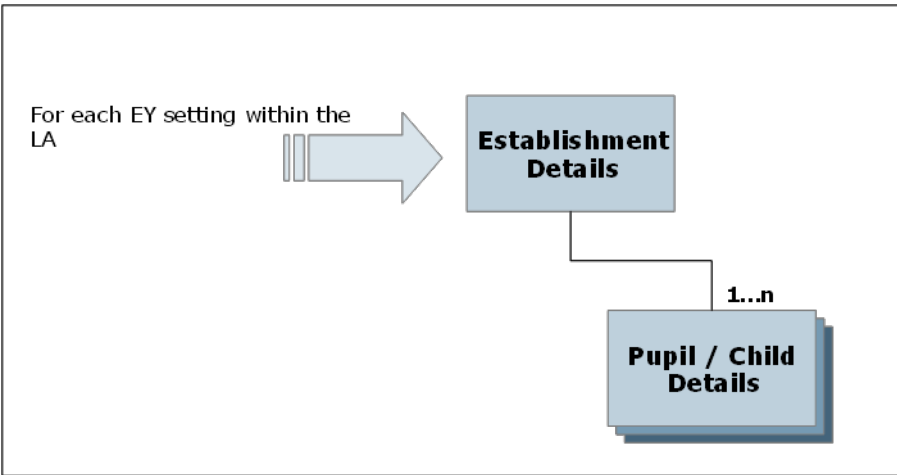


Figure 2: Overall Census Structure

1.5 Changes for 2014

1.5.1 Change in scope

Individual child level data is required in the 2014 Early Years Census for all funded 2 year olds in the same way that it is currently provided for funded 3 and 4 year olds. Individual child level data is not required for non-funded 2 years, in the same way that is not required for non-funded 3 and 4 year olds.

From September 2013, local authorities will have a statutory duty to provide 570 hours of funded early education to looked after 2 year olds and those from lower income families who meet the criteria also used for free school meal eligibility. Nationally we expect some 130,000 children to receive provision. From September 2014 the duty will be extended to cover more children and we expect some 260,000 2 year olds to receive provision.

1.5.2 New data items

(a) Basis for funding

Data item 100510 and associated codeset D00217 were created in CBDS RFC 587 for collection in the 2014 Early Years Census. This new data item records the basis on which a 2 year old has been funded for an early education place. It will enable the Department to analyse whether the new offer of funded early education places for 2 year old children is being taken up by the intended recipients. This data item will be completed in the Early Years Census by the local authorities providing the funding for these 2 year old children rather than the early years settings themselves.

(b) Establishment Unique Reference Number

Data item 200003, Establishment Unique Reference Number, has been replaced by a new data item 200635, of the same name – Establishment Unique Reference Number. This new data item, approved for use in the Early Years Census in CBDS RFC 505, has no restriction on the range of its possible values. This has allowed the range of values used in the Early Years Census to be extended to include 600000 - 699999.

(c) Category of EY Provider

Data item 200330, Category of EY Provider, has been replaced by a new data item of the same name, 200643, and associated codeset, D00221, which includes the new category of childminder (approved in CBDS RFC 610).

D00221	EY Provider Category
PRIV	Private
VOLY	Voluntary
INDS	Registered Independent School
LADN	LA Day Nursery
CNET	Childminding Network
OTHR	Other
CHMD	Childminder

A single Early Years Census return should be made for childminders who are not in a childminding network but deliver funded places. This new data item and codeset will

allow such childminders to be correctly categorised in the 2014 Early Years Census and for them to be identified separately from childminding networks.

(d) Teaching staff participating in EY education

Data item 200345, Teaching staff participating in EY education, has been replaced by a new data item of the same name, 200645, approved in CBDS RFC 612. The description of this data item has been changed to include the number of staff working directing with 2 year old children, as well as 3 and 4 year old children.

(e) EY staff with QTS

Data item 200346, EY staff with QTS, has been replaced by a new data item of the same name, 200646, approved in CBDS RFC 612. The description of this data item has been changed to include the number of staff working directing with 2 year old children, as well as 3 and 4 year old children, with QTS.

(f) EY staff with EYPS

Data item 200566, EY staff with EYPS, has been replaced by a new data item of the same name, 200647, approved in CBDS RFC 612. The description of this data item has been changed to include the number of staff working directing with 2 year old children, as well as 3 and 4 year old children, with EYPS.

(g) Number of 2 year olds

Data item 200633, Number of 2 year olds, has been replaced by a new data item of the same name, 200644, approved in CBDS RFC 611. The description of this data item has been changed to specify that funded and non-funded children should be included. This brings the definition of this data item into line with 200630 and 200631, the number of 3 year olds and the number of 4 year olds, respectively.

Note:

Once baselined (v1.0) then COLLECT will maintain compatibility with the baselined version unless agreed by internal DfE change control procedures.

2. Guidance Section - Header Details

Section 5 describes two formats for the return of the data, XML or CSV. For either format, the data items required within the Header are shown below. This is a standard header and some items will not be relevant to this Census.

<p>Collection <Collection> (200123) will be 'EYC'; <i>Description: Name of the data collection e.g. EYC.</i></p>
<p>Survey Term <Term> (200168) will be 'SPR'; <i>Description: SPR denotes collection is carried out in the Spring term.</i></p>
<p>Survey Year <Year> (200124) will be '2014'; <i>Description: The calendar year of the collection.</i></p>
<p>Survey Reference Date <ReferenceDate> (200125) will be '2014-01-16'; <i>Description: The reference date is normally the day of the census or collection and this is used as the baseline date from which comparisons with other dates in the return can be made.</i></p>
<p>Source Level <SourceLevel> (800005) will be 'L'; <i>Description: The source of the data submission. Should be set to L for a Local Authority system and S for a school system.</i></p>
<p>LA Number <LEA> (200001) is the LA Number. <i>Description: Standard DfE three digit Local Authority number.</i></p>
<p>Software Code <SoftwareCode> (800006) will be a free format field that can be populated with whatever identifier the software supplier wants to use. <i>Description: Software Supplier Reference</i></p>
<p>Release <Release> (800008) which is optional on DfE returns.</p>
<p>Serial No <SerialNo> (800007) will start at '001' and then be incremented by 1 each time a new file is prepared for submission. <i>Description: An incremented number, generated by a provider's software, enables data collection systems to identify re-submissions.</i></p>
<p>Date and Time (<DateTime>) (200126) is the Date and Time when the file was prepared or generated in CCYY-MM-DDThh:mm:ss format. <i>Description: Date and Time of generation of the return.</i></p>
<p>CBDS Level (<CBDSLevel>) (800011) will be 'Establishment' or 'Child' Both should be provided. <i>Description: Shows which of the defined CBDS levels are present within a data return.</i></p>

3. Guidance Section - Establishment Level

3.1 Overall Description and Scope

This section describes the Establishment level of the 2014 Early Years Census.

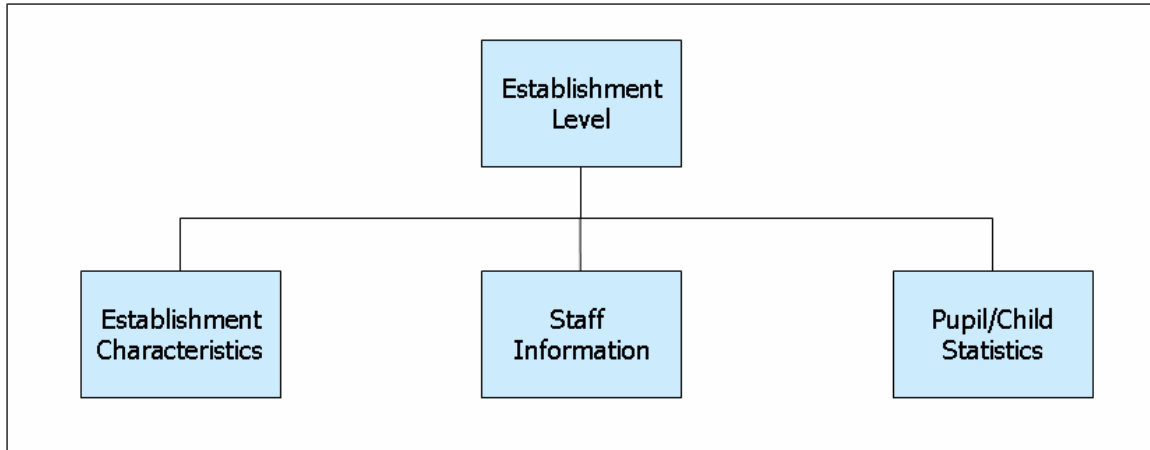


Figure 3: Establishment Level Modules

3.2 Outline data content

The return will contain three modules for each establishment (see Figure 3) - Establishment Characteristics, Staff Information and Pupil / Child Statistics. The paragraphs below contain guidance. Section 5.2.2 contains the XML Message Structure which shows the modular nature of the return

3.2.1 Establishment Characteristics module

This module contains information about the name of a setting, its postcode and contact details.

Please note the following:

- Settings should have both a DfE EY number and an OFSTED number
- Type of EY Setting and EY Day Care are only required for settings whose Category of EY provider is Private or Voluntary (PRIV or VOLY) and should not be provided for settings with other categories of EY Provider.
- EY Provider Category Other is only required for settings whose Category of EY provider is Other (OTHR).

- EY Setting Type Other is only required for settings whose Category of EY provider is Private or Voluntary (PRIV or VOLY) and Type of EY Setting is Other (OTH).
- EY Day Care Other is only required for settings whose Category of EY provider is Private or Voluntary (PRIV or VOLY) and EY Day Care is Other (O).

The data item EY Funding Weeks (200601) shows for how many weeks in the calendar year 2014 the provider is open *and funded* by the LA. This enables those LAs that currently spread the Free Entitlement over more than 38 weeks of the year, in response to parental demand, to receive accurate funding. This item is mandatory for some settings and optional for others, according to the following rules:

- If the number of funded weeks is greater than 38, a value must be provided. In this case, the item will be used together with a Child-level item, Total Funded Spring Hours (100419), which is described in the next section;
- If the number of funded weeks is less than or equal to 38, then the item is optional. However, it should be provided where possible since this information helps the Department to monitor patterns of provision.

3.2.2 Staff Information module

This module contains the required information about the staff working at the Early Years settings. It is required for all settings.

Please note the following:

- There are two sections on teaching staff - the first relates to the whole establishment and the other to those involved in the provision for 2, 3 and 4 year olds.
- Total Teaching Staff at Establishment and Total teaching staff at establishment with Early Years Professional Status (EYPS) or Qualified Teacher Status (QTS) should reflect the whole of the establishment and not just the Early Years part.
- Teaching staff are defined as those with and without EYPS or QTS who are involved in providing the Early Years curriculum for the foundation stage.
- Information about the staff should relate to those that have been present in the week of the census. If unusual circumstances occur, such as the premises not being available, then usual staffing levels should be provided.
- Zero should be provided for data items in this module that do not apply to the setting. There should not be any blank items.

3.2.3 Pupil / Child Statistics module

Information collected as part of this module is based only on those PVI settings that have any funded children (aged 2, 3 or 4 as at 31 December 2013) at the time of the Census.

In such settings, a separate count is required of 2, 3 and 4 year old children, both funded and unfunded.

Any PVI setting within the authority that does not have any funded children aged 2, 3 or 4 at the time of the Census must **NOT** submit an Early Years Census return.

3.3 Coverage and Timing

The data provided must apply to the PVI provider as of the census week (i.e. week commencing Monday 13 January 2014). A return is expected for all PVI providers who are receiving funding from the LA to provide funded Early Education.

4. Guidance Section - Pupil / Child Level

4.1 Overall Description and Scope

This section describes the Pupil / Child level of the 2014 Early Years Census. Data should only be returned for those funded children aged 2, 3 or 4 as at 31 December 2013.

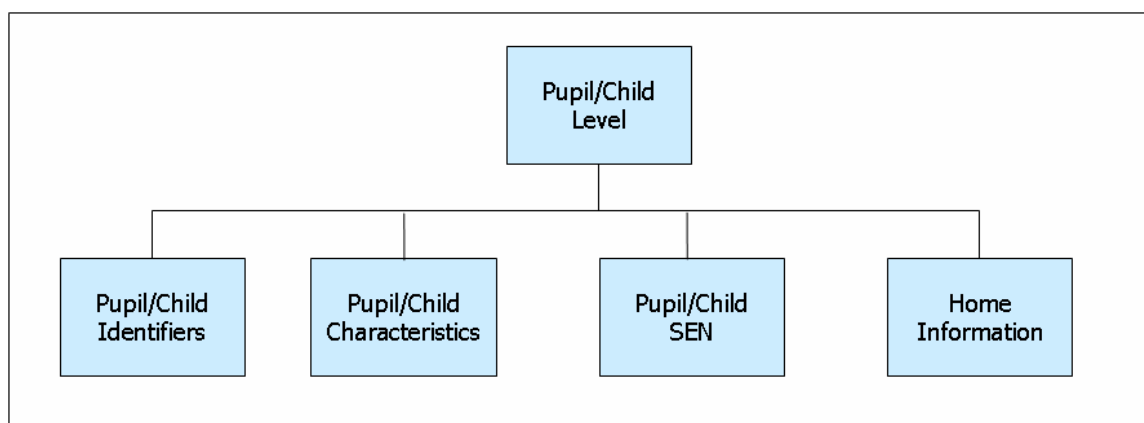


Figure 4: Pupil / Child Level Modules

4.2 Outline data content

The return will contain four modules for each child (see Figure 4) - Pupil / Child Identifiers, Pupil / Child Characteristics, Pupil / Child SEN and Home Information. The paragraphs below contain guidance. Section 5.2.3 contains the XML Message Structure which shows the modular nature of the return.

4.2.1 Pupil / Child Identifiers module

This module contains the child's name, date of birth and gender.

4.2.2 Pupil / Child Characteristics module

Ethnicity

This module contains the child's Ethnic Code. Submission of this item is **optional** within the return to allow for variations in local authority practice. Authorities can return this data if they choose to do so.

The code set provided for the return, shown in the Common Base Data Set contains the DfE Main codes and Extended codes, and these are the same as those specified for the School Census. LAs that use Extended codes for pupils in schools should

also use them for Early Years. Conversely, those that use only the Main codes should also use these for Early Years.

Funded Hours and Hours at Setting

The module also contains the number of funded hours and the total number of hours, both funded and unfunded, spent by the child at the setting during the week of the census.

Total Funded Spring Hours (100419) must be provided where the establishment-level item EY Funding Weeks (200601) is greater than 38. This must show the total number of hours for which the LA is paying for the child between 1 January and 31 March inclusive. If EY Funding Weeks (200601) is less than or equal to 38, or is omitted, then this item is not required and can be omitted.

Basis for funding

This data item, 100510, records the basis on which a 2 year old has been funded for an early education place. This information will be provided for the Early Years Census by the local authority providing the funding for a 2 year old child rather than the early years setting that provides the education for that child. This data item is not required for 3 and 4 year olds.

Children may meet more than one criterion given in the codeset below and each will need to be returned in the Census.

Code	Description
ECO	Economic criteria
HSD	High-level SEN or disability
LAA	Looked after or adopted from care
OTH	Other

4.2.3 Pupil / Child SEN module

This module contains the child's Special Educational Needs provision. The Special Educational Needs definitions are consistent with the [SEN Code of Practice](#).

4.2.4 Home Information module

This module contains the child's home address which can be provided in one of two formats, which are:

- Post Code, plus either
- BS7666 (v1.4) address; or
- Line address

Providers should not mix the two formats.

A valid BS7666 address will contain a minimum of the Dwelling, one of Street, Locality, Town, Administrative Area or Post Town, and Post Code.

For a line address, the minimum of post code, address line 1 and one other address line must be provided. Up to five lines are available for the address, if required.

4.3 Coverage and Timing

The data must be provided for children at the setting who receive funding for places during the week of the census, provided they are aged 2, 3 or 4. [Assumption A3](#) sets out the relevant dates of birth.

5. Data Return Formats

Please note that example data shown in this section is for illustration only.

5.1 Available formats

The Early Years return may be submitted to DfE in XML format as described in this section.

There is provision to convert fixed format CSV data into the required XML format by using a provided CSV to XML converter which is provided by DfE on request.

The Department has provided a data entry spreadsheet which enables the input of file header and individual child record information. On completion of entry of the data the file can then be converted to XML format, via the spreadsheet, to allow for uploading to COLLECT. The data entry spreadsheet will be made available on the [Department's website](#).

The following general points should be noted for either format.

5.1.1 Data items with no values

There are three scenarios when there may be no values for particular data items. These are:

- Standard header information that is not relevant to this census. The only data item that should not be present is: Establishment
- Values contingent on the content of other data items. These items are:
 - EY Setting Type
 - EY Provider Category Other
 - EY Setting Type Other
 - EY Day Care
 - EY Day Care Other
 - Total Funded Spring Hours
- Values which are described in this specification as optional. These items are:
 - Child Ethnicity
 - Pupil / Child Preferred Surname
 - Pupil / Child Middle Names
 - Contact Middle Names

- EY Funding Weeks
- Release

In these scenarios the XML tag is not required to be present in the Census return.

In all other scenarios, a missing item or value will result in an error being generated. Within XML, an optional item that is omitted should not show a tag. Within CSV, an optional item that is omitted is shown by a new comma separator.

5.1.2 Block entry

For suppliers creating applications for LA or EY settings, a block entry facility for fields is highly desirable in order to save time. This should allow the user to choose a selection of children (e.g. a year group) and specify a value to be applied to all. However, it should also allow data to be edited on an individual basis.

5.2 XML format

An XML submission will be a single message consisting of a:

- Header;
- Node containing data on one Establishment; and
- Series of repeated nodes containing data on one or more funded children

5.2.1 Overall message structure

<Message>
<Header> - see 5.2.1 below for details
<Establishment> see 5.2.2 below for details
<PupilsChildren> see 5.2.3 below for details
</Message>

5.2.2 XML header

A standard XML Message Header is required for each Census file. The data items should be populated according to the guidance in Section 2. The layout is as follows:

	<Header>
	<CollectionDetails>
200123	<Collection>EYC</Collection>
200168	<Term>SPR</Term>
200124	<Year>2014</Year>
200125	<ReferenceDate>2014-01-16</ReferenceDate>
	</CollectionDetails>
	<Source>
800005	<SourceLevel>L</SourceLevel>
200001	<LEA>303</LEA>
800006	<SoftwareCode>Software Supplier Reference</SoftwareCode>
800008	<Release></Release>
800007	<SerialNo>001</SerialNo>
200126	<DateTime>2014-01-23T11:14:05</DateTime>
	</Source>
	<Content>
	<CBDSLlevels>
800011	<CBDSLevel>Establishment</CBDSLevel>
	</CBDSLlevels>
	<CBDSLlevels>
800011	<CBDSLevel>Child</CBDSLevel>
	</CBDSLlevels>
	</Content>

	</Header>
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(Please note that the <Source><Estab> item, used in some DfE collections, is not used here and should be omitted).

5.2.3 Establishment XML Message Structure

	<Establishment>
	<EstablishmentCharacteristics>
200635	<URN>510001</URN>
200328	<OFSTEDURN>EY123456</OFSTEDURN>
200005	<EstablishmentName>North Park Nursery</EstablishmentName>
200118	<PhoneNo>01213456789</PhoneNo>
200096	<PostCode>NN1 3NN</PostCode>
200369	<ContactSurname>Smith</ContactSurname>
200370	<ContactForename>Sarah</ContactForename>
200080	<ContactMiddleNames>Susan</ContactMiddleNames>
200022	<Email>NorthParkNursery@aol.com</Email>
200329	<ContactPosition>Proprietor</ContactPosition>
200643	<EYProviderCategory>OTHR</EYProviderCategory>
200331	<EYProviderCategoryOther>Portage Service </EYProviderCategoryOther>
200332	<EYSettingType>OTH</EYSettingType>
200333	<EYSettingTypeOther>Creche</EYSettingTypeOther>
200334	<EYDayCare>O</EYDayCare>
200335	<EYDayCareOther>Extended Day Care</EYDayCareOther>
200338	<ContinuousOpening>>true</ContinuousOpening>

200339	<EYSchoolRelationship>True</EYSchoolRelationship>
200340	<EYEstablishmentPartnership>False </EYEstablishmentPartnership>
200341	<EYHoursOpen>11.5</EYHoursOpen>
200342	<EYWeeksOpen>40.0</EYWeeksOpen>
200601	<EYFundingWeeks>40.0</EYFundingWeeks>
	</EstablishmentCharacteristics>
	<StaffInformation>
200629	<EstabTeachingTotal>12</EstabTeachingTotal>
200344	<EstabQTSTeachers>3</EstabQTSTeachers>
200565	<EstabEYPSTeachers>2</EstabEYPSTeachers>
200645	<EstabTeachersInEY>12</EstabTeachersInEY>
200646	<EYQTS>3</EYQTS>
200647	<EYEYPS>2</EYEYPS>
	</StaffInformation>
	<PupilChildStatistics>
200644	<EY2Years>10</EY2Years>
200630	<EY3Years>16</EY3Years>
200631	<EY4Years>13</EY4Years>
	</PupilChildStatistics>
	</Establishment>

5.2.4 Pupil / Child XML Message Structure

The column headed cardinality is used to indicate where groups of data items are repeatable and the number of times that they may be repeated.

		Cardinality
	<PupilsChildren>	
	<PupilChild>	
	<PupilChildIdentifiers>	
100003	<Surname>Bishop</Surname>	
100004	<Forename>Jane</Forename>	
100006	<MiddleNames>Julia</MiddleNames>	
100011	<PreferredSurname>Bishop</PreferredSurname>	
100292	<PersonBirthDate>2008-03-24</PersonBirthDate>	
100287	<GenderCurrent>2</GenderCurrent>	
	</PupilChildIdentifiers>	
	<PupilChildCharacteristics>	

100319	<Ethnicity>WBRI</Ethnicity>	
100290	<FundedHours>8</FundedHours>	
100291	<HoursAtSetting>15</HoursAtSetting>	
100419	<TotalFundedSpringHours>162.5</TotalFundedSpringHours>	
	<FundingBasisItem>	Each <PupilChildCharacteristics> group includes 0 to 1 <FundingBasisItem> group
	<FundingBasisItems>	Each <FundingBasisItem> group includes 1 to 4 <FundingBasisItems> group
100510	<FundingBasis>ECO</FundingBasis>	
	</FundingBasisItems>	
	</FundingBasisItem>	
	</PupilChildCharacteristics>	
	<SpecialEducationalNeeds>	
100472	<SENprovision>N</SENprovision>	
	</SpecialEducationalNeeds>	
	<HomeInformation>	
100121	<PostCode>NN1 3NN</PostCode>	
	<BS7666Format>	

100103	<SAON> 2 Flat</SAON>	
100109	<PAON> 123</PAON>	
100115	<Street>Kirk Lane</Street>	
100116	<Locality>Inner Area</Locality>	
100117	<Town>Redborough</Town>	
100118	<AdministrativeArea></AdministrativeArea>	
100119	<PostTown>Marske</PostTown>	
	</BS7666Format>	
	<LineAddressFormat>	
100128	<AddressLine1>6 High Street</AddressLine1>	
100129	<AddressLine2>North Park</AddressLine2>	
100130	<AddressLine3>Linbury</AddressLine3>	
100131	<AddressLine4>LittleTown</AddressLine4>	
100132	<AddressLine5>Shireborough</AddressLine5>	
	</LineAddressFormat>	
	</HomeInformation>	

	</PupilChild>	
	</PupilsChildren>	

5.2.5 Special Notes for XML returns

The standard XML entity references should be used for the following special characters:

Character	Entity reference
Ampersand (&)	&
Left Angle Bracket (<)	<
Right Angle Bracket (>)	>
Single Quote / Apostrophe (')	'
Double Quotes (")	"

For special characters such as é use a character reference such as é. This produces a generic XML file which can be viewed as such in a suitable browser.

Details of all such characters are found within the XML standard documentation - see for example Section 2.2 of [Extensible Markup Language \(XML\) 1.0 \(Third Edition\)](#).

DfE recommends that the file is given a meaningful name that includes the LA number, the Setting URN and the 3 digit serial number. The file extension should be .xml. This will help users in selecting the correct file(s) to upload to COLLECT.

5.3 CSV format

As an alternative to XML, an LA may produce a Comma Separate Value format file (CSV). Please note that the e-Government Interoperability Framework encourages the use of XML for data transfer. XML is the Department's format of choice and should be preferred for future proofing. However, in order to allow Local Authorities the time for the development of XML facilities, a CSV file may be produced and converted using the supplied CSV to XML converter.

A CSV format data file is an ASCII text file consisting of a number of text records. One value, or data item, is separated from the next by a comma. The item can also be enclosed in double quotes - this is optional unless the text value *contains* a comma in which case it **MUST BE** enclosed in double quotes e.g. Address Line 1 could contain "6, High Street". An empty text value is recorded as either "" or simply left blank (see examples of this below). The final item in each record does not have a comma after it.

For this census the file must contain a number of different record types. The type of record is identified by the first text value. There should be a header record, an establishment record and a minimum of one child record.

The assumption is that data supplied by Local Authorities will never contain double quotes (i.e. "). If this is not the case for you, please contact the Department as special handling of such characters is required.

Be careful if using Microsoft Excel, as the format of some fields may be changed, such as dates, when converting between Excel and CSV formats.

Some LAs may use the csv structures given in the following sections to enable their early years settings to provide the required information which the LA then submits to the Department via COLLECT. In such instances, LAs will need to be aware that the early years settings are not expected to provide the basis for funding data items (100510) included in the pupil / child record. These data items must be provided by the LA itself.

5.3.1 CSV header

The first record in any CSV file **MUST BE** a header record. There can only be one header record in a file. A header record has the following structure:

Field	Description	Used in example
RecordType	Identifies the record type, must be "H".	H
Collection (200123)	Name of the data collection. Fixed value of 'EYC'.	EYC
Survey Term (200168)	'SPR' denotes collection is carried out in the Spring term.	SPR
Survey Year (200124)	The calendar year of the collection.	2014
Survey Reference Date (200125)	The reference date is normally the day of the census or collection and this is used as the baseline date from which comparisons with other dates in the return can be made.	2014-01-16
Source Level (800005)	The source of the data submission. Should be set to L for a Local Authority system and S for a school system.	L
LA Number (200001)	Standard DfE three digit Local Authority number.	303
Software Code	Software Code is available for suppliers to	Software Supplier

Field	Description	Used in example
(800006)	provide their own identifier. Description: Software Supplier Reference	Reference
Release (800008)	Optional on DfE returns. This can be a code / date (or combination) provided by the Software Supplier to assist in identification.	
Serial Number (800007)	An incremented number (starting at '001') generated by a provider's software, enables data collection systems to identify re-submissions.	001
Date and Time (800010)	Date and Time when the file was prepared or generated in CCYY-MM-DDThh:mm:ss format.	2014-01-24T10:36:42
CBDS Level (800011) 1	Fixed value of 'Establishment' Shows which of the defined CBDS levels are present within a data return.	Establishment
CBDS Level (800011) 2	Fixed value of 'Child' Shows which of the defined CBDS levels are present within a data return.	Child

Example:

H,EYC,SPR,2014,2014-01-16,L,303,Software Supplier Reference,001,2014-01-24T10:36:42, Establishment,Child
--

If the export facility on a source system does not allow you to add a header record you will have to add it manually. For example, use a text editor such as Windows notepad to open the export file and type in the appropriate header record at the beginning of the file. Be careful not to accidentally change anything else within the file.

5.3.2 CSV Establishment Record

An Establishment record has the following structure:

Field / Number	Description	Used in example
RecordType	Identifies the record type, must be "E".	E
LA Number (200001)	Is your Local Authority number.	305

Field / Number	Description	Used in example
Establishment Unique Reference Number (200635)	The Unique Reference Number (URN) is a 6 digit unique reference number that is allocated to records in sequential number order.	5100001
Ofsted EY URN (200328)	Ofsted unique reference number for the EY Setting. (Old format is 6 digits - new format prefixes the digits with "EY").	EY123456
Establishment Name (200005)	Establishment Name in full.	North Park Nursery
Telephone Number (200118)	Main establishment telephone number which is used for official purposes.	01213456789
Post Code (200096)	Code allocated by the Post Office to identify a group of postal delivery points.	NN2 3NN
EY Setting Email (200022)	Main e-mail address.	NorthParkNursery@aol.com
Collection Contact Surname (200369)	Surname of the contact for the survey.	Smith
Collection Contact Forename (200370)	Forename of the contact for the survey.	Sarah
Collection Contact Middle Names (200080)	Middle names of the contact for the collection.	
Contact position (200329)	Position of contact within the EY Setting.	Proprietor
Category of EY Provider (200643)	Category of provision e.g. Private or Voluntary.	PRIV
EY Provider Category Other (200331)	Category of provision where the category is not one of the named values.	Portage Service
Type of EY Setting (200332)	Type of setting e.g. Day Nursery.	OTH
EY Setting Type Other (200333)	Type of setting where the EY Setting is not one of the named values.	Creche
EY Day Care (200334)	Whether full day or sessional care is provided.	F

Field / Number	Description	Used in example
EY Day Care Other (200335)	Type of day care where the care provider is not one of the named values.	True
Continuous Opening (200338)	Whether the setting is open continuously throughout the day.	Y
Maintained School Relationship (200339)	Indicates whether an EY setting operates on the premises of a maintained school, or has a contract or partnership agreement with a maintained school.	True
Other Establishment Partnership (200340)	Indicates whether an EY setting works in partnership with another establishment to provide free early education.	False
EY Hours Open per week (200341)	Number of hours each week that the EY setting is open (to the nearest half hour, and where the half hour is represented by 0.5).	5
EY Weeks Open per year (200342)	Number of weeks per year that the EY setting is open (to the nearest half week, and where the half week is represented by 0.5).	40
Early Years Funding Weeks (200601)	For how many weeks in the current calendar year is the provider open and funded by the LA? (to the nearest half week, and where this is represented by 0.5). This item is only mandatory for providers open and funded for over 38 weeks.	40
Total teaching staff at establishment (200629)	The number of staff at an establishment from which EY data is collected. Includes EY and other staff.	12
Total staff at establishment with QTS (200344)	The number of staff at an establishment from which EY data is collected with QTS.	3
Total staff at establishment with EYPS (200565)	The number of staff at an establishment from which EY data is collected with EYPS.	2

Field / Number	Description	Used in example
Teaching staff participating in EY education (200645)	Number of staff working directly with 2, 3 and 4 year old children.	12
EY staff with QTS (200646)	Number of staff working directly with 2, 3 and 4 year old children with QTS.	3
EY staff with EYPS (200647)	Number of staff working directly with 2, 3 and 4 year old children with EYPS.	2
Number of 2 year olds (200644)	Total number of 2 year olds accommodated (funded and non-funded children). Zero means none at this age.	10
Number of 3 year olds (200630)	Total number of 3 year olds accommodated (funded and non-funded children). Zero means none at this age.	16
Number of 4 year olds (200631)	Total number of 4 year olds accommodated (funded and non-funded children). Zero means none at this age.	13

Example:

E,305,510001,EY123456,North Park Nursery,01213456789,NN2
 3NN, NorthParkNursery@aol.com,Smith,Sarah,,Proprietor,PRIV,Portage
 Service,OTH,Creche,F,True,Y,True,False,5,40,40,12,3,2,12,3,2,10,16,13

5.3.3 CSV Pupil / Child Record (Single setting and one child)

A Child record has the following structure:

Field	Description	Used in example
RecordType	Identifies the record type, must be "C".	C
Establishment Unique Reference Number (200635)	Must match the setting URN on the associated Establishment record.	510001
Pupil/Child Surname (100003)	Full legal surname (derived from family, clan or marital association) of the child.	Bishop
Pupil/Child Forename (100004)	Full given first name of the child (not common contractions).	Sarah

Field	Description	Used in example
Pupil/Child Middle Names (100006)	In full, not shortened or familiar versions. If pupil has no middle name(s) then this field must be left blank.	Jane
Pupil/Child Preferred Surname (100011)	The surname preferred by the child (as written) most commonly used in the establishment (for pupils in alternative provision, the surname most commonly used in the LA).	Bishop
Date of Birth (100292)	Date of birth of child.	2008-03-24
Pupil/Child Gender (100287)	Gender of child.	2
Child Ethnicity (100319)	Child ethnic code.	WBRI
Funded Hours (100290)	Number of hours funded by an LA for the child at the EY setting (to the nearest 0.5 hour).	8
Hours at Setting (100291)	Total number of LA funded and unfunded hours that the child spends at the EY setting (to the nearest 0.5 hour).	15
Total funded spring hours (100419)	Where the provider is funded for more than 38 weeks of the year, the number of hours for which the LA is paying for the child between 1 January and 31 March (required to the nearest 0.5 hour).	162.5
Basis for funding (100510) ECO	Basis on which a two-year-old child is eligible for funding – must have value ECO or blank	ECO
Basis for funding (100510) HSD	Basis on which a two-year-old child is eligible for funding – must have value HSD or blank	
Basis for funding (100510) LAA	Basis on which a two-year-old child is eligible for funding – must have value LAA or blank	
Basis for funding (100510) OTH	Basis on which a two-year-old child is eligible for funding – must have value OTH or blank	
SEN Provision (100472)	Provision types under the SEN Code of Practice.	N
Post Code (100121)	The code allocated by the Post Office to identify a group of postal delivery points.	NN1 3NN

Field	Description	Used in example
SAON (100103)	Flat, apartment name or number or other sub-division of a dwelling.	2 Flat
PAON (100109)	Dwelling name and/or number.	136
Street (100115)	Street name or street description that has been allocated to a street by the street naming authority.	High Street
Locality (100116)	The locality name refers to a neighbourhood, suburb, district, village, estate, settlement, or parish that may form part of a town, or stand in its own right within the context of an administrative area. Where an industrial estate contains streets it is defined as a locality in its own right.	North Park
Town (100117)	The town name refers to a city or town that is not an administrative area, a suburb of an administrative area that does not form part of another town or a London district.	Linbury
Administrative Area (100118)	The administrative area is a geographic area that may be the highest level local administrative area, which may be a county or a unitary authority, an island or island group or London.	LittleTown
Post town (100119)	Post Office usually assigns these based on Sorting Office.	Shireborough
Address Line 1 (100128)	First Line of Address.	
Address Line 2 (100129)	Second Line of Address.	
Address Line 3 (100130)	Third Line of Address.	
Address Line 4 (100131)	Fourth Line of Address.	
Address Line 5 (100132)	Fifth Line of Address.	

Example (this example uses the BS7666 (v1.4) format and leaves the Line Address items blank):

C,510001,Bishop,Sarah,Jane,Bishop,2008-03-24,2,WBRI,8,15,162.5,ECO,,,,N, NN1 3NN," 2 Flat", " 136",High Street,North Park,Linbury,LittleTown,Shireborough,,,,,
--

If an early years setting is using this structure to submit data to the LA, then the example would be as follows with no information included for basis for funding:

C,510001,Bishop,Sarah,Jane,Bishop,2008-03-24,2,WBRI,8,15,162.5,,,,,N, NN1 3NN," 2 Flat"," 136",High Street,North Park,Linbury,LittleTown,Shireborough,,,,,

5.3.4 CSV Pupil / Child Record (Single setting and two children)

Example of a complete return, with one setting and two children (All addresses are in Line Address format):

Field	Description	Used in example
RecordType	Identifies the record type, must be "H".	H
Collection (200123)	Collection Name (<Collection>, 200123) will be 'EYC'; <i>Description: Name of the data collection e.g. EYC</i>	EYC
Survey Term (200168)	Term (<Term>, 200168) will be 'SPR'; <i>Description: SPR denotes collection is carried out in the Spring term.</i>	SPR
Survey Year (200124)	Year (<Year>, 200124) will be '2014'; <i>Description: The calendar year of the collection.</i>	2014
Survey Reference Date (200125)	Reference Date (<ReferenceDate>, 200125) will be '2014-01-16'; <i>Description: The reference date is normally the day of the census or collection and this is used as the baseline date from which comparisons with other dates in the return can be made.</i>	2014-01-16
Source Level (800005)	Source Level will be 'L'; <i>Description: Should be set to L for a Local Authority system and S for a school system.</i>	L
LA Number (200001)	LA (<LEA>, 200001) is the LA Number. <i>Description: Standard DfE three digit Local Authority number.</i>	303
Software Code (800006)	Software Code is available for suppliers to provide their own identifier. <i>Description: Software Supplier Reference</i>	Software Supplier Reference

Field	Description	Used in example
Release (800008)	Release (<Release>) which is optional on DfE returns.	
Serial Number (800007)	Serial No (<SerialNo>) will start at '001' and then be incremented by 1 each time a new file is prepared for submission. <i>Description: An incremented number, generated by a provider's software, enables data collection systems to identify re-submissions.</i>	001
Date and Time (200126)	Date and Time (<DateTime>) (200126) is the Date and Time when the file was prepared or generated in CCYY-MM-DDThh:mm:ss format. <i>Description: Date and Time of generation of the return.</i>	2014-01-4T10:36:42
CBDS Level (800011) 1	Fixed value of 'Establishment'. <i>Description: Shows which of the defined CBDS levels are present within a data return.</i>	Establishment
CBDS Level (800012) 2	Fixed value of 'Child'. <i>Description: Shows which of the defined CBDS levels are present within a data return.</i>	Child
RecordType	Identifies the record type, must be "E".	E
LA Number (200001)	Is your Local Authority number.	305
Establishment Unique Reference Number (200635)	The Unique Reference Number (URN) is a 6 digit unique reference number that is allocated to records in sequential number order.	5100001
Ofsted EY URN (200328)	Ofsted unique reference number for the EY Setting. (Old format is 6 digits, new format prefixes the digits with "EY")	EY123456
Establishment Name (200005)	Establishment Name in full	North Park Nursery
Telephone Number (200118)	Main establishment telephone number which is used for official purposes.	01213456789
Post Code (200096)	Code allocated by the Post Office to	NN2 3NN

Field	Description	Used in example
	identify a group of postal delivery points.	
EY Setting Email (200022)	Main e-mail address.	NorthParkNursery@aol.com
Collection Contact Surname (200369)	Surname of the contact for the survey.	Smith
Collection Contact Forename (200370)	Forename of the contact for the survey.	Sarah
Collection Contact Middle Names (200080)	Middle names of the contact for the collection.	
Contact position (200329)	Position of contact within the EY Setting.	Proprietor
Category of EY Provider (200643)	Category of provision e.g. Private or Voluntary.	PRIV
EY Provider Category Other (200331)	Category of provision where the category is not one of the named values.	Portage Service
Type of EY Setting (200332)	Type of setting e.g. Day Nursery.	OTH
EY Setting Type Other (200333)	Type of setting where the EY Setting is not one of the named values.	Creche
EY Day Care (200334)	Whether full day or sessional care is provided.	F
EY Day Care Other (200335)	Type of day care where the care provider is not one of the named values.	True
Continuous Opening (200338)	Whether the setting is open continuously throughout the day.	Y
Maintained School Relationship (200339)	Indicates whether an EY setting operates on the premises of a maintained school, or has a contract or partnership agreement with a maintained school.	True
Other Establishment Partnership (200340)	Indicates whether an EY setting works in partnership with another establishment to provide free early education.	False
EY Hours Open per week (200341)	Number of hours each week that the EY setting is open (to the nearest half hour, and where the half hour is represented by 0.5).	5
EY Weeks Open per year	Number of weeks per year that the EY	40

Field	Description	Used in example
(200342)	setting is open (to the nearest half week, and where the half week is represented by 0.5).	
Early Years Funding Weeks (200601)	For how many weeks in the current calendar year is the provider open and funded by the LA? (to the nearest half week, and where this is represented by 0.5). This item is only mandatory for providers open and funded for over 38 weeks.	40
Total teaching staff at establishment (200629)	The number of staff at an establishment from which EY data is collected. Includes EY and other staff.	12
Total staff at establishment with QTS (200344)	The number of staff at an establishment from which EY data is collected with QTS.	3
Total staff at establishment with EYPS (200565)	The number of staff at an establishment from which EY data is collected with EYPS.	2
Teaching staff participating in EY education (200645)	Number of staff working directly with 2, 3 and 4 year old children.	12
EY staff with QTS (200646)	Number of staff working directly with 2, 3 and 4 year old children with QTS.	3
EY staff with EYPS (200647)	Number of staff working directly with 2, 3 and 4 year old children with EYPS.	2
Number of 2 year olds (200644)	Total number of 2 year olds accommodated (funded and non-funded). Zero means none at this age.	10
Number of 3 year olds (200630)	Total number of 3 year olds accommodated (funded and non-funded children). Zero means none at this age.	16
Number of 4 year olds (200631)	Total number of 4 year olds accommodated (funded and non-funded children). Zero means none at this age.	13
RecordType	Identifies the record type, must be "C".	C
Establishment Unique Reference Number (200635)	Must match the setting URN on the associated Establishment record.	510001

Field	Description	Used in example
Pupil/Child Surname (100003)	Full legal surname (derived from family, clan or marital association) of the child.	Bishop
Pupil/Child Forename (100004)	Full given first name of the child (not common contractions).	Sarah
Pupil/Child Middle Names (100006)	In full, not shortened or familiar versions. If pupil has no middle name(s) then this field must be left blank.	Jane
Pupil/Child Preferred Surname (100011)	The surname preferred by the pupil (as written) most commonly used in the establishment (for pupils in alternative provision, the surname most commonly used in the LA).	Bishop
Date of Birth (100292)	Date of birth of child.	2008-03-24
Pupil/Child Gender (100287)	Gender of child.	2
Child Ethnicity (100319)	Child ethnic code.	WBRI
Funded Hours (100290)	Number of hours funded by an LA for the child at the EY setting (to the nearest 0.5 hour).	8
Hours at Setting (100291)	Total number of LA funded and unfunded hours that the child spends at the EY setting (to the nearest 0.5 hour).	15
Total funded spring hours (100419)	Where the provider is funded for more than 38 weeks of the year, the number of hours for which the LA is paying for the child between 1 January and 31 March (required to the nearest 0.5 hour).	162.5
Basis for funding (100510) ECO	Basis on which a two-year-old child is eligible for funding – must have value ECO or blank	ECO
Basis for funding (100510) HSD	Basis on which a two-year-old child is eligible for funding – must have value HSD or blank	
Basis for funding (100510) LAA	Basis on which a two-year-old child is eligible for funding – must have value LAA or blank	
Basis for funding (100510) OTH	Basis on which a two-year-old child is eligible for funding – must have value OTH or blank	

Field	Description	Used in example
SEN Provision (100472)	Provision types under the SEN Code of Practice.	N
Post Code (100121)	The code allocated by the Post Office to identify a group of postal delivery points.	NN1 3NN
SAON (100103)	Flat, apartment name or number or other sub-division of a dwelling.	
PAON (100109)	Dwelling name and/or number.	
Street (100115)	Street name or street description that has been allocated to a street by the street naming authority.	
Locality (100116)	The locality name refers to a neighbourhood, suburb, district, village, estate, settlement, or parish that may form part of a town, or stand in its own right within the context of an administrative area. Where an industrial estate contains streets it is defined as a locality in its own right.	
Town (100117)	The town name refers to a city or town that is not an administrative area, a suburb of an administrative area that does not form part of another town or a London district.	
Administrative Area (100118)	The administrative area is a geographic area that may be the highest level local administrative area, which may be a county or a unitary authority, an island or island group or London.	
Post town (100119)	Post Office usually assigns these based on Sorting Office.	
Address Line 1 (100128)	First Line of Address.	6 High Street
Address Line 2 (100129)	Second Line of Address.	North Park
Address Line 3 (100130)	Third Line of Address.	Linbury
Address Line 4 (100131)	Fourth Line of Address.	LittleTown
Address Line 5 (100132)	Fifth Line of Address.	Shireborough
RecordType	Identifies the record type, must be "C".	C
Establishment Unique Reference Number (200635)	Must match the setting URN on the associated Establishment record.	510001

Field	Description	Used in example
Pupil/Child Surname (100003)	Full legal surname (derived from family, clan or marital association) of the child.	Bright
Pupil/Child Forename (100004)	Full given first name of the child (not common contractions).	Damien
Pupil/Child Middle Names (100006)	In full, not shortened or familiar versions. If pupil has no middle name(s) then this field must be left blank.	
Pupil/Child Preferred Surname (100011)	The surname preferred by the pupil (as written) most commonly used in the establishment (for pupils in alternative provision, the surname most commonly used in the LA).	
Date of Birth (100292)	Date of birth of child.	2008-02-02
Pupil/Child Gender (100287)	Gender of child (as defined in Common Data Elements).	1
Child Ethnicity (100319)	Child ethnic code.	MWBC
Funded Hours (100290)	Number of hours funded by an LA for the child at the EY setting (to the nearest 0.5 hour).	8
Hours at Setting (100291)	Total number of LA funded and unfunded hours that the child spends at the EY setting (to the nearest 0.5 hour).	8
Total funded spring hours (100419)	Where the provider is funded for more than 38 weeks of the year, the number of hours for which the LA is paying for the child between 1 January and 31 March (required to the nearest 0.5 hour).	162.5
Basis for funding (100510) ECO	Basis on which a two-year-old child is eligible for funding – must have value ECO or blank	
Basis for funding (100510) HSD	Basis on which a two-year-old child is eligible for funding – must have value HSD or blank	
Basis for funding (100510) LAA	Basis on which a two-year-old child is eligible for funding – must have value LAA or blank	LAA

Field	Description	Used in example
Basis for funding (100510) OTH	Basis on which a two-year-old child is eligible for funding – must have value OTH or blank	
SEN Provision (100472)	Provision types under the SEN Code of Practice.	N
Post Code (100121)	The code allocated by the Post Office to identify a group of postal delivery points.	NN2 4RR
SAON (100103)	Flat, apartment name or number or other sub-division of a dwelling.	
PAON (100109)	Dwelling name and/or number.	
Street (100115)	Street name or street description that has been allocated to a street by the street naming authority.	
Locality (100116)	The locality name refers to a neighbourhood, suburb, district, village, estate, settlement, or parish that may form part of a town, or stand in its own right within the context of an administrative area. Where an industrial estate contains streets it is defined as a locality in its own right.	
Town (100117)	The town name refers to a city or town that is not an administrative area, a suburb of an administrative area that does not form part of another town or a London district.	
Administrative Area (100118)	The administrative area is a geographic area that may be the highest level local administrative area, which may be a county or a unitary authority, an island or island group or London.	
Post town (100119)	Post Office usually assigns these based on Sorting Office.	
Address Line 1 (100128)	First Line of Address.	10 Free Road
Address Line 2 (100129)	Second Line of Address.	North Park
Address Line 3 (100130)	Third Line of Address.	Shireborough
Address Line 4 (100131)	Fourth Line of Address.	
Address Line 5 (100132)	Fifth Line of Address.	

Example (this example uses the Line Address format, and leaves the BS7666 (v1.4) items blank):

```
H,EYC,SPR,2013,2013-01-17,L,303,Software Supplier Reference,,001,2013-01-26T10:36:42,Establishment,Child,

E,305,510001,EY123456,North Park Nursery,01213456789,NN2
3NN,NorthParkNursery@aol.com, Smith,Sarah,,Proprietor,PRIV,Portage
Service,OTH,Creche,F,True,Y,True,False,5,40,40,12,3,2,12,3,2,10,16,13,

C,510001,Bishop,Sarah,Jane,Bishop,2008-03-24,2,WBRI,8,15,162.5,ECO,,,,N,NN1 3NN,,,,,,6
High Street,North Park,Linbury,LittleTown,Shireborough,

C,510001,Bright,Damian,,,2008-02-02,1,MWBC,8,8,162.5,,,LAA,,N,NN2 4RR,,,,,,10 Free
Road,North Park,Shireborough,,
```

If an early years setting is using this structure to submit data to the LA, then the example would be as follows with no information included for basis for funding:

```
H,EYC,SPR,2013,2013-01-17,L,303,Software Supplier Reference,,001,2013-01-26T10:36:42,Establishment,Child,

E,305,510001,EY123456,North Park Nursery,01213456789,NN2
3NN,NorthParkNursery@aol.com, Smith,Sarah,,Proprietor,PRIV,Portage
Service,OTH,Creche,F,True,Y,True,False,5,40,40,12,3,2,12,3,2,10,16,13,

C,510001,Bishop,Sarah,Jane,Bishop,2008-03-24,2,WBRI,8,15,162.5,,,,N,NN1 3NN,,,,,,6
High Street,North Park,Linbury,LittleTown,Shireborough,

C,510001,Bright,Damian,,,2008-02-02,1,MWBC,8,8,162.5,,,,N,NN2 4RR,,,,,,10 Free
Road,North Park,Shireborough,,
```

5.3.5 Special Notes for CSV returns

File Naming Conventions

DfE recommends that the file is given a meaningful name that includes the LA number, the Setting URN and the 3 digit serial number. The file extension should be .csv. This will help users in selecting the correct file(s) to upload to COLLECT.

6 Validation Checks

This section specifies validation rules that are applied to the data by DfE using COLLECT. They should also be applied, as far as possible, by LAs prior to loading the data onto the COLLECT system and any issues resolved.

Those data items included in the Tables but not appearing in the validation rules - that is, those not shown in the validation rules as "must be present" - should be supplied where available (e.g. pupil's middle name).

The table also shows which validations are Errors and which ones are Queries. An Error is a failed validation check that **must be corrected**. A Query is one which **must be investigated**, and potentially corrected, as it identifies data that would usually be invalid.

Where a validation rule is identical to one that is specified for the School Census, the same Sequence number is used. Otherwise, new sequence numbers are used.

6.1 File Header Validation

Seq Number	Error/ Query	Validation Check	Error Message
021	Error	<CBDSLevel> must be present and = 'Pupil'	CBDS Level should be 'pupil'
010	Error	<Collection> must be present and = 'EYC'	Should be 'EYC'.
020	Error	<DateTime> (200126) must be present and in the format 'CCYY-MM-DDThh:mm:ss'	Should be in the format 'yyyy-mm-ddThh:mm:ss'.
8000	Error	<LEA> (200001) must be present and a valid value	Local Authority number missing or invalid
013	Error	<ReferenceDate> (200125) must be present and = '2014-01-16'	Census Date must be 16 January 2014
019	Error	<SerialNo> must be present and a numeric number in the format 'nnn'	Serial No should be present.
017	Error	<SoftwareCode> must be present	Software Code should be present
014	Error	<SourceLevel> must be present and = 'L'	Source level should be 'L'.
011	Error	<Term> (200168) must be present and = 'SPR'	Term should be 'SPR'.
012	Error	<Year> (200125) must be present and ='2014'	Year should be 2014

6.2 Establishment Level Validation

Seq Number	Error / Query	Validation Check	Error Message
Establishment Characteristics module			
110	Error	<EstablishmentName> (200005) must be provided	Name of Setting is missing

Seq Number	Error / Query	Validation Check	Error Message
420	Error	<PhoneNo> (200118) must be present.	Setting phone number is missing
430	Error	<PostCode> (200096) must be provided and must be in a valid format. Valid formats are: An nAA Ann nAA AAAn nAA AAnn nAA AnA nAA AAAnA nAA where 'A' is alphabetic and 'n' is numeric. Also valid: BFPO n BFPO nn BFPO nnn	EY Setting Post code not provided, or in an unrecognised format
8000	Error	<LEA> (200001) must be provided and must be a valid value	Local Authority number missing or invalid
8005	Error	<URN> (200635) must be provided and must be in range 500000 to 699999	EY Setting Unique Reference Number is missing or outside of the permitted range (500000 to 699999)
8010	Error	<URN> (200635) must be unique across the return	Two or more EY settings with the same Unique Reference Number
8015Q	Query	<OFSTEDURN> (200328) should comply with one of the standard formats of EY999999 or 999999.	OFSTED setting reference number is in an unknown format
8020	Error	<ContactSurname> (200369) must be present	Contact's Surname must be provided
8025	Error	<ContactForename> (200370) must be present	Contact's Forename must be provided

Seq Number	Error / Query	Validation Check	Error Message
8030	Error	<ContactPosition> (200329) must be provided	Contact position is missing
8035	Error	<EYProviderCategory> (200643) must be provided and must be a valid value	Provider Category missing or invalid
8040	Error	If <EYProviderCategory> (200643) not = PRIV or VOLY then <EYSettingType> (200332) and <EYDayCare> (200334) must be blank	Setting Type and Day Care information must not be provided for this category of provider
8045	Error	If <EYProviderCategory> (200643) = PRIV or VOLY then <EYSettingType> (200332) must be present and a valid value	Setting Type missing or invalid
8050	Error	If <EYProviderCategory> (200643) = PRIV or VOLY then <EYDayCare> (200334) must be present and a valid value	Day Care missing or invalid
8055	Error	If <EYProviderCategory> (200643) = OTHR then <EYProviderCategoryOther> (200331) must be present.	Other Provider Category Description is missing
8057	Error	If <EYProviderCategory> (200643) not = OTHR then <EYProviderCategoryOther> (200331) must be blank.	Other provider category information must not be provided for this category of provider
8060	Error	If <EYSettingType> (200332) = OTH then <EYSettingTypeOther> (200333) must be present.	Other Setting Type Description is missing
8063	Error	If <EYSettingType> (200332) not = OTH then <EYSettingTypeOther> (200333) must be blank.	Other Setting Type information must not be provided for this type of setting
8065	Error	If <EYDayCare> (200334) = O then <EYDayCareOther> (200335) must be present.	Other Day Care Type Description is missing
8067	Error	If <EYDayCare> (200334) not = O then <EYDayCareOther> (200335) must be blank.	Other Day Care Type information must not be provided for this type of Day Care

Seq Number	Error / Query	Validation Check	Error Message
8085	Error	<ContinuousOpening> (200338) must be provided and must be a valid value	Setting Continuous Opening missing or invalid
8090	Error	<EYSchoolRelationship> (200339) must be provided and must be a valid value	Maintained School Relationship indicator is missing or invalid
8095	Error	<EYEstablishmentPartnership> (200340) must be provided and must be a valid value	Other Establishment Partnership indicator is missing or invalid
8100Q	Query	<EYHoursOpen> (200341) should be validly formatted, and should be in range 1.0 to 70.0	Please check: Number of hours open per week is outside the range 1 hour to 70 hours
8103	Error	<EYWeeksOpen> (200342) must be greater than or equal to <EYFundingWeeks> (200601)	The number of weeks open must be greater than or equal to the number of weeks funded
8105	Error	<EYWeeksOpen> (200342) must be validly formatted, and must be in range 1.0 to 52.0	Number of weeks open per year must be between 1 Week and 52 weeks
8230	Error	If provided <EYFundingWeeks> (200565) must be validly formatted and in the range 1.0 to 52.0	Number of weeks open and funded by the LA must be valid and in the range 1 to 52 weeks.
Staff Information module			
8110Q	Query	<EstabTeachingTotal> (200629) should be provided and should be in the range 1 – 38	Please check: Total teaching staff at the Setting is missing or outside the expected range of 1 to 38
8115Q	Query	<EstabQTSTeachers> (200344) should be provided and should be in the range 0 – 21	Please check: Total teaching staff with Qualified Teacher Status is missing or outside the expected range of 0 to 21

Seq Number	Error / Query	Validation Check	Error Message
8117Q	Query	<EstabEYPSTeachers> (200565) should be provided and should be in the range 0 – 10	Please check: Total teaching staff with Early Years Professional Status is missing or outside the expected range of 0 to 10
8120	Error	<EstabQTSTeachers> (200344) must be equal to or less than <EstabTeachingTotal> (200629)	Teachers with Qualified Teacher Status is greater than the Total Teaching Staff
8123	Error	<EstabEYPSTeachers> (200565) must be equal to or less than <EstabTeachingTotal> (200629)	Teachers with Early Years Professional Status is greater than the Total Teaching Staff
8125Q	Query	<EstabTeachersinEY> (200645) should be provided and should be in the range 0 – 21	Please check: Teaching staff participating in EY Education is missing or outside the expected range of 0 to 21
8130Q	Query	<EYQTS> (200646) should be provided and should be in the range 0 – 6	Please check: EY Staff with Qualified Teacher Status is missing or outside the expected range of 0 to 6
8135	Error	<EYQTS> (200646) must be equal to or less than <EstabTeachersinEY> (200345)	EY Staff with Qualified Teacher Status is greater than the Teaching Staff participating in EY Education
8138	Error	<EYQTS> (200646) must be equal to or less than <EstabQTSTeachers> (200344)	EY Staff with Qualified Teacher Status is greater than the Teaching Staff with QTS status at the Setting
8141Q	Query	<EYEYPS> (200647) should be provided and should be in the range 0 – 6	Please check: EY Staff with Early Years Professional Status is missing or outside the expected range of 0 to 6

Seq Number	Error / Query	Validation Check	Error Message
8142	Error	<EYEYPS> (200647) must be equal to or less than <EstabTeachersinEY> (200345)	EY Staff with Early Years Professional Status is greater than the Teaching Staff participating in EY Education
8143	Error	<EYEYPS> (200647) must be equal to or less than <EstabEYPSteachers> (200565)	EY Staff with Early Years Professional Status is greater than the Teaching Staff with EYPS status at the Setting
8140	Error	<EstabTeachersinEY> (200645) must be less than or equal to <EstabTeachingTotal> (200629)	Teaching Staff participating in EY Education is greater than Total Teaching Staff at Setting
Pupil / Child Statistics module			
8144Q	Query	<EY2Years> (200644) should be provided and in range 0 to 51	Please check: Number of 2 year olds not in the expected range 0 to 51
8145Q	Query	<EY3Years> (200630) should be provided and in range 0 to 51	Please check: Number of 3 year olds not in the expected range 0 to 51
8150Q	Query	<EY4Years> (200631) should be provided and in range 0 to 33	Please check: Number of 4 year olds not in the expected range 0 to 33
8155	Error	<EY2Years> (200633) <EY3Years> (200630) and <EY4Years> (200631) cannot all be zero	Return shows no 2, 3 or 4 year olds at the setting
Return Level Validation			
8260	Error	There must be at least one Child Record provided i.e. at least one populated <PupilChild> node.	There is no data for any children at this setting. NB: If the setting has no funded children, then a Census return is not required for this setting

Seq Number	Error / Query	Validation Check	Error Message
8261	Error	Total number of 2 year old child records with a date of birth between 1 January 2011 and 31 December 2011, should be less than or equal to total count of 2 year olds in the establishment	Total number of 2 year old child records should be less than or equal to total number of 2 year olds in the establishment
8262	Error	Total number of 3 year old child records with a date of birth between 1 January 2010 and 31 December 2010, should be less than or equal to total count of 3 year olds in the establishment	Total number of 3 year old child records should be less than or equal to total number of 3 year olds in the establishment
8263	Error	Total number of 4 year old child records with a date of birth between 1 January 2009 and 31 December 2009, should be less than or equal to total count of 4 year olds in the establishment	Total number of 4 year old child records should be less than or equal to total number of 4 year olds in the establishment

6.3 Pupil / Child Level Validation

Seq Number	Error/ Query	Validation Check	Error Message
Pupil / Child Identifiers module			
1580	Error	<Surname> (100003) must be present	Child with last name missing
1590	Error	<Forename> (100004) must be present	Child with forename missing
1600	Error	<PersonBirthDate> (100292) must be present.	Child's date of birth is missing
8200Q	Query	<PersonBirthDate> (100292) should be between 01/01/2009 and 31/12/2011 inclusive	Please check as child is not 2, 3 or 4 years old
1610	Error	<GenderCurrent> (100287) must be present and a valid code value.	Child's gender is missing, or is an unrecognised code

Seq Number	Error/ Query	Validation Check	Error Message
Pupil / Child Characteristics module			
8205	Error	If provided, <Ethnicity> (100022) must be a valid code value.	Child's ethnicity has been provided as an unrecognised code
8211	Error	<FundedHours> (100290) for children born between 1 January 2010 and 31 December 2011 must be provided and in the range 0.5 to 15 to the nearest 0.5	Child's funded hours not provided or out of the valid range for a 2 or 3 year old (0.5 to 15 to the nearest 0.5)
8212	Error	<FundedHours> (100290) for children born between 1 January 2009 and 31 December 2009 must be provided and in the range 0.5 to 25 to the nearest 0.5	Child's funded hours not provided or out of the valid range for a 4 year old (0.5 to 25 to the nearest 0.5)
8215	Error	<HoursAtSetting> (100291) must be provided and in range 0.5 - 70 to the nearest 0.5	Child's hours at the EY Setting not provided or out of the valid range (0 - 70) to the nearest.5
8220	Error	<FundedHours> (100290) must be less than or equal to <HoursAtSetting> (100291)	Funded hours cannot be more than the number of hours at the EY setting
8240Q	Query	If <EYFundingWeeks> (200565) is > 38 weeks, then <TotalFundedSpringHours> (100419) should be provided	Please check: Where the number of funding weeks is greater than 38, Total Funded Spring Hours should be provided for all funded children at this EY setting
8250Q	Query	If provided, <TotalFundedSpringHours> (100419) should be in range 0.5 to 999.5 and rounded to the nearest 0.5	Please check: Total Funded Spring Hours should be in the range 0.5 to 999.5, to the nearest .5
8255	Error	If provided, <FundingBasis> (100510) must be a valid value	Basis for funding for a 2 year old child must have one of the following values: ECO, HSD, LAA, OTH
8265	Error	Each occurrence of <FundingBasis> (100510) must have a different value	The same value for basis of funding for a 2 year-old child has been submitted more than once

Seq Number	Error/ Query	Validation Check	Error Message
8270	Error	<FundingBasis> (100510) must be provided for children aged 2, i.e. those with a date of birth between 1 January 2011 and 31 December 2011 inclusive	Basis for funding must be provided for a 2 year old child
8275	Error	<FundingBasis> (100510) must not be provided for children aged 3 or 4, i.e. those with a date of birth between 1 January 2009 and 31 December 2010 inclusive	Basis for funding must not be provided for 3 and 4 year old children
Pupil / Child SEN module			
2120	Error	The <SENprovision> (100077) must be provided and must be a valid code value.	Child's Special Need provision is missing or has been provided as an invalid value
Home Information module			
2340	Error	<PostCode> (100121) must be provided and must be in a valid format. Valid formats are: An nAA Ann nAA AAn nAA AAnn nAA AnA nAA AAAn nAA where 'A' is alphabetic and 'n' is numeric. Also valid: BFPO n BFPO nn BFPO nnn	Child's Post code not provided, or in an unrecognised format

Seq Number	Error/ Query	Validation Check	Error Message
2350	Error	<AddressLine1> (100128) or <PAON> (100109) must be present.	Insufficient Address information provided.
2370	Error	If <SAON> (100103) present then <PAON> (100109) must also be present.	Where Sub-dwelling (SAON) is present, Dwelling (PAON) must also be present.
2380Q	Query	If <PAON> (100109) is present, at least one of <Street> (100115), <Locality> (100116), <Town> (100117), <Administrative Area> (100118) or <PostTown> (100119) must be present	Please check: Where Dwelling is present, at least one of the Street, Locality, Town, Administrative Area or Post Town must be shown
2400Q	Query	If <AddressLine1> (100128) present, one of <AddressLine2> (100129) <AddressLine3> (100130) <AddressLine4> (100131) or <AddressLine5> (100132) should also be present.	Where first line present, at least one other address line should also be present.
2445Q	Query	If <AddressLine1> (100128), <AddressLine2> (100129), <AddressLine3>(100130), <AddressLine4>(100131) or <AddressLine5>(100132) present,<PAON> (100119), <SAON> (100103), <Street> (100115), <Locality> (100116), <Town> (100117), <AdministrativeArea> (100118) or <PostTown> (100119) should not be present.	Address information drawn from two conflicting formats.



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