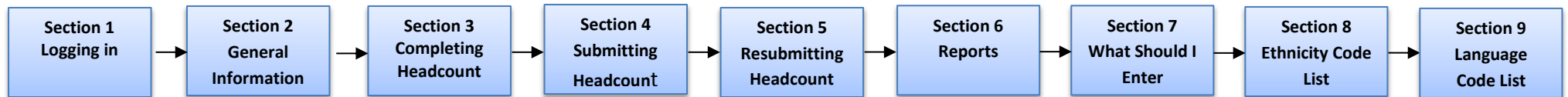




REFERENCE GUIDE:

Headcount Portal User Guide




SECTION 1 – LOGGING IN

Using the Web Address provided in your email.

https://emsonline.leics.gov.uk/ProviderPortal_LIVE/Account/Account/Login


Select the address or copy and paste into your Internet Browser address bar.

Login to **Provider Portal** by completing the user name and password fields on the login box; then click  button.


Note: If you have logged in previously and cannot remember either your Username or Password you can select the links below the Login button and follow the instructions.

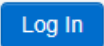
Log In

Username



Password





[Forgotten your username?](#)

[Forgotten your password?](#)

PLEASE NOTE: Each time you login the portal, you will need to answer your Secret Question.

SECTION 2 – GENERAL INFORMATION

- As with the current process, you only need to enter children who you are claiming FEEE for. **Please do not include non-funded children on this form.**
- Any children on your previous headcount submission will have some of their information pre-filled e.g. the start date.
- Please note all children (2/3/4 years) will all go onto the same headcount form.
- You no longer need to input the CURN number (2 year old funding)
- The first time you use the portal, you will need to input details eg ethnicity/first language etc of children that have left the previous term that the Local Authority were unaware of.
- **Only** enter an end date for children who have left or who are leaving the setting. Do not enter an end date if the child will be claiming with you next term, otherwise you will not receive an initial payment for this child.
- Unlike current processes, you can submit your headcount as many times as you like between the date it is released to you and the deadline date. In fact, we are encouraging you to do so! There is no longer a need for you to leave all your inputting until the end of the headcount period – you can add/end children and update hours/weeks as many times as you like. It is only the final submission before the deadline that will be used to calculate payments. Please only submit once a day to allow the system to catch up.

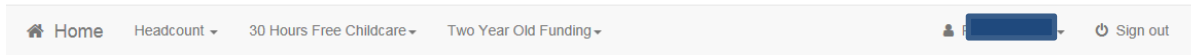
Important information

The portal will log you out after a period of inactivity. When you return to the screen, it will prompt you to log in again and you will be able to resume from the last screen you accessed.

SECTION 3 – COMPLETING HEADCOUNT



Provider Portal



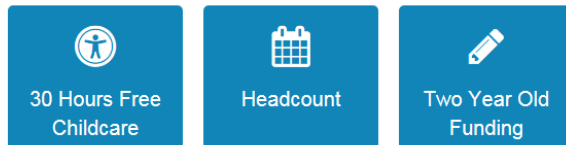
Welcome to the ONE Provider Portal


Below are the services available to you.



Click on the 'Two Year Funding' icon to start a Two Year Old funding application.

COMING SOON Click on the 'Headcount' icon to submit your headcount information.

PLEASE NOTE: When entering NI or NASS numbers anywhere within the portal, please ensure that you use CAPITAL letters. Using lowercase letters can cause checks to fail incorrectly.



To complete the headcount, select  to continue.

The image below shows the headcount page, on the left are the tasks you can complete, on the right are two messages showing as read  and unread 
If you do not have any messages, nothing will be shown here.

Headcount forms will appear under 'My tasks' - To open the headcount task, click onto the individual task and your headcount form will be displayed. An unstarted

headcount task will show the red status indicator: 

Welcome to the Headcount Portal

Below you will see:

- * a list of the tasks available to you
- * the messages you have been sent

My tasks



Headcount (Actual) for Autumn Term 2018 (01 Sep 18 - 31 Dec 18) for 2 year olds, 3 year olds, 4 year olds is required

Not Started,
Due Tomorrow



Headcount (Actual) for Autumn Term 2018 (01 Sep 18 - 31 Dec 18) for 2 year olds, 3 year olds, 4 year olds is required

Retracted

 [View all tasks](#)

My messages



Reminder to submit Special Educational Needs & Disability information

Today 08:46

Dear [\$\$Title\$\$] [\$\$Forename\$\$] [\$\$Surname\$\$] You are required to submit information about [\$\$Chi...



New Report

03/08/2017

 [View all messages](#)

When you open the headcount form, it will either have some child details already in it (if you had children in the previous term who are still eligible for funding) **OR** it will be blank (if you did not have any children in the previous term or if you are a new provider). You should take the following steps, depending upon which scenario applies:




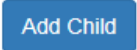
1. Blank form and no claims to make

Ignore the task, the notification will disappear after the deadline date.

2. Populated /Blank form and children to add

To start adding your children click  button and input information.

3. Populated form and changes to make

- For children who have left, click  button and enter an end date. Only enter an end date for children who have left or who are leaving the setting.
- For children that are leaving your setting mid-term, click  button to input hours attended/claimed and enter an end date.
- For children who are at the setting, click  button to input hours attended and claimed. Do not enter an end date if the child will be claiming with you next term otherwise you will not receive an initial payment for this child.
- To add new children, click  button and input information. Do not enter an end date if the child will be claiming with you next term otherwise you will not receive an initial payment for this child.

4. Populated form and no children

Click  button to enter an end date for all the children.

Specific guidance for completion of the headcount

When you open the headcount, this is the default view:

The screenshot shows the 'Headcount (Actual) for 2, 3 & 4 year olds' interface. At the top, there is a navigation bar with 'Home', 'Headcount', '30 Hours Free Childcare', and 'Two Year Old Funding'. A user profile and 'Sign out' button are on the right. Below the navigation bar, the title 'Headcount (Actual) for 2, 3 & 4 year olds' is displayed. To the right of the title, a status indicator shows 'Status: Unsubmitted' and a deadline 'Deadline: 17 August 2017'. Below the title, a filter bar shows 'Autumn Term 2017 (01 Sep 17 - 31 Dec 17)'. A message box states: 'You can edit child information at any time until the deadline of 17 August 2017.' Below the message box, there is a filter input field with a dropdown arrow, and buttons for 'Add Child', 'Edit Headcount', 'Download', and 'Submit'. A table lists children with columns: Forename, Surname, Funding, Date of birth, Start Date, End Date, Weeks Attended for term, Average Hours Attended per week, Hours Attended for term, Hours Claimed per week, and Hours Claimed for term. The table contains six rows of child data. Callouts 1-5 point to specific elements: 1 points to the edit icon in the first row; 2 points to the 'Add Child' button; 3 points to the 'Edit Headcount' button; 4 points to the 'Submit' button; 5 points to the status indicator.

5 → Status: Unsubmitted Deadline: 17 August 2017

Autumn Term 2017 (01 Sep 17 - 31 Dec 17)

• You can edit child information at any time until the deadline of 17 August 2017.

Filter by Forename or Surname or Age

2 → Add Child Edit Headcount Download Submit ← 4

	Forename	Surname	Funding	Date of birth	Start Date	End Date	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Hours Claimed per week	Hours Claimed for term	
	Verity	Blamange		22/12/2013	24/04/2017		0.00	0.00	0.00	0.00	0.00	✕
	Barnaby	Button		10/08/2013	01/01/2017		0.00	0.00	0.00	0.00	0.00	✕
	Layla	Lowe	2	09/10/2014	09/01/2017		0.00	0.00	0.00	0.00	0.00	✕
	Marmaduke	Marmalade		01/01/2014	09/01/2017		0.00	0.00	0.00	0.00	0.00	✕
	Florence	Munday	P	10/10/2013	09/01/2017		0.00	0.00	0.00	0.00	0.00	✕
	Henry	Popolopous		30/07/2013	01/01/2017		0.00	0.00	0.00	0.00	0.00	✕

1

1 – To change child details – click the button to edit a child's record i.e. change of name, address or correcting errors with dates of birth or spellings


2 – To add a new child – click the 'Add Child' button



3 – To enter hours/weeks or to end a child – click the 'Edit Headcount' button

4 – To Submit the headcount – click the 'Submit' button. This can be done as many times as necessary before the deadline date, however please submit no more than once a day to allow the system to catch up.



5 – The status indicator shows unsubmitted as no changes have yet been made, nor has it been submitted.

Change existing children's details

To edit the record for an existing child, i.e. change of name, address, or correcting errors with dates of birth or spellings, click the  button in the first column next to the child's forename, make the changes and click the 'Save' button.

	Forename ⬇	Surname ⬇	Funding <input type="checkbox"/>	Date of birth ⬇	Start Date ⬇	End Date	Weeks Attended for term 0.00	Average Hours Attended per week 0.00	Hours Attended for term 0.00	Hours Claimed per week 0.00	Hours Claimed for term 0.00	
	Verity	Blamange		22/12/2013	24/04/2017		0.00	0.00	0.00	0.00	0.00	


Adding children

To add new starters, click the  button at the top of the form. The following screen will appear which you will need to input the child's legal forename and surname and click the  button.


Add Child

Please enter the child's forename and surname

Forename




Surname



Cancel

Next



Child's legal forename

Add Child

Forename *

Middle Name

Surname *

Gender * ☐ Male ☒ Female

Date of birth (dd/mm/yyyy)

Ethnicity *

First Language *

SEND Status

Eligibility Code

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type the correct address in the boxes provided. If you do not know the postcode, you can look it up [here](#).

Postcode *

* Required field

- Eligibility code** – This is the DERN number for the 30 hours, please note the eligibility check must have been done prior to submitting the headcount. If you enter an invalid DERN number it will display the following error message

'No eligible checks have been found for eligibility code 5001234569! Please complete a thirty hour entitlement check for this code.'

Please note - We no longer require you to submit the 2 year old CURN on the headcount

Please note – If you try and enter a date of birth which is not eligible for the funding, an error message will be displayed in red as shown below:

Date of birth (dd/mm/yyyy)  31/05/2017

An age of 1 is not permitted for this task. This task is for age(s): 2 , 3 , 4

Save


Once details have been inputted click the button at the bottom of the screen.

If the child is in the correct age range for EYPP (Early Years Pupil Premium) the following screen will appear:


Please note if you select 'Decline to provide' you will not be able to enter parent/carers details until the following headcount, therefore it's important you enter this information as the child will not be checked for EYPP and therefore this funding will not be available for this term and will not be backdated for the term.



Provider Portal

[Home](#) [Headcount](#) [30 Hours Free Childcare](#) [Two Year Old Funding](#)  [Sign out](#)

Add Child

This child is in the correct age range for Early Years Pupil Premium - please supply the supplementary information requested below to allow us to check the child's eligibility for Pupil Premium. 

[Personal Details](#)

[Carer Details](#)

Carer information is required to allow an economic assessment for Early Years Pupil Premium. If the information is not provided, no EYPP can be paid for this child unless the child qualifies via a non economic route e.g 'Looked-After' status (LAC).

Provide Carer Information * ☐ **Yes**
☐ **Decline to provide**

[Previous](#) [Next](#)







* Required field

[Cancel](#)

[Save](#)

If you select 'Yes' you will need to input the following details in the screen below and click the 'save' button

If you select 'Decline to provide' and 'Save' you will be redirected back to the headcount form and the child will not be checked for EYPP.

Title *	 <input type="text"/>
Forename *	 <input type="text"/>
Surname *	 <input type="text"/>
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Date of Birth (dd/mm/yyyy) *	 <input type="text"/>
Relationship *	 <input type="text"/>
Parental Responsibility *	<input type="radio"/> Yes <input type="radio"/> No If the carer has legal responsibility for this child select Yes
Reference Number *	<input checked="" type="radio"/> National Insurance <input type="radio"/> National Asylum Support Service  <input type="text"/> <p>The format of all valid National Insurance Numbers is two prefix letters, six numeric digits, and one suffix letter. e.g. AB123456C</p>
Address *	Does the applicant live at the same address as the child ? <input type="radio"/> Yes 3 Cranesbill Road, Leicester, Leicestershire, LE5 1TA <input type="radio"/> No

[Previous](#)[Next](#)

* Required field

[Cancel](#)[Save](#)

Please note parent/carer information is required to allow an economic assessment for Early Years Pupil Premium. If parent/carer information is not provided, no EYPP can be paid for this child. **The My Early Learning website is no longer available to use.**

Unfortunately we are unable to process **non-economic EYPP checks** via the Headcount. If a child qualifies for EYPP via a non-economic route e.g. they are 'Looked-After' or have been 'Looked-After' (LAC) we would still prefer you to add the parent/carer details. If the child has been in local authority care in Leicestershire, EYPP should automatically be paid each term. If this is the first term that you are making a claim, you may wish to contact us on 0116 305 6208 to check that we have a record of this child. Please note that where a child is in the care of a different local authority (i.e. not Leicestershire) you will need to contact that LA to arrange payment, as they will be responsible for paying the EYPP. If a child has left care through an adoption, special arrangement order or child arrangement order, EYPP will not be paid automatically and you will need to upload evidence of this via AnyComms. Please add 'EYPP' into the description box when uploading, so that we know what the evidence relates to. If evidence is uploaded before the headcount closing date, the EYPP can then be paid with your FEEE final payment.

How will I know which children will receive EYPP?

A report will be sent via the Provider Portal each week when a task is open. The report will appear in 'My messages' section on the home page (see **Section 6 Reports**) or you can click on 'Headcount' in the top tab on the home page and click on 'Reports'. If you have any unviewed reports, you will see a highlighted number of them waiting to be viewed. This report will show you which children you have included on your headcount who are eligible for EYPP and parent/carer details were provided.

My messages

Reminder to submit Special Educational Needs & Disability information
Dear [Title] [Forename] [Surname] You are required to submit information about [Child...]
16/08/2017

New Report
03/08/2017

View all messages

Leicestershire County Council

Home Headcount 30 Hours Free Childcare

Providers
Provider Home
Reports

Editing/inputting weeks and hours

Edit Headcount

To input/edit the weeks and hours for the term, click the
amber:-

button and the following screen will appear. You will now notice that the status indicator is now



Provider Portal

Home Headcount 30 Hours Free Childcare Two Year Old Funding

Sign out

Edit - Headcount (Actual) for 2, 3 & 4 year olds

Status: Edited but not yet submitted

Deadline: 15 August 2017

Autumn Term 2017 (01 Sep 17 - 31 Dec 17)

Legal Name	Funding	Start Date	End Date	Stretched Offer	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Hours Claimed per week	Hours Claimed for term
					0.00	0.00	0.00	0.00	0.00
Verity Blamange		24/04/2017		▼	0.00	0.00	0.00	0.00	0.00
Barnaby Button		01/01/2017		▼	0.00	0.00	0.00	0.00	0.00
Natalie Lowe	2	09/01/2017		▼	0.00	0.00	0.00	0.00	0.00
Marmaduke Marmalade		09/01/2017		▼	0.00	0.00	0.00	0.00	0.00
Florence Munday	P	09/01/2017		▼	0.00	0.00	0.00	0.00	0.00
Henry Popolopous		01/01/2017		▼	0.00	0.00	0.00	0.00	0.00

Cancel

Save

These are the fields that appear on the form and what each one should contain:

Funding (This column cannot be amended and is for information only)	<p>2 – The child is/was eligible for 2 year funding</p> <p>S – The child claims at another provider</p> <p>P – The child is eligible ble for pupil premium (EYOPP)</p> <p>EH – The child is eligible for extended hours – Green – End date ok Amber – End date approaching</p> <p style="text-align: center;">Red – End date expired</p>	
Start Date	This is pre-populated for existing children and cannot be amended. You will need to input/amend the start date for new children from the date they first want to claim funding.	
End Date	For any child that has left or will be leaving your setting, you should add the end date. <u>If a child will be claiming the following term please ensure you do not input an end date.</u>	
Stretched Offer	For children using banked hours from a previous term (this is not applicable to the autumn term), please select '52 weeks offer (52)' from the drop down menu. Please note this also does not apply to those providers that stretch the funding over the term/year through invoicing.	
Weeks Attended for term	The number of funded weeks the child has attended in this term (if a child is banking hours to use in non-term time you will also need to include these weeks)	
Average Hours Attended per week	Refer to further instructions (below)	Average number of hours (both funded and non-funded) the child attends each week. We require non-funded hours to report back to the DfE.
Hours Attended for term		Total hours (both funded and non-funded) the child attends for this term. We require non-funded hours to report back to the DfE.
Hours Claimed per week		Average number of FUNDED hours the child claims each week
Hours Claimed for term		Total FUNDED hours the child is claiming for this term

As you begin to complete the weeks and hours fields, other fields will automatically populate based on whatever you have already inputted. It is important that you understand this and ensure that you add the data in the correct order and check that any data automatically calculated by the system is correct.


Our recommendation is that you complete the fields in this order:


1. Add the number of funded weeks the child has attended for THIS TERM into 'Weeks Attended for term' (if a child is banking hours to use in non-term time you will also need to include these weeks)
2. Tab TWICE into 'Hours Attended for term' and enter the total number of hours (funded and non-funded) attended for THIS TERM
 - This will then automatically calculate the following fields: 'Average Hours Attended per week', 'Hours claimed per week' and 'Hours claimed per term'.
3. You **must** check that the data in 'Hours Claimed per week' and 'Hours Claimed for term' is correct for each individual child. If these need amending you can:
 - update 'Hours Claimed for term' with the total number of FUNDED hours you wish to claim for the term (and this will automatically update the 'Hours Claimed per week' field)

If you follow our recommended completion, this is what the fields will look like as you go along:




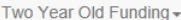
Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Hours Claimed per week	Hours Claimed for term	Fields that you are updating
15.00	0.00	0.00	0.00	0.00	Weeks added No other fields have changed
15.00	40.00	600.00	30.00	450.00	Tab TWICE, enter 'Hours Attended for term' as 600 'Average Hours Attended' automatically updated to 40 (= 600 total ÷ 15 weeks) both 'Hours Claimed' fields automatically populated with maximum for term (in example, using a 3 year old, this would be 15 weeks x 30 hours)
15.00	40.00	600.00	10.00	150.00	Tab TWICE, update 'Hours Claimed for term' to correct amount (assume 3 year old, not eligible for 30 hours and attending another setting - using 150 funded hours for the term with you) 'Hours Claimed per week' automatically updated to 10 (= 150 total ÷ 15 weeks)



SECTION 4 – SUBMITTING HEADCOUNT

Click the  button when you have completed the form. **Please remember that you can submit your headcount as many times as you like up until the deadline date.**



Provider Portal

 Home  Headcount  30 Hours Free Childcare  Two Year Old Funding

  Sign out

Submission Declaration



Certification


I certify that the number of hours claimed are correct for each pupil and signed for by the parent /guardians(s) of the pupils. These hours can/will be substantiated by the official registers. I understand that this claim will be subject to an audit at a later date.

I have read the Local Conditions of Funding and agree to comply with them.


I have checked:



- 1) That all parents have signed & completed the number of hours required.
- 2) That hours claimed are based on hours attended for the term.
- 3) That where I am aware that hours are claimed at my setting and another, that added together they do not exceed the maximum entitlement.




Click the  button to submit or cancel button to amend the form further.

Submit Headcount

 Are you sure you wish to submit this information?



Click the  and your headcount form is now submitted.

SECTION 5 – RE-SUBMITTING HEADCOUNT

The headcount form will appear under 'My tasks' for you to resubmit as many times as necessary up until the deadline date. Please only submit once per day to allow the system to catch up on amendments. The form can be overwritten by changes and additions. We would encourage you to submit the form several times rather than leave it until the deadline date. It is only the final submission before the deadline that will be used to calculate payments.

Once the deadline date has passed the headcount form will no longer appear in 'My tasks'.

SECTION 6 – Reports

Please find below example copies of reports that we will be sending out. (Subject to change)

The EYPP Report:

Date Run: 03/08/2017 11:43:24

2017/2018 Summer Term

Period Start Date: 01/04/2017

Period End Date: 31/08/2017



Children who are eligible to receive Early Years Pupil Premium (EYPP)

<u>Forename</u>	<u>Middle Name</u>	<u>Surname</u>	<u>DOB</u>	<u>EYPP Start Date</u>
Florence		Munday	10/10/2013	26/07/2017

Free Early Education Entitlement Funding Summary for : Autumn 2017



This report details a breakdown of the funding that you have received for the funding period and also includes any Disability Access Fund (DAF) and Early Years Pupil Premium (EYPP) payments.

Funding Summary			
	2 Year Olds	3 / 4 Year Olds	
Unit Cost by Age per Hour (B)	£4.93	£3.97	
Total Paid Hours per Period (C)	0.00	450.00	
DAF Payment (D)		£0.00	
EYPP Payment (E)		£0.00	
Final Payment for the Period (F = (B x C) + D + E)	£0.00	£1,786.50	
Final Payment minus the Initial Payment	£0.00	£119.10	
Total Final Payment Payable			£119.10
Deprivation Payment *			£0.00
Total Payment For Period			£119.10

*A separate deprivation report listing eligible children will be sent through in due course.

Final Payment Breakdown Report

Free Early Education Entitlement Funding Summary for : Autumn 2017



This report details a breakdown of the funding that you have received for the funding period and also includes any Disability Access Fund (DAF) and Early Years Pupil Premium (EYPP) payments.

Child's Name	Date Of Birth	Address	Hours Per Term (H)	Base Rate (B)	Amount (A1=HxB)	EYPP Hours Term (E)	SFF Rate EYPP (R)	Amount (A2=ExR)	DAF Amount (D)	Paid Amount (A1+A2+D)
			225.00	3.97	893.25				0.00	£893.25
			225.00	3.97	893.25				0.00	£893.25
Totals:			450.00		£1,786.50	0.00		£0.00	£0.00	£1,786.50

Initial Payment Notice:



21/11/2017

Free Early Education Entitlement - Initial Payment Confirmation



Payment

A payment of £[redacted] has been calculated in respect of an initial payment of the Free Early Education Entitlement for the Autumn Term 2017. This will arrive in your account on or by 11/07/2017, but may differ if there are any outstanding payments on your account.

A further amount (Final Payment) will be calculated and paid into your account during the second half of the term on the published date. This payment will be calculated on the data you submit to us via the online Headcount task minus your initial payment.

Section 7 – What Should I Enter?

Field Name	What Should I Enter?
Adding a child	
Forename	Child's legal name - required
Surname	Child's legal surname - required
Middle Name	Child's middle name(s) - optional
Gender	Select child's gender (M or F) - required
Date of Birth	Child's date of birth (DD/MM/YYYY) - required
Ethnicity	Child's ethnicity (select from the drop down list or start typing word and it will filter) - required
First Language	Child's first language (select from the drop down list or start typing word and it will filter) - required
SEND Status	The special educational needs for this child - optional
Eligibility Code	For 3/4 Year Olds Only – The child's DERN confirming eligibility for 30 hours
Postcode	Child's postcode – required
Address	Child's home address – required
Headcount form fields	
Start Date	This is pre-populated for existing children and cannot be amended. You will need to input/amend the start date for new children from the date they first want to claim funding.
End Date	Only input a date if the child has left/is leaving the setting. If a child will be claiming the following term please ensure you do not input an end date.

Stretched Offer	Only select if child is stretching/banking hours. Use the drop down option of 52 weeks (this is an indicator only, we are aware that you may be open for less than 52 weeks)
Weeks attended for Term	How many funded weeks the child has attended during the term (if the child is banking hours to use in non term time you will also need to include these weeks)
Either Average hours <u>attended</u> per week/ or Hours <u>attended</u> for term	Child's total number of FEEE funded and non-funded hours per week. We require non-funded hours to report back to the DfE.
	Child's total number of FEEE funded and non-funded hours for term. We require non-funded hours to report back to the DfE.
Hours <u>claimed</u> per week	Total number of FEEE funded hours only per week (this field will automatically populate when you fill in the 'Average hours attended per week' or 'Hours attended for term' columns, but it can be overwritten if the child is not claiming their full entitlement, e.g. child only attends 9 hours per week)
Hours <u>claimed</u> for term	Total number of FEEE funded hours only for this term that the child is claiming (this field will automatically populate when you fill in the 'Average hours attended per week' or 'Hours attended for term' columns but it can be overwritten if the child is not claiming their full entitlement, e.g. child only attending 135 hours for the term)
Carer Details	
Title	Carer's title - required
Forename	Carer's Forename - required
Surname	Carer's Surname - required
Gender	Select Carer's (M or F) - required
Date of Birth	Carer's date of birth (DD/MM/YYYY) - required
Relationship	Select your relationship to child from list - required
Parental Responsibility	Select if you have parental responsibility - required
Reference Number	National Insurance Number or National Asylum Support Service number - required
Address	Select if Carer lives at the same address as child - required

SECTION 8 – Ethnicity Code List

Code	Description
AAFR	African Asian
ABAN	Bangladeshi
AIND	Indian
AKAO	Kashmiri Other
AKPA	Kashmiri Pakistani
AMPK	Mirpuri Pakistani
ANEP	Nepali
AOPK	Other Pakistani
AOTA	Other Asian
AOTH	Any Other Asian Background
APKN	Pakistani
ASLT	Sri Lankan Tamil
ASNL	Sri Lankan Sinhalese
ASRO	Sri Lankan Other
BAFR	Black African

Code	Description
BCON	Black Congolese
BCRB	Black Caribbean
BEUR	Black European
BGHA	Black Ghanaian
BNAM	Black North American
BNGN	Black Nigerian
BOTB	Other Black
BOTH	Any Other Black Background
BSLN	Black Sierra Leonean
BSOM	Black Somali
BSUD	Black Sudanese
CHKC	Hong Kong Chinese
CHNE	Chinese
CMAL	Malaysian Chinese
COCH	Other Chinese

Code	Description
MABL	Asian and Black
MACH	Asian and Chinese
MAOE	Asian and Other Ethnic
MBCH	Black and Chinese
MBOE	Black and Other Ethnic
MCOE	Chinese and Other Ethnic
MOTH	Any Mixed Other Background
MOTM	Other Mixed Background
MWAI	White and Indian
MWAO	White and Any Oth Asian
MWAP	White and Pakistani
MWAS	White and Asian
MWBA	White and Black African
MWBC	White and Black Caribbean
MWCH	White and Chinese

Code	Description
OAFG	Afghan
OARA	Arab Other
OEGY	Egyptian
OFIL	Filipino
OIRN	Iranian
OIRQ	Iraqi
OJPN	Japanese
OKOR	Korean
OKRD	Kurdish
OLAM	Latin/South/C American
OLEB	Lebanese
OLIB	Libyan
OMAL	Malay
OMRC	Moroccan
OOEG	Other Ethnic Group

BANN	Black Angolan
BAOF	Other Black African
OTHA	Thai
OVIE	Vietnamese
OYEM	Yemeni
REFU	Refused
WALB	Albanian
WBOS	Bosnian-Herzegovinian
WBRI	White British
WCOR	White Cornish
WCRO	Croatian

CSNG	Singaporean Chinese
CTWN	Taiwanese
WEEU	White Eastern Europea
WENG	White English
WEUR	White European
WGRC	Greek Cypriot
WGRE	Greek/Greek Cypriot
WGRK	Greek
WIRI	White Irish
WIRT	Traveller – Irish Heritage
WITA	Italian

MWOE	White and Any Other Ethnic
NOBT	Info not yet obtained
WKOS	Kosovan
WOTH	Any Other White Background
WOTW	White Other
WOWB	Other White British
WPOR	Portugese
WROG	Gypsy
WROM	Gypsy/Roma
WROO	Other Gypsy/Roma
WROR	Roma

OOTH	Any other Ethnic Group
OPOL	Polynesian
WSCO	White Scottish
WSER	Serbian
WTUC	Turkish Cypriot
WTUK	Turkish
WTUR	Turkish/Turkish Cypriot
WWEL	White Welsh
WWEU	White Western Europea

SECTION 9 – Language Code List

Code	Description
ACL	Acholi
ADA	Adangme
AFA	Afar-Saho
AFK	Afrikaans
AKAF	Akan (Fante)
AKAT	Akan (Twi/Asante)
AKA	Akan/Twi-Fante
ALB	Albanian/Shqip
ALU	Alur
OAMK	Ambo (Kwanyama)
OAMN	Ambo (Ndonga)
OAM	Ambo/Oshiwambo
AMR	Amharic
AYB	Anyi-Baule
ARA	Arabic

Code	Description
ARAI	Arabic (Iraq)
ARAM	Arabic (Morocco)
ARAS	Arabic (Sudan)
ARAY	Arabic (Yemen)
ARM	Armenian
ASM	Assamese
ASR	Assyrian/Aramaic
AYM	Aymara
AZE	Azeri
BAL	Balochi
BLT	Balti Tibetan
MANB	Bambara
BAI	Bamileke (Any)
BSQ	Basque/Euskara
BEJ	Beja/Bedawi

Code	Description
BEM	Bemba
BNG	Bengali
BNGA	Bengali (Any Other)
BNGC	Bengali (Chittagong/Noakhali)
BNGS	Bengali (Sylheti)
TMZT	Berber (Tamashek)
TMZA	Berber/Tamazight (Any Other)
TMZK	Berber/Tamazight (Kabyle)
BHO	Bhojpuri
BIK	Bikol
SCBB	Bosnian
BSL	British Sign Language
BUL	Bulgarian
BMA	Burmese/Myanma
CAM	Cambodian/Khmer

Code	Description
CAT	Catalan
VSYS	Cebuano/Sugbuanon
CGA	Chaga
CGR	Chattisgarhi/Khatahi
CHE	Chechen
CWA	Chichewa/Nyanja
CHI	Chinese
CHIA	Chinese (Any Other)
CHIC	Chinese (Cantonese)
CHIK	Chinese (Hakka)
CHIH	Chinese (Hokkien/Fujianese)
CHIM	Chinese (Mandarin/Putonghua)
CTR	Chitrali/Khowar
CKW	Chokwe
ZZZ	Classification Pending

ARAG	Arabic (Algeria)
ARAA	Arabic (Any Other)
SCBC	Croatian
CZE	Czech
DGA	Dagaare
DGB	Dagbane
DAN	Danish
PRSD	Dari Persian
DIN	Dinka/Jieng
DUT	Dutch/Flemish
MANJ	Dyula/Jula
DZO	Dzongkha/Bhutanese
EBI	Ebira
EDO	Edo/Bini
EFI	Efik-Ibibio
ENG	English
ESA	Esan/Ishan

BEL	Belarusian
ENB	Believed other than English
PRSA	Farsi/Persian (Any other)
Flj	Fijian
TGLF	Filipino
FIN	Finnish
FON	Fon
FRN	French
FUL	Fula/Fulfulde-Pulaar
GAA	Ga
GAL	Gaelic (Scotland)
GAE	Gaelic/Irish
GLG	Galician/Galego
GEO	Georgian
GER	German
GGO	Gogo/Chigogo
GRE	Greek

CCE	Caribbean Creole English
CCF	Caribbean Creole French
GUN	Gurenne/Frafra
GUR	Gurma
HAU	Hausa
HEB	Hebrew
HER	Herero
VSYH	Hiligaynon
HIN	Hindi
HDK	Hindko
HGR	Hungarian
IBA	Iban
ISL	Icelandic
IDM	Idoma
IGA	Igala
IGB	Igbo
IJO	Ijo (Any)

SWAC	Comorian Swahili
CRN	Cornish
ISK	Itsekiri
JPN	Japanese
JAV	Javanese
JIN	Jinghpaw/Kachin
KLN	Kalenjin
KAN	Kannada
KAU	Kanuri
KAR	Karen (Any)
KAS	Kashmiri
KCH	Katchi
KAZ	Kazakh
KHA	Khasi
KHY	Kihaya/Luziba
KAM	Kikamba
KON	Kikongo

EST	Estonian
EWE	Ewe
EWO	Ewondo
FAN	Fang
KIN	Kinyarwanda
KGZ	Kirghiz/Kyrgyz
KIR	Kirundi
KIS	Kisi (West Africa)
KSI	Kisii/Ekegusii (Kenya)
KSU	Kisukuma
KNK	Konkani
KOR	Korean
KPE	Kpelle
KRI	Krio
KRU	Kru (Any)
KUR	Kurdish
KURA	Kurdish (Any Other)

GRE	Greek (Any Other)
GREC	Greek (Cyprus)
GRN	Guarani
GUJ	Gujarati
LIT	Lithuanian
LOZ	Lozi/Silozi
LBA	Luba
LBAC	Luba (Chiluba/Tshiluba)
LBAK	Luba (Kiluba)
LGA	Luganda
LGB	Lugbara
LGS	Lugisu/Lumasaba
LUY	Luhya (Any)
LUN	Lunda
LUO	Luo (Kenya/Tanzania)
LSO	Lusoga
LUE	Luvale/Luena

ILO	Ilokano
MLYI	Indonesian/Bahasa Indonesia
NOT	Information not obtained
ITA	Italian
MAK	Makua
MLG	Malagasy
MLYA	Malay (Any Other)
MLY	May/Indonesian
MLM	Malayalam
MDV	Maldivian/Dhivehi
MLT	Maltese
MAN	Manding/Malinke
MANA	Manding/Malinke (Any Other)
MXN	Manx Gaelic
MAO	Maori
MAR	Marathi
MSC	Mauritian/Seychelles Creole

GKY	Kikuyu/Gikuyu
KMB	Kimbundu
KME	Kimeru
KNY	Kinyakyusa-Ngonde
NAM	Nama/Damara
NDB	Ndebele
NDBS	Ndebele (South Africa)
NDBZ	Ndebele (Zimbabwe)
NEP	Nepali
NWA	Newari
NOR	Norwegian
NBN	Nubian (Any)
NUE	Nuer/Naadh
NUP	Nupe
NZM	Nzema
OGN	Ogoni (Any)
ORI	Oriya

KURM	Kurdish (Kurmanji)
KURS	Kurdish (Sorani)
LNG	Lango (Uganda)
LAO	Lao
LTV	Latvian
LIN	Lingala
PAG	Pangasinan
PNJ	Panjabi
PNJA	Panjabi (Any Other)
PNJG	Panjabi (Gurmukhi)
PNJM	Panjabi (Mirpuri)
PNJP	Panjabi (Pothwari)
PAT	Pashto/Pakhto
PRS	Persian/Farsi
POL	Polish
POR	Portugese
PORA	Portugese (Any Other)

LTZ	Luxemburgish
MAS	Maasai
MKD	Macedonian
MAG	Magahi
MNA	Magindanao-Maranao
MAI	Maithili
RMS	Romansch
RME	Romany/English Romanes
RNY	Runyakitara
RNYN	Runyankore-Ruchiga
RNYO	Runyoro-Rutooro
RUS	Russian
SAM	Samoan
SNG	Sango
SRD	Sardinian
SCO	Scots
SCBS	Serbian

MYA	Maya (Any)
MEN	Mende
MNG	Mongolian (Khalkha)
MOR	Moore/Mossi
MUN	Munda (Any)
NAH	Nahuatl/Mexicano
SLO	Slovak
SLV	Slovenian
SOM	Somali
SSO	Sotho/Sesotho
SSOT	Sotho/Sesotho (Northern)
SSOO	Sotho/Sesotho (Southern)
SPA	Spanish
SUN	Sundanese
SWAA	Swahili (Any Other)
SWAT	Swahili (Bajun/Tikuu)
SWAM	Swahili (Brava/Mwiini)

ORM	Oromo
OTL	Other Language
OTH	Other than English
PHR	Pahari (Pakistan)
PHA	Pahari/Himachali (India)
PAM	Pampangan
TEL	Telugu
TEM	Temne
TES	Teso/Ateso
THA	Thai
TIB	Tibetan
TGE	Tigre
TGR	Tigrinya
TIV	Tiv
TPI	Tok Pisin
TNG	Tonga/Chitonga (Zambia)
TON	Tongan (Oceania)

PORB	Portugese (Brazil)
QUE	Quechua
RAJ	Rajasthani/Marwari
REF	Refused
RMI	Romani (International)
RMN	Romanian
RMNM	Romanian (Moldova)
RMNR	Romanian (Romania)
UMB	Umbundu
URD	Urdu
URH	Urhobo-Isoko
UYG	Uyghur
UZB	Uzbek
VEN	Venda

SCB	Serbian/Croatian/Bosnian
SHL	Shilluk/Cholo
SHO	Shona
SID	Sidamo
SIO	Sign Language (Other)
SND	Sindhi
SNH	Sinhala
SRK	Siraiki
VIE	Vietnamese
VSY	Visayan/Bisaya
VSYA	Visayan/Bisaya (Any Other)
WAP	Wa-Paraok (South-East Asia)
VSYW	Waray/Binisaya
CYM	Welsh/Cymraeg

SWAK	Swahili (Kingwana)
SWA	Swahili/Kiswahili
SSW	Swazi/Siswati
SWE	Swedish
TGLG	Tagalog
TGL	Tagalog/Filipino
PRST	Takiki Persian
TAM	Tamil
WCP	West-African Creole Portugese
WPE	West-African Pidgin English
WOL	Wolof
XHO	Xhosa
YAO	Yao/Chiyao (East Africa)
YDI	Yiddish

TRI	Traveller Irish/Shelta
TSO	Tsonga
STS	Tswana/Setswana
TUL	Tulu
TUM	Tumbuka
TUR	Turkish
TUK	Turkmen
UKR	Ukrainian
YOR	Yoruba
ZND	Zande
ZUL	Zulu