**School Census Spring 2022 Preparation Guide**

**PURPOSE:** To assist LA maintained schools & PRU in preparing for the School Census Spring 2022.

**KEY DATES**

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| **Thursday 20 January 2022** | Census Day |
| **Tuesday 25 January 2022** | Deadline for Waltham Forest maintained schools & PRU submit a return to the Local Authority via COLLECT [https://services.signin.education.gov.uk](https://services.signin.education.gov.uk/)  |

**PUPILS TO BE INCLUDED (IN SCOPE):** You should include individual data in the return and make sure that all relevant data for them is maintained and up to date for:

* all pupils on the register on census day
* any additional pupils subject to any type of suspension or permanent exclusion in the previous 2 terms
* any additional pupils who attended the school in the previous term for which termly attendance information is required - not for nursery schools
* any additional pupils who had an alternative provision (AP) placement within the collection period (since the last census day) - voluntary from spring census 2022, not applicable for nursery schools
* any additional pupils awarded a bursary since the start of the academic year - spring (and summer) census only and not for nursery, primary and middle schools
* any additional pupils who were recorded as in receipt of learner funding and monitoring since the start of the academic year – not applicable to nursery schools

**KEY CENSUS DATA ITEM COLLECTION PERIODS**

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| **Item** | **Period** |
| **Term dates** | 2022-01-01 to Easter Sunday 2022-04-17 |
| **Free school meal eligibility** | Periods of eligibility for free school meals with:(a) An FSM eligibility start date and no FSM eligibility end date; or,(b) An FSM eligibility end date since the previous census, that is, on or after2021-10-08 and up to including the spring census day (2022-01-20). |
| **Learner Funding and Monitoring (FAM) entity** | Any Learner FAM assigned and hours, where applicable since the beginning of the 2021 to 2022 academic year (from 2021-08-01) to students who are either on roll or off roll on census day (2022-01-20). |
| **Termly suspensions and permanent exclusions** | Easter Monday 2021-04-05 to 2021-12-31. |
| **Termly attendance** | Start of the autumn term (from 2021-08-01) to 2021-12-31. |
| **Alternative provision (AP) placement module – voluntary** | Any current (open) AP placements and any previous placements where the pupil has already left an AP placement between: 2021-08-01 to 2022-01-20 (inclusive). |
| **Learner support (bursary funding for 16-19 year olds)** | Any bursaries awarded since the beginning of the 2021 to 2022 academic year (from 2021-08-01) to students who are either on roll or off roll on census day of 2022-01-20. |

More DfE items info at [www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022](https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022)

**New, changeD & DELETED DATA ITEMS for Spring 2022**

1. **New Data Items**

The DfE have added two new voluntary modules to collect data on alternative provision (AP) placements. In the 2021 to 2022 academic year, you will only need to send this information in the spring and summer census.

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| 1. **Alternative provision module for placements arranged by schools (for all schools arranging an AP placement)**

This voluntary module should be completed by all types of school including primary, secondary, all-through, special, PRU and AP schoolsSingle-registered pupils in PRU or AP should also be included in the alternative provision module for single-registered placements.If your school has not arranged any AP placements during the 2021 to 2022 academic year, you do not need to complete this module.If your school has arranged AP placements in the 2021 to 2022 academic year, you will only need to send this information in the spring and summer census. |
| **Alternative provision placement URN** |
| Voluntary data item, records the URN, where available, of establishment within which the pupil has taken up an alternative provision placement. |
| [See the alternative provision placement setting type data item for full details.](https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022#alternative-provision-placement-setting-type) |
| **Alternative provision placement UKPRN** |
| Voluntary data item, records the UKPRN, where available, of establishment within which the pupil has taken up an alternative provision placement. |
| [See the alternative provision placement setting type data item for full details.](https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022#alternative-provision-placement-setting-type) |
| **Alternative provision placement type of setting** |
| Voluntary data item, records, where neither the URN nor UKPRN are available, the type of setting within which the pupil has taken up an alternative provision placement. |
| [See the alternative provision placement setting type data item for full details.](https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022#alternative-provision-placement-setting-type) |
| **Alternative provision placement reason** |
| Voluntary data item, records, for school commissioned placements, the main or primary reason why the AP was arranged. |
| [See the placement reason data item for full details.](https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022#placement-reason) |
| **Alternative provision placement date of entry** |
| Voluntary data item, records the pupil’s entry date into alternative provision. |
| [See the AP placement date of entry data item for full details.](https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022#alternative-provision-placement-date-of-entry) |
| **Alternative provision placement SEN provision on entry** |
| Voluntary data item, records SEN provision at the time of entry into alternative provision. |
| [See the AP placement SEN at date of entry data item for full details.](https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022#alternative-provision-placement-sen-at-date-of-entry) |
| **Alternative provision placement date of leaving** |
| Voluntary data item, records the date the pupil leaves alternative provision (where applicable). |
| [See the AP placement date of leaving data item for full details.](https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022#alternative-provision-placement-date-of-leaving) |
| **Alternative provision placement SEN provision on leaving** |
| Voluntary data item, records SEN provision at the time of leaving alternative provision (where applicable). |
| [See the AP placement SEN at date of leaving data item for full details.](https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022#alternative-provision-placement-sen-at-date-of-leaving) |
| **Alternative provision placement attendance pattern** |
| Voluntary data item, records the pupil’s planned attendance pattern at the alternative provision provider. |
| [See the AP placement attendance pattern data item for full details.](https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022#alternative-provision-placement-attendance-pattern) |
| **Alternative provision placement sessions per week** |
| Voluntary data item, records, where the pupil’s attendance pattern is part time, the pupil’s planned number of sessions per week. |
| [See the AP placement attendance pattern data item for full detail](https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022#alternative-provision-placement-attendance-pattern) |

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| 1. **Alternative provision module for single-registered pupils (PRU and AP)**

PRU and AP schools only should complete this voluntary module for all pupils who have been single-registered (those with an enrolment status of ‘C’, ‘F’ or ‘O’).This includes all:* single-registered pupils on roll on census day
* pupils who were single registered but who have been removed from the roll within the census period

If a pupil has been single registered in your school on more than one occasion within the census period, return the information for the most recent placement only.If your school has arranged placements in other AP settings for these pupils, you should also complete the alternative provision placements arranged by schools module for each placement.In the 2021 to 2022 academic year, you will only need to send this information in the spring and summer census. |
| **URN of previous school** |
| Voluntary data item, records the URN of the establishment that the pupil attended prior to attending the AP school (PRU and AP). |
| [See the URN of previous school data item for full details.](https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022#urn-of-previous-school) |
| **Alternative provision reason** |
| Voluntary data item, records the main or primary reason why the AP was arranged. |
| [See the alternative provision reason data item for full details.](https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022#alternative-provision-reason) |
| **Alternative provision placement SEN provision on entry** |
| Voluntary data item, records SEN provision at the time of entry into the PRU or AP. |
| [See the AP placement SEN provision on entry item for full details.](https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022#alternative-provision-sen-provision-on-entry%20data) |

More information at <https://www.gov.uk/guidance/complete-the-school-census/changes-from-previous-school-census>.

1. **CHANGED DATA ITEMS**

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| **Addition to class activity codeset** |
| From Spring 2022, change to extend the codeset for class activity to include an additional code of ‘RS’ - relationships education, RSE and health education - to allow classes on relationships and sex education (RSE) and health education to be recorded. For more information on this topic, see the statutory guidance on [relationships and sex education (RSE) and health education](https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education). See the codes for [class activity](https://www.gov.uk/guidance/complete-the-school-census/find-a-school-census-code#class-activity) for full details. |

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| **Update of the ethnicity codeset** |
| From Spring 2022, change to update the codeset for ethnicity to include one extended code, in line with the ONS national census.See the codes for [ethnicity](https://www.gov.uk/guidance/complete-the-school-census/find-a-school-census-code#ethnicity) for full details. More information at <https://www.gov.uk/guidance/complete-the-school-census/changes-from-previous-school-census>. |

1. **DELETED DATA ITEMS**

There are no deleted data items for the 2021 to 2022 school census.

**Steps to Producing the School Census Return**

The process of producing the School Census can be separated into several steps, some of which might need to be repeated to eliminate validation errors and queries.



**GENERATING, VALIDATING, AUTHORISING AND SUBMITTING THE RETURN**

1. **GENERATING & VALIDATING**

All relevant pupil data has been entered and updated in your management information system (MIS) before the school census return is created.

Your MIS will have validation which will help you to identify and correct errors in your data before you generate your return. Follow your MIS support provider instructions to create, validate and authorise the return.

Schools should contact their MIS support provider for specific guidance on generating and validating the return.

1. **AUTHORISING**

Your MIS will automatically generate a summary of the data in the school census return that will:

* allow you to check that that the data is accurate and complete before sending it to the Headteacher; and
* allow the Headteacher authorising the return to check it is accurate and complete before submitting it to the local authority or DfE.

It is strongly recommended that you inspect the MIS summary report carefully, paying particular attention to the sections that might show that some individual pupil data was not entered onto the system before generating the return such as free school meal eligibility, the number of pupils with SEN, data items marked [used for funding] and absence data etc.

The Headteacher is responsible for reviewing and authorising census data before it is submitted.

1. **SUBMITTING**

Maintained schools including pupil referral units submit data to the Local Authority using COLLECT for further validation and approval before being submitted for DfE authorisation.

The act of submitting the data automatically confirms the return as authorised by the Headteacher.

To use COLLECT to submit your school census data, you will need to log in via DfE Sign-in <https://services.signin.education.gov.uk>. Contact your school approver, if you want to request a DfE sign-in username or password so you can access COLLECT, or ‘school census’ is not on the list of collections you can see in COLLECT.

All school census COLLECT errors are to be corrected. All queries checked and either amended (if there is an issue); or a notepad explanation is provided in the ‘return level notes’ section of COLLECT. A DFE list of acceptable notepad entries is at [www.gov.uk/guidance/complete-the-school-census/check-your-data](https://www.gov.uk/guidance/complete-the-school-census/check-your-data) (section ‘Adding explanatory notes for queries’).

If the DfE has any queries about your return or any of the notes added, they may also add a note to the ‘return level notes’ section of COLLECT. It is worth checking back to make sure your return is authorised.

More DfE guidance on submitting the return can be found at [www.gov.uk/guidance/complete-the-school-census/submit-your-data](http://www.gov.uk/guidance/complete-the-school-census/submit-your-data); and checking at [www.gov.uk/guidance/complete-the-school-census/check-your-data](http://www.gov.uk/guidance/complete-the-school-census/check-your-data)

**‘Dry Run’ & Testing**

Schools should take the opportunity to do a ‘dry run’ of their school census return. The purpose of a dry run is to provide details about any corrections that need to be made to your data to make it acceptable for inclusion. So that you are aware of any potential issues, it is advisable to do this as early as possible, even if you know that your data has not yet been fully prepared or checked. Contact your management information system (MIS) Support Provider for any procedural guidance to facilitate a dry run.

**WHO TO CONTACT?**

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| **Contact** | **Support** |
| George Nyamundanda (Senior Analyst) Telephone: 020 8496 3923 E-mail: george.nyamundanda@walthamforest.gov.uk  | School Census data collection and return queries. |
| Andrew Bowerman (Performance Analyst) Telephone: 020 8496 3924 E-mail: andrew.bowerman@walthamforest.gov.uk  | School Census data collection and return queries. |
| Oznur Dhaouadi (Data Quality Officer)E-mail: Oznur.Dhaouadi@walthamforest.gov.uk | School Census data collection and return queries.  |
| Department for Education (DfE)<https://form.education.gov.uk/service/Data-collections-service-request-form>  | DfE Data collections service request form. |

**SPRING 2022 SCHOOL CENSUS – CHECKLIST**

This checklist indicates some of the tasks to undertake to prepare for the school census. Your MIS Support Provider may provide a more specific procedural list of tasks that you should follow.

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| **MIS Permissions:** Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and record associated data. |  |
| **MIS is the correct version?** Upgrade to the correct MIS version to run School Census. |  |
| **Dry Run:** Carry out a dry run to determine what information needs to be updated. |  |
| **School information:** Check school level information. |  |
| **Pupils' basic details:** Check the pupils' basic details, e.g., name, date of birth, gender, etc |  |
| **Leavers:** Check that leavers and re-admissions have been recorded. |  |
| **Registration details:** Check the pupils' various registration details, e.g., enrolment status, admission date, year taught in, UPN, part-time information, Alternative Provision Placement, etc |  |
| **Attendance:** Check attendance data.  |  |
| **Enrolment Status – dual registrations:** All pupils on roll at your school and another school/PRU must have the correct enrolment status recorded (i.e., M = Dual Main or S = Dual Subsidiary). |  |
| **FSM:** Check free school meal eligibility information.All KS1 pupils can have school lunch due to their Universal Infant Free Meal. Only include KS1 pupils as FSM eligible if they also meet the FSM eligibility criteria for family income. **It is not expected that FSM end dates will be entered by schools due to transitional arrangements to minimise the impact of Universal Credit rollout.** * any claimant who was in receipt of free school meals on 31 March 2018 should continue to receive free school meals until the end of the universal credit roll out period, and then until their phase of education ends. This covers until at least Summer 2023 and applies even if their circumstances change, and they would no longer meet the eligibility criteria.
* any claimant who gained eligibility for free school meals from 1 April 2018 will continue to receive free school meals until the end of the universal credit rollout period, and then until their phase of education ends. This covers until at least Summer 2023 and applies even if their circumstances change, and they would no longer meet the eligibility criteria.

**You should not enter end dates unless:*** a parent has said that they do not wish the child to be recorded as eligible for free school meals and receive a free school meal.
* a pupil transfers from another UK country – their non-English free school meals must have an end date.
* a parent notifies the school that their support under the Immigration & Asylum Act 1999 or the pension credit has ended.
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| **Full-time/part-time status for pupils who are not of statutory school age:** Please ensure that each pupil in these year groups is correctly shown as full-time or part-time. |  |
| **Funded hours for pupils aged 2, 3 or 4:** Check the **funded entitlement hours** information. DfE information is at [www.gov.uk/guidance/complete-the-school-census/data-items](https://www.gov.uk/guidance/complete-the-school-census/data-items) |  |
| **Hours at setting for pupils aged 2, 3 or 4:** Check that it is the total of:* any hours funded under the free early education entitlements, plus
* any hours funded under extended funded entitlement (for working parents), plus
* any additional hours of education funded from other sources such as parents.
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| **Ethnicity/First Language:** Check ethnicity/first language information. |  |
| **Learner Funding and Monitoring (FAM) details:** Update Funding and Monitoring details as required by the DfE |  |
| **Check class type information:** Check class type information |  |
| **Post Looked After pupils (previously ‘Adopted from care’):** Check information collected for pupils who are on-roll on census day. Identifies those children on roll on census day who were looked after immediately before adoption or prior to being subject of a residence or special guardianship order. Used for funding purposes. |  |
| **Pupil SEN provision:** Check special educational needs information. SEN provision is collected for all pupils on roll on census day. |  |
| **Termly suspensions and permanent exclusions:** Check information. |  |
| **Top-Up Funding Indicator:** Check this information for pupils for whom the school receives top-up funding from the local authority. Most pupils for whom top-up funding is paid will have an EHCP. Please check pupils meet the funding threshold. Refer to the section in the DFE Guidance. **Top-up funding indicator [used for funding]**: [www.gov.uk/guidance/complete-the-school-census/data-items](https://www.gov.uk/guidance/complete-the-school-census/data-items)  |  |
| **Unique Learner Numbers (ULN):** All pupils who are age 14 and above on census day must have a ULN. |  |
| **Unique Pupil Numbers (UPN):** If you have pupils with a temporary UPN or new pupils that require a UPN, check whether they already have a permanent UPN assigned to them.  |  |
| **School childcare:** Check school childcare information |  |
| **Home address**: Check the pupils' home address information |  |
| **Check Early Years information:** Applicable to schools that have 2, 3 or 4 year old pupils only |  |