

School Census Summer 2024 Preparation Guide

PURPOSE: To assist LA maintained schools & PRU in preparing for the School Census Summer 2024.

KEY DATES

Thursday 16 May 2024	Census Day
Tuesday 21 May 2024	Deadline for Waltham Forest maintained schools & PRU submit a return to the Local Authority via COLLECT https://services.signin.education.gov.uk

SCHOOLS INCLUDED:

The school census collects individual school characteristics and pupil records, 3 times a year.

In England, all of the following schools are required to provide the information collected in this census to DfE:

- maintained nursery, primary, middle-deemed primary, middle-deemed secondary, secondary, all-through, special schools (including non-maintained special schools), pupil referral units / alternative provision (PRU / AP), academies (including free schools, university technical colleges (UTCs) and studio schools) and city technology colleges (CTCs).

PUPILS TO BE INCLUDED:

Individual data will be included in the return for the following pupils. You should ensure that all relevant data 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), 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

Item	Period
Term dates	Easter Monday 2024-04-01 to 2024-07-31
Free school meal eligibility	(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 after 2024-01-19 and up to including the summer census day (2024-05-16)
Learner Funding and Monitoring (FAM) entity	Any Learner FAM assigned and hours where applicable, since the beginning of the 2023 to 2024 academic year (from 2023-08-01) to students who are either on roll or off roll on census day (2024-05-16)
Termly suspensions and permanent exclusions	2023-08-01 to Easter Sunday 2024-03-31
Termly attendance	2024-01-01 to Easter Sunday 2024-03-31
Alternative provision (AP) placement module	Any current (open) AP placements; and any previous placements where the pupil has already left an AP placement between: 2024-01-18 to 2024-05-15 inclusive
Learner support (bursary funding for 16 to 19 year olds)	Any 16 to 19 bursaries awarded since the beginning of the 2023 to 2024 academic year (from 2023-08-01) to students who on are either on roll or off roll on census day of 2024-05-16

More DfE items info at <https://www.gov.uk/guidance/complete-the-school-census/data-items-2023-to-2024>

NEW, CHANGED & DELETED DATA ITEMS FOR SUMMER 2024

1) NEW DATA ITEMS

- Expanded hours [for summer 2024 census only]

The data item for expanded hours (N00787) records up to 15 hours for 2-year-olds with working parents.

2) EXISTING DATA ITEMS

- 30 hour code [for summer 2024 census only]

DfE are changing the data item for '30 hour code' (N00202) to 'eligibility code' (N00202).

- 2 year old basis for funding [for summer 2024 census only]

DfE are increasing the frequency they are collecting the funding basis data item (N00178) to termly from summer 2024 onwards.

- EYPP [for summer 2024 census only]

From summer 2024, the DfE will collect the EYPP data item (N00639) termly.

- DAF [for summer 2024 census only]

DfE are extending the disability access fund (DAF) indicator (N00203) from summer 2024 onwards to 2 year olds.

3) DELETED DATA ITEMS

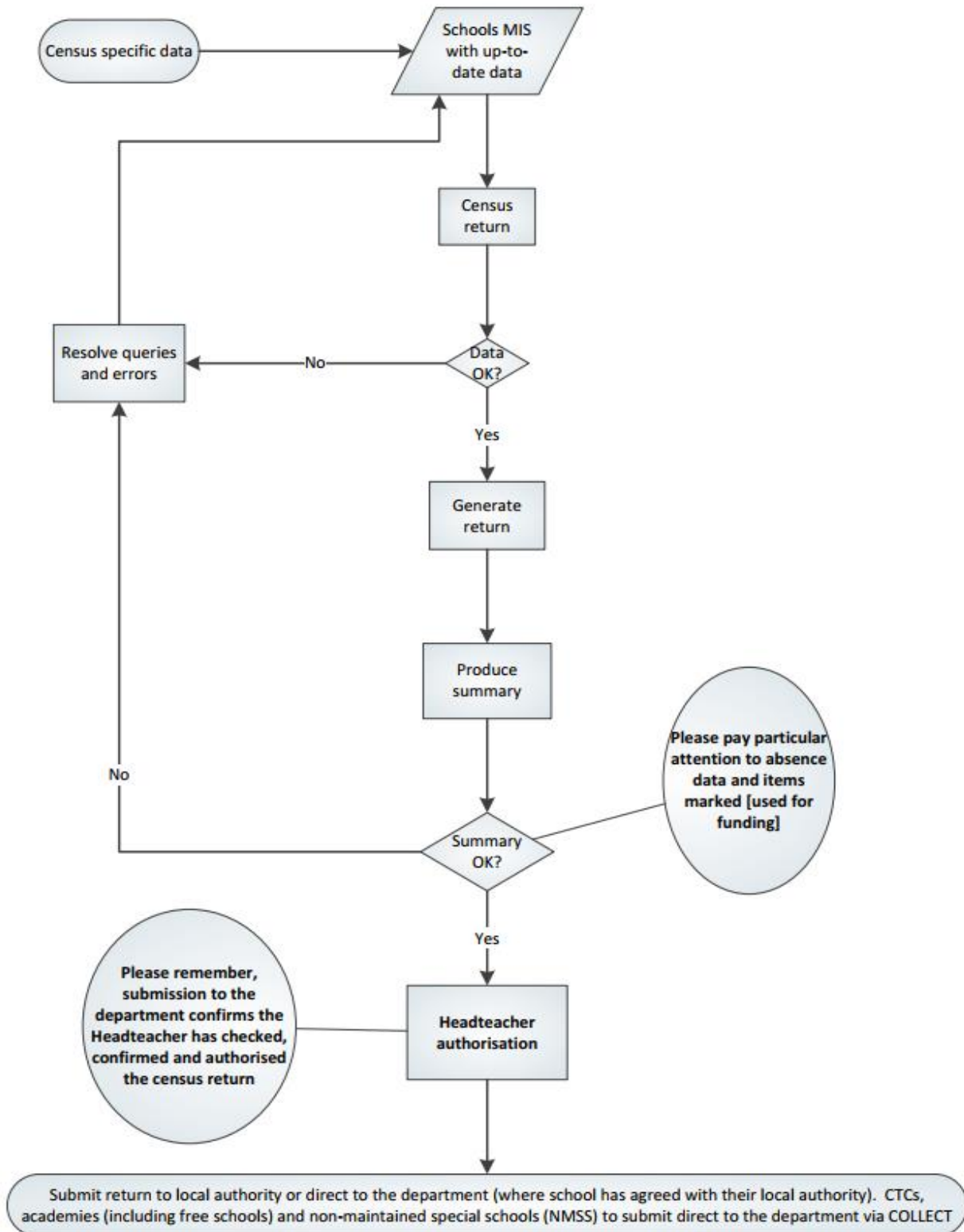
No changes to existing data items.

GUIDANCE ABOUT DATA ITEMS

More information about data items is at <https://www.gov.uk/guidance/complete-the-school-census/data-items-2023-to-2024>.

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.

2) AUTHORISING

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

- allow you to check 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, absence data and [data items](#) marked [used for funding] etc.

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

3) 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 for DfE queries. A DfE list of acceptable notepad entries is at 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.

Note: Only add return-level notes for DfE queries to the COLLECT system. Explanatory notes for Local Authority queries should be added to your school validation report ('Comment' section of sheet 'ValidationReport') and sent securely to the Business Intelligence Team via Mimecast.

More DfE guidance on submitting the return can be found at 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

‘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.

COLLECT Familiarisation

A ‘beta’ release of the School Census live COLLECT blade will be available to schools in the Summer Term 2024 prior to the ‘live’ collection.

COLLECT familiarisation will take place on the same system as the live collection and, therefore, can be accessed by logging into [COLLECT](#).

The DfE would strongly recommend that, if possible, all schools take the chance to load a file output from their management information system (MIS) into COLLECT during the familiarisation process. This will allow schools to check that all the required data is being output correctly from their MIS into the census return and whether any validation errors or queries are generated against their data when loaded into COLLECT which need to be resolved before the collection goes live.

WHO TO CONTACT?

Contact	Support
Business Intelligence Team E-mail: edu.performance@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.

SUMMER 2024 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. More information about school census data items is at <https://www.gov.uk/guidance/complete-the-school-census/data-items-2023-to-2024>.

MIS Permissions: Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and record associated data.	<input type="checkbox"/>
MIS is the correct version? Upgrade to the correct MIS version to run School Census.	<input type="checkbox"/>
Dry Run: Carry out a dry run to determine what information needs to be updated.	<input type="checkbox"/>
School information: Check school level information.	<input type="checkbox"/>
Attendance: Check attendance data.	<input type="checkbox"/>
<p>Early years pupil premium [used for funding]: The early years pupil premium (EYPP) is additional funding for early years settings to improve the education they provide for disadvantaged 3 and 4 year olds (all 3 and 4 year olds are entitled to up to 15 hours per week of government funded entitlement early education for 38 weeks of the year).</p> <p>Provided that they are taking the 15 hours funded entitlement and meet the eligibility criteria, children become eligible to receive early years pupil premium from the term following a child's 3rd birthday and retain this entitlement until they move into reception, when they become eligible to receive the 'mainstream' pupil premium.</p> <p>From summer 2024 this has been expanded to cover disadvantaged children aged 2 years that are taking the 15 hours funded entitlement or the 15 hour expanded entitlement and meet the eligibility criteria. Children will become eligible to receive early years pupil premium from the term following a child's 2nd birthday.</p> <p>From summer 2024 this data will be collected on a termly basis.</p> <p>You should only record children in receipt of EYPP in census week as 'true'.</p> <p>Children are eligible to receive EYPP if they are taking any of the following:</p> <ul style="list-style-type: none">• universal funded entitlement for 3 and 4-year-olds• disadvantaged entitlement for 2-year-olds (from summer 2024 onwards)• expanded entitlement for 2-year-olds (from summer 2024 onwards) <p>And meet the following eligibility criteria:</p> <ul style="list-style-type: none">• meet benefits related criteria equivalent to those for free school meals (receipt of free school meals does not automatically qualify a child for EYPP)	<input type="checkbox"/>

- are in the care of the local authority (in England or Wales)
- have left care (in England or Wales) through
 - adoption
 - special guardianship
 - a child arrangements order (formerly known as a residence order)

EYPP is not payable on the extended entitlement for 3 and 4-year-old children of working parents. Tables below show the cohorts of children for whom early years pupil premium data is required.

The table below shows the dates of birth of children for whom early years pupil premium data are required. Census	Age	Date of birth ranges
Summer 2024	2 year olds entitled to the disadvantaged or expanded hours	2021-04-01 and 2022-03-31 inclusive
Summer 2024	ALL 3-year-olds	2019-09-01 and 2021-03-31 inclusive
Summer 2024	4 year olds: For schools not equal to phase 'NS' – pupils in 'E1', 'E2', 'N1' or 'N2' ONLY For phase 'NS' ONLY – all pupils within this age group	2019-04-01 and 2019-08-31 inclusive

For pupils in receipt of the early years pupil premium, we also need the reason why they are receiving.

Code	Early years pupil premium basis for funding
RE	In receipt through eligibility for economic reasons: where they are in receipt via eligibility for the benefits related criteria for FSM
RO	In receipt through eligibility for other reasons: where they are in receipt due to eligibility for being in care or due to leaving care through adoption, a special guardianship order or a child arrangement order
RB	In receipt through eligibility for both reasons: where they are in receipt through eligibility for both economic and other reasons
RU	In receipt through eligibility for unknown basis: where the school knows the child is in receipt of EYPP (due to receiving funding from the local authority) but does not necessarily know the reason why

Pupils aged 4 at the start of the academic year in reception and above are eligible to receive the [school age pupil premium](#) and therefore are not eligible to receive early years pupil premium funding.

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 etc).



FSM: Check free school meal eligibility information.

Transitional protections ensure that any pupil in receipt of free school meals on 31 March 2018 or after, 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 March 2025 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.
- a parent notifies the school that they no longer qualify for free school meals under the criteria for families with no recourse to public funds (NRPF)



Full-time/part-time status for pupils who are not of statutory school age: The DfE need this data for both on and off roll pupils. This indicates whether a pupil is part-time in education. The DfE consider a pupil full-time where they are in education for 10 sessions per week. A pupil



who attends for 9 (or fewer) sessions is part-time. It does not indicate that a pupil is part-time at one or more establishments.

For children in receipt of funded early education (those following the learning and development requirements of the early years foundation stage), a child should only be recorded as full-time where they attend education for 10 sessions per week irrespective of the number of funded or extended childcare hours.

Funded hours for pupils aged 2, 3 or 4: Check the **funded entitlement hours** information.

Funded early years entitlement hours are collected, for eligible pupils aged 2, 3 and 4 years in nursery provision and record the total number of [free entitlement to early education hours](#) spent in education provision (following the learning and development requirements of the early years foundation stage) at the school.

All children become eligible for funded early education from the term following a child’s third birthday irrespective of background or family circumstances (the 3 and 4 year old universal entitlement).

A specified subset of disadvantaged 2 year olds also become eligible from the term following a child’s second birthday. Local authorities will confirm which 2 year old children meet the eligibility criteria should schools not know.

The table shows the dates of birth and year groups of children for whom funded entitlement hours are required. Where a child falls into the cohorts listed below but is not in receipt of any funding via the funded early education entitlements, a value of zero is recorded for funded entitlement hours.

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Summer 2024	2 and 3 year olds born between 2019-09-01 and 2022-03-31 (inclusive) - all relevant schools and year groups	15 hours
Summer 2024	4 year olds born between 2019-04-01 and 2019-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15 hours

Pupils aged 4 at the start of the academic year in ‘reception’ and above are funded as full-time equivalent pupils via the schools block of the dedicated schools grant and therefore funded entitlement hours are not relevant or required for those pupils, as they are not funded via the early years block.

For dual registered pupils, record the funded entitlement hours spent in education at each school. The main registration records funded hours in education at the main registration, with the subsidiary recording funded hours in education at the subsidiary registration.

Funded extended entitlement hours: Extended funded entitlement hours are collected for 3 and 4 year old children, with working parents, who are in education provision (that is, following the learning and development requirements of the early years foundation stage) at the school and on roll on census day.

As with the funded entitlement hours, extended funded entitlement hours become available – where the parent has a valid 30-hour code (or eligibility code for the summer 2024 census) – from the term following a child’s third birthday until they reach compulsory school age (the term following their 5th birthday).

Extended funded entitlement hours are available for pupils aged 3 and those pupils aged 4 who are in year groups ‘E1’, ‘E2’, ‘N1’ or ‘N2’ only.

Pupils who are in ‘reception’ (or above) are not recorded as receiving the extended funded entitlement as they are in full time education.

Funded expanded entitlement hours [used for funding] summer term only

Expanded funded entitlement hours are collected for 2-year-olds with working parents (where the parent has a valid eligibility code), who are in education provision (that is, following the learning and development requirements of the early years foundation stage) at the school and on roll on census day.

Pupils who are in ‘reception’ (or above) are not recorded as receiving the expanded funded entitlement as they are in full time education.

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Summer 2024	2 year olds born between 2021-04-01 and 2022-03-31 (all relevant schools and year groups)	15 hours

Stretched funded universal or extended entitlement

All cases of funded universal or extended entitlement should be recorded as 38 weeks regardless of whether they are stretched or not. PTE will be calculated as funded universal or extended entitlement hours during census week divided by 15.

Eligibility code (formerly 30 hour code) [summer 2024 only]

The eligibility code indicator is an 11-digit integer that is required for pupils who claim extended or expanded funded entitlement hours. This applies to all eligible 3-year-olds and those pupils aged 4 in year groups ‘E1’, ‘E2’, ‘N1’ and ‘N2’ only (for autumn 2023 and spring 2024), who are on roll on census day. For Summer 2024, this also applies to all eligible 2-year-olds. The code confirms the eligibility of working parents to receive the 15 extended funded entitlement hours, or the 15 expanded funded entitlement hours. This is particularly important as parents may split this entitlement between 2 providers.

Hours at setting for pupils aged 2, 3 or 4: Check that it is records for pupils aged 2, 3 and 4 years old, the total number of hours they spent in education provision (that is, following the



learning and development requirements of the early years foundation stage) at the school irrespective of who funded the hours. 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 hours funded under expanded funded entitlement (for working parents)
- plus, any additional hours of education funded from other sources such as parents

2 year old basis for funding: From summer 2024 onwards, the DfE will collect this data termly.

This information is not required from city technology colleges or non-maintained special schools. The DfE collect the basis under which a 2 year old has been funded whilst taking up a place in the school. This is not required for 2-year-olds taking up the expanded entitlement hours.

You can enter more than one code if needed. Since 1 September 2022, the funded early years entitlement for 2-year-olds was extended to children from all groups with no recourse to public funds (NRPF). The basis for funding for these children should be recorded as 'ECO - economic criteria'.

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

Disability access fund indicator: This information is not required from city technology colleges or non-maintained special schools.

The disability access fund (DAF) indicator records whether a 3 or 4 year old child is in receipt of DAF from the local authority. Receipt of this funding entitles the child (whilst they are 3 or 4 years of age) to a fixed amount of funding per year from the disability access fund, which is paid direct to the establishment.

From summer 2024 onwards this has been extended to children aged 2 years up to and including 4-year-olds in receipt of DAF funding.

To be eligible for disability access funding, the child must be in receipt of disability living allowance (DLA) and any of the following entitlements:

- the universal entitlement for 3 and 4-year-olds
- the disadvantaged entitlement for 2-year-olds (from summer 2024 onwards)
- the expanded entitlement for working parents for 2-year-olds (from summer 2024 onwards)

Pupils who are aged 4 as at the 31 August in reception and above, who are funded via the schools' block of the dedicated schools grant, are not eligible for DAF funding. Further information on the DAF is available in the [early years national funding formula operational guidance](#).

<p>The DAF indicator should only be returned for eligible children within the date of birth range, and year groups, outlined who are on roll on census day.</p> <table border="1" data-bbox="150 237 839 479"> <thead> <tr> <th data-bbox="150 237 225 264">Census</th> <th data-bbox="277 237 751 293">Date of birth ranges, school type and pupil national curriculum year group</th> </tr> </thead> <tbody> <tr> <td data-bbox="150 320 225 376">Summer 2024</td> <td data-bbox="277 320 831 376">Children born between 2019-09-01 and 2021-03-31 (inclusive) all relevant schools and year groups</td> </tr> <tr> <td data-bbox="150 398 225 454">Summer 2024</td> <td data-bbox="277 398 831 479">Children born between 2019-04-01 and 2019-08-31 (inclusive) for pupils in national curriculum year groups E1, E2, N1 and N2 only</td> </tr> </tbody> </table>	Census	Date of birth ranges, school type and pupil national curriculum year group	Summer 2024	Children born between 2019-09-01 and 2021-03-31 (inclusive) all relevant schools and year groups	Summer 2024	Children born between 2019-04-01 and 2019-08-31 (inclusive) for pupils in national curriculum year groups E1, E2, N1 and N2 only	<input type="checkbox"/>
Census	Date of birth ranges, school type and pupil national curriculum year group						
Summer 2024	Children born between 2019-09-01 and 2021-03-31 (inclusive) all relevant schools and year groups						
Summer 2024	Children born between 2019-04-01 and 2019-08-31 (inclusive) for pupils in national curriculum year groups E1, E2, N1 and N2 only						
<p>First Language: Check first language information. Collected for all pupils including nursery schools.</p>	<input type="checkbox"/>						
<p>Learner Funding and Monitoring (FAM): Update Funding and Monitoring details as required by the DfE. For the 2023 to 2024 academic year, it will identify pupils:</p> <ul style="list-style-type: none"> • in receipt of tutoring funded by the National Tutoring Programme funding (this tutoring could be delivered via school-led tutoring, an academic mentor or a tuition partner) • in receipt of tutoring funded by the 16 to 19 tuition fund • resitting or retaking full or part of their 16 to 19 study programme 	<input type="checkbox"/>						
<p>Leavers: Check that leavers and re-admissions have been recorded.</p>	<input type="checkbox"/>						
<p>Post Looked After pupils: Check information collected for pupils who are on-roll on census day. Post looked after arrangements collects information regarding children, who have left local authority care in England and Wales through adoption, a special guardianship order, a residence order or a child arrangements order and are still subject to such orders on census day.</p> <p>Children who have left care under one of the measures listed above will be eligible for the post looked after element of the pupil premium.</p>	<input type="checkbox"/>						
<p>Pupil SEN provision: Check special educational needs information. SEN provision is collected for all pupils on roll on census day using the following codes:</p> <p>‘E’ (education, health and care plan) or</p> <p>‘K’ (SEN support)</p> <p>SEN provision at the time of any suspension or permanent exclusion and on entering and leaving an alternative provision placement will also be collected in the school census.</p>	<input type="checkbox"/>						
<p>School lunches taken: This data item records whether an infant pupil has taken a school lunch on census day. This may include packed lunches provided by the school to children on school trips. This data item is collected each term from all schools with an appropriate age range and for the following pupils regardless of whether they are eligible for free school meals:</p>	<input type="checkbox"/>						

<p>all pupils on roll on census day in reception (NCYearActual equals 'R'); year 1 (NCYearActual equals '1'); year 2 (NCYearActual equals '2'); and aged 4 to 6 not following the national curriculum (NCYearActual equals 'X' and pupil born between 2016-09-01 and 2019-08-31 inclusive).</p> <p>The DfE collect this data each term from all schools and use it to allocate funding.</p>	
<p>Termly suspensions and permanent exclusions: Check information.</p>	<input type="checkbox"/>
<p>Top-Up Funding Indicator: Check this information for those pupils on roll for whom the school receives, on census day, high needs top-up funding either from a local authority or, in the case of a PRU / AP, a local authority or another school.</p> <p>Usually, but not always, the pupils for whom a primary or secondary mainstream school receives top-up funding are those with an education, health and care plan (EHCP). More information is at https://www.gov.uk/guidance/complete-the-school-census/data-items-2023-to-2024 ('Top-up funding indicator' section).</p>	<input type="checkbox"/>
<p>Unique Learner Numbers (ULN): ULNs are mandatory for all pupils on roll aged 14 and over on census day and for pupils no longer on roll who were aged 14 as at their leaving date.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>Youth Support Services Agreement (YSSA) [Middle-deemed primary, middle-deemed secondary, secondary, all-through, special and PRU/AP schools]:</p> <p>There is a legal requirement under the Education and Skills Act 2008 for schools to pass information on request to the youth support service for pupils in or approaching the age of 13.</p>	<input type="checkbox"/>