Contents

KEY DATES

Week commencing 9 September - 27 September (4pm)	*Optional. Department for Education (DfE) strongly recommended, if possible.*
	COLLECT familiarisation test period: A 'beta' release is available for testing purposes via COLLECT, and remains available until 4pm on Friday 27 September, at which point the test area will be removed and cleared out in advance of the 'live' collection on Thursday 3 October.
Thursday 3 October 2024	Census Day
Tuesday 8 October 2024	Deadline for Waltham Forest maintained schools & PRU submit a return to the Local Authority via COLLECT.

Academies and Free schools should submit a prompt return directly to the Department for Education (DfE) via COLLECT for approval and authorisation by the deadline outlined at www.gov.uk/guidance/complete-the-school-census/census-dates.

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 a return 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:

- 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 attended the school in the previous academic year for which learning aims are submitted - autumn census for secondary, all-through, PRU and AP schools only
- 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 who were recorded as in receipt of learner funding and monitoring since the start of the academic year – not applicable to nursery schools

FUNDING AND THE IMPORTANCE OF SCHOOL CENSUS

The autumn school census will be used to fund the schools block of the dedicated schools grant and the pupil premium.
The school census is the DfE's primary source of administrative data about pupils attending schools in England.

KEY CENSUS DATA ITEM COLLECTION PERIODS

Item	Period
Term dates	Start of the autumn term (from 2024-08-01) to 2024-12-31
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 after 2024-05-17 and up to and including the autumn census day (2024-10-03)
Learner Funding and Monitoring (FAM) entity	Any Learner FAM assigned, where applicable since the beginning of the 2024 to 2025 academic year (from 2024-08-01) to students who are either on roll or off roll on census day (2024-10-03)
Termly suspensions and permanent exclusions	2024-01-01 to 2024-08-31
Termly attendance	First half of the summer term From Easter Monday 2024-04-01 to the Sunday 2024-05-25 before spring bank holiday
Summer second half term attendance	From spring bank holiday Monday 2024-05-26 to 2024-07-31
Alternative provision (AP) placement module	any current (open) AP placements and any previous placements where the pupil has already left an AP placement between: 2024-05-16 to 2024-10-02 inclusive
Post-16 learning aims	For the current academic year covering the period from 2024-08-01 for pupils with a status of 'C' (current – single registration) or 'M' (current main – dual registration) who have been on roll and in actual national curriculum year group 12 or above For the previous academic year covering the period from 2023-08-01 to 2024-07-31 inclusive for pupils who were on roll at any point during this period in actual national curriculum year group 12 or above. Learning aims are only required for those pupils with a pupil status of 'C' (current – single registration) or 'M' (current main – dual registration) at the time of the learning aims

More school census data items information is at https://www.gov.uk/guidance/complete-the-school-census/data-items-2024-to-2025.

NEW, CHANGED & DELETED DATA ITEMS for AUTUMN 2024

1) New data items:

2) Existing data items:

Item	Description
Disability access fund indicator	Has been extended to children from 9 months old.
Expanded hours	Has been extended to record up to 15 hours for children from 9 months old with working parents.
Early years pupil premium receipt	The frequency of collection has been increased to termly and extended to children from 9 months old.
Early years pupil premium basis for funding	The frequency of collection has been increased to termly and extended to children from 9 months old.
Learner funding and monitoring (FAM) code	the associated code set CS117 has been updated. Code 01 has been extended to include appropriate pupils and school types, and the National Tutoring Programme (NTP) has been replaced with tutoring. Code 21 has been removed.
Programme type	The associated code set item, 30, has been changed to T Level foundation year.
Pupil SEN type code	The code set CS071 has been updated to include Down Syndrome.
Termly attendance	From Autumn 2024, schools must keep the attendance register electronically and use the national attendance and absence codes. From Autumn 2024, systems should be updated to record new 'Pupils unable to attend school due to exceptional circumstances' – 'Y' codes. Data will be collected from spring 2025. From Autumn 2024, attendance code 'X' (non-compulsory school age pupil not required to attend school) is used to record sessions where the pupil is not timetabled to attend.

3) Deleted data items:

Item	Description
Learner funding and monitoring (FAM) hours	Discontinued from autumn 2024.
Work placement employer ID	Discontinued from autumn 2024.

More information about data item changes for the whole of the academic year 2024 to 2025 is at
https://www.gov.uk/guidance/complete-the-school-census/changes-for-2024-to-2025.

EARLY YEARS DATA FOR AUTUMN 2024

The tables below clarify the early years data requirements for School Census Autumn 2024.

Age at 31/08/2024 and Date of Birth Range for School Census Autumn 2024 (range is inclusive)	Disability Access Fund	2 Year Old Basis for Funding	Funded Hours *1	Eligibility Code *2	Extended Hours (Funded)	Expanded Hours (Funded)	Unfunded Hours *4	Hours at Setting *3	EYPPR *6
9 month up to and including all 1-year-olds born between 01/09/2022 and 30/11/2023	Yes *5	No	No	Yes *2	No	Yes	Yes *4	Yes	Yes
2-year-olds born between 01/09/2021 and 31/08/2022	Yes *5	Yes	Yes *1	Yes *2	No	Yes	Yes *4	Yes	Yes
3-year-olds born between 01/09/2020 and 31/08/2021	Yes *5	No	Yes	Yes *2	Yes	No	Yes *4	Yes	Yes
4-year-olds born between 01/04/2019 and 31/08/2020 with YTI E1/E2/N1/N2	Yes *5	No	Yes	Yes *2	Yes	No	Yes *4	Yes	Yes

*1 Sometimes referred to as Universal Funded Hours, which no longer applies as the funding for two year olds is resticted to those who are disdvantaged.

*2 Required for Extended Funded Hours and Expanded Funded Hours. Replaces 30-Hour Code, which only applied to Extended Hours.

*3 Hours at setting cannot be less than the sum of hours for columns D, F and G.

*4 This is not provided directly to the DfE, but they can infer it from the difference between hours reported for column I minus the sum of of the hours reported for columns D, F and G.

*5 Only where the child id in receipt of child disabiity living allowance and received free early eduction

*6 EYPPR (Early Years Pupil Primium Receipt)

Source: SIMS

Data Item	School Census Aut 24
Hours at Setting	Collected for all 9 months up to and including 4 year olds.
Funded Hours	Collected for disadvantage 2 year olds and all 3 and 4 year olds.
Extended Hours	Collected for 3 and 4 year olds with Eligibility Code.
Expanded Hours	Collected for 9 months up to and including 2 year olds with Eligibily Code.
30 Hour Code / Eligibility Code	Collected as Eligibility Code as necessary.
DAF Indicator	Collected for 9 months up to and including 4 year olds.
2 Year old Basis for Funding	Collected for 2 year olds.
Early Years Pupil Premium Receipt	Collected for 9 months up to and including 4 year olds.

Source: SIMS

UIFSM & SESSION ATTENDANCE DATA FOR AUTUMN 2024

The table below clarifies the new DfE attendance session codes impact on:
- 'school lunch taken' data used to determine Universal infant free school meal (UiFSM) funding
- attendance data that is collected in School Census Autumn 2024.

	School Census Autumn 2024
Univeral Infant Free Schooi Meals on Reference Day	Calculation of School Dinner Taken on Refence Day (Autumn Term 2024) will take account of the new set of DfE session attendance codes the pupil's attendance code on the Reference Day is used to decide if a pupil is available to take the meal.
Session Attendance data for the term preceding the Census Reference Day	Session Attendance data is collected for the Summer Term 2024, which is before the new set of DfE sesion attendance codes is in use. So there should be no impact on this area of School Census Autumn 2024.

Source: SIMS

'DRY RUN' & TESTING

Schools should take the opportunity to do a 'dry run' of their school census return from the school management information system (MIS). 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.

GENERATING MIS RETURN

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.

AUTHORISING MIS RETURN

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.

There should be a Headteacher sign-off process within each school. The Headteacher is responsible for reviewing and authorising census data before it is submitted.

SUBMITTING MIS RETURN TO COLLECT

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. Academies and Free schools submit data directly to the DfE using COLLECT for DfE approval and authorisation.

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.

DfE Sign-in

DfE Sign-in is how schools and other education organisations access DfE online services.

To access your DfE online services, you'll either need:

- **an existing DfE Sign-in account.** This will be the email address and password you created when you first accessed DfE Sign-in.
- **to create a DfE Sign-in account.** If you haven't used DfE Sign-in before you'll need to create a DfE Sign-in account.

Start now >

Sign in with username and password

Department for Education Sign-in

Sign-in to access DfE online services.

Email address

Password

Show

Forgotten your password?

By signing in you accept **DfE Sign-in terms and conditions**.

Sign in   Create account

Select 'Collect'

| Collect | COLLECT (Collections Online: Learners, Education, Children and Teachers) allows users to see and submit data collections and censuses to the Department for Education. |

Click 'Continue'

Department for Education   You are logged in as 320gnyamundanda | **Log out**

COLLECT Portal
our last logon was **07/09/2024 12:24:05**
our last session ended **07/09/2024 12:28:43**

ollect Welcome

Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers).
COLLECT is the DfE Centralised Data Collection and Management System for Education

'** Data Collection Visibility ***
ust to remind users, if the data collection has not yet opened you will not be able to see this in the list
of available data collections.

PROCEED INTO COLLECT
Continue...
Code of Conduct

Select relevant School Census collection, and select 'Select Data Collection'

Select Data Collection ▸

Select 'Upload Return from file', browse local computer and select XML school census return.

What can I do with My Data Return?

Upload Return from file... Press this button to Import a file into your data return

Follow on screen instructions to upload return.

COLLECT: FAMILIARISATION

A 'beta' release of the 2024 autumn school census will be available via COLLECT week commencing 9 September, remaining available until 4pm on Friday 27 September at which point the blade will be removed and cleared out in advance of the start of the live collection on Thursday 3 October.

The Department for Education (DfE) and Local Authority strongly recommend that, if possible, all schools take the opportunity to upload a 'test' census XML return from the school 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 autumn 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. This will be especially important for any schools completing the autumn school census for the first time. Please note that some COLLECT checks require reference data which is not yet in place so may trigger incorrectly – this will be in place in time for 'go live' so genuine errors will remain at that point.

COLLECT familiarisation will take place on the same system as the 'live' collection. A DfE schools guide for using COLLECT is at https://www.gov.uk/government/publications/collect-guides-for-schools-and-local-authorities.

COLLECT: RESOLVING ERRORS & QUERIES

Once the return is uploaded, the status screen indicates the status of the return; as well as any DfE COLLECT errors or queries present in the return following system validation.
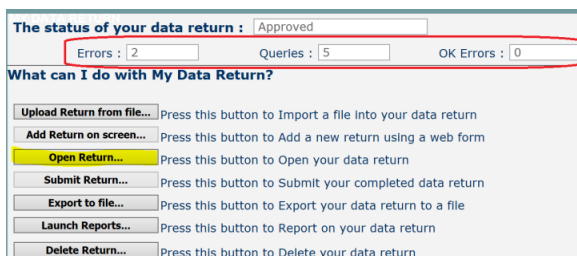
To view the errors or queries, click on "Open Return", and click the 'All Errors' button.
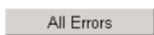
| Rule No.	Return Level	Error Message	Priority
2190Q	Y	Please check: Percentage of pupils in school with EHC plans seems high (greater than 10%)	Queries
1877Q	Y	Take up of school lunches for pupils in reception, year 1 and year 2 (plus pupils aged 4 to 6 in year X) greater than 95%. Please confirm more than 95% of infant pupils took a school lunch on census day	Queries
4007Q	Y	Please check: no pupils on roll are in receipt of National Tutoring Programme (NTP)	Queries
4015Q	Y	Please check: no School Arranged Alternative Provision (AP) placements have been provided	Queries
Page 1 of 1			

- Errors must be resolved by amending the MIS return and resubmitting to COLLECT.

- Checked and ok'd queries can remain if you add an explanatory COLLECT return-level note for each one using the DfE list of acceptable notepad entries which can be found at https://www.gov.uk/guidance/complete-the-school-census/check-your-data (section 'Adding explanation notes for queries').

COLLECT: RETURN LEVEL NOTEPAD ENTRIES FOR OK'D QUERIES

Checked and ok'd queries can remain if you add an explanatory COLLECT return-level note for each one using the DfE list of acceptable notepad entries which can be found at https://www.gov.uk/guidance/complete-the-school-census/check-your-data (section 'Adding explanation notes for queries').

To create a return level note select 'Open Return'.
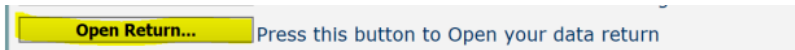
Once you have opened the return click on the pencil icon underneath "Return Level Notes" (all query notes needed to be added at return level, even if the query itself relates to an individual):

If you already have other notes on your return the icon will look like this:


Once you are on the notes page click on the "Add New Note" button
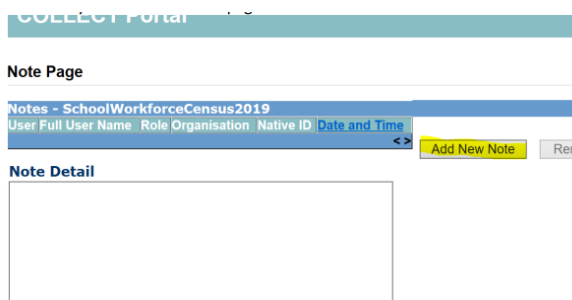
- It is acceptable to return a separate notepad entry for each query; or one notepad entry for numerous queries i.e. start a separate line for each query.
- You can now type in the note you want to add. Begin the note with the query number. When you have completed your note, making sure to use the exact notepad entry advised by the DfE list of acceptable notepad entries. For example "*2190Q: confirmed as correct*".
- If the DfE list of acceptable notepad entries states that a reason must be provided, do not return 'confirmed', 'correct', 'data is correct' etc. This would be an insufficient notepad entry and the DfE will be unable to process the return to 'authorised' stage.
- Where multiples of the same query occur, and the reason is the same for each one, use the "X" and number alongside the query number. For example: "*5240Q X2 - Though the pupil attends school for 25 hours or more, they do not attend the school for 10 sessions a week.*"

To view all the notes you have added, click on "All Notes".
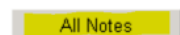
COLLECT: REPORTS USED FOR FUNDING – NEW DFE VALIDATION QUERY

There are a number of reports in COLLECT that you should use to check your data.

All relevant reports for your school phase or type should be run and checked.

The Department for Education (DfE) has introduced a new validation query to check that your school has run all relevant reports. Schools with this COLLECT validation query should run the reports although this query will not prevent the return from being 'authorised'.

A list of COLLECT reports is outlined below:

Report	Description
Pupil number report	This provides a headcount of your pupils by national curriculum year group, the headcount of your pupils minus subsidiary registrations and the number of pupils that will be used in numerous funding streams and therefore will account for funded and extended hours and unresolved duplicate UPNs.
Free school meals (FSM) report	Allows schools to check the FSM eligibility data submitted in their census return. This report only refers to FSM eligibility reported in the current census and not the FSM ever measure used to allocate the pupil premium.
Universal infant free school meals	Provides a breakdown of the infant pupils that the DfE will use in the universal infant FSM funding calculation.
Pupil premium	Allows schools to check and verify the data in their autumn and spring school census, which will feed into the deprivation, service child and post looked-after children report elements of the pupil premium allocation.
Early years pupil premium	Allows schools to check and verify the data in the census, which the DfE use for the early years pupil premium allocations.
Post-16 funding reports	Schools will also be able to access a series of Education and Schools Funding Agency (ESFA) funding reports in the autumn census. These reports show schools the data the DfE will use for post-16 funding calculations: • funded student summary report • student detail report • 16 to 19 maths and English GCSE status by student • T Level students report
Learner funding and monitoring (FAM)	Allows schools to check and verify the data returned in each termly census on pupils in receipt of specific elements of the education recovery package.
Zero funded hours	Highlights the number of early years pupils who have 'zero' funded hours recorded on the school census return. The DfE use funded hours to calculate the early years block of the dedicated schools grant.

More information about these reports is at https://www.gov.uk/guidance/complete-the-school-census/check-your-data.

COLLECT: REPORTS USED FOR RESOLVING DUPLICATE RECORDS – NEW DFE VALIDATION ERROR

Two COLLECT reports identify duplicate records in the census return, as outlined in the table below:

Report	Description
Duplicate report: Same UPN	A duplicate UPN is one where more than one pupil registration shares the same UPN and the registrations sharing the UPN have an invalid combination of enrolment statuses. Unresolved duplicates will impact on funding allocations such as the dedicated schools grant and pupil premium.
Duplicate report: Same Person Different UPN	Includes all cases where there appears to be duplication of a pupil based on the characteristics - for example, surname, forename, middle name, date of birth and gender - but where different UPNs are present.

More information about these reports is at https://www.gov.uk/guidance/complete-the-school-census/check-your-data.

New COLLECT validation error (DupUPNRprt)

The Department for Education (DfE) has introduced a new COLLECT validation error (DupUPNRprt) that will trigger if the COLLECT return has unresolved duplicates which impact funding allocations.

The return will not be authorised by the DfE until all errors are resolved. Please note if the return has been previously authorised and a duplicate UPN is introduced at any point during the 'live' collection the return status will revert to 'approved' i.e. not DfE authorised.

COLLECT: VIEWING & DOWNLOADING REPORTS
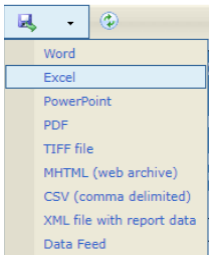
To run these reports

You will then see a page where you can launch a number of different reports, with a brief description of what each report shows. Just select the report you want from the drop-down menu and then click the launch button.
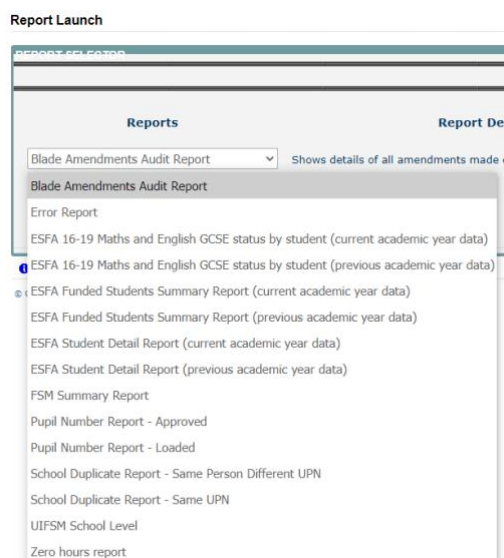
You may then see a second report parameters screen where you will need to click launch report again:

Report Parameter Selection

Launch Report
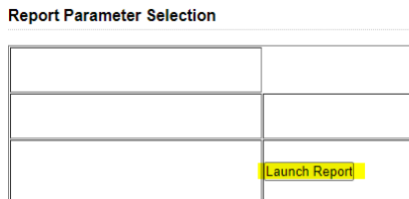
You can view the report in browser and page back and forth using the arrow buttons. Or you can export the report in a variety of different formats:

Word
Excel
PowerPoint
PDF
TIFF file
MHTML (web archive)
CSV (comma delimited)
XML file with report data
Data Feed

WHO TO CONTACT?

Contact	Support
Business Intelligence Team E-mail: edu.performance@walthamforest.gov.uk	School Census data collection and return queries. Note: Maintained schools make returns directly to the Local Authority and should contact them regarding any matters to do with the data submitted.
Department for Education (DfE) Service Request: https://form.education.gov.uk/service/Data-collections-service-request-form	School Census data collection and return queries. Note: Academies/free schools make returns directly to the DfE and should contact them regarding any matters to do with the data submitted.
Management information systems (MIS) support provider	For specific training and guidance about producing the CTF/XML return. Here are links to SIMS, Arbor and ScholarPack MIS guidance.

AUTUMN 2024 SCHOOL CENSUS – PREPARATION CHECKLIST

The checklist below 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-2024-to-2025.

Description of task	Completed
Check with your System Administrator/Manager that you have the appropriate permissions to run the Census and record associated data	☐
Upgrade to the latest SIMS release as soon as possible to enable dry runs to be carried out	☐
Check with your System Administrator/Manager that the latest fileset version has been imported	☐
Carry out a dry run to determine what information needs to be updated	☐
Check school-level information:	
Check establishment details	☐
Check the school telephone number and email address	☐
Check the school's support unit	☐
Check pupil/students' various registration details:	
Check that leavers and re-admissions have been recorded	☐
Remove any pupil/student records entered in error	☐
Check pupil/students' basic details	☐

Key:
N Nursery schools P Primary schools S Secondary schools
SP Special schools AT All-Through schools PRU Pupil Referral Units

Description of task	Completed
Check their enrolment status, admission date and boarder status	☐
Check and correct their UPNs	☐
Check and correct their Unique Learner Numbers **S** **SP** **AT** **PRU** Applicable to schools with students over the age of 14	☐
Check school-arranged Alternative Provision Placement details **P** **S** **SP** **AT** **PRU**	☐
Check and correct their part-time information	☐
Check pupil/students' home address information	☐
Check pupil/students' eligibility for free school meals	☐
Check pupil/students' ethnic and cultural information	☐
Check additional information	☐
Check the Youth Support Services Agreement (YSSA) status **S**	☐
Check Special Needs information	☐
Check exclusions information **P** **S** **SP** **AT** **PRU**	☐
Check attendance data **P** **S** **SP** **AT** **PRU**	☐
Check Universal Infant School Meals **P** **SP** **AT** Applicable to schools with pupils in Reception, Year 1 and Year 2	☐

Description of task	Completed
Check hours for Early Years children information **N** **P** **SP** **AT** **PRU** Applicable to schools with Early Years children	☐
Update pupil/students with top-up funding	☐
Update pupil/students' post-looked-after arrangements	☐
Update funding and monitoring details **P** **S** **SP** **AT** **PRU**	☐
Check post-16 information recorded **S** **SP** **AT** **PRU** Applicable to Secondary schools with a Sixth form	☐

Key:
N Nursery schools   **P** Primary schools   **S** Secondary schools
SP Special schools   **AT** All-Through schools   **PRU** Pupil Referral Units