

October 2023

Autumn School Census Newsletter

Before you create your census return, please check the items below are up to date on your system:

Census Day:	Thursday 5 th October 2023
Submit return to Local Authority (LA) no later than:	Wednesday 12 th October 2023

CENSUS RETURN TRANSMIT TO LOCAL AUTHORITY

Please transmit your return to us by the preferred method of email: **Egress Switch** or **USO FX**

Egress	Within the email on the tool bar click ' Secure ' - secure data transfer of email message and attachments. Send to – aisha.bingham@croydon.gov.uk
USO FX account	Search for my username to upload your file to - abingham17.306

- We highly recommend that you perform a trial run prior to census day. This will give you the opportunity to highlight any anomalies and ensure that on census day you will only need to run the census and submit it to the LA.
- Once you have created your census return, we strongly recommended that the summary report is inspected carefully with particular attention paid to those sections that might reveal evidence of individual pupil data that was not entered onto the system prior to generating the return, e.g. free school meal eligibility or the number of pupils with SEN.
- A thorough check of absence data is highly recommended.
- Please ensure you email any responses to question/ queries promptly.

GUIDANCE NOTES




The DfE census guidance home page:











<https://www.gov.uk/guidance/complete-the-school-census>



New & changes to existing data items:

<https://www.gov.uk/guidance/complete-the-school-census/changes-for-2022-to-2023>

CHECKLIST

Attendance Attendance data will be collected for all pupils who were age 4-15 by 31 August 2022. Attendance collected from 10th April 2023 to 31st July 2023	
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). Please note: Your MIS system will default pupils enrolment status to 'C' – solely registered pupil. Please ensure that the correct enrolment status is used for those pupils who are dually registered	
Exclusions All exclusions with start dates between 1st January 2023 to 31st July 2023 . Details will be collected of all permanent and fixed period exclusions. Up to 3 reasons can now be submitted per exclusion.	

<p>Free School Meal Eligibility Start Dates</p> <p>FSM eligibility data is used by the DfE for <i>Pupil Premium</i>. This covers all pupils of statutory school age.</p> <p>All KS1 pupils can have school lunch due to their Universal Infant Free Meal entitlement. <u>Only include these KS1 pupils as FSM eligible if they also meet the FSM eligibility criteria for family income.</u></p> <p>Please record start dates for all pupils with a current period of eligibility. Ticking the <i>Pupil Premium</i> box in SIMS does not come out in the census data.</p> <p>It is not expected that FSM end dates will be entered by schools due to transitional arrangement to minimise the impact of Universal Credit rollout. If end dates are entered, then only enter end dates for the following reasons:</p> <ul style="list-style-type: none"> • 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. 	
<p>Full-time / Part-time Status (For Pupils Who Are Not Of Statutory School Age)</p> <p>Please ensure that each pupil in these year groups is correctly shown as full time or part time.</p>	
<p>Funded Hours For Pupils Aged 2, 3 or 4</p> <p>Please check the 'Funded Entitlement Hours' section of the School Census Guidance: https://www.gov.uk/guidance/complete-the-school-census/data-items</p>	
<p>Hours At Setting For Pupils Aged 2, 3 or 4</p> <p>Hours at setting must be equal to or greater than funded hours.</p>	
<p>Language Code</p> <p>Language will be collected for all pupils including nursery schools.</p>	
<p>Post 'Looked After' Pupils (Previously 'Adopted From Care')</p> <p>The census enables schools to identify pupils who left local authority care through adoption, or because they were the subject of either a special guardianship order, a residence order or a child arrangement order.</p> <p>This information is used by the DfE for <i>Pupil Premium</i>.</p>	
<p>Pupil SEN Provision</p> <p>SEN provision is collected for all pupils on roll on census day</p>	
<p>Service Child Indicator</p> <p>The Service Child Indicator is used by the DfE for <i>Pupil Premium</i>.</p>	
<p>Top-Up Funding Indicator</p> <p>This indicator is a true/false flag 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.</p> <p>Please check pupils meet the <u>funding threshold</u>. Refer to the section in the DfE Guidance. Top-up funding indicator [used for funding]:</p> <p>https://www.gov.uk/guidance/complete-the-school-census/data-items</p>	
<p>Unique Learner Numbers (ULN)</p> <p>All pupils who are age 14 and above on census day must have a ULN.</p>	

<p>Unique Pupil Numbers (UPN) Use the Common Transfer File (CTF) to find the UPN when a pupil transfers to your school. If you cannot do this please contact us for assistance before issuing a temporary UPN.</p>	
<p>Universal Infant Free School Meal Taken On Census Day For every pupil in Reception, Year 1 & Year 2, the census records if the pupil had school lunch on census day. The DfE use this for Universal Infant Free School Meal (UIFSM) funding.</p>	

TEMPORARY UPN

All schools should check their MIS to ensure there are no pupils with a temporary UPN allocated unless they have attended your school for less than six weeks. This is the maximum time suggested by the DfE that a pupil should have a temporary UPN allocated.

N.B. A temporary UPN always has a letter as its last character.

SCHOOL PLACES/ VACANCIES

Please notify the LA Admissions team of any school vacancies at your earliest possible convenience.

Contact emails:

Primary school vacancies: school.admissions@croydon.gov.uk

Secondary school vacancies: Tariq.Gad@croydon.gov.uk

ACADEMY SCHOOLS ONLY

Checking your return:

Please ensure you check your return thoroughly before submitting; once you have submitted your return on COLLECT you must review for any errors or queries and take action in adding an appropriate note.

Please also ensure you check all of your reports on COLLECT to make sure you are happy with your submission – in particular you must resolve any pupils who appear on your duplicate reports between yourselves and another school:

- **Duplicate Report 1 - Same Person, Different UPN**
- **Duplicate Report 2 - Same UPN**

Duplicate Reports will indicate those pupils who are registered at more than one school and therefore would indicate if the pupil should remain 'on roll' or whether the registration status has been recorded incorrectly.

Here is the DfE guidance on [checking your data](#)

SUPPORT

If you have any problems regarding the actual data required or any queries with the census itself, then please contact me:

Aisha Bingham – Phone: 020 8726 6400 Ext: 22901

Email: aisha.bingham@croydon.gov.uk

If you have any queries regarding the entry of data into your MIS then please contact your schools software support team.

Kind Regards,

Aisha Bingham – Data Quality Officer

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