# Welcome to the School Census Autumn 2025 Webinar

- We will start shortly.

- Please make sure your **Camera** and **Microphone** are switched **off**.

- This session **will be recorded**, by joining the session you are agreeing to being recorded. If you do not wish to be recorded, please do not join the session.

- If you want to listen to the audio via the telephone, please call **020 3787 4277** and use the conference ID **120 062 125#**

# School Census in Bromcom

**Autumn 2025**

ACCREDITED SUPPORT

Bromcom

Coventry City Council

DIGITAL SERVICES FOR SCHOOLS AND ACADEMIES

# Agenda and Objectives

- Part 1 – Statutory background, scope and key dates
- Part 2 – Preparing for the school census
  - Checking your data to make sure its ok for census
  - Entering the relevant data for census
- Part 3 – Producing the school census
  - Starting a census return
  - Creating and validating your return
  - Correcting and validating errors by editing individual pupil records or using the bulk update tool
  - Authorising your return (a crucial step required to verify your data)
  - Printing detailed reports
  - Printing a summary of the census

# Data Protection Disclaimer

Screenshots used in this presentation

have been taken from a test system.

People depicted do not exist.

Screen shots are used for illustration purposes only.

# Introduction

- Statutory data collection exercise run by central government with data from schools MIS systems.

- Data collected is determined by central government

- There are three (pupil) censuses each year – **Autumn**, **Spring** and **Summer,** there is also a school workforce census too.

- It is a snapshot of data in your system on census day – along with some historical data from previous periods.

- Different ranges and types of data are collected at each census – but the process to run the census in your MIS is broadly the same each time.

- A wider variety of data is collected in the Spring census.

- MIS providers incorporate changes to data requirements in each census by upgrading their software.

# Statutory Requirement

- The submission of school census individual pupil records is a statutory requirement on schools under:
  - Section 537A of the Education Act 1996
  - The Education (Information about individual Pupils) (England) Regulations 2013
  - Section 99 of the Childcare Act 2006
  - Childcare (Provision of Information About Young Children (England) Regulations 2009
- This means
  - Schools do not need to obtain parental or pupil consent to the provision of information
  - Ensures that schools are protected from legal challenge that they are breaching a duty of confidence to pupils
  - Helps to ensure that returns are completed by schools

# Key Dates

- Census Day – **2nd October 2025**

- Deadline for return to the LA (maintained schools) – **17th October 2025**

- Attendance data - **21st April 2025 to 31st July 2025**

- Exclusions – **1st January 2025 to 31st July 2025**

- Free School Meal Eligibility – **16th May 2025 to 2nd October 2025**

- AP Placements – **15th May 2025 – 2nd October 2025**

- Funding and Monitoring – **1st August 2025 to 2nd October 2025**

- Post16 Learning Aims (Secondary Only) – **1st August 2024 to 2nd October 2025**

# Future Census Dates

Dates for your diary:

- School Workforce Census – **Thursday 6th November 2025**

- Spring Census – **Thursday 15th January 2026**

- Summer Census - **Thursday 21st May 2026**

**Webinar dates will be announced nearer to the census.**

# Pupils in Scope

- All pupils on the register on census date

- Any additional pupils subject to any type of suspension or permanent exclusion in the previous 2 terms (i.e. Summer 2025 and Spring 2025)

- Any additional pupils who attended the school in the previous term for which termly attendance data is required (not nursery schools)

- Any additional pupils who attended the school in the previous academic year for which Post-16 learning aims are submitted (Secondary, All through and AP schools)

- Any additional pupils who had an alternative provision (AP) placement within the collection period (since the last census day) (not nursery schools)

- Any additional pupils who were recorded as in receipt of learner funding and monitoring since the start of the academic year (not nursery schools)

# Collection of pupil characteristics

- Parents can't opt out of the census

- **Ethnicity, First Language, Service Child Indicator** must always be reported as declared by the parent.

- When collecting these data items from parents/guardians, schools must ensure that parents/guardians are made aware that they can decline to provide these items – where this happens schools should record on their MIS using the **refused** code.

# Early Years

- Schools with funded early years provision make their return via either the school census or the early years census but **NOT** both.
  - **Registered Pupils of a school** –> **include on the school census**
  - Children who attend a **separate Ofsted registered** private, voluntary or independent (PVI) provider on a school site -> **include on the early years' census.**
  - Children attending provision provided by a **school governing body** under Section 27 of the Education Act 2002 **or** provision that is **run or managed by an academy** or academy trust under **charitable objectives** -> **include on the School Census**
- **But** if a child's free entitlement is split between more than one place they **may appear on the two different censuses**, depending on where and **how the pupil is registered**.

# Expanded Free Entitlement Hours (9 month to 2 year old children)

- From September 2025, eligible working parents of children aged 9-months up to and including 2-year-olds will be able to access 30 hours of free childcare per week (over 38 weeks a year) from the term after they turn 9-months old.

- *In some circumstances, 2-year olds may be eligible for both the 15-hour entitlement for disadvantaged 2-year olds and the expanded entitlement.*

- **Expanded Free Entitlement Hours do not apply to 3 or 4-year-olds.**

# Extended Free Entitlement Hours (3 and 4 year old children)

- All 3 & 4 year old children become eligible for free early education from the term following a child's third birthday – **this is Universal Free Entitlement** and is 15 hours per week (over 38 weeks a year)

- In addition, 3 & 4 year old children with **working parents** who hold a valid **eligibility code** will be entitled to a further 15 hours per week **Extended Free Entitlement Hours**

- *N1 and N2 only: pupils aged 4 at the start of the academic year in reception and above are funded as full-time equivalent pupils via the school's block of the dedicated schools grant and therefore free entitlement hours are not required for those pupils.*

# Eligibility Code

- Previously known as the 30-Hour Code

- Issued to parents when they have successfully applied for the Early Years funding

- Now applicable to both **Extended funded hours** (3-year olds) and **Expanded funded hours** (9-months to 2-years old inclusive)

[Further information about the criteria for Early Years funded hours](#)

# Alternative Provision

- Alternative provision should be recorded on the school census if it takes place in:
  - a pupil referral unit
  - an alternative provision academy
  - an alternative provision free school
  - an early years setting (private, voluntary or independent)
  - state-funded schools

# Known Issues

- **1859 and 3032** updated to include DOB range test.

- **2775Q and 3030Q** corrected.

- **1925Q** Leaving date range corrected

- **4043 and 4044** erratic triggering of validation errors 4043 and 4044 – awaiting response from DfE

Summary Report

Bromcom have noted an issue in the report where a school had post-16 provision in 2024/25 and no longer offers this, and HighestNCyear has reverted to 11. Table 28 of the summary does not populate with data from the XML, although the file does contain the expected historic data. DfE have not advised whether they intend to resolve this issue with the summary file.

# Resolved Issues

- **Errors 5170 and 5190**
  - 4-year old Reception students showing in Pupil Reconciliation on the Census. This was causing the census to produce for the students.

# Changes to existing data items

- The learner funding and monitoring (FAM Type) – the linking code set has been created to record English and maths minimum hours (Post-16)

- The learner funding and monitoring (FAM TypeCode) – the linking code set has been updated to record English and maths minimum hours (Post-16)

- **Expanded hours** has been amended to allow up to **30 hours** to be claimed, following the policy change from September 2025.

# New & Discontinued Data Items

- There are no new data items for Autumn 2025

- Information about Traineeships will be discontinued from Autumn 2025

# Data Areas to Check

**Bromcom Census**

# Core Details & Extended Services

- Ensure that your core school details are correct – this is available through

  **Config > Administration > Core Details**

  - Edit any data which has changed e.g. if you've had a new headteacher

- Ensure that your school characteristics are correct this is available through

  **Config > Administration > Characteristics**

  - Ensure that your **childcare services** are recorded in the Extended Services module – this is available through
  - Edit the existing rows if data has changed.
  - Add a new Service, if necessary, complete the relevant boxes for each service that you add.

# Basic Checks

- All students should have a valid **UPN (Unique Pupil Number).**

- All relevant students should have a **ULN (Unique Learner Number)** are mandatory for students aged 14 and over on census day.

- All students should have a **valid address.**

- Students should have **first language** and **ethnicity entered**.

- All correct students should be admitted.

- Any students who **did not** attend (any session) but who were admitted should be deleted. Do NOT delete students who have attended.

- Leavers should have their date of leaving entered correctly.

- Any students with an exclusion (in the previous 2 terms) should have their data checked and missing items entered.

# Student Browse

- From the student list you can add additional columns, e.g.
    - UPN, Ethnicity, First Language, SEN, FSM
    - It is possible to filter the list using the funnel icon, on each column to select entries which are blank

# Adding information in bulk

- Some data items can be entered in bulk from the Student List screen.

- Open the list and select the students you want to edit. (Double check to make sure you only have the correct students selected).

- Click **Actions > Quick Edit**

- Choose the **Attribute** to edit, e.g. Ethnicity, Home Language, etc

- Choose the **Value** you want to change it to and click **Review**

- Make sure the items of data you are editing is what you expected and click Update. You can make individual changes by ticking the row and updating using the dropdown menu.

- **Warning:** It's really easy here to update a whole host of data without meaning too. **Please double and triple check what you are doing**. There is no undo button.

# Generating UPNs in bulk

- From the pupil browse, add the UPN column.

- Use the filter to filter for students with missing UPNs

- Select all students (without UPNs) and click Actions > Quick Edit

- Select **Attribute** and select **UPN**, select **Value** and select **Permanent** and click **Update**

- UPNs should only be generated for students who have never had one before.

Ask the data team if they have a UPN for children who may have been at state school in England before.

# General Reminder about start dates

Several data items have start dates.

For example, addresses.

Census will report missing data if the start date is after the census reference date e.g. 02/10/2025.

**So, please remember to put in the start date as before the census date.**
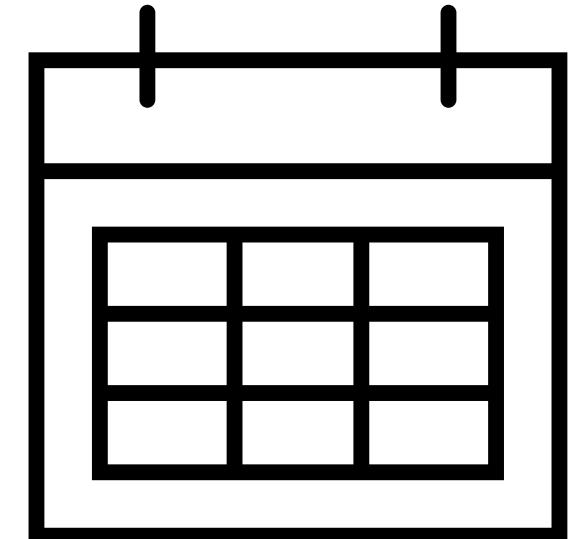
# Attendance

- Autumn Census looks back at Attendance data from the Start of the Summer Term

| |
|---|
| Summer Term 2024-2025 (first half) data is collected from Easter **Monday 21st April 2025 to Sunday 25th May 2025** |
| Summer Term 2024-2025 (second half) is collected from Late summer bank holiday **Monday 26th May 2025 to 31st July 2025** |

- Check for missing marks, N codes, and students with any gaps in their attendance. **BROMCOM will not show errors for missing marks, but your data will be wrong.**

# Attendance Report by Code/Meaning

- Locate <u>missing marks</u> and <u>N codes</u> that have not yet been dealt with

- **Reports>Attendance>Attendance Report by Code/Meaning**

    - Run the report separately for each year group for the date ranges
    - i.e. **21/04/2025 to 25/05/2025** and **26/05/2025 to 31/07/2025**
    - Choose the code **N**
    - Run the report again with **Meaning Selected** and choose **Missing Mark**

- Update the attendance through **Modules > Attendance > Manage Attendance**

# Missing Attendance Marks (1)

- Go to **Reports > Attendance > Attendance Analysis Exports**

- Change the Export drop down to --- Missing AM or PM Marks

- Enter date range as 21/04/2025 – 31/07/2025

- Press Export

# Missing Attendance Marks (2)

- Export appears in the **Export File History** box at the bottom of the screen.

- Click it to export it, **Open in Excel** to see the missing marks.

- You might want to filter the report to make it easier to manage.

- Use **Modules > Attendance > Manage Attendance** to fix the missing marks.

**You can use flood fill to insert lots of missing marks, e.g. in nursery.**

Export File History

Grid actions | Copy | Excel | CSV | PDF | Print

File Name

Missing AM or PM Marks.Csv

# Special Educational Needs

- Check with your SEN Co-ordinator that all children with a special educational need are marked as such.
  - All Students with current SEN provisions should have an SEN record with a valid **SEN status code**
  - Any Students who have transitioned to no longer having any kind of SEN requirement should have their latest record updated to include an **SEN status code** 'N' for No Special Educational Need
  - Any Student in possession of an SEN provision (other than N) should also have at least one **SEN Category** (Need/Type) defined
  - Students with a provision but no specific type of need should be entered with the **SEN Category** of NSA (SEN Support but no specialist assessment of type of need).

- To update, go to **Student Details > Open desired pupil > Special Educational Needs Panel**

# Special Educational Needs [2]

- **SEN Status code:**
  - Blank (never had SEN provision)
  - N = No SEN (previously had SEN provision)
  - K = SEN Support (K)
  - Education Health Care Plan EHCP (code E) is added on the SEN panel.

- **SEN Category**
  - Type of Need is added on the 'Special Needs' panel.
  - 14 DfE codes (e.g. visual impairment, SEMH, ASD)
  - Can have multiple needs and they should be ranked

- Each of these data items requires a start date (and end date if applicable). If date range does not include census day, they won't show on the census.

# Dual Registered Pupils

- If you have any dual registered pupils, please ensure that you have recorded their status (and at the other school) as either **Main** or **Subsidiary**

- Attendance for Dual Registered students should only be entered at the Subsidiary school for the sessions they are expected to be attending there.

- The corresponding periods at the **Main** school should be populated with the attendance code **D**

- You can alter the student's enrolment status via **Students > Student Details > Enrolment Status** panel

# DUAL REGISTERED PUPILS :
# A WARNING ABOUT ENROLMENT STATUS

Do not delete old enrolments, you **must** maintain a list of enrolment histories. Always end date each enrolment and start a new one when it changes.

**If you delete an enrolment, it will affect your attendance data and may require a data restore.**
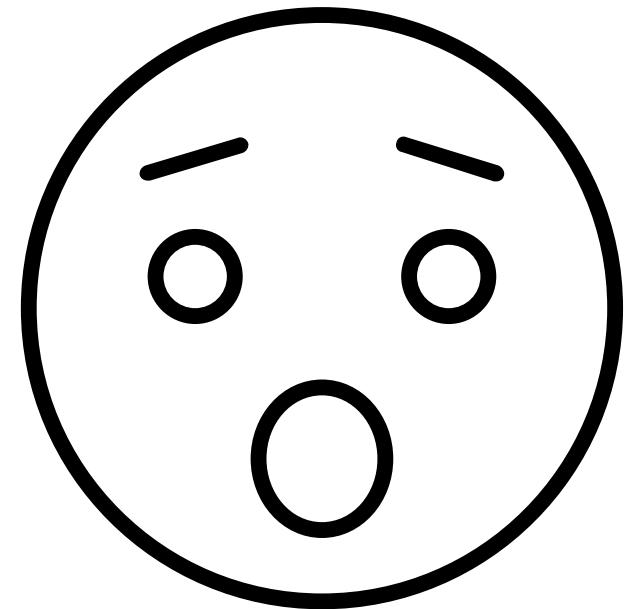
# Free School Meals

- Free school meal information is collected for pupils with the following periods of eligibility
  - Start date is on or before **02/10/2025**
  - End date is either blank or between **16/05/2025 and 02/10/2025**

- Student free school mean information can be edited from the **Student Profile via the Meal & Transport panel > Free School Meals**

- Or in bulk using the Quick Edit function (see earlier slide)

FSM determines the deprivation element of pupil premium
**2025-26 £1,515** per eligible pupil

# Free School Meal Eligibility

- Check your FSM list from the LA and ensure all eligible children have the correct dates entered

- **How to check if a child is FSM Eligible**

- Schools should have access to the FSM Portal/Connect which will give you access to view your live FSM list. If you do not have access, you can register directly through the website: https://coventrycc.capitaone.cloud/publicaccesslive/selfservice/citizenportal/login.htm

# Early Years Extended & Expanded Hours

- **Expanded** hours (9-months to 2-year olds, working parents)
  - Up to 30 hours funded hours from September 2025
  - May be used in conjunction with 2-year funding for disadvantaged children

- **Extended** hours (3-year olds, working parents)
  - Number of hours in addition to the initial 15 funded hours that a child receives and is applicable to three- and four-year-olds only
  - Can double the universal 15 hours of free childcare to 30 hours per week.

- **Eligibility criteria**
  - Parents must obtain an **Eligibility code** from HM Revenues and Customs and provide this to the school.
  - Both parents must be working (or a sole parent working) and live in England.
  - Each parent earn a weekly minimum equivalent to 16 hours (minimum wage or living wage)
  - Each parent must have an income below the specified amount (circa £100,000)

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

# Eligibility Code

- For a student to be correctly in receipt of extended or expanded hours of funding (entered via the pupil reconciliation section of Census) they should also have been provided with a valid 11-digit Eligibility code.

- This code should be entered in the provided Eligibility Code box within the funding & allowances panel:

Students > select student > Student Details > Profile **> Funding & Allowances > Additional Information**

# Basis of 2-year old funding for disadvantaged children

- Primary Schools should record the basis of funding for 2-year olds in receipt of the 15-hours funding for disadvantaged children. You can record multiple basis:
  - Economic criteria
  - High-level SEN or disability
  - Looked after or adopted from care

# Early Years Pupil Premium (EYPP)

- EYPP is additional funding for early years settings to improve the education they provide for disadvantaged pupils

- EYPP is paid by local authorities direct to schools.

- Schools will submit the parent application information captured from the Early Years funding forms to the LA via the Early Years portal. The local authority will use the eligibility checking service to verify the application against benefits-related data.

- Schools will receive confirmation of eligibility via a report in the portal.  **This confirmation is usually received after census day and schools will be required to update the  census with this information before it is submitted**.

- Children are eligible to receive EYPP if they are taking any of the following:
  - universal funded entitlement for 3- and 4-year-olds
  - disadvantaged entitlement for 2-year-olds
  - expanded entitlement for 9-month-olds to 2-year-olds

# Early Years Pupil Premium (2)

- Record eligibility within the funding & allowances panel for individual students:
  - Student **Profile > Funding & Allowances > Additional Information**

- You can update multiple students at the same time using Quick Edit
  - **Students >** select relevant students **> Actions > Quick Edit**

- Record the reason for receipt and the start and end date (if applicable)

# Disability Access Funding (DAF)



Early Years settings providing funded places for children in receipt of disability living allowance (DLA) are eligible to receive disability access funding (DAF).

Payable as a lump sum once a year - £938 per child.

Submit relevant information through the Early Years portal and the LA will confirm eligibility

Record eligibility within the funding & allowances panel for this census return

Student **Profile > Funding & Allowances > Additional Information**

# Disability Access Fund (2)

| Census | Date of birth ranges, school type and pupil national curriculum year group |
|---|---|
| **Autumn 2025** | 9-month-olds to one-year-olds born between 2023-09-01 and 2024-11-30 (inclusive) - all relevant schools and year groups |
| **Autumn 2025** | 2-year-olds born between 2022-09-01 and 2023-08-31 (inclusive) - all relevant schools and year groups |
| **Autumn 2025** | 3-year-olds born between 2021-09-01 and 2022-08-31 (inclusive) - all relevant schools and year groups |
| **Autumn 2025** | 4-year-olds born between 2020-09-01 and 2021-08-31 (inclusive) - all relevant schools and year groups - for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only |

# Confirm your Dinners

- On Census day you should confirm your dinners **before** you run the census.

- Confirm dinners helps to ensure that pupils are charged the correct amount for their meals and that the information is recorded on the census.
  - Once the dinner registers have been taken
  - From the **student list** screen, click **Actions > Confirm Dinners**

**School Lunches Taken on census day**

- Information about school lunches taken on Census day (Years R, 1 & 2) is used for allocating funding for universal infant free school meals (UiFSM). Schools should try to maximise take up of UiFSM on census day.

# Top Up Funding Indicator

- This is a true/false flag to indicate 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 or AP, a local authority or another school.

- 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 (EHC) plan.

- Top up funding indicator can be added via Student **Profile > Funding & Allowances + Top Up Fundings**

# Alternative Provision Placements

Alternative Provision Placements should be completed by all types of school, including:

primary
middle-deemed primary
middle-deemed secondary
secondary
all-through
special
PRU and AP schools

**Single-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 collection period, you do not need to complete this module.**

# Alternative Provision Placements (1)

- **Students > View Student Details > Enrolment**.

- If the **school phase** is set to **PRU**, two panels will be visible: **Alternative Provision** and **Alternative Provision Details**.

- For standard **Secondary, Primary**, or **other phases**, only the **Alternative Provision Details** panel will be shown.

# Alternative Provision Placements (2)

Specify the type of setting within which the AP placement has been arranged.

**You MUST only return ONE of the following 3 options.**

## Option 1. AP URN

Record and submit the unique reference number (URN), where available, of the establishment within which the AP placement has been arranged. If the provider does not appear on Get Information About Schools (GIAS), leave this field blank.

In Bromcom you can use the **Alternative Provision School Name** *magnifying glass* to search for the AP provider.

If the school does not exist use the **Unknown school button**. This is shown at the bottom right side of the school search window.

## Option 2. AP UKPRN

If the establishment does not have a URN, record and submit the UK provider register number (UKPRN) of the establishment within which the AP placement has been arranged. The UK Register of Learning Providers provides details of UKPRNs.

If the provider does not have a UKPRN, you should leave this field blank.

# Alternative Provision Placements (3)

**Option 3. AP Setting (plus Companies House No and AP Postcode)**

Where the placement does not have a URN or UKPRN the type of setting within which the pupil has taken up an alternative provision placement must be recorded instead.

*Where the type of setting is completed, URN and UKPRN must be blank. If URN or UKPRN are completed, the type of setting must remain blank.*

**Companies House No and Setting Postcode**

Where the type of setting is included, the setting's postcode must be returned. If the provision has one, its Companies House company number must also be included.

*To help these fields are greyed out unless you enter an AP setting*

# Alternative Provision Placements (4)

- AP **placement reason**: records, for school commissioned placements, the main or primary reason why the AP was arranged (drop down list).

- AP **placement date of entry**: records the pupil's entry date into alternative provision.

- AP placement **attendance pattern**: records the pupil's planned attendance pattern at the alternative provision provider.

- AP placement **sessions per week**: records, where the pupil's attendance pattern is **part time**, the pupil's planned number of sessions per week

# Alternative Provision Placements (5)

- AP placement **SEN provision on entry**: records SEN provision at the time of entry into alternative provision. *If this data is already in your MIS, this data item should be automatically populated*.

- AP placement **date of leaving**: records the date the pupil leaves alternative provision (where applicable).

- AP placement **SEN provision on leaving**: records SEN provision at the time of leaving alternative provision (where applicable). *If this data is already in your MIS, this data item should be automatically populated*.

# Alternative Provision: single-registered pupils

- PRU and AP schools only should complete this 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 your school has arranged placements in other AP settings for these pupils, you should also complete the alternative provision placements arranged by the schools module for each placement.

- Data to be submitted includes:
  - URN of Previous School: records the URN of the establishment that the pupil attended prior to attending the AP school.
  - Alternative provision reason records the main or primary reason why the AP was arranged.
  - Alternative provision placement SEN provision on entry: record SEN provision at the time of entry into the PRU or AP.

# Part Time Indicator



- Collected for on and off roll pupils

- A pupil is considered part time if they attend school for 9 or less sessions each week. It does not indicate that a pupil is part-time at one or more establishments.

- For children in receipt of funded early education a child should only be recorded as full time where they attend education for 10 sessions a week, irrespective of the number of funded or extended childcare hours.

- Compulsory school-age pupils on a part-time timetable are recorded as full-time with the appropriate absence code used for the sessions they do not attend.

**Students > select student > Enrolment > Key Data**

**or in Bulk via Students > Quick Edit > Attendance Mode**

# Adding FAM (Funding & Monitoring)

- For the 2025 to 2026 academic year, it will identify pupils:
  - in receipt of tutoring
  - resitting or retaking up to one year of 16 to 19 funded provision

- **There is no action required by schools where none of these attributes applies to the pupil.**

- Go to **Student Profile > Funding & Allowances > Learner Monitoring**

# Post Looked After

- Information should be recorded for 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.

- These children will be eligible for the post looked-after element of the pupil premium funding.

- Go to the Student's Profile, and hover over the name and click the edit. Select **Additional Details**

# Service Children Indicator

- This information is used to determine the service **pupil premium** allocations for schools.

- You must only record this information if it has come from the parent or guardian or the child

- Go to the Student's Profile, and hover over the name and click the edit. Select **Additional Details**

# Pupil Premium

- To see a list of PP children you can do this by adding the additional data column for Pupil Premium to the student details screen.

- You can't enter pupil premium status flag yourself, Bromcom calculates this based on other data entered using this criteria.

- **Note: Bromcom recalculates this flag every evening.**
    1. Any entry against 'Post Looked After Arrangements'
    2. Ever 6
    3. Free School Meals Eligibility is yes (this also triggers the Ever6 flag)
    4. Member of armed forces – marked against a Parental Contact
    5. Service Children in Education ticked
    6. Anything entered against Pupil Premium Type within Funding & Allowances.

# Suspensions & Permanent Exclusions

- Exclusions are collected for the previous two terms.

- Exclusion data is required for **01/01/2025 to 31/07/2025**

- You can add exclusions through Student Profile, **Behaviour > Exclusions**

- Permanent Exclusions **MUST** have **the governor's decision** and **date decision** notified completed

- See for detailed information on how to add an exclusion https://docs.bromcom.com/knowledge-base/how-to-add-exclusions-to-a-student/

# Exclusions, a reminder

For permanent exclusions, these children will be off roll. However, some of their data may need to be completed, e.g. missing ethnicity, addresses etc. if it was missing when they were on roll.
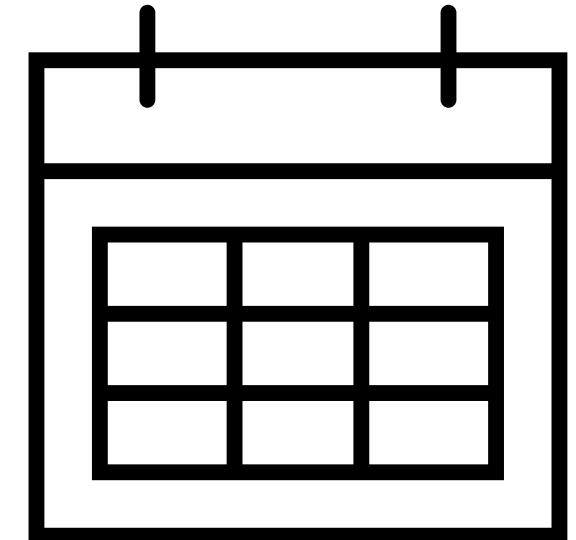
# Youth Support Services Indicator

- **This is for PRU, AP, Special and Secondary Schools Only**

- 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.

- Parents – or pupils themselves, if aged 16 or over – have the right to object to any information (over and above name, address and date of birth) being shared with the local authority or provider of youth support services. As part of a school's privacy notice, you must advise parents and pupils of their right to object.

# Youth Support Services Indicator [2]

- You should return the youth support services agreement for all pupils who are aged 12 and above as at 31 August. If it is not completed, the system will default to 'unsought'.

- If the value 'No' is recorded, information beyond name, address and date of birth cannot be shared with the youth support service as the parent or pupil has successfully exercised their right to object to the data being shared.
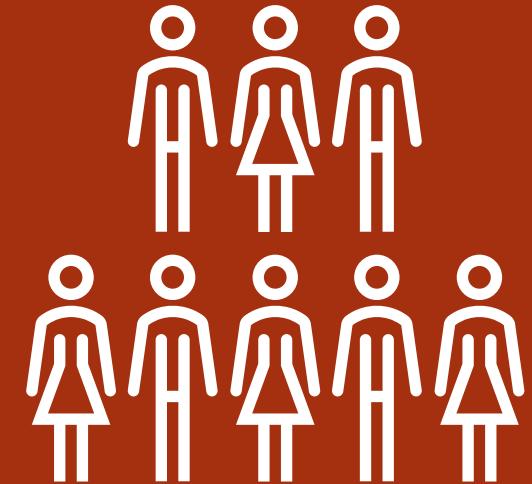
# Youth Support Services Indicator [3]

- Go to the Student's Profile, and hover over the name and click the edit.

- Select **Additional Details**

- Complete the **Youth Support Services Agreement** box
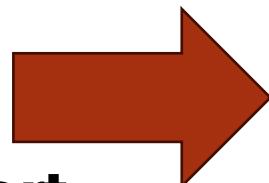
**Student Details**

| Basic Details | Additional Details | Previous Names |

**Pref. Learning Style**
Visual/Kinaesthetic

**National Curriculum**
Applied in full

**Pref. Name Order**
First Name, Last Name

**Formal Name Order**
First Name, Last Name

**Youth Support Services Agreement**
Unsought

**Service Children In Education**
Refused

**Young Carer Indicator**
Not declared

**Source Of Service Children In Education**
<NOT SELECTED>

# Creating your census return

**Using Bromcom**

ACCREDITED SUPPORT
Bromcom

Coventry City Council

DIGITAL SERVICES
FOR SCHOOLS AND ACADEMIES

# Generate your census

- Go to Modules > Census > School

- Click New (check information provided is correct) & click Generate

**Census Parameters**

| | | | | |
|---|---|---|---|---|
| Reference Date | 02/10/2025 | | | |
| Title | 2025 Autumn-002 | | | |
| Attendance Includes | 21/04/2025 | through to | 25/05/2025 | |
| Second Half Term from | 26/05/2025 | through to | 31/07/2025 | |
| Exclusions include from | 01/01/2025 | through to | 31/07/2025 | |
| FSM Start from | 16/05/2025 | through to | 02/10/2025 | |

Attendance and Exclusion dates are defined by the census specification and not expected to be changed.

**School Details**

🔄 Refresh

| | | | | | |
|---|---|---|---|---|---|
| School name | Bromcom Primary School | | | | |
| LA | DERBYSHIRE COUNTY COUNCIL | LA ID | 830 | Estab. No. | 9991 |
| Address | 1, Worsley Bridge Road, London, Lower Sydenham, SE21 1BS | | | | |
| Telephone | 02082907802 | Fax Number | 02082905614 | | |
| E-mail | email76@bromcomcloud.com | | | | |

✏️ Edit

| | | | |
|---|---|---|---|
| School Phase | Primary | NC Year Range | N1 to 6 |
| Intake | Religious School | Sex of Initial Intake | Coeducational |
| Governance | Voluntary Aided | Type of School | |

✏️ Edit

# Pupil Reconciliation / Funded Hours

- Pupil Reconciliation – this deals with students who are 2, 3 or 4 years of age on 31st August. Here you need to enter their hours at setting, Funding hours and expanded hours.

- Click **Update Funded Hours** and complete the box to update the hours as necessary. You can also complete the information individually against each pupil.

# Funded Hours (1)

- The following data is collected:
  - **Funded Hours:**- are the **universal funded** childcare hours that a child receives (up to 15 hours for 3-year olds and eligible disadvantaged 2-year olds).
  - **Hours at Setting:** include **all funded hours** (universal, expanded, extended) **plus any additional hours funded by other means** e.g. by the parent.
  - **Extended Childcare Hours:** up to 15 additional hours for 3- and 4-year-olds of working parents with a valid eligibility code
  - **Expanded Hours:** up to 30 hours for 9 months-2-year-olds of working parents with a valid eligibility code

# Funded Hours (2)

- **2 Year Olds:** **Funded hours** + **<u>Expanded</u> hours** (+ **additional hours** funded by other means if applicable) MUST equal **Hours at Setting**

- **3 & 4 Year Olds:** **Funded hours**+ **<u>Extended</u> hours** (+ **additional hours** funded by other means if applicable) MUST equal **Hours at Setting**

- Funded hours are recorded as decimals and not hours and minutes. E.g. 10.5 is (10 hours 30 minutes), 10.33 (10 hours 20 minutes).

# Funded Universal Entitlement

| Census | Date of birth ranges, school type and pupil national curriculum year group | Maximum funded entitlement hours |
|---|---|---|
| **Autumn 2025** | 2-year-olds born between 2022-09-01 and 2023-08-31 (inclusive) – all relevant schools and year groups | 15 hours |
| **Autumn 2025** | 3-year-olds born between 2021-09-01 and 2022-08-31 (inclusive) – all relevant schools and year groups | 15 hours |
| **Autumn 2025** | 4-year-olds born between 2021-09-01 and 2021-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only | 15 hours |

# Extended Funded Entitlement

| Census | Date of birth ranges, school type and pupil national curriculum year group | Maximum funded entitlement hours |
| --- | --- | --- |
| **Autumn 2025** | 3-year-olds born between 2021-09-01 and 2022-08-31 (inclusive) with an eligibility code – all relevant schools and year groups | 15 funded universal free entitlement hours + 15 extended free entitlement hours equals 30 hours |
| **Autumn 2025** | 4-year-olds born between 2020-09-01 and 2021-08-31 (inclusive) with an eligibility code - for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only | 15 funded universal free entitlement hours + 15 extended free entitlement hours equals 30 hours |

# Expanded Funded Entitlement

| Census | Date of birth ranges, school type and pupil national curriculum year group | Maximum funded entitlement hours |
|---|---|---|
| **Autumn 2025** | 9-month-olds to one-year-olds born between 2023-09-01 and 2024-11-30 (inclusive) with an eligibility code – all relevant schools and year groups | 30 hours |
| **Autumn 2025** | 2-year-olds born between 2022-09-01 and 2023-08-31 (inclusive) with an eligibility code – all relevant schools and year groups | 30 hours |

# Stretched Funded Hours

- All cases of funded universal or extended entitlement should be recorded as 38 weeks, regardless of whether they are stretched or not.

- Where a child takes the full funded universal or extended entitlement (570 hours for each entitlement), this should be reported as 15 funded universal hours, extended hours or expanded hours irrespective of how many weeks of the year over which the entitlement is spread.

- However, where a child takes only part of the funded universal or extended entitlement a conversion is required to calculate how many hours they take over the year.

- For example, a child takes 11 hours a week over 45 weeks in the year, totalling 495 hours. To convert the funded universal or extended entitlement to the number of hours a child would attend each week if they were taking it over 38 weeks, divide 495 by 38 to get 13.03 hours.

# Pupil School Lunch

- This panel records which students in R, Y1 and Y2 took a school meal on census day.

- You can pull this information through from the MIS if you have confirmed your dinners in the system. Otherwise, you can enter this information manually by ticking each student that took a meal on that date.

- Click **Reset to MIS** to populate the information from the MIS
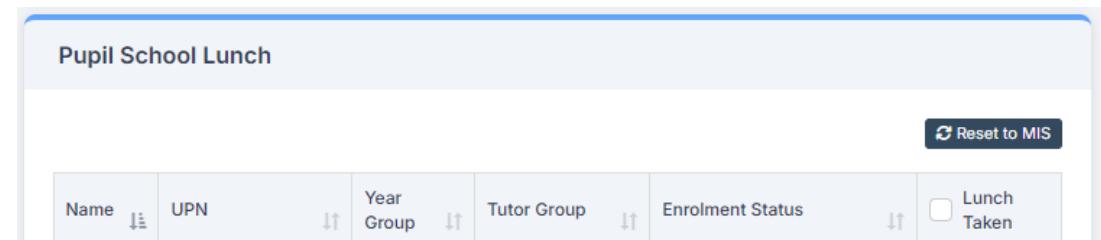
# Post-16 data

- Autumn census only

- Secondary, all-through and PRU or AP schools with sixth forms must send this information

- Post-16 data is a combination of student level and learning aim data items

- Schools risk not getting the funding they should because of inaccurate data.

- There is an interactive school census tool available from the DfE which is aimed at helping schools return accurate data: post-16-census-tool

- Bromcom guidance: autumn-census-post-16-guide

# Subsequent Census Attempts

- Following your first census file, each time you create a new file you will be able to pull the Pupil Reconciliation and Pupil School Lunches through from the previous census (in the same term) that you have created. This will save you filling in the details again.

- Click the **Reset to Latest Census** button to pull that information through.



Pupil Reconciliation

✓ Update Funded Hours    ⟳ Reset    ⟳ Reset to Latest Census

The list shows students who are 2, 3, or 4 years old as of 31st August 1 year ago for Spring/Summer Census and 2 years ago for Autumn Census.

# Validate the census

- Once you have entered the information into the panels click **Save and Validate** This may take a while.

- You'll be taken to a list of returns you have created. You should work on the most recent return.
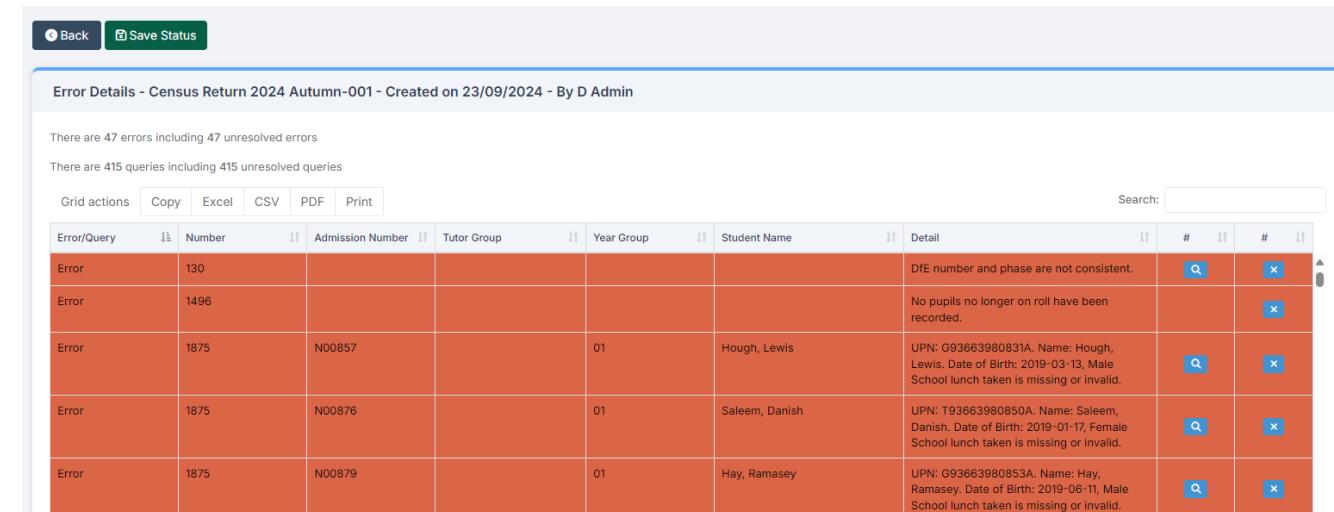
# Reports

- Once you have saved and validated a census return, you can run the census reports.

- The reports are found under **Reports > Census** we recommend that you run each report and check it for errors.

# Errors vs Queries

- Errors must be fixed.

- Queries may be ok, but you should review each one and make a note on COLLECT if necessary.

# Dealing with errors & queries (1)

- Click the return and click **View Errors,** make a note of the error and click the **magnifying glass** to open the affected record to fix it.

- Change the **x** to a ✔ by clicking it, this only has the effect of marking the item as complete. (You still need to fix the issue).

- From the list of errors, you can sort the list by each column heading.

# Dealing with errors & queries (2)

- Once you have dealt with your errors you should create a new census file to check the errors have been completed correctly.

- Don't be alarmed if more errors appear, this is normal.

- You should deal with all your errors and as many queries as possible.

- **Remember:** The errors and queries screen can only do so much; these errors and queries may not alert you to data you have haven't entered (missing pupils) or if there is too much data (e.g. pupils that shouldn't be on roll).

# Authorise the Return

**Using Bromcom**

# Authorise the return

- Once you have dealt with all errors and as many queries as possible, you should
  - View the summary of the return.
  - This should be presented to the headteacher for their sign off. You may want to keep a copy of this report with your headteachers authorisation.
  - The return will impact your school's funding, so it's imperative that it is correct.

- Once you are happy the data is correct, you can authorise the return.

# Upload the return

- Once authorised, click the return and click **View File** this will download the file to your machine.

- The file name will be in the formation
  - **3314567_SC3_331LL24_001.XML**
    - Where 3314567 is your school's DfE number

- You should now upload this file to COLLECT.

- You can only upload .XML files to collect, don't try to upload any other file.

# Deadline

- Maintained schools please make sure you have uploaded your census file to Collect by

# Friday 17th October 2025

- This is to enable the LA to undertake checks on your data prior to final submission to the DfE.

- Academy schools must have uploaded your file to collect by **Wednesday 29th October 2025**

# Further guidance & Help

- **DfE Guidance – complete the school census**
  - https://www.gov.uk/guidance/complete-the-school-census
- **DfE Guidance – Data items 2025/26**
  - https://www.gov.uk/guidance/complete-the-school-census/data-items-2025-to-2026
- **DfE Guidance – Generate and submit the return**
  - https://www.gov.uk/guidance/complete-the-school-census/submit-your-data
- **Data Queries – Contact Data Team**
  - datateam.pd@coventry.gov.uk
- **Issues with Bromcom – Contact Digital Services**
  - 024 7678 6620 or email schoolsict@coventry.gov.uk