

# School Census in Bromcom

Spring 2026



# 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.

# 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

# 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 - **Thursday 15<sup>th</sup> January 2026**
- Deadline for return to the LA (maintained schools) - **Friday 30<sup>th</sup> January 2026**
- Attendance data - **01/08/2025 to 31/12/2025** (not applicable to Nursery schools)
- Exclusions - **21/04/2025 to 31/12/2025** (not applicable to Nursery schools)
- Free School Meal Eligibility - **03/10/2025 to 15/01/2026**
- AP Placements - **02/10/2025 to 15/01/2026** (not applicable to Nursery schools)
- Funding and Monitoring - **01/08/2025 to 15/01/2026** (not applicable to Nursery schools)
- Learner Support (Secondary Only) - **01/08/2025 to 15/01/2026**

# Future Census Dates

Dates for your diary:

- Summer Census - **Thursday 21<sup>st</sup> 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 Autumn 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 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)
- 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)

# New & Discontinued Data Items

- There are no new data items for Spring 2026

# Known Issues

- No current known issues, however:
  - The **Spring 2026 Census** is now available to run, however, the DfE validation files have not yet been applied so it may generate incorrect errors.
  - Bromcom will put an announcement on once the validation files for the Spring 2026 Census have been applied via the **What's New** button, found at the top right of your MIS.
  - Expected date for release of validation file is 8th January

# Data Areas to Check



## Bromcom Census



# School Details

- **Core Details**

- Ensure that your core school details are correct:

**Config > Administration > Core Details**

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

- **School Characteristics**

- Ensure that your school characteristics are correct:

**Config > Administration > Characteristics**

- **School opening time in hours (Spring Census)**

- **Extended services (Spring Census)**

- Ensure that your **childcare services** are recorded
- Edit the existing rows if data has changed.
- Add a new Service, if necessary, complete the relevant boxes for each service that you add. The fields are dynamic depending on the options you choose.

# School opening time

- **Not applicable to Nursery Schools**
- Schools should provide the total compulsory time pupils spend in school in a typical 5-day week. The number of hours must be recorded to 2 decimal places to the nearest 15 minutes (that is, where a school is open for 32 and a half hours, for example, this is recorded as 32.50, with 32 and three-quarter hours being 32.75).
- This includes the total time each day from the official start of the compulsory school day (the start of morning registration) to the end of the compulsory school day (official home time).
- This figure will be inclusive of breaks, as these form part of the total compulsory school day, but it will not include optional activities either before or after school. The data entered should be representative for pupils aged 5 to 16 in the school.
- This information is added into the **Schools Details** panel

# Attendance

Spring Census looks back at Attendance data from the Start of the Autumn Term: **1st August 2025 - 31st December 2025**

**Check for missing marks and unexplained absences**

# Attendance Report by Code/Meaning

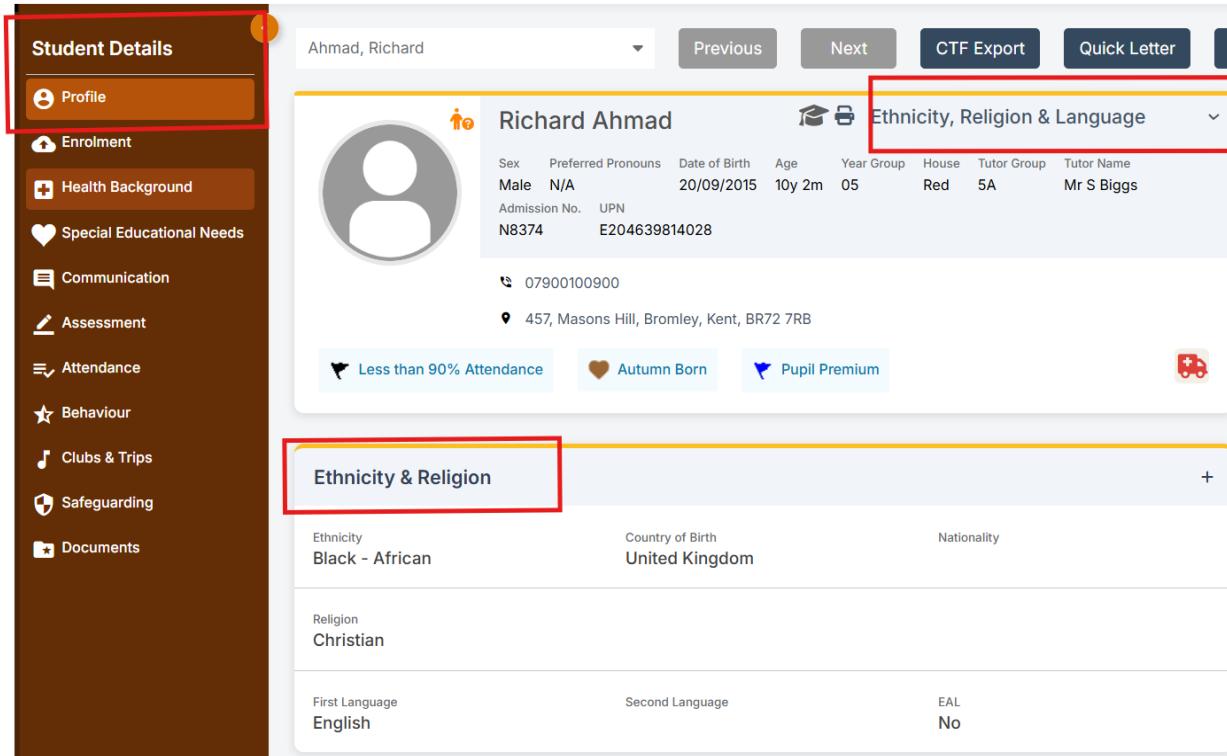
- Locate missing marks and N codes that have not yet been dealt with
- **Reports > Attendance > Attendance Report by Code/Meaning**
  - Run the report separately for each year group or tutor group for the date ranges i.e. **01/08/2025 to 31/12/2025** (you may need to adjust to the term dates which cover this period)
  - Choose the code **N**
  - Select the box for a Detailed Breakdown
  - Run the report again with **Meaning Selected** and choose **Missing Mark**
- Update the attendance through **Modules > Attendance > Manage Attendance**

# **Student Profile**

# Ethnicity & Language

## Students > Student Details > Profile > Ethnicity, Religion & Language

Alternatively, can also be updated in bulk via Students > Quick Edit



The screenshot shows the 'Student Details' page for student Richard Ahmad. The 'Profile' tab is selected in the sidebar. The main content area displays student details and a 'Ethnicity, Religion & Language' section. The 'Ethnicity, Religion & Language' section is highlighted with a red box. The student details include: Sex (Male), Preferred Pronouns (N/A), Date of Birth (20/09/2015), Age (10y 2m 05), Year Group (5A), House (Red), Tutor Group (5A), and Tutor Name (Mr S Biggs). The 'Ethnicity & Religion' section shows: Ethnicity (Black - African), Country of Birth (United Kingdom), Nationality (United Kingdom), Religion (Christian), First Language (English), Second Language (None), and EAL (No).

Sex	Preferred Pronouns	Date of Birth	Age	Year Group	House	Tutor Group	Tutor Name
Male	N/A	20/09/2015	10y 2m 05	5A	Red	5A	Mr S Biggs

Admission No.	UPN
N8374	E204639814028

Phone: 07900100900  
Address: 457, Masons Hill, Bromley, Kent, BR72 7RB

Less than 90% Attendance, Autumn Born, Pupil Premium

Ethnicity & Religion		
Ethnicity Black - African	Country of Birth United Kingdom	Nationality United Kingdom
Religion Christian		
First Language English	Second Language None	EAL No

# Top Up Funding Indicator

## Students > Student Details > Profile > Funding & Allowances

- The DfE use the top-up funding indicator to calculate high-needs funding allocations.
- 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.

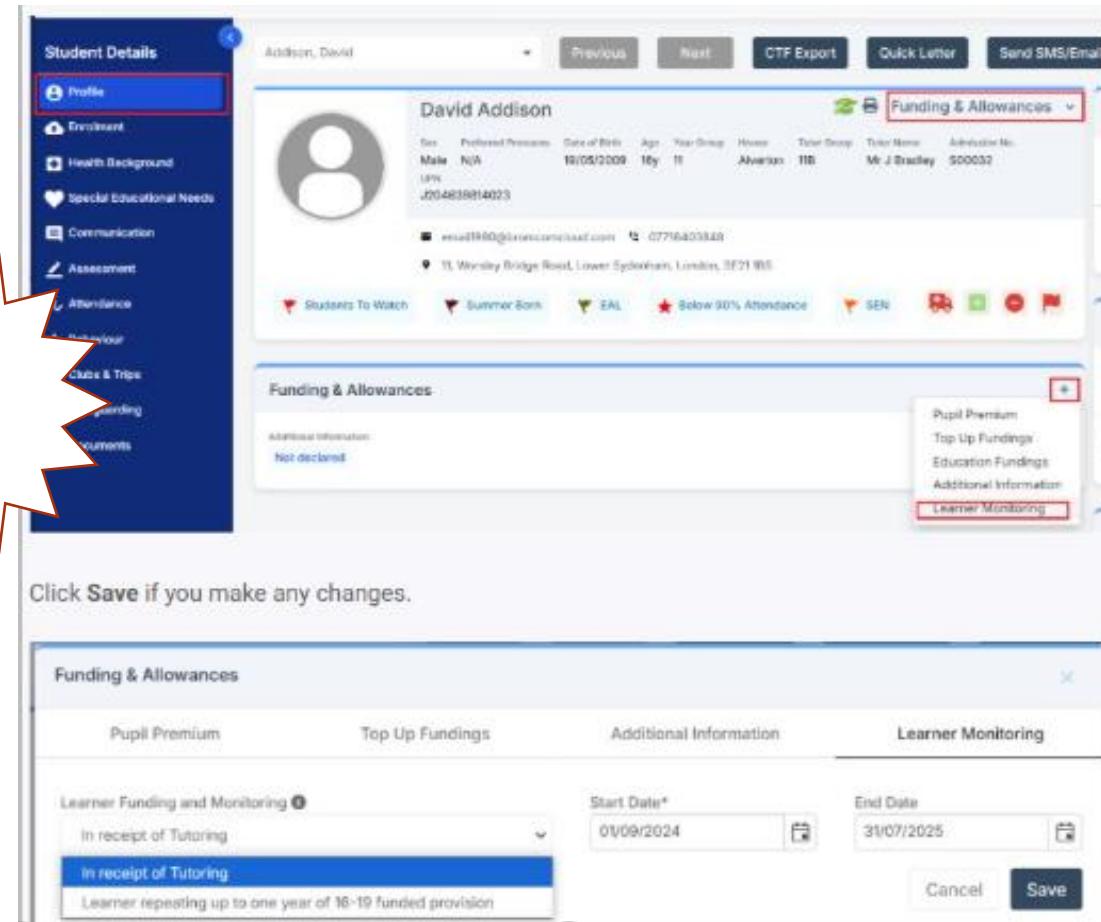
Funding & Allowances				
Top Up Funding Status Authorised and received	Start Date 18/01/2024	End Date	Source Other School	<a href="#">+</a>
<a href="#">Additional Information</a> <a href="#">Free Early Education</a> <a href="#">Not declared</a>				<a href="#">Pupil Premium</a> <a href="#">Top Up Fundings</a> <span style="border: 1px solid red; padding: 2px;">Top Up Fundings</span> <a href="#">Additional Information</a> <a href="#">Learner Monitoring</a>

# Adding FAM (Funding & Monitoring)

## Students > Student Details > Profile > Funding & Allowances

- 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**

This affects your funding



Student Details

Addison, David

Profile

Environment

Health Background

Special Educational Needs

Communication

Assessment

Attendance

Behaviour

Days & Trips

Reporting

Documents

David Addison

Male, N/A, Date of Birth: 19/05/2009, Age: 16y, Year Group: Year 11, House: Alverton, Tutor Group: T1B, Tutor Name: Mr J Bradley, Adm/Ref No: 500032

email1980@ironconline.co.uk, 07716403348, 11, Wensley Bridge Road, Lower Sydenham, London, SE21 9BS

Students To Watch, Summer Bank, EAL, Below 90% Attendance, SEN, ●, ●, ●, ●

Funding & Allowances

Additional Information: Not declared

Pupil Premium, Top Up Funding, Education Funding, Additional Information, Learner Monitoring

Click Save if you make any changes.

Funding & Allowances

Pupil Premium, Top Up Funding, Additional Information, Learner Monitoring

Learner Funding and Monitoring

In receipt of Tutoring

In receipt of Top Up Funding

Learner repeating up to one year of 16-19 funded provision

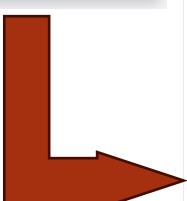
Start Date\*: 01/09/2024, End Date: 31/07/2025

Cancel, Save

# Eligibility Code

## Students > Student Details > Profile > Funding & Allowances > Additional Information

- 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:



**Funding & Allowances**

There is no data available for this module.

+ Pupil Premium  
Top Up Fundings  
Early Years Pupil Premium  
Additional Information  
Learner Monitoring

**Funding & Allowances**

Pupil Premium	Top Up Fundings	Early Years Pupil Premium	Additional Information	Learner Monitoring
<input type="checkbox"/> Student is paid for a Uniform Allowance	<input type="checkbox"/> The child is in receipt of child disability living allowance	<input type="checkbox"/> The child receives free early education		
Post looked after Arrangements				
Not declared				
<input type="checkbox"/> *Economic criteria	<input type="checkbox"/> *High-level SEN or disability	<input type="checkbox"/> *Looked after or adopted from care		
*Basis for 2 year old Funding				
Eligibility Code				
<input type="button" value="Close"/> <input type="button" value="Save"/>				

# 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.

# Basis of 2-year old funding for disadvantaged children

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

- 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

Funding & Allowances

Pupil Premium Top Up Fundings Early Years Pupil Premium Additional Information Learner Monitoring

Student is paid for a Uniform Allowance  
 The child is in receipt of child disability living allowance  
 The child receives free early education

Post looked after Arrangements

Not declared

\*Economic criteria  
 \*High-level SEN or disability  
 \*Looked after or adopted from care  
 Basis for 2 year old Funding

Eligibility Code ?

Close Save

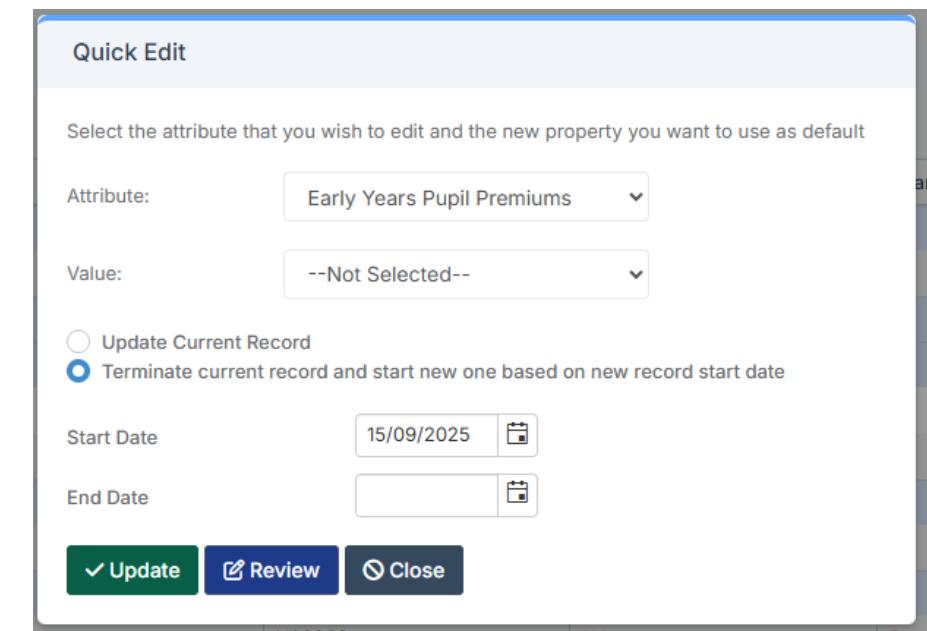
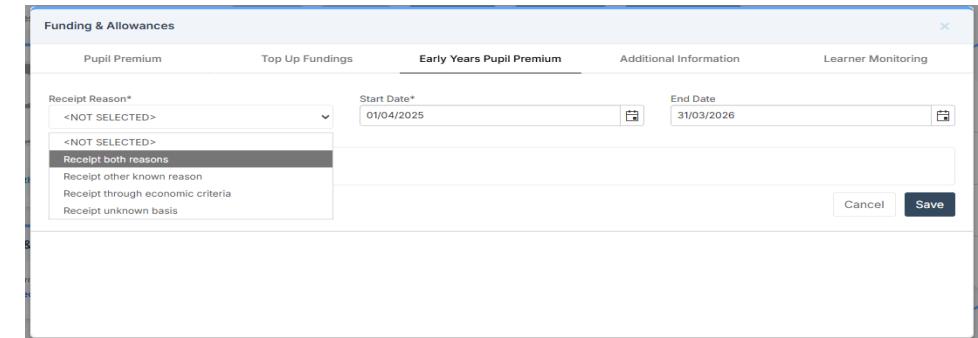
# Early Years Pupil Premium (EYPP)

- 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)

## Students > Student Details > Profile > Funding & Allowances > Additional Information

- Alternatively, 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)

Funding & Allowances

Pupil Premium      Top Up Fundings      Early Years Pupil Premium      Additional Information      Learner Monitoring

Student is paid for a Uniform Allowance

The child is in receipt of child disability living allowance

The child receives free early education

Post looked after Arrangements

Not declared

\*Economic criteria

\*High-level SEN or disability

\*Looked after or adopted from care

\*Basis for 2 year old Funding

Eligibility Code i

## **Students > Student Details > Profile > Funding & Allowances > Additional Information**

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

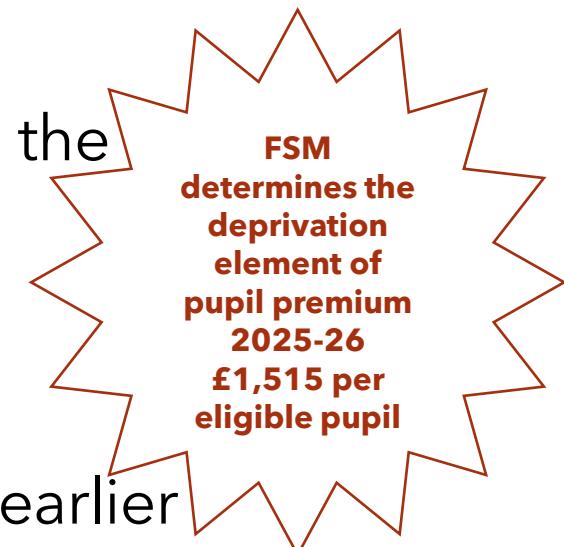
# Disability Access Fund

Census	Date of birth ranges, school type and pupil national curriculum year group
<b>Spring 2026</b>	9-month-olds to one-year-olds born between 2024-01-01 and 2025-03-31 (inclusive) - all relevant schools and year groups
<b>Spring 2026</b>	2-year-olds born between 2023-01-01 and 2023-12-31 (inclusive) - all relevant schools and year groups
<b>Spring 2026</b>	3-year-olds born between 2021-09-01 and 2022-12-31 (inclusive) - all relevant schools and year groups
<b>Spring 2026</b>	4-year-olds born between 2021-01-01 and 2021-08-31 (inclusive) - for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only

# FSM: Free School Meals

**Students > Student Details > Profile via the Meal & Transport panel > Free School Meals**

- Free school meal information is collected for on-roll pupils with the following periods of eligibility
  - Start date is on or before **15/01/2026**
  - End date is either blank or between **03/10/2025 and 15/01/2026**
- Alternatively, update in bulk using the Quick Edit function (see earlier slide)



# FSM: 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>

# FSM: No recourse to public funds

- Since April 2022, free school meal eligibility was permanently extended to children from all groups with **no recourse to public funds** (NRPF), subject to the following income thresholds where applicable:
  - £22,700 per annum for families outside London with one child
  - £31,200 per annum for families within London with one child
  - £26,300 per annum for families outside London with 2 or more children
  - £34,800 per annum for families within London with 2 or more children
- These children should be marked as receiving free school meals on the school census, in the same way that children who are eligible for free school meals under the benefits-based criteria would be.
- Schools should retain any evidence of eligibility for audit purposes.
- Use this link for more information on [free school meals for groups with NRPF](#)

# FSM: Advance Notice of changes coming in 2026/27

- Since 1 April 2018, all existing free school meals claimants have continued to receive free school meals whilst Universal Credit has been rolled out. This has applied regardless of any change in household circumstances, including if their earnings rise above the threshold during that time. **Protections will remain in place until the end of the 2025 to 2026 school year.**
- From the start of the 2026 to 2027 school year, DfE will extend the entitlement to free school meals to include all children from households in receipt of Universal Credit. The DfE will end transitional protections alongside this change in threshold. Eligibility for all pupils will revert to whether they meet the eligibility criteria, regardless of whether they were previously protected.
- The DfE will issue further guidance before September 2026.

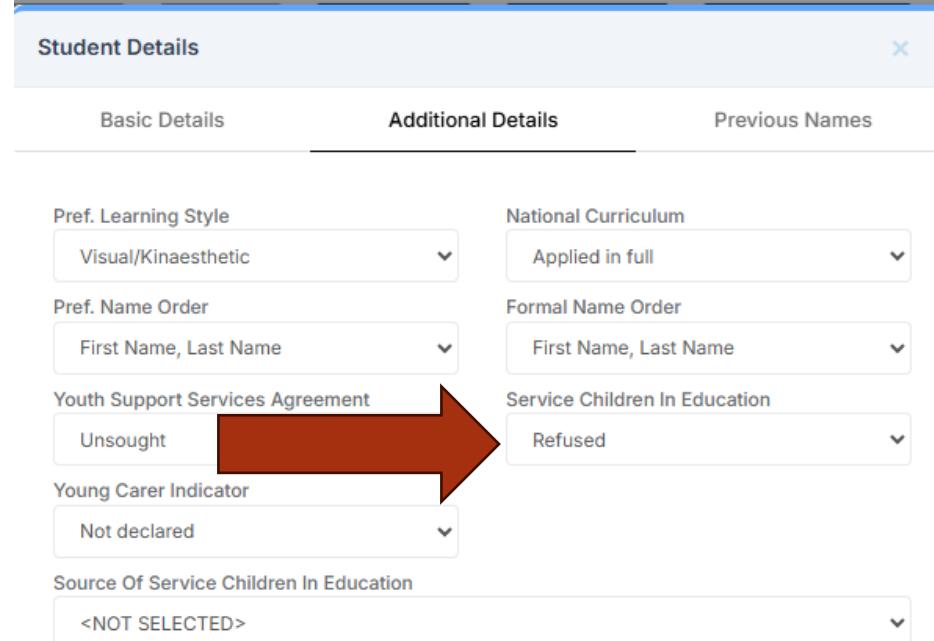
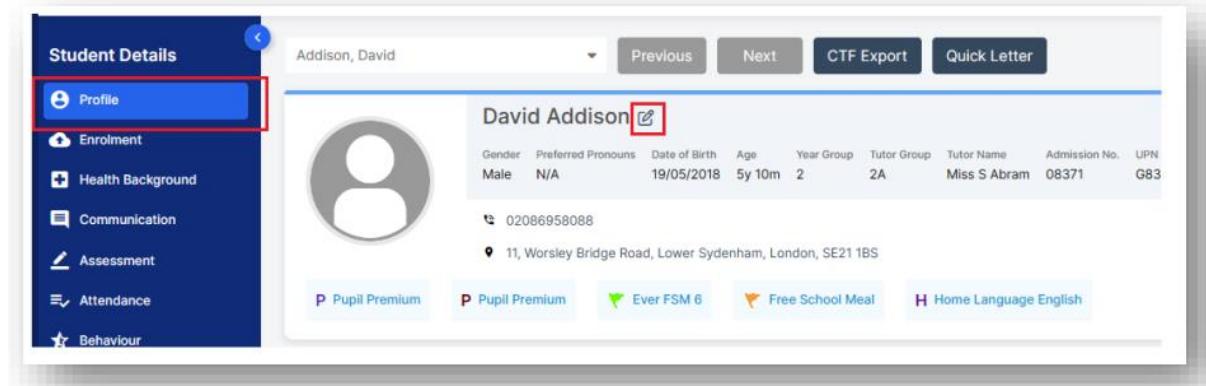
# **Student Additional Details**

# Service Children Indicator

**Students > Student Details >** hover over pupil name and click on the pencil 

- Select **Additional Details**
- 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  over the name and click the edit icon 

**This affects  
your  
funding**

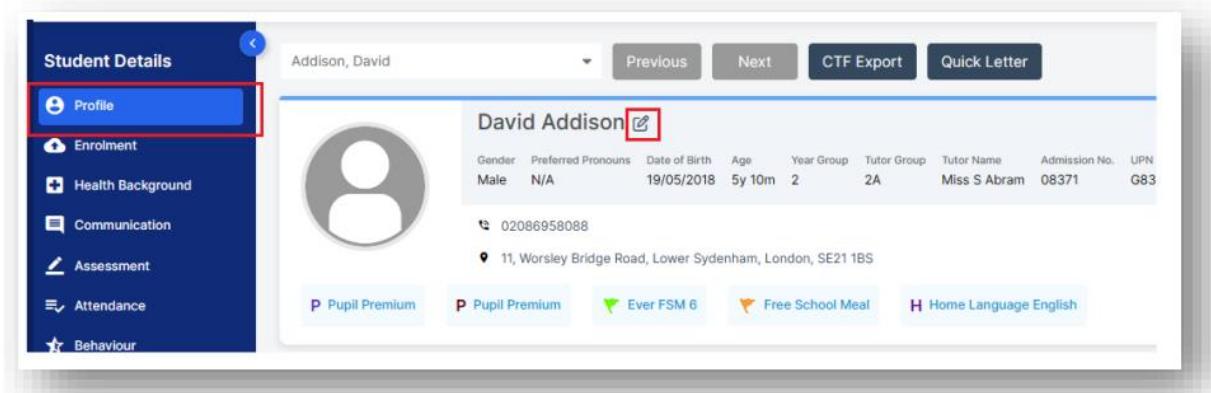


Pref. Learning Style	National Curriculum
Visual/Kinaesthetic	Applied in full
Pref. Name Order	Formal Name Order
First Name, Last Name	First Name, Last Name
Youth Support Services Agreement	Service Children In Education
Unsought	Refused
Young Carer Indicator	
Not declared	
Source Of Service Children In Education	
<NOT SELECTED>	

# Post Looked After Arrangements

**Students > Student Details >** hover over pupil name and click on the pencil 

- Select **Additional Details**
- 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.



Student Details

Basic Details Additional Details Previous Names

Pref. Learning Style: <NOT SELECTED> National Curriculum: <NOT SELECTED>

Pref. Name Order: First Name, Last Name Formal Name Order: First Name, Last Name

Youth Support Services Agreement: Unsought Service Children In Education: <NOT SELECTED>

Young Carer Indicator: Not declared

Source Of Service Children In Education: <NOT SELECTED>

Family Structure: Unknown Parental Salutation: Ms Addison Parental Addressee: Ms C N Addison

**Post Looked After Arrangements\***

Not declared

Not declared

Ceased to be looked after through adoption  
Ceased to be looked after through a special guardianship order (SGO)  
Ceased to be looked after through a residence order (RO)  
Ceased to be looked after through a child arrangement order (CAO)  
Ceased to be looked after through adoption from state care outside of England and Wales

Child Protection Plan



# Young Carer

**Students > Student Details >** hover over pupil name and click on the pencil 

- Select **Additional Details**
  - Identified as a young carer by parent or guardian
  - Identified as a young carer by the school
  - Not declared

# Youth Support Services Indicator

- **Middle-deemed primary, middle-deemed secondary, secondary, all-through, special and PRU/AP schools need to return this information.**
- 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]

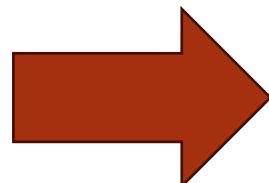
- You should return the youth support services agreement for all pupils who are aged 12 and above as at 31 August. If it is not completed, the system will default to 'unsought'.
- If the value 'No' is recorded, information beyond name, address and date of birth cannot be shared with the youth support service as the parent or pupil has successfully exercised their right to object to the data being shared.

# Youth Support Services Indicator [3]

**Students > Student Details >** hover

over pupil name and click on the pencil 

- Select **Additional Details**
- Complete the **Youth Support Services Agreement** box



Student Details X

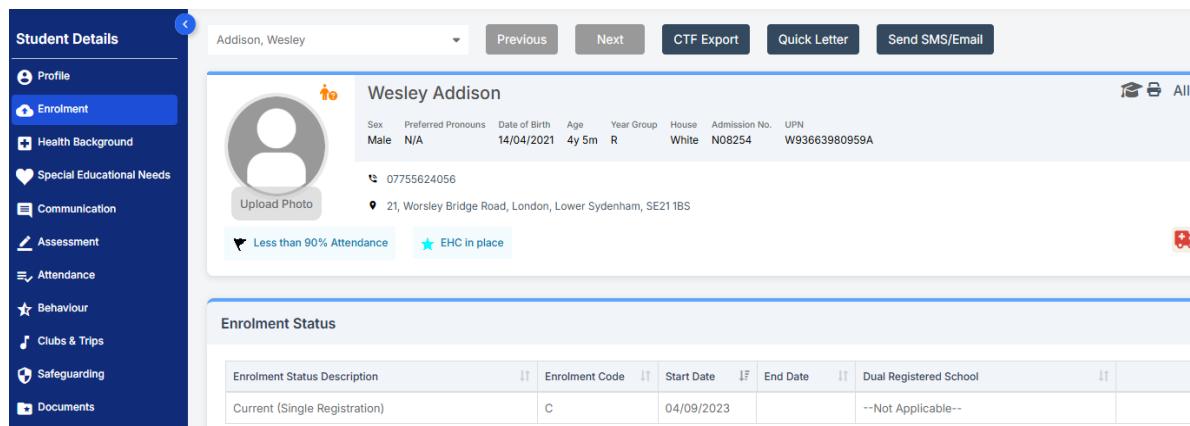
Basic Details	Additional Details	Previous Names
Pref. Learning Style Visual/Kinaesthetic	National Curriculum Applied in full	
Pref. Name Order First Name, Last Name	Formal Name Order First Name, Last Name	
Youth Support Services Agreement Unsought	Service Children In Education Refused	
Young Carer Indicator Not declared		
Source Of Service Children In Education <NOT SELECTED>		

# **Student Enrolment**

# Enrolment Status - Dual Registered Pupils

## Students > Student Details > Enrolment > Enrolment Status panel

- 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**



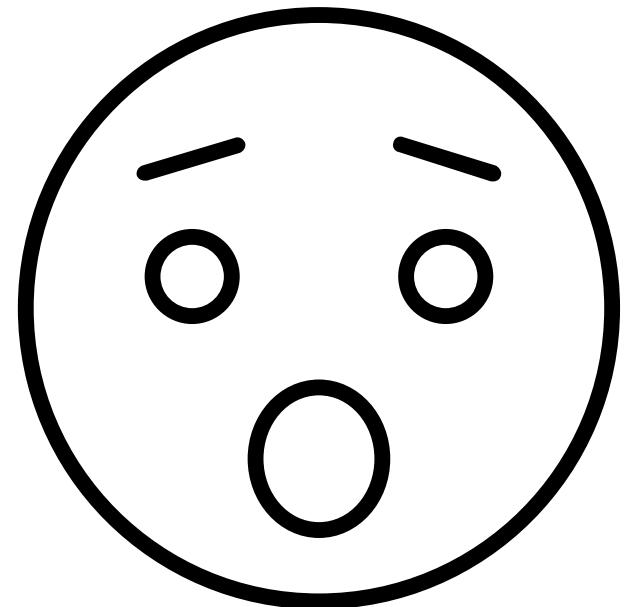
The screenshot shows the 'Student Details' interface with the 'Enrolment' tab selected. The main panel displays student information for Wesley Addison, including sex (Male), preferred pronouns (N/A), date of birth (14/04/2021), age (4y 5m), year group (R), house (White), admission no. (N08254), and UPN (W93663980959A). Below this, contact details are listed: phone number (07755624056) and address (21, Worsley Bridge Road, London, Lower Sydenham, SE21 1BS). Status indicators show 'Less than 90% Attendance' and 'EHC in place'. The 'Enrolment Status' table shows a single row for 'Current (Single Registration)' with an enrolment code 'C' and start date '04/09/2023'. The table also includes columns for 'Enrolment Status Description', 'Enrolment Code', 'Start Date', 'End Date', 'Dual Registered School', and a 'Delete' icon.

Enrolment Status Description	Enrolment Code	Start Date	End Date	Dual Registered School	
Current (Single Registration)	C	04/09/2023		--Not Applicable--	

## ENROLMENT STATUS: A WARNING

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.**



# Key Data: Part Time Indicator

**Students > Student Details >Enrolment > Key Data > Attendance Modes panel**

- 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.

Key Data

Admission No. S0041A	UPN R204639814020
Former UPN -	ULN 4752698942
UCI 123450120137Y	Exam Number 0169
Home LA -	Recoupment -
Curriculum Year Group 13	Boarder Status Not a Boarder

Attendance Mode  
All Day

Start Date  
04/09/2017

End Date  
-

Key Data

Key Details

Attendance Modes

Start Date\*  
04/09/2017

End Date

Attendance Mode\*  
Part Time

<NOT SELECTED>

All Day

AM only

Evenings

Part Time

PM only

Notes

Cancel Save

**Alternatively, can be updated in Bulk via Students > Quick Edit > Attendance Mode**

# Key Data

**Students > Student Details > Enrolment > Key Data > Key Details panel**

- UPN
- ULN
- NC Year Group

The screenshot shows the 'Key Details' panel of a student record. The panel is divided into several sections:

- Attendance Modes**: A section on the right containing fields for 'Exam Number' (0169) and 'UCI' (123450120137Y).
- Key Details**: A section on the left containing fields for 'UPN' (R204639814020) and 'ULN' (4752698942).
- Chronological Year Group**: A dropdown menu set to '8'.
- Recoupment**: A dropdown menu set to '<NOT SELECTED>'.
- Curriculum Yr Gp\***: A dropdown menu set to '08', which is highlighted with a red box.
- In Year**: A checkbox that is not checked.

**Alternatively, can be updated in Bulk via Students > Quick Edit**

# Alternative Provision Placements (1)

- 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
- **If your school has not arranged any AP placements during the collection period, you do not need to complete this module.**

# Alternative Provision Placements (2)

## Students > Student Details > Enrolment > Alternative Provision Details

- 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.

Add Alternative Provision Details

Alternative Provision School Name\*   URN  UKPRN

Reason for Alternative Provision Placement\*

Date of Entry to alternative provision\*  Date of Leaving alternative provision

SEN Provision at time of placement\*  SEN Provision at end of placement

Attendance pattern

Full Time  Part Time

# Alternative Provision Placements (3)

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 (4)

## **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 (5)

- 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 (6)

- 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.

# Alternative Provision indicators

- **Only in the Spring Census**
- Only AP schools (including PRUs) need to submit this information
- **Child mother indicator**
  - Whether an AP school (including PRUs) has provision for child mothers.
- **Teenage mother places**
  - How many places for teenage mothers an AP school (including PRUs) has.
- **Childcare facilities indicator**
  - Whether the PRU or AP has childcare facilities.

**SEND**

# 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).

# Special Educational Needs [2]

## Students > Student Details > Special Educational Needs panel

A **Student's SEN Status & Category** can both be updated through the **Special Educational Needs** tab in the **Student Profile**

SEN Details

SEN Status & Category      Provisions      Gifted & Talented      Additional Information

SEN Support (K) 09/10/2014

Priority 1 Social, Emotional and Mental Health (SEMH) 03/09/2012

Category Changelog

Close

SEN Details

SEN Status	Start Date	09/10/2014
SEN Support (K)	Start Date	03/09/2012
SEN Category		
Priority 1 Social, Emotional and Mental Health (SEMH)		

+

SEN Status & Category  
Provisions  
Gifted & Talented  
Additional Information

End

-

End

-

# Special Educational Needs [3]

- **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

# Special Educational Needs (4)

- Additional information - if applicable to your setting

SEN Details

SEN Status & Category	Provisions	Gifted & Talented	Additional Information
<input type="checkbox"/> Member of Special Class/Unit			
<input type="checkbox"/> Member of Resourced Provision			

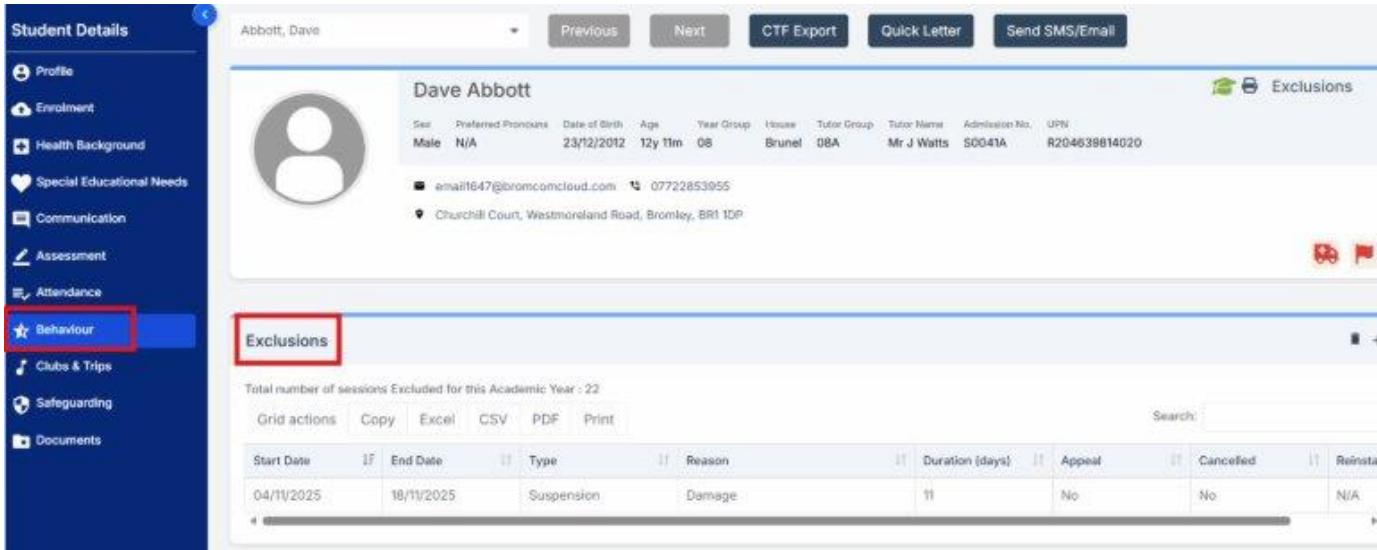
[Close](#) [Save](#)

# **Exclusions & Suspensions**

# Suspensions & Permanent Exclusions

## Students > Student Details > Behaviour > Exclusions panel

- Exclusions are collected for the previous two terms.
- Exclusion data is required for **21/04/2025 to 31/12/2025**



The screenshot shows the 'Student Details' interface for a student named Dave Abbott. The left sidebar has a blue navigation bar with various tabs: Profile, Enrolment, Health Background, Special Educational Needs, Communication, Assessment, Attendance, **Behaviour** (which is highlighted with a red box), Clubs & Trips, Safeguarding, and Documents. The main content area displays student information: Name (Dave Abbott), Sex (Male), Preferred Pronouns (N/A), Date of Birth (23/12/2012), Age (12y 11m), Year Group (08), House (Brunel), Tutor Group (08A), Tutor Name (Mr J Walts), Admission No. (S0041A), and UPN (R204639814020). Below this is a contact section with email (email1647@bromcomcloud.com) and phone number (07722853955), and an address (Churchill Court, Westmoreland Road, Bromley, BR1 1DP). To the right of the student info is a 'Exclusions' button. The 'Exclusions' panel is open, showing a table with 22 rows of data. The table has columns: Start Date, End Date, Type, Reason, Duration (days), Appeal, Cancelled, and Reinstat. The first row shows: Start Date 04/11/2025, End Date 18/11/2025, Type Suspension, Reason Damage, Duration (days) 11, Appeal No, Cancelled No, and Reinstat N/A. A red box highlights the 'Exclusions' tab in the sidebar.

Start Date	End Date	Type	Reason	Duration (days)	Appeal	Cancelled	Reinstat
04/11/2025	18/11/2025	Suspension	Damage	11	No	No	N/A
4							

# Suspensions & Permanent Exclusions (2)

**IMPORTANT:** If the **Exclusion Type** is set to **Permanent**, the **Gov's Decision** field must be completed for the **exclusion** to appear in the **Census file**

Add / Edit Exclusion

Date of Incident 04/11/2025	Exclusion Decision made by: David Potter
<b>Exclusion Type*</b> Permanent	Reason* Bullying
<input type="checkbox"/> Part Time Exclusion	<input type="checkbox"/> Include timetable in exclusion marking
Start Date* 04/11/2025	Start Session* AM
Notes	
Agency Involved	

Confirmation and Appeals Record for the exclusion

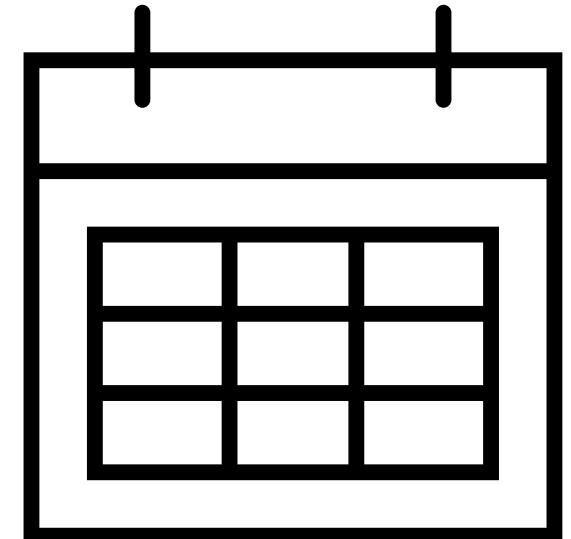
Gov's Committee Scheduled for	Time (hh:mm)
<input type="checkbox"/> Parents Representation	
<b>Gov's Decision</b> Exclusion Stands	Date Decision Notified 14/11/2025
Appeal Requested	Appeal Date
Appeal Decision	

**Close** **Save** **Save & Close**

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

- Children who have been permanently excluded will be off roll
- If they have missing data (e.g. ethnicity) it will need to be completed



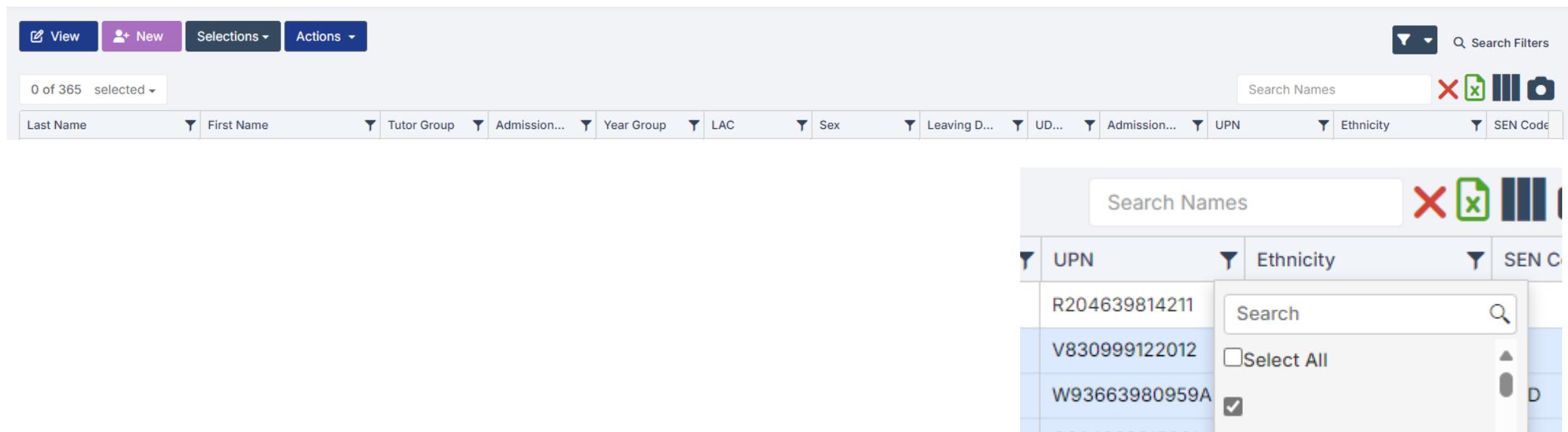
# Checking, Editing & Adding Information in Bulk

# Basic Checks

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

# 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



The screenshot shows a student browse interface with the following features:

- Top Bar:** Includes buttons for View, New, Selections, Actions, a funnel icon for filters, and a search bar labeled "Search Filters".
- Header:** Shows "0 of 365 selected" and a search bar for "Search Names" with icons for clear, export, and print.
- Filter Row:** A row of filters for "Last Name", "First Name", "Tutor Group", "Admission...", "Year Group", "LAC", "Sex", "Leaving D...", "UD...", "Admission...", "UPN", "Ethnicity", and "SEN Code". Each filter has a funnel icon.
- Table:** A table displaying student data. The columns are "UPN", "Ethnicity", and "SEN C". The first three rows of data are:

UPN	Ethnicity	SEN C
R204639814211		
V830999122012		
W93663980959A		
- Search Overlay:** A modal window titled "Search Names" with a search input field, a "Select All" checkbox (which is checked), and a "Search" button.

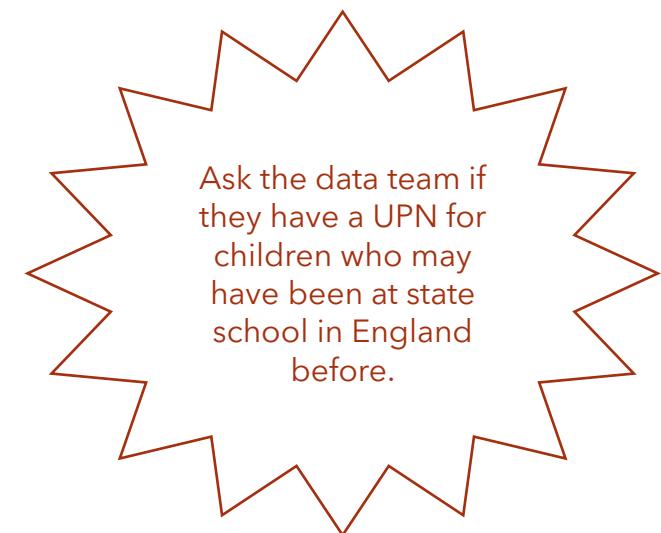
# Adding information in bulk

- 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.

UPN	Ethnicity	SEN C
R204639814211		
V830999122012		
W93663980959A		



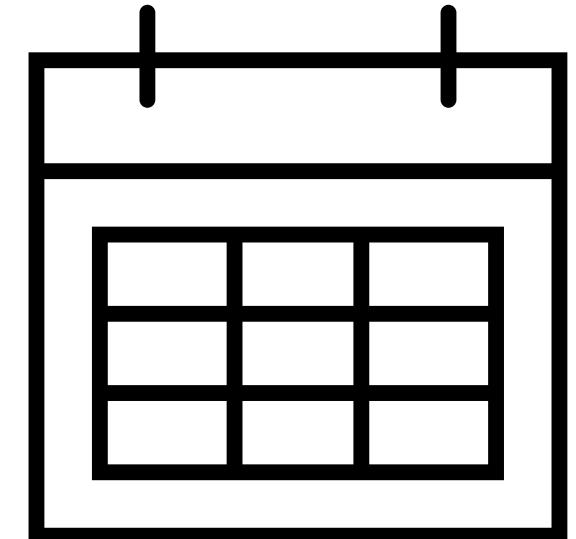
## General Reminder about start dates

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. 15/01/2026.

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

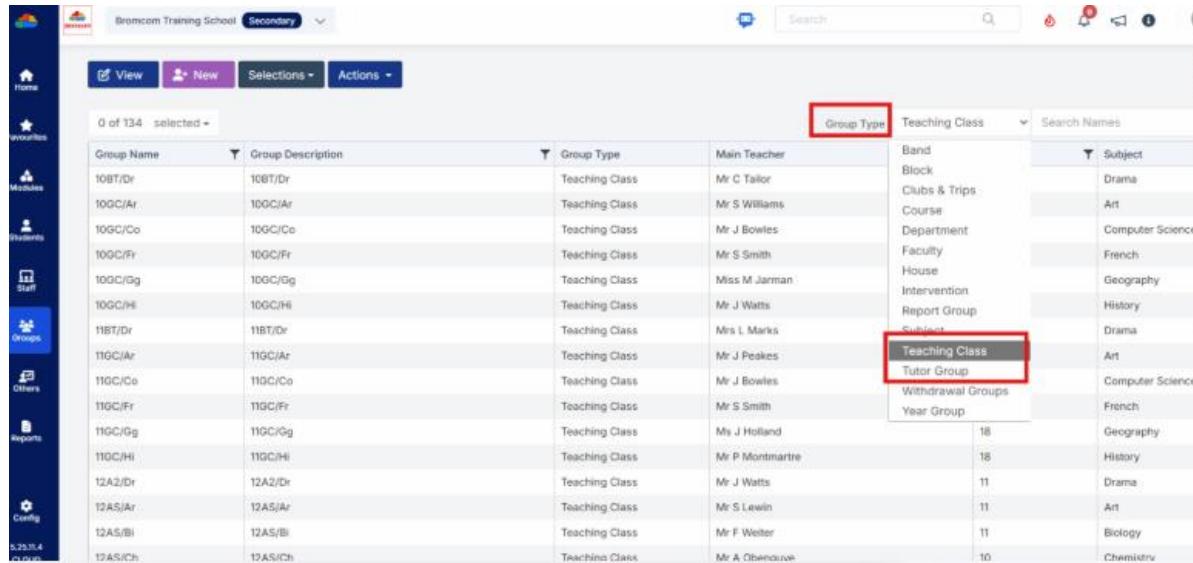


# Class Information

Spring Census

# Class Information

- The Census collects details of all classes running at the **selected** time on Spring Census Day.
- For **Primary** schools, the census collects information on **Tutor Groups**.
- To review and, if necessary, update these groups, navigate to Groups from the left-hand menu.
- From the **Group Type** drop-down, select **Tutor Groups**.
- Ensure all details are accurate, including **Group Names, Student Memberships, Associated Teachers and Support**



Group Name	Group Description	Group Type	Main Teacher	Teaching Class	Subject
10BT/Dr	10BT/Dr	Teaching Class	Mr C Tailor	Band	Drama
10GC/Ar	10GC/Ar	Teaching Class	Mr S Williams	Block	Art
10GC/Oo	10GC/Oo	Teaching Class	Mr J Bowles	Clubs & Trips	Computer Science
10GC/Fr	10GC/Fr	Teaching Class	Mr S Smith	Course	French
10GC/Gg	10GC/Gg	Teaching Class	Miss M Jarman	Department	Geography
10GC/Hi	10GC/Hi	Teaching Class	Mr J Watts	Faculty	History
11BT/Dr	11BT/Dr	Teaching Class	Mrs I Marks	House	Drama
11GC/Ar	11GC/Ar	Teaching Class	Mr J Peskes	Intervention	Art
11GC/Oo	11GC/Oo	Teaching Class	Mr Bowles	Report Group	Computer Science
11GC/Fr	11GC/Fr	Teaching Class	Mr S Smith	Subject	French
11GC/Gg	11GC/Gg	Teaching Class	Ms J Holland	Teaching Class	Geography
11GC/Hi	11GC/Hi	Teaching Class	Mr P Montmartre	Tutor Group	History
12AZ/Dr	12AZ/Dr	Teaching Class	Mr J Watts	Withdrawal Groups	Drama
12AS/Ar	12AS/Ar	Teaching Class	Mr S Lewis	Year Group	Art
12AS/Bi	12AS/Bi	Teaching Class	Mr F Weller		Biology
12AS/Ch	12AS/Ch	Teaching Class	Mr A Oberholzer		Chemistry

# Class Information - selected time

- The class information is taken at a selected time based on the last digit of your school's DfE Establishment number e.g. 331/299**6**
- The data collected is:
  - Class name, year group, class type, key stage
  - Number of on roll and guest students
  - Number of teachers and support staff
  - Activity undertaken - e.g. the subject being taught

Last digit of your departmental number	Selected time
0, 1 or 5	the selected time is one hour before the end of morning school
2, 3 or 6	the selected time is one hour after the start of afternoon school
4, 7, 8 or 9	the selected time is one hour after the start of morning school

# Class information - unusual circumstances

- **Where the selected time is not appropriate** to the school timetable - for example, if the selected time is when the whole school or a large proportion of the school is in an assembly with the headteacher, schools can **choose an hour or period that reflects a 'normal' class** situation that applies at the selected time each Thursday of the term.
- **Do not record unusual situations** (such as class amalgamation or school closure) which may have occurred on census day due, for example, to staff training or absence, severe weather conditions or religious observances. See the section on unusual circumstances for more information.
- **Any group of pupils receiving instruction outside the normal class framework** at the selected time, such as pupils in a special educational needs (SEN) unit, **are treated as a separate 'class as taught'** unless this is an atypical or temporary arrangement.

# Class Information - Infant Class Guidance (1)

- The School Admissions (Infant Class Sizes) (England) Regulations 2012 limit the size of an infant class to 30 pupils per schoolteacher. Applies to Key Stage 1 and reception classes.
- Schools with these classes are asked to ensure that the selected period is one in which their infant classes are engaged in an ordinary teaching session.
- Ordinary teaching sessions does not include, school assembly, or any other school activity usually conducted with large groups of children such as PE /games, music, singing, drama, watching television or listing to the radio

# Class Information - Infant Class Guidance (2)

- If at the time of the count, infant class children be involved in a group activity the count should be deferred to the next ordinary teaching session. **This change of selected time is for the whole school not just the infant classes.**
- Where an infant class has a pupil to teacher ratio greater than 30, schools MUST record in their MIS where this is due to:
  - any pupils within the class record as excepted
  - a teacher being on planning and preparation or learning manager time and the class is being supervised by a teaching assistant

# Class Information - Infant Class Guidance (3)

- The calculation is based on the pupil:teacher ratio not pupil:adult ratio therefore, regardless of the number of teaching assistants, if there are no exceptions or teachers on PPA reported, the class will be treated as unlawful in Department for Education (DfE) publications if there are more than 30 pupils to one teacher.

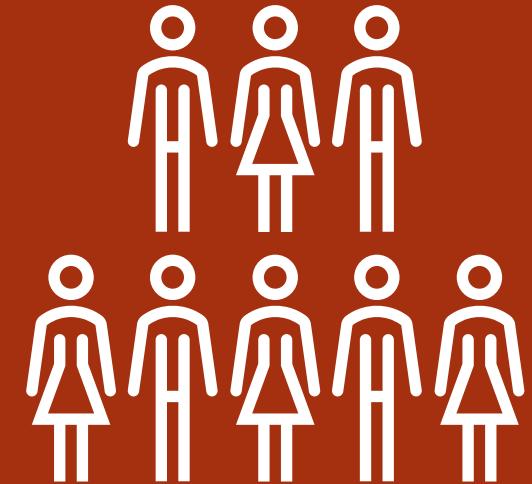
# IMPORTANT: Confirm your Dinners

- 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.

# Creating your census return



## Using Bromcom



# Generate your census

- Go to **Modules > Census > School**
- Click **New** (check information provided is correct) & click **Generate**

You'll create multiple census files as you work through the errors

Use the edit button to edit school details if necessary

Census Parameters		School Details				
Reference Date	15/01/2026		School name	Bromcom Primary School		
Selected Time	11:00		LA	DERBYSHIRE COUNTY COUNCIL		
Title	2026 Spring		Address	1, Worsley Bridge Road, London, Lower Sydenham, SE21 1BS		
Attendance Includes	01/08/2025		through to	31/12/2025		Refresh
Exclusions include from	21/04/2025		through to	31/12/2025		
FSM Start from	03/10/2025		through to	15/01/2026		
Attendance and Exclusion dates are defined by the census specification and not expected to be changed.						
School Phase	Primary			NC Year Range	E2 to 6	
Intake	Religious School			Sex of Initial Intake	Coeducational	
Governance	Voluntary Aided			Type of School		
School Opening Time	30.00					

# Special Schools Only

- You may be asked to confirm these details.
- Please enter the correct information in the boxes.
- Ask your Headteacher if you are unsure.

Accommodation	Day Pupils (mainly)
Max Day Pupils*	9999
Minimum Male Age*	2
Minimum Female Age*	2
Max Boarders*	9999
Maximum Male Age*	15
Maximum Female Age*	15

# Admissions Appeals

- **Only returned in the Spring Census**
- **Only applicable to schools who are responsible for their own admission appeals.**
- Figures on admission appeals are collected in the spring census from schools that were responsible for their own appeals related to applicants having not received a requested offer of a place for the start of the current academic year.
- DfE do not need information about:
  - appeals lodged on or after 1 September in the current academic year
  - in-year appeals (appeals against a refusal to admit a pupil during the course of the current academic year) - just those that relate to entry at the start of the academic year
- Recent academy converters (including a conversion of an existing school into a sponsored academy) should complete this module if they converted before spring census day.

# Admissions Appeals (2)

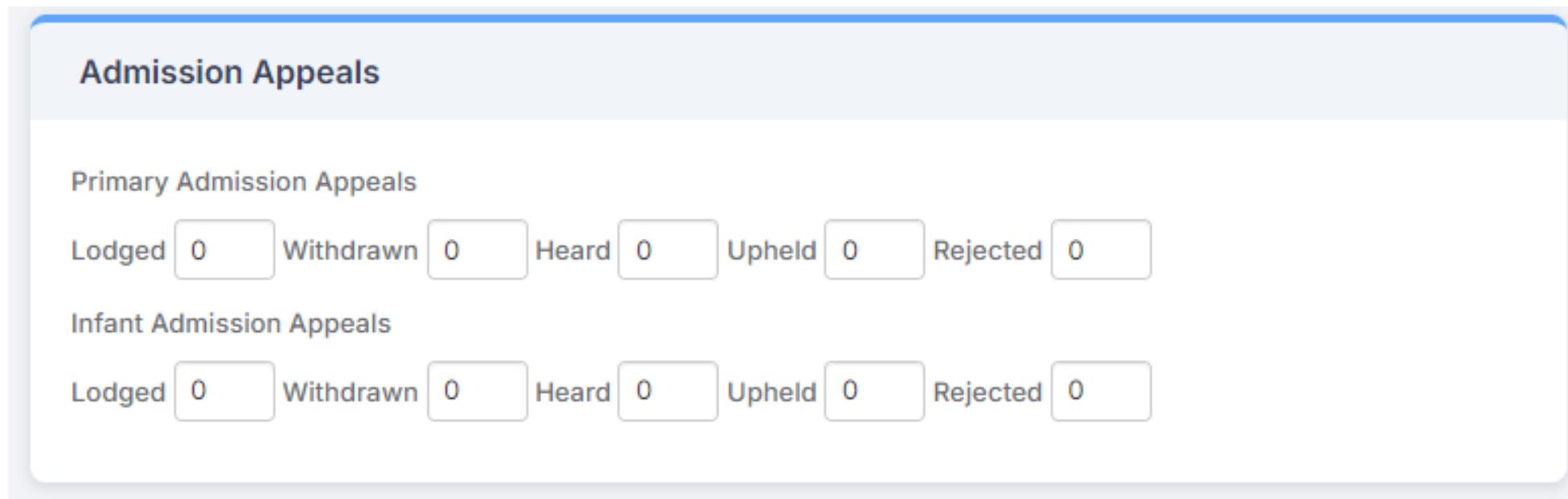
- You should only include appeals that are the responsibility of the school's governing body. If a school has contracted another agency, such as their home local authority, to administer their admissions appeals process and the school's governance code is 'VA', 'FO' or 'CA', the school should complete the module. If your school operates arrangements jointly with other schools, your return will include appeals for your school only.
- Further information can be found  
<https://www.gov.uk/guidance/complete-the-school-census/data-items-2025-to-2026>

# Admission Appeals (3)

- Information is required on the number of appeals:
  - lodged
  - withdrawn
  - heard
  - rejected
  - upheld - decided in favour of the parent

# Admission Appeals (5)

- The admission appeals panel looks like this:
  - **Primary and all-through schools include their admission appeals figures for infants in both the infant and primary admission appeals modules.**



# Class Information

- **Only returned in the Spring Census**
- **Class Information** panel must be completed to reflect the details of all classes taking place at the specified time.
- On the class information panel, you will need to **+Add Row** for each class taking place at the **specified time**.
- Fill in each column with the correct information.
- For guidance on handling pupil-to-teacher ratios above 30, click the 'i' icon in the top-right corner of the Class Information panel.
- Not required from AP/PRU or Nursery Schools.

# Class Information : TIPS

- If **Save and Validate** has been used on a previous Census, the **Reset to Latest Census** option will be available on this panel when running a new Census. Selecting this will populate the class information previously set, removing the need to re-enter it manually.

# Pupil Reconciliation: Pupil Numbers

- In relation to **Class Information**, the **Spring Census** checks that the number of pupils included in the return **matches** the number of pupils reported in classes as taught, taking into account any registered pupils who were not in class at the **selected time**.
- This information is recorded in the **Pupil Reconciliation** panel, which automatically draws the figures for **Pupils on Roll and in Classes** from the **Class Information** panel. **Schools must account for any pupils not in classes by entering the relevant figures in the appropriate groups within the panel.**
- It is important to ensure that the totals for **Total Pupils** and **Number of Pupils on Roll** match; otherwise, an error will appear when attempting to **Save & Validate**

# Pupil Reconciliation: Pupil Numbers

- Much of this information, will be pulled through from the **Class Information** panel
- So please make sure that is completed first
- For any information not on the panel, e.g. Private study, unscheduled part time, etc. you can enter the data directly

Pupil Reconciliation	
Pupils on roll and in classes	268
Unscheduled part-time	0
Private study	50
Work Experience	10
FE College study	0
Attending other schools	10
Total pupils not in classes	70
Total pupils	338
Number of pupils on roll	338
Guest pupils	0

# Pupil Reconciliation: Funded Hours

- This deals with students who are aged 9 months to 4 years of age on 31<sup>st</sup> 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.

Pupil Reconciliation

Update Funded Hours    Reset    Reset to Latest Census

This list shows students aged 9 months to 4 years who are in nursery classes.

Pupil Name	Age	Date Of Birth	Funded Hours	Hours at Setting	Extended Childcare Hours	Expanded Hours
Addison, Wesley	4	14/04/2021	0.00	0.00	0.00	0.00
Bhudia, Alexandria	4	14/01/2021	0.00	0.00	0.00	0.00
Rurom	4	14/06/2021	0.00	0.00	0.00	0.00

**Update Funded Hours**

Apply Funded Hours	0.00
Hours at Setting	0.00
Extended Hours	0.00
Expanded Hours	0.00
Age	-

Save    Cancel

# 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** + **Expanded hours** (+ **additional hours** funded by other means if applicable) MUST equal **Hours at Setting**
- **3 & 4 Year Olds:** **Funded hours** + **Extended 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
<b>Spring 2026</b>	2-year-olds born between 2023-01-01 and 2023-12-31 (inclusive) - all relevant schools and year groups	15 hours
<b>Spring 2026</b>	3-year-olds born between 2021-09-01 and 2022-12-31 (inclusive) - all relevant schools and year groups	15 hours
<b>Spring 2026</b>	4-year-olds born between 2021-01-01 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
<b>Spring 2026</b>	3-year-olds born between 2021-09-01 and 2022-12-31 (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
<b>Spring 2026</b>	4-year-olds born between 2021-01-01 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
<b>Spring 2026</b>	9-month-olds to one-year-olds born between 2024-01-01 and 2025-03-31 (inclusive) with an eligibility code - all relevant schools and year groups	30 hours
<b>Spring 2026</b>	2-year-olds born between 2023-01-01 and 2023-12-31 (inclusive) with an eligibility code - all relevant schools and year groups	30 hours

# Stretched Funded Hours

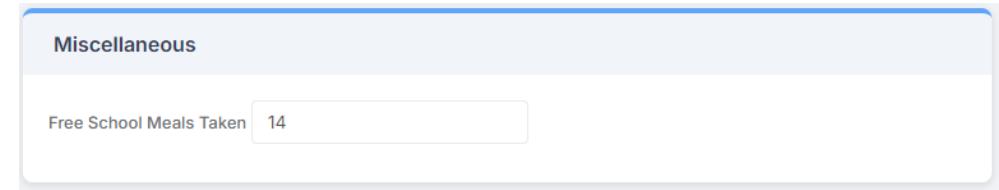
- All cases of funded universal or extended entitlement should be recorded as 38 weeks, regardless of whether they are stretched or not.
- Where a child takes the full funded universal or extended entitlement (570 hours for each entitlement), this should be reported as 15 funded universal hours, extended 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

Pupil School Lunch						
<small>Reset to MIS</small>						
Name	UPN	Year Group	Tutor Group	Enrolment Status	Lunch Taken	
					<input type="checkbox"/>	

- For certain school phases, the collection of **Pupil School Lunch** information is a requirement in the Spring Census. The MIS will determine whether this information is required, and if so, this panel will be used to record it.
- If the **Bromcom Dinner** module is in use, the **Lunch Taken** column may already be populated with data, indicating which students took (or are expected to take) a school lunch on **Census day. Dinner Numbers must be confirmed on Census Day for this information to populate.**
- If the **Dinner Module** is not in use, place a tick against all students who are taking (or have taken) a school lunch on Census Day.
- To make this process quicker, the tick box option in the **Lunch Taken** column header can be used to select all students at once, followed by deselecting those who did not take lunch.
- This information will also be used to determine the **Universal Infant Free School Meal** entitlement.
- Click **Reset to MIS** to populate the information from the MIS

# Free School Meals taken on census day



Miscellaneous
Free School Meals Taken 14

- The **Spring Census** records the total number of children **eligible** for **Free School Meals**, who actually took a meal on Census Day.
- This information can be entered within the **Miscellaneous** panel
- Enter the number of free school meals taken on census day.
- This figure should **EXCLUDE** universal infant free school meals, but it should **INCLUDE** children in Year R, 1 and 2 who are eligible for free school meals for other reasons (e.g. deprivation). **This may populate for you but please check the number is correct.**
- You will find this information on your kitchen statistics report (**Reports > Dinner > Kitchen Statistics**)
- **TIP: Make sure you have entered all meals taken and confirmed all meals**

# PRU/APA Unit Contact Time

- If your school is a **PRU or AP academy** you will see the Pupil Unit Contact Time panel.
- Here you need to enter the total number of hours of **unit contact time**. Unit contact time should be recorded as the number of hours the pupil would normally have spent at the unit in the census week.
- This can be entered in bulk and then edited for specific circumstances.

Pupil Unit Contact Time

Apply Unit Contact Time	0	to All Age	All	pupils	Apply	
Name	UPN	Year Group	Tutor Group	Date Of Birth	Age	Unit Contact Time

# PRU/APA Unit Contact Time (2)

- This includes time at the PRU or AP and where pupils receive education through home visits (or in hospital) the time in contact with staff members of the PRU or AP.
- Where the PRU or AP has arranged for the pupil to receive their education via another establishment (for example, an FE college or work placement), then the time under supervision of this establishment is counted as contact time. The PRU or AP remains responsible for recording attendance at the other establishment.
- In some cases, pupils will remain in their registered school while being visited by PRU or AP staff (through an outreach programme). This is not included in the unit contact time.
- Where unusual circumstances affect data items as of census day. Schools should report data based on the 'normal' situation.

# Validate the Census

- The next step is to **validate** the Census by clicking the **Save & Validate** button. This action will complete the generation of the Census file and initiate the validation process, which will identify any errors or queries within the return.
- You'll be taken to a list of returns you have created. You should work on the most recent return.

 Back

 Save & Validate

This validation process may take a few moments – please wait while the process completes.

# Census Views

- After validation, the system will return to the **Census** page. The generated file will be visible, along with the following options:
  - **View Summary** - Displays the summary page for the return. This can be printed and used as a starting point for reviewing data.
  - **View Errors** - Lists any errors or queries identified during the validation process.
  - **View File** - Allows the generated Census XML file to be viewed and saved. This step is only necessary when submitting the return to the Local Authority or uploading to COLLECT.



# Errors vs Queries

Once the School Census Return has been generated, any errors must be addressed before the return can be authorised and submitted.

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 relevant 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.

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	130					DfE number and phase are not consistent.		
Error	1496					No pupils no longer on roll have been recorded.		
Error	1875	N00857		01	Hough, Lewis	UPN: G93663980831A. Name: Hough, Lewis. Date of Birth: 2019-03-13. Male. School lunch taken is missing or invalid.		
Error	1875	N00876		01	Saleem, Danish	UPN: T93663980850A. Name: Saleem, Danish. Date of Birth: 2019-01-17. Female. School lunch taken is missing or invalid.		
Error	1875	N00879		01	Hay, Ramasey	UPN: G93663980853A. Name: Hay, Ramasey. Date of Birth: 2019-06-11. Male. School lunch taken is missing or invalid.		

# 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.



To remove any resolved errors or queries, a **new Census file** must be generated and validated using the **Save & Validate** button.

- 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).

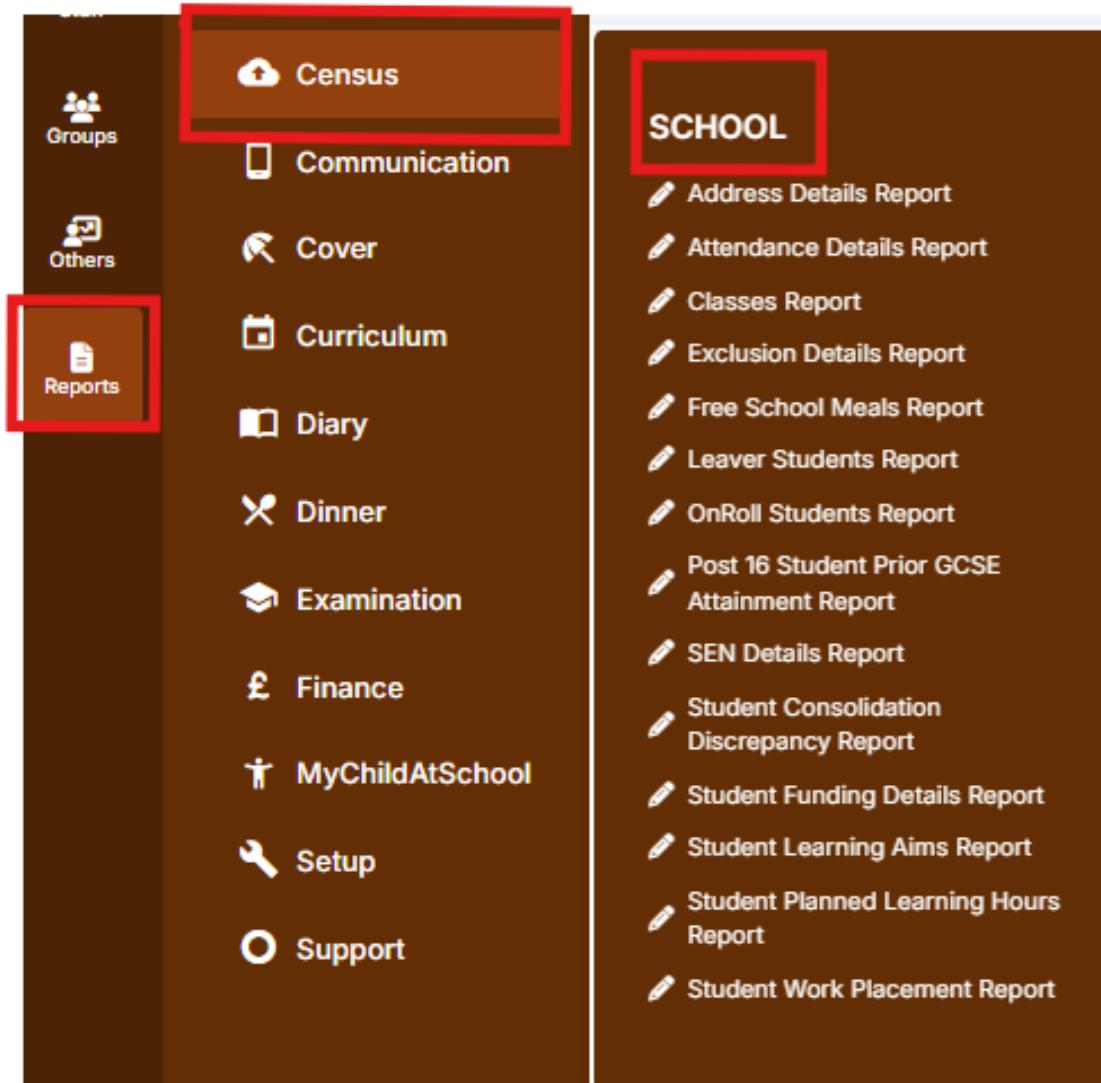
# Subsequent Census Attempts

- 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.



# 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.



# Authorise the Return

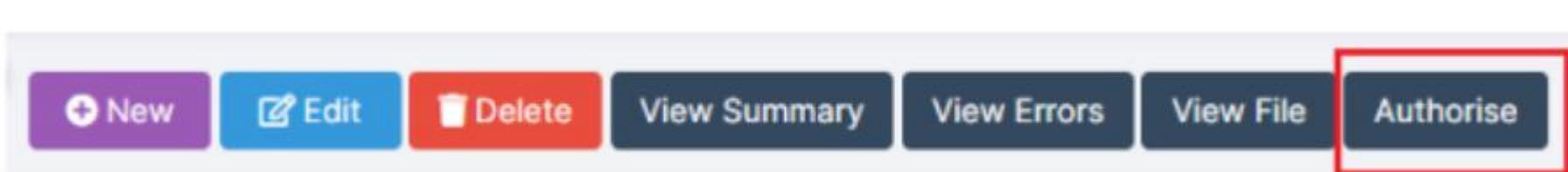


Using Bromcom



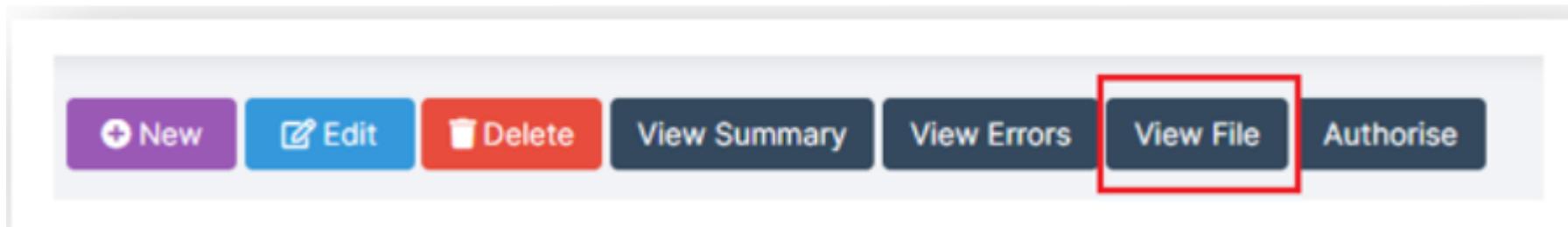
# Authorise the return

- 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, select the appropriate return and click the **Authorise** button.



# Authorise the return

- This process converts the **Census Return file** into the required **XML** format for uploading to the **COLLECT** website. Multiple **authorised** files can be retained, each **date-stamped** to assist in identifying the correct version for submission.
- The **Census Return file** is now ready for submission and can be **exported** by clicking the **View File** button, which will save a copy to the downloads folder on your local machine.



# Upload the return

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 (portal used for processing data collection returns)

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

# Using COLLECT

- To use COLLECT to submit your school census data, you'll need to register and log in with [DfE sign-in](#)
- Contact your school or local authority approver if:
  - you want to request a DfE sign-in username or password so you can access COLLECT
  - 'school census' is not on the list of collections you can see in COLLECT
  - If you do not know who your approver is, use the [DfE sign-in request form](#).
  - If you've forgotten your password, use [DfE sign-in](#) to reset it. You'll need to click 'start now' and then the 'I've forgotten my password' link.
- [COLLECT guides](#) for school and local authorities are available for assistance with submitting your return to DfE.

# Deadline

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

**Friday 30<sup>th</sup> January 2026**

- 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 11<sup>th</sup> February 2026**

# Any Questions?



# 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>
- **Error Resolution Guide**
  - [Census - Spring 2026 School Error Resolutions](#)
- **Data Queries - Contact Data Team**
  - [datateam.pd@coventry.gov.uk](mailto:datateam.pd@coventry.gov.uk)
- **Issues with Bromcom - Contact Digital Services**
  - 024 7678 6620 or email [schoolsict@coventry.gov.uk](mailto:schoolsict@coventry.gov.uk)

# Thank you for your time

