

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 15th January 2026**
- Deadline for return to the LA (maintained schools) – **Friday 30th 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 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 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 displays the 'Student Details' page for a student named Richard Ahmad. The left sidebar contains a menu with options: Profile, Enrolment, Health Background, Special Educational Needs, Communication, Assessment, Attendance, Behaviour, Clubs & Trips, Safeguarding, and Documents. The 'Profile' option is highlighted. The main content area shows the student's profile information, including a dropdown menu for 'Ethnicity, Religion & Language' which is currently set to 'Black - African'. Below this, the 'Ethnicity & Religion' section is expanded, showing fields for Ethnicity (Black - African), Country of Birth (United Kingdom), Nationality, Religion (Christian), First Language (English), Second Language, and EAL (No).

Student Details	
Ahmad, Richard	
Previous Next CTF Export Quick Letter	
Richard Ahmad	
Sex: Male Preferred Pronouns: N/A Date of Birth: 20/09/2015 Age: 10y 2m 05 Year Group: Red House: 5A Tutor Group: Mr S Biggs	
Admission No.: N8374 UPN: E204639814028	
07900100900	
457, Masons Hill, Bromley, Kent, BR72 7RB	
Less than 90% Attendance Autumn Born Pupil Premium	
Ethnicity & Religion	
Ethnicity	Country of Birth
Black - African	United Kingdom
Religion	Nationality
Christian	
First Language	Second Language
English	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	Start Date	End Date	Source
Authorised and received	18/01/2024		Other School

Additional Information

[Free Early Education](#) [Not declared](#)

+

- Pupil Premium
- Top Up Fundings**
- Additional Information
- Learner Monitoring

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**

The screenshot shows the 'Student Details' page for David Addison. The sidebar on the left contains links to Profile, Enrolment, Health Background, Special Educational Needs, Communication, Assessment, Attendance, Homework, Clubs & Trips, Funding, and Payments. The 'Funding & Allowances' section is highlighted in the sidebar and the main content area. The main content area shows the student's profile card with details like Sex (Male), Preferred Pronouns (N/A), Date of Birth (18/05/2009), Age (16), Year Group (11), House (Aberdeen), Tutor Group (11B), Tutor Name (Mr J Bradley), and Admission No. (500032). Below the profile card, there are tabs for 'Funding & Allowances' and 'Learner Monitoring'. The 'Funding & Allowances' tab is active, showing a form for adding funding and monitoring for the 2025-2026 academic year. The form includes a dropdown menu for 'Learner Funding and Monitoring' with options: 'In receipt of Tutoring', 'In receipt of Tutoring' (selected), and 'Learner repeating up to one year of 16-19 funded provision'. There are also fields for 'Start Date*' (01/09/2024) and 'End Date' (31/07/2025). A 'Save' button is visible at the bottom right of the form.

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:

The image shows a screenshot of a software interface for managing student funding. On the left, a collapsed panel titled 'Funding & Allowances' is shown with a dropdown menu containing the following options: Pupil Premium, Top Up Fundings, Early Years Pupil Premium, Additional Information, and Learner Monitoring. A large red arrow points from the 'Additional Information' option to the right-hand panel. The right-hand panel is titled 'Funding & Allowances' and has five tabs: Pupil Premium, Top Up Fundings, Early Years Pupil Premium, Additional Information (which is currently selected), and Learner Monitoring. The 'Additional Information' tab contains several checkboxes for funding criteria: 'Student is paid for a Uniform Allowance', 'The child is in receipt of child disability living allowance', 'The child receives free early education', '*Economic criteria', '*High-level SEN or disability', and '*Looked after or adopted from care'. Below these is a dropdown menu for 'Post looked after Arrangements' set to 'Not declared'. At the bottom of the panel is a text input field labeled 'Eligibility Code' and two buttons: 'Close' and '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

The screenshot shows a web form titled 'Funding & Allowances' with a close button (X) in the top right. Below the title is a horizontal navigation bar with five tabs: 'Pupil Premium', 'Top Up Fundings', 'Early Years Pupil Premium', 'Additional Information' (which is the active tab), and 'Learner Monitoring'. The 'Additional Information' tab contains several sections. The first section has three unchecked checkboxes: 'Student is paid for a Uniform Allowance', 'The child is in receipt of child disability living allowance', and 'The child receives free early education'. Below these is a dropdown menu labeled 'Post looked after Arrangements' with 'Not declared' selected. The second section contains three checkboxes: '*Economic criteria' (checked), '*High-level SEN or disability' (unchecked), and '*Looked after or adopted from care' (checked). These three checkboxes are enclosed in a red rectangular box. Below this box is the text '*Basis for 2 year old Funding'. At the bottom of the form is an 'Eligibility Code' field with a question mark icon, followed by a large empty text input area. In the bottom right corner are 'Close' and 'Save' buttons.

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)

The screenshot shows the 'Funding & Allowances' form with the 'Early Years Pupil Premium' tab selected. The form includes a 'Receipt Reason*' dropdown menu with options: '<NOT SELECTED>', 'Receipt both reasons', 'Receipt other known reason', 'Receipt through economic criteria', and 'Receipt unknown basis'. The 'Start Date*' is set to '01/04/2025' and the 'End Date' is set to '31/03/2026'. There are 'Cancel' and 'Save' buttons at the bottom right.

The screenshot shows the 'Quick Edit' form. It prompts the user to 'Select the attribute that you wish to edit and the new property you want to use as default'. The 'Attribute:' dropdown is set to 'Early Years Pupil Premiums' and the 'Value:' dropdown is set to '--Not Selected--'. There are two radio buttons: 'Update Current Record' (unselected) and 'Terminate current record and start new one based on new record start date' (selected). The 'Start Date' is set to '15/09/2025' and the 'End Date' is empty. At the bottom, there are three buttons: 'Update' (green), 'Review' (blue), and 'Close' (grey).

Disability Access Funding (DAF)

The screenshot shows a web form titled 'Funding & Allowances' with a close button (X) in the top right corner. Below the title is a horizontal navigation bar with five tabs: 'Pupil Premium', 'Top Up Fundings', 'Early Years Pupil Premium', 'Additional Information' (which is the active tab), and 'Learner Monitoring'. The main content area contains several checkboxes: 'Student is paid for a Uniform Allowance' (unchecked), 'The child is in receipt of child disability living allowance' (checked), and 'The child receives free early education' (checked). These last two checked items are enclosed in a red rectangular box. Below these is a dropdown menu labeled 'Post looked after Arrangements' with 'Not declared' selected. Further down are three more checkboxes: '*Economic criteria' (unchecked), '*High-level SEN or disability' (unchecked), and '*Looked after or adopted from care' (unchecked). Below these is a small text label '*Basis for 2 year old Funding'. At the bottom left is a label 'Eligibility Code' followed by a small information icon (i) and a text input field. At the bottom right are two buttons: 'Close' and 'Save'.

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

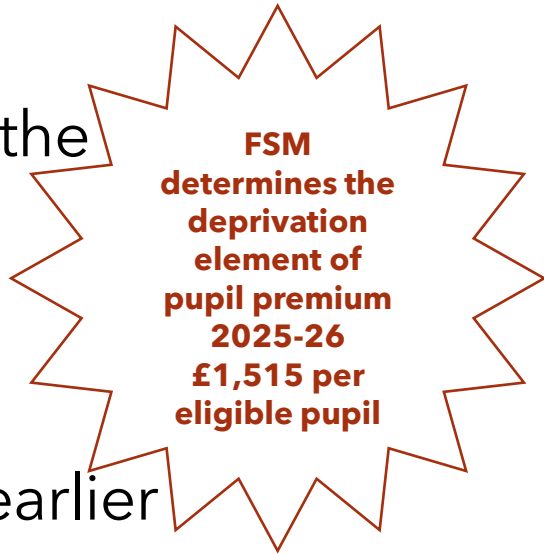
Disability Access Fund

Census	Date of birth ranges, school type and pupil national curriculum year group
Spring 2026	9-month-olds to one-year-olds born between 2024-01-01 and 2025-03-31 (inclusive) - all relevant schools and year groups
Spring 2026	2-year-olds born between 2023-01-01 and 2023-12-31 (inclusive) - all relevant schools and year groups
Spring 2026	3-year-olds born between 2021-09-01 and 2022-12-31 (inclusive) - all relevant schools and year groups
Spring 2026	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
determines the
deprivation
element of
pupil premium
2025-26
£1,515 per
eligible pupil

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

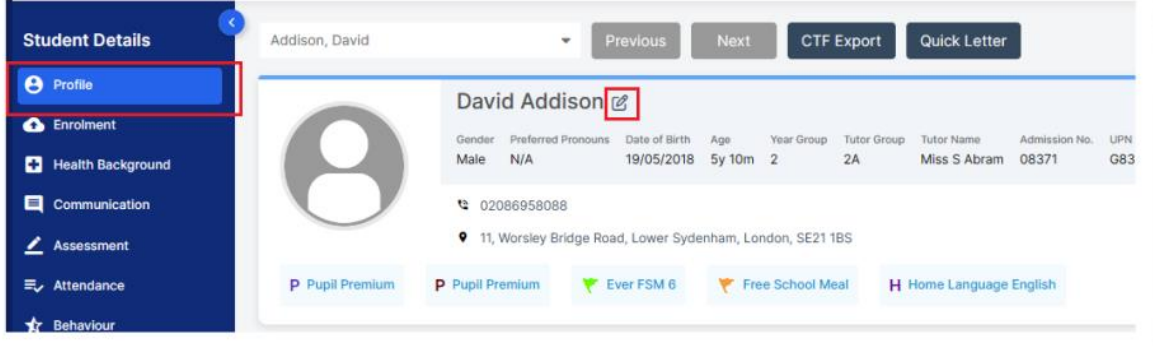
- Since 1 April 2018, all existing free school meals claimants have continued to receive free school meals whilst Universal Credit has been rolled out. This has applied regardless of any change in household circumstances, including if their earnings rise above the threshold during that time. **Protections 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 hover over the name and click the edit icon **Additional Details**



Student Details

Addison, David

Previous Next CTF Export Quick Letter

Profile

Enrolment

Health Background

Communication

Assessment

Attendance

Behaviour

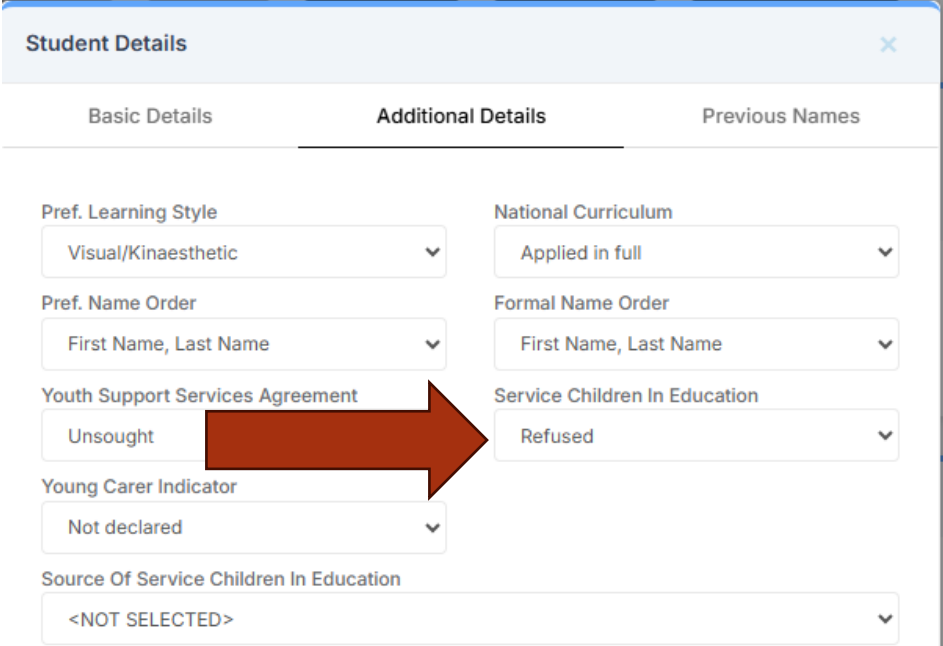
David Addison

Gender: Male Preferred Pronouns: N/A Date of Birth: 19/05/2018 Age: 5y 10m Year Group: 2 Tutor Group: 2A Tutor Name: Miss S Abram Admission No.: 08371 UPN: G83

02086958088

11, Worsley Bridge Road, Lower Sydenham, London, SE21 1BS

P Pupil Premium P Pupil Premium Ever FSM 6 Free School Meal H Home Language English



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

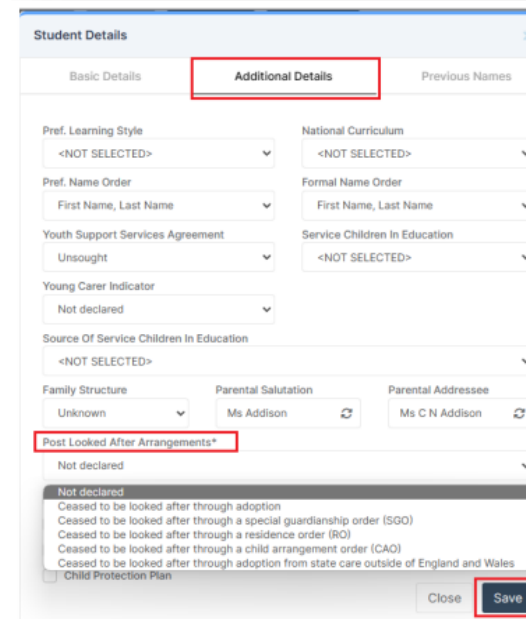
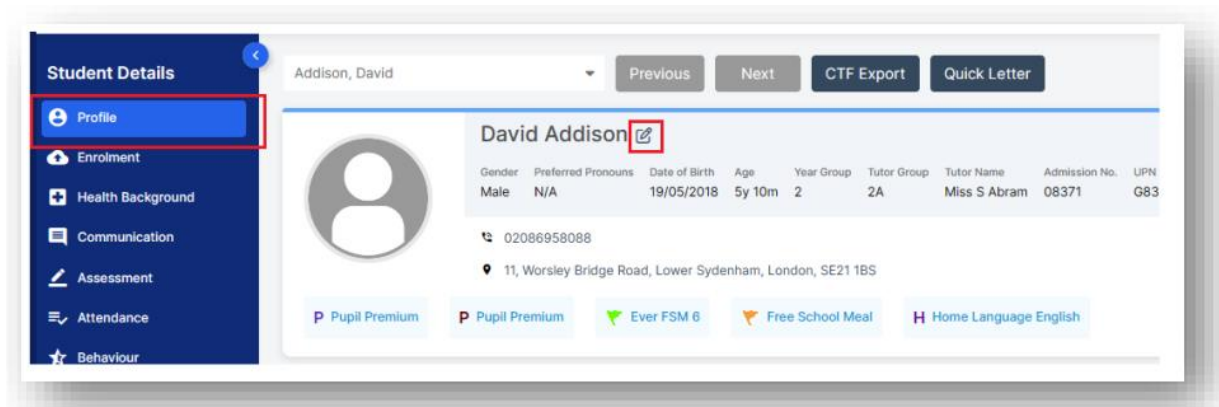
Source Of Service Children In Education: <NOT SELECTED>

This affects your funding


Post Looked After Arrangements

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

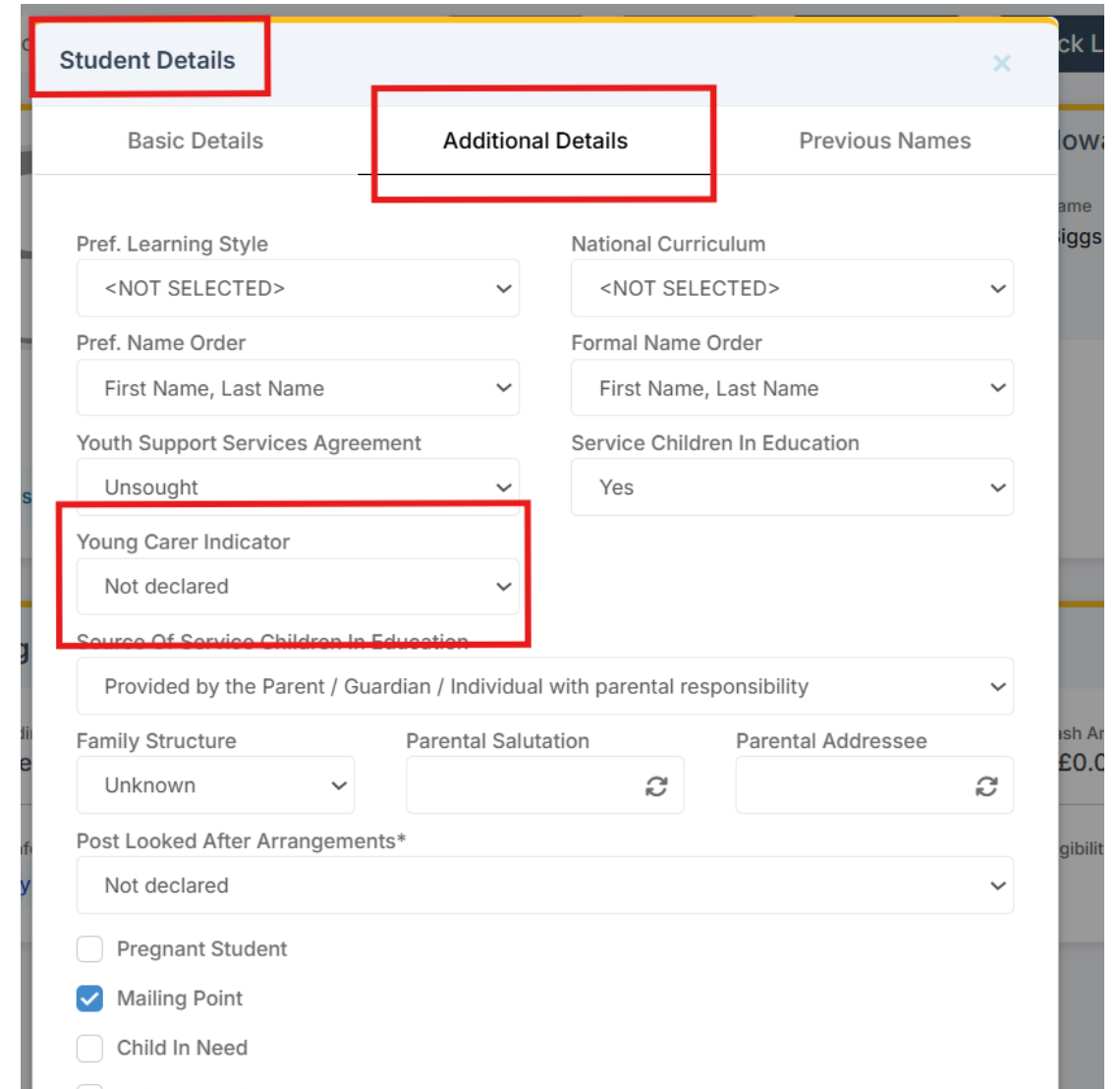
- Select **Additional Details**
- Information should be recorded for children, who have left local authority care in England and Wales through **adoption, a special guardianship order, a residence order or a child arrangements order** and are still subject to such orders on census day.
- These children will be eligible for the post looked-after element of the pupil premium funding.



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



The screenshot shows a 'Student Details' form with three tabs: 'Basic Details', 'Additional Details', and 'Previous Names'. The 'Additional Details' tab is selected. The form contains several dropdown menus and checkboxes. The 'Young Carer Indicator' dropdown menu is highlighted with a red box, showing the option 'Not declared'. Other dropdown menus include 'Pref. Learning Style', 'National Curriculum', 'Pref. Name Order', 'Formal Name Order', 'Youth Support Services Agreement', 'Service Children In Education', 'Source Of Service Children In Education', 'Family Structure', 'Parental Salutation', 'Parental Addressee', and 'Post Looked After Arrangements*'. Checkboxes at the bottom include 'Pregnant Student', 'Mailing Point' (checked), 'Child In Need', and 'Child In Care'.

Student Details		
Basic Details	Additional Details	Previous Names
Pref. Learning Style	National Curriculum	
<NOT SELECTED>	<NOT SELECTED>	
Pref. Name Order	Formal Name Order	
First Name, Last Name	First Name, Last Name	
Youth Support Services Agreement	Service Children In Education	
Unsought	Yes	
Young Carer Indicator		
Not declared		
Source Of Service Children In Education		
Provided by the Parent / Guardian / Individual with parental responsibility		
Family Structure	Parental Salutation	Parental Addressee
Unknown		
Post Looked After Arrangements*		
Not declared		
<input type="checkbox"/> Pregnant Student		
<input checked="" type="checkbox"/> Mailing Point		
<input type="checkbox"/> Child In Need		
<input type="checkbox"/> Child In Care		

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.

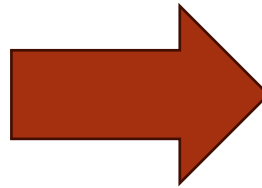
Youth Support Services Indicator [2]

- 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

Basic Details

Additional Details

Previous Names

Pref. Learning Style

Visual/Kinaesthetic

Pref. Name Order

First Name, Last Name

Youth Support Services Agreement

Unsought

Young Carer Indicator

Not declared

Source Of Service Children In Education

<NOT SELECTED>

National Curriculum

Applied in full

Formal Name Order

First Name, Last Name

Service Children In Education

Refused

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 'Enrolment Status' panel for a student named Wesley Addison. The panel includes a table with the following data:

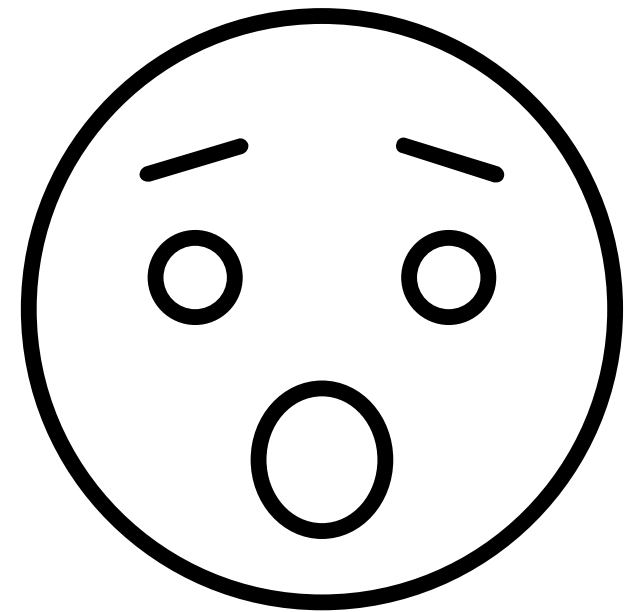
Enrolment Status Description	Enrolment Code	Start Date	End Date	Dual Registered School
Current (Single Registration)	C	04/09/2023		--Not Applicable--

The interface also features a sidebar with navigation options: Profile, Enrolment, Health Background, Special Educational Needs, Communication, Assessment, Attendance, Behaviour, Clubs & Trips, Safeguarding, and Documents. The main content area displays student details for Wesley Addison, including contact information, address, and a list of enrolment statuses.

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.

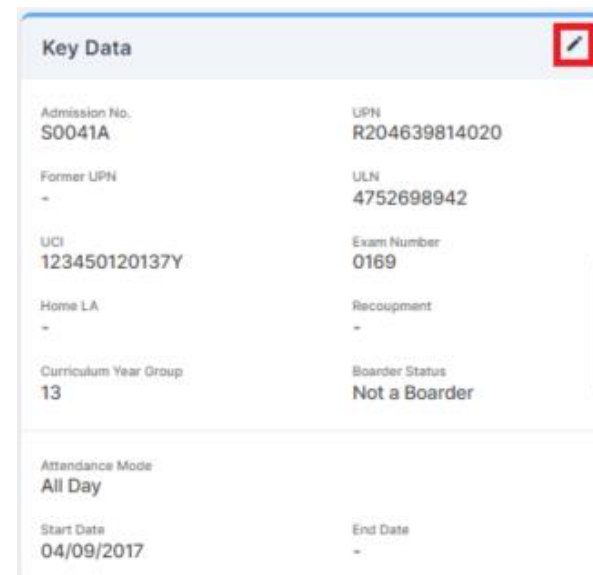


Key Data: Part Time Indicator

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

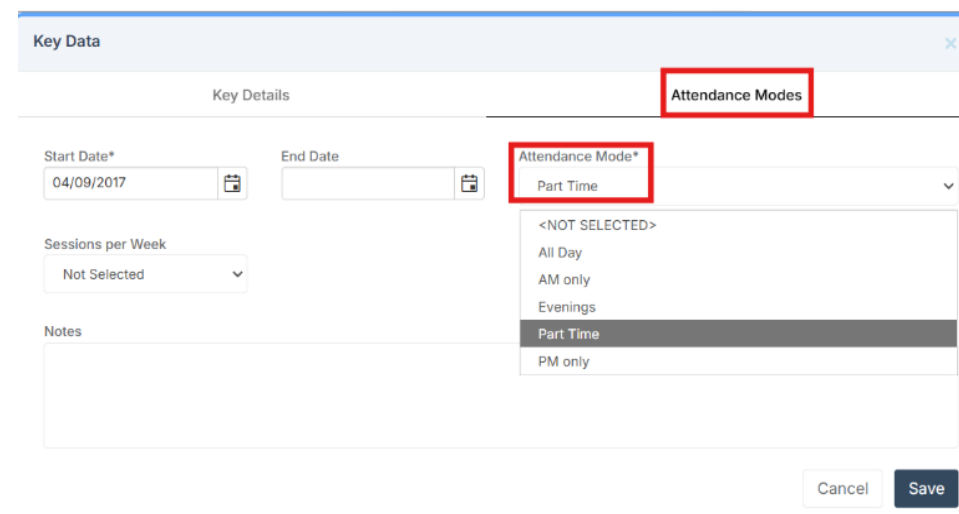
- Collected for on and off roll pupils
- A pupil is considered part time if they attend school for 9 or less sessions each week. It does not indicate that a pupil is part-time at one or more establishments.
- For children in receipt of funded early education a child should only be recorded as full time 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.

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



The 'Key Data' panel displays the following information:

Field	Value
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	-



The 'Key Data' panel shows the 'Attendance Modes' tab selected. The 'Attendance Mode*' dropdown menu is open, showing the following options:

- <NOT SELECTED>
- All Day
- AM only
- Evenings
- Part Time (highlighted)
- PM only

The 'Sessions per Week' dropdown menu is set to 'Not Selected'. The 'Notes' field is empty. The 'Cancel' and 'Save' buttons are visible at the bottom right.

Key Data

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

- UPN
- ULN
- NC Year Group

Key Details Attendance Modes

UPN R204639814020

ULN 4752698942

Exam Number 0169

UCI 123450120137Y

Chronological Year Group 8

Curriculum Yr Gp* 08

Recoupment <NOT SELECTED>

In Year ☐

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

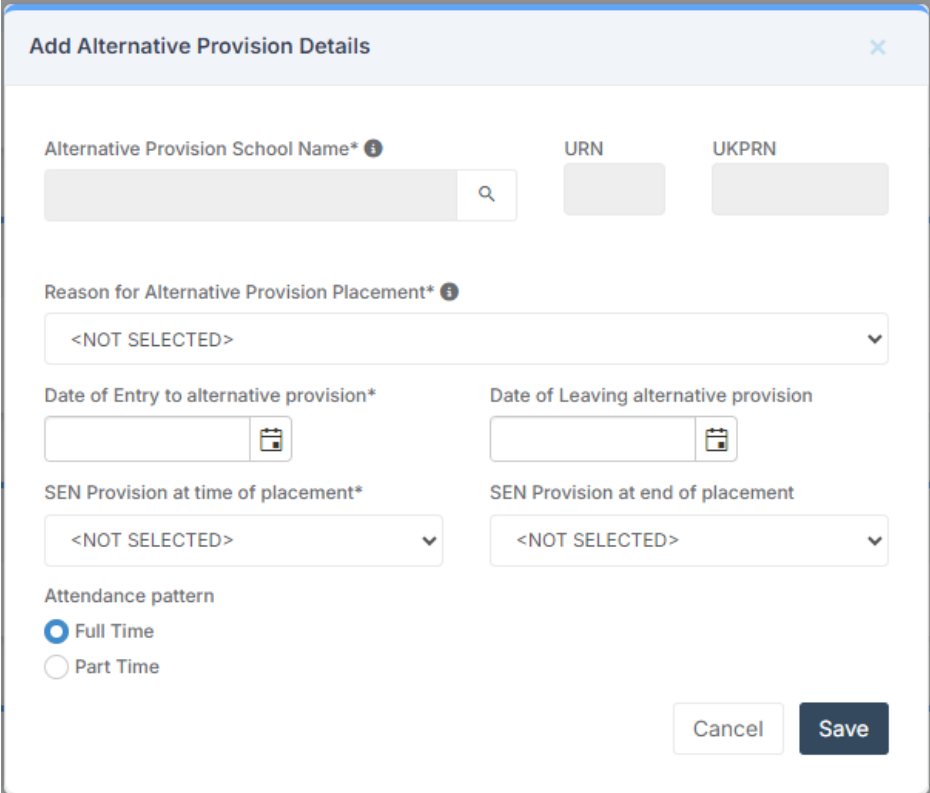
Alternative Provision Placements (1)

- 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.



The screenshot shows a web form titled "Add Alternative Provision Details" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Alternative Provision School Name***: A text input field with a magnifying glass icon on the right.
- URN**: A text input field.
- UKPRN**: A text input field.
- Reason for Alternative Provision Placement***: A dropdown menu currently showing "<NOT SELECTED>".
- Date of Entry to alternative provision***: A date picker field.
- Date of Leaving alternative provision**: A date picker field.
- SEN Provision at time of placement***: A dropdown menu currently showing "<NOT SELECTED>".
- SEN Provision at end of placement**: A dropdown menu currently showing "<NOT SELECTED>".
- Attendance pattern**: Two radio button options:
• **Full Time** (selected, indicated by a blue dot)
• **Part Time**
- Buttons**: "Cancel" and "Save" buttons at the bottom right.

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

SEN Support (K)

SEN Category

Priority 1

Social, Emotional and Mental Health (SEMH)

Start Date

09/10/2014

Start Date

03/09/2012

End Date

-

End Date

-

+

SEN Status & Category

Provisions

Gifted & Talented

Additional Information

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

Special Educational Needs [3]

- **SEN Status code:**

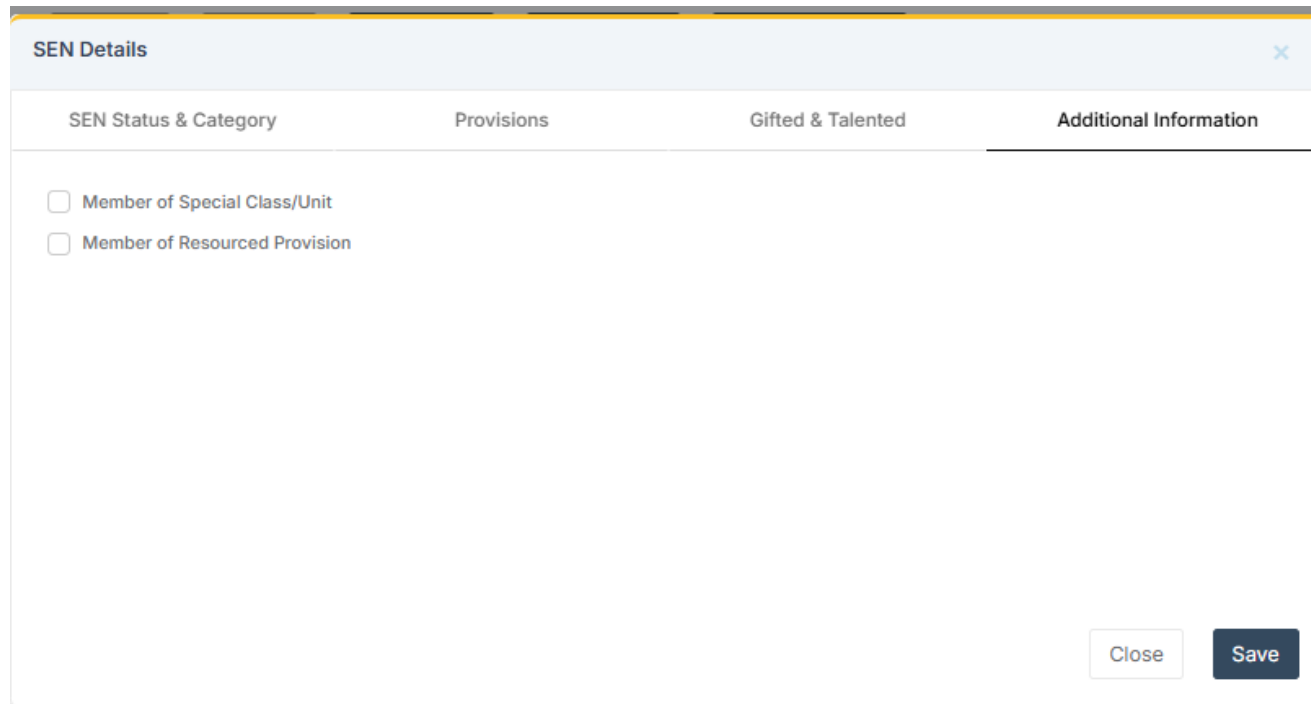
- Blank (never had SEN provision)
- N = No SEN (previously had SEN provision)
- K = SEN Support (K)
- Education Health Care Plan EHCP (code E) is added on the SEN panel.

- **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



The screenshot shows a web form titled "SEN Details" with a close button (X) in the top right corner. The form has four tabs: "SEN Status & Category", "Provisions", "Gifted & Talented", and "Additional Information". The "Additional Information" tab is currently selected. Inside this tab, there are two unchecked checkboxes: "Member of Special Class/Unit" and "Member of Resourced Provision". At the bottom right of the form, there are two buttons: "Close" and "Save".

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' page for Dave Abbott. The left sidebar contains a menu with items: Profile, Enrolment, Health Background, Special Educational Needs, Communication, Assessment, Attendance, Behaviour (highlighted with a red box), Clubs & Trips, Safeguarding, and Documents. The main content area shows the student's profile information, including a photo placeholder, name 'Dave Abbott', and various details like Sex (Male), Date of Birth (23/12/2012), Age (12y 11m), Year Group (08), House (Brunel), Tutor Group (08A), Tutor Name (Mr J Watts), Admission No. (S0041A), and UPN (R204639814020). Below this, the 'Exclusions' panel is highlighted with a red box. It shows the total number of sessions excluded for the current academic year (22) and a table of exclusion records. The table has columns for Start Date, End Date, Type, Reason, Duration (days), Appeal, Cancelled, and Reinstat. One record is visible: Start Date 04/11/2025, End Date 18/11/2025, Type Suspension, Reason Damage, Duration 11, Appeal No, Cancelled No, and Reinstat N/A.

Student Details

Abbott, Dave

Previous Next CTF Export Quick Letter Send SMS/Email

Dave Abbott

Exclusions

Sex: Male Preferred Pronouns: N/A Date of Birth: 23/12/2012 Age: 12y 11m 08 Year Group: 08 House: Brunel Tutor Group: 08A Tutor Name: Mr J Watts Admission No.: S0041A UPN: R204639814020

email1647@bromcomcloud.com 07722853955

Churchill Court, Westmoreland Road, Bromley, BR1 1DP

Exclusions

Total number of sessions Excluded for this Academic Year : 22

Grid actions Copy Excel CSV PDF Print

Search:

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

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

Exclusion Type*: Permanent

Reason*: Bullying

☐ Part Time Exclusion

☐ 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)

☐ Parents Representation

Gov's Decision: Exclusion Stands

Date Decision Notified: 14/11/2025

Appeal Requested

Appeal Date

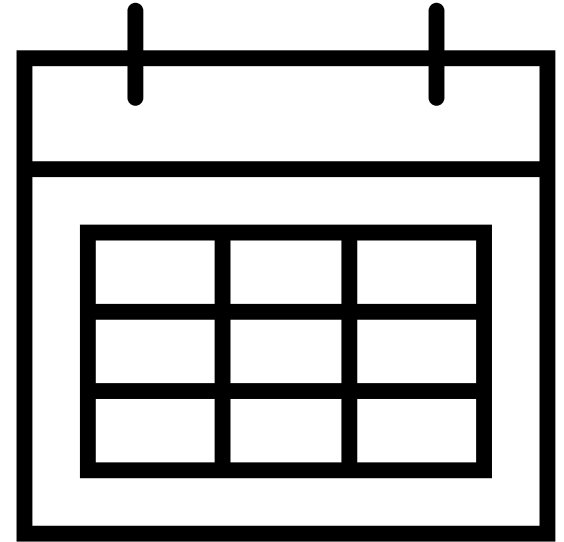
Appeal Decision: <NOT SELECTED>

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



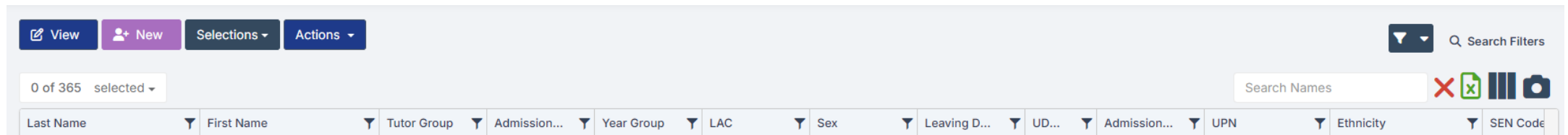
Checking, Editing & Adding Information in Bulk

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.

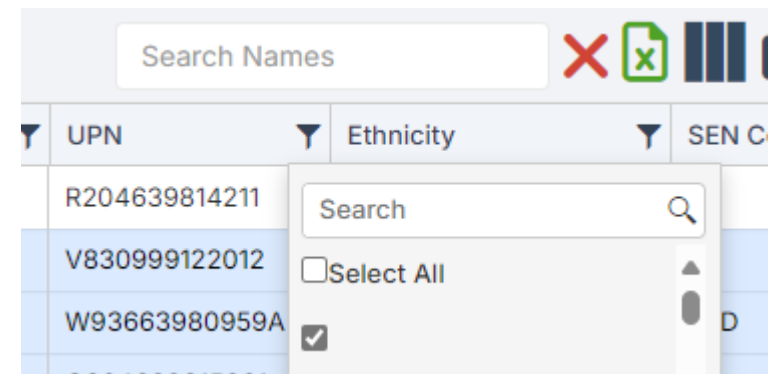
Student Browse

- 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 the top of a 'Student Browse' interface. At the top left are buttons for 'View', 'New', 'Selections', and 'Actions'. Below these is a status bar indicating '0 of 365 selected'. On the right, there is a search bar labeled 'Search Names' and a 'Search Filters' dropdown. Below the search bar is a table header with columns: Last Name, First Name, Tutor Group, Admission..., Year Group, LAC, Sex, Leaving D..., UD..., Admission..., UPN, Ethnicity, and SEN Code. Each column has a funnel icon for filtering.

Last Name	First Name	Tutor Group	Admission...	Year Group	LAC	Sex	Leaving D...	UD...	Admission...	UPN	Ethnicity	SEN Code
-----------	------------	-------------	--------------	------------	-----	-----	--------------	-------	--------------	-----	-----------	----------



This screenshot shows a zoomed-in view of the 'UPN', 'Ethnicity', and 'SEN Code' columns. A search bar is visible above the table. The 'UPN' column contains values: R204639814211, V830999122012, W93663980959A, and 000100000000. The 'Ethnicity' column has a search bar and a 'Select All' checkbox. The 'SEN Code' column is partially visible.

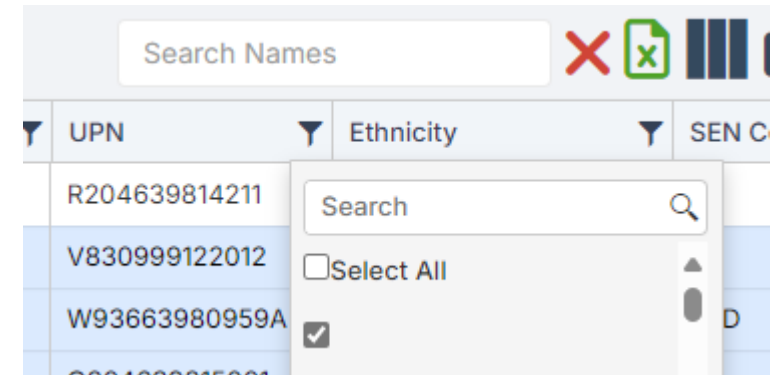
UPN	Ethnicity	SEN Code
R204639814211		
V830999122012		
W93663980959A		
000100000000		

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.

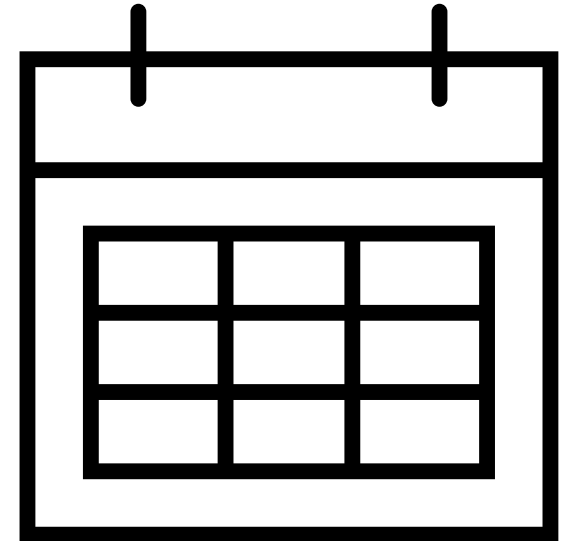
General Reminder about start dates

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. 15/01/2026.

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

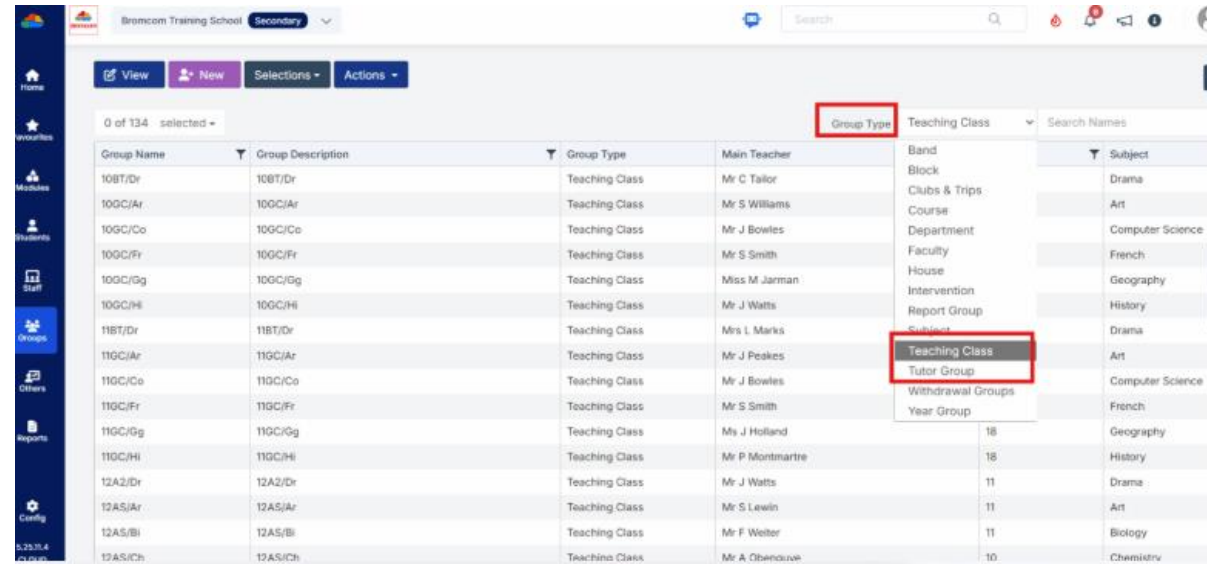


Class Information

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	Subject
10BT/Dr	10BT/Dr	Teaching Class	Mr C Tallor	Drama
10GC/Ar	10GC/Ar	Teaching Class	Mr S Williams	Art
10GC/Co	10GC/Co	Teaching Class	Mr J Bowles	Computer Science
10GC/Fr	10GC/Fr	Teaching Class	Mr S Smith	French
10GC/Gg	10GC/Gg	Teaching Class	Miss M Jarman	Geography
10GC/Hi	10GC/Hi	Teaching Class	Mr J Watts	History
11BT/Dr	11BT/Dr	Teaching Class	Mrs L Marks	Drama
11GC/Ar	11GC/Ar	Teaching Class	Mr J Peakes	Art
11GC/Co	11GC/Co	Teaching Class	Mr J Bowles	Computer Science
11GC/Fr	11GC/Fr	Teaching Class	Mr S Smith	French
11GC/Gg	11GC/Gg	Teaching Class	Ms J Holland	Geography
11GC/Hi	11GC/Hi	Teaching Class	Mr P Montmartre	History
12A2/Dr	12A2/Dr	Teaching Class	Mr J Watts	Drama
12AS/Ar	12AS/Ar	Teaching Class	Mr S Lewin	Art
12AS/BI	12AS/BI	Teaching Class	Mr F Weller	Biology
12AS/Ch	12AS/Ch	Teaching Class	Mr A Obenouva	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 listening 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.

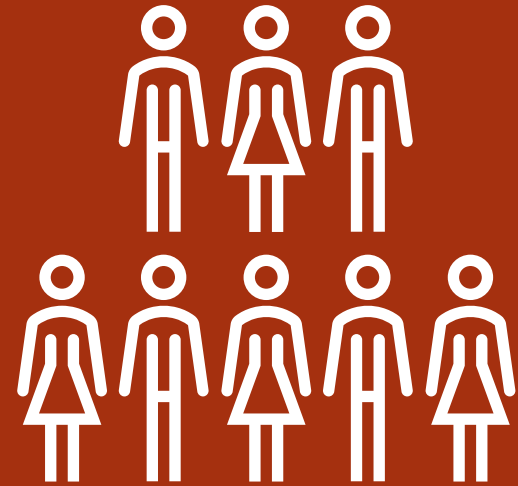
IMPORTANT: Confirm your Dinners

- 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

Reference Date15/01/2026

Selected Time11:00

Title2026 Spring

Attendance Includes01/08/2025through to31/12/2025

Exclusions include from21/04/2025through to31/12/2025

FSM Start from03/10/2025through to15/01/2026

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

School Details

School name	Bromcom Primary School			Refresh
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	E2 to 6	
Intake	Religious School	Sex of Initial Intake	Coeducational	
Governance	Voluntary Aided	Type of School		
School Opening Time	30.00			
Edit				

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	<div>Day Pupils (mainly) ▼</div>		
Max Day Pupils*	<div>9999</div>	Max Boarders*	<div>9999</div>
Minimum Male Age*	<div>2</div>	Maximum Male Age*	<div>15</div>
Minimum Female Age*	<div>2</div>	Maximum Female Age*	<div>15</div>

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.**

Admission Appeals

Primary Admission Appeals

Lodged	<input type="text" value="0"/>	Withdrawn	<input type="text" value="0"/>	Heard	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>	Rejected	<input type="text" value="0"/>
--------	--------------------------------	-----------	--------------------------------	-------	--------------------------------	--------	--------------------------------	----------	--------------------------------

Infant Admission Appeals

Lodged	<input type="text" value="0"/>	Withdrawn	<input type="text" value="0"/>	Heard	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>	Rejected	<input type="text" value="0"/>
--------	--------------------------------	-----------	--------------------------------	-------	--------------------------------	--------	--------------------------------	----------	--------------------------------

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.

[illegible]

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.

Class Information

KS1/Reception class size pupil:teacher ratio is greater than 30 ⓘ + Add Row **Reset To Latest Census**

#	Class Name	On Roll Students	Guest Students	Teachers	Support Staff	Year Group	Activity	Class Type	Key Stage	PPA/LMT Teachers	A	B	C	D	E	F	G	H
---	------------	------------------	----------------	----------	---------------	------------	----------	------------	-----------	------------------	---	---	---	---	---	---	---	---

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	<input type="text" value="0"/>	Work Experience	<input type="text" value="10"/>
Private study	<input type="text" value="50"/>	FE College study	<input type="text" value="0"/>
		Attending other schools	<input type="text" value="10"/>
		Total pupils not in classes	<input type="text" value="70"/>
		Total pupils	<input type="text" value="338"/>
Guest pupils	<input type="text" value="0"/>	Number of pupils on roll	<input type="text" value="338"/>

Pupil Reconciliation: Funded Hours

- This deals with students who are aged 9 months to 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.

Pupil Reconciliation

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

Grid actions

Pupil Name	Age	Date Of Birth	Funded Hours	Hours at Setting	Extended Childcare Hours	Expanded Hours
Addison, Wesley	4	14/04/2021	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Bhudia, Alexandria	4	14/01/2021	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Rvrom	4	14/06/2021	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Update Funded Hours

Apply Funded Hours

Hours at Setting

Extended Hours

Expanded Hours

Age

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
Spring 2026	2-year-olds born between 2023-01-01 and 2023-12-31 (inclusive) – all relevant schools and year groups	15 hours
Spring 2026	3-year-olds born between 2021-09-01 and 2022-12-31 (inclusive) – all relevant schools and year groups	15 hours
Spring 2026	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
Spring 2026	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
Spring 2026	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

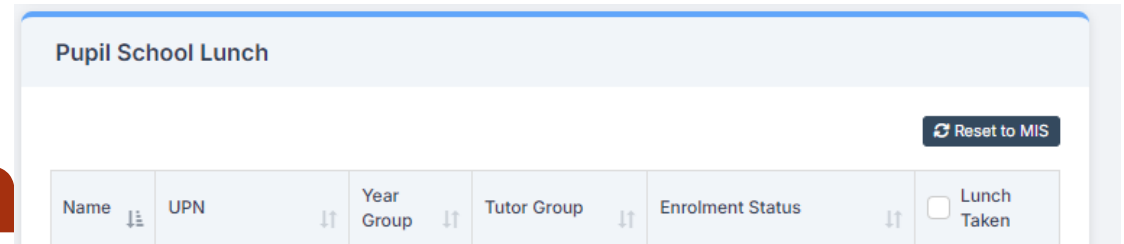
Expanded Funded Entitlement

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Spring 2026	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
Spring 2026	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.

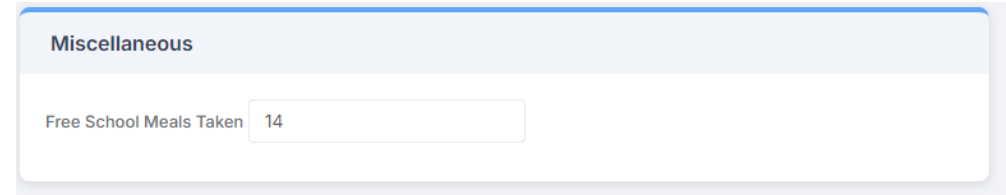
Pupil School Lunch



The screenshot shows a web interface titled "Pupil School Lunch". In the top right corner, there is a button labeled "Reset to MIS". Below this is a table with the following columns: "Name", "UPN", "Year Group", "Tutor Group", "Enrolment Status", and "Lunch Taken". Each of the first five columns has a small double-headed arrow icon next to its header. The "Lunch Taken" column header includes a checkbox icon.

- 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 to All Age pupils

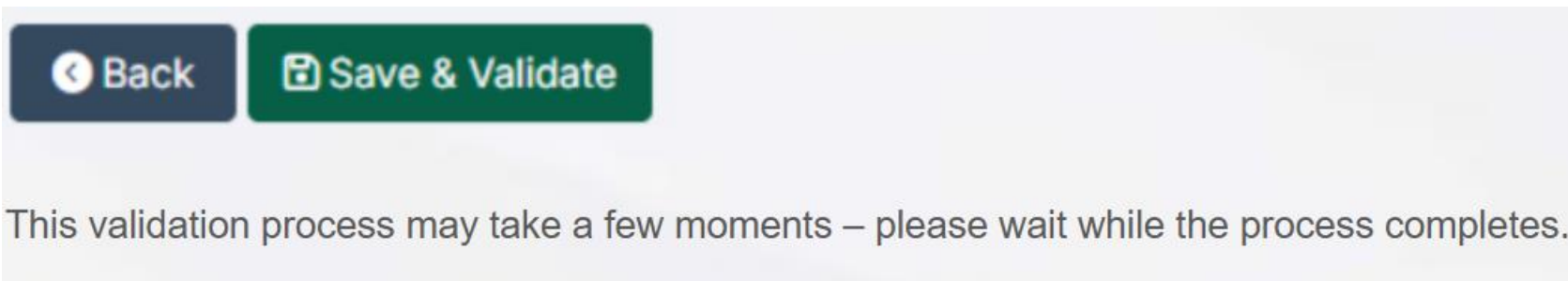
Name	UPN	Year Group	Tutor Group	Date Of Birth	Age	Unit Contact Time
------	-----	------------	-------------	---------------	-----	-------------------

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.



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.

Back Save Status

Error Details - Census Return 2024 Autumn-001 - Created on 23/09/2024 - By D Admin

There are 47 errors including 47 unresolved errors


There are 415 queries including 415 unresolved queries

Grid actions Copy Excel CSV PDF Print Search:

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)

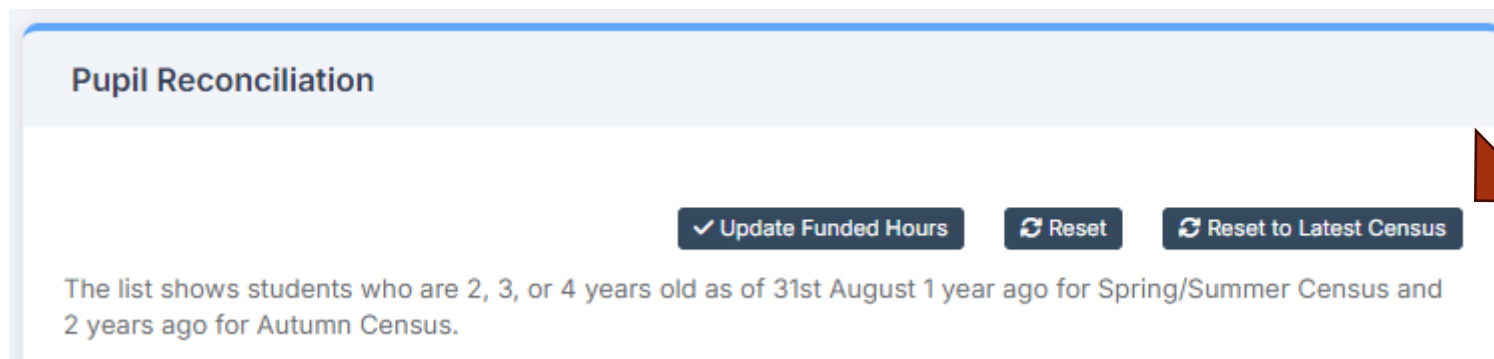
- Once you have dealt with your errors you should create a new census file to check the errors have been completed correctly.

 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).

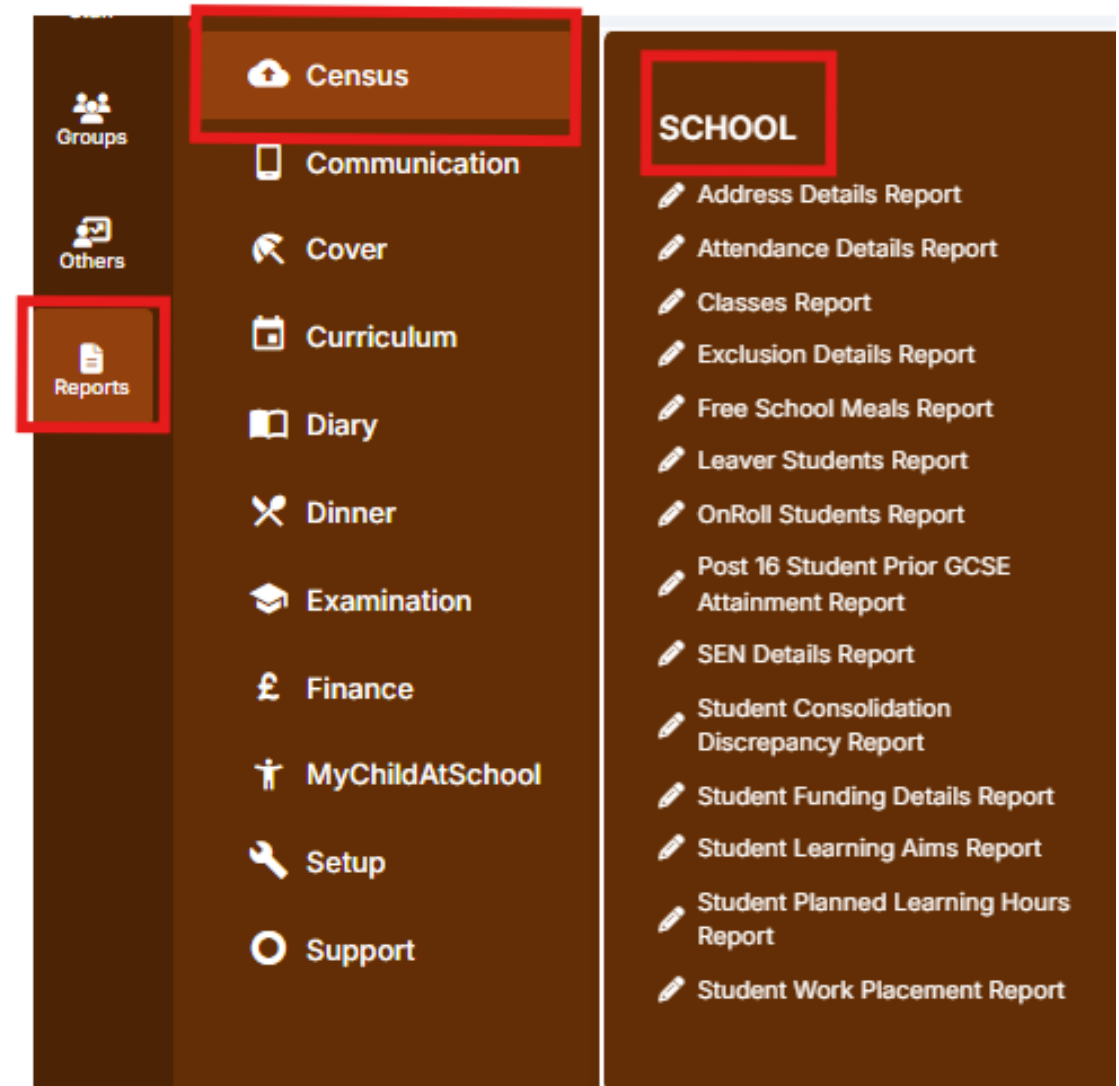
Subsequent Census Attempts

- 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

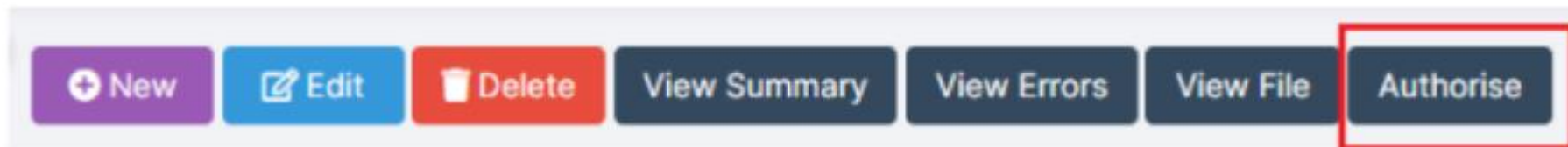


Using Bromcom



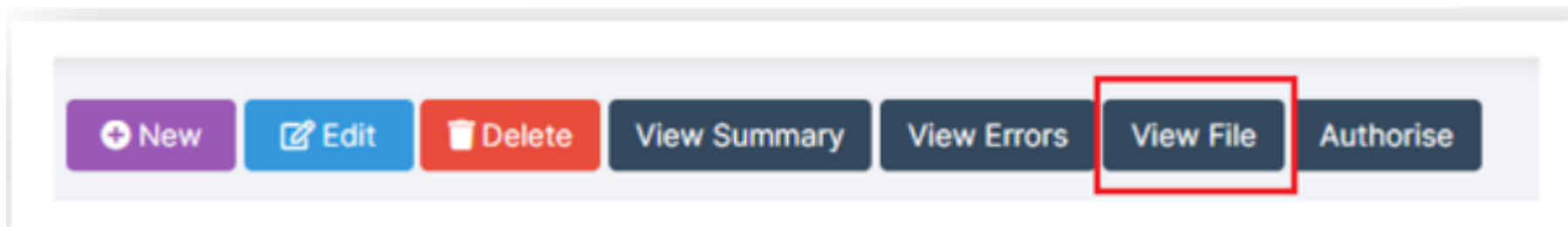
Authorise the return

- 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 30th 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 11th 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
- **Issues with Bromcom - Contact Digital Services**
 - 024 7678 6620 or email schoolsict@coventry.gov.uk

Thank you for your time



ACCREDITED
SUPPORT



Coventry City Council

