

# School Census in Bromcom

**Summer 2025**



# Data Protection Disclaimer

Screenshots used in this presentation  
have been taken from a test system.

People depicted do not exist.

Screen shots are used for illustration purposes only.

# Introduction

- Statutory data collection exercise run by central government with data from schools MIS systems.
- Data collected is determined by central government
- There are three (pupil) censuses each year – **Autumn**, **Spring** and **Summer**, there is also a school workforce census too.
- It is a snapshot of data in your system on census day – along with some historical data from previous periods.
- Different ranges and types of data are collected at each census – but the process to run the census in your MIS is broadly the same each time.
- A wider variety of data is collected in the Spring census.
- MIS providers incorporate changes to data requirements in each census by upgrading their software.

# Today's objectives

- By the end of today's session, you will be able to:
  - Check your data to make sure its ok for census
  - Enter the relevant data for census
  - Start a census return
  - Create and validate your return
  - Correct and validation errors by editing individual pupil records or using the bulk update tool.
  - Authorise your return (a crucial step required to verify your data)
  - Print detailed reports
  - Print a summary of the census

# 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 – **15<sup>th</sup> May 2025**
- Deadline for return to the LA – **23<sup>rd</sup> May 2025**
- Attendance data – **1<sup>st</sup> January 2025 – 20<sup>th</sup> April 2025**
- Exclusions – **1<sup>st</sup> August 2024 – 20<sup>th</sup> April 2025**
- Free School Meal Eligibility – **17<sup>th</sup> January 2025 – 20<sup>th</sup> April 2025**
- AP Placements – **16<sup>th</sup> January 2025 and 14<sup>th</sup> May 2025**
- Funding and Monitoring – **1st August 2024 – 15th May 2025**

# Future Census Dates

Dates for your diary

- Autumn Census – **Thursday 16th October 2025**
- School Workforce Census – **Thursday 6<sup>th</sup> November 2025**
- Spring Census – **Thursday 15<sup>th</sup> January 2026**

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

# Pupils in Scope

- All pupils on the register on census data
- Any additional pupils subject to any type of suspension or permanent exclusion in the previous 2 terms (i.e. Autumn 2024 and Spring 2025)
- Any additional pupils who attended the school in the previous term for which termly attendance data is required (not nursery schools).
- Any additional pupils who attended the school in the previous academic year for which learning aims are submitted (Secondary, All through and AP schools).
- Any additional pupils who had an alternative provision (AP) placement within the collection period (since the last census day) (not nursery schools)
- Any additional pupils who were recorded as in receipt of learner funding and monitoring since the start of the academic year. (not nursery schools)





# If you have already run a dry run....

You will have lots of errors, please create a new census file.

Bromcom installed the last census validation file on 1 May 2025 – therefore if you have run a census before this date you need to do a new one.

# Early Years

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

# Collection of pupil characteristics

- Parents can't opt out of the census
- **Ethnicity, First Language, Service Child Indicator** must always be reported as declared by the parent.
- When collecting these data items from parents/guardians, schools must ensure that parents/guardians are made aware that they can decline to provide these items – where this happens schools should record on their MIS using the **refused** code.

# Expanded Funded Hour

- The 30-Hour Code which is issued to parents when they have successfully applied for the Early Years funding has been changed to Eligibility Code. This Eligibility code is now also applicable for 2-year-olds who have applied for Expanded Hours.
- From April 2024, working parents of 2-year-olds will be able to access 15 hours of free childcare per week (over 38 weeks a year) from the term after their child's 2nd birthday. A new column has been added to the Census Returns for pupils aged 2 at 31/03/2024 and if they have an eligibility code. **Expanded Funded Hours do not apply to 3 or 4-year-olds.**

# Alternative Provision

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

# Known Issues

- There are no known issues currently.

# Resolved Issues

- There are no resolved issues at this time.

# Data Areas to Check



**Bromcom Census**





# Extended Services

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

# Core Details

- Ensure that your childcare services are recorded in the Extended Services module – this is available through **Config > Administration > Core Details**
- Edit any data which has changed.

# Basic Checks

- All students should have a valid **UPN (Unique Pupil Number)**.
- All relevant students should have a **ULN (Unique Learner Number)** are mandatory for students aged 14 and over on census day.
- All students should have a **valid address**.
- Students should have **first language** and **ethnicity entered**.
- All correct students should be admitted.
- Any students who did not attend (any session) but who were admitted should be deleted.
- Leavers should have their date of leaving entered correctly.
- Any students with an exclusion (in the previous 2 terms) should have their data checked and missing items entered.

# Student Browse

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

View New Selections Actions

0 of 365 selected

Search Names

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

UPN	Ethnicity	SEN C
R204639814211		
V830999122012		
W93663980959A		
...		

Search

Select All

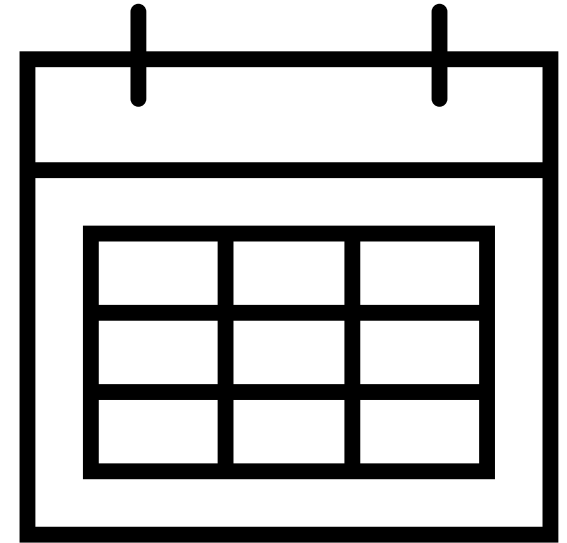
# General Reminder about start dates

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. 15/05/2025.

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

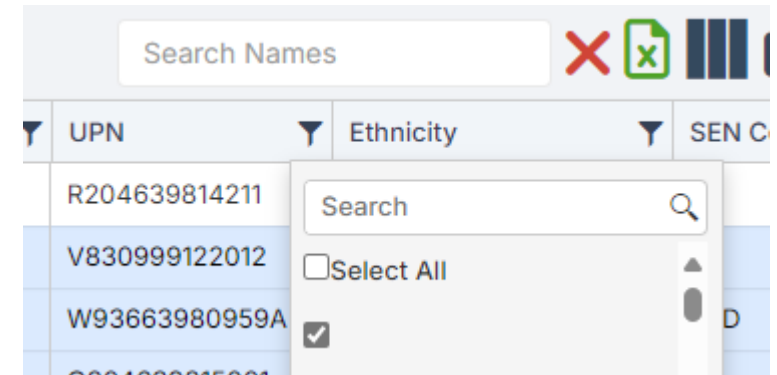


# Adding information in bulk

- 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:** Its 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.



The screenshot shows a software interface for managing pupil data. At the top, there is a 'Search Names' input field with icons for deleting (red X), adding (green X), and viewing (blue bars). Below this is a table with columns for 'UPN', 'Ethnicity', and 'SEN C'. The 'UPN' column contains values like 'R204639814211', 'V830999122012', and 'W93663980959A'. A search filter dropdown is open over the 'UPN' column, showing a 'Search' input, a 'Select All' checkbox, and a checked checkbox below it.

UPN	Ethnicity	SEN C
R204639814211		
V830999122012		
W93663980959A		

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

# Attendance

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

**1<sup>st</sup> January 2025 - 20<sup>th</sup> April 2025**

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



# Attendance Report by Code/Meaning

- Locate 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 for the date ranges
  - i.e. **01/01/2025 - 20/04/2025**
  - Choose the code **N**
  - Run the report again with **Meaning Selected** and choose **Missing Mark**
- Update the attendance through **Modules > Attendance > Manage Attendance**

# Missing Attendance Marks (1)

- Go to Reports > Attendance > Attendance Analysis Exports
- Change the Export drop down to --- Missing AM or PM Marks
  - Enter date range as **01/01/2025 - 20/04/2025**
- Press Export

Export Delete All

Analysis Exports

Module Attendance

Export --- Missing AM or PM Marks as Csv

Export File Label Missing AM or PM Marks ☒ Use Export Name

☐ Exclude following characters from header (& ( ) % \$ | / \ ^)  
☐ Include carriage returns

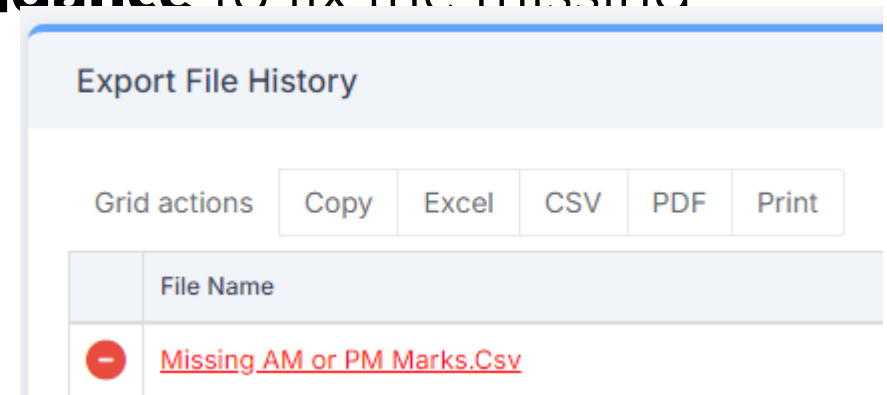
Day Start 01/04/2024 Day End 31/07/2024

# Missing Attendance Marks (2)

- Export appears in the **Export File History** box at the bottom of the screen.
- Click it to export it, **Open in Excel** to see the missing marks.
- You might want to filter the report to make it easier to manage.
- Use **Modules > Attendance > Manage Attendance** to fix the missing marks.



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



# Special Educational Needs

- Check with your SEN Co-Ordinator that all children with a special need are marked as such.
  - All Students with current SEN Provisions should have an SEN record with the code K (SEN Support).
  - Any Students who have transitioned to no longer having any kind of SEN requirement should have their latest record updated to include an N code for No Special Educational Need.
  - Any Student in possession of an SEN Provision (other than N) should also have at least one Need defined.
  - Students with a provision but no specific type of need should be entered with the SEN Type of NSA (SEN Support but no specialist assessment of type of need).
- To update, go to **Pupil Details > Open desired pupil > Special Educational Needs Panel click the + button to add information.**

# Special Educational Needs [2]

- SEN Status (e.g. No SEN, SEN Support (K) or EHCP (code E) is added on the SEN panel.
- Special needs e.g. Type of Need is added on the 'Special Needs' panel.
- Each of these data items requires a start date and end date. If date range does not include census day, they won't show on the census.

The screenshot shows a web form titled "Special Educational Needs" with a close button (X) in the top right corner. Below the title is a tabbed interface with four tabs: "SEN", "Special Needs", "Gifted & Talented", and "Additional Information". The "SEN" tab is currently selected. Under the "SEN" tab, there is a button labeled "Click to Add New SEN". Below this button, there is a text entry field containing the text "Education Health and Care Plan (E) | 08/09/2024". At the bottom right of the form, there is a "Close" button. The form is displayed within a window that has a grey border and a blue header bar.

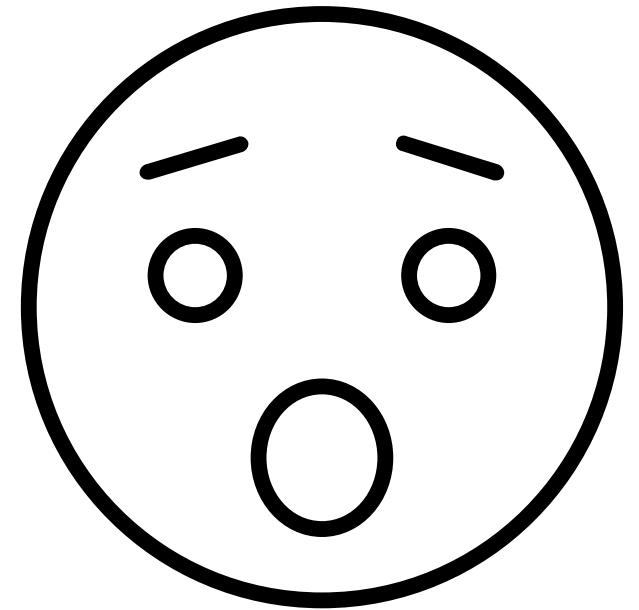
# Dual Registered Pupils

- If you have any dual registered pupils, please ensure that you have recorded their status (and at the other school) as either **Main** or **Subsidiary**
- Attendance for Dual Registered students should only be entered at the Subsidiary school for the sessions they are expected to be attending there.
- The corresponding periods at the **Main** school should be populated with the attendance code **D**
- You can alter the student's enrolment status in **Student Profile > Enrolment, Enrolment Status** Panel

## DUAL REGISTERED PUPILS : A WARNING ABOUT ENROLLMENT STATUS

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

**If you delete an enrollment, it will affect your attendance data and may require a data restore.**



# Free School Meals

- Free school meal information is collected for pupils with the following periods of eligibility
  - Start date is on or before **17/01/2025**
  - End date is either blank or between **17/01/2025 and 15/05/2025**
- Student free school meal information can be edited from the **Student Profile via the Meal & Transport panel > Free School Meals**



FSM  
determines  
the  
deprivation  
element of  
pupil premium

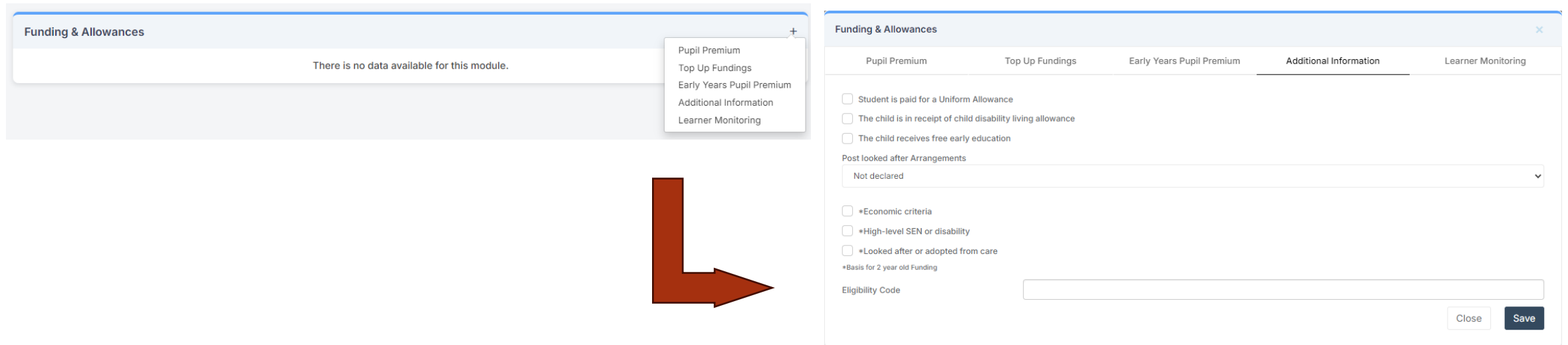


# Early Years Extended Hours

- 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 original 15 hours of free childcare to 30 hours per week.
- Eligibility criteria
  - Parents must obtain a 30-hour 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 (cira £100,000)
- Pupils aged 4 at the start of the academic year are funded as standard pupils and funded hours are no longer relevant.
- For dual registered pupils record the hours spent in education at each school. The main registration records funded hours in education at the main registration, with the subsidiary school recording funded hours in education at the subsidiary registration.

# Eligibility Code

- Eligibility codes can be added via the Student Record
- Student **Profile > Funding & Allowances > Additional Information**



The diagram illustrates the navigation path to the 'Additional Information' tab within the 'Funding & Allowances' module. On the left, a panel titled 'Funding & Allowances' displays the message 'There is no data available for this module.' A dropdown menu is open, listing the following options: Pupil Premium, Top Up Fundings, Early Years Pupil Premium, Additional Information, and Learner Monitoring. A large red arrow points from this menu to the right-hand panel. The right-hand panel, also titled 'Funding & Allowances', shows the 'Additional Information' tab selected. It contains several checkboxes for eligibility 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, there is a text input field for the 'Eligibility Code' and buttons for 'Close' and 'Save'.

**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

☐ 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

# Basis of Funding

- Primary Schools should record these data items for their funding
  - Basis of Funding
  - Receipt of Extended hours
  - 2-Year-old Basis for Funding
  - Disability Funding
- For a student to be correctly in receipt of extended 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 **Disability funding** indicator is derived from students who have a valid check against both of:
  - The child is in receipt of child disability living allowance
  - The child receives free early education

# Disability Access Fund

- Payable as a lump sum once a year and awarded to three- and four-year-olds who meet the following criteria
  - In receipt of disability living allowance (DLA) and they access their entitlement to early learning and childcare, e.g. funded hours
  - Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day
  - Added via **Student Profile > Funding & Allowances > Additional Information**

# Disability Access Fund

Census	Date of birth ranges, school type and pupil national curriculum year group
Summer 2025	9-month-olds to one-year-olds born between 2023-04-01 and 2024-06-30 (inclusive) - all relevant schools and year groups
Summer 2025	2-year-olds born between 2022-04-01 and 2023-03-31 (inclusive) - all relevant schools and year groups
Summer 2025	3-year-olds born between 2020-09-01 and 2022-03-31 (inclusive) - all relevant schools and year groups
Summer 2025	4-year-olds born between 2020-04-01 and 2020-08-31 (inclusive) - for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only

# Alternative Provision (1)

The Alternative Provisions Panel is found in **Students>View Student Details>Enrolment**

- If the school phase is PRU you will see two panels - Alternative Provision and Alternative Provision details. If the school is a mainstream school, you will only see Alternative Provision Detail
- For school collecting Alternative Provision Company Number and Alternative Provision Placement Postcode,
  - 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 (2)

Alternative Provision module for placements arranged by schools (all schools)

- Alternative provision placement URN: records the URN, where available, of establishment within which the pupil has taken up an alternative provision placement.
- Alternative provision placement UKPRN: records the UKPRN, where available, of establishment within which the pupil has taken up an alternative provision placement.
- Alternative provision placement type of setting: records, where neither the URN nor UKPRN are available, the type of setting within which the pupil has taken up an alternative provision placement

# Alternative Provision (3)

- You MUST only return ONE of the AP Identifiers: URN, UKPRN or Type of Setting. The system process has been designed to assist with this. Use the Search to add a School which will automatically add the URN, alternatively select Unknown School within the Available Schools search panel. You will be returned to the panel where the School name can be added manually and the UKPRN may be added in the field provided, whereupon the Type of Setting will disappear. Finally, if no URN or UKPRN is available, add the Type of Setting from the dropdown selector plus the company house number and postcode.
- Alternative provision placement reason: records, for school commissioned placements, the main or primary reason why the AP was arranged.
- Alternative provision placement date of entry: records the pupil's entry date into alternative provision.
- Alternative provision placement SEN provision on entry: records SEN provision at the time of entry into alternative provision.

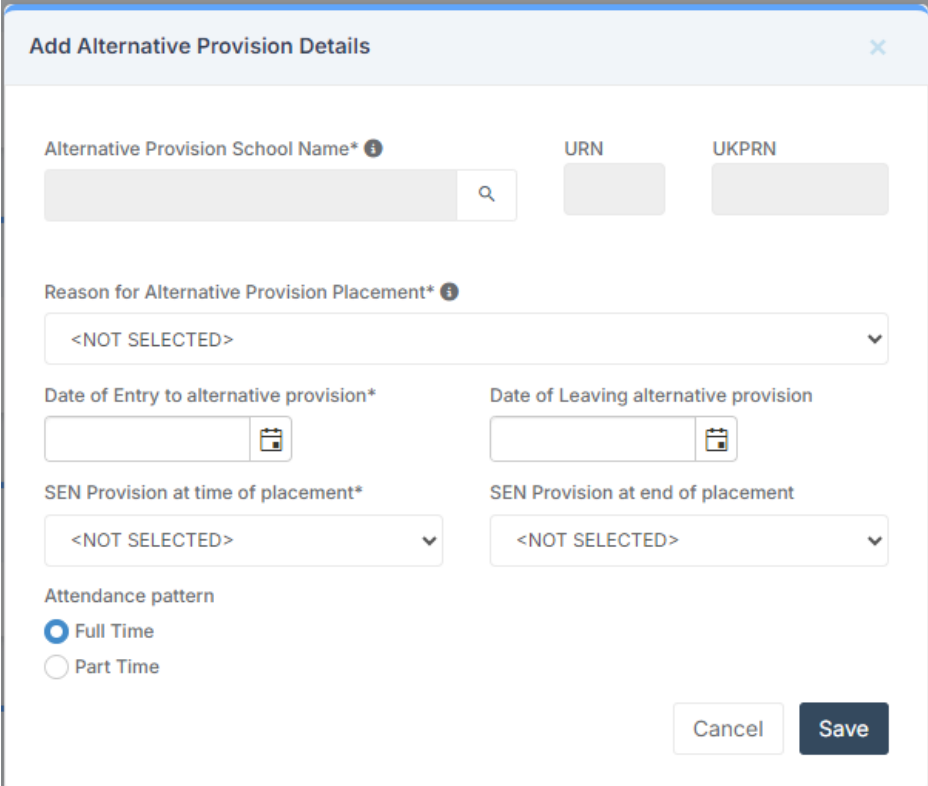


# Alternative Provision (4)

- Alternative provision placement date of leaving: records the date the pupil leaves alternative provision (where applicable).
- Alternative provision placement SEN provision on leaving: records SEN provision at the time of leaving alternative provision (where applicable).
- Alternative provision placement Attendance pattern: records the pupil's planned attendance pattern at the alternative provision provider.
- Alternative provision placement sessions per week: records, where the pupil's attendance pattern is part time, the pupil's planned number of sessions per week

# Adding Alternative Provision

- Student **Details > Enrolment > Alternative** provision
- You'll need to choose the school. If the school does not exist use the Unknown school button. This is shown at the bottom right side of the School Search window.
- You can get details of schools from the **Get Information About Schools** (GIAS) website.



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 options:

- 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.

# 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**

# Top Up Funding Indicator

- This is a true/false flag to indicate those pupils on roll for whom the school receives, on census day, high-needs top-up funding – either from a local authority or, in the case of a PRU or AP, a local authority or another school.
- Usually, but not always, the pupils for whom a primary or secondary mainstream school receives top-up funding are those with an education, health and care (EHC) plan.
- Top up funding indicator can be added via **Pupil Profile > Funding & Allowances + Top Up Fundings**

# Part Time Indicator

- Collected for on and off roll pupils
- A pupil is considered part time if they attend school for 9 or less sessions each week. It does not indicate that a pupil is part-time at one or more establishments.
- For children in receipt of funded early education a child should only be recorded as full time where they attend education for 10 sessions a week, irrespective of the number of funded or extended childcare hours.
- Compulsory school-age pupils on a part-time timetable are recorded as full-time with the appropriate absence code used for the sessions they do not attend.

# Funding and Monitoring

- For the 2024 to 2025 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.**

# Adding FAM (Funding and Monitoring)

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

Student Details

Alwadi, Dina

Previous Next CTF Export Quick Letter Send SMS/Email

**Funding & Allowances**

Alwadi Dina

Sex: Female Preferred Prouness: N/A Date of Birth: 19/07/2008 Age: 16y 1m Year Group: null Admission No.: S0305A UPRN: LK30999117066

07000746149

146, Worsley Bridge Road, London, Lower Sydenham, SE26 6BS

Non FSM Summer Born 85 or Below

Funding & Allowances

There is no data available for this module.

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

Funding & Allowances

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

Learner Funding and Monitoring ⓘ

In receipt of National Tutoring Programme (NTP) ▼

In receipt of National Tutoring Programme (NTP)  
Learner in receipt of 16-19 tuition fund  
Learner repeating up to one year of 16-19 funded provision

Start Date\* 31/12/0000

End Date 31/07/00-1

January to May Census 0

Total Hours This Year 0

Cancel Save

# Post Looked After

This affects  
your  
funding.

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

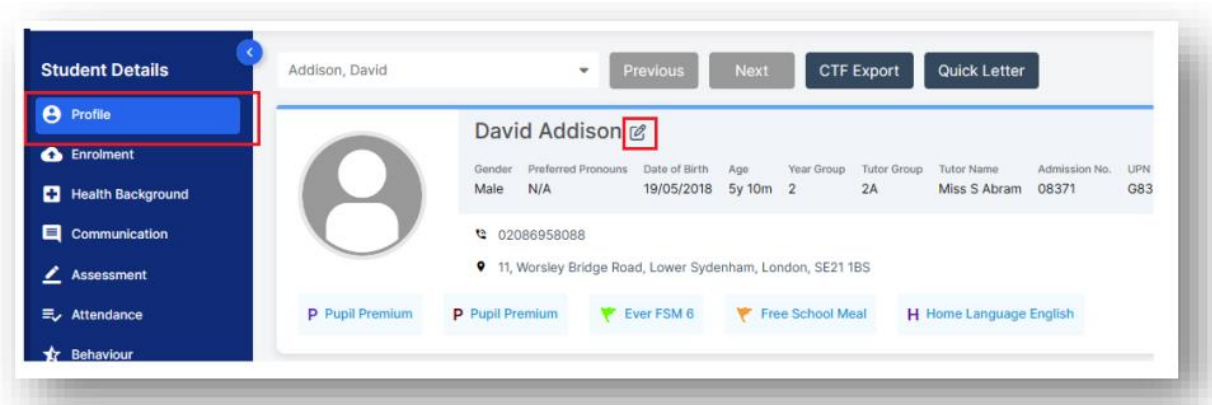
The screenshot shows the 'Student Details' page for a student named David Addison. On the left is a dark blue sidebar with a 'Profile' button highlighted by a red box. The main area shows the student's name 'David Addison' with an edit icon (pencil) next to it, also highlighted by a red box. Below the name is a table of personal details: 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), and UPN (G83). Below the table are several status tags: Pupil Premium, Ever FSM 6, Free School Meal, and Home Language English.

This screenshot shows the 'Additional Details' tab of the 'Student Details' form. The 'Additional Details' tab is highlighted with a red box. The form contains several dropdown menus for selection: 'Pref. Learning Style' (set to '<NOT SELECTED>'), 'National Curriculum' (set to '<NOT SELECTED>'), 'Pref. Name Order' (set to 'First Name, Last Name'), 'Formal Name Order' (set to 'First Name, Last Name'), 'Youth Support Services Agreement' (set to 'Unsought'), 'Service Children In Education' (set to '<NOT SELECTED>'), 'Young Carer Indicator' (set to 'Not declared'), and 'Source Of Service Children In Education' (set to '<NOT SELECTED>'). Below these are fields for 'Family Structure' (set to 'Unknown'), 'Parental Salutation' (set to 'Ms Addison'), and 'Parental Addressee' (set to 'Ms C N Addison'). A section titled 'Post Looked After Arrangements\*' is highlighted with a red box. It contains a dropdown menu set to 'Not declared' and a list of options: '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)', and 'Ceased to be looked after through adoption from state care outside of England and Wales'. There is also a checkbox for 'Child Protection Plan'. At the bottom right, there are 'Close' and 'Save' buttons, with the 'Save' button highlighted by a red box.

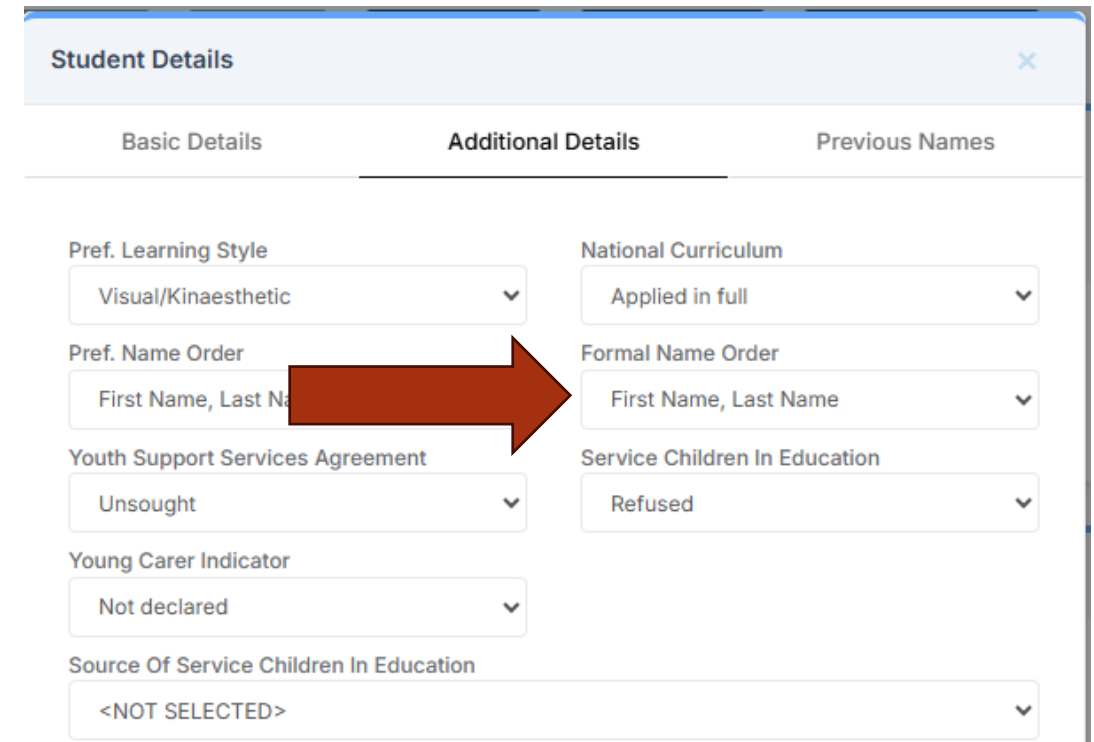


# Service Children Indicator

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



The screenshot shows the 'Student Details' page. On the left, a sidebar contains a list of tabs: Profile, Enrolment, Health Background, Communication, Assessment, Attendance, and Behaviour. The 'Profile' tab is highlighted with a red box. The main content area shows the student's name 'Addison, David' at the top, followed by a dropdown menu and buttons for 'Previous', 'Next', 'CTF Export', and 'Quick Letter'. Below this, the student's name 'David Addison' is displayed with an edit icon (pencil) next to it, which is also highlighted with a red box. A table of student details follows, including 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), and UPN (G83). Below the table, there are icons for Pupil Premium, Ever FSM 6, Free School Meal, and Home Language English.



The screenshot shows the 'Additional Details' tab of the 'Student Details' form. The form is divided into three sections: Basic Details, Additional Details, and Previous Names. The 'Additional Details' section contains several dropdown menus: '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), and 'Source Of Service Children In Education' (<NOT SELECTED>). A large red arrow points from the 'Pref. Name Order' dropdown to the 'Formal Name Order' dropdown.

# Pupil Premium

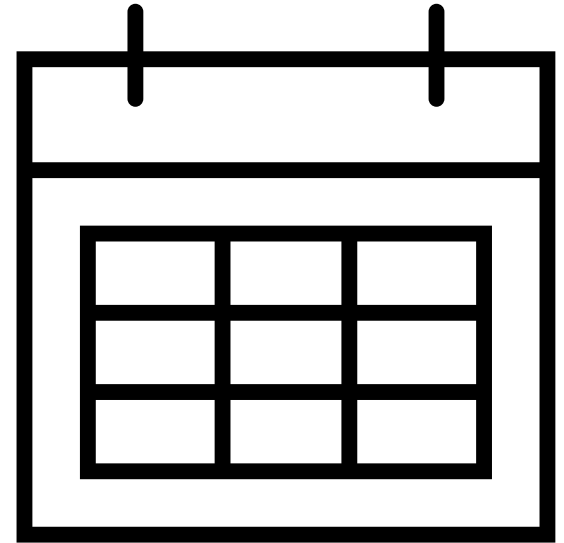
- To see a list of PP children you can do this by adding the additional data column for Pupil Premium to the student details screen.
- You can't enter pupil premium status flag yourself, Bromcom calculates this based on other data entered using this criteria.
- **Note: Bromcom recalculates this flag every evening.**
  1. Any entry against 'Post Looked After Arrangements'
  2. Ever 6
  3. Free School Meals Eligibility is yes (this also triggers the Ever6 flag)
  4. Member of armed forces - marked against a Parental Contact
  5. Service Children in Education ticked
  6. Anything entered against Pupil Premium Type within Funding & Allowances.

# Suspensions & Permanent Exclusions

- Exclusions are collected for the previous two terms.
- Exclusion data is required for **01/08/2024 - 20/04/2025**
- You can add exclusions through Student Profile, **Behaviour > Exclusions**
- Permanent Exclusions **MUST** have **the governor's decision** and **date decision** notified completed
- See for detailed information on how to add an exclusion  
<https://docs.bromcom.com/knowledge-base/how-to-add-exclusions-to-a-student/>

## Exclusions, a reminder

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



# Youth Support Services Indicator

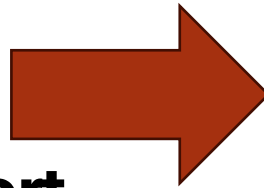
- **This is for PRU, AP, Special and Secondary Schools Only**
- There is a legal requirement under the Education and Skills Act 2008 for schools to pass information on request to the youth support service for pupils in or approaching the age of 13.
- Parents – or pupils themselves, if aged 16 or over – have the right to object to any information (over and above name, address and date of birth) being shared with the local authority or provider of youth support services. As part of a school's privacy notice, you must advise parents and pupils of their right to object.

# Youth Support Services Indicator [2]

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

# Youth Support Services Indicator [3]

- Go to the Student's Profile, and hover over the name and click the edit.
- Select **Additional Details**
- Complete the **Youth Support Services Agreement** box

A screenshot of a web form titled 'Student Details' with a close button (X) in the top right corner. The form has three tabs: 'Basic Details', 'Additional Details' (which is selected and underlined), and 'Previous Names'. Under the 'Additional Details' tab, there are several dropdown menus arranged in two columns. The left column contains: 'Pref. Learning Style' (set to 'Visual/Kinaesthetic'), 'Pref. Name Order' (set to 'First Name, Last Name'), 'Youth Support Services Agreement' (set to 'Unsought'), 'Young Carer Indicator' (set to 'Not declared'), and 'Source Of Service Children In Education' (set to '<NOT SELECTED>'). The right column contains: 'National Curriculum' (set to 'Applied in full'), 'Formal Name Order' (set to 'First Name, Last Name'), and 'Service Children In Education' (set to 'Refused').

Student Details		
Basic Details	Additional Details	Previous Names
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>		



# Learner Support Code

- **This is for PRU, AP, Special and Secondary Schools Only**
- The learner support code indicates the type of financial support awarded to pupils beyond compulsory school leaving age at any point in the academic year of the school census.
- There are 2 types of 16 to 19 bursary fund support:
  - a vulnerable bursary of up to £1,200 a year for young people in one of the designated vulnerable groups (code '55')
  - discretionary bursaries which institutions award to meet individual needs - for example, help with the cost of transport, meals, books and equipment (code '56')

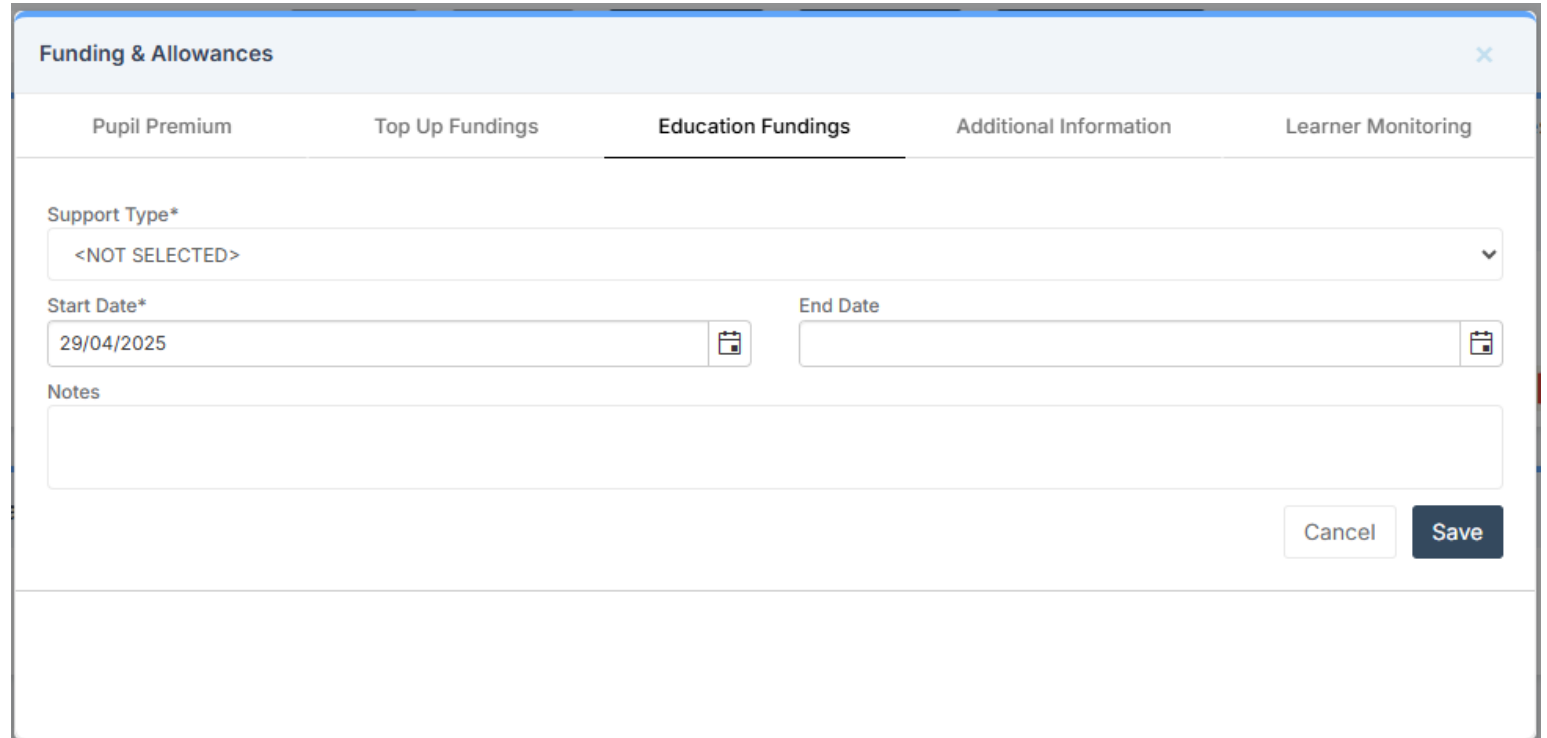


# Learner Support Code [2]

- The learner support code is collected for all pupils who have been awarded bursary funding in the current academic year. This may include pupils who have left the school since the start of the academic year. For dual-registered pupils, the school holding the main registration for the pupil is responsible for awarding the bursary fund and return the required data.
- Further information is here <https://www.gov.uk/guidance/complete-the-school-census/data-items-2024-to-2025>

# Learner Support Code [3]

- This is entered via the student profile, go to Funding & Allowances, click the + to add a new one.
- Choose the support type from the drop down and enter the start and end date.
- Click **Save** when done.



The screenshot shows a web form titled "Funding & Allowances" with a close button (X) in the top right corner. The form has five tabs: "Pupil Premium", "Top Up Fundings", "Education Fundings" (which is the active tab), "Additional Information", and "Learner Monitoring". Below the tabs, there is a "Support Type\*" dropdown menu currently showing "<NOT SELECTED>". Below this are two date fields: "Start Date\*" with the value "29/04/2025" and a calendar icon, and "End Date" which is empty with a calendar icon. Below the date fields is a "Notes" text area. At the bottom right of the form are two buttons: "Cancel" and "Save".

# Alternative Provision (PRU ONLY)

- In the summer census, the following data items need to be returned by PRUs only
  - Alternative Provision Previous URN
  - Alternative Provision Placement Reason
  - Alternative Provisions SEN at Date of Entry

# 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 Date: 15/05/2025

Title: 2025 Summer-001

Attendance Includes: 01/01/2025 through to 20/04/2025

Exclusions include from: 01/08/2024 through to 20/04/2025

FSM Start from: 17/01/2025 through to 15/05/2025

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

### School Details

School name: Bromcom Primary School

LA: DERBYSHIRE COUNTY COUNCIL LA ID: 830 Estab. No.: 9991

Address: 1, Worsley Bridge Road, London, Lower Sydenham, SE21 1BS

Telephone: 02082907802 Fax Number: 02082905614

E-mail: email76@bromcomcloud.com

School Phase: Primary NC Year Range: E2 to 6

Intake: Religious School Sex of Initial Intake: Coeducational

Governance: Voluntary Aided Type of School: Infant and Junior school, 5-11

[Refresh](#) [Edit](#) [Edit](#)

# 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 information is added into the **Schools Details** panel

# 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>

# Pupil Reconciliation : Funded Hours

- This deals with students who are 2, 3 or 4 years of age on 31<sup>st</sup> August 1 year ago. 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

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

Grid actions

Pupil Name	Age	Date Of Birth	Funded Hours	Hours at Setting	Extended Childcare Hours	Expanded Hours
------------	-----	---------------	--------------	------------------	--------------------------	----------------

### Update Funded Hours

Apply Funded Hours

0.00

Hours at Setting

0.00

Extended Hours

0.00

Expanded Hours

0.00

Age

-



# Funded Hours (1)

- The following data is collected:
  - **Funded Hours** - Funded Hours are the total number of free childcare hours that a child receives.
  - **Hours at Setting** - Hours at setting include funded hours plus any additional hours funded by other means.
  - **Extended Childcare Hours** - up to 15 additional hours for 3- and 4-year-olds of working parents with a valid eligibility code (funded by the LA).
  - **Expanded Hours** - up to 15 hours for 9 months-2-year-olds of working parents with a valid eligibility code (funded by the LA).
- **2 Year Olds** - Funded Hours + Expanded Hours MUST equal Hours at Setting
- **3- & 4-Year Olds** - Funded + Extended Childcare Hours MUST equal Hours at Setting

# Funded Hours (2)

- Funded early years entitlement hours are collected for eligible pupils aged 2, 3 and 4 in nursery provision.
- All children become eligible for funded early education from the term following their third birthday.
- 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>Summer 2025</b>	2- and 3-year-olds born between 2020-09-01 and 2023-03-31 (inclusive) - all relevant schools and year groups	15 hours
<b>Summer 2025</b>	4-year-olds born between 2020-04-01 and 2020-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15 hours

# Funded Expanded Entitlement Hours (1)

- Expanded funded entitlement hours are collected for 9-month-olds to 2-year-olds with working parents (where the parent has an eligibility code), who are in education provision (that is, following the learning and development requirements of the early years foundation stage) at the school and on roll on census day.
- In some circumstances, 2-year-olds may be eligible for both the 15-hour entitlement for disadvantaged 2-year-olds and the expanded entitlement but **can only take up one of these entitlements**. In those circumstances, children should be recorded against the disadvantaged entitlement (funded hours). **Basis for funding.**

# Funded Expanded Entitlement Hours (2)

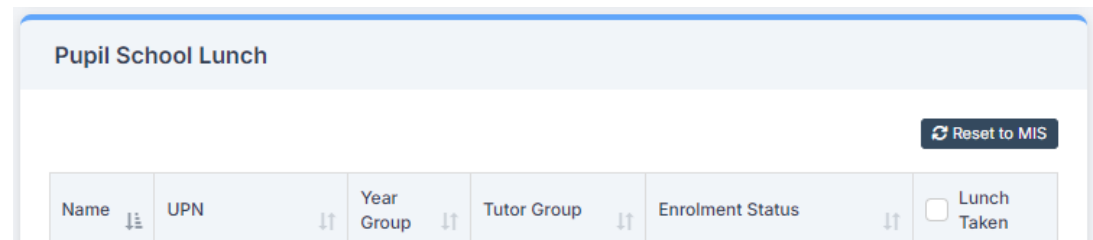
Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
<b>Summer 2025</b>	3-year-olds born between 2020-09-01 and 2022-03-31 (inclusive) with an eligibility code - all relevant schools and year groups	15 funded universal free entitlement hours + 15 extended free entitlement hours equals 30 hours
<b>Summer 2025</b>	4-year-olds born between 2020-04-01 and 2020-08-31 (inclusive) 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

# Stretched Funded Hours

- All cases of funded universal or extended entitlement should be recorded as 38 weeks, regardless of whether they are stretched or not.
- Where a child takes the full funded universal or extended entitlement (570 hours for each entitlement), this should be reported as 15 funded universal hours, extended hours or expanded hours irrespective of how many weeks of the year over which the entitlement is spread.
- However, where a child takes only part of the funded universal or extended entitlement a conversion is required to calculate how many hours, they take over the year.
- For example, a child takes 11 hours a week over 45 weeks in the year, totalling 495 hours. To convert the funded universal or extended entitlement to the number of hours a child would attend each week if they were taking it over 38 weeks, divide 495 by 38 to get 13.03 hours.

# Pupil School Lunch

- This panel records which students in R, Y1 and Y2 took a school meal on census day.
- You can pull this information through from the MIS if you have confirmed your dinners in the system. Otherwise, you can enter this information manually by ticking each student that took a meal on that date.
- Click **Reset to MIS** to populate the information from the MIS



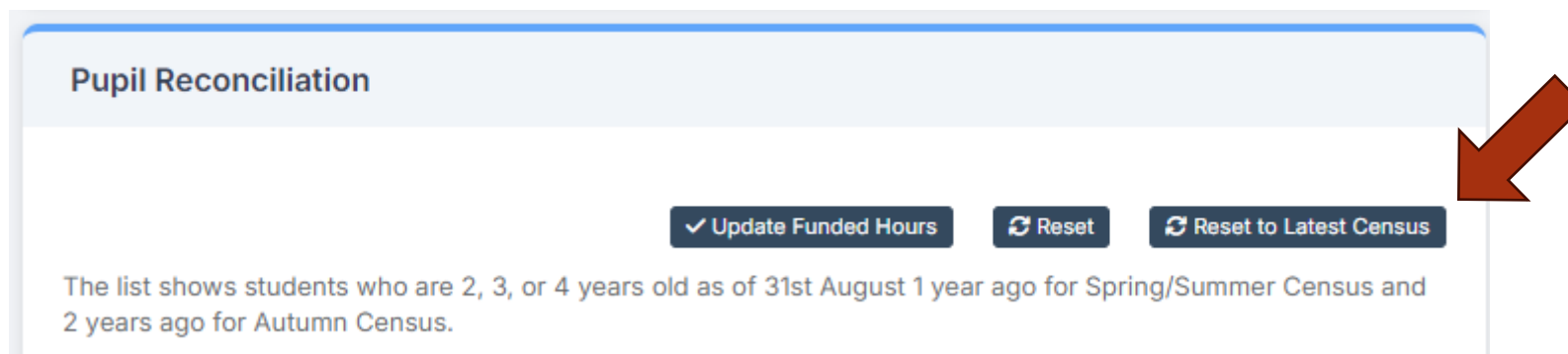
Pupil School Lunch

[Reset to MIS](#)

Name	UPN	Year Group	Tutor Group	Enrolment Status	<input type="checkbox"/> Lunch Taken
------	-----	------------	-------------	------------------	--------------------------------------

# 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.





# Validate the census

- Once you have entered the information into the panels click **Save and Validate** This may take a while.
- You'll be taken to a list of returns you have created. You should work on the most recent return.

+ New

Edit

Delete

View Summary

View Errors

View File

Authorise

TermAutumnYear2024

School Census

Select a return and then click the required action button

Return	By	Date Generated	Date Validated	Errors	Queries	Authorised	Date Authorised
2024 Autumn-001	D Admin	23/09/2024	23/09/2024	47	415	No	

# 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.

Go

School Census

Year 

2025

 Census 

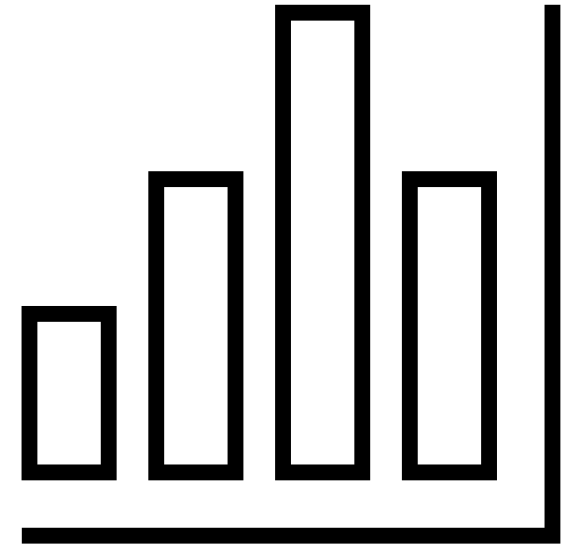
Summer

Select a return and then click the required action button

Return	Date Generated	By	Errors	Authorised	Date Authorised
2025 Summer-001	29/04/2025	O Burnett	126	No	

## Census Reports : Important Note

- The Census reports contain the data that is part of your census - i.e. it is the data from the census reference date. This means its not entirely live data.
- Running the reports and saving them is a good idea as you will have a reference of what data the DfE have received in case of any issues later down the line.



# Errors vs Queries

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

# Dealing with errors & queries (1)

- Click the return and click **View Errors**, make a note of the error and click the **magnifying glass** to open the affected record to fix it.
- From the list of errors, you can sort the list by each column heading.
- 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).

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.
- Don't be alarmed if more errors appear, this is normal.
- You should deal with all your errors and as many queries as possible.
- **Remember:** The errors and queries screen can only do so much; these errors and queries may not alert you to data you have haven't entered (missing pupils) or if there is too much data (e.g. pupils that shouldn't be on roll).

# Authorise the Return



**Using Bromcom**



# Authorise the return

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



# Upload the return

- Once authorised, click the return and click **View File** this will download the file to your machine.
- The file name will be in the formation
  - **3314567\_SC3\_331LL24\_001.XML**
    - Where 3314567 is your school's DfE number
- You should now upload this file to COLLECT.
- You can only upload .XML files to collect, don't try to upload any other file.

# Deadline

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

**Friday 23<sup>rd</sup> May 2025**

- This is to enable the LA to undertake checks on your data prior to final submission to the DfE.
- Academy schools must have uploaded your file to collect by  
**Wednesday 12 June 2025**

# Any Questions?



# Further guidance & Help

- **DfE Guidance - complete the school census**
  - <https://www.gov.uk/guidance/complete-the-school-census>
- **DfE Guidance - Generate and submit the return**
  - <https://www.gov.uk/guidance/complete-the-school-census/submit-your-data>
- **Data Queries - Contact Data Team**
  - [datateam.pd@coventry.gov.uk](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

