

School Census in Bromcom

Summer 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 21st May 2026**
- Deadline for return to the LA (maintained schools) - **Friday 5th June 2026**
- Attendance data - **01/01/2026 - 05/04/2026** (not applicable to Nursery schools)
- Exclusions - **01/08/2025 to 05/04/2026** (not applicable to Nursery schools)
- Free School Meal Eligibility - **16/01/2026 to 21/05/2026**
- AP Placements - **15/01/2026 - 21/05/2026** (not applicable to Nursery schools)
- Funding and Monitoring - **01/08/2025 to 21/05/2026** (not applicable to Nursery schools)
- Learner Support (Secondary Only) - **01/08/2025 to 21/05/2026**

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. Autumn 2025 and Spring 2026)
- 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)

New & Discontinued Data Items

- There are no new or discontinued data items for Summer 2026

Resolved Issues

- Error code 2500 triggering incorrectly for students who started at your school after 05/04/2026 and were aged between 4 and 15 (inclusive) on 31/08/2025.
- Query code 1881Q triggering incorrectly for students who started at your school after 05/04/2026 and were aged between 4 and 15 (inclusive) on 31/08/2025.
- Error code 2520 triggering incorrectly for students, stating that they have greater than 150 possible attendance sessions, when they do not.

Resolved Issues (2)

- There was also an issue with which students were being recorded with Extended Hours within the Summer 2026 Census file created on Bromcom
 - Students aged 9 months to 2 years old as of 31/08/2025 are incorrectly being recorded as having Extended Hours, as a result of the tag being returned for them in census file by the Bromcom MIS.
 - Students aged 3 to 4 years old as of 31/08/2025 are incorrectly being recorded as having Expanded Hours, as a result of the tag being returned for them in census file by the Bromcom MIS.

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**

- **National Curriculum Year Range**

- **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.

Attendance

Summer Census looks back at Attendance data from the Start of the Spring Term:

1st January 2026 - 5th April 2026

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. **01/01/2026 to 05/04/2026** (you may need to adjust to the term dates which cover this period)
 - Choose the code **N**
 - Select the box for a Detailed Breakdown
 - You could also tick to include contact (useful if you are going to need to make phone calls home to find out the reason)
 - 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 Richard Ahmad. The left sidebar contains a navigation menu with 'Profile' highlighted. The main content area shows the student's profile information, including a dropdown menu for 'Ethnicity, Religion & Language'. Below this, the 'Ethnicity & Religion' section is expanded, showing the following data:

| Ethnicity & Religion | | |
|----------------------|------------------|-------------|
| Ethnicity | Country of Birth | Nationality |
| Black - African | United Kingdom | |
| Religion | | |
| Christian | | |
| First Language | Second Language | EAL |
| 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**

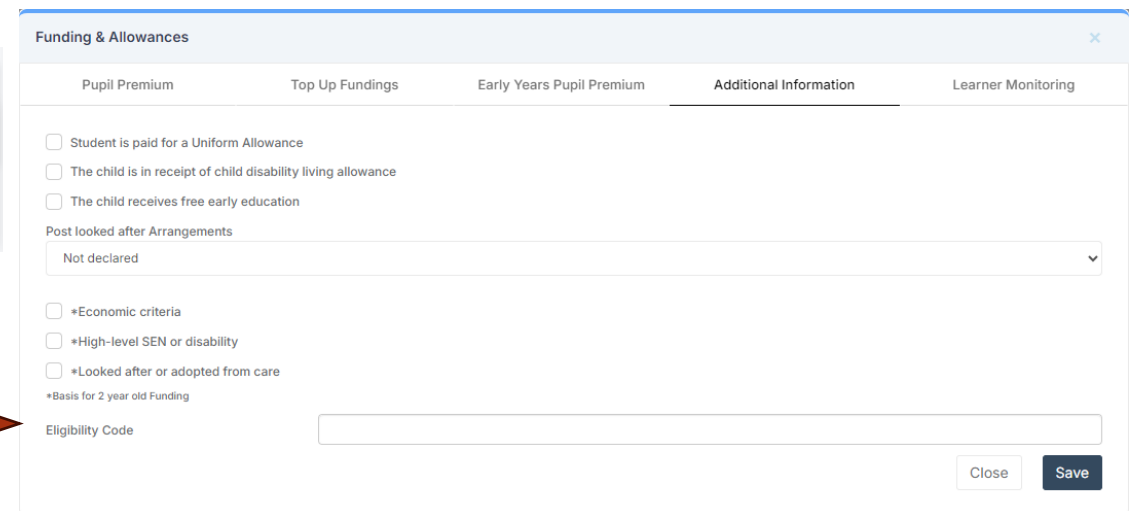
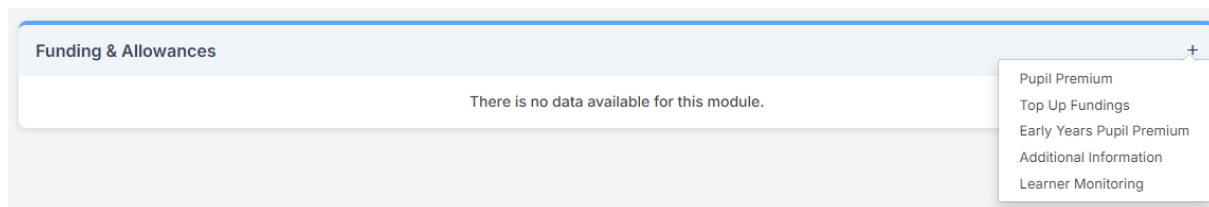
This affects your funding

The screenshot shows a student profile for David Addison. The 'Funding & Allowances' section is highlighted with a red box. Below this, a dropdown menu is open, showing options: Pupil Premium, Top Up Fundings, Education Fundings, Additional Information, and Learner Monitoring. The 'Learner Monitoring' option is selected and highlighted in blue. Below the dropdown, there is a form for 'Learner Funding and Monitoring' with a dropdown menu set to 'In receipt of Tutoring', a 'Start Date*' field set to '01/09/2024', and an 'End Date' field set to '31/07/2025'. There are 'Cancel' and 'Save' buttons 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:

A screenshot of the "Funding & Allowances" panel with the "Additional Information" tab selected. The panel contains several checkboxes and a dropdown menu. The checkboxes are: "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". The dropdown menu is labeled "Post looked after Arrangements" and has "Not declared" selected. Below these is a text input field labeled "Eligibility Code" with a placeholder for a 11-digit code. At the bottom right, there are "Close" and "Save" buttons.

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 corner. The form has five tabs: 'Pupil Premium', 'Top Up Fundings', 'Early Years Pupil Premium', 'Additional Information' (which is selected), and 'Learner Monitoring'. Under the 'Additional Information' tab, there are several checkboxes and a dropdown menu:

- Student is paid for a Uniform Allowance
- The child is in receipt of child disability living allowance
- The child receives free Early Learning for 2 Year Olds
- Economic criteria
- High-level SEN or disability
- Looked after or adopted from care

There is also a dropdown menu for 'Post looked after Arrangements' with 'Not declared' selected. Below that is an 'Eligibility Code' field with an information icon (i) and a text input box. At the bottom right, there 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 a web form titled "Funding & Allowances" with a tab for "Early Years Pupil Premium". The form includes a dropdown menu for "Receipt Reason*" with options: "<NOT SELECTED>", "Receipt both reasons", "Receipt other known reason", "Receipt through economic criteria", and "Receipt unknown basis". It also has "Start Date*" (01/04/2025) and "End Date" (31/03/2026) fields with calendar icons. "Cancel" and "Save" buttons are at the bottom right.

The screenshot shows a "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 15/09/2025 and the "End Date" is empty. At the bottom are "Update", "Review", and "Close" buttons.

Disability Access Funding (DAF)

The screenshot shows a web form titled 'Funding & Allowances' with a close button (X) in the top right corner. The form has six tabs: 'Pupil Premium', 'Top Up Fundings', 'Education Fundings', 'Early Years Pupil Premium', 'Additional Information' (which is selected), and 'Learner Monitoring'. Under the 'Additional Information' tab, there are several checkboxes and a dropdown menu. The checkboxes are: 'Student is paid for a Uniform Allowance' (unchecked), 'The child is in receipt of child disability living allowance' (checked), 'The child receives free Early Learning for 2 Year Olds' (unchecked), 'Economic criteria' (unchecked), 'High-level SEN or disability' (unchecked), and 'Looked after or adopted from care' (unchecked). Below these is a dropdown menu for 'Post looked after Arrangements' with 'Not declared' selected. At the bottom left is an 'Eligibility Code' field with a help icon. At the bottom right are 'Close' and 'Save' buttons.

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 |
|--------------------|---|
| Summer 2026 | 9-month-olds to one-year-olds born between 2024-04-01 and 2025-06-30 (inclusive) - all relevant schools and year groups |
| Summer 2026 | 2-year-olds born between 2023-04-01 and 2024-03-31 (inclusive) - all relevant schools and year groups |
| Summer 2026 | 3-year-olds born between 2021-09-01 and 2023-03-31 (inclusive) - all relevant schools and year groups |
| Summer 2026 | 4-year-olds born between 2021-04-01 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 **21/05/2026**
 - End date is either blank or between **16/01/2026 and 21/05/2026**
- 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

Free School Meal Eligibility

- Check your FSM list from the LA and ensure all eligible children have the correct dates entered
- 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, please email [**Freeschoolmeals@Coventry.gov.uk**](mailto:Freeschoolmeals@Coventry.gov.uk) and quote in the subject Administration Service & confirm the school you are emailing from so this can be sent to the relevant area.

FSM: No recourse to public funds

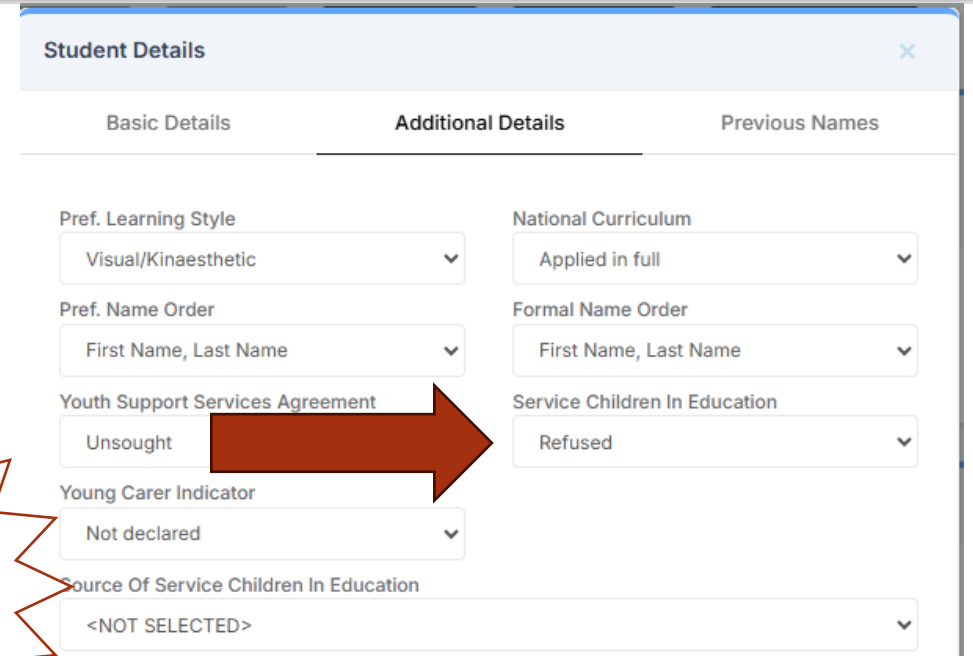
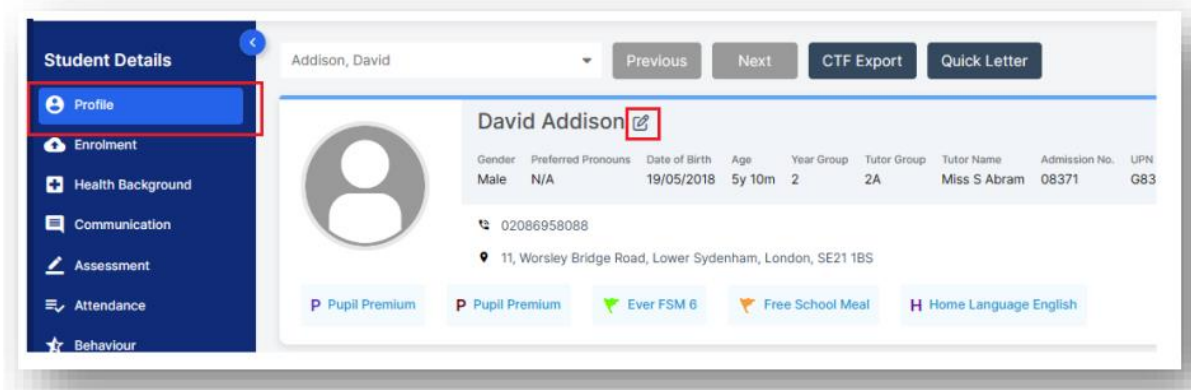
- Since April 2022, free school meal eligibility was permanently extended to children from all groups with **no recourse to public funds** (NRPF), subject to the following income thresholds where applicable:
 - £22,700 per annum for families outside London with one child
 - £31,200 per annum for families 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](#)

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. Select **Additional Details**

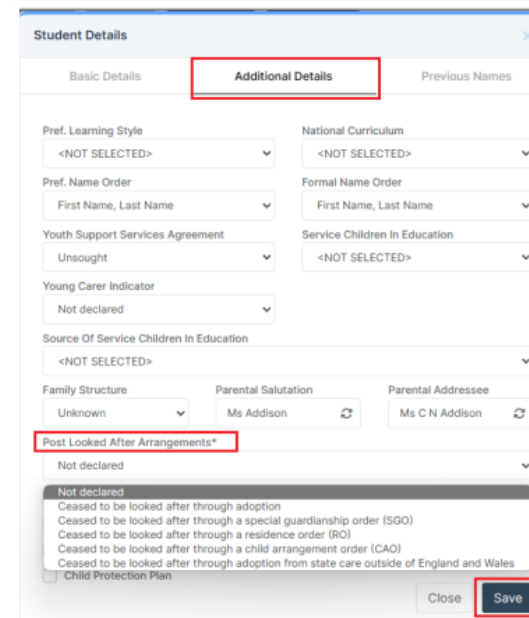
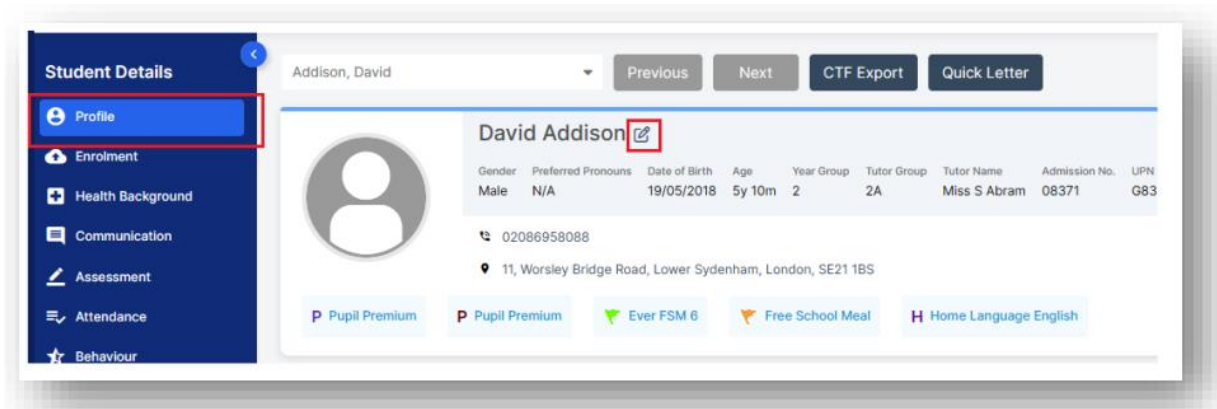


This affects your funding

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.



Student Details

Basic Details **Additional Details** Previous Names

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

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

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

Young Carer Indicator: Not declared

Source Of Service Children In Education: <NOT SELECTED>


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

Post Looked After Arrangements*
Not declared
Not declared
Ceased to be looked after through adoption
Ceased to be looked after through a special guardianship order (SGO)
Ceased to be looked after through a residence order (RO)
Ceased to be looked after through a child arrangement order (CAO)
Ceased to be looked after through adoption from state care outside of England and Wales
 Child Protection Plan

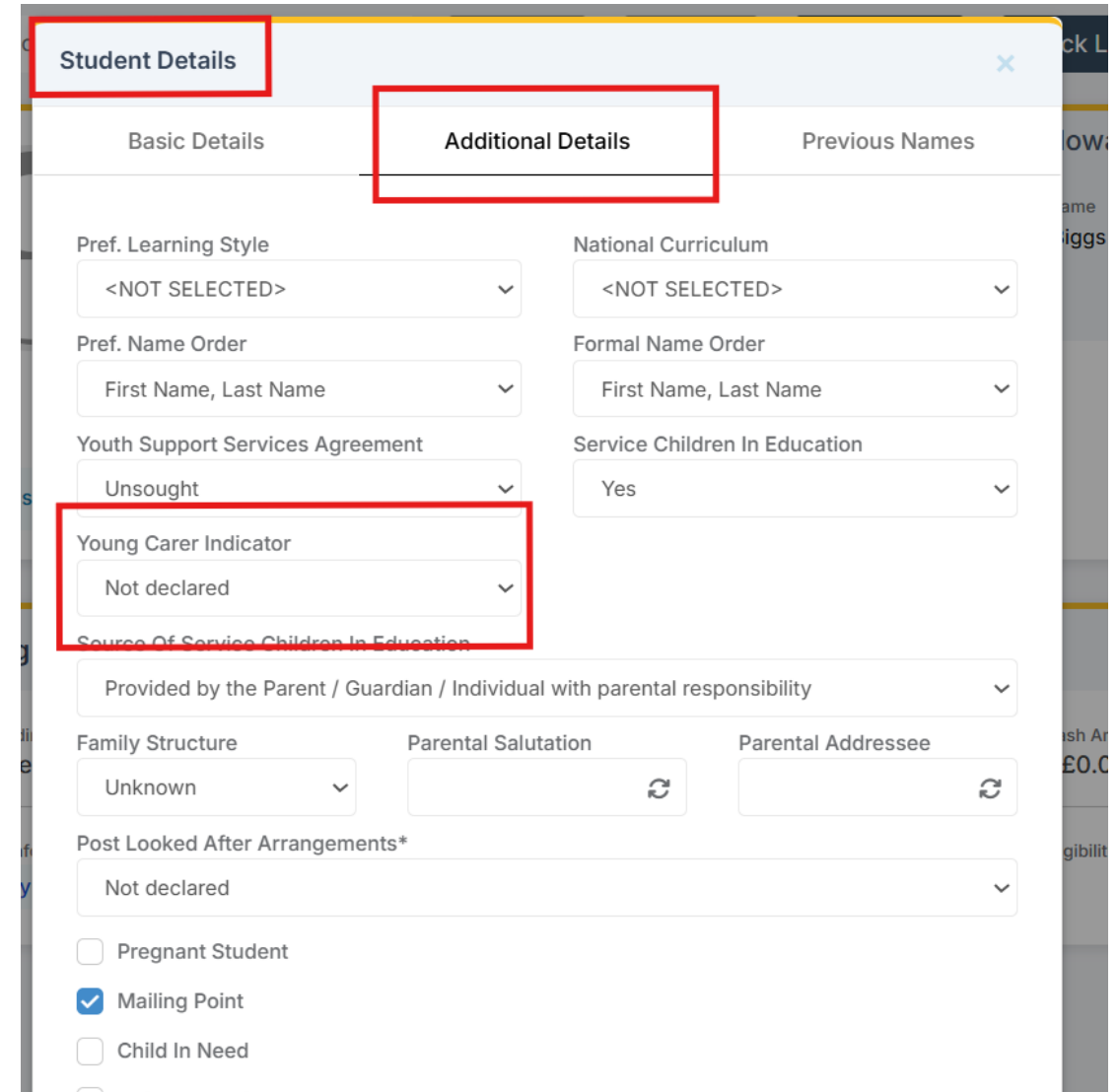
Close Save



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 the 'Student Details' form with the 'Additional Details' tab selected. The 'Young Carer Indicator' dropdown is highlighted with a red box, showing 'Not declared' as the selected option. Other visible fields 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*'. There are also checkboxes for 'Pregnant Student', 'Mailing Point', and 'Child In Need'.

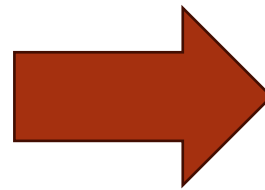
Youth Support Services Indicator [2]

- 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

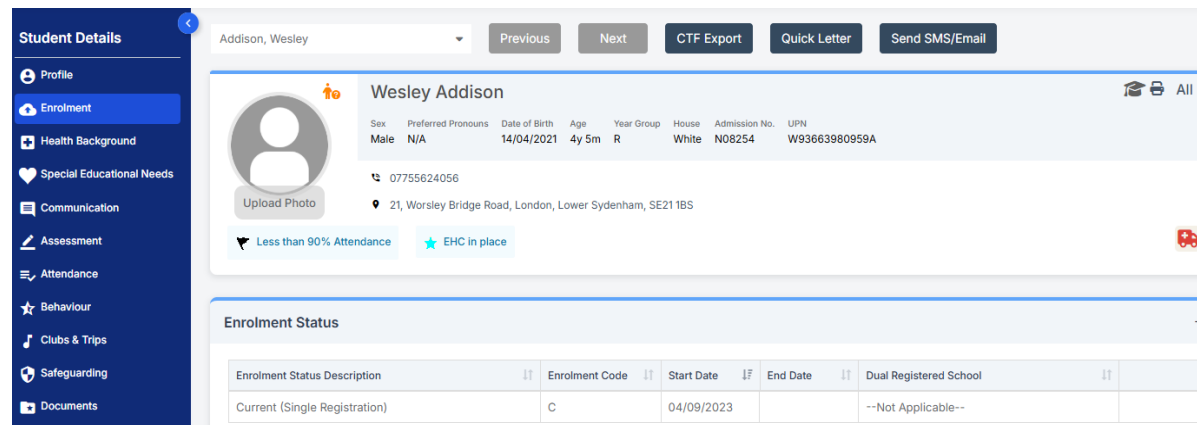
| | |
|---|-------------------------------|
| Pref. Learning Style | National Curriculum |
| Visual/Kinaesthetic | Applied in full |
| Pref. Name Order | Formal Name Order |
| First Name, Last Name | First Name, Last Name |
| Youth Support Services Agreement | Service Children In Education |
| Unsought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

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:

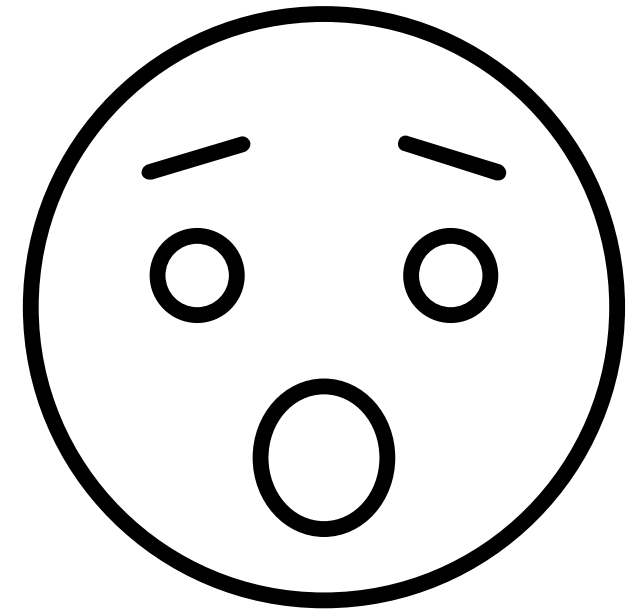
| Enrolment Status Description | Enrolment Code | Start Date | End Date | Dual Registered School |
|-------------------------------|----------------|------------|----------|------------------------|
| Current (Single Registration) | C | 04/09/2023 | | --Not Applicable-- |

Additional details visible in the screenshot include the student's name, sex (Male), date of birth (14/04/2021), age (4y 5m), year group (R), house (White), admission number (N08254), and UPN (W93663980959A). The student's address is 21, Worsley Bridge Road, London, Lower Sydenham, SE21 1BS. The student has a phone number of 07755624056. The student's attendance status is 'Less than 90% Attendance' and they have 'EHC in place'.

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

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

- UPN
- ULN
- NC Year Group

Key Details Attendance Modes

UPN
R204639814020

ULN
4752698942

Chronological Year Group
8

Recoupment
<NOT SELECTED>

Exam Number
0169

UCI
123450120137Y

Curriculum Yr Gp*
08

In Year

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

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 screenshot shows a 'Key Data' panel with the following information:

| | |
|-----------------------------|---------------------------------|
| 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 screenshot shows the 'Key Data' panel with 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
- PM only

The 'Part Time' option is currently selected. The 'Start Date*' is 04/09/2017 and the 'End Date' is empty. The 'Sessions per Week' is set to 'Not Selected'. There is a 'Notes' field at the bottom. At the bottom right, there are 'Cancel' and 'Save' buttons.

Alternative Provision Placements (1)

- All open placements and any that ended between 15/01/2026 and 20/05/2026
- 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

The image shows a software interface for adding alternative provision details. It consists of three main parts: a form on the left, a search table in the center, and a detailed form on the right.

Left Form: Add Alternative Provision Details

- Alternative Provision School Name* (with a search icon)
- URN
- UKPRN
- Reason for Alternative Provision Placement* (dropdown menu)
- Date of Entry to alternative provision* (calendar icon)
- Date of Leaving alternative provision (calendar icon)
- SEN Provision at time of placement* (dropdown menu)
- SEN Provision at end of placement (dropdown menu)
- Attendance pattern (radio buttons for Full Time and Part Time)
- Buttons: Cancel, Save

Center: Search School

Grid actions: Copy, Excel, CSV, PDF, Print

| LEA Name | Establishment Number | Establishment Name | Establishment Type |
|--------------------------|----------------------|--|--------------------|
| Camden | 4285 | Acland Burghley School | Community |
| Hackney | 4641 | All Saints Catholic High School | Voluntary ai |
| Hackney | 2018 | Amherst Primary School | Community |
| Stockport | 4602 | Aquinas College | Voluntary ai |
| East Riding of Yorkshire | 2127 | Ashby Junior School | Community |
| Hackney | 2044 | Benthal Primary School Infant Department | Community |
| Hackney | 2048 | Berger Primary School | Community |
| Greenwich | 7196 | Brantridge School | Community |
| Kent | 2478 | Broadwater County Infant School | Community |
| Greenwich | 2790 | Brooklands Primary School | Community |
| Hackney | 2077 | Burbage Infants' School | Community |
| Hackney | 2076 | Burbage Junior School | Community |
| Greenwich | 7130 | Charlton Park School | Community |
| Camden | 5950 | Children's Hospital School at Gt Ormond Street and UCH | Foundation |
| Greenwich | 7198 | Churchfield School | Community |
| Hackney | 4302 | Clapton Girls' Technology College | Community |
| Greenwich | 6293 | Colfe's School | Other indep |
| Hacknev | 2120 | Colvestone Primary School | Community school |

LEA Name: <NOT SELECTED>

Establishment Number: [input]

Establishment Name: [input]

Establishment Type: <NOT SELECTED>

Post Code: [input]

Search: [button]

Please note that only the top 100 results are returned.

Buttons: Unknown School, Close

Right Form: Add Alternative Provision Details

- Alternative Provision School Name* (with search icon)
- URN
- UKPRN
- Provision Type of Setting (dropdown menu): <NOT SELECTED>
- SEN Provision at time of placement* (dropdown menu): <NOT SELECTED>
- SEN Provision at end of placement (dropdown menu): <NOT SELECTED>
- Attendance pattern (radio buttons for Full Time and Part Time)
- Buttons: Cancel, Save

Alternative Provision Placements (3)

- 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

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) | Start Date | 09/10/2014 | End | - |
| SEN Category | Priority 1 Social, Emotional and Mental Health (SEMH) | Start Date | 03/09/2012 | End | - |

- 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:**

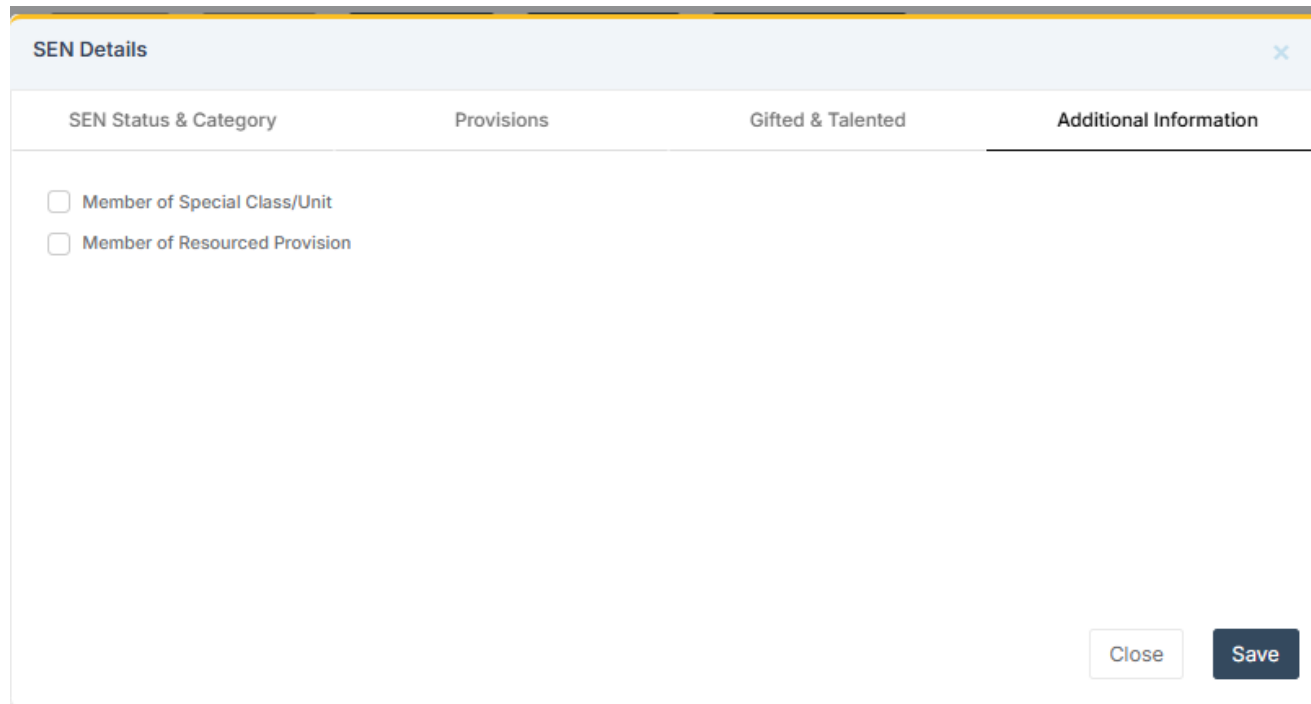
- Blank (never had SEN provision)
- N = No SEN (previously had SEN provision)
- K = SEN Support (K)
- Education Health Care Plan EHCP (code E) is added on the SEN panel.

- **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. Under 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 **01/08/2025 to 05/04/2026**

The screenshot displays the 'Student Details' page for Dave Abbott. The left-hand navigation menu includes options like Profile, Enrolment, Health Background, and Behaviour, with 'Behaviour' highlighted in a red box. The main content area shows student information such as Sex (Male), Date of Birth (23/12/2012), and Year Group (08). Below this, the 'Exclusions' section is highlighted with a red box and contains a table of exclusion records. The table shows one record for a suspension from 04/11/2025 to 18/11/2025 due to 'Damage'.

| Start Date | IF | 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: 29/11/2023

Exclusion Decision made by: Sarah Abram

Exclusion Type*: Permanent

Reason*: Physical assault against an adult

Part Time Exclusion

Include timetable in exclusion marking

Cancel Exclusion

Start Date*: 29/11/2023

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

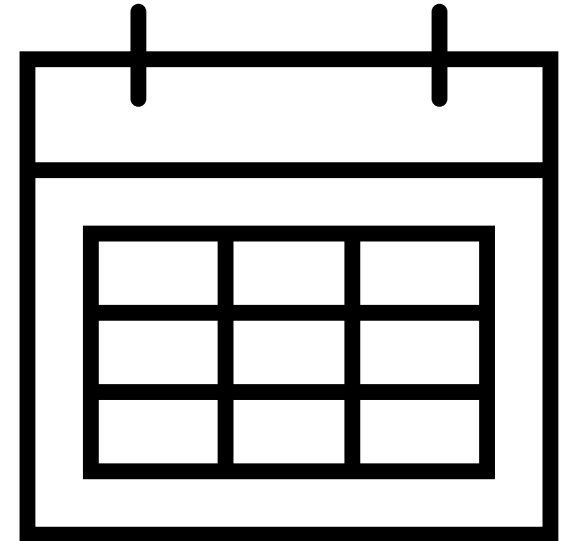
Appeal Decision: <NOT SELECTED>

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, Eligibility code
 - It is possible to filter the list using the funnel icon, on each column to select entries which are blank

0 of 365 selected

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

Search Names

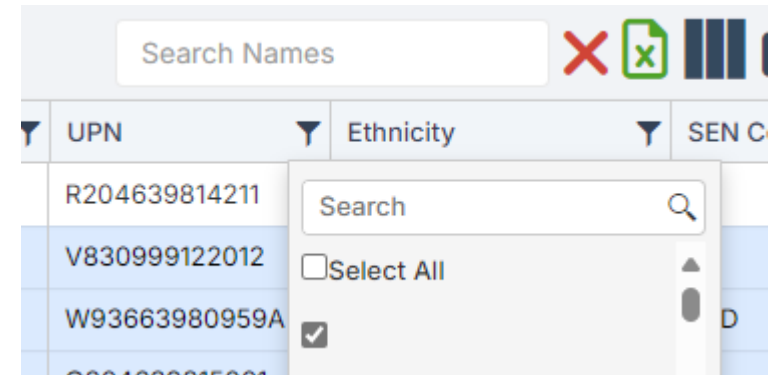
| UPN | Ethnicity | SEN C |
|---------------|-----------|-------|
| R204639814211 | | |
| V830999122012 | | |
| W93663980959A | | |
| 0001000015001 | | |

Adding information in bulk

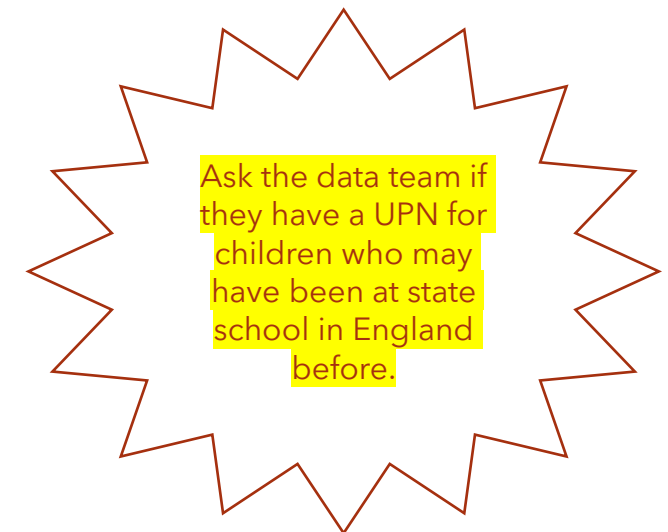
- Some data items can be entered in bulk from the Student List screen.
- Open the list and select the students you want to edit. (Double check to make sure you only have the correct students selected).
- Click **Actions > Quick Edit**
- Choose the **Attribute** to edit, e.g. Ethnicity, Home Language, etc.
- Choose the **Value** you want to change it to and click **Review**
- Make sure the items of data you are editing is what you expected and click Update. You can make individual changes by ticking the row and updating using the dropdown menu.
- **Warning:** It's really easy here to update a whole host of data without meaning too. **Please double and triple check what you are doing.** There is no undo button.

Generating UPNs in bulk

- From the pupil browse, add the UPN column.
- Use the filter to filter for students with missing UPNs
- Select all students (without UPNs) and click **Actions > Quick Edit**
- Select **Attribute** and select **UPN**, select **Value** and select **Permanent** and click **Update**
- UPNs should only be generated for students who have never had one before.



| UPN | Ethnicity | SEN C |
|---------------|-----------|-------|
| R204639814211 | | |
| V830999122012 | | |
| W93663980959A | | |
| ... | | |



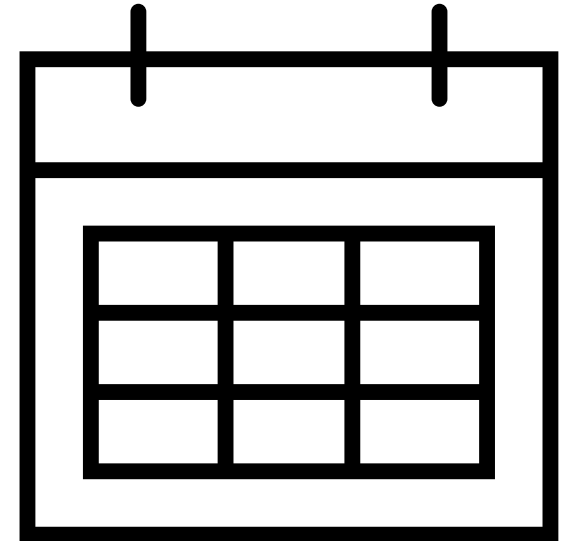
General Reminder about start dates

Several data items have start dates.

For example, addresses.

Census will report missing data if the start date is after the census reference date e.g. 21/05/2026.

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



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**
- Check correct Term and Year are selected
- 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

[Back](#) [Generate](#)

Census Parameters

Reference Date: 21/05/2026

Title: 2026 Summer

Attendance Includes: 01/01/2026 through to 05/04/2026

Exclusions include from: 01/08/2025 through to 05/04/2026

FSM Start from: 16/01/2026 through to 21/05/2026

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 | | | |

[Edit](#)

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 |
|-------------|---|----------------------------------|
| Summer 2026 | 2-year-olds born between 2023-04-01 and 2024-03-31 (inclusive) - all relevant schools and year groups | 15 hours |
| Summer 2026 | 3-year-olds born between 2021-09-01 and 2023-03-31 (inclusive) - all relevant schools and year groups | 15 hours |
| Summer 2026 | 4-year-olds born between 2021-04-01 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 |
|-------------|---|---|
| Summer 2026 | 3-year-olds born between 2021-09-01 and 2023-03-31 (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 |
| Summer 2026 | 4-year-olds born between 2021-04-01 and 2021-08-31 (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 |

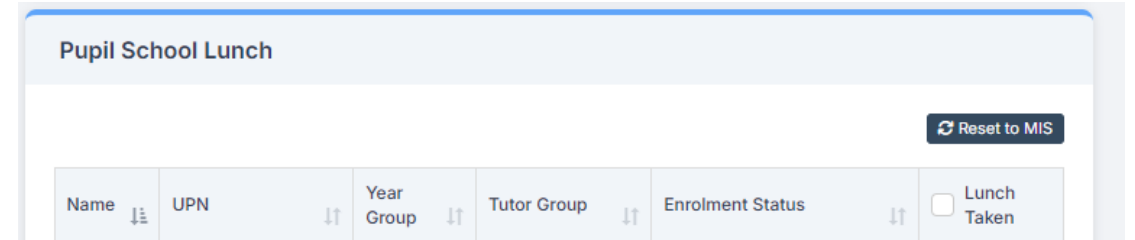
Expanded Funded Entitlement

| Census | Date of birth ranges, school type and pupil national curriculum year group | Maximum funded entitlement hours |
|-------------|--|----------------------------------|
| Summer 2026 | 9-month-olds to one-year-olds born between 2024-04-01 and 2025-06-30 (inclusive) with an eligibility code - all relevant schools and year groups | 30 hours |
| Summer 2026 | 2-year-olds born between 2023-04-01 and 2024-03-31 (inclusive) - all relevant schools and year groups | 30 hours |

Stretched Funded Hours

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

Pupil School Lunch



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

- 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

Validate the Census

← Back

Save & Validate

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

- 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.
- You will see a sequential number added to your file name -001
- Date / Time Validated column and Date / Time Generated column
- Total Errors and Queries

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 ✘ 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.

Note: We would recommend that you check for any missing attendance marks for the selected census file. To do this, go to Reports > Attendance > Summary > Attendance Analysis Exports > Missing AM or PM Marks.

Back Save Status

Error Details - Census Return 2026 Summer-001 - Created on 29/04/2026 - By Mrs L Smedmore


There are 696 errors including 694 unresolved errors
There are 639 queries including 639 unresolved queries

Export Search

| Error/Query ↑ | Number | Admission Number | Tutor Group | Year Group | Student Name | Detail | Actions |
|---------------|--------|------------------|-------------|------------|-----------------|--|---------|
| Error | 130 | | | | | DfE number and phase are not consistent. | Q ✓ |
| Error | 140 | | | | | School type is missing. | Q ✘ |
| Error | 2000 | N00815 | | | Roberts, Hassan | UPN: K93663980789A. Name: Roberts, Hassan. Date of Birth: 2011-08-08, Male Pupil actual year group is missing or invalid. | Q ✘ |
| Error | 5048 | N00815 | | | Roberts, Hassan | UPN: K93663980789A. Name: Roberts, Hassan. Date of Birth: 2011-08-08, Male Pupil's type of class can only be returned from schools with a phase of PS or AT and may be present only for pupils in NC Year E1, E2, N1, N2, R, or 1-7. | Q ✓ |
| Error | 2585 | N00815 | | | Roberts, Hassan | UPN: K93663980789A. Name: Roberts, Hassan. Date of Birth: 2011-08-08, Male Pupil has possible session, attendance reason/s must be provided. | ✘ |
| Error | 2000 | N00815 | | | Haider, Lauren | UPN: W93663980823A. Name: Haider, Lauren. Date of Birth: | |

Dealing with errors & queries (2)

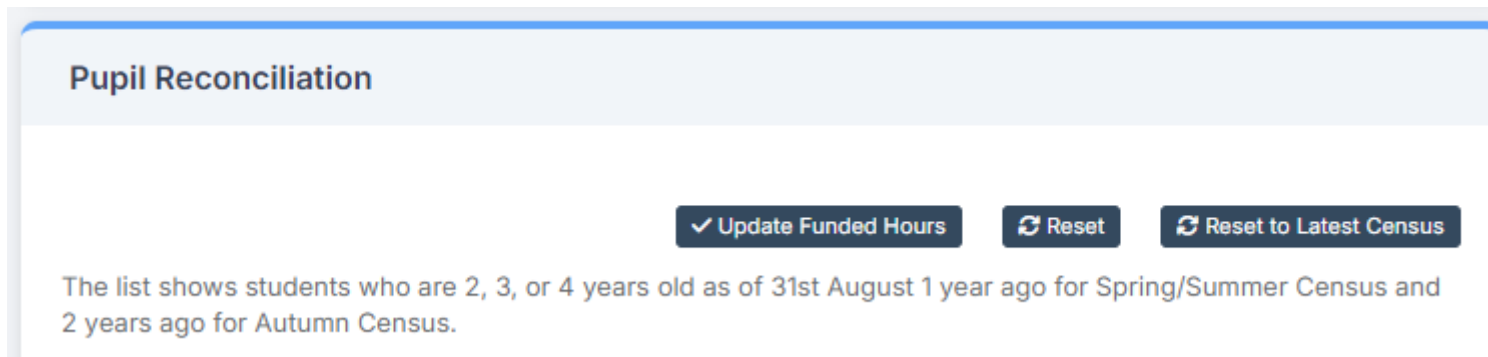
- Once you have dealt with your errors you should create a new census file to check the errors have been completed correctly.

 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).
- [Summer 2026 Error Resolutions Guide - Bromcom - Documentation Centre](#)
- [Complete the school census - Check your data - Guidance - GOV.UK](#)

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 Lunch through from the previous census (in the same term) that you have created. This will save you filling in the details again.
- Click the **Reset to Latest Census** button to pull that information through.



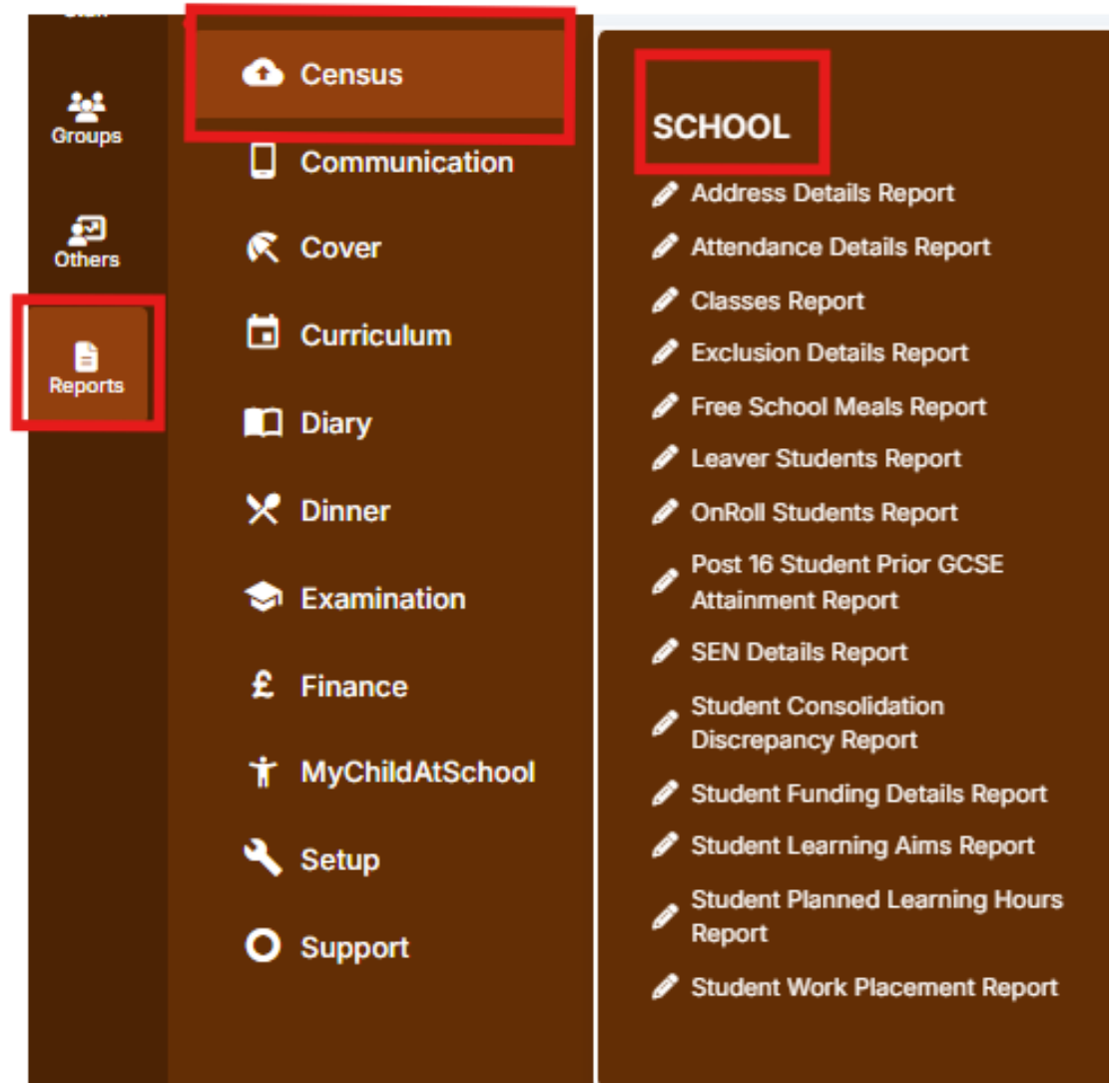
Pupil Reconciliation

✓ Update Funded Hours ↻ Reset ↻ Reset to Latest Census

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

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

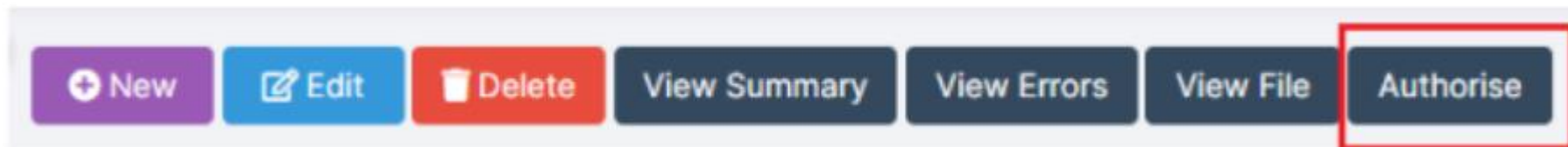


Using Bromcom



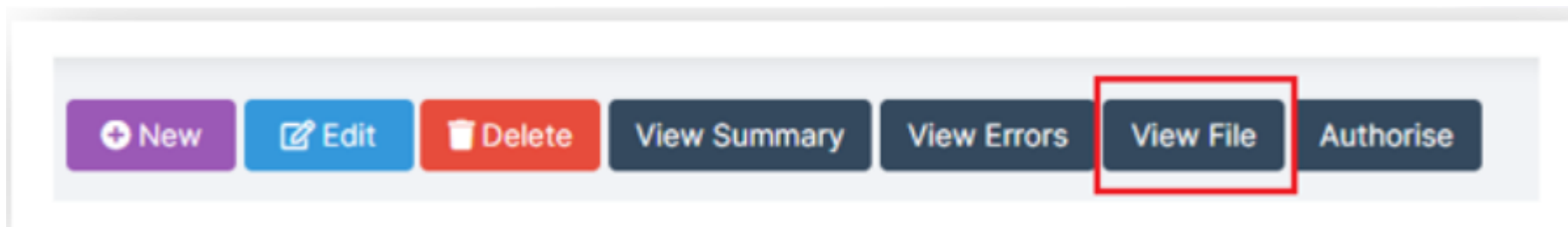
Authorise the return

- 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

- Please make sure you have uploaded your census file to Collect by

5 June 2026

- This is to enable the LA to undertake checks on your data prior to final submission to the DfE.
- DfE deadline for submission of the return is 17 June 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>
- **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

Further guidance & help

- **Bromcom Summer Census guidance**

- [Summer 2026 School Census Guide - Bromcom - Documentation Centre](#)

- **Error Resolution Guide**

- [Census - Summer 2026 School Error Resolutions](#)

- **Acceptable Notepad entries**

- [Complete the school census - Check your data - Guidance - GOV.UK](#)

Thank you for your time

