

School Census Autumn 2023 Webinar

Welcome to the Webinar. The session will begin shortly.

Please ensure that you also have an audio connection either through a headset and microphone attached to your computer or by telephone to the published number.

You will join the session muted but there is a chat facility available where you can type questions.



This session will be recorded and shared with colleagues after the session. By attending you agree and accept you may be captured in the recording.

SCHOOL CENSUS WORKSHOP Autumn 2023



Alison York

ICT Systems
Management

INTRODUCTION



Data collection exercise which provides the Central Government with data from the schools' management information systems (MIS).

Data collected is determined by government requirements

Academic year basis (autumn, spring and summer)

Snapshot data collected for the relevant date as well as historical data for preceding periods.

Different ranges of data collected in each of the three censuses.

A wider range of data is collected in the spring census.

MIS incorporates changes to data collection requirements specified by the government. These are introduced within the appropriate software release.



Objectives

By the end of the session you will be able to:

- ❖ start a census return
- ❖ create and validate a return
- ❖ correct any validation errors by editing individual pupil records or by using bulk update
- ❖ authorize a return
- ❖ print detailed reports
- ❖ print a summary of the census



Key Dates for the School Census Autumn 2023 Return

Census day 05/10/2023

Attendance
collected
from
10/04/2023
to
31/07/2023

Exclusions
collected
from
01/01/2023
to
31/07/2023

Free School
Meal
Eligibility
collected
from
19/05/2023
to
05/10/2023

AP
Placements
collected
from
18/05/2023
to
05/10/2023

Funding
and
Monitoring
collected
from
01/08/2023
to
05/10/2023

Learning
Aims (SEC
only)
collected
from
01/08/2022
to
05/10/2023

Learner
Support (Sp
only)
collected
from
01/08/2022
to
05/10/2023

Collection of pupil characteristics from parents/guardians

- Whilst it is not possible for a parent/guardian to opt out of the school census collection, the following data items:

- Ethnicity
- First language
- Service child indicator

Must always be reported as declared by the parent/guardian.

- When collecting these data items from the parent/guardian, schools must ensure that they are made aware of their right to decline to provide these data items. Where they exercise this right, the information is returned in the census using the code 'refused'.



Changes to Existing Data Items for the Autumn Census 2023



Changes to Existing Data Items for the Autumn Census 2023



There are no changes to existing data items

The Autumn Return	The Spring Return	The Summer Return
Census Details	Census Details	Census Details
School Information	School Information	School Information
	Childcare Details	
Early Years	Early Years	Early Years
Class Type	Class Type	Class type
Top-up Funding	Top-up Funding	Top-up Funding
Post Looked After Arrangements	Post Looked After Arrangements	Post Looked After Arrangements
School Dinner Taken	School Dinner Taken	School Dinner Taken
Attendance	Attendance	Attendance
Learning Aims (Secondary)	Classes	
	Pupil Reconciliation	
	Admission Appeals	
	Infant Appeals	
Funding & Monitoring	Funding & Monitoring	Funding & Monitoring



Bromcom
School Census
Areas to check

Attendance

The attendance collection dates for the **Autumn Census** are split in to two areas, **Summer term** and Summer **second half term**.

The Attendance collection Dates are as follows;

Collection	Dates
Autumn 2023	Summer term 2022 to 2023 data is collected from Easter Monday 2023-04-10 to the Sunday 2023-05-28 before the usual late spring bank holiday
Autumn 2023	Summer second half-term data is collected from the usual late spring bank holiday Monday 2023-05-29 to 2023-07-31



Dual Registered pupils

If you have students who are **Dual Registered**, please ensure that you have accurately recorded their status at your (and the affiliate) school as either **Main** or **Subsidiary**.

Actual attendance data for **Dual Registered** students should only be entered at the **Subsidiary** school for the sessions they are expected to be attending the **Subsidiary** school.

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

A student's enrolment status can be amended by opening the **School and Enrolment History** panel in the Student Profile.

Special Education Needs

- You should double check with your **SEN Co-ordinator** that all students who possess a special need are updated in the MIS
- 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)**.
- A student's **SEN Support** and **SEN Need** can both be adjusted via the **Special Educational Needs** panel in the **Student Profile**

Special Education Needs

Addison, Rachel

Previous Next CTF Export Quick Letter

Addison Rachel

Gender	Preferred Pronouns	Date of Birth	Age	Year Group	House	Tutor Group	Tutor Name	Admission No.	UPN
Female	N/A	01/03/2006	17y 4m	12	Brunel	12A	Mr S Duffy	S0193A	P93663981081A

07000532802

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

Non FSM White British

Emergency Conta

- All
- Contacts
- Siblings
- Ethnicity & Religion
- Funding & Allowances
- Meal & Transport
- Parental Consent
- Interventions
- Special Educational Needs**
- Access Arrangements
- Service Child Concern
- Support Events
- Support Documents
- Passport Information
- Student Employment
- GDPR Consents
- Document List
- User Defined Fields
- Ipads
- Alton Towers Trip

Addison, Rachel

Addison Rachel

Gender	Preferred Pronouns
Female	N/A

07000532802

81, Worsley Bridge Road

Non FSM White British

Special Educational Needs

Special Educational Needs

SEN Provision* Broad Area of Need Type

No Special Educational Need (N) <NOT SELECTED>

Start Date* End Date

Cancel Save

— Free school meals

This is one of the areas that determine on going funding; specifically, the **Deprivation** element of **Pupil Premium** is determined by a student's inclusion in **Free School Meals** over a specified period. Therefore, it is important that you double check student **Free School Meal** details and eligibility.

A student's **Free School Meal** information can be reviewed and adjusted from the Free School Meals section which is in the **Meal & Transport** panel in the **Student Profile**.



Addison, Rachel

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- Service Child Concern

Taylor, Isobel

Meal & Transport

Free School Meals Meal Patterns Free School Transport Usual Preferences

Start Date* 07/09/2009 End Date 20/07/2010 Review Date* 20/05/2020

Evidence Provided <NOT SELECTED> Taken

Cancel Save

Meal & Transport

Meal

Free School Meal Taken

For schools with intake within the NC Years R, 1 and 2 there will also be a requirement to deliver the information on the take up of Universal Infant Free School Meals.

Dinners

Please ensure you have confirmed your meals for Census Day

Confirm Dinner Numbers

Place a check against the dinner items you wish to confirm and click the Confirm button to commit.

Grid actions

<input type="checkbox"/>	Last Name	First Name	Ad. No	Tutor Group	FSM	Dietary	Meal Type	Dinner Date	
<input type="checkbox"/>	Wood	Daniel	00796	N1	No	DINOPORK	Absent	18/11/2019	
<input type="checkbox"/>	Wilson	Katy	01142	6LPK	No		School Meal	18/09/2020	
<input type="checkbox"/>	Wilson	Beau	08323	6LPK	No	DIBT	School Meal	18/09/2020	
<input type="checkbox"/>	Wilson	Rocco	08328	6LPK	No	DINUT	School Meal	18/09/2020	
<input type="checkbox"/>	Wilson	Jack	08413	2BC	Yes		School Meal	18/09/2020	
<input type="checkbox"/>	Williams	Amanda	8394	N1	No		School Meal	18/09/2020	
<input type="checkbox"/>	Williams	Jordan	01236		No		Packed Lunch	18/12/2019	
<input type="checkbox"/>	Wilkins	Lewis	8473	5DS	No		School Meal	18/09/2020	
<input type="checkbox"/>	Wild	Rebecca	08369	N2	No		School Meal	18/09/2020	
<input type="checkbox"/>	Wickes	Peter	8418	3SJ	No		School Meal	18/09/2020	
<input type="checkbox"/>	Whittle	Polly	08368	N2	No		School Meal	18/09/2020	
<input type="checkbox"/>	White	Perri	8356	1AB	Yes	DINUT	School Meal	18/09/2020	

Summary
Absent: 120, School Meal: 973, Packed Lunch: 291, Home: 1, School Sandwich: 12, Cash Cafeteria: 4

Basis of Funding, Receipt of Extended hours, and Disability Funding

- Primary schools should be recording the above items of data for their students in order to deliver the data for funding purposes.
- Go to **Students>View>Student Profile> Funding and Allowances**

Funding & Allowances

Pupil Premium Top Up Fundings Early Years Pupil Premium Additional Information

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

Thirty Hour Code

Close Save

- The Basis of funding should be selected from the 3 options shown
- 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 **Thirty Hour code**. This code should be entered in the provided **Thirty Hour Code** box within the funding & allowances panel.
- Finally, 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

Funded Hours and Hours at Setting

Census	Phase & year group	Date of birth ranges	Free entitlement to funded hours
Autumn 2023	2 and 3 year olds. All relevant schools and year groups	01/09/2019 to 31/08/2020 inclusive	15 hours
	4 year olds in National Curriculum year groups E1, E2, N1 and N2 only. NB No longer applies to Reception (Year R)	01/09/2018 to 31/08/2019 inclusive	15 hours
Spring 2024	2 and 3 year olds. All relevant schools and year groups	01/09/2019 to 31/12/2021 inclusive	15 hours
	4 year olds in National Curriculum year groups E1, E2, N1 and N2 only. NB No longer applies to Reception (Year R)	01/01/2019 to 31/08/2019 inclusive	15 hours
Summer 2024	2 and 3 year olds. All relevant schools and year groups	01/09/2019 to 31/03/2022 inclusive	15 hours
	4 year olds in National Curriculum year groups E1, E2, N1 and N2 only. NB No longer applies to Reception (Year R)	01/04/2019 to 31/08/2019 inclusive	15 hours

Disability Access Fund

- Payable as a lump sum once a year and awarded to three and four year old pupils who meet the following criteria:
- In receipt of child Disability Living Allowance (DLA) and they access their entitlement to free 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.

Census	Date of birth ranges and Phase & year group
Autumn 2023	3 year olds born between 01/09/2019 and 31/08/2020 (inclusive) for all relevant schools and year groups
	4 year olds born between 01/09/2018 and 31/08/2019 (inclusive) for pupils in national curriculum year groups E1, E2, N1 and N2 only.
Spring 2024	3 year olds born between 01/09/2019 and 31/12/2020 (inclusive) for all relevant schools and year groups
	4 year olds born between 01/01/2019 and 31/08/2019 (inclusive) for pupils in national curriculum year groups E1, E2, N1 and N2 only.
Summer 2024	3 year olds born between 01/09/2019 and 31/03/2021 (inclusive) for all relevant schools and year groups
	4 year olds born between 01/04/2019 and 31/08/2019 (inclusive) for pupils in national curriculum year groups E1, E2, N1 and N2 only.

Early Years

Each term the school claims on behalf of the parents for the number of sessions pupils will be attending

Department for Education (DfE) requires detailed information about provision to under-fives, which is funded by the LA under the statutory guidance

DfE also requires schools to record the total number of hours that pupils spend in education provision at the school, irrespective of who funds the hours

Data is returned for all 2, 3 & 4 year olds



Extended Funded Hours and 30 Hour Code

The 11 digit **30 Hour Code** and the number of extended funded hours are collected in this return for the week in which the census day falls.

Number of hours in addition to the initial 15 funded hours that a child receives and is applicable to three and four year old pupils only.

Can double the original 15 hours of free child care to 30 hours a week, provided that the following criteria are met:

Parents who meet the extended funded hours criteria must obtain a code from the Tax Office (HM Revenue & Customs), then provide it to the school, together with other details, to confirm their eligibility for extended child care hours.

Both parents must be working (or the sole parent is working in a lone parent family) and live in England.

Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.

Each parent must have an annual income of less than the specified amount.

Extended Funded Hours information provided by the DfE can be found on their website <https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide>

NOTE:

- Pupils **aged 4** at the start of the academic year in reception and above are funded as full time equivalent pupils via the schools block of the dedicated schools grant and therefore funded hours are not relevant for those pupils as they are not funded via the free entitlement.
- For **dual registered** pupils, record the funded hours spent in education at each school. The main registration records funded hours in education at the main registration, with the subsidiary recording funded hours in education at the subsidiary registration.

Alternative Provision



- For the **Spring 2022 Census and onwards** the DfE added two new voluntary modules to collect data on **Alternative Provision (AP)** placements. These Modules were voluntary as of the 2021/2022 Academic Year, but became **mandatory from the 2022/2023 Academic Year** onwards and were added to the system as two Panels.
- The **Alternative Provisions Details Panel** is found via **Students>View Student Details>Enrolment** and should be visible to all Schools regardless of the **school phase** set within **Config>Administration>Characteristics**

Alternative Provision

- **Alternative Provision module for single-registered pupils (PRU and AP)**
- 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

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

- **URN**: records the URN, where available, of establishment within which the pupil has taken up an alternative provision placement.
- **UKPRN**: records the UKPRN, where available, of establishment within which the pupil has taken up an 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.
- 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**.
- **Reason**: records, for school commissioned placements, the main or primary reason why the AP was arranged.
- **Date of entry**: records the pupil's entry date into alternative provision.
- **SEN provision on entry**: records SEN provision at the time of entry into alternative provision.
- **Date of leaving**: records the date the pupil leaves alternative provision (where applicable).
- **SEN provision on leaving**: records SEN provision at the time of leaving alternative provision (where applicable).
- **Attendance pattern**: records the pupil's planned attendance pattern at the alternative provision provider.
- **Sessions per week**: records, where the pupil's attendance pattern is part time, the pupil's planned number of sessions per week.

Summary Report

Produces a summary of what is included in the return.

This can be produced at any point but the Validate routine should always have been performed first.

Detail Reports

It is strongly recommended that you check all detail reports for accuracy of the data collected before you move on to summarise and authorise the return.

The screenshot displays a school management system interface. On the left is a dark blue sidebar menu with icons and labels for 'Modules', 'Students', 'Staff', 'Groups', 'Others', and 'Reports'. The 'Reports' section is highlighted. The main content area shows a list of report categories: Analysis, Assessment, Attendance, Behaviour, Census (highlighted), Communication, Cover, Curriculum, Diary, Dinner, Examination, Finance, MyChildAtSchool, Setup, and Support. To the right, there is a section titled 'SCHOOL' containing a list of specific reports, each with a pencil icon indicating it can be edited. Above this list is a table with the header 'Return' and three rows of return identifiers: '2023 Autumn-001', '2023 Autumn-002', and '2023 Autumn-003'. At the top right, a text prompt reads 'Select a return and then click the req'.

Select a return and then click the req

Return
2023 Autumn-001
2023 Autumn-002
2023 Autumn-003

SCHOOL

- Address Details Report
- Attendance Details Report
- Classes Report
- Exclusion Details Report
- Free School Meals Report
- Leaver Students Report
- OnRoll Students Report
- Post 16 Student Prior GCSE Attainment Report
- SEN Details Report
- Student Consolidation Discrepancy Report
- Student Funding Details Report
- Student Learning Aims Report
- Student Planned Learning Hours Report
- Student Work Placement Report



Fileset

**There is no need for
Filesets in Bromcom**

it's DEMOtime!





Link

<https://www.gov.uk/guidance/complete-the-school-census/data-items-2023-to-2024>



Questions

**ICT &
DIGITAL**
FOR SCHOOLS AND ACADEMIES

THANK YOU



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