

Statutory Autumn 2018 DfE School Census

FAO Head Teacher / School Census Contact

Key dates: census date: Thursday 4 October. Return date: Monday 8 October

Every school in England has a statutory duty to submit School Census, each term, under Section 537A of the Education Act 1996.

SECTION 1: Extract from DfE guidance highlighting changes from 2017-18 to 2018-19 School Census

1.4.1 New data items

There are no new data items for the 2018-19 School Census.

1.4.2 Existing data items

1.4.2.1 Special educational needs

Code 'S' – Statement of special educational needs – was discontinued from 2018-04-01 and has therefore been removed from SEN **except** where it applies to exclusions from the 2018 Spring and Summer terms, which are reported in the 2018 Autumn and 2019 Spring terms. This data item will not be valid for exclusions in the summer census collection.

1.4.2.2 Code 'NSA'

The guidance regarding the use of Code 'NSA' has been strengthened and can be found at paragraph 5.5.3 of the DfE School Census guidance

1.4.2.3 Service child indicator

The 'Service Child' indicator has changed from a spring collection to being collected each term.

1.4.2.4 Recording substantial work placements

With the introduction of the Technical or 'T' levels, there is a requirement to record substantial work placements. This will be achieved by using additional 'QNs' to record the hours duration of the placement - see paragraph 5.10.19 of the DfE School Census guidance for further information.

1.4.3 Deleted data items

1.4.3.1 Proficiency in English

The collection of proficiency in English is no longer required by the department and, as such, it is removed from the School Census collection with immediate effect. Schools are therefore no longer required to assess a child's proficiency in English for purpose of transmitting to the department via the School Census.

1.4.3.2 Pupil nationality

The collection of pupil nationality is no longer required by the department and, as such, it is removed from the School Census collection with immediate effect. Schools must no longer request this information from parents, or retain the data within their system, for purpose of transmitting to the department via the School Census.

1.4.3.3 Country of Birth

The collection of pupil country of birth is no longer required by the department and, as such, it is removed from the School Census collection with immediate effect. Schools must no longer request this information from parents, or retain the data within their system, for purpose of transmitting to the department via the School Census.

Section 3.2, details all of the school and pupil data items collected for each phase for each termly census.

SECTION 2: DfE Guides

Link to complete DfE School Census guidance for 2018-19

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741006/2018 to 2019 School Census Guide convert V1 3.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741006/2018_to_2019_School_Census_Guide_convert_V1_3.pdf)

DfE video Guides

DfE video Guides (Census preparation and funding) are available at the following link:
<https://registration.livegroup.co.uk/efa/ContentTabs/Category.aspx?ctid=242&cat=1593>

SECTION 3: Maximise Your Funding

DfE Pupil Premium Information

<https://www.gov.uk/pupil-premium-information-for-schools-and-alternative-provision-settings>; also see 5.3.6 of the School Census guidance. Please ensure you record the relevant pupil premium data in your return, an academy school failed to record details for 11 pupils during spring census and subsequently lost the funding as the DfE would not allow alterations to their data after census had closed.

Free school meal eligibility [ALL schools] [used for funding]

Universal credit

To minimise the impact of the rollout of universal credit and the introduction of a net-earned income threshold to determine eligibility for free school meals, transitional arrangements have been put in place to ensure that no pupil loses a meal as a result of these changes.

Transitional arrangements

Transitional protections should be awarded as follows:

- any claimant who is in receipt of free school meals on 31 March 2018 should continue to receive free school meals until the end of the universal credit roll out period, and then until their phase of education ends. This covers until at least Summer 2023, and applies even if their circumstances change and they would no longer meet the eligibility criteria.
- any claimant who gains eligibility for free school meals from 1 April 2018 will continue to receive free school meals until the end of the universal credit rollout period, and then until their phase of education ends. This covers until at least Summer 2023, and applies even if their circumstances change and they would no longer meet the eligibility criteria.

For each termly census, the relevant periods for which the DfE are collecting eligibility are as follows:

- **2018 autumn school census:** any period that started on, or before, the 2018-10-04 where the 'FSM' end date is either not present or between 2018-05-18 and 2018-10-04 (inclusive)
- **2019 spring school census:** any period that started on, or before, the 2019-01-17 where the 'FSM' end date is either not present or between 2018-10-05 and 2019-01-17 (inclusive)
- **2019 summer school census:** any period that started on, or before, the 2019-05-16 where the 'FSM' end date is either not present or between 2019-01-18 and 2019-05-16 (inclusive)

See Section 5.3.4 of DfE school census guidance for full details, which can be accessed from the link in Section 2 above.

Used for funding marker

Where a data item contributes to the school's funding calculation, such items are marked [used for funding] with this appearing alongside the collection (school phase). The [used for funding] marker prompts schools that the marked data items need to be especially accurate, given that errors with these items may affect the school's funding.

See DfE school census guidance for full details, which can be accessed from the link in Section 2 above.

SECTION 4: COLLECT Site

Autumn Census COLLECT Familiarisation

The 'beta' release of the 2018 Autumn School Census 'live' COLLECT blade will remain available until 4pm on **Friday 28th September 2018**. Please log onto the site in advance of producing spring census to ensure you are able to upload a test file and check errors and queries in your current data. Completion of this process will make loading and correction easier and to ensure you are able to submit a final return in the live collection. This is particularly important for staff, new to School Census. The blade will then be removed and cleared out in advance of the start of the live collection on Thursday 4 October 2018.

DfE Secure Access Site

<https://sa.education.gov.uk/idp/Authn/UserPassword>

Secure Access Username & Password Recovery

You can recover your username & password for the Secure Access site from the following:

<https://sa.education.gov.uk/ui/forgotten>.

If you are experiencing any other issues with the Secure Access Site, please don't contact the LA as this is a DfE system and we do not provide support. If you are experiencing issues with the site then you can go to **Secure Access Help** <https://sa.education.gov.uk/ui/help> or submit a DfE Service Request form

<https://www.education.gov.uk/researchandstatistics/datatdatam/secureaccess/service-request-form> (Please note the DfE can take up to five working days to action your request).

Notepad Entries on Collect

PLEASE NOTE: The DfE will not authorise school returns unless all errors are corrected and notepad entries are added to COLLECT for any outstanding acceptable DfE queries. ALL notes MUST be recorded in strict accordance with the DfE acceptable notepad entry guidance, which can be accessed by the following link:

<https://www.gov.uk/government/publications/school-census-notepad-entries-for-collect-queries--2>

The guide provides examples of what would be regarded as an acceptable notepad entry for queries on the spring census. Within this workbook there are separate tables for school level queries, pupil level queries and term on term queries. Please note that the examples within this document are only provided for illustrative purposes and should not be used as a simple 'copy and paste' into COLLECT – a relevant explanation for an individual school's circumstances should be provided. **A note should be entered for each individual query and the UPN supplied for individual pupil query and the error number for each query.**

COLLECT User Guides

To assist schools with using the COLLECT system to make a successful School Census return, the DfE have published [COLLECT user guides](#) on the School Census website.

COLLECT Duplicate Reports

There are 2 new duplicate reports available for schools to run in COLLECT and guidance can be accessed by the links below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739576/School_Census_Duplicate_UPN_Report_User_Guide_2018-2019.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739578/School_Census_2018-19_Duplicate_Report_Same_Person_Different_UPN_Guide.pdf

A new report has been introduced which will allow local authorities to identify which academies within their local authority area have unresolved duplicates remaining, which will be used to ensure accurate returns are submitted to the DfE.

COLLECT & General Census Queries

DfE on-line chat helpdesk: <https://www.education.gov.uk/doyouwish>

Last Chance to Download Summer School Census

The **summer census will be removed from COLLECT at 3pm on 28th September 2018.** If you want to take a copy of your spring census data, please do so by this date as this will be the last opportunity to get an export of your data before the database is archived by the DfE.

SECTION 5: Software and IT Support for Census

SIMS Users

Software support is available from Link2ICT **Tel: 303 5100**

For any updates on known software issues, software guides and upgrade information please check: <https://link2ict.service-now.com>

Facility CMIS / Progresso Users

Software support is available from Advance Learning **helpdesk: 0330 060 2199**

For any updates on known software issues, software guides and upgrade information please check <https://customers.advancedcomputersoftware.com/login>

Scholar pack users

Software support is available on **Tel: 01522 71604**

Other MIS users

If you do not use any of these MIS systems, please contact your software supplier or IT support for updates on software issues and upgrades.


Egress Email Encryption

As you may be aware from previous census returns, the School Census team have started using the Egress email encryption service to secure any confidential information which is sent out about the School Census return. If you are not registered for Egress then you will need to register your email address before you will be able to open and read an email encrypted through Egress. Also PLEASE NOTE if you forward an email Encrypted with Egress onto another person, then they will need to be registered with Egress and will have to request access to the email from the original sender before they will be able to open and read the email. If you have any issues with the Egress portal, please refer to the information available on the Egress support webpage available here: <https://www.egress.com/support>.

NB For Autumn Census 2018-19 all notifications will be by Egress encrypted emails only.

Please can I take this opportunity to thank you all in advance for your efforts in completing the upcoming Autumn Census.

Kind Regards



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