**DfE Statutory School Census – Spring 2020**

**FAO Head Teacher / School Census Contact**

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| **Key dates: Census date: Thursday 16 January | Return date: Monday 20 January**  |

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

**OVERVIEW**

The spring school census will be used to fund the early year’s block of the dedicated schools grant as well as pupil premium and universal infant school meals.

**Collection of exclusions and exclusion reviews data**

From Spring 2020 the DfE will require two terms’ worth of exclusion data at each census pending a quality review with the potential to move to just one term in arrears data after 2020/21.

Information on exclusions review data will not now be collected from Spring 2020. Because the DfE expect schools to provide data about an exclusion only after it has been upheld by the governing body or Independent Review Panel (IRP) rather than as soon as the head teacher has excluded the pupil, analysis suggests that some permanent exclusions will not have been upheld in time for the one-term in arrears census. The DfE will review for collections in the 2020/21 academic year.

**New error letters**

The school census team have developed a new set of error letters which will be sent out for the first-time during spring census; feedback from schools is welcome on the error explanations understandability, presentation etc.

**SECTION 1.1: New data items for 2019-20**

The DfE have introduced the following additional reporting items for 2019-20

### **1.1.5 Planned learning hours (qualification hours) previous year**

The total planned timetabled hours for the student in the previous academic year.

### **1.1.6 Planned employability, enrichment and pastoral hours (non-qualification hours) previous year**

The total planned timetabled employability, enrichment and pastoral hours for the student in the previous academic year.

### **1.1.7 Maths GCSE highest prior attainment previous year**

The highest grade achieved in the previous year.

### **1.1.8 English GCSE highest prior attainment previous year**

The highest grade achieved in the previous year.

### **1.1.9 Number of teachers on planning and preparation time (PPA) or learning manager time (LMT)**

The number of infant class teachers on PPA at the selected time.

### **1.1.10 Exception categories**

The number of pupils admitted to an infant class under the relevant exception category.

**SECTION 1.2 Changes to existing data items for 2019-20**

### **1.2.1Youth support services agreement**

Updated guidance to state that pupil information can be shared with local authority and youth support services unless the parent/guardian/pupil (aged 16+) exercise their right to object

### **1.2.2Termly exclusion – type**

The DfE will no longer collect lunchtime exclusion data – ‘LNCH’ as of the autumn 2019 census.

### **1.2.3 Termly exclusion – collection period**

The DfE will now collect termly exclusions for the previous 2 terms.

### **1.2.4 Funding exemption**

From autumn 2019 students holding a pass grade in functional skills level 2 English and/or maths should be recorded with code ‘F’.

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| **SECTION 2: DfE Guides for School Census and COLLECT** The DfE have introduced a new website which breaks down the school census guidance by school type which only includes information relevant for that age band of children. It can be accessed by clicking the link below:<https://www.gov.uk/guidance/complete-the-school-census>**2.1 COLLECT check your data**The new DfE website has a section called ‘check your data’ and contains the following topics to help you correct your dataViewing your errors and queriesCorrecting errorsAdding explanation notes for queriesAvailable COLLECT reportsUsing COLLECT reportsDuplicate reportsTerm-on-term checksThis part of the website can be accessed by the link below<https://www.gov.uk/guidance/complete-the-school-census/check-your-data>**2.2 DfE Secure Access Site**The link below will direct you to the new DfE secure portal [**DfE Sign-in help screen**](https://services.signin.education.gov.uk/)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 submit a DfE Service Request form using the link below:[**https://www.education.gov.uk/researchandstatistics/datatdatam/secureaccess/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).**2.3 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**](https://www.gov.uk/government/publications/collect-guides-for-schools-and-local-authorities) on the School Census website.**2.4 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**](https://registration.livegroup.co.uk/efa/ContentTabs/Category.aspx?ctid=242&cat=1593)**2.5 Spring Census COLLECT Familiarisation**The ‘beta’ release of the 2020 Spring School Census ‘live’ COLLECT blade will remain available until 4pm on 4pm on **Friday 10 January 2020**. 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 16 January 2020. |

**SECTION 3: Maximise Your Funding**

**3.1 Free school meal eligibility:**

This data is needed for on roll pupils

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 protections ensure that any pupil in receipt of free school meals on 31 March 2018 or after, 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.

You should not enter end dates unless:

* a parent has said that they do not wish the child to be recorded as eligible for free school meals and receive a free school meal
* a pupil transfers from another UK country – their non-English free school meals must have an end date
* a parent notifies the school that their support under the Immigration & Asylum Act 1999 or the pension credit has ended

We use the following 3 data items to collect this information:

* free school meal eligibility start date
* free school meal eligibility end date
* country of UK (this will be system generated and will not require any data entry by schools)

**Collection periods**

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| 2019 autumn school census | started on or before 2019-10-03, where the free school meal end date is either not present or between 2019-05-17 and 2019-10-03 (inclusive) |
| 2020 spring school census | started on or before 2020-01-16, where the free school meal end date is either not present or between 2019-10-04 and 2020-01-16 (inclusive) |
| 2020 summer school census | started on or before 2020-05-21 where the free school meals end date is either not present or between 2020-01-17 and 2020-05-21 (inclusive) |

Where schools have free school meals eligibility flagged for a pupil in their systems, they must ensure their systems include a free school meal start date ready for collection in census and transfer in common transfer files.

You can return multiple free school meals eligibility start and end dates falling within the periods above where applicable.

For example, a pupil had been eligible for free school meals from 1 September until 31 October in a school in Wales and moved to a school in England and claimed eligibility from the 1 November.

For the first period of eligibility enter:

* free school meal eligibility start date of 2019-09-01 and ‘FSM’ eligibility end date of 2019-10-31 UK country code must be recorded as ‘WLS’

For the second period of eligibility enter:

* free school meal eligibility start date of 2019-11-01 and no ‘FSM’ eligibility end date, UK country code must be blank or recorded as ‘ENG’

For other information relating to Pupil Premium please use the following link

[**https://www.gov.uk/pupil-premium-information-for-schools-and-alternative-provision-settings**](https://www.gov.uk/pupil-premium-information-for-schools-and-alternative-provision-settings)

**3.2 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.

**3.3 How schools have lost funding**

I would like to stress the importance of completing an optical check on the data in your return and not rely entirely on DfE validation checks within COLLECT to identify errors, as there are certain errors that validation checks will never be able to identify, see example 1 and 2 below such as

**Example 1** Errors of omission i.e. if you exclude a child eligible for pupil premium

**Example 2** Data supplied is within a valid parameter range ie nursery pupils with funded/extended hours anything in the range 1 – 15 would be valid, if you record 5 hours instead of 15 COLLECT would accept this as valid.

**Impact on funding**

The two examples above have occurred on school census and as a result the schools concerned have lost thousands of pounds of funding. In example 2 above the school concerned only found out when they received their budget notification, but by that time the COLLECT blade had closed and the DfE will accept no alterations see guidance below:

**3.4 Additional funding guidance from the DfE**

Funding reports showing pupil numbers for both the dedicated schools grant and pupil premium allocations (including the early years pupil premium) are available via the reports section in COLLECT. It is essential that these funding reports are checked and verified in conjunction with LA Finance Officers in advance of the spring school census database closing to amendments from schools and local authorities. Amendments to the database will not be possible after this date and, consequently, this will be your only opportunity to contest your funding pupil numbers.

Details of the funding arrangements for the 2019-20 financial year are available [here](https://www.gov.uk/government/publications/pre-16-schools-funding-guidance-for-2019-to-2020).

**SECTION 4: Early Years Provision**

**All Funded Children**

All children funded by early education entitlement must have a parental declaration that has been signed, fully completed or updated for each term the child is in attendance at the provider. Sample parent declaration forms can be found in the EEE Provider Agreement and on EYMIS. Providers can adapt the sample document to suit their provision but must include as a minimum the information on the sample form.

**30 Hour Extended Entitlement Applications**

For children to access 30 hour extended entitlement places for Spring term 2020 parents must have **received their 30-hour code on or before 31st December 2019**. All existing applications that have a validity end date of 31.12.2019 must be reconfirmed and have confirmation of successful reconfirmation before 31.12.2019 to ensure that the application is valid for Spring term 2020.

If parents applied or reconfirmed late in the month and do not receive their code by 31st December 2019, we will not be able to fund the place. Please note that we will not be able to accept applications dated 1st January 2020 or later for Spring term, even if parents have evidence that they have applied beforehand, because parents can only access an extended entitlement place the term after they receive the code.

If parents are accessing the extended entitlement element from your provision you must validate the 30-hour codes on ECS. You need to do this before confirming a place with the parent to ensure that the application is eligible for Spring term. There are guides on EYMIS detailing how to validate a code. There is also a guide on EYMIS in the ECS section called ‘How to find your 30 hours code if you already have one’ which will help you understand a parent’s childcare service account if you need to offer them any help or guidance. Please note it is the parents’ choice where they take their extended entitlement not the provider’s choice.

If parents are having any issues with their accounts or applications please signpost them to HMRC – 0300 123 4097 as we are unable to support with individual applications or account issues.

**2 Year Olds**

Any funded 2-year olds must have a 6 digit application / reference code that has been checked as eligible by the provider. If a code does not show as eligible but you know that the parent meets the eligibility criteria, you must email NEF@birmingham.gov.uk quoting the code, the child’s name and DOB and stating specifically what evidence has been viewed to confirm eligibility – please do not attach any evidence to the email. The NEF team will then confirm by email if the application has been changed to eligible. Guidance is available on EYMIS.

**EYPP / FSM**

Any 3 and 4 year olds applying for EYPP or Free School Meals must have a 6 digit application / reference code that has been checked as eligible by the provider. If a code does not show as eligible but you know that the parent meets the eligibility criteria, you must email NEF@birmingham.gov.uk quoting the code, the child’s name and DOB and stating specifically what evidence has been viewed to confirm eligibility – please do not attach any evidence to the email. The NEF team will then confirm by email if the application has been changed to eligible. Guidance is available on EYMIS.

**DAF**

DAF is a single payment made once per financial year. Only children aged 3 and 4 years are eligible and the child must be in receipt of DLA. If a child attends two settings the parent must nominate which setting receives the payment. Parent declaration forms and guidance for DAF applications can be found on EYMIS

**EYMIS**

We recommend that you regularly access EYMIS for up to date documentation and guidance. EYMIS is the online database that we use to store all our guidance and information relating to Early Years. This includes information about EEE funding, including the Terms and Conditions, Parent Declaration Forms, DAF etc.

The log-on details are:

<https://www.ted-birmingham.org.uk/>

* Log in details **PVI2** (Capital letters **PVI** (the letter **i**) then the number **2**)
* Password **PVI2year** (Capital letters **PVI** (the letter **i**) then the number **2** and lower case **year**)

Click on **EY Info & Guidance** and then **Early Education Entitlement (EEE)**

**SECTION 5: Software and IT Support for Census**

**5.1 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**](https://link2ict.service-now.com)

**5.2 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**](https://customers.advancedcomputersoftware.com/login)

**5.3 Scholar pack users**

Software support is available on **Tel: 01522 716049**

**5.4 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**

The School Census team use 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**](https://www.egress.com/support)

**NB For Spring Census 2019-20 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 Spring census.

Kind Regards



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