Index of Collected Data

A1

Pupil Census 2023/24

For All Schools

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Admissions Appeals – Spring only (Not for Nursery or Special Schools)

Information about admissions appeals is only required from schools and academies who were responsible for their own admission appeals against non-admission during the current academic year. This would include all Voluntary Aided and Foundation schools, as well as all Academies excepting AP Academies, AP Free Schools and Academy Special Schools. Schools which have recently converted to Academy status should still complete these panels as long as the conversion took place before the January census day.

Even if a school has contracted another agency, such as their local authority, to administer their admissions appeals process, they must still complete the admissions appeals panels in the census if they have a governance of either Voluntary Aided, Foundation or Academy.

Data is entered manually into the Admissions Appeals panels of the census. This data is only collected in the January census return.

Primary Admissions Appeals panel
Primary and all-through schools should include admission appeals for infants in **both** this panel and **also** in the separate Infant Admissions' appeals panel.

Infant Admissions Appeals panel
Only Infant Appeals should be recorded in this panel.

Secondary Admissions Appeals panel
There is only one Admissions Appeals panel for secondary schools

Please refer to appendix ***A7 Admissions Appeals*** for further details.

Address Information

Pupil Details – Panel 3 – Address

The Census validation will return red errors for incomplete addresses and black queries for missing addresses. Census returns submitted with missing addresses will, however, fail the DfE's validation rules.
Ensure that all pupils have **address** fields of Apartment, House Name &/or Number, Street and Postcode. Please check the format of addresses for pupils who have a **house name** rather than a house number. Ensure that the **house name** is recorded in the **House Name field** and **not** the **Apartment Field.**

Postcodes - Please ensure **all** postcodes have been entered. Common errors are typing zero instead of the letter O, and vice versa. The **Postcodes website** may be able to assist with missing postcodes: **www.royalmail.com**. Once on the site, select **Postcode Finder**. You may need to register for a free account.

Alternative Provision Placements

Focus / Pupil / Pupil Details – Panel 2 - Registration

The collection period for these placements is from the day after the previous census return to the current census day inclusive.

AP is full or part-time education arranged by:
Local authorities, either directly or working with schools, for pupils who because of permanent exclusion, illness or other reasons, would not otherwise receive suitable education
OR
Schools for pupils to improve their behaviour off-site, or during a suspension

AP is **not** an out of school activity arranged in addition to a full-time education. This includes activities arranged for recreational purposes or for SEN support.

AP is **not** an educational home learning resources provided by a school for the pupils at home.

AP settings provide education for pupils who do not go to a mainstream or special school full time.

AP education often takes place at a PRU, AP academy or free school, but placements can also be arranged in another mainstream or independent school that provides AP, or in an educational setting that is not registered with DfE. In most cases, placement information should be recorded by the school that arranged the placement. The exception to this, is where the alternative provision has been arranged by the Local Authority but the pupil remains dual registered with the mainstream school and the Pupil Referral Unit/Alternative Provision school. In such cases, the mainstream school should still record the required information.

Please refer to appendix ***A12 Managing Alternative Provision Placements*** for further details.

Attendance Collection

Attendance data for the term preceding the census is automatically extracted from either Attendance or Lesson Monitor modules.
All schools (except nurseries) are required to submit termly attendance data, for pupils aged 4 to 15 years. Nursery schools are not required to submit any attendance data via the census, even if they have pupils aged 4 and 5 years.

Attendance code **D** for dual registered pupils will be collected from spring 2021 even though it is not counted as a possible session.

Code **Y** is collected in the school census but is not counted as part of possible sessions. Schools will use code **Y** to record the sessions where a pupil is unable to attend because:

- the school site, or part of it, is closed due to an unavoidable cause.
- the transport provided by the school or local authority is not available, and their home is not within walking distance.
- a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

Sessions possible

This records the number of sessions possible for the attendance period. There are 2 sessions for each school day (morning and afternoon).

Zero sessions possible

Zero sessions possible are recorded where a dual registered pupil has all their previous attendance at the other school at which they are registered.

Pupils aged 4 years

For pupils aged 4 years, the recorded number of sessions possible are those they are expected to attend. Attendance code 'X' (non-compulsory school age absence - not counted in possible attendances) is used for sessions when a 4-year-old is not expected to attend. Absences recorded for 4-year-olds will not be treated as 'authorised' or 'unauthorised' and instead will be reported as overall absence.

Attendance for Year 11 Students

Please see DfE clarification regarding how attendance should be dealt with for year 11 students at the end of the academic year.

The official school leaving date is the last Friday in June in the school year in which a child reaches age 16. This means that year 11 pupils must remain on the school roll until the last Friday in June and their attendance and absence must be recorded to this date.

*If the intention is that they will be returning to the same school 6th form, they must **not** be removed off roll and must not be provided with a new entry date. Once these pupils have reached the end of their compulsory school-age on the last Friday in June, they can be recorded using code 'X' if the school has not asked them to attend until the end of the academic year.*

The DfE's advice regarding study leave is that it should be used sparingly and only granted to Year 11 students during public examinations. As study leave is unsupervised, schools must record it as authorised absence (Attendance Code S). Schools should not continue to grant study leave when examinations are finished.

The official school leaving date is the last Friday in June, in the school year in which a child reaches age 16. This means that Year 11 students must remain on the school roll until this date. Schools are therefore obliged to record both their attendance and absence up until this date.

Secondary Schools with Post 16
Secondary schools with a 6th Form should enter the S code (Study leave) for year 11 students during the examination period. Thereafter, authorised absence should be entered until the last Friday in June, in the school year in which a child reaches age 16. From this date onwards until the end of the term in July, the X code can be used to signify non- compulsory school age. *Do not enter leaving dates* for year 11 students until the next academic year when you will have a definitive list of which year 11 students have continued into year 12.

Secondary Schools without Post 16
Secondary schools without a 6th Form, should enter the S code (Study leave) for year 11 students during the examination period. Thereafter, authorised absence should be entered until the last Friday in June. This date is also normally the leaving date for year 11 students.

Childcare Places – Spring only

Focus / School / School Details or recorded in Childcare census panel

The DfE publish tables which include comprehensive information on what childcare schools offer – from nurseries to after school and holiday provision. These tables will give parents the ability to make decisions and increase their ability to see where they can access their 15 hours of free childcare per 52 weeks for three- and four-year-olds. Schools must provide information on the provision of – or signposting to – childcare, together with the nature of the childcare provided / signposted. Schools without childcare provision are **still** required to provide an answer for each of the 4 types of childcare. The minimum return from a school which does not provide on-site childcare and also does not signpost off-site provision would be for each separate type of childcare a 'NO' for onsite and an 'N' of signposting.

Please see on the next page, the DfE's Childcare definitions as extracted from the DfE's
'School census Guide'

Childcare type	Definitions and notes
Before school childcare service	By this, we mean a guaranteed, regular service provided on days when the school is open. This will provide a safe and secure place where working parents can leave their children before the school opens formally. The setting will take the responsibility of taking the children to their classes when the school opens. This may take the form of a breakfast club and it may include structured activities of free play.
After school childcare service	By this, we mean a guaranteed, regular service provided on days when the school is open. This will provide a safe and secure place where children spend time after the school day has finished. The setting will take the responsibility of collecting the children from their classes and looking after them until working parents can collect them. It may include structured activities, free play, food, homework support or a mixture of all of these. It could also be integrated with other after school specific activities offered by the school.
Holiday childcare service or scheme	By this, we mean a service that will usually open Mon-Fri during school holiday periods. It may not cover all holiday periods but should provide a useful service to working parents. We are not including activities that are only available for morning or afternoon sessions, such as a football class or a language school. Although the service may be integrated with such offers. If the offer only applies during the summer break, we are aware that this may change, so please answer for your current arrangements of plans.
Holiday Opening Weeks	Schools have to be open for 38 weeks. Please enter the number of weeks the holiday childcare operates for (if there is more than one such scheme at your school, please enter the total number of weeks covered). We have only asked for the number of weeks as schools can have different term patterns. If the service operates for 6 weeks of the summer holiday, but not at Christmas and Easter – you should enter 6. If it covers all holiday periods, with the exception of Christmas week, you should enter 13.
Childcare for children aged under 5	By this, we mean a service that parents can use for at least 9 hours a day if they choose to. Please do not include provision that is only available during school hours or where children can **only** attend for a morning or afternoon session.

Consortium / Guest Students - Secondary Schools

Schools often provide courses of study in collaboration with other schools. Current guidance from the DfE is a recommendation that the registration school should record the student with an enrolment status of **Single** registration and the providing school should record the same student with an enrolment status of **Guest** registration.

Note: It is imperative that Warwickshire schools have a uniform policy regarding consortium students and as such, the LA have decided to make all consortium students have an enrolment status of **Guest.**

To alter a student's enrolment status please follow this route:
Routines / Student / Change Enrolment Status
Guest student records do not require the same data upkeep as single registered student records.
If you wish to retain a guest student's historical attendance data from when they were still dual registered, then please contact The Service Desk for advice ***BEFORE*** you alter the student's enrolment status to Guest.

Disability Access Fund - Nursery pupils only

Tools / Statutory Return Tools / Update Early Years or in the Early Years census panel

The Disability Access Fund is payable as a lump sum once a year and awarded only to three- and four-year-old pupils who meet the following criteria:

- the child is in receipt of child disability living allowance; AND
- the child receives free early education.

Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day.

Please note: Pupils aged 4 as at the 31 August who are in reception rather than nursery are not eligible for DAF funding. Further information on the DAF is available in the early years national funding formula (EYNFF) operational guidance.

The DAF indicator should only be returned for eligible children within the date of birth range, and year groups, outlined in the following table.

Early Years - Extended Funded Childcare Hours and the 30 Hour code

Tools / Statutory Return Tools / Update Early Years or through EY Census panel

Extended Funded Hours are the number of hours, **in addition** to the initial 15 funded hours, that a child receives and is applicable **only to three- and four-year-old pupils**. Extended Funded hours can double the original 15 hours of free childcare to 30 hours a week, provided that the following criteria are met:

- Both parents must be working or be a single parent 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

- Parents who meet the extended funded hours criteria must obtain a code from the Tax Office (HM Revenue & Customs), to give to the school, together with other details, to confirm their eligibility for extended childcare hours. This 30-hour code is usually available from the term following a child's third birthday.

The 11 digit **30-hour code** confirms the eligibility to access these additional 15 hours of extended childcare. Both the number of extended hours and the 30-hour code are collected for the week in which the census day falls. Disregard any absences during census week as these hours should be an indication of what the pupil's normal attendance pattern is.

Early Years - Funded Hours

Tools / Statutory Return Tools / Update Early Years or through EY Census panel

Funded Hours signifies the level of free entitlement of education attracted by the child in that setting. Schools should record the total number of hours at the school which **are funded** under the free entitlement to education for under 5's. This data is used to determine the Dedicated Schools Grant allocation which the DfE use to fund local authorities for the provision of education. Funded hours are allocated according to the pupil's age and not the NC Year they are attending.

The table below shows the dates of birth of children for whom funded hours are required. If a child falls into the date of birth range below but is not in receipt of any funding via the free entitlement, then a value of zero should be recorded for funded hours.

Census	**Date of Birth ranges**	**Funded Hours**
Autumn 2023	2- and 3-year-olds born between 01/09/2019 and 31/08/2021 (All relevant schools and year groups)	15 Hours
	4-year-olds born between 01/09/2018 and 31/08/2019 (Who are not yet in Reception)	15 Hours
Spring 2024	2- and 3-year-olds born between 01/09/2019 and 31/12/2021 (All relevant schools and year groups)	15 Hours
	4-year-olds born between 01/01/2019 and 31/08/2019 (Who are not yet in Reception)	15 Hours
Summer 2024	2- and 3-year-olds born between 01/09/2019 and 31/03/2022 (All relevant schools and year groups)	15 Hours
	4-year-olds born between 01/04/2019 and 31/08/2019 (Who are not yet in Reception)	15 Hours

NB. As pupils **aged 4 in Reception** are funded as full-time equivalent pupils, there is no requirement to enter their hours in the Early Years Hours table. Funded hours will only be required for all pupils aged 2, 3 and 4 in **Nursery** and for pupils aged 2, 3 and 4 in year groups E1, E2, N1 and N2.

Early Years - Hours at Setting

Tools / Statutory Return Tools / Update Early Years or through EY Census panel

Early Years (nursery) pupils are recorded in EITHER the School Census OR in the Early Years census, BUT NOT BOTH.

Registered pupils of the school are recorded via the school census (and not the Early Years census). Nursery children attending a separate Ofsted registered PVI provider on a school site are recorded via the Early Years census (and not the School Census).

Children may, of course, appear on the two different census returns if their free entitlement is split between two different settings / schools.

Hours at Setting reflects the number of actual hours that the pupil would normally attend at a setting (your school), ***during census week***. Hours at setting is the total number of hours attended, ***irrespective of where the funding for these hours comes from.***
For example, the total hours attended could be a combination of funded hours, capped at 15 per week, plus any additional hours funded from other sources such as the pupil's parents or through the Extended Funded childcare hours.

Early Years Pupil Premium – Spring only

Recorded in January Early Years census panel

Early Years (nursery) pupils are recorded in EITHER the School Census OR in the Early Years census, BUT NOT BOTH.

Registered pupils of the school are recorded via the school census (and not the Early Years census). Nursery children attending a separate Ofsted registered PVI provider on a school site are recorded via the Early Years census (and not the School Census)

Children may, of course, appear on the two different census returns if their free entitlement is split between two different settings / schools.

National curriculum year groups

To provide flexibility and to allow school MIS systems to record very young children, the department has introduced two additional year groups to the national curriculum year group code set:
E1 for children aged 0 – 1
E2 for children aged 1 – 2
N1 (2-3)
N2 (3-4)
Please note that the introduction of these additional year groups does not extend the scope of who should be recorded in the school census and this remains children on the school's admission register receiving education.

The Early Years Pupil Premium (EYPP) is additional funding for early years establishments to improve the education they provide for disadvantaged 3- and 4-year-olds.

Early years providers are any organisation offering education to children under the age of 5.

Early Years Pupil Premium (EYPP) for disadvantaged three- and four-year-olds has been managed by the Local Authority since April 2015. The DfE now want schools to report on EYPP in their census returns.

Children become eligible for Early Years Pupil Premium from the term following their third birthday and retain this entitlement until they move from Nursery class into Reception, where they become eligible for the 'mainstream' pupil premium.

As Early Years Pupil Premium data is only collected in the January census, the age range for 3-year-olds is not restricted to the academic year.

Children will be eligible for EYPP if they are receiving any hours of early education **and** meet the benefits related criteria for:

- Free School Meals *(not Universal Infant Free Meals)*
- are in the care of the local authority
- have left care through adoption, special guardianship or a child arrangement order

Early Years Pupil Premium process in Warwickshire

1. Schools will receive an email from Warwickshire's Strategic Finance office explaining how to claim for EYPP. This email will have a claim form attached.
2. Nurseries / schools ask parents to complete form and show proof of their NI number.
3. Completed forms are returned to the LA – Strategic Finance office
4. LA checks are carried out
5. LA inform schools about which pupils have qualified for EYPP
6. Schools update SIMS with this data **BEFORE** January census day. In SIMS, schools should also add pupils who are already receiving EYPP from an LA provided list.
7. EYPP data is submitted to the DfE via the January census return

Enrolment Status

Pupil Details – Panel 2 – Registration

The majority of pupils will be **Single** registration, with a few **Dual Main** and **Dual Subsidiary** registrations. If any students are dual registered at two schools, then only one of the schools can record the pupil as **Main-Dual registration.** The other school should record the pupil as **Subsidiary-Dual registration**. In the event of both schools recording the same registration details for a pupil in a Census return, the school recording incorrect information will be requested to amend this data and repeat their return. Dual registered pupils recorded incorrectly is one of the most common reasons schools are asked to amend data and resubmit their returns.

Ethnicity

Pupil Details – Panel 8 – Ethnic/Cultural

Ethnicity is collected for all pupils from years N to 13. You must make every effort to collect this data from parents. This information should be part of your data collection sheet, and admission form when admitting new pupils.

Exclusions and Suspensions

Pupil Details – Links – Exclusions

The census usually collects Exclusions and Suspensions for the previous 2 terms in order to accommodate the review process. This means some exclusions and Suspensions may be returned on two consecutive census returns. This will not result in double counting in national statistics, as only the latest information returned for each term, will be used. Only suspensions and permanent exclusions with a **start date** in the date span are included. The start date for a suspension is reported, but instead of reporting the end date the number of sessions missed (or to be missed) is reported.
A permanent exclusion is only reported if the final governor review has taken place and the required details of the review have been entered.

Please check the exclusion collection period in the census details panel of your return and refer to ***A6 How to Record Exclusions / Suspensions*** document

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Please be aware: If a pupil receives a permanent exclusion, you will need to record SEN details for that pupil, **before** adding a leaving date, even if they don't have special needs. The logic being that if a pupil is excluded from school then, by default, that pupil has special education needs. In SIMS, record **N - No Special Educational Need** and not **Never Assigned**. Please ensure that the SEN start date is before the date of the exclusion and leaving date. You can use the Bulk Update to do this.

First Language

Pupil Details – Panel 8 – Ethnic/Cultural

First Language is collected for all pupils from years N to 13. A First Language is identified as the language a student was exposed to during early development and continues to be exposed to in the home or in the community. If a student's first language is not on the language lookup table, then "**Other than English**" will have to be entered.

Free School Meal Eligibility

Pupil Details – Panel 6 – Dietary

Pupils can only be recorded as FSM eligible on their records, if they meet the FSM eligibility criteria (in respect to family income) and have make a legitimate claim.

Pupils who are only in receipt of a free school lunch due to a universal entitlement - such as the Infant Pupil Universal Entitlement – are not recorded as FSM eligible and are not eligible for pupil premium.

Each period of FSM eligibility must have an associated country of the UK reported to ensure that those pupils who have only experienced periods of FSM eligibility outside of England do not attract the pupil premium.

To minimise the impact of the rollout of universal credit 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 **31st March 2018 until 31st March 2023**, should continue to receive free school meals until the end of the universal credit roll out period. This covers until at least **March 2025** 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

Please note that as things stand the DfE will begin the process of ending the protection of FSM eligibility from Universal Credit on **31st March 2023**.
Any pupil with a start date for FSM after **31st March 2023** **will not** be protected from Universal Credit and can be assigned an end date for FSM.

Any pupil with a start date for FSM on or before **31st March 2023** **will continue** to be protected from Universal Credit until the end of their current phase of education, e.g. primary in year 6 or secondary in year 11, at which point they can be assigned an end date for FSM depending on their circumstances.
This means that the full impact on Deprivation Pupil Premium will be delayed by more than six years for many schools.

For further information regarding recording Free School Meals as part of the temporary **NRPF extension** please refer to the DfE's online census guidance found at:
https://www.gov.uk/guidance/complete-the-school-census/data-items-2021-to-2022

Funding and Monitoring (FAM)

Tools / Statutory Return Tools / Update Funding and Monitoring

The Learner Funding and Monitoring table is provided to enable schools to record aspects of the **Education Recovery Package**.

This table will identify pupils:

- in receipt of tutoring provided via the National Tutoring Programme (NTP)
- in receipt of tutoring funded by the 16 to 19 Tuition Fund - ***(Secondary schools only)***
- resitting or retaking full or part of their 16 to 19 study programme - ***(Secondary schools only)***

Schools should record tutoring hours that were delivered via any of the following **National Tutoring Programme** delivery routes:

- tuition partners
- academic mentors
- school-led tutoring.

More information about the National Tutoring Programme is available on the GOV.UK website https://www.gov.uk/government/publications/national-tutoring-programme-ntp

Appropriate data items in this table are to be entered for pupils who are **on roll on census day** and for pupils who went **off roll since the start of the new academic year**

Please refer to ***Document 4 Updating Statutory Tables – page 2*** for a detailed explanation of how this table should be populated.

In Care

Pupil Details – Panel 10 – Welfare

Data about pupils **In Care** is now only collected for pupils who also have exclusions. It is, however, strongly recommended that schools keep all in care details up to date both for their own internal reference and for analysis purposes, particularly for OFSTED inspections. It is the responsibility of The Virtual School to monitor In Care students and to report back to the DfE about these students.

Learner Support – Post 16 Students only

Pupil Details – Panel 9 – Additional Information

The Learner Support Code indicates which pupils aged 16 to19 have been awarded the 16-19 Bursary Fund, at any point in the academic year. This may include leavers who have left school since the start of the academic year. This data is **only** collected in the Spring and Summer census returns.

The Learner Support Code indicates the type of financial support awarded to pupils beyond compulsory school leaving age. This data item is already in use in colleges and will enable schools to record a number of different types of support awarded to their pupils. However, for the purposes of the Census, schools **only** need to record whether their pupils aged 16 to 19 have been awarded:

- a vulnerable group bursary, and/or
- a discretionary bursary

Other types of support may be recorded in SIMS but they will not be captured in the Census.

The collection of data will be on a cumulative basis as follows:

- Spring Term - any bursaries awarded since the beginning of the academic year to students who are either on roll on census day or became off roll since the start of the academic year.

- Summer Term - any bursaries awarded since the beginning of the academic year to students who on are either on roll on census day or became off roll since the start of the academic year

If a learner is provided with Bursary Funding for two consecutive academic years, then it will be necessary for users to make **two** separate entries, one for each academic year for which Bursary Funding has been awarded. In SIMS it is only possible to enter start dates. There is currently no field to hold end dates.
Further information on the fund itself is available from the DfE's website:
http://www.education.gov.uk/childrenandyoungpeople/youngpeople/studentsupport/funding/a00203061/16-19-bursaries

Mode of Travel

Pupil Details – Panel 9 – Additional Information

Mode of Travel data inaccuracies or omissions will no longer result in either SIMS or the LA – Business Intelligence validation errors. It is **still** essential, however, for schools to maintain MOT data accurately in SIMS .net as the Local Authority is dependent on this information for funding purposes. It is only possible to record one Mode of Travel, so the most common mode should be selected.

Part Time Pupils

Pupil Details – Panel 2 – Registration

Only Nursery pupils can be recorded as part-time pupils.
The DfE has stated the following to clarify between education hours and childcare hours:

"The part time indicator is not based on the number of funded hours, the part time indicator is based on whether the pupil is attending an education provision for 10 sessions a week. If the pupil is attending fewer than 10 education sessions a week they should be recorded as part time and not full time. If they [the pupils] are not receiving an education provision in the afternoon then they would be recorded as part time. The key is whether the provision is education or childcare."

Pupils who are part-time at your school, but also part-time at another school, should still be considered a full-time pupil, as they are in full-time education. These pupils should be marked as full-time, but have D codes entered into attendance when they are educated elsewhere.

Post Looked After Arrangements

Tools / Statutory Return Tools / Update Post looked After Arrangements or through PLA census panel

Post Looked After Arrangements data identifies children on roll on census day who were looked after (in care) before adoption or prior to being the subject of a residence or special guardianship order.

Pupil Premium

Pupil Details – Panel 9 – Additional Information

The census does **NOT** identify or extract pupils who **have** Pupil Premium indicator ticks in SIMS. Schools receive Pupil Premium funding for students meeting one or more of the following criteria:

- **Eligible for Free School Meals** - *currently or within the last 6 years*
- **Looked After** - *for at least 1 day*
- **Service Children** - *currently or within the last 4 years*
- **Post Looked After** – *irrespective of when the adoption, special guardianship or resident order took place which removed pupils from being in foster care*.

Pupil Premium funding is calculated from data held in the National Pupil Database (NPD) together with new data collected in School Census returns.

For further information about the Pupil Premium see:
http://www.education.gov.uk/schools/pupilsupport/premium/b0076063/pp

When the new Pupil Premium csv download file is released, the MIDAS team will email schools, giving instructions on how to download their DfE pupil Premium file from the Key to Success website and import it into SIMS.

School Details

Focus / School / School Details

The DfE required the following detail about schools:

- School name
- Local Authority number
- Departmental establishment number – DfE number
- Unique Reference Number
- School phase
- Type of school
- Governance
- Intake type
- Maximum year group
- Minimum year group
- School telephone number
- School email address – The DfE may use this email address for future correspondence.

School Time – Spring only. All schools except nursery

Focus / School / School Details / Establishment panel

This will be collected from all schools, but only in Spring census returns and is voluntary for School Census Spring 2023.

This data item should record the total compulsory time pupils spend in school, in a typical 5 day week, inclusive of breaks and lunchtimes. School Time must be entered to 2 decimals and rounded to the nearest 15 minutes. For example, 32 hours and 40 minutes would be rounded to 32 hours and 45 minutes and recorded as 32.75 hours.

Selected Period - Spring only

Details are required about all **classes running at a designated time on Census Day.** A **Selected Period** is a specific lesson time which is based on the last digit of your school's DfE number. See document ***6 Selected Period***, Primary or Secondary for additional information.

SEN Information

Focus – Pupil – Special Educational Needs. Panel 3 – Basic SEN Details

SEN information is collected for pupils with code E (EHCP) and K (support). Primary and secondary needs (where applicable) are collected in the spring return. SEN Need Types are limited to a list of statutory needs as defined by the DfE. This information is used to determine funding levels for schools, so incorrect data may result in incorrect levels of funding. For this reason, it is important that you check with your SEN coordinator that all SEN data is up-to-date and accurate. https://www.gov.uk/guidance/complete-the-school-census/find-a-school-census-code#pupil-SEN-type

The DfE also collects data regarding SEN Units. This is found under the SEN Provision tab and identifies pupils who are members of a SEN unit.

SEN units are special provisions within a mainstream school where the pupils with SEN are taught within separate classes for at least half of their time.

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

Service Children

Pupil Details – Panel 9 – Additional Information

Pupils can only be tagged as Service Children if their parents are designated as Personnel Category 1 or 2. Details can be found here:
https://www.gov.uk/government/publications/personal-status-category-definitions
The child also has to **live** with the parent employed by the armed services, to qualify as a Service child.
Children of military personnel who have died in service will be eligible to access the Service Pupil Premium. These children will be in receipt of a Military Child's Pension and should also be tagged as Service Children in SIMS.
If a parent previously employed by the armed services is now no longer employed by the armed services, then the **Service Children in Education** field should be set to **No**.

Top up Funding

Tools / Statutory Return Tools / Update Top up Funding or in Top-up Funding census panel.

The DfE would like to know those pupils on roll on census day, for whom a school receives top-up funding from their local authority. Top-up funding is supplied by local authorities from their high needs budget directly. In schools, it is expected that most pupils for whom top-up funding is paid will also have a special educational need (SEN), but this is not an automatic link and it will depend on the local policy on SEN.
Please look out for a list of pupils at your school who receive top up funding from the Warwickshire County Council. If you have any queries regarding Top up Funding, please contact **ASRS** – (Assessment, Statementing and Review Service)

Traineeships - Secondary Schools. Post 16 students only

A traineeship is a discrete study programme with a specific set of learning aims required to qualify as a traineeship – normally, these are:
• work experience
• work preparation
Alongside
• Maths - if required
• English - if required

Whilst a traineeship can have these constituent aims, not all occurrences of these aims will be a traineeship – a pupil could be participating in work preparation or work experience as part of a non-traineeship study programme and there will be numerous students studying English and Maths who are not on a traineeship. The traineeship indicator is set against each of the pupil's learning aims (when the aim is agreed). Where learning aims from a previous academic year contribute to a traineeship, such aims do not need to be retrospectively flagged.

Two-Year-old Basis for Funding – Spring only

Routines / Statutory Returns / School Census / Early Years / 2-Year-Old Basis for Funding

Records the basis on which 2-year-olds have been funded whilst taking up a place in the school. This data item is not required for 3- and 4-year-olds. 2-year-old children may meet more than one criterion in the table shown below

Code	Description
ECO	Economic criteria
HSD	High-level SEN or disability
LAA	Looked after or adopted from care

Unique Learner Numbers - Secondary and Special Schools

Pupil Details – Panel 2 – Registration

Mandatory for all pupils aged 14 and over on census day. A Unique Learner Number is a 10-digit identifier which stays with the student's learning record throughout their lives. ULNs can be retrieved from the **Learning Records Service.**

Note: The Learning Records Service web address:
https://lrs.education.gov.uk

Note: For details on how to access and import ULNs into SIMS .net, please find the ULN import instructions on the **WeLearn 365 portal**. From the **MIDAS** homepage select:
Documentation / SIMS Housekeeping / Unique Learner Numbers
Contained in this folder are instructions on how to download, import and use the Unique Learner Reports

Universal Infant Free School Meals

School Dinner Taken census panel

School dinners taken on census day will be collected for all on roll infant pupils. This data item indicates whether a pupil has actually **taken** a school lunch on census day; where 'school lunch' is defined as food made available by the school for consumption by the pupil as his/her lunchtime meal. Numbers of infant meals taken is entered directly into the census file via a panel dedicated to this purpose.
This data item will be collected from **all school types** in each census for the following pupils:
all pupils on roll on census day in reception (NCYearActual = R)
all pupils on roll on census day in year 1 (NCYearActual = 1)
all pupils on roll on census day in year 2 (NCYearActual = 2)
all pupils on roll on census day aged 4 to 6 not following the national curriculum in reception (NCYearActual = X)

Note: Pupils should only be recorded as eligible for Free School Meals in their pupil record if they meet the FSM eligibility criteria in respect to family income and their parents have made a legitimate claim. A list of these pupils can be found on the OFSM website.
Pupils who are **only** in receipt of a free school lunch due to their infant pupil universal entitlement should **NOT** be recorded as FSM.

Extract from the DfE census guidance document

Although a single census figure will initially be used for funding purposes in the first year; in future years, an average of figures from the last 3 termly census returns will be used. It is recognised that schools will experience some fluctuations in pupil take-up due to pupil migration, absence etc but it is expected that a pattern of meal take-up will be established fairly quickly. Schools will be expected to monitor any changing take-up and manage this appropriately within their existing budget.

UPN – Unique Pupil Number

Pupil Details – Panel 2 – Registration

UPN (Unique Pupil Number) is collected for all pupils. Temporary UPNs should only be assigned if a pupil has arrived just before census day and you have been unable to obtain their permanent UPN. This should be updated with the permanent UPN as soon as possible.

Pupil's former UPN
The DfE needs this data for both on and off roll pupils.
Where a pupil is adopted, a new unique pupil number (UPN) is issued with no link or reference made to their former UPN. You must not add the previous UPN for an adopted pupil in this field.

Where a non-adopted pupil has held another UPN whilst at your school (such as a temporary UPN was allocated, but replaced by a permanent one), you should add the temporary UPN to the former UPN field.

URN – Unique Reference Number

Focus – School – School Details

Please ensure that your schools **Unique Reference Number (URN)** in SIMS matches your schools **URN** on the **'Get information about schools'** (formerly Edubase) website. The DFE will cross check this data and if any discrepancies are found, they will not authorise your schools' return until all discrepancies have been resolved

Year Taught In

Pupil Details – Panel 2 – Registration

Check the information in the **Year taught in** column agrees with that in the **Year** column. Where Year taught in and Year are **not** the same, check this is correct and amend if necessary. The Year taught in will only be different for any pupils who are registered with their peers but taught out of their normal age range (taught either a year above or below their peer group).

Young Carer Indicator – All schools except Nursery

Pupil Details – Panel 10 – Welfare

From January 2023 census return, students who have been identified as Young Carers, will be collected in the return. Additionally, the return will include whether the Parent / Guardian, or school has identified the student as a Young Carer.

Section 17ZA of the Children Act 1989 says a young carer is a person under 18 who provides or intends to provide care for another person (which is neither a contract nor voluntary work).

Young carers carry immense responsibility in providing care and support at home when their own needs often remain hidden. The increased pressures young carers have faced due to the pandemic has further highlighted the need to improve formal identification of this cohort in schools, to understand their needs and to provide early help as outlined in statutory guidance on **keeping children safe in education**.

Working together to safeguard children also outlines how school and college staff should be particularly alert to the potential need of early help for students who have taken on caring responsibilities.
Schools can record the information using the following codes and descriptors in the table below.

Code	Young carer indicator
N	Not declared
P	Identified as a young carer by parent or guardian
S	Identified as a young carer by school – including where the pupil self declares

Youth Support Services Agreement Indicator - Secondary schools only

Pupil Details – Panel 9 – Additional Information

There is a legal requirement under the Education and Skills Act 2008 for schools to pass specific information on request to the Youth Support Service for pupils who are 12 and above, irrespective of either the parent's or student's permission. The school, however, is under an obligation to have this explained in a **Privacy Notice**.

Student information required by the Youth Support Service:

1. the names and addresses of pupils and their parents - *provided in any event, no permission needed*

2. the date of birth of the pupil - *provided in any event, no permission needed*

3. Parents or pupils (if aged 16 or over) – **have the right to object to any additional information (over and above name, address and date of birth)** being shared with the local authority or provider of youth support services. As part of the schools' privacy notice, schools must advise parents / pupils of their right to object. Until the parent or pupil gives an instruction, the school remains under a statutory duty to provide information to the Youth Support Service on request.

On the following page, please find a table of **Youth Support Services** codes with corresponding descriptions detailing what each code means.

Youth Support Services Codes in SIMS	Description
Yes - Obtained	Permission has been given by the parent, guardian or pupil to share additional information
No - Refused	Parent, guardian or pupil has exercised their right to object to the sharing of additional information
UNS - Unsought	Unsought - school has not yet sent out privacy notices, data can be shared with youth support services *(not advised)*
SNR - Sought no reply	Sought, no reply - school has sent out privacy notices, but received no reply, additional data can be shared with youth support services

Census returns are used to transfer data items from schools to their local authorities, who in turn pass on requested student data to the Youth Support Service.

Privacy Notices need to be issued to parents advising them of their or their child's right to instruct the school **not** to provide information beyond name, address and date of birth.
Please see appendix ***A4 Privacy Notices*** which provides links to both Warwickshire's Legal Services and the DfE's Privacy Notice guidance.