Updating Statutory Tables

4

Pupil Census 2023/24

For All Schools

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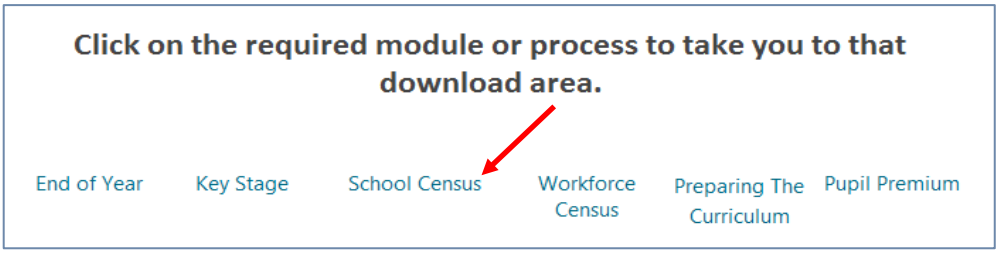
Video support *– not in your ebook*

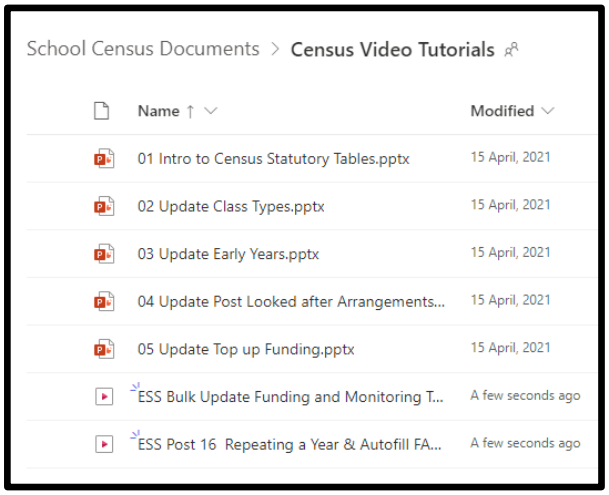
If you find it useful, there a few video demonstrations on how to enter data into the different census, statutory tables.
Please use either the **WeLearn** portal: http://bit.ly/midaspages
OR
the **Downloads** site: http://wsd.we-learn.com/downloads
to access these resources.

WeLearn Portal

Select the **Documentation** menu option.



Select **School Census**
Select the **Pupil Census** folder
Select **Census Video Tutorial** folder



Downloads Site

wsd.we-learn.com - /downloads/

[To Parent Directory]

1/16/2019	4:24 PM	<dir>	Course for new SBMs and Headteachers
5/4/2022	2:06 PM	<dir>	End of Year Documentation
7/18/2022	9:37 AM	<dir>	Exams Results Day
3/19/2019	3:32 PM	<dir>	GDPR
6/10/2022	12:03 PM	<dir>	Key Stage 2022
3/30/2022	4:09 PM	<dir>	New folder
1/31/2022	4:27 PM	<dir>	New User TRaining Videos
10/8/2020	5:58 PM	<dir>	Personnel
6/29/2022	10:01 AM	<dir>	Post 16 Census 2022
5/23/2022	11:25 AM	<dir>	Preparing for the new Curriculum Year (Secondary Schools)
5/9/2022	8:47 AM	<dir>	Pupil Census
8/2/2022	3:41 PM	<dir>	Pupil Premium
9/11/2019	9:27 AM	<dir>	Reallocate UPN
9/25/2019	2:55 PM	<dir>	Report Bank
12/1/2021	1:57 PM	<dir>	School Workforce Census 2021
3/18/2020	12:36 PM	<dir>	Self Isolating guidance for SIMS
1/31/2022	4:54 PM	<dir>	Training Videos

Select **Census Video Tutorials** folder

[To Parent Directory]

4/15/2021	2:27 PM	11010909	01 Intro to Census statutory Tables .pptx
4/15/2021	2:27 PM	28607092	02 Update Class Types.pptx
4/15/2021	2:28 PM	63064150	03 Update Early Years.pptx
4/15/2021	2:27 PM	17686587	04 Update Post Looked after Arrangements.pptx
4/15/2021	2:27 PM	13491402	05 Update Top up Funding.pptx
9/5/2022	11:24 AM	10250107	ESS Bulk Update Funding & Monitoring Table.mp4
9/5/2022	11:24 AM	10250107	ESS Post 16 Repeating a Year & Autofill FAM Table.mp4

Update Funding and Monitoring

Not applicable to Nursery schools

Tools / Statutory Return Tools / Update Funding and Monitoring

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

For the 2023 to 2024 academic year 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)***

Previously, only school-led tutoring was collected but from the 1st August 2022 schools should record tutoring that was 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

The data will be collected for the 2023/2024 Academic Year for both **on-roll students** and **leavers** who have left between 01/08/2023 and 31/07/2024.

In the FAM table, student information is displayed in the columns on the left-hand side of the panel. This information is displayed as at the system date. If it is helpful, users can manipulate which selection of students to view in the table, by making use of the different filters on offer, such as SEN, Year Group etc.
Cells with a white background are editable.

Tutoring

Pupils eligible for this funding have to be in National Curriculum **Year 1 to 11** or aged **5 to 15** on the **31st August 2023**. Any pupil within this age band can qualify for further tuition regardless of whether they are SEN, Pupil Premium or Ever 6 students.

Ticking cells in the **Tutoring** column opens the Autumn, Spring and Summer census columns to allow for the entry of the number of tutoring hours a pupil accessed, from the beginning of the academic year to each successive census day. Where a pupil is dual registered, only enter the number of tutoring hours the pupil has received in your school.

1. Right-click anywhere in the **Tutoring** column, then select the required option from the pop-up menu. If most, or all of your pupils have been receiving tutoring, select the **Check All** option. Any pupils who have not been receiving tutoring can then be deselected by clicking the **Tuition** cell adjacent to their name.

2. When a tick is entered in a **Tutoring** cell, the corresponding 'cumulative hour' cells can be added or edited. Enter the number of tutoring hours (to the nearest 0.5) that the pupil has received as at the applicable census date.

3. After entering a value in the **Cumulative Hrs at Aut Census** column it is possible to auto-populate the hours cells to the right. The associated Spring cell will turn red.

4. When you click in or tab to the **Cumulative Hrs at Spr Census** cell, the Autumn value is copied to all the hours cells to the right. This value is the minimum cumulative hours possible, per census day.

5. If you want to add hours into the **Cumulative Hrs at Sum Census** column, you may need to amend pre-existing values already populating this column.

6. ***These values can be edited when you know the hours that have been accessed by the pupil for Spring and then later for Summer***.

NOTE: The values entered in the **Cumulative Hrs at 31 Aug** column are not reported in the census. This functionality has been provided to enable schools to record data required by the Education and Skills Funding Agency (ESFA) (https://www.gov.uk/government/organisations/education-and- skills-funding-agency).

Equally, any text entered into the **Notes** column is not reported in the census. These **Notes** are purely for internal reference.

How to enter tutoring data into the FAM table

	Cumulative Hrs at Aut census	**Cumulative Hrs at Spr census**	**Cumulative Hrs at Sum census**	**Cumulative Hrs as at 31st August**
Expected values	Hours of tutoring from **01/08/2023** to the Autumn census date, **05/10/2023**	Hours of tutoring from **01/08/2023** to the Spring census date **18/01/2023** *The number of hours entered must be greater than or equal to the Autumn hours.*	Hours of tutoring from **01/08/2023** to the Summer census date **16/05/2023** *The number of hours entered must be greater than or equal to the Spring hours.*	Hours of tutoring from **01/08/2023** to the Summer census date plus any additional hours that occurred after the Summer census date. *The number of hours entered must be greater than or equal to the Summer hours.*
Scenario	**5** hours tuition received from **01/08/2022** to **06/10/2022**.	**3** hours tuition received after **06/10/2022** to **19/01/2023**.	**2** hours tuition received after **19/01/2023** to **18/05/2023**.	**1** additional tuition hour after **18/05/2023** to **31/07/2023**. *Not applicable to the census but required for ESFA reporting*.
Example values for each column	5	8	10	11

Enter **Notes**, if required. This information is for the school's own use and is not collected in the census. **Save** your entries.

16 to 19 Tuition Fund *(Secondary Schools with Post 16 students)*

The 16 to 19 Tuition Fund is provided to support small group tuition for 16- to 19-year-old students in English, Maths and other courses where learning has been disrupted.

1. Right-click anywhere in the **16-19 Tuition Fund** column, then select the required option from the pop-up menu. If most or all of the students have been receiving tuition funding, select the **Check All** option. Any students who have not been receiving tuition funding can then be deselected by clicking the **16-19 Tuition Fund** cell adjacent to their name.

Repeating Post-16 Year

1. Specify which students are **Repeating a Post-16 Year** by right-clicking anywhere in the column, then selecting the required option from the pop-up menu. Bulk or Individual entry can be achieved using the same method as described for 16-19 tuition funding.

2. Where **Repeating Post-16 Year** has been ticked for a Year 13 and above student, a completed programme *and* an additional continuing programme is reported.

3. If a Year 12 student is repeating their Post 16 year, the **Starting New Programme** column is activated.

4. Specify which Year 12 students are **Starting New Programme** by right-clicking anywhere in the column, then selecting the required option from the pop-up menu.

5. Where **Repeating Post-16 Year** has been ticked for a Year 12 student *and* **Starting New Programme** has also been ticked, the XML return file will report a completed programme *and* an additional continuing programme.

6. Where **Repeating Post-16 Year** has been ticked for a Year 12 student and **Starting New Programme** is *not* ticked, a continuing programme is reported.

7. Enter **Notes**, if required. This information is for the school's own use and is not collected in the census.

8. Click **Save**.

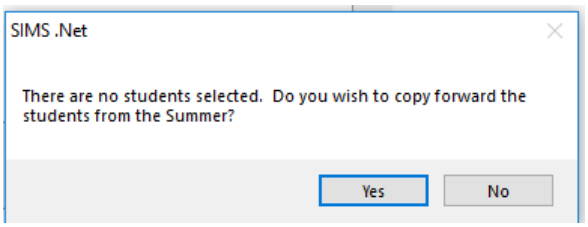
Selecting the **Repeating Year 13** option creates two programme aims, one for the completed study programme and one for the repeating year. This can be checked by running the Post-16 Programmes of Study and Learning Aims report.

Update Post Looked After Arrangements

Tools / Statutory Return Tools /

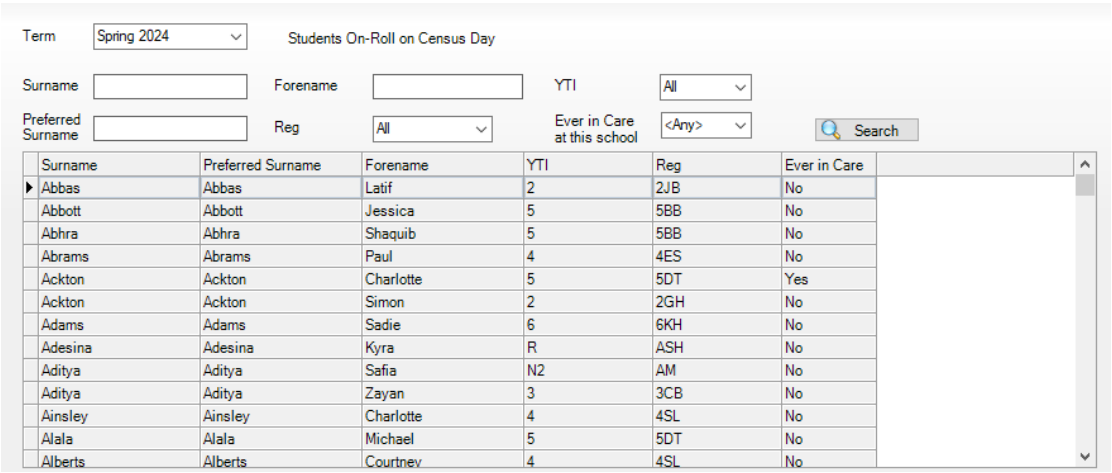
Schools should include all pupils who have been removed from care due to Adoption, a Guardianship Order, Residence Order or through a Child Arrangement Order.

The message below will not appear for the first census return of a new academic year.



Select **Yes** to add your Post Looked After Arrangements students from the previous return into the table for your current return.

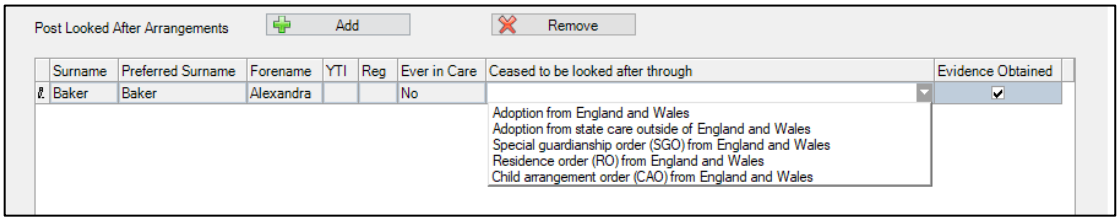
Bear in mind that the **Ever in Care** search filter here is referring only to students who have been tagged as In Care in your SIMS system. You may have students who were adopted long before they were admitted to your school.



Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Abbas	Abbas	Latif	2	2JB	No
Abbott	Abbott	Jessica	5	5BB	No
Abhra	Abhra	Shaquib	5	5BB	No
Abrams	Abrams	Paul	4	4ES	No
Ackton	Ackton	Charlotte	5	5DT	Yes
Ackton	Ackton	Simon	2	2GH	No
Adams	Adams	Sadie	6	6KH	No
Adesina	Adesina	Kyra	R	ASH	No
Aditya	Aditya	Safia	N2	AM	No
Aditya	Aditya	Zayan	3	3CB	No
Ainsley	Ainsley	Charlotte	4	4SL	No
Alala	Alala	Michael	5	5DT	No
Alberts	Alberts	Courtney	4	4SL	No

You can use the shift key and left mouse click to select a continuous block of students or the Ctrl key and left mouse click to select a selection of students who are not necessarily listed one after the other.

Click on the **Add** button to place your selection in the Post Looked After Arrangements panel below.

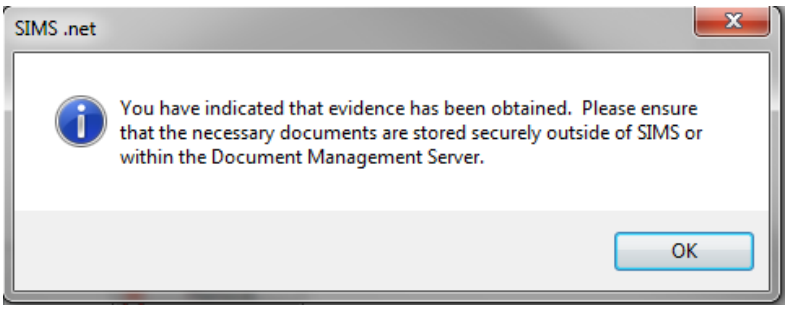


You will need to assign one of the following reasons from the drop down list to each student.

Description
Adoption from England and Wales
Adoption from state care outside of England and Wales
Special guardianship order (SGO) from England and Wales
Residence order (RO) from England and Wales
Child arrangement order (CAO) from England and Wales

Tick the Evidence Obtained tick box and click on the **Update** button.

Please read and act on the message displayed below.

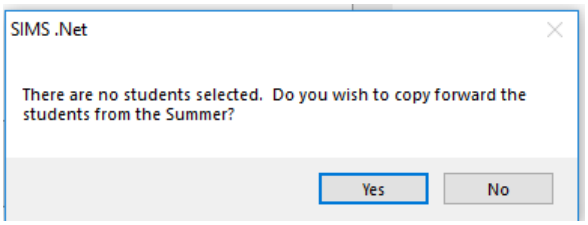


Update Top up Funding

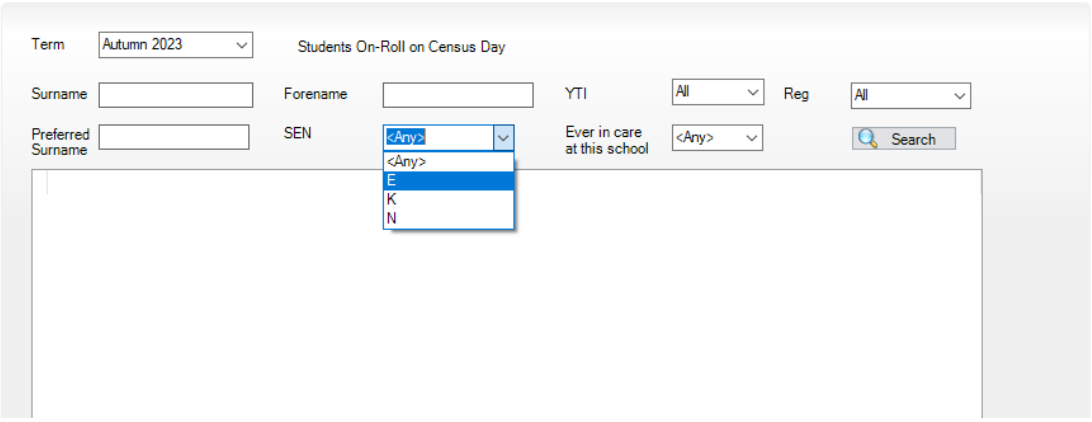
Tools / Statutory Return Tools /

Top-up funding is supplied to schools by local authorities from their high needs budget directly. Usually, but not always, the pupils for whom a primary or secondary mainstream school receives top-up funding are those with an Education, Health and Care (EHC) plan. Sometimes local authorities may also provide support for pupils with code 'K' – SEN support.
See appendix ***A1 Index of Collected Data***

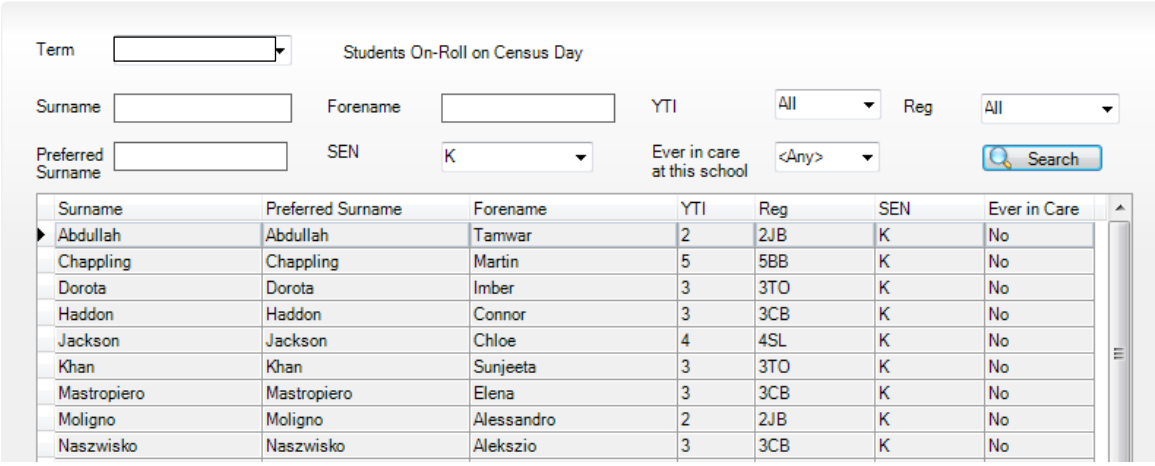
The message below may trigger but is not relevant for the first census return of a new academic year.



Select Yes to move your previous return's Top up students into your current return's Top Up table



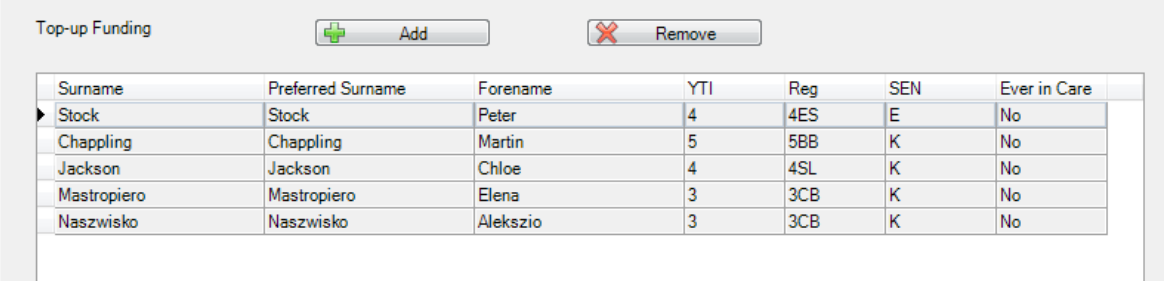
Notice that you can search for pupils by name, by Year Taught In, by Classes or by a specific SEN status, or a combination of all of these criteria. Once you have made your selection, remember to click on the Search button.



Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Abdullah	Abdullah	Tamwar	2	2JB	K	No
Chappling	Chappling	Martin	5	5BB	K	No
Dorota	Dorota	Imber	3	3TO	K	No
Haddon	Haddon	Connor	3	3CB	K	No
Jackson	Jackson	Chloe	4	4SL	K	No
Khan	Khan	Sunjeeta	3	3TO	K	No
Mastropiero	Mastropiero	Elena	3	3CB	K	No
Moligno	Moligno	Alessandro	2	2JB	K	No
Naszwisko	Naszwisko	Alekszio	3	3CB	K	No

You can use the shift key and left mouse click to select a continuous block of students or the Ctrl key and left mouse click to select a selection of students who are not necessarily listed one after the other.

Click on the **Add** button to place your selection in the Top up Funding panel below.



Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Stock	Stock	Peter	4	4ES	E	No
Chappling	Chappling	Martin	5	5BB	K	No
Jackson	Jackson	Chloe	4	4SL	K	No
Mastropiero	Mastropiero	Elena	3	3CB	K	No
Naszwisko	Naszwisko	Alekszio	3	3CB	K	No

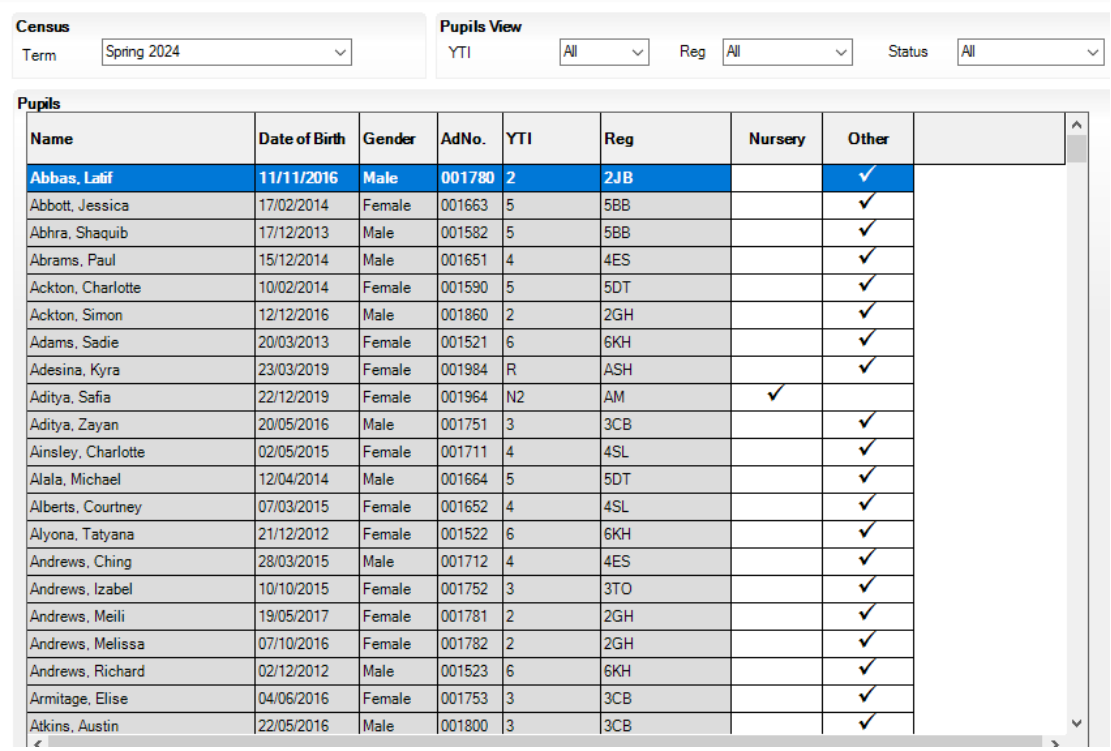
Click on the **Update** button, found on the top left of your screen, to save

Update Class Type – *(Primary schools only)*

Tools / Statutory Return Tools /

A *message will appear stating that* ***'The Class Type data has been brought forward from the previous census return. Please review, edit and save the data.'*** *This message will not appear for the first census return of a new academic year. All pupils will need to have their class types assigned at the beginning of each new academic year.*

Term will default to current term.



Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Abbas, Latif	11/11/2016	Male	001780	2	2JB		✓
Abbott, Jessica	17/02/2014	Female	001663	5	5BB		✓
Abhra, Shaquib	17/12/2013	Male	001582	5	5BB		✓
Abrams, Paul	15/12/2014	Male	001651	4	4ES		✓
Ackton, Charlotte	10/02/2014	Female	001590	5	5DT		✓
Ackton, Simon	12/12/2016	Male	001860	2	2GH		✓
Adams, Sadie	20/03/2013	Female	001521	6	6KH		✓
Adesina, Kyra	23/03/2019	Female	001984	R	ASH		✓
Aditya, Safia	22/12/2019	Female	001964	N2	AM	✓	
Aditya, Zayan	20/05/2016	Male	001751	3	3CB		✓
Ainsley, Charlotte	02/05/2015	Female	001711	4	4SL		✓
Alala, Michael	12/04/2014	Male	001664	5	5DT		✓
Alberts, Courtney	07/03/2015	Female	001652	4	4SL		✓
Alyona, Tatyana	21/12/2012	Female	001522	6	6KH		✓
Andrews, Ching	28/03/2015	Male	001712	4	4ES		✓
Andrews, Izabel	10/10/2015	Female	001752	3	3TO		✓
Andrews, Meili	19/05/2017	Female	001781	2	2GH		✓
Andrews, Melissa	07/10/2016	Female	001782	2	2GH		✓
Andrews, Richard	02/12/2012	Male	001523	6	6KH		✓
Armitage, Elise	04/06/2016	Female	001753	3	3CB		✓
Atkins, Austin	22/05/2016	Male	001800	3	3CB		✓

Change the Status in the table header from **All** to **No Class Type**.

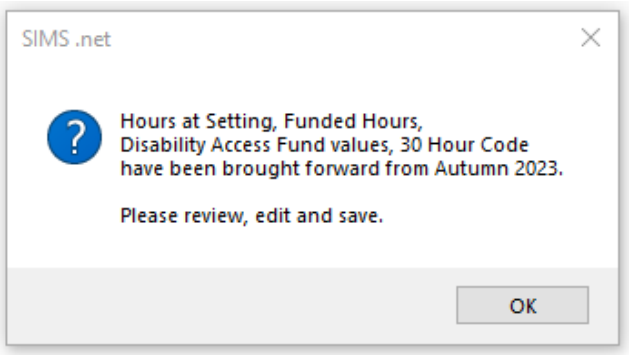
You can also isolate your Nursery pupils by selecting nursery from the Year Taught in filter. This will present a list of nursery pupils who have not yet had a Class Type assigned to them. Right click in the **Nursery** column heading and select Check All.

Click **Save** at the top of the page.

If you revert to All in the Year Taught In filter and then search again for No Class Type in the status filter, you will be able to assign **Other** to the remaining pupils, who are not in nursery, en masse by right clicking in the **Other** column heading.
Remember to **Save**.

Update Early Years

Tools / Statutory Return Tools /



This message may not appear for the first census return of a new academic year.

NB. The Early Years table will populate automatically with pupils whose dates of birth fall within the DOB ranges specified by the DfE. Please refer to ***A1 Index of Collected Data – Early Years*** to view these ranges and the Maximum Funded Hours entitlement.

NB. Funded hours will be required for all pupils aged 2, 3 and 4 in **Nursery Year Groups.**
Pupils **aged 4 in Reception** are funded as full-time students so there is no requirement to record any hours for them.

The Early Years table now accommodates Hours at Setting, Funded Hours, Disability Access Fund, 30 Hour Code and Extended Funded Hours.

Please disregard any absences during census week as these Early Years hours should be an indication of what the pupil's normal attendance pattern is.

Hours at Setting	Total no. of hours at school
Funded Hours	Funded Education hours only (max of 15 or total hours, whichever is lower)
Disability Access Fund	Select 'Yes' if relevant. 'No' not required
30 Hour Code	Provided by parent. Required if completing below column
Extended Funded Hours	Number of extended funded hours. 30-hour code required

The DfE has stated the following to clarify between education hours and childcare hours in relation to **Part time status** of pupils.

"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 education provision for 10 session a week."

"If they [the pupils] are not receiving an education provision in the afternoon then they would be recorded as part time if they are receiving an education provision they would be full time. The key is whether the provision is education or childcare."

Funded hours and Extended Funded childcare hours are now recorded to 2 decimal places. Please note that this is a decimal of hours and therefore does not record hours and minutes. For example: where a pupil has:

10 and a half hours, this is recorded as 10.50
10 hours and 40 minutes, this is recorded as 10.67

Please use the conversion table below if you require assistance.

TIME CONVERSION CHART
(Minutes to Decimal)

Minutes	Decimals	Minutes	Decimals	Minutes	Decimal
1	0.02	21	0.35	41	0.68
2	0.03	22	0.37	42	0.70
3	0.05	23	0.38	43	0.72
4	0.07	24	0.40	44	0.73
5	0.08	25	0.42	45	0.75
6	0.10	26	0.43	46	0.77
7	0.12	27	0.45	47	0.78
8	0.13	28	0.47	48	0.80
9	0.15	29	0.48	49	0.82
10	0.17	30	0.50	50	0.83
11	0.18	31	0.52	51	0.85
12	0.20	32	0.53	52	0.87
13	0.22	33	0.55	53	0.88
14	0.23	34	0.57	54	0.90
15	0.25	35	0.58	55	0.92
16	0.27	36	0.60	56	0.93
17	0.28	37	0.62	57	0.95
18	0.30	38	0.63	58	0.97
19	0.32	39	0.65	59	0.98
20	0.33	40	0.67	60	1.0

Hours at Setting:
Enter the total number of actual hours accessed by pupils in census week at your school.

Funded Hours:
Enter the number of Funded hours accessed by pupils in census week *Remember that these hours are capped.* Funded hours should reflect purely **educational hours** and may not include hours which fall into the realms of extended services. You should **not** include breakfast clubs and lunch times in your calculations.

Some examples for 3-year-olds:

Hours at Setting	Funded Hours
25	15
15	15
7	7

A pupil's Funded Hours cannot exceed their Hours at Setting, even if their Hours at Setting are well below the Funded Hours threshold – see last example in table above.

Disability Access fund
For three- and four-year-old pupils (not in Reception), this new field records whether a child is in receipt of disability living allowance.

30 Hour Code
Enter the 30-hour code indicator which confirms the eligibility of working parents to access the **additional** 15 hours of extended childcare.

Extended Funded Hours
This field must **NOT** include any hours funded under the universal entitlement for free early education, (ie Funded Hours) Schools will need to enter a 30 Hour Code to demonstrate eligibility for Extended Funded hours. Enter the number of additional hours that 3- and 4-year-olds with working parents take-up of the **additional** 15 hours of childcare.

NB: If a child does not access any extended funded hours, please ensure the cell is left blank. **DO NOT enter a zero as the system sees 0 as a number and a 30-hour code will then be required.**

The table below displays all pupils who were under the age of 4 on the 31st August 2023. This table also displays the age of the pupil at 31st December 2023. Use the selection criteria at the top of the screen to view a specific age, year group or class.

Census

Term: Autumn 2023 | Update Hours

Pupils View

Age at 31/08/2023: All | YTI: All | Reg: All | Status: All

Pupils

Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/08/2023

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2023	Age at 31/12/2023	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Aditya,Safia	22/12/2019	001964	N2	AM	3	4	15	15	No		
Basir,Zoya	28/04/2020	001965	N2	PM	3	3	15	15	No		
Cooper-Smith,Juliette	24/03/2019	001966	N2	ASH	4	4	30	15	No	10037887753	15
Curson,Elle	20/02/2020	001967	N2	AM	3	3	7	7	Yes		
Dawson,Andrew	14/11/2019	001968	N2	AM	3	4	15	15	No		
Griffin,Branwen	30/06/2019	001970	N2	AM	4	4	25.5	15	No	98765644332	10.5
Hossain,Arya	18/01/2020	001971	N2	PM	3	3	15	15	No		
Howden,Odette	28/05/2020	001969	N2	PM	3	3	15	15	No		

- Safia Aditya in this table is 3 years old as at the 31/8/2023 and 4 years old as at the 31/12/2023
- Juliette Cooper-Smith spends 30 hours in total at this school.
- She accesses 15 hours of free entitlement funded hours for educational purposes.
- Her parents qualify for Extended Funded hours and as such she has 15 additional hours of free childcare to bring her total hours to 30.

When finished, use the **status** drop down filter to check that all qualifying pupils have had all their Early Years hours entered.

Status

All
- All
- No Hours at Setting
- No Funded Hours

How to update EYPP receipt –*(January census only)*

For the Spring 2023 return you can **only** access the **Early Years Pupil Premium Receipt** table via the Early Years census panel.

Note this is to record pupils in receipt of funding, rather than eligibility for funding.

Routines / Statutory Return / School Census / Early Years

Early Years Pupil Receipt

Early Years Pupil Premium Receipt

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	In Care	Basis for EYPP Eligibility
Abrams,Paul	15/12/2014	001651	N2	AM	3	4	No	Receipt - economic
Alberts,Courtney	07/03/2015	001652	N2	PM	3	3	No	Receipt - economic an...
Atkins,Portia	12/01/2015	001653	N2	AM	3	3	No	Receipt - other
Barnes,Isaac	02/03/2015	001654	N2	PM	3	3	No	Not Eligible
Clark,Felicity	02/02/2015	001642	N2	AM	3	3	No	Receipt - other
Dennis,Joshua	17/04/2015	001655	N2	PM	3	3	No	Not Eligible
Elverdon,Astrid	27/11/2015	001704	N1	N1 AM	2	3	No	Not Eligible

Working from the data provided by the LA, please update the Basis for EYPP Receipt column with one of the following for each pupil. Click in the cell and select one of the values from the drop-down menu.

Not Eligible
Receipt - Economic
Receipt - Other
Receipt - Economic and Other
Receipt - Unknown

Save your entries.

Note: Please contact Strategic Finance and not MIDAS if you have any queries or issues with the EYPP application form.

How to update 2-Year-Old Basis for Funding *(January census only)*

NOT for non-maintained Special Schools

For the Spring 2023 return you can **only** access the **2 Year Old Basis for Funding** table via the Early Years census panel.

Routines / Statutory Return / School Census / Early Years

2-Year-Old Basis for Funding

2 Year Old Basis for Funding

Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
Fitzroy,Roxanne	07/07/2015...	001643	N1	N1 P...	Yes	No	Yes
Holden,Beatrice	12/07/2015...	001645	N1	N1 PM			
Hollins,Bridget	23/02/2015...	001646	N1	N1 AM			
Sauzo,Amiaz	17/05/2015...	001647	N1	N1 AM			
Sonin,Marku	21/06/2015...	001648	N1	N1 AM			

To activate YES, click on the down arrow in the required cell, alongside the pupil's name and also in the correct funding column. If you trigger a YES value in error, you can change it by selecting a NO value.

2-year-old children may meet more than one criterion in this table.