How to use the Census Documentation

Pupil Census 2023/24

For All Schools

Flow Chart

We strongly recommend that you use the census ebook on screen, electronically with the exception of the Flow Chart which is useful to print.

A flow chart has been created to help you complete your return. For your guidance, please note that each process in the flow chart will reference the corresponding supporting document. The flow chart also gives an indication of the appropriate school phase and season. Please note that some documents have **Aut**, **Spr** or **Sum** on the title page. Some documents are specific only to the Spring census and this is clearly marked on both the flow chart and also on the title page of said documents.

Index of Collected Data

The **Index of Collected Data** provides more background and contextual information on many of the data collection points. All collected data fields are listed alphabetically. If you need more information, please refer to appendix ***A1 Index of Collected Data***.

Screen Shots

Be aware that the majority of the documents are generic and can be used for every census return. The screen shots contained in the books are for illustration purposes only. As a result, the term or date range showing in the screen shots may differ from what you see when you are running your census.

To check key dates for the census collections, including Free School Meals, Attendance and Suspensions / Exclusion date ranges, see *appendix* ***A8 Census Dates.***

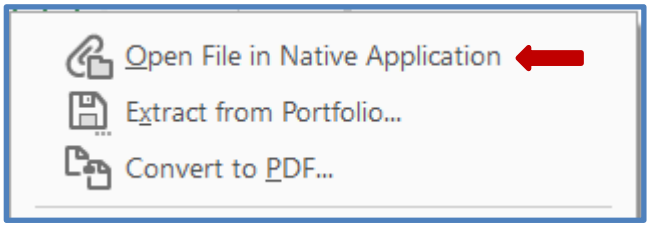
Documents in your ebook

Orange: Documents to read before you begin

Green: Instructions on how to create, run, validate, authorize and upload your census return.

Purple: Appendices

To open either of the two Excel spreadsheets, ***A10 DfE Ethnicity Codes*** or ***A11 COLLECT Notepad Entries***, right click on the file and select **Open File in Native Application**



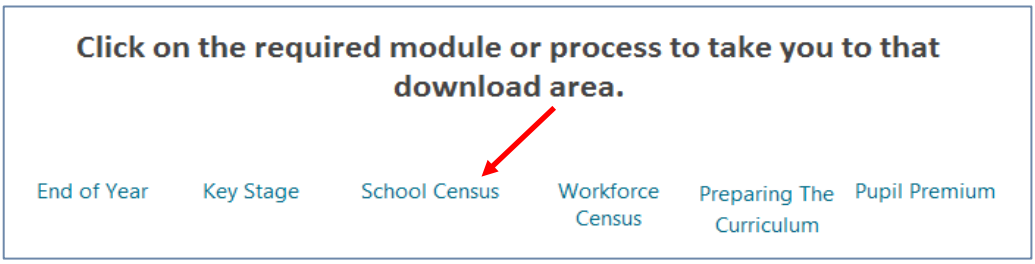
In most cases, you will be offered a Read Only version of the spreadsheet.

Video support – *not in your ebook*

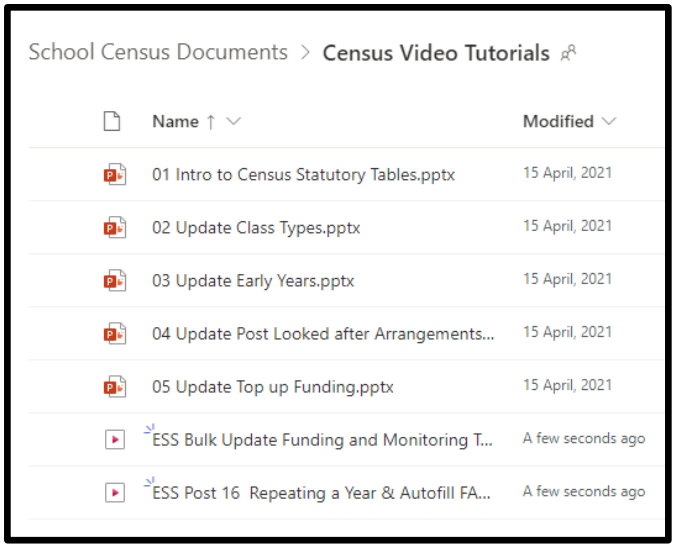
If you find it useful, there a few video demonstrations on how to enter data into the different census, statutory tables.
Please use either the **WeLearn** portal: http://bit.ly/midaspages
OR
the **Downloads** site: http://wsd.we-learn.com/downloads
to access these resources.

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]

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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
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3/30/2022	4:09 PM	<dir>	New folder
1/31/2022	4:27 PM	<dir>	New User TRaining Videos
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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

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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