

# Autumn School Census

Thursday 1<sup>st</sup> October 2020

Preparing for the school census  
(All school types including PRUs and all software systems)

Full census guidance is available from the DfE website at the following link:

<https://www.gov.uk/guidance/complete-the-school-census>

## Census dates are as follows:

First Thursday in October	1 <sup>st</sup> October 2020	Autumn census
Third Thursday in January	21 <sup>st</sup> January 2021	Spring census
Third Thursday in May	20 <sup>th</sup> May 2021	Summer census

## NEW data items for 2020/21 school census:

### Total number of sessions attending approved educational activity

The total number of sessions a pupil has spent in attendance at an approved educational activity within the collection period.

For all schools except nursery.

The first collection of this data will occur in the spring 2021 census.

See the [sessions possible](#) data item for full details.

### Total number of sessions unable to attend due to exceptional circumstances

The total number of sessions a pupil was unable to attend due to an exceptional circumstance within the collection period.

For all schools except nursery.

The first collection of this data will occur in the spring 2021 census.

See the [sessions possible](#) data item for full details.

### Total number of sessions not attending in circumstances relating to coronavirus (COVID-19)

The total number of sessions a pupil was not attending in circumstances relating to coronavirus (COVID-19) within the collection period.

For all schools except nursery.

The first collection of this data will occur in the spring 2021 census.

See the [sessions possible](#) data item for full details.

## Existing Data items for 2020/21 school census:

### Termly attendance module

From autumn 2020, data will be recorded and returned on all categories of school attendance, rather than just absence.

The first collection of this data will occur in the spring 2021 census.

See the [termly attendance](#) data item for full details.

### Exclusion reasons

From autumn 2020, changes include:

- extending the exclusion reason codes
- allowing up to 3 reasons to be submitted per exclusion

The first collection of up to 3 reasons and new codes will occur in the spring 2021 census.

See the [exclusions](#) data item for full details.

### Exclusion collection period

Amended in line with attendance, with the start of autumn 2020 term set as 01 August and the end of summer term 31 July.

See the [exclusions](#) data item for full details.

### Additional exclusion reason added

To support the government's response to coronavirus (COVID-19), an additional reason of 'Wilful and repeated transgression of protective measures in place to protect public health' has been added.

For use from autumn 2020.

See the [exclusions](#) data item for full details.

### **Deleted items for 2020/21 school census:**

There are no deleted data items for the 2020 to 2021 school census.

### **Changed items for 2020/21 school census:**

#### **Termly attendance module**

Summer term attendance will not be collected however, we still require: pupil no longer on roll records for all pupils with DOB between 2003-09-01 and 2015-08-31 (aged between 4 and 15 as at 2019-08-31), with a leaving date between 2020-01-01 and 2020-07-31 and are not a boarder.

#### **Exclusion collection period**

**Due to the absence of a summer census collection, we have decided to re-collect any exclusion with a start date in the full 2019 to 2020 academic year in the autumn 2020 census.**

We only expect schools to provide data about a permanent exclusion once it has been upheld by the governing body or Independent Review Panel (IRP).

Collecting data for the previous two terms will make sure that any exclusions still going through the review process at time of the census are not missed and would be picked up in the following term, where the review result was later determined as upheld.

This means some exclusions may be returned on two consecutive censuses. This will not result in double counting of exclusions in national statistics, as only the latest information returned for each term will be used.

We need this data for both on and off roll pupils.

All items in the pupil identifiers module (except preferred surname) are collected for those pupils no longer on roll but for whom the exclusions module is collected.

<b>Census</b>	<b>Exclusions</b>
Autumn 2020	All exclusions with start dates between 2019-09-01 and 2020-07-31
Spring 2021	All exclusions with start dates between 2020-04-13 (Easter Monday) and 2020-12-31
Summer 2021	All exclusions with start dates between 2020-08-01 and 2021-04-04 (Easter Sunday)

Where schools do not use a module in their MIS that records exclusions data, items are to be manually calculated for each pupil and manually added to the census return.

#### **FSM eligibility period**

Due to the absence of a summer census collection, we have decided to amend the 'end date' range for autumn 2020 census to collect an FSM eligibility end date that is, on or after 2020-01-17 and up to and including the autumn census day (2020-10-01).

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### **Pupil data**

Data will be collected for **all pupils on roll** (excluding guests) and **leavers** with attendance or exclusions data.

### **Attendance data**

**The DfE have taken a decision not to collect and use attendance data in the autumn 2020 school census relating to the summer 2020 term. Where attendance data is included in the XML file, it will be removed on upload. However, we still require: pupil no longer on roll records for all pupils with DOB between 2003-09-01 and 2015-08-31 (aged between 4 and 15 as at 2019-08-31), with a leaving date between 2020-01-01 and 2020-07-31 and are not a boarder.**

The period covered by the termly attendance module is from the start of the autumn term (from 1 August) up to, and including, the Sunday before the late spring bank holiday.

Collection	Dates
Spring 2021	Autumn term 2020-21 absence data is collected from 2020-08-01 to 2020-12-31
Summer 2021	Spring term 2020-21 absence data is collected from 2021-01-01 to Easter Sunday 2021-04-04

### Universal Infant Free School Meals (Primary schools only)

Schools with infant pupils should record which infant pupils took a Free School Meal **on the day of the census**. You should **include** pupils who are eligible for FSM on the basis of financial circumstances.

**Remember that the final allocation of Universal Infant FSM funding will be based on your census return.**

### 30-hour code indicator

Working parents can apply for a **30-hour code** to claim an additional 15 hours of extended childcare. Parents will receive an individual code for each eligible pupil - this code **must be confirmed** as valid by the Local Authority.

### Funded Hours

Funded entitlement hours contain only the hours the pupil is in education provision and following the learning and development requirements of the early years foundation stage. Such education will follow our statutory guidance for local authorities on early education and childcare and excludes any hours where the pupils are not receiving education or any additional hours that are funded by other means (such as the parent).

Census	Date of birth ranges and school type / pupil national curriculum year group	Maximum funded entitlement hours
Autumn 2020	Born between 2016-09-01 and 2018-08-31 (inclusive) - all relevant schools and year groups	15 hours
Autumn 2020	Born between 2015-09-01 and 2016-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15 hours

Pupils aged 4 at the start of the academic year in 'reception' and above are funded as full-time equivalent pupils via the schools block of the dedicated schools grant and therefore funded entitlement hours are not relevant or required for those pupils, as they are not funded via the early years block.

For dual registered pupils, record the funded entitlement hours spent in education at each school. The main registration records funded hours in education at the main registration, with the subsidiary recording funded hours in education at the subsidiary registration.

**It is important that the funded entitlement hours recorded on the census accurately reflect the hours at the setting to 2 decimal places. It should be noted 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 20 minutes, this is recorded as 10.33**

### Recording Funded hours for Reception aged pupils in a Nursery class

- Children aged 3 or 4 (as at 31<sup>st</sup> August) in Nursery classes will continue to be eligible for 15 hours free entitlement.
- A subset of 2 year olds will be eligible for 15 hours free entitlement.
- Reception aged children in nursery classes will be eligible for 25 hours, **unless** they qualify for Extended childcare (i.e. they have a 30 hour code), in which case you should record a maximum of **15 hours Funded Hours** and a maximum of **15 hours** Extended Childcare, making a maximum of 30 hours.

### Extended childcare for nursery pupils

Pupils aged 3 and 4 on 31<sup>st</sup> August who are in a nursery class with **working parents** who hold a valid **30-hour code** will qualify for an additional 15 hours, i.e. up to a maximum of 30 hours altogether.

**Where a child is in receipt of extended funded entitlement hours, the maximum funded entitlement hours allowable is 15 hours. The extended funded entitlement hours field must not include any funded entitlement hours.**

### Disability Access Fund (DAF) indicator

Schools will qualify for this funding for each pupil in a **nursery class** aged 3 or 4 (as at 31<sup>st</sup> August) who is in receipt of **Disability Living Allowance (DLA)** **and** receives **free Early Education**.

Census	Date of birth ranges and school type / pupil national curriculum year group
Autumn 2020	Born between 2016-09-01 and 2017-08-31 (inclusive) all relevant schools and year groups
Autumn 2020	Born between 2015-09-01 and 2016-08-31 (inclusive) for pupils in national curriculum year groups E1, E2, N1 and N2 only

This indicator should default to '0' or 'false' to require a positive input from schools.

### Pupil Premium

Remember that every School Census contributes to your **Pupil Premium funding**. Therefore, it is essential that your data is accurate in these areas.

The following data items form your Pupil Premium funding. Most data comes from your School Census return, except information for looked after children pupil premium, which is taken from an Looked after Children data collection, that is undertaken in March by the LA.

Disadvantaged pupils	Pupil Premium for 2020/2021 per pupil
Nursery Pupils (N2). This is only funded on the universal 15 hours. If the pupil is in receipt of the additional 15 hours funding you will not receive any additional EYPP for them.	53p per hour to a maximum of £302.10 per year.
Pupils in Year Groups R to 6 recorded as Ever 6 FSM (i.e. eligible for Free School Meals for any period in the last 6 years).	£1,345
Pupils in Year Groups 7 to 11 recorded as Ever 6 FSM	£955
Looked-after children (LAC) defined in the Children Act 1989 as one who is in the care of, or provided with accommodation by, an English local authority	£2,345
Children who have ceased to be looked after by a local authority in England and Wales because of adoption, a special guardianship order, a child arrangements order or a residence order	£2,345
Service children	Pupil Premium per pupil
Pupils in year groups reception to year 11 recorded as Ever 6 service child or in receipt of a child pension from the Ministry of Defence	£310

### NEW data items for 2020/21 school census – POST 16 ONLY.

#### Programme aim

From autumn 2020 all on roll pupils undertaking 16-19 programmes must have a programme aim recorded alongside the component learning aims.

For secondary, all-through schools with sixth forms and PRU/AP only.

The first collection of this data will be in the autumn 2020 census.

See the [programme aim](#) data item for full details.

#### Programme type

For each learning aim, the type of programme it belongs to.

For secondary, all-through schools with sixth forms and PRU/AP only.

The first collection of this data will be in the autumn 2020 census.

See the [programme type](#) data item for full details.

#### Work placement start date

For the recording of work placements, where applicable, the start date of the work placement.

For secondary, all-through schools with sixth forms and PRU/AP only.

The first collection of this data will be in the autumn 2020 census.

See the [work placement](#) data item for full details.

#### Work placement end date

For the recording of work placements, where applicable, the end date of the work placement.

For secondary, all-through schools with sixth forms and PRU/AP only.

The first collection of this data will be in the autumn 2020 census.

See the [work placement](#) data item for full details.

### **Work placement hours**

For the recording of work placements, where applicable, the number of work placement hours.

For secondary, all-through schools with sixth forms and PRU/AP only.

The first collection of this data will be in the autumn 2020 census.

See the [work placement](#) data item for full details.

### **Work placement mode**

For the recording of work placements, where applicable, the mode of work placement - whether it is internal or external.

For secondary, all-through schools with sixth forms and PRU/AP only.

The first collection of this data will be in the autumn 2020 census.

See the [work placement](#) data item for full details.

### **Work placement employer ID**

For the recording of work placements, where applicable, the employer ID for the work placement.

For secondary, all-through schools with sixth forms and PRU/AP only.

The first collection of this data will be in the autumn 2020 census.

See the [work placement](#) data item for full details.

### **T level planned hours**

The total planned timetabled hours for the student for the duration of the T Level.

For secondary, all-through schools with sixth forms and PRU/AP only.

The first collection of this data will be in the autumn 2020 census.

See the [T level planned hours](#) data item for full details.

### **T level planned employability, enrichment and pastoral hours**

The total planned employability, enrichment and pastoral timetabled hours for the student for the duration of the T Level.

For secondary, all-through schools with sixth forms and PRU/AP only.

The first collection of this data will be in the autumn 2020 census.

See the [T level planned employability, enrichment and pastoral hours](#) data item for full details.

### **Need help or advice?**

#### **For help with your school software:**

Please contact your MIS Software Support Team.

#### **For advice on interpreting the DFE guidance:**

Please contact: **Eileen Finnigan** on 88136 or by email at: [School\\_Organisation@telford.gov.uk](mailto:School_Organisation@telford.gov.uk)

#### **For questions on how your school is funded for particular data items:**

Please contact your Education Finance Officer.

#### **For advice on Special Needs provision:**

Please contact the SEND team on 85399.

#### **For advice on Childcare Funding:**

Please contact Stacy Picken, Childcare Funding Consultant on 85423 or by e-mail at:

[stacy.picken@telford.gov.uk](mailto:stacy.picken@telford.gov.uk).

**Academies** should refer all queries to the DFE.