

**Spring 2021 Census**  
**Thursday 21<sup>st</sup> January 2021**

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:**

Third Thursday in January	21 <sup>st</sup> January 2021	Spring census
Third Thursday in May	20 <sup>th</sup> May 2021	Summer census
First Thursday in October	7 <sup>th</sup> October 2021	Autumn 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

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.

Census	Exclusions
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

**Spring 2020** started on or before 2021-01-21, where the free school meal end date is either not present or between 2020-10-02 and 2021-01-21 (inclusive)

### Pupil data

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

## Attendance data

Attendance data for the 2020 to 2021 academic year will include categories of school attendance, rather than just those that equate to authorised and unauthorised absence. The first collection of this data will occur in spring 2021, which includes data for the previous autumn term.

Information for each census should be included for pupils who were:

- for the spring 2021 and summer 2021 censuses, aged 4 to 15 as at 2020-08-31 (where date of birth falls between 2004-09-01 and 2016-08-31)
- on the school roll for at least one session during the specified term

Attendance data is only required for non-boarder pupils (where pupil boarder indicator is equal to 'N').

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
Spring 2021	Born between 2016-09-01 and 2018-12-31 (inclusive) - all relevant schools and year groups	15 hours
Spring 2021	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 15 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
Spring 2021	Born between 2016-09-01 and 2017-12-31 (inclusive) all relevant schools and year groups
Spring 2021	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.

**It was announced in December 2020 that pupil premium allocations for most schools will now be based on data collected as part of the autumn school census. This applies to all schools except for local authority maintained PRUs and alternative provision academies and free schools who will continue to be allocated funds based on information collected in the spring school census. Details can be found at:**

<https://www.gov.uk/government/publications/pupil-premium/pupil-premium>

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
<b>Service children</b>	<b>Pupil Premium per pupil</b>
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

## Unusual circumstances – COVID-19

Schools must provide pupil level data for pupils who are recorded on the school admission register as at census day, irrespective of whether they attend school on that day. Therefore, pupils who are absent from school on census day, whether the absence is COVID-19 related or for other reasons, should be counted in schools' census returns in the usual way.

Current funding allocation through the national funding formula (NFF) and the pupil premium is calculated based on the number of pupils on roll and is not affected by pupil non-attendance on census day. However, other data items are dependent on whether a pupil attends school on census day or during census week. Guidance on these items is as follows:

### Free school meals taken and school lunches taken

As schools are only open for vulnerable children and the children of critical workers, the majority of pupils will not be in attendance in schools on census day. Therefore, schools should record free school meals taken and school lunch taken as the normal situation, for example if a pupil would normally have a school meal on a Thursday they should be recorded as such on the census.

Please note however, any vulnerable pupils or children of critical workers who are absent for reasons other than COVID related or who have chosen to have a packed lunch on census day should not be recorded as having taken a school lunch and any of this cohort of pupils who are FSM eligible should not be counted in the free school meals taken figure.

The Department realises that school opening restrictions could affect census returns for UIFSM. We will confirm future funding arrangements for UIFSM separately.

### Early years – funded hours, extended hours and hours at setting

Early years provision should remain open and continue to allow all children to attend full time or their usual timetable hours. This includes early years registered nurseries and childminders, maintained nursery schools, as well as nursery classes in schools and other pre-reception provision on school sites. This is the default position for all areas irrespective of national lockdown restrictions. It is the government's intention for there to be parity of approach between the school census and the early years' census.

Funded hours, extended hours and hours at setting for pupils who are in attendance during census week should be recorded as normal.

Funded hours, extended hours and hours at setting should be recorded as the number of hours the pupil would normally be expected to attend during census week in the following circumstances:

- Pupils are absent because they are self isolating
- Parents have chosen not to send their child to nursery

Where the parent has requested a change to the funded hours entitlement taken at the establishment, schools must record the revised funded hours.

Funded hours, extended hours and hours and setting should be recorded as zero in the following circumstances:

- The nursery provision has chosen to close
- Where the child is not attending because the school has chosen to restrict nursery provision to certain groups of children (e.g. vulnerable children and children of key workers)

## Class module

Schools should record classes as they would normally have been timetabled at the selected time on census day.

## Unit contact time

The unit contact time should be recorded as the number of hours the pupil would normally have spent at the unit in the census week.

## School childcare

Schools who provide childcare facilities and due to COVID related reasons have had to temporarily close either some or all of these facilities should record what the school would normally offer.

### 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.