

Spring School Census

Thursday 19th May 2022

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:

[Complete the school census - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complete-the-school-census)

Census dates are as follows:

| | |
|---------------------------|-------------------------------|
| Third Thursday in May | 19 th May 2022 |
| First Thursday in October | 6 th October 2022 |
| Third Thursday in January | 19 th January 2023 |

Pupil data

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

Exclusion data will be collected for the previous 2 terms.

Fixed Term exclusions will now be known as Suspensions

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| Summer 2022 | All suspensions and permanent exclusions with start dates between 2021-08-01 and 2022-04-17 (Easter Sunday) |
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Attendance data will be collected for previous term for pupils of statutory school age and Reception pupils.

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| Summer 2022 | Spring term 2021 to 2022 data is collected from 2022-01-01 to Easter Sunday 2022-04-17 |
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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.

NEW data items for 2020-21 school census.

There are no new data items for Summer 2022 school census

CHANGED data items for 2021-22 academic year (All schools)

There are no changed data items for Summer 2022 school census

Deleted data items

There are no deleted data items for the Summer 2022 school census.

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.

Recording Funded hours for Reception aged pupils in a Nursery class

Where a pupil was 5 in the autumn term, they will no longer be funded if they are in a nursery class. So the Spring DOB range starts 01/01/2017 and the Summer one is 01/04/2017

- Children aged 3 or 4 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.

| Date of Birth range (Summer census) | Maximum Free Entitlement (Funded Hours) |
|---|---|
| 2 and 3 year olds born between 2017-09-01 and 2020-03-31 (inclusive) - all relevant schools and year groups 15 hours | 15 hours |
| 4 year olds born between 2017-04-01 and 2017-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only | 15 hours |

Funded hours are recorded to two decimal places

Funded hours and Hours at Settings should now be recorded with the exact number of minutes, converted to two decimal places, e.g. 7¼ hours should be recorded as **7.25** (previously this was reported with one decimal place). You will find a calculator to convert minutes to decimals in Section 8 of the DFE guidance.

Extended childcare for nursery pupils

Pupils aged 3 and 4 on 31st 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 31/08/2017) who is in receipt of **Disability Living Allowance (DLA) and receives free Early Education.**

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|-------------|---|
| Summer 2022 | 3-year-olds born between 2017-09-01 and 2019-03-31 (inclusive) all relevant schools and year groups |
| Summer 2022 | 4-year-olds born between 2017-04-01 and 2017-08-31 (inclusive) for pupils in national curriculum year groups E1, E2, N1 and N2 only |

Pupil Premium

Pupil Premium figures for 2021/22 will be based on your Autumn (October) census

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 2021/2022 per pupil |
|---|---------------------------------------|
| Pupils in year groups reception to year 6 recorded as Ever 6 free school meals (FSM) as well as eligible children with no recourse to public funds (NRPF) pupils in these year groups | £1,345 |
| Pupils in years 7 to 11 recorded as Ever 6 FSM as well as eligible NRPF pupils in these year groups | £955 |

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|---|--------------------------------|
| Looked After Children (LAC) - pupils who have been looked after for 1 day or more between 1 April 2017 and 31 March 2018. This data is collected from the Children's social care return , which is completed by Local Authorities. | £2,345 |
| Children adopted from care under the Adoption and Children Act 2002 and children who have left care under a Special Guardianship, Residence or Child Arrangement Order. | £2,345 |
| Children in nursery who receive child disability living allowance and who are in receipt of free early education. | £615 |
| Service children | Pupil Premium per pupil |
| Pupils in Year Groups R to 11 recorded as Ever 6 Service Child FSM (i.e. with a parent in the Services at any period in the last 6 years) or in receipt of a child pension from the Ministry of Defence. | £310 |

New data items for 2021/22 School Census

The DfE have added 2 new voluntary modules to collect data on alternative provision (AP) placements. Alternative provision module for single-registered pupils (PRU and AP)

Existing data items

URN of previous school (Unique Reference Number)

Voluntary data item, records the URN of the establishment that the pupil attended prior to attending the AP school (PRU and AP).

For PRU and AP only.

The first collection of this data will be in the Spring 2022 census.

See the URN of previous school data item for full details.

Alternative provision module for placements arranged by schools (all schools)

Alternative provision placement URN

Voluntary data item, records the URN, where available, of establishment within which the pupil has taken up an alternative provision placement.

For all schools, arranging an AP placement.

The first collection of this data will be in the Spring 2022 census.

See the alternative provision placement setting type data item for full details.

Alternative provision placement UKPRN

Voluntary data item, records the UKPRN, where available, of establishment within which the pupil has taken up an alternative provision placement.

For all schools, arranging an AP placement.

The first collection of this data will be in the Spring 2022 census.

See the alternative provision placement setting type data item for full details.

Alternative provision placement type of setting

Voluntary data item, records, where neither the URN nor UKPRN are available, the type of setting within which the pupil has taken up an alternative provision placement.

For all schools, arranging an AP placement.

The first collection of this data will be in the Spring 2022 census.

See the alternative provision placement setting type data item for full details.

Alternative provision placement reason

Voluntary data item, records, for school commissioned placements, the main or primary reason why the AP was arranged.

For all schools, arranging an AP placement.

The first collection of this data will be in the Spring 2022 census.

See the placement reason data item for full details.

Alternative provision placement date of entry

Voluntary data item, records the pupil's entry date into alternative provision.

For all schools, arranging an AP placement.

The first collection of this data will be in the Spring 2022 census.

See the AP placement date of entry data item for full details.

Alternative provision placement SEN provision on entry

Voluntary data item, records SEN provision at the time of entry into alternative provision.

For all schools, arranging an AP placement.

The first collection of this data will be in the Spring 2022 census.

See the AP placement SEN at date of entry data item for full details.

Alternative provision placement date of leaving

Voluntary data item, records the date the pupil leaves alternative provision (where applicable).

For all schools, arranging an AP placement.

The first collection of this data will be in the Spring 2022 census.

See the AP placement date of leaving data item for full details.

Alternative provision placement SEN provision on leaving

Voluntary data item, records SEN provision at the time of leaving alternative provision (where applicable).

For all schools, arranging an AP placement.

The first collection of this data will be in the Spring 2022 census.

See the AP placement SEN at date of leaving data item for full details.

Alternative provision placement attendance pattern

Voluntary data item, records the pupil's planned attendance pattern at the alternative provision provider.

For all schools, arranging an AP placement.

The first collection of this data will be in the Spring 2022 census.

See the AP placement attendance pattern data item for full details.

Alternative provision placement sessions per week

Voluntary data item, records, where the pupil's attendance pattern is part time, the pupil's planned number of sessions per week.

For all schools, arranging an AP placement.

The first collection of this data will be in the Spring 2022 census.

See the AP placement attendance pattern data item for full details.

Addition to class activity codeset

From Spring 2022, change to extend the codeset for class activity to include an additional code of 'RS' - relationships education, RSE and health education - to allow classes on relationships and sex education (RSE) and health education to be recorded. For more information on this topic, see the statutory guidance on relationships and sex education (RSE) and health education

See the codes for class activity for full details.

Update of the ethnicity codeset

From Spring 2022, change to update the codeset for ethnicity to include one extended code, in line with the ONS national census.

See the codes for ethnicity for full details.

Selected time – class information (spring only)

You only need to send us this data in the **spring census**.

Primary, middle-deemed primary, middle-deemed secondary, secondary and all-through schools need to send us this information.

We need details of all classes running at the selected time on spring census day.

The 'selected time' is based on the last digit of a school's departmental establishment number.

You can find your selected time in the class information section.

[Data items 2021 to 2022 - Complete the school census - Guidance - GOV.UK \(www.gov.uk\)](#)

Need help or advice?

For help with your school software:

Please log a call from your desktop via **Supportworks SelfService** (<http://ictselfservice/>)

For advice on interpreting the DFE guidance:

Please contact: **Eileen Finnigan** on 88136 or by email at: 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.

Academies should refer all queries to the DFE.