

Autumn 2023 School Census

Thursday 5th October 2023

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)

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

Census dates are as follows:

First Thursday in October	5th October 2023
Third Thursday in January	18 th January 2024
Third Thursday in May	16 th May 2024

Where possible remember to offer popular/themed lunch options on Census day!

Changes for 2023-2024

Changes for Autumn 2023:

New Data Item – Sex to replace Gender – Gender will no longer be collected – more information on options to record will be sent out nearer the time.

New Data Items - Autumn 2023

Sex and gender identity

The gender current (N00065) data item has been replaced by the new sex (N00783) data item.

The change from gender current to sex is being rolled out across all DfE collections over the next year or so. We will collect the sex data item (a value which identifies the sex of a person as recognised in law) on a mandatory basis.

The gender ID (N00784) data item has been created so schools, children's homes, local authorities and other institutions can record gender identity for local use, should they wish to. We will not collect this data item.

Existing data items

No changes to existing items.

Deleted data items - From Autumn 2023

The gender current (N00065) data item has been replaced by the new sex (N00783) data item.

Pupil data

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

Pupil enrolment status [used for funding]

The pupil enrolment status is recorded within the school's management information system (MIS) using one of the registration codes supplied. It is important that each pupil recorded within the school census be assigned a correct enrolment status. This ensures the pupil is correctly registered at a school in line with the pupil registration regulations.

Children recorded as 'G' – guest (not a pupil at the school) will not be included in the census return.

The MIS will automatically default the value of this field to 'C' - current (single registration at this school). Therefore, it is important that you check your school census data after submitting. There are COLLECT reports that show any

pupils appearing on your census and that of another school where there is an invalid combination of enrolment statuses. Your funding may be affected if these remain unresolved at database closure.

Sample scenarios of pupil enrolment status are provided to assist, however, many of these scenarios will not apply to PRU or AP.

Schools will be aware of the advice on school attendance. Schools should be mindful of the advice on school attendance with respect to dual registration.

Exclusion data will be collected for the previous 2 terms.

Fixed Term exclusions will now be known as Suspensions

Autumn 2023	All suspensions and permanent exclusions with start dates between 2023-01-01 and 2023-07-31
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Attendance data will be collected for previous term for pupils of statutory school age and Reception pupils.

Autumn 2023	Summer term 2022 to 2023 data is collected from Easter Monday 2023-04-10 to the Sunday 2023-05-28 before the usual late spring bank holiday
Autumn 2023	Summer second half-term data is collected from the usual late spring bank holiday Monday 2023-05-29 to 2023-07-31

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.

Recording Funded hours for Reception aged pupils in a Nursery class

- 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 2023 census)	Maximum Free Entitlement (Funded Hours)
2 and 3 year olds born between 2019-09-01 and 2021-08-31 (inclusive) - all relevant schools and year groups	15 hours
4 year olds born between 2018-09-01 and 2019-08-31 (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 who is in receipt of **Disability Living Allowance** (DLA) **and** receives **free Early Education**.

Autumn 2023	3-year-olds born between 2019-09-01 and 2020-08-31 (inclusive) all relevant schools and year groups
Autumn 2023	4-year-olds born between 2018-09-01 and 2019-08-31 (inclusive) for pupils in national curriculum year groups E1, E2, N1 and N2 only

Pupil Premium

Pupil Premium figures for 2023/24 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	Primary Pupil Premium for 2023/2024 per pupil
Pupils who are eligible for free school meals, or have been eligible in the past 6 years (including eligible children of families with no recourse to public funds)	£1,455
Pupils in years 7 to 11 recorded as Ever 6 FSM as well as eligible NRPF pupils in these year groups	£1035
Pupils who have been adopted from care or have left care	£2,530
Children who are looked after by the local authority	£2,530
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.	£335

Missing UPNs can be found from GIAP (get information about pupils) which is accessible via DfE Sign-on: [DfE Sign-in \(education.gov.uk\)](https://education.gov.uk)

**The familiarisation blade in COLLECT is now open and will close at 4pm on 29/09/2023.
If you would like your dry run census data uploading for testing please send it to:
School_Organisation@telford.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.