**January 2024 School Census – Checklist**

Before you create your census return, please check the below items are up to date on your system.

Please check you can access the **COLLECT** system before Census day

This list is not exhaustive. Full details of all data items can be found at [Complete the school census - Data items 2024 to 2025 - Guidance - GOV.UK](https://www.gov.uk/guidance/complete-the-school-census/data-items-2024-to-2025)

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| **Admissions Appeals (spring census only)**  Figures on admission appeals are collected from schools that were responsible for their own appeals, relating to appeals against applicants having not received a requested offer of a place for the start of the current academic year.  Information about appeals lodged on or after 1 September 2024 is not required. | Large tick box for your convenience to indicate you have read the item. |
| **Attendance**  Attendance data will be collected for all pupils who were age 4-15  by 31 August 2024. Data will be collected for the 2024/2025 Autumn term. Attendance for the period: 1 August 2024 to 31 December 2024 is collected.  Data will be recorded and returned on all categories of school attendance, rather than just absence. | Large tick box for your convenience to indicate you have read the item. |
| **Childcare Services - ALL schools (spring census only)**  Information will be collected on the provision of childcare services offered by schools. This section requires, in some detail, the childcare services offered by the school including:   * Before school; * After school; * Holiday childcare; * 0-4 years childcare (not part time nursery) | Large tick box for your convenience to indicate you have read the item. |
| **Class information (spring census only)**  Details of all classes running at the selected time on census day. The ‘selected time’ is based on the last digit of a school’s DFE number. | Large tick box for your convenience to indicate you have read the item. |
| **Early years pupil premium (spring census only)**  For pupils in receipt of the early years pupil premium. True should be indicated and the reason provided**.**  Pupils aged 4 at the start of the academic year in reception and above are eligible to receive the [school-age premium](https://www.gov.uk/government/publications/pupil-premium) and therefore not eligible to receive early years pupil premium funding. | Large tick box for your convenience to indicate you have read the item. |
| **Enrolment Status – dual registrations**  All pupils on roll at your school and another school/PRU must have the correct enrolment status recorded (i.e. M = Dual Main or S = Dual Subsidiary).  **Please note:** Your MIS system will default pupils enrolment status to ‘C’ – solely registered pupil. Please ensure that the correct enrolment status is used for those pupils who are dually registered. | Large tick box for your convenience to indicate you have read the item. |
| **Ethnicity (spring census only)**  Ethnicity will be collected for all pupils who were of statutory school age at the beginning of this academic year. | Large tick box for your convenience to indicate you have read the item. |
| **Exclusions and suspensions**  All suspensions or permanent exclusions with start dates between 10 April 2024 (Easter Monday) and 31 December 2024 will be collected. Up to 3 reasons can be submitted per suspension or exclusion. | Large tick box for your convenience to indicate you have read the item. |
| **Free school meal eligibility start dates**  FSM eligibility data is used by the DfE for Pupil Premium. This covers all pupils of statutory school age.  All KS1 pupils can have school lunch due to their Universal Infant Free Meal entitlement. Only include these KS1 pupils as FSM eligible if they **also** meet the FSM eligibility criteria for family income.  Please record start dates for all pupils with a current period of eligibility. Ticking the Pupil Premium box in SIMS does not come out in the census data.  **Transitional protections ensure that any pupil in receipt of free school meals on 31 March 2018 or after, should continue to receive free school meals until the end of the universal credit roll out period, and then until their phase of education ends. This covers until at least March 2025 and applies even if their circumstances change and they would no longer meet the eligibility criteria.**  **It is not expected that FSM end dates will be entered by schools except where:**   * a parent has said that they do not wish the child to be recorded as eligible for free school meals and receive a free school meal. (Parent has been informed of the above transitional protections). * a pupil transfers from another UK country – their non-English free school meals must have an end date. * a parent notifies the school that their support under the Immigration & Asylum Act 1999 or the pension credit has ended. * a parent notifies the school that they no longer qualify for free school meals under the criteria for families with no recourse to public funds (NRPF). | Large tick box for your convenience to indicate you have read the item. |
| **Free school meals taken (spring census only)**  The total number of children who are ‘free school meal eligible’ who actually had one on the day. | Large tick box for your convenience to indicate you have read the item. |
| **Full time / part time status for pupils who are not of statutory school age**  Please ensure that each pupil in these year groups is correctly shown as full time or part time. | Large tick box for your convenience to indicate you have read the item. |
| **Funded hours for pupils aged 2, 3 or 4**  Please check the **Funded entitlement hours** section of the School Census Guidance: [Complete the school census - Data items 2024 to 2025 - Guidance - GOV.UK](https://www.gov.uk/guidance/complete-the-school-census/data-items-2024-to-2025) | Large tick box for your convenience to indicate you have read the item. |
| **Funding basis for 2 year olds**  The basis under which a 2 year old has been funded whilst taking up a place in the school. | Large tick box for your convenience to indicate you have read the item. |
| **Hours at setting for pupils aged 2, 3 or 4**  Hours at setting are collected for the same pupils and schools for whom funded entitlement hours are collected. Hours at setting must be equal to or greater than funded hours. | Large tick box for your convenience to indicate you have read the item. |
| **Language Code**  Language will be collected for all pupils including nursery schools. | Large tick box for your convenience to indicate you have read the item. |
| **Learner funding and monitoring (FAM) type and code**  For the 2024/25 academic year, pupils:   * in receipt of tutoring * resitting or retaking up to one year of 16 to 19 funded provision | Large tick box for your convenience to indicate you have read the item. |
| **Post Looked After pupils**  The census enables schools to identify pupils who left local authority care through adoption, or because they were the subject of either a special guardianship order, a residence order or a child arrangement order. This information is used by the DfE for Pupil Premium. | Large tick box for your convenience to indicate you have read the item. |
| **Pupil SEN provision**  SEN provision is collected for all pupils on roll on census day using the following codes:   * ‘E’ – education, health and care plan’, or * ‘K’ – SEN support | Large tick box for your convenience to indicate you have read the item. |
| **Pupil SEN type (spring census only)**  The SEN type should be provided for all pupils with SEN provision. The primary need and where appropriate any secondary need is recorded. | Large tick box for your convenience to indicate you have read the item. |
| **School time (spring census only)**  The total compulsory time pupils spend in school, in a typical 5 day week. | Large tick box for your convenience to indicate you have read the item. |
| **Service Child Indicator**  The Service Child indicator is used by the DfE for Service Pupil Premium. | Large tick box for your convenience to indicate you have read the item. |
| **Top-Up Funding Indicator**  This indicator is a true/false flag for pupils for whom the school receives top-up funding from the local authority. Most pupils for whom top-up funding is paid will have an EHCP.  Please check pupils meet the funding threshold. Refer to the section in the DFE Guidance. **Top-up funding indicator [used for funding]**: <https://www.gov.uk/guidance/complete-the-school-census/data-items> | Large tick box for your convenience to indicate you have read the item. |
| **Unique Learner Numbers (ULN)**  All pupils who are age 14 and above on census day must have a ULN. | Large tick box for your convenience to indicate you have read the item. |
| **Unique Pupil Numbers (UPN)**  Use the Common Transfer File (CTF) to find the UPN when a pupil transfers to your school. If this is not received in time the Get Information About Pupils (GIAP) service can be used to search for the UPN. | Large tick box for your convenience to indicate you have read the item. |
| **Universal Infant Free School Meal taken on census day**  For each pupil in Years: R, 1 & 2 the census records if the pupil had school lunch on census day. The DfE use this for Universal Infant Free School Meal (UIFSM) funding. | Large tick box for your convenience to indicate you have read the item. |
| **Young carer (spring census only)**  For children on roll on spring census day, whether they have been identified as a young carer and if so, by whom.  The recording and handling of this information is at your discretion. If you have identified pupils as young carers, use code S to include them in the school census. | Large tick box for your convenience to indicate you have read the item. |

When you have created your census return please use the summary report to check. For example: number of pupils with free school meal eligibility, number of pupils with SEN.

If you have any queries, please contact us at [schooldata@essex.gov.uk](mailto:schooldata@essex.gov.uk) or **0333 013 9856**.