**May 2025 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

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| **Attendance**  Attendance data will be collected for all pupils who were age 4-15  by 31 August 2024. Data will be collected for the 2024/25 Spring term. Attendance for the period: 1 January 2025 to 20 April 2025 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. |
| **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. |
| **Exclusions and suspensions**  All suspensions or permanent exclusions with start dates between 1 August 2024 and 20 April 2025 will be collected. Up to 3 reasons can now 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. |
| **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: <https://www.gov.uk/guidance/complete-the-school-census/data-items> | Large tick box for your convenience to indicate you have read the item. |
| **Funding basis for 2 year olds**  **From summer 2024 onwards, we will collect this data termly.**  **This information is not required from city technology colleges or non-maintained special schools**  The basis under which a 2 year old has been funded whilst taking up a place in the school. This is not required for 2-year-olds taking up the expanded entitlement hours. | 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 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   Type, code and cumulative hours will be collected. | 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 and are still subject to such orders on census day. 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.  SEN provision at the time of any suspension or permanent exclusion, and on entering and leaving an alternative provision placement, will also be collected in the school census. | 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 or, in the case of a PRU or AP, a local authority or another school. 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 and for pupils no longer on roll who were aged 14 as at their leaving date 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. |

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**.