**Autumn 2024 School Census bulletin number 2**

**(Extract from: Important Information from the Department for Education- Autumn School Census 2024 – Readiness Bulletin Number 2. Sent from the DFE to LAs on 25/09/2024)**

### Funding update and COLLECT funding reports

This is a reminder that the data collected via the 2024 autumn school census will be used in the calculation of the schools block, early years block and high needs block of the dedicated schools grant, pupil premium allocations for mainstream and special schools, early years pupil premium allocations and also the universal infant free school meals funding therefore it is vitally important that the census data for your schools’ are submitted promptly and accurately. Post 16 data collected via the autumn school census will be used by the education and skills funding agency (ESFA) to calculate post 16 funding allocations for schools with sixth forms.

Reports showing information which will feed into the calculations for the dedicated schools grant, pupil premium, early years pupil premium, the universal infant free school meal and post 16 will be available via the reports section in COLLECT. It is essential that these reports are checked and verified in conjunction with LA Finance Officers in advance of the autumn school census database closing to amendments from schools and local authorities on 27 November. Amendments to the database will not be possible after this date and, consequently, this will be your only opportunity to contest your funding pupil numbers.

To assist with using and interpreting the funding reports, funding report user guides are available [here](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fcomplete-the-school-census%2Fcheck-your-data&data=05%7C02%7Cschooldata%40essex.gov.uk%7Cc56ddce1f37e4267844308dcdd44c2c9%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C638628534625571358%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=1XKIzyocMzLqXQ4KQub4BbDxqAoSYP8q2BUUDtNStSM%3D&reserved=0).

### 16-19 funding reports

The ESFA school census autumn 2024: 16 to 19 reports will be available throughout the live collection, via the ‘launch reports’ button in COLLECT.

The report suite comprises eight reports: four reporting on student data for the current year and four on student data for the previous year, both of which are used in 16 to 19 funding allocations. They contain information on how your funding may be affected next year.

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| * ESFA 16-19 maths and English GCSE status by student (current academic year data) * ESFA 16-19 maths and English GCSE status by student (previous academic year data) * ESFA funded students summary report (current academic year data) * ESFA funded students summary report (previous academic year data) * ESFA student detail report (current academic year data) * ESFA student detail report (previous academic year data) * ESFA T-Level students report (current academic year data) * ESFA T-Level students report (previous academic year data) |

We have developed the reports to help schools and academies quality assure their post-16 data and make more accurate census returns. Post-16 funding allocations are based on census data from individual schools and academies, so returning accurate data is a key factor in ensuring the allocation is right.

Information on the reports is available on [GOV.UK](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.gov.uk%2Fguidance%2Fcomplete-the-school-census%2Fcheck-your-data&data=05%7C02%7Cschooldata%40essex.gov.uk%7Cc56ddce1f37e4267844308dcdd44c2c9%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C638628534625592152%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=TsaNIcvcrWG9Cq%2F3LfYPlH2N%2FvuZxdezVFy82a9DaFo%3D&reserved=0).

It gives information about the reports’ contents and sets out some of the common data issues.

The complementary school census post-16 interactive tool is available [here] ([www.gov.uk/government/publications/interactive-post-16-school-census-tool](http://www.gov.uk/government/publications/interactive-post-16-school-census-tool)). The tool is designed to help schools and academies understand how school census data is used to calculate post-16 funding, and how common errors impact on the level of funding. We encourage schools and academies to use the tool so that they can avoid errors in recording:

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| * GCSE maths and English prior attainment * valid, up-to-date qualification numbers (QNs) * transfers and withdrawals * core aim * planned hours There are examples of all these errors and their solutions in the tool. |

### COLLECT duplicate reports

There are 2 different duplicate reports which are available for schools and local authorities to run in COLLECT and a separate guidance document is available [here](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fcomplete-the-school-census%2Fcheck-your-data&data=05%7C02%7Cschooldata%40essex.gov.uk%7Cc56ddce1f37e4267844308dcdd44c2c9%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C638628534625612339%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=jnbebFOow0yPb6KvMxoFztoQpuO3G9EIidf%2FLmeK6mE%3D&reserved=0) for each report. These reports are:

(i) duplicate report – Same UPN  
(ii) duplicate report – Same Person Different UPN

### New reports validation

We have received a number of queries since we announced the introduction of the reports validation checks in the previous readiness bulletin 1 (Autumn 2024) so wanted to clarify the following:

This is not a new requirement; it has always been expected that schools run these reports to check the accuracy of their data. For those schools that have been using these reports to ensure their return is accurate and complete, this query will therefore have no impact.

However, unfortunately, there has been an increase in the number of schools making errors in their census return which has in turn significantly impacted their funding allocations. These errors could have been easily identified if schools had checked these relevant reports and made the necessary changes to their census prior to the database closing.

This query was therefore introduced to highlight to the school and, for maintained schools, the local authority where this has not been done. It will still be a local decision on whether these reports are run by schools to check the accuracy of the school census returns or whether they are checked via other means (for example, outside of COLLECT). For example, if the local authority (or another third party acting on behalf of the school) check the accuracy on the school’s behalf this should be stated in the notepad. In these circumstances, the query will remain, but the Department will still ‘authorise’ the return.