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|  |  | **Department:** | Children, Learning and Skills |
|  | **Contact Name:** | Paul Brotherton |
|  | **Contact No:** | 01753 875744 |
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|  | **Date:** | 3rd September 2019 |
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FAO: Headteacher / Business Manager / Data Manager,

**School Census – Autumn 2019**

Key dates and information for DfE’s Autumn School Census 2019 are below:

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| --- | --- |
| **DfE Census date** | Thursday 3rd October 2019 |
| **Submission to LA deadline – first returns** | Wednesday 9th October 2019 |
| **Submission to LA deadline – final returns** | Wednesday 16th October 2019 |
| **Minimum Capita SIMS.net version** | 7.188 – Fileset 1300 series |
| **How to send the census file to the LA** | S2S (via [DfE Sign In](https://services.signin.education.gov.uk/))Menu route: ***Upload – Upload PLASC/School Census file*** |

**Legal basis and funding implications**

The submission of the school census return is a statutory requirement on schools under Section 537A of the Education Act 1996.

Alongside its use for a number of key accountability and statistical measures, the data collected via the Autumn School Census will be used by DfE to underpin a number of key school funding allocations.

Given the above, your co-operation will be greatly appreciated.

**Changes to data collected in the School Census**

There have been a small number of changes to the data collected via the school census. Additional changes will also be introduced in the Spring return 2020. Please refer to ***Annex A*** for more information.

**Guidance notes**

The following guidance notes are available for this return.

* Capita SIMS.net “*preparing for*” and “*producing*” census guidebooks – step by step guidance for schools to prepare for and produce the census return.
	+ Link: [Slough Borough Council School Census webpage](http://www.slough.gov.uk/council/key-statistics-and-data/statutory-returns-for-schools.aspx).
	+ Link: [Capita My Account](https://myaccount.capita-cs.co.uk)
	+ Link: SIMS documentation (access via your SIMS homepage)
* Autumn School Census 2019 Data Check List – the LA’s suggested preparation checklist for the forthcoming return.
	+ Link: [Slough Borough Council School Census webpage](http://www.slough.gov.uk/council/key-statistics-and-data/statutory-returns-for-schools.aspx).
* Autumn School Census 2019 Academy and Free School Check List – additional guidance from the LA on the additional census requirements DfE place on Academies and Free Schools.
	+ Link: [Slough Borough Council School Census webpage](http://www.slough.gov.uk/council/key-statistics-and-data/statutory-returns-for-schools.aspx).
* Autumn School Census Process Flow Chart – a flow chart summarising the steps to be taken to generate and complete the census return.
	+ Link: [Slough Borough Council School Census webpage](http://www.slough.gov.uk/council/key-statistics-and-data/statutory-returns-for-schools.aspx).
* DfE School Census guidance
	+ Link: [DfE School Census webpage](https://www.gov.uk/guidance/complete-the-school-census).

Any schools using a system other than Capita SIMS.net should contact their software supplier for further advice.

**Dry / practice runs**

All schools are strongly advised to complete dry / practice runs of the census in advance of the census date. This will help to identify any particular data or technical issues requiring attention. If your school would like the LA to assess the data quality of your dry run, please submit to us via S2S by **Monday 23rd September 2019**. Academies and Free Schools can also check their dry run return by submitting to the familiarisation blade on COLLECT.

**Submitting a return to DfE (Academies and Free Schools only)**

Academies and Free Schools must submit their return to DfE on COLLECT, and follow all instructions DfE provide them, including monitoring and resolving duplicate pupils identified on COLLECT reports. The LA will again be offering a managed upload service for Academies and Free Schools. Any school wishing to take advantage of this should provide me with the school’s COLLECT login credentials, or provide me with my own login credentials for the school. This can be organised by the school’s Secure Access administrator.

**Further help**

If there are any questions regarding school census, please don’t hesitate to contact me.

Yours sincerely,

Paul Brotherton

Systems & School Support Manager

Children, Learning and Skills

Slough Borough Council

**Annex A**

**Changes to School Census in Autumn 2019**

The following data items have been newly added, amended or have been removed from the census, with effect from the Autumn 2019 return.

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| --- | --- | --- | --- |
| Data Area | School Phase | Type of change | Description |
| Exclusions | All | Amended | DfE will now use each census to collect exclusions from one term prior rather than two terms prior.To enable this change, DfE will collect exclusions from BOTH of the previous two terms in the Autumn Census 2019 **only**.From the Spring Census 2020 onwards, only exclusions in the previous term will be collected. |
| Lunchtime Exclusions | All | Removed | Lunchtime exclusion data is no longer collected i.e. the exclusion code “LNCH”. |
| Planned Qualification Hours (Previous Year) | Secondary with Post 16 | New | Planned learning hours (qualification hours) previous year i.e. the total planned timetabled hours for the student in the previous academic year. |
| Planned Non-Qualification Hours (Previous Year) | Secondary with Post 16 | New | Planned employability, enrichment and pastoral hours (non-qualification hours) previous year i.e. the total planned timetabled employability, enrichment and pastoral hours for the student in the previous academic year. |
| Maths GCSE Attainment (Previous Year) | Secondary with Post 16 | New | Maths GCSE highest prior attainment previous year i.e. the highest grade achieved in the previous year. |
| English GCSE Attainment (Previous Year) | Secondary with Post 16 | New | English GCSE highest prior attainment previous year i.e. the highest grade achieved in the previous year. |

**Changes to School Census in Spring 2020**

Schools should also take note of the following changes which will come in to effect from the Spring School Census 2020. Even though these changes do not come in until Spring 2020, the permanent exclusions data collected at that point will relate to the current Autumn Term. If any permanent exclusions take place during the Autumn term, please ensure you collect and record the new fields which the census will require. Annex A contains more detailed information relating to the changes.

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| --- | --- | --- | --- |
| Data Area | School Phase | Type of change | Description |
| Permanent Exclusions | All | New | Exclusion Review Date – in the case of permanent exclusions only, you will need to supply the date on which a final outcome was reached in relation to a review of a headteacher’s decision to permanently exclude. |
| Permanent Exclusions | All | New | Exclusion Review Result – you will need to supply the final outcome of the review into the headteacher’s decision to permanently exclude. You may select from a list of pre-defined descriptions. See Annex A. |
| Permanent Exclusions | All | New | Exclusion Reinstatement Date – if applicable, you will need to supply the date the excluded pupil was reinstated at the school following the governing board or Independent Review Panel’s review of the decision to permanently exclude. |
| Permanent Exclusions | All | New | Exclusion Review SEN Expert - further to the outcome of a review of the decision to permanently exclude, in the case of an Independent Review Panel, schools must record if an SEN expert was requested during the review. This should be recorded as ‘Y’ if requested and ‘N’ if not requested. |

**Extract from DfE guidance on new data items - School Census Spring 2020**

### Exclusion review

We require this information for both on and off roll pupils.

Exclusions that have been overturned by the governing body are not counted in national statistics. However, from the 2019 to 2020 academic year, information regarding reviews of head teachers decisions to exclude (which includes the governing board’s review and independent review panels (IRPs)) that occurred in the previous term are to be reported via the school census in the case of permanent exclusions only.

The first collection of this data will take place in the spring 2020 census for any reviews that took place in the previous autumn term.

No information about the governing board’s review or independent review panels should be returned for fixed period exclusions.

The result of the review of the decision to exclude must be returned. Where the exclusion review has been undertaken by both the governing board and IRP, only the final outcome is to be recorded on the census. Please do not include each stage of exclusion review that took place. For example, where an exclusion was upheld by the initial governing board’s review, but was later reviewed by the IRP, only the result of the IRP’s consideration should be recorded.

### Exclusion review date

We need this data for both on and off roll pupils.

The exclusion review date reflects the date of the exclusion review - the date that the final outcome was decided.

### Exclusion review result

We need this data for both on and off roll pupils.

You should only return the final outcome of the exclusion review, using the following codes.

|  |  |
| --- | --- |
| **Code** | **Exclusion review result** |
| **A** | Exclusion upheld by initial governing board (confirmed) |
| **B** | Exclusion upheld by governing board after independent review panel recommended governing board to reconsider reinstatement |
| **C** | Exclusion upheld by governing board after independent review panel directed governing board to reconsider reinstatement |
| **D** | Exclusion upheld by independent review panel (confirmed) |
| **E** | Pupil accepted reinstatement after initial governing board |
| **F** | Pupil accepted offer of reinstatement after independent review panel recommended governing board to reconsider reinstatement |
| **G** | Pupil accepted offer of reinstatement after independent review panel directed governing board to reconsider reinstatement |
| **H** | Pupil declined reinstatement after initial governing board |
| **J** | Pupil declined offer of reinstatement after independent review panel recommended governing board to reconsider reinstatement |
| **K** | Pupil declined offer of reinstatement after independent review panel directed governing board to reconsider reinstatement |

### Exclusion reinstatement date

We need this data for both on and off roll pupils.

The exclusion reinstatement date reflects the date the excluded pupil was reinstated at the school following the governing board or IRP’s review of the decision to exclude.

### SEN expert requested

We need this data for both on and off roll pupils.

Further to the outcome of a review of the decision to exclude, in the case of an IRP, schools must record if a SEN expert was requested during the review. This should be recorded as ‘Y’ if requested and ‘N’ if not requested.