

Department: Children, Learning and Skills
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FAO: Headteacher / Business Manager / Data Manager,

School Census – Autumn 2019

Key dates and information for DfE’s Autumn School Census 2020 are below:

DfE Census date	Thursday 1 st October 2020
Submission to LA deadline – first returns	Wednesday 7 th October 2020
Submission to LA deadline – final returns	Wednesday 14 th October 2020
Minimum Capita SIMS.net version	7.194 – Fileset 1600 series
How to send the census file to the LA	S2S (via DfE Sign In) 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](#). Not all the documents that you are used to having have been released, they are in the process of being updated, once updated they will be available on the SBC website

- Link: SIMS documentation (access via your SIMS homepage)
- Autumn School Census 2020 Data Check List – the LA’s suggested preparation checklist for the forthcoming return.
 - Link: [Slough Borough Council School Census webpage.](#)
- Autumn School Census 2020 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.](#)
- 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.](#)
- DfE School Census guidance
 - Link: [DfE School Census webpage.](#)

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 25th September 2020**. 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 or email the SITeam@slough.gov.uk until Paul’s return

Yours sincerely,

Anjum Javid
Systems & School Support Officer
Children, Learning & Skills
Slough Borough Council

Annex A

Changes to School Census in Autumn 2020

Key Dates for the School Census Autumn 2020 Return

- **Census Date:** 01/10/2020
Termly attendance will not be collected
- **Exclusions:** collected from 01/09/2019 to 31/07/2020
- **Free School Meals collected:** from 17/01/2020 to 01/10/2020
- **Learning Aims collected** from 01/08/2019 to 01/10/2020.
- **Leavers:** will be included even if they have no historical data to report, where the pupil/student was not a boarder and their date of birth is between the 01/01/2020 and 31/08/2015 (inclusive), and their date of leaving is between 01/01/2020 and 31/07/2020 (inclusive).

Leavers

Leavers are usually included only where they have historical data to report. However, for this year only, the historical data for attendance is not being collected, so the DfE would miss out on data for pupil/students who would have been included only because they had attendance data to report. In theory, this could result in slightly more pupil/students being included than previously, but in nearly all cases the number of pupil/students will not be 'inflated' by this change.

Exclusions

The collection period for exclusions in the School Census Autumn 2020 Return is for the Spring and Summer terms (01/01/2019 to 31/07/2020). The collection of the Spring term was added by the DfE following the cancellation of School Census Summer 2020.

Additional exclusion reason added

To support the government's response to coronavirus (COVID-19), an additional reason of 'Wilful and repeated transgression of protective measures in place to protect public health' has been added. **For use from autumn 2020.**

Prior Attainment

Previously, the year taught in for achieving GCSE English from the 'history' of GCSE English Language grades and GCSE English Literature grades, but this year the calculation is based only on the 'history' of GCSE Language grades.

Post-16 Pupil Programme Aims

From autumn 2020 all on roll pupils undertaking 16-19 programmes must have a programme aim recorded alongside the component learning aims. For secondary, all-through schools with sixth forms and PRU/AP only.

The first collection of this data will be in the autumn 2020 census.

Programme type

For each learning aim, the type of programme it belongs to. For secondary, all-through schools with sixth forms and PRU/AP only. The first collection of this data will be in the autumn 2020 census.

Work Placements The first collection of this data will be in the autumn 2020 census

Work placement start date recording of work placements, where applicable, the start date of the work placement .For secondary, all-through schools with sixth forms and PRU/AP only. The first collection of this data will be in the autumn 2020 census

Work placement end date recording of work placements, where applicable, the end date of the work placement. For secondary, all-through schools with sixth forms and PRU/AP only.

Work placement hours recording of work placements where applicable, the number of work placement hours.

Work placement mode recording of work placements, where applicable, the mode of work placement - whether it is internal or external.

Work placement employer ID recording of work placements, where applicable, the employer ID for the work placement.

T level planned hours The total planned timetabled hours for the student for the duration of the T Level.

T level planned employability, enrichment and pastoral hours

The total planned employability, enrichment and pastoral timetabled hours for the student for the duration of the T Level.

FUTURE CENSUS PLANNED CHANGES

Total number of sessions attending approved educational activity

The total number of sessions a pupil has spent in attendance at an approved educational activity within the collection period.

For all schools except nursery.

The first collection of this data will occur in the spring 2021 census.

Total number of sessions unable to attend due to exceptional circumstances

The total number of sessions a pupil was unable to attend due to an exceptional circumstance within the collection period.

For all schools except nursery.

The first collection of this data will occur in the spring 2021 census.

**Total number of sessions not attending in circumstances relating to coronavirus
(COVID-19)**

The total number of sessions a pupil was not attending in circumstances relating to coronavirus (COVID-19) within the collection period.

For all schools except nursery.

The first collection of this data will occur in the spring 2021 census.