

Department: Children, Learning and Skills
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FAO: Headteacher / School Census contact

School Census – Autumn 2018

DfE have set the Autumn School Census 2018 collection date as **Thursday 4th October 2018**.

The Autumn School Census 2018 return to LA deadline is **Wednesday 10th October 2018**.

Academies and Free Schools are kindly asked to meet the LA deadline, and at the very least, ensure a first return is uploaded to COLLECT by this date.

I appreciate this is a tight timescale, however no school can have their census fully authorised until every school makes a return. Any school submitting a late return runs the risk of leaving themselves, the LA, and others insufficient time to resolve issues.

Changes to School Census

The following items have been deleted from School Census:

1. **Proficiency in English** – schools are no longer required to assess a child's proficiency in English for purpose of transmitting to the department via the school census.
2. **Nationality** - Schools must no longer request this information from parents, or retain the data within their system, for purpose of transmitting to the department via the school census.
3. **Country of birth** - Schools must no longer request this information from parents, or retain the data within their system, for purpose of transmitting to the department via the school census.

The following existing data items have changes:

1. **Special Educational Needs** - Code 'S' – Statement of special educational needs – was discontinued from 01/04/2018 and has therefore been removed from SEN **except** where it applies to exclusions from the 2018 Spring and Summer terms, which are reported in the 2018 Autumn and 2019 Spring terms. This data item will not be valid for exclusions in the summer census collection.
2. **Service Child Indicator** - The 'Service Child' indicator has changed from a spring collection to being collected each term.
3. **Recording substantial work placements** - With the introduction of the Technical or 'T' levels, there is a requirement to record substantial work placements. This will be achieved by using additional 'QNs' to record the hours duration of the placement.

Dry run

All schools are asked to complete a dry run of the Autumn School Census and return to the LA via S2S by **Monday 24th September 2018**. Academies and Free Schools should also check their dry run return by submitting to the familiarisation blade on COLLECT.

Completing a dry run will allow schools to identify any technical or data issues requiring resolution prior to census day itself.

Guidance notes

A detailed data checklist and Capita SIMS.net “preparing for” and “producing” census guidebooks are again available for this return. The data checklist is attached to the e-mail on which this letter was sent. It, along with the Capita SIMS.net guidebooks, are also available on the [Slough Borough Council School Census webpage](#). Please download and review these documents prior to completing your census return.

Capita SIMS.net users are also strongly advised to avail themselves of guidance and information available within the SIMS documentation area (available via the SIMS homepage), and on the [Capita My Account website](#).

Academies and Free Schools must ensure they follow the guidance issued to them by DfE. E-mails from DfE containing instructions will be sent to the school e-mail address which is registered on Get Information About Schools (GIAS). If you are unable to locate these, please refer to the [DfE website](#).

Training

There is no Capita led training session organised for this return. The guidance notes provide a full step by step guide on completing the return, however, we can offer a brief overview via telephone if this would help. Please contact us if you would like to arrange this.

School Census Autumn 2018 - key dates

Census date	04/10/2018
Return to LA deadline	10/10/2018
Attendance collection period	02/04/2018 – 31/07/2018
Exclusion collection period	01/01/2018 – 01/04/2018
FSM eligibility records	Any FSM eligibility which started on, or before, the 4th October 2018 where the FSM end date is either not present (that is: currently eligible) or between 18th May 2018 and 4th October 2018 (inclusive)
Learner Support <i>(not applicable for primary schools)</i>	01/08/2017 – 04/10/2018

Capita SIMS versions

Capita schools must be on the SIMS Summer Release 2018 v7.182 to complete this return.

Filesets will also likely be released for this return. Please ensure you follow advice given to you by your support provider and ensure you have the latest recommended fileset version installed prior to completing a return.

Submitting a return

Schools should submit their return to the LA using the [S2S website](#) by the deadline date. Once logged in, navigate to Upload – Upload PLASC/School Census file, and upload the census file you have created.

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's in built 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.

Census summary report

Please can all schools send a signed copy of the final school census summary report to me either by e-mail or by post/courier bag.

Support details

Slough Borough Council

Paul Brotherton:

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- 01753 476576

Documentation - [Slough Borough Council School Census webpage](#)
Capita SIMS

- esd@capita.co.uk
- 0844 893 8000
- [Capita My Account](#)
- [Capita ESS website](#) (enhanced support schools only)

DfE

- [DfE School Census webpage and guidance](#)
- [DfE service request form](#)

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

Yours sincerely,

Paul Brotherton
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Children, Learning and Skills
Slough Borough Council