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|  |  | **Department:** | Children, Learning and Skills |
|  | **Contact Name:** | Paul Brotherton |
|  | **Contact No:** | 01753 875744 |
|  | **Email:** | paul.brotherton@slough.gov.uk |
|  | **Date:** | 23rd April 2019 |

FAO: Headteacher / School Census contact

**Summer School Census 2019**

The Summer School Census 2019 collection date is **Thursday 16th May 2019**.

The Summer School Census 2019 return to LA deadline is **Wednesday 22nd May 2019**.

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. This is because those census management reports identifying issues which potentially impact upon place and pupil premium funding, are not fully populated until all schools have submitted. Any school submitting a late return, runs the risk of leaving themselves and others insufficient time to resolve issues.

**Dry run**

All schools should complete a dry run of the Summer School Census in advance of the census date. Completing a dry run will allow schools to identify any technical or data issues requiring resolution prior to census day itself.

Schools are welcome to submit their dry run to the LA for further review, however, these must be submitted by **Friday 17th May 2019**. Any dry runs received after this date will not be reviewed.

**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](http://www.slough.gov.uk/council/key-statistics-and-data/statutory-returns-for-schools.aspx). 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](https://myaccount.capita-cs.co.uk/).

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 the DfE’s Get Information About Schools (GIAS) site. If you are unable to locate these, please refer to the [DfE website](https://www.gov.uk/guidance/school-census).

**Unusual circumstances**

In the event an unusual circumstance impacts on census day, e.g. severe weather conditions, religious observance or school wide sickness, schools may find numbers of pupils and staff not present on the day are abnormally high. This would impact on certain numbers recorded on the school census e.g. school lunches taken. This would clearly not reflect a “normal” school situation. In this situation, schools should instead record the information collected from a “normal” day, e.g. the day before, the day after etc, but a note regarding this should be communicated to the LA and retained by the school for audit purposes.

**Submitting a return**

Schools should submit their return to the LA via S2S accessible via [DfE Sign In](https://services.signin.education.gov.uk/).

Once logged in to S2S, 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 suitable. This can be organised by the school’s DfE Sign In 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 (if you have one), the LA post/courier bag.

**Support details**

***Slough Borough Council Systems and School Support Team – Paul Brotherton***:

* paul.brotherton@slough.gov.uk - 01753 875744
* [Slough Borough Council School Census webpage](http://www.slough.gov.uk/council/key-statistics-and-data/statutory-returns-for-schools.aspx)

***Capita SIMS***

* esd@capita.co.uk
* 0844 893 8000
* [Capita My Account](https://myaccount.capita-cs.co.uk/)
* [Capita ESS website](http://www.capitaess.co.uk/home/index.asp) (enhanced support schools only)

***DfE***

* [DfE School Census webpage and guidance](https://www.gov.uk/guidance/school-census)
* [DfE service request form](https://www.education.gov.uk/form/data-collection-request-form)

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

Yours sincerely,

PBrotherton

Paul Brotherton

Systems and School Support Manager

Children, Learning and Skills